

**DEERLAKE MIDDLE SCHOOL
PARENT TEACHER ORGANIZATION
BY-LAWS**

**ARTICLE I
Name**

The name of this organization shall be the Deerlake Middle School Parent Teacher Organization (DMS PTO).

**ARTICLE II
Purpose**

The purpose of the Deerlake Middle School Parent Teacher Organization (DMS PTO) is to bring into closer relation the home and the school, so that parents, teachers, students and administrators may cooperate intelligently in the education of students by participating in shared decision making on school policy and supporting the goals and programs of the school.

**ARTICLE III
Functions**

- A. The Parent Teacher Organization (PTO) serves as a place for all groups in the school to come together to share ideas, concerns and solutions. The focus is on school wide issues, not individual situations.
- B. The PTO provides input to the School Advisory Council (SAC) and receives information from the SAC through the Deerlake Middle School (DMS) SAC Representative(s).
- C. The PTO provides input to the District Advisory Council (DAC) and receives information from the DAC through Deerlake Middle School (DMS) DAC Representative(s).
- D. The PTO provides input and makes recommendations to the School SITE Based Decision-Making Council (SBDMC), and receives information from the SBDMC through the Deerlake Middle School (DMS) SBDMC Representative(s).
- E. The PTO coordinates service to the school, including fund raising and volunteer activities.

**ARTICLE IV
Membership**

The membership is open and comprised of parents and guardians of students enrolled in DMS, students, faculty, and support staff. Ex Officio members are the DMS Principal and PTO past-President. No dues are required.

**ARTICLE V
Meetings**

- A. The dates of the General Membership meetings of the DMS PTO shall be published at the beginning of the school year in the school calendar. Board meetings shall be held monthly at the convenience of the Board members.
- B. All meetings shall be open to the school community and the public. Meetings shall be advertised in advance through in-school publications, parent newsletters, information lines, etc.
- C. Special meetings of the PTO may be called upon agreement of the President and the Principal, as needed.

ARTICLE VI**Authority**

Consensus decision making shall be the process by which the PTO conducts business, with a fallback to majority vote, as evidenced in Robert's Rules of Order.

ARTICLE VII**Executive Board, Nominations, Elections**

- A. The officers of the PTO Executive Board shall consist of the following: President, First (1st) and Second (2nd) Vice-Presidents, Secretary, and Treasurer.
1. Officers shall be elected by ballot in April of each year and shall serve a one (1) year term,
 2. Officers may be re-elected once to a specific office.
 3. If the President is unable to complete his or her term, the First (1st) Vice- President shall assume those responsibilities.
 4. If the First (1st) and Second (2nd) Vice-Presidents, Secretary or Treasurer are unable to complete their term of office, the vacancy shall be filled by an election at the next General Membership PTO meeting.
 5. The President must have been a member of the Board the previous year.
- B. A Nominating Committee, consisting of five (5) members, including one (1) DMS School employee (faculty or staff), two (2) Board members, and two (2) parents not currently serving on the board, shall be selected at the February Board meeting. A slate of candidates, who have agreed to serve, shall be submitted for consideration at the March General Membership meeting. Additional nominations may be made from the floor. Multiple names may be placed for consideration on the ballot; however, a member may only run for one office. Nominations will close at the end of the meeting. The slate of candidates shall be presented to the entire PTO General Membership in a timely manner.
1. Elections will be held at the April General Membership meeting.
 2. Terms will begin and end with a jointly held Board meeting, in May, of the incoming and outgoing officers.
 3. The School Advisory Council (SAC) Representative(s), shall be elected to serve a two (2) year term, or such length as defined in the SAC bylaws, and as defined by the Florida State Statutes.

ARTICLE VIII**Composition of the Board, Voting Rights**

- A. The Board shall be composed of the following members, each of whom shall have one (1) vote: President, First (1st) Vice-President, Second (2nd) Vice-President, Secretary, , Treasurer, Site-Based Decision Making Council (SBDMC) Representative(s), District Advisory Council (DAC) Representative(s), School Advisory Council (SAC) Representative(s), Volunteer Coordinator(s), Partner Program Coordinator(s), Fundraising Chair, and, the chair of any PTO committee, as established by the President or the Board.
1. Two-thirds (2/3) of Board members present shall constitute a quorum.
 2. Between regularly scheduled meetings, a two-thirds (2/3) telephone or electronic mail vote of the Board members may make emergency decisions.

ARTICLE IX**Procedures**

- A. Issues raised at PTO meetings needing further action shall be referred to a standing or special committee by the President. The committee shall be given a specific deadline to report to the PTO Board.
- B. Committees shall research issues and present recommendations for action by the PTO to the Board.
- C. Each committee shall have time allocated on the agenda at each PTO Board meeting for presentation of reports and recommendations.
- D. The recommendations adopted by the Board shall be presented to the members at the next General Membership meeting.
- E. The PTO President shall appoint committee chairpersons.
- F. All committee chairpersons and members shall serve for one year.
- G. Committee chairpersons may be re-appointed. The term shall begin in May following elections in April.
- H. If not on the Board agenda, a member shall be allowed five (5) minutes of time to present a concern. This time may be extended at the discretion of the President. The item would then be placed on the agenda for the following month.
- I. The PTO shall operate exclusively on funds generated by donations, PTO sponsored projects and money earned on the assets of the PTO to the extent permitted for an Internal Revenue Code Section 501 (c) (3) of the Internal Revenue Code.
- J. Upon dissolution of this organization, for whatever cause, the assets thereof shall be distributed as required by Section 501 (c)(3) of the Internal Revenue Code, or the corresponding provisions of any future United States revenue law, as amended, or shall be distributed to the Federal, State or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes.
- K. A PTO Requisition Form will be sent to all committee chairs and other appropriate Board members, to be completed and returned to the Treasurer in a timely manner, in order for reimbursement(s) to be made.
- L. Each committee chairperson, and/or Board member, as requested by the DMS PTO President, shall submit a written report to present to the PTO President prior to the May end-of-the-year Board meeting.

ARTICLE X

Duties of the Board Members

- A. The President shall:
 - 1. preside at meetings of the PTO;
 - 2. prepare an agenda for informing members;
 - 3. appoint chairpersons of special committees and chairpersons of standing committees, with Board approval;
 - 4. appoint, in conjunction with the Principal, the Volunteer Coordinator(s) and Partner Program Coordinator(s), to serve a one (1) year term, with Board approval;
 - 5. appoint, in conjunction with the Principal, any representatives not elected by the PTO General Membership to the School Advisory Council (SAC), to reflect the ethnic, racial and economic composition of the DMS population, in accordance with the SAC bylaws, to serve a term as defined in said bylaws, with Board approval;
 - 6. appoint, in conjunction with the Principal, three (3) Site Based Decision Making Council (SBDMC) representatives, one from each grade level (6th, 7th and 8th), to serve a one (1) year term, with Board approval
 - 7. in consultation with the Principal, call emergency meetings of the PTO as deemed

necessary;

8. attend (may designate a representative) any and all meetings requiring the presence of the DMS PTO President;
9. serve as the primary spokesperson for the PTO;
10. appoint members to fill vacancies, with Board approval;
11. remove officers and/or chairpersons who consistently fail to meet their duties and responsibilities under the provisions of these by-laws, with Board approval; and;
12. such other duties as assigned by the Board.

B. The First (1st) Vice-President shall:

1. preside over PTO meetings in the President's absence;
2. coordinate the work of PTO committees, maintaining records of members and projects assigned, and ensuring prompt resolution of issues;
3. become President if a vacancy occurs;
4. assist the President, as needed; and;
5. such other duties as assigned by the President or the Board.

C. The Second (2nd) Vice-President shall:

1. coordinate the work of PTO committees, maintaining records of members and projects assigned, and ensuring prompt resolution of issues;
2. assist the President, as needed; and;
3. such other duties as assigned by the President or the Board.

D. The Secretary shall:

1. prepare minutes of each meeting and deliver them to the school for placement in the Parent Resource Center;
2. maintain attendance at Board meetings and PTO General Membership meetings;
3. take a roll call at each Board meeting and announce whether a quorum is present;
4. publish the names of the attendees of the Board meeting in the minutes;
5. maintain records of committee activities;
6. prepare a brief written report of each meeting (Board and General) to be included in the PTO parent newsletter; and;
7. such other duties as assigned by the President or the Board

E. The Correspondence Secretary shall:

1. prepare correspondence for the PTO as needed; and
2. such other duties as assigned by the President or the Board.

F. The Treasurer shall:

1. receive and disburse all funds;
2. make disbursements in accordance with the approved budget, as authorized by the PTO;
3. keep a full and accurate account of receipts and expenditures;
4. present a financial statement at each meeting;
5. make a full financial written report at the end of the year;
6. keep records and submit forms in order to maintain the current 501 (c) (3) tax- exempt status of the PTO; and;
7. such other duties as assigned by the President or the Board.

There shall be three (3) signatures on file at the bank (President, Treasurer and Board designee) with two (2) signatures required on all PTO checks.

Expenditures of \$100 or less may be spent at the discretion of the President. All expenditures over \$100

must be approved by a majority vote of the Board.

- H. The Site Based Decision Making Council (SBDMC) Representative(s) shall:
 - 1. act as a conduit to and from the Board for concerns;
 - 2. attend SBDMC meetings, provide input and make recommendations to the SBDMC and report to the PTO;
 - 3. attend PTO meetings and report to the SBDMC;
 - 4. prepare written reports to be included in the PTO parent newsletter; and;
 - 5. such other duties as assigned by the President or the Board.
- I. The District Advisory Council (DAC) Representative(s) shall:
 - 1. act as a conduit to and from the Board for concerns;
 - 2. attend PTO meetings, provide input and report to the DAC;
 - 3. attend DAC meetings, provide input, and report to PTO;
 - 4. prepare written reports to be included in the PTO parent newsletter; and;
 - 5. such other duties as assigned by the President or the Board.
- J. The School Advisory Council (SAC) Representative(s) shall:
 - 1. act as a conduit to and from the Board for concerns;
 - 2. attend PTO meetings, provide input, and report to the SAC;
 - 3. attend SAC meetings, provide input, and report to PTO;
 - 4. prepare written reports to be included in the PTO parent newsletter; and;
 - 5. such other duties as assigned by the President or the Board.
- K. The Volunteer Coordinator(s) shall:
 - 1. design a volunteer program and maintain a corps of volunteers to help with classroom and school wide projects;
 - 2. maintain contact with the Leon County School Board's volunteer organization(s);
 - 3. provide a system for keeping records of the time invested by each volunteer;
 - 4. design a recognition program for volunteers; and;
 - 5. such other duties as assigned by the President or the Board.
- L. The Partner Program Coordinator(s) shall:
 - 1. design a Partner Program in cooperation with the Administration of DMS;
 - 2. maintain contact with the Leon County School Board partner coordinator program(s);
 - 3. provide a system for keeping records of Partner contributions;
 - 4. design a recognition program for Partners; and;
 - 5. such other duties as assigned by the President or the Board.
- M. The Fundraising Chair shall:
 - 1. attend Board meetings
 - 2. arrange for presentation of fundraising activities to the Board, for Board approval
 - 3. coordinate fundraising activity, in conjunction with the Volunteer Coordinator(s)
 - 4. assist the fundraising company, including, but not limited to, distribution of order forms, letters, and any other required correspondence, and distribution product(s) to all DMS members and/or purchasers
 - 5. maintain records of money received from orders, money disbursed to company, any refunds involved, and any other transaction involving funds in conjunction with project
 - 6. work with Treasurer regarding all funds, received and distributed
 - 7. assist the President, as needed, and,
 - 8. such other duties as assigned by the President or the Board.

ARTICLE XI
Amendments

- A. Any PTO member may propose amendments to the by-laws.
- B. Proposed amendments must be presented in writing to the Board prior to the next regularly scheduled Board meeting.
- C. The PTO President, at the next regularly scheduled PTO General Membership meeting, shall present proposed amendments in writing.
- D. Voting will take place the month following the written presentation of the by-laws and/or revisions, and/or amendments.
- E. By-laws may be amended by a majority vote of the General Membership present and voting.

Adopted by the Deerlake Middle School-Advisory Committee - May 9, 1991

Amended by the Deerlake Middle School-Advisory Committee - June 1, 1992

Amended by the Deerlake Middle School-Advisory Committee - August 30, 1993

Amended by the Deerlake Middle School-Advisory Committee - March 10, 1994

Amended by the Deerlake Middle School-Advisory Committee - October 13, 1994

Amended by the Deerlake Middle School PTO - March I, 1997

Amended by the Deerlake Middle School PTO - December 17, 1997

Amended by the Deerlake Middle School PTO - March 15, 1999

Amended by the Deerlake Middle School PTO - March 14, 2005