

BYLAWS OF

ATLANTIS ELEMENTARY SCHOOL

PARENT TEACHER ORGANIZATION

PORT ST. JOHN, FLORIDA

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ARTICLE 1. NAME

- I. The name of this organization is the Atlantis Elementary School Parent Teacher Organization. Port St. John, Florida. It is a local PTO unit organized under the authority of Atlantis Elementary School.

ARTICLE 2. PURPOSES

- I. The purposes of the Organization of PTO are to:
 - A. Enhance the image of our school throughout the community.
 - B. Provide support for the leadership of our school and throughout the district.
 - C. Increase PTO Membership and expand the base of participation in PTO activities.
 - D. Provide forums for the exchange and discussion of ideas on issues and topic of current issues
 - E. Improve communication among faculty, parents, and community
 - F. Promote the six pillars of character Atlantis celebrates.
- II. The-purpose of this organization is promoted through an educational program directed toward students, parents, teachers, and the community; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basics policies set forth in ARTICLE 3.

ARTICLE 3. BASIC POLICIES

- I. The organization shall be non-commercial, non-sectarian, and non-partisan.
- II. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern, or with any partisan interest, or for any purpose not appropriately related to promotion of the objects of the organization.

- III. The organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office and shall not devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- IV. The organization shall conduct business in a welcoming and inviting manner, with the spirit of cooperation and teamwork as the central mission, working towards the purposes stated in ARTICLE 2.
- V. The organization shall cooperate with school to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control their policies.
- VI. The organization may cooperate with other organizations and agencies concerned with child welfare, but person representing the organization in such matters shall make no commitments that bind the organization.
- VII. In the event of the dissolution of the organization, its assets shall be allocated to Atlantis' internal donation fund.

ARTICLE 4. MEMBERSHIP

- I. Any individual who subscribes to the purposes and basic policies of this organization may become a member of this organization, subject only to compliance with the provisions of the bylaws. Membership in this organization shall be available without regard to race, color, creed, or national origin.
- II. There are no annual dues for members. Every individual who chooses to be involved with the organization will be a member.

ARTICLE 5. OFFICERS AND THEIR ELECTION

- I. Each officer of the PTO shall have a child/student attending Atlantis and must be an approved volunteer.
- II. The officers of this organization shall consist of a President, Vice President, a Secretary, and a Treasurer.
- III. Officers shall be elected by a motion from the general membership during the annual meeting (also known as the last meeting of the school year- see ARTICLE 8). However, if any member wishes to become part of the Executive Committee, he/she will need to enter an interview process with the current board and administration of Atlantis Elementary School.
- IV. Officers shall assume their official duties at the beginning of the fiscal year (see ARTICLE 10) and shall serve for a term of two years or until the election and qualification of their successor.
- V. A person shall not be eligible to serve more than one two-year term consecutively in the same office, unless no successor can be located for nomination.
- VI. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- VII. A vacancy occurring in any office shall be filled through election by a motion from the general membership or by ballot if more than one nominee volunteers, for the remainder of the unexpired term. This position will be served for the remainder of the unexpired term, and will not count towards the two-year term.
- VIII. It is a requirement that any person who holds office must be in good financial standing with Atlantis Elementary School and Atlantis Elementary PTO. There cannot be any history of non-payment or bounced checks.

ARTICLE 6. DUTIES OF OFFICERS

- I. The President shall preside at all meetings of the organization; shall perform such other duties as may be prescribed in these bylaws or assigned to him by the organization or by the officers; and shall coordinate the work of the officers and committees of the organization in order that the purposes may be promoted.
- II. The Vice President shall act as aid to the President and shall perform the duties of the President in the absence or disability of that officer to act.
- III. The Secretary shall record the minutes of all meetings of the organization and shall perform such other duties as may be delegated to them.
- IV. The Treasurer shall have custody of all the funds of the organization within an acknowledged bank or credit union, 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 PTO officers. The Treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the PTO officers and shall make a full report at the annual meeting. The Treasurer's accounts shall be examined annually by an auditing committee of not less than four members (Teacher, President, Treasurer and Parent), who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The Parent cannot be a PTO officer or a committee chair.
- V. All officers shall:
 - A. Perform the duties outlined in these bylaws and other duties as needed.
 - B. Deliver to the school principal all official materials, as soon as possible yet no more than 2 weeks.

- VI. The duties of the PTO Officers shall include:
 - A. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
 - B. To create special committees.
 - C. To approve the plans of work of the special committees.
 - D. To present a report at the regular meetings of the organization
 - E. To appoint an auditing committee to audit the Treasurer's accounts.
 - F. To approve routine bills within the limits of the budget.

ARTICLE 7. MEETINGS

- I. Meetings of the organization shall be held at least three (3) times annually during the school year unless otherwise provided by the organization or by the PTO officers.
- II. Special meetings may be called by the PTO officers.
- III. The last meeting of the year shall be called the annual meeting.
- IV. The bylaws must be reviewed each year during the August meeting and amended if needed or reapproved with new review date on front cover of the bylaws. A hard copy of the current bylaws shall be kept in the PTO folder in the front office.

ARTICLE 8. COMMITTEES

- I. The PTO officers may create committees, as it deems necessary to promote the purposes and carry on the work of the organization.
- II. The chairperson of each committee shall agree to a present a plan of work or submit a new plan to the PTO officers for approval. No committee work shall be undertaken without the consent of the PTO officers.
- III. The power to form committees and appoint their members rests with the PTO officers.

ARTICLE 9. PILLARS OF CHARACTER

- I. All officers and special committee chairs are expected to uphold the following school-wide character pillars throughout their term.
 - A. Respect
 - a. Interactions amongst students, faculty, parents, and community members should be respectful in words and actions
 - b. Mutual respect should be communicated
 - B. Responsibility
 - a. Uphold school policies and guidelines
 - b. Serve as a model/representative for students, fellow parents, and community members
 - C. Citizenship
 - a. Be a supporter for our school
 - b. Promote our school in a positive manner
 - c. Uphold Atlantis' positive communication including actions in speech, written word and social media forums
 - D. Trustworthiness
 - a. Promote ethical decision making
 - b. Promote honesty and genuine integrity
 - c. Maintain confidential student/parent information
 - E. Fairness
 - a. Demonstrate ability to see another's viewpoint for consideration
 - b. Aim to resolve conflicts amicably
 - F. Caring
 - a. Care about Atlantis' students, teachers, support staff, and volunteers
 - b. Encourage others, both children and adults, to demonstrate their personal best

ARTICLE 10. FISCAL YEAR

- I. The fiscal year of the organization shall begin on June 1st and end on the following May 31st.

ARTICLE 11. AMENDMENTS

- I. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, providing that notice of the proposed amendment shall have been given at least thirty days prior to the meeting at which the amendment is voted upon.
- II. The amendment shall become effective immediately following the majority rule voting