

**BYLAWS  
Of  
Discovery Montessori School PTO**

**ARTICLE I – NAME & PURPOSE**

**Section 1: NAME** – The name of the organization shall be Discovery Montessori School PTO. The PTO is located at Discovery Montessori School, 102 15<sup>th</sup> Street S, Jacksonville Beach, Florida 32250.

**Section 2: PURPOSE** – The purpose of the PTO is to enhance and support the educational experience at Discovery, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Discovery through volunteer and financial support.

**ARTICLE II – MEMBERSHIP**

Section 1: Membership shall be automatically granted to all parents and guardians of DMS students, plus all staff at DMS. There are membership dues. Members have voting privileges, one vote per household.

**ARTICLE III – OFFICERS**

**Section 1: STEERING COMMITTEE**– The Steering Committee shall consist of the following: President, Treasurer and all parent committee heads. Officer positions can be shared. The School Principal, or his/her designee, and one teacher representative are voting members of the Steering Committee.

**Section 2: TERM OF OFFICE** – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year with a limit of three consecutive terms in one position. The steering committee shall determine when officer elections shall be held.

**Section 3: QUALIFICATIONS** – Any PTO member in good standing may become an officer of the PTO.

**Section 4: DUTIES** –

Steering Committee – Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, handle nominations for officer elections, and approve by majority vote of the Steering Committee unbudgeted expenditures of more than \$100.00.

President – Preside at General PTO meetings and Steering Committee meetings, serve as the official representative of the PTO, prepare agendas for official PTO meetings and retain all official records of the PTO. And duties as necessary.

Treasurer – Serve as custodian of the PTO's finances, report financial activity at every steering committee and general meetings and prepare year-end financial report. And duties as necessary.

Recording Secretary – Record and distribute minutes of all Steering Committee meetings and all General PTO meetings.

Communications Secretary – Manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.

**Section 5: STEERING COMMITTEE MEETINGS** – The Steering Committee shall meet every 8 weeks during the school year, or at the discretion of the President.

**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 Steering Committee.

**Section 7: VACANCY** – If a vacancy occurs on the Steering Committee, the President shall appoint a PTO member to fill the vacancy, for the remainder of the officer's term.

#### **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 twice during the school year or at the discretion of the Steering Committee.

**Section 2: VOTING** – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

**Section 3 – QUORUM** – Eight (8) members of the PTO present and voting constitute quorum for the purpose of voting.

#### **ARTICLE V – FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** - The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

**Section 2: REPORTING** - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall report all financial activity at every steering committee and general PTO meeting.

**Section 3: ENDING BALANCE** - The organization shall leave a minimum balance at the end of each fiscal year. The steering committee shall determine this amount at the end of the school year.

**Section 4: 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 remaining shall be donated to Discovery Montessori School.

#### **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

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

**These bylaws were adopted on \_\_\_\_\_.**