

Jupiter Middle School of Technology PTO, Inc.

Bylaws

ARTICLE I NAME

- A. The name of this organization shall be the Jupiter Middle School of Technology Parent Teacher Organization, Inc. (PTO).
- B. The organization exists as an incorporated, not for profit organization of its members. Its Articles of Incorporation comprise these Bylaws and the Articles of Incorporation as a Not-For-Profit Corporation filed under Chapter 617 with the State of Florida. They must be reviewed yearly and can be updated by amendment as necessary. These Bylaws shall be the governing factor in the PTO.

ARTICLE II PURPOSE

- A. The purpose of this organization shall be to assist the faculty and administration wherever needed, to provide communication between the parents and the school family, and to raise funds for the benefit of Jupiter Middle School of Technology.

ARTICLE III GOVERNING POLICIES

- A. This organization shall not seek to direct the administrative activities of the school or control its policies, but will respect and cooperate with the guiding counsel of the principal and the faculty of Jupiter Middle School of Technology.
- B. This organization shall be nonprofit, noncommercial, nonsectarian, and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it. Neither name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any purpose other than regular work of the organization.
- C. This organization understands that all purchases made for the school by the organization automatically become the property of the School District of Palm Beach County.
- D. Any problems or concerns related to the school policy shall be referred to the Jupiter Middle School Advisory Council.
- E. A copy of these Bylaws shall be available at the school for public access.

ARTICLE IV MEMBERSHIP

- A. Membership will be open to individual parents, grandparents, faculty, guardians, and administrative personnel, as well as members of the community.
- B. Members are entitled and encouraged to attend all PTO meetings and school functions and have voting privileges.

- C. A copy of these Bylaws will be made available to all members at the first PTO meeting of each school year.

ARTICLE V

VOTING

- A. Each member present at a PTO meeting shall be entitled to one vote per issue.
- B. Five members shall constitute a quorum.
- C. A majority vote of the members present is required for passage of issues.

ARTICLE VI

MEETINGS

- A. Each year there shall be at least five (5) general meetings.
- B. Meetings will be held monthly at a time and place to be determined by the Executive Board.
- C. Meetings may also be called at the discretion of the President.
- D. Members shall have sufficient notice of each meeting.
- E. All meetings shall be conducted in accordance with Robert's Rules of Order except where superseded by these Bylaws.

ARTICLE VII

NOMINATION AND ELECTION OF OFFICERS

- A. Members of the Board may, at their discretion, either appoint a nomination committee for the election of new officers, or request that names be volunteered from the general membership during the April meeting, or submitted in writing prior to the April meeting. Names that are volunteered or submitted would then be formally proposed and seconded at the April meeting and voted upon at the May meeting. The same procedure would be followed if a nominating committee were to submit candidates. The chairman of the nominating committee would be appointed by the current board president.
- B. Election will be by ballot, regardless of whether a single slate of candidates is nominated.
- C. The officers shall be President, Vice President, Secretary, Treasurer, Staff Appreciation, and Volunteer Coordinator. Two people may run as co-officers.
- D. Officers are elected to serve one year from July 1 to June 30.

ARTICLE VIII

DUTIES OF OFFICERS

- A. President
 - 1. The President shall preside at all monthly meetings and all meetings of the Executive Board of Directors.
 - 2. The President shall appoint all committee chairpersons and all other persons

of positions developed by the Executive Board of Directors, and serve as a member ex officio of all committees.

3. The President shall enforce these Bylaws.

B. Vice President

1. The Vice President shall assume all duties and responsibilities set forth by the President and the Executive Board of Directors, and shall preside in the absence of the President.

C. Secretary

1. The Secretary shall keep the minutes of the meetings, be responsible for all correspondence, and will inform all executive board members of all board meetings.

2. A copy of any minutes taken by the Secretary shall be filed in an official minute book to be kept on Jupiter Middle School premises.

D. Treasurer

1. The Treasurer shall be the custodian of funds for the PTO.

2. The Treasurer shall receive and disburse all monies, provide a monthly written financial report, and perform all duties pertaining to the office of the Treasurer including filing the tax returns in a timely manner and to maintain the 501c3 exemption status. The Treasurer may utilize professional accountants to assist in tax preparation.

3. All members of the Executive Board members may be a signer on the corporate business account and may sign checks; however all check requisitions must be approved by either President or Vice President.

E. Volunteer Coordinator

1. The Volunteer Coordinator shall be in charge of securing volunteers for various activities, events, and projects undertaken by PTO or at the direction of the President in order to accomplish the objectives of the PTO and school.

2. The Volunteer Coordinator shall be the membership chairman.

F. Staff Appreciation Chair

1. The Staff Appreciation Chair shall organize events throughout the school year to reflect the appreciation and admiration of teachers and support staff.

G. Attendance

1. All Executive Board members are required to attend all meetings unless otherwise excused by the President.

2. The principal of Jupiter Middle School shall be an ex officio member of the executive board of directors.

ARTICLE IX

COMMITTEES

A. At the discretion of the Board and determined by need committees shall be formed.

- B. The President will appoint the chair people of such committees and may fill any vacancies with the approval of the executive board.

ARTICLE X RESIGNATION AND VACANCIES

- A. In the event the President resigns, the Vice President will succeed to the office of the President. If any other office becomes vacant, the Board of Directors shall appoint a current member of the PTO to fill the vacancy.
- B. An office may be considered vacant if a Board member fails to attend three (3) consecutive Board of Directors meetings.
- C. Upon resignation or termination of office, all material must be given to the incoming board member.

ARTICLE XI BUDGET AND FINANCE

- A. All requests for monies must be in writing and presented to the Board of Directors.
- B. Requests of monies under \$500 may be approved by the Board of Directors. Requests of \$500.01 to \$2,500.00 must be presented to the General Membership for approval. All requests over \$2,500.00 must be presented at two consecutive regularly scheduled General Membership meetings. The request of over \$2,500.00 is presented at the first meeting and voted on at the second meeting.
- C. The books and accounts of the organization shall be kept in accordance with sound accounting procedures.
- D. An end of year financial statement shall be prepared and submitted to the Board of Directors and the general membership at the last PTO meeting of the school year.
- E. The fiscal year shall be July 1 to June 30.

ARTICLE XII DISTRIBUTION OF ASSETS

Upon termination of or dissolution of the Jupiter Middle School of Technology Parent Teacher Organization, Inc., any assets remaining after payment, or provision for payment, of all debts and liabilities of the organization shall be distributed to Jupiter Middle School.

ARTICLE XIII AMENDMENTS

Proposed amendments to these bylaws and/or the Articles of Incorporation, having been approved by the Bylaws Committee and the Executive Board of Directors, may be voted on and passed by a majority vote of the members present and voting at any regular or special meeting, provided notice has been given to all members prior to the vote.

History

Revised December 1, 1997

Amended February 2, 1998

Amended January 22, 2001

Amended May 23, 2005

Amended April 30, 2009

Amended August 30, 2010

Amended September 11, 2014

Amended April 12, 2023