

South Woods Elementary School  
Parent Teacher Organizations (PTO) By-Laws

**ARTICLE I  
NAME**

The name of this corporation shall be: **South Woods Elementary School Parent Teacher Organization.**

**ARTICLE II  
REGISTERED OFFICE**

The corporation's registered office is located at: 4750 State Road 206 West Elkton, Fl 32033.

**ARTICLE III  
PURPOSE**

- a) To promote the welfare of children and youth in home, school, and community.
- b) To bring closer the relationship of home and school so that parents and teachers may cooperate intelligently in the education of the child.
- c) To enhance the educational facilities and opportunities for the students and staff of South Woods Elementary School that are not otherwise provided for in the school budget.

**ARTICLE IV  
FUNCTIONS**

- a) This organization shall neither seek to direct the administrative activities of the school nor to control its policies.
- b) This organization may make suggestion to the administration concerning activities of the school, if such suggestion in made toward the betterment of condition for all concerned, (i.e. students, teacher, administrators, and parents).
- c) This organization will coordinates to serve the school, including fund raising and volunteer activities outside of those that fall under the School Volunteer Coordinator

**ARTICLE V  
MEMBERSHIP**

- a) Any Parent, guardian, or other person standing in loco parentis” with a child enrolled and attending South Woods Elementary School
- b) Teachers, administrators, and staff of South Woods Elementary School.
- c) Any member shall have the privilege of making motions and serving on committees.
- d) The Principal shall be considered as a sitting advisor and or consultant.

**ARTICLE VI  
OFFICERS AND THEIR ELECTIONS**

- a) The officers of this organization shall be no more than two (2) Presidents (i.e. Co-Presidents), no more than two (2) Vice Presidents (i.e. Co-Vice Presidents), Secretary, and no more than (2) Treasurer (i.e. Co-Treasurer), Membership Chair, Fall Festival Chair, Teacher Appreciation Chair, Teacher representative, and the Principal (or their designee).
- b) Officers shall be elected at the April meeting of the organization by the members present.
- c) Officers shall assume their official duties at the close of the current school year of their election. (I.e. last day of school in June following election)
- d) Officers shall serve a term of two (2) years and/or until their successors are elected.
- e) A person shall not be eligible to serve more than one (1) consecutive term in the same office.
- f) Officers of this organization shall be elected in the following manner vis.
  - i. Elections occurring in even numbered years (i.e. 00) shall be for the offices of, President/Co-Presidents, Secretary. Elections occurring in odd numbered years (i.e. 01) shall be for the offices of, Vice President/Co-Vice Presidents, and Treasurer.
  - ii. Appropriate notification of elections will be given to the school populace.
  - iii. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor.
- g) A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board committee.
- h) Committee Chairs will be appointed by the elected board members

**ARTICLE VII  
DUTIES OF OFFICERS**

- a) The President/Co-President shall preside or alternately preside at all meetings of the organization and of the executive board committee. If there are Co-Presidents, one shall be designated by mutual agreement, as the primary contact for the principal and or the administration, and shall be ex-officio member of all committees and shall perform such other duties as may be prescribed in these bylaws or assigned to her/him by the executive board committee; and shall

- coordinate the work of the officers and committees, in order that the objectives-mission may be promoted.
- b) The Vice President/Co-Vice Presidents shall act as aids to the President/Co-President and in their designated order perform the duties of the President/Co-president in the absence or inability to serve.
  - c) The Secretary shall record the minutes of all meetings of the organization and of the executive board committee and assist in written communications between the organization, parents, staff and teachers.
  - d) The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the approval of the executive board committee. She/He shall present a financial statement at every meeting and at other times when requested by the executive board committee; and shall make a full report at the end of the school year.
  - e) The Membership Chair will be in charge of recruiting new members
  - f) The Fall Festival Chair will be in charge of organizing and run the school's Fall Festival
  - g) The Teacher Appreciation Chair will be in charge of Teacher Appreciation Week as well as other teacher appreciation events.
  - h) All offices shall perform the duties outlined above as well as any other duties prescribed in these bylaws; and such other duties as may be delegated to her/him.

## **ARTICLE VIII MEETINGS**

- a) The regular monthly meeting of the organization shall be on the third Thursday of the month. Should a meeting date occur when school is not in session, the executive board committee will decide upon the alternated date.
- b) The organization or the executive board committee may call special meetings. Appropriate notification will be give to the school populace by the President.
- c) All meetings shall be open to the school community.

## **ARTICLE IX Executive Board Committee**

- a) The executive board committee is a representative group of the organization and shall consist of the officers of the organization, two teacher representatives and the parent liaison. Executive board committee member votes preside.
- b) The duties of the executive board commit shall be vis:
  - i. To transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the organization or committees requiring or needing assistance.
  - ii. To create standing and temporary committees necessary to carry out the objectives and aims of the organization.
  - iii. To present a report of plans, projects, activities, etc. at the regular meetings
  - iv. To consider and approve/disapprove requests

- c) All meetings of the committee shall be called meetings as deemed necessary.
- d) Twenty four hour notice should be given for special executive boards committee meetings

**ARTICLE X  
STANDING AND SPECIAL COMMITTEES**

- a) Standing and special committees shall be determined annually at the September meeting of the organization.
- b) Committee chairperson/persons shall be issued committee guidelines by the executive board committee.

**ARTICLE XI  
PARLIAMENTARY PROCDURES**

Roberts Rules of order shall govern this organization in all cases which they are applicable and in which they are not inconsistent with these bylaws.

**ARTICLE XII  
AMENDMENTS**

These bylaws may be amended at any regular or executive meeting of the organization by a majority vote of the executive board committee members.

Drafted by the 2006 South Woods Elementary School PTO Officers.