

Edgewater High School PTSO By-Laws

Article I – Name

Edgewater High School
3100 Edgewater Dr.
Orlando, FL 32804

The name of the organization shall be **Edgewater High School Parent, Teacher, Student Organization (PTSO)**

Affirmation of Bylaws

These bylaws were voted upon and approved at the general membership meeting of the PTA on (Date: _____)

Signed _____ PTSO President

Printed Name _____

Signed _____ Recording Secretary

Printed Name _____

Article II – Purpose

The purpose of this organization is to promote the welfare of children in the school community and to promote the collaboration and engagement of families and educators to enhance education and the overall school experience.

Article III – Membership and Dues

Section 1. Any parent, guardian or other adult standing in loco parentis for a student at Edgewater High School may be a member and shall have voting rights. The principal, the school's administrative staff and its teachers may be members and may also have voting rights. Members have one vote per household.

Section 2. Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 days before the meeting to be considered a member in good standing with voting rights.

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

Section 4. Only members of the organization shall be eligible to participate in the business meetings or to serve in any of the elected or appointed positions.

Section 5. The membership year shall be July 1 through June 30.

Article IV – Officers and Elections

Section 1. Each officer of this PTSO shall be a member of the PTSO.

Section 2 – Officers and their election:

- a. The officers of this organization shall consist of a president, vice president, programs; vice president, communication; treasurer, recording secretary and corresponding secretary.
- b. Officers shall be elected by ballot annually in the month of April or 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 two consecutive terms in the same office.

Section 3. Nominating Committee –

There shall be a nominating committee composed of 3 members (or more, but always an odd number) who shall be elected by the association at a regular meeting at least one month prior to the election of officers. The president

- 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. In order to be nominated, a person must be a member of the PTSO.
- c. Only those persons who have consented to serve if elected shall be nominated for or elected to office
- d. Members of the nominating committee may be elected to office.

Section 4. Vacancies. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the vice president. A vacancy occurring in any other 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 5. 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 6. Any person holding an elected or appointed position in this organization shall serve for the designated term or until a successor is elected or appointed.

Article V – Duties of Officers

Section 1. The president shall preside at all meetings of the organization, the executive committee and the executive board. He/she serves as the primary contact for the principal and represents the organization at meetings outside the organization.

Section 2. The vice presidents shall act as aide(s) to the president and shall perform the duties of the president in the absence or disability of that officer to act. See standing rules for additional details.

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 additional duties as delegated.

Section 4. The corresponding secretary shall prepare all written communications as directed by the organization or the executive board and shall perform additional duties as delegated.

Section 5. The treasurer shall have custody of all of the funds of the organization, 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 organization. Two signatures should be on file at the bank with two signatures required on all PTSO checks. The treasurer shall present a financial statement at every meeting of the organization and at other time 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 as to conform to the requirements of Article VI, Section 3 of the bylaws. The treasurer's accounts shall be examined annually by an auditor or an audit committee of not less than three members who satisfied that the treasurer's annual report is accurate, 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 completed.

Section 6. All officers shall:

- a. Perform the duties prescribed in these bylaws
- b. Deliver to their successors all official material not later than ten days following the end of the school year

Article VI – General Membership Meetings

Section 1. Regular meetings of the organization shall be held four (4) (at least three) times during the school year unless otherwise provided by the organization or the executive board and eight (8) days notice shall be given of change of date.

Section 2. Special meetings may be called by the executive board five (5) days notice having been given.

Section 3. The last regular meeting of the organization shall be held in April or May and shall be known as the annual meeting.

Section 4. Ten (10) members minimum shall constitute a quorum for the transaction of business in any meeting of this organization.

Article VII – Executive Board

Section 1. The executive board shall consist of the officers of the organization, the chairs of standing committees and the principal of the school or a representative appointed by him/her. It is recommended that the board also include at least one student.

Section 2. Duties. 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 expenses and prepare reports and recommendations.

Section 3. Meetings 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 may be called by the president or by a majority of the members of the board.

A treasurer's report must be given at every board meeting.

Article VIII – Standing and Special Committees –

Section 1. Membership. Committees may consist of general members and board members with the president acting as ex officio member of all committees.

Section 2. Standing Committees. The following committees may be held by the organization: Teacher Appreciation, Spirit Wear, E-Boutique, Membership.

Section 3. Additional Committees – The board may appoint additional committees as needed.

Section 4. The chair of each committee shall present a plan of work to the executive board for approval and updates to the general meeting. No committee work shall be undertaken without the consent of the executive board.

Article IX – Fiscal Year –

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

Article X – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the recording secretary. Notice may be given by postal mail, e-mail, hard copy or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Article XI – Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the association in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article XII – Basic Policies

- a. The association shall be non-commercial, nonsectarian and non-partisan
- b. Neither the organization or its members shall be used to endorse or promote a commercial concern or partisan interest.
- c. The organization shall not participate directly or indirectly in any political campaign on behalf of or in opposition to any candidate for public office.
- d. The organization shall work with the school to enhance the school experience.
- e. No part of the organizations net earnings shall inure to the benefit of or be distributed to its members, directors or officers.
- f. The annual financial audit/review must be completed by September 30th of each year.

Article XIII – Dissolution

- a. The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.
- b. Upon dissolution, all remaining assets must be used exclusively for section 501 (c)(3) purposes.

