

PLANTATION MIDDLE SCHOOL

BYLAWS

ARTICLE I-NAME AND PURPOSE

Section 1: Name- The name of the Organization shall be Plantation Middle School Parent Teacher Organization a.k.a. PLMS PTO located at 6600 W. Sunrise Blvd., Plantation, Florida 33313. Phone number: (754) 322-4100.

Section 2: Purpose- The purpose of the PLMS PTO is to enhance and support the educational experience at Plantation Middle School. To develop a closer connection between school and home by encouraging parental involvement and to improve the environment at Plantation Middle School through volunteer and financial support.

ARTICLE II-MEMBERSHIP

Section 1: Membership shall be given to those individuals who have paid PTO Membership dues. Dues will consist of a one-time, annual, membership fee. This membership may allow the member a membership card with discounts or some other kind of promotional item. Members shall be included in PTO information by way of email. PTO Members will be allowed to vote.

ARTICLE III-OFFICERS

Section 1: EXECUTIVE BOARD-The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary and Treasurer. Officer positions may be shared. The School Principal, or his/her designee, may be a voting member of the Executive Board if needed.

Section 2: TERM OF OFFICE-Officers are elected for one year and may not serve more than three (3) consecutive terms in the same office. Officers must be reelected each year. Persons shall only hold one office at a time.

Section 3: QUALIFICATIONS-Any paid PTO member, having paid their annual membership and are in good standing may become an officer of the PTO.

Section 4: DUTIES- Executive Board- The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create

standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership. The Executive Board may approve costs not to exceed \$300.00 without approval from Membership.

President-Presides at General PTO meetings and Executive Board meetings. Serves as the primary contact for the Principal and serves as the official representative of the PTO. Oversee the committee system of the PTO so that the purpose of the organization is served.

Vice-President-Assist the President and chair meetings in the absence of the President. Carry out the Presidents duties in his or her absence or inability to serve. Solidify the calendar for the year. Work with those working with and submitting grants. Oversee all PTO information is received by PTO members thru Volunteer Coordinator.

Recording Secretary-Record and distribute minutes of all Executive and General PTO meetings. Hold all historical records for the PTO. The Secretary also keeps a copy of the minutes book, bylaws, rules, membership list and any other necessary supplies and brings them to meetings.

Treasurer-Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit and hold all financial records.

Section 5: BOARD MEETINGS-The Executive Board shall meet regularly, as needed, during the school year, or at the discretion of the President. Monthly Membership meetings will be held monthly, on a regular date set by the President/Executive Board.

Section 6: REMOVAL- An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board. Committee Officers must attend a majority of the monthly meetings or have a member represent his/her position, or face replacement, decided by Executive Board.

Section 7: VACANCY-If there is a vacancy in the office of President, either the Vice President may become President or the Executive Board may work as a whole to fulfill the responsibilities of the President.

Section 8: COMMITTEES- Committees shall be appointed by the Board. Additional committees may be appointed throughout the year, as needed.

Section 9: NOMINATIONS AND ELECTIONS-Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may be made from the floor. Voting shall be by voice if a slate is presented. If more than one person is running for an office, a ballot voice shall be taken.

Section 10: ELIGIBILITY- A person is only eligible for an office if they are a paid member of PTO.

ARTICLE IV-MEETINGS

Section 1: GENERAL PTO MEETINGS-General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly, on the same day and at the same day each month, during the school year or at the discretion of the Executive Board. Special meetings may be called by any two board members within a 24 hour notice.

Section 2: VOTING-Each (paid) Member in attendance at a PTO meeting is eligible to vote. Absentee or proxy votes are not allowed. If needed, the President's (if not present) vote, or President's designee, will be counted.

Section 3: QUORUM- Half the number of Board members, present, plus one constitutes a quorum for the purpose of voting.

ARTICLE V-FINANCIAL POLICIES

Section1: FISCAL YEAR-the Fiscal year of the PTO begins August 1 and ends July 31 of the following year.

Section 2: BANKING- All funds shall be kept in a checking account in the name of Plantation Middle PTO requiring one signature of the Executive Board (Treasurer, President and VP) and held at a local financial institution.

Section 3: REPORTING-All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records annually.

Section 4: ENDING BALANCE-The Organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS- Contract signing authority is limited to the President or the President's designee.

ARTICLE VI-BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII-DISSOLUTION

In the event of dissolution of the PTO, any funds shall be donated to Plantation Middle School.

ARTICLE VIII-PARLIAMENTARY AUTHORITY

The authority for this organization shall be "Robert's Rules of Order Newly Revised"

These Bylaws were adopted on June 10th 2013.

Gina Conti - V.P. Executive Board

Tina M. Zintsmaster - Recording Secretary - Executive Board

Jennifer Markhoff - Treasurer - Executive Board