

PTO Bylaws
Of
Micanopy Academy, Inc.
A Florida Corporation, Not for Profit



ARTICLE I

Name: This organization shall be called Micanopy Academy Parent Teacher Organization (MA PTO).

ARTICLE II

Purpose

Purpose: The purpose of this organization shall be to promote the welfare of Micanopy Academy and the students therein, to bring into closer relation the parents and the school, and to support activities and programs of the school through financial and/or voluntary support.

ARTICLE III

Policies

Section 3.1. This organization shall be a non-profit organization. The use of funds, dues, and proceeds derived by this organization shall be for the benefit and improvement of the school. The funds may not be used to support any organized charitable drive.

Section 3.2. This organization shall be non-commercial, non-sectarian, non-partisan, and non-political. The names of its members or officers shall not be used in any manner other than in the regular work of the organization.

Section 3.3. This organization shall not seek to direct the administrative activities of the school or to control its policies.

Section 3.4. In the event of the dissolution of the organization, a committee shall be immediately appointed by the organization to disburse all funds on hand within thirty days of the dissolution date. Such disbursement shall be for the benefit of the school, under the laws of the State of Florida.

ARTICLE IV

Membership and Dues

The annual dues shall be \$5.00 per member. Membership in the MA PTO shall be on a year-to-year basis.

ARTICLE V

Offices

Section 5.1. The officers of the organization shall be a President, Secretary, and Treasurer.

Section 5.2. The Executive Committee shall consist of the President, Secretary, Treasurer, and Principal (unofficial). The Executive Committee may make decisions on an ad hoc basis between meetings.

Section 5.3. These offices shall be held for one year. Elections shall take place each spring prior to the close of the academic year. Officers shall be restricted to two consecutive terms in the office served.

Section 5.4. The nominating committee shall consist of two members of the Executive Committee and two persons from the membership. The nominating committee shall select the candidates for office mentioned above and present a slate of officers to the membership at the meeting prior to the last meeting of the school year. Election and installation of officers shall be at the final meeting. Additional nominations may be made from the floor and voting shall be limited to nominees.

Section 5.5. All elections shall be by a majority vote. Each member present to vote shall be entitled to one vote on each matter submitted to a vote of the members.

Section 5.6. Any vacancy may be filled by a majority vote of the Executive Committee.

The appointed officer would serve for the remainder of the current term. **Section 5.7.** The Principal or Designee of Micanopy Academy shall be an unofficial member of the Executive Committee. Furthermore, the Principal or Designee shall be the official representative of the school and shall present all suggested projects to the proper school officials for approval.

ARTICLE VI

Duties of Officers

Section 6.1. The President shall preside at all meetings of the organization. The executive committee shall appoint the committees and committee chairmen, and shall perform all other duties pertaining to the office.

Section 6.2. The Secretary shall keep a complete record of the proceedings of each meeting and read the minutes for approval, and shall perform other such duties as may be delegated.

Section 6.3. The Treasurer shall collect all dues and money forthcoming from any and all projects and make clear a record of the same and report thereon to the membership whenever called upon to do so. The Treasurer shall pay all bills and accounts against the organization when properly certificated. Two signatures will be required on all

checks. The treasurer is responsible for financial integrity, a monthly report of income and expenses in addition to the year-end reporting of income, expenditures and remaining balance.

Section 6.4. The Executive Committee may transact business of the organization up to \$500.00 if necessary. However, no action shall be in conflict with that taken by the voting body of the organization.

ARTICLE VII Committees

Section 7.1 Committees are formed to provide a specific service for one year or more. Committees may be appointed or dissolved by the Executive Committee. **Section 7.2.** Coordinators and support service functions within the school and representatives serve as liaisons as needed.

ARTICLE VIII Meetings

Section 8.1. The organization will meet on a regular basis. The dates of the meetings shall be flexible so as to adjust to the school calendar. No meetings or volunteer projects in which teachers (to include the Principal and Assistant Principal) are expected to attend shall take place on weekends, school holidays, or after 4:00 PM on weekdays. No MA PTO meetings shall be held at any other location than the MA school campus.

Section 8.2. Members present at any duly called meeting shall constitute a quorum.

Section 8.3. The privilege of holding office, making motions, debating and voting shall be limited to representatives of the organization whose dues have been paid.

ARTICLE IX Amendments

Section 9.1. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting provided the proposed amendment has been approved by school administration.