

# INDIAN RIDGE MIDDLE SCHOOL PARENT-TEACHER ORGANIZATION

## BYLAWS

This PTO is organized exclusively for the charitable and educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue code.

### **Article I: Name**

The name of this organization is Indian Ridge Middle School Parent-Teacher Organization or Indian Ridge Middle School PTO. The Principle address of the corporation is 1355 South Nob Hill Road Davie, FL 33324

### **Article II: Purposes**

Section 1: The purpose of the Indian Ridge Middle School PTO is to establish and maintain a working relationship among parents, school and community; encourage parent's involvement in their children's lives, education and school; and support school improvement and promote the finest education possible for the students.

Section 2: The goal of the PTO is to support and enhance the education of our students through the planning, organizing and executing of fundraising and events during the school year that fall outside the school's budget.

### **Article III: Basic Policies**

- a. This organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Purpose of the organization.
- c. The association shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
- d. The association shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process

establishing school policy, recognizing that the legal responsibilities to make decisions has been delegated to the people of the boards of education.

e. No part of the net earnings of the organization shall be distributed to its members, directors, trustees, officers or other private persons except that the organization shall be authorized to pay reasonable compensation for services rendered.

f. The organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code.

g. Upon the dissolution of this organization, after paying the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

#### **Article IV: Articles of Incorporation**

The PTO organization exists as an incorporated organization of its members. Its Article of Incorporation comprises these By-Laws, which can be amended.

#### **Article V: Members and Dues**

**Section 1.** Membership in the PTO shall be made available to any individual without regard to race, color, creed or national origin, under such rules and regulations not in conflict with the provisions of these bylaws.

**Section 2.** Only members of the organization shall be eligible to participate in the business meetings, or to serve in any of its elective or appointive positions.

**Section 3.** The PTO shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

**Section 4.** Each member of the PTO shall pay annual dues to the PTO. The dues collected will be used for the educational support, operations of the organization and fundraising efforts.

**Section 5.** For the purpose of annual enrollment, the membership year shall be July 1 through June 30.

## **Article VI: Officers and their Election**

### **Section 1.** Officers and their election:

- a.** The officers of this association shall consist of a president, 3 vice-presidents, a recording secretary, a corresponding secretary, a treasurer.
- b.** Officers shall be elected by ballot annually in the month of May. However, if there is but one nominee for any office, election for that office may be by show of membership cards or voice vote. A majority vote shall elect.
- c.** With the exception of the treasurer, officers shall assume their official duties following the end of the school year and shall serve for a term of one year or until their successors are elected. The treasurer shall assume all duties after the books have been audited.
- d.** A person shall not be eligible to serve more than 3 consecutive terms in the same office.

### **Section 2.** Nominating Committee:

- a.** There shall be a nominating committee composed of 3 members (at least three and always an uneven number) who shall be elected by the association at a regular meeting at least one month prior to the election of officers. The president shall appoint a chair who shall call the first meeting. The committee shall elect its own chair.
- b.** The nominating committee shall nominate one person for each office to be filled and report its nominees at the election meeting at which time additional nominations may be made from the floor.
- c.** Only those persons who have consented to serve if elected shall be nominated for or elected to such office.
- d.** Members of the nominating committee may be elected to office.

**Section 3. Vacancies:** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board on which they shall serve, notice of such election having been given.

**Section 4.** A member whose dues have not been paid at least thirty days prior to the annual election meeting may not vote in the annual election of officers.

**Section 5.** Any person holding an elected or appointed position shall serve for the designated term or until a successor is elected or appointed.

### **Article VII: Duties of Officers**

**Section 1.** The president shall preside at all meetings of the organization, the executive committee and the executive board. The President shall be a member ex-officio of all committees, except the nominating committee; shall with the cooperation of the officers elected, appoint committees; shall perform all other duties pertaining to the office.

**Section 2.** The Vice President shall act as an aide to the President, perform duties of the President in the absence of that officer, and shall carry out other responsibilities as directed.

a. The 1<sup>st</sup> vice-president shall serve as "Fundraising/Jaguar Jog"

b. The 2<sup>nd</sup> vice-president shall serve as "Membership"

c. The 3<sup>rd</sup> vice-president shall serve as "Volunteer Coordinator"

**Section 3.** The recording secretary shall record the minutes of all meetings of the organization and of the executive committee and board and shall perform such other duties as may be delegated.

**Section 4.** The corresponding secretary shall prepare all written communications as directed by the association or by the executive board and shall perform such other duties as may be delegated.

**Section 5.** The treasurer shall have custody of all of the funds of the association; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the association. Three signatures shall be on file at the bank, with two signatures required on all PTO checks. The treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the

executive board and shall make a full report at the annual meeting. The treasurer shall be responsible for the maintenance of such books of account and records. The treasurer's accounts shall be examined annually by an auditor or a audit committee of not less than three members who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The audit committee shall be appointed by the executive board. The committee's report shall be given at the next regular meeting after the audit is complete

#### **Section 6.**

- a. All officers shall perform their duties prescribed in these bylaws and by the parliamentary authority adopted by this organization.
- b. Deliver to their successors all official material in a reasonable amount of time before the beginning of the school year.

#### **Article VIII: General Membership Meetings**

**Section 1.** Regular meetings of the organization shall be held (at least) 7 times during the school year, unless otherwise provided by executive board. 5 days shall be given of change of date.

**Section 2.** Special meetings may be called by the executive board. (3) days notice having been given.

**Section 3.** The last regular meeting of the PTO shall be held in May and shall be known as the annual meeting.

**Section 4.** (10) members shall constitute a quorum for the transaction of business in any General meeting of the PTO.

#### **Article IX: Executive Board**

**Section 1.** The executive board shall consist of the officers of the association, the chairs of standing committees and the principal of the school or a representative appointed by him. The chair of the standing committee shall be selected by the

officers of the PTO. The members of the executive board shall serve until the election and qualification of their successors.

## **Section 2. Duties of Board**

- a. To transact necessary business in the intervals between PTO meetings and such other business as may be referred to it by the organization.
- b. To create standing committees.
- c. To approve the plans of work of the standing committees.
- d. To present a report at the regular meetings of the organization.
- e. To present and submit to the organization for approval a budget for the fiscal year.
- f. To approve routine bills within the limits of the budget.

**Section 3.** Regular meetings of the executive board shall be held monthly during the school year, the time to be fixed by the board at its first meeting of the year. A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by the president or by a majority of the members of the board.

## **Article X: Executive Committee**

**Section 1.** The executive committee shall consist of the elected officers.

**Section 2.** The duties of the executive committee shall be to transact emergency business in the interval between executive board meetings.

**Section 3.** The majority of the executive committee shall constitute a quorum.

**Section 4.** Meetings of the executive committee shall be held as needed.

## **Article XI: Financial and Legal Administration**

**Section 1.** The annual budget shall be determined by the Board and approved by the members.

**Section 2.** PTO operating expenses shall be taken from funds collected from PTO sponsored joint-school functions and the PTO will carry over sufficient funds for the next school year so that event planning can begin immediately.

**Section 3.** Checks, drafts, Etc. All checks, orders for the payment of money and insurance certificates shall be signed or endorsed by two of the following officers given that authority: Treasurer, President, Vice-President. All checks will require two signatures. There will be no debit card, credit card or Pay Pal account in the name of the organization.

**Section 4.** Accountability. Correct books of account of the activities and transactions of the PTO shall be kept with the President and treasurer of the PTO, with copies made available to the school, and are subject to review and audit on a yearly basis. Including, hard drives with Quick Books installed having PTO financial records.

#### **Article XII: Fiscal year**

The fiscal year of the organization shall begin on July 1 and end on the following June 30.

#### **Article XIII: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws or the Nonprofit Corporation Act under which the organization may be incorporated.

**Affirmation of Bylaws**

These bylaws were voted upon and passed at the general membership meeting of the Indian Ridge Middle School PTO on 3/19/2013 by

Joranna McAmley PTO President

Frank R. Zagan School Principal