**Amended and Adopted by the PTO Board 3/23/2022 Adopted by the General PTO Membership 4/4/22**

Lawton Chiles High School Parent Teacher Organization By-Laws

# Article I. Name

The name of the organization shall be the Lawton Chiles High School Parent Teacher Organization (LCHS PTO).

# Article II. Purpose

The purpose of the Lawton Chiles High School Parent Teacher Organization (LCHS PTO) is to support the school, so that parents, teachers, students, and administrators may cooperate intelligently in the education of students by participating in shared decision making on school policy and supporting the goals and programs of the school.

# Article III. Functions

The Parent Teacher Organization (PTO) serves as a place for all groups in the school to come together to share ideas, concerns and solutions. The focus is on school wide issues, not individual situations. The PTO coordinates service to the school, including fund raising and volunteer activities.

# Article IV. Membership

PTO Membership is open and comprised of family members and guardians of students currently enrolled in Lawton Chiles High School, Students, faculty, and support staff. Ex Officio members are the LCHS Principal and PTO past- Chairperson(s). No dues are required.

# Article V. Meetings

**GENERAL MEMBERSHIP MEETINGS**

* The dates of the General Membership meetings of the LCHS PTO shall be published at the beginning of the school year in the school calendar.
* All general membership meetings shall be open to the school community. General Membership Meetings shall be advertised in advance through in-school publications, parent newsletters, information lines, etc.

**BOARD MEMBERSHIP MEETINGS**

* Board meetings shall be held quarterly from August through May and once over the summer, at the convenience of the Board Members.
* Special meetings of the PTO Board may be called upon agreement of the Chairperson(s) and the Principal, as needed.
* Any decisions made by the PTO Board that required a vote will be reported back to the General Membership at the next regularly scheduled PTO Meeting.

# Article VI. Authority

Consensus decision making shall be the process by which the PTO conducts business, with a fallback to majority vote, as evidenced in Robert’s Rules of Order.

# Article VII. Executive Board

The officers of the PTO Executive Board shall consist of the following: Chairperson(s), Recording Secretary, and Treasurer.

1. Officers shall be elected by ballot in May of each year.
2. If one of the Co-Chairperson(s) is unable to complete his or her term the Co-Chairperson(s) shall assume those responsibilities.
3. If the Secretary or Treasurer are unable to complete their term of office, the vacancy shall be filled by an election at the next General Membership PTO meeting.

#  Article VII. (a) Nominations, Elections

General PTO Membership group will accept nominations at the April General PTO meeting. Nominations are requested 7 days prior to the general meeting. The PTO Chairperson(s) will send out nomination requests via an online tool. Nominations are reviewed at the April General PTO meeting and additional nominations may be taken at that time. Multiple names may be placed for consideration on the ballot; however, a member may only run for one office Nominations will close at the end of the meeting. A slate of candidates, who have agreed to serve, shall be submitted to the General PTO Membership at May meeting. The General PTO Membership will vote on the ballot at the May meeting and the vote will be adopted before close of the meeting.

1. Elections will be held at the May General Membership meeting.
2. Terms will begin and end with a jointly held board meeting, in May, of the incoming and outgoing officers. A final board meeting will be held to close out the year in May. The newly elected Executive Board will meet with the retiring Executive Board. Committee Chairs for the following school year will be appointed by the Executive Board after they have been elected.

# Article VIII. Composition of the Board, Voting Rights

The Board shall be composed of the following members, each of whom shall have one (1) vote (in an executive decision): Chairperson(s), Recording Secretary, Treasurer, Volunteer Coordinator(s), Business Partner Coordinator(s), Student Encouragement Committee Chair(s), Teacher Appreciation Committee Chair(s), Grounds and Facilities Committee Chair(s), Public Relations/Hospitality, and the PTO Support Coordinator.

1. One-Half plus one of Board members present shall constitute a quorum.
2. Between regularly scheduled meetings, a two-thirds (2/3) telephone or electronic mail vote of the Board members may make emergency decisions.
3. All PTO members and board members may vote in the executive board election and approval of the budget.

# Article IX. Procedures

1. Issues raised at PTO meetings needing further action shall be referred to a standing or special committee by the Chairperson(s). The committee shall be given a specific deadline to report to the PTO Board.
2. Committees shall research issues and present recommendations for action by the PTO to the Board.
3. Each committee shall have time allocated on the agenda at each PTO Board meeting for presentation of reports and recommendations.
4. The recommendations adopted by the Board shall be presented to the members at the next General Membership meeting.
5. The PTO Chairperson(s) shall appoint committee chairperson(s).
6. All committee chairperson(s) and members shall serve for a minimum of one year.
7. Committee chairperson(s) may be re-appointed. The term shall begin in May following elections.
8. If not on the Board agenda, a member shall be allowed five (5) minutes of time to present a concern. This time may be extended at the discretion of the Chairperson(s). The item would then be placed on the agenda for the following month.
9. The PTO shall operate exclusively on funds generated by donations and fundraisers.
10. Upon dissolution of this organization, for whatever cause, the assets thereof shall remain the property of LCHS in internal accounts.
11. PTO will abide by the policy and procedures set forth by Leon County Schools for all internal account funds.
12. Each committee chairperson(s), and/or Board member, as requested by the LCHS PTO Chairperson(s), shall submit a written report to present to the PTO Chairperson(s) prior to the May end-of-the-year Board meeting.

# Article X. Duties of the Board Members

* 1. The Chairperson(s) shall:
1. preside at all General Membership and Board meetings of the PTO (may appoint a representative);
2. prepare an agenda for informing members;
3. appoint chairperson(s) of special committees and chairperson(s) of standing committees, with Board approval;
4. appoint in conjunction with the Principal, the committee chairs, to serve a minimum one (1) year term, with Board approval.
5. in consultation with the Principal, call emergency meetings of the PTO as deemed necessary;
6. attend (may designate a representative) any and all meetings requiring the presence of the LCHS PTO Chairperson(s), i.e., School Advisory Counsel, Chiles Foundation, and other related groups and or meetings.
7. serve as the primary spokesperson, with Board approval;
8. appoint members to fill vacancies, with Board approval;
9. remove officers and/or chairperson(s) who consistently fail to meet their duties and responsibilities under the provisions of these by-laws, with Board approval; and;
10. such other duties as assigned by the Board.
	1. The Recording Secretary Shall:
11. attend all General Membership and Board meetings of the PTO (may assign a representative);
12. prepare minutes of each meeting ; send approved PTO minutes and any Addendums to Chiles website administrator in a timely manner.
13. maintain attendance at Board meetings and PTO General Membership meetings and publish the names of the attendees of the Board and General membership meetings in the minutes;
14. take a roll call at each Board meeting and announce whether a one half plus one is present;
15. such other duties as assigned by the Chairperson(s) or the Board.
	1. The Treasurer shall:
16. attend all General Membership and Board meetings of the PTO (may appoint a representative);
17. submit deposits to the school bookkeeper and coordinate disbursement of all funds with the bookkeeper
18. make disbursements in accordance with the approved budget, as authorized by the PTO;
19. reconcile bank accounts monthly; maintain financial records for five years;
20. present a financial report at each meeting; reporting previous month’s financial activity and year to date activity of the approved budget;
21. make a full financial written report at the end of the fiscal year;
22. create a budget in March comprised of expenses and income discussed by the PTO Board and all committee members. The budget will include all anticipated income and expenses for the fiscal year July to June. The budget for the current fiscal year will include expected summer expenses that may need to be paid in the following fiscal year. The PTO Board will review and approve the budget a regular or special board meeting in March of each year. The PTO Board approved budget will be presented to the PTO General Membership in April of each year for approval. If expenditures exceed the budgeted amount, Board approval will be required before funds are dispersed or reimbursed. Such approval will be reported at the next regularly scheduled PTO General Membership Meeting.
23. such duties as assigned by the Chairperson(s) or the Board.
	1. The Volunteer Coordinator(s) shall:
24. attend all General Membership and Board meetings of the PTO (may assign a representative);
25. chair a committee of parent volunteers who will help the Volunteer coordinator design a volunteer program and maintain a corps of volunteers to help with PTO, classroom, and school wide projects;
26. arrange for presentation of Volunteer Coordinator activities to the Board, for Board approval;
27. maintain contact with the Leon County School Board’s volunteer organization(s);
28. provide a system for keeping records of the time invested by each volunteer or volunteer organization and keep all Leon County volunteer forms on file at the school in the PTO office;
29. design a recognition program for volunteers; and;
30. such other duties as assigned by the Chairperson(s) or the Board.
31. If Coordinator(s) neglects to carry out duties as outlined above, and misses 2 or more meetings, the position shall then become available for nominations of a new Coordinator(s).
	1. The Business Partner Coordinator(s) shall:
32. attend all General Membership and Board meetings of the PTO (may assign a representative);
33. design a Partner Program in cooperation with the Administration of LCHS;
34. maintain contact with the Leon County School Board’s Partner Coordinator program(s);
35. appoint and chair a committee of parent volunteers who will assist the Business Partner Coordinator in soliciting and procuring donations from businesses for PTO and school sponsored events;
36. arrange for presentation of Business Partner activities to the Board, for Board approval;
37. with the assistance of their committee, keep up to date records on Business Partners and their contributions on file in the PTO office and thank businesses for their donations in a timely manner;
38. design a recognition program for Partners; and;
39. such other duties as assigned by the Chairperson(s) or the Board;.
40. If Coordinator(s) neglects to carry out duties as outlined above, and misses 2 or more meetings, the position shall then become available for nominations of a new Coordinator(s).
	1. The Student Encouragement Committee Chair(s) shall:
41. attend all General Membership and Board meetings of the PTO (may assign a representative);
42. appoint and chair a committee of parent volunteers who will assist in planning and hosting Student Encouragement events;
43. arrange for presentation of student recognition activities to the Board, for Board approval;
44. coordinate student recognition activities, in conjunction with the Volunteer and Business Partner Coordinator(s); and;
45. such other duties as assigned by the Chairperson(s) or the Board.
46. If Coordinator(s) neglects to carry out duties as outlined above, and missed 2 or more meetings, the position shall then become available for nominations of a new Coordinator(s).such other duties as assigned by the Chairperson(s) or the Board.
	1. The Teacher Appreciation Committee Chair(s) shall:
47. attend all General Membership and Board meetings (may appoint a representative);
48. appoint and chair a committee of parent volunteers who will assist in planning and hosting teacher appreciation events
49. arrange for presentation of teacher appreciation activities to the Board, for Board approval
50. coordinate teacher appreciation activities, in conjunction with the Volunteer Coordinator(s) and Business Partner Coordinator(s); and;
51. such other duties as assigned by the Chairperson(s) or the Board;
52. If Coordinator(s) neglects to carry out duties as outlined above, and misses 2 or more meetings, the position shall then become available for nomination of a new Coordinator(s).
	1. The Grounds and Facilities Committee Chair(s) shall:
53. attend all General Membership and Board meetings (may appoint a representative);
54. appoint and preside over a committee of parent volunteers who will assist in the planning and execution of Grounds and Facilities projects and help with student projects
55. arrange for presentation of Grounds and Facilities activities to the Board, for Board approval
56. coordinate Grounds and Facilities activities and meetings in conjunction with the Volunteer Coordinator(s) and Business Partner Coordinator(s);
57. such other duties as assigned by the Chairperson(s) or the Board;
58. If Coordinator(s) neglects to carry out duties as outlined above, and misses 2 or more meetings, the position shall then become available for nomination of a new Coordinator(s).
59. Public Relations/Hospitality shall:
60. attend all General Membership and Board meetings (may appoint a representative);
61. appoint and preside over a committee of parent volunteers who will assist in the planning and execution of Public Relations projects and help with student projects
62. arrange for presentation of Public Relations activities to the Board, for Board approval
63. coordinate communication, campaigns, listserv, and flyers activities and meetings in conjunction with the Student Encouragement Coordinators, Teacher Appreciation Coordinators, Volunteer Coordinator(s), and Business Partner Coordinator(s) (this includes all social media efforts)
64. such other duties as assigned by the Chairperson(s) or the Board.
65. If Coordinator(s) neglects to carry out duties as outlined above, and misses 2 or more meetings, the position shall then become available for nominations of a new Coordinator(s).

 J. PTO Support Coordinator:

 1. attend all General Membership and Board meetings (may appoint a representative):

 2. coordinate and assist the PTO chairperson(s) with the approved fundraising efforts for the year.;

 To include but not limited to: Yearbook Fundraising, Brick Fundraising, etc.

 3. coordinate communication efforts for all fundraising options to include a request for participation from

 the Board and General Members.

 4. report fundraising efforts at all membership meetings.

 5. such other duties as assigned by the Chairperson(s) or the Board.

# Article XI. Fiscal Year

The Fiscal year of the Association shall begin on July 1 and end the following June 30.

# Article XII. Amendments

# ADDENDUM- BYLAW CHANGES

**These proposed changes to the PTO By-Laws were approved by the Board at the PTO on November 21, 2011**. They have been incorporated into the current language and body of the PTO By-Laws but are listed here separately for clarity.

1. Article V. Section A: Board meetings shall be held monthly, from August through May and once over the summer, at the convenience… 2. Article VIII. Section A: Chairperson(s), Recording Secretary, Treasurer, Volunteer Coordinator(s), Business Partner Coordinator(s), Student Encouragement Committee Chair(s), and the Teacher Appreciation Committee Chair(s). (the preceding language “and the chair of any PTO committee…” will be removed)
2. Article IX. Section F: All committee chairperson(s) and members shall serve for a minimum of one year.
3. 5. Article X. Section A, 1: preside at General Membership meetings and Board meetings of the PTO. 6. Article X. Section A, 4:
4. …to serve a minimum one (1) year term, with Board approval. The Volunteer Coordinator(s) and Business Partner Coordinator(s) may be reappointed with Board and Principal’s approval.
5. Article X. Section B, 1: attend General membership meetings and Board meetings of the PTO
6. Article X. Section B, 2: combine #2 and #5 to read. Prepare minutes of each meeting; send approved PTO minutes and any Addendums to Chiles website administrator in a timely manner.
7. Article X. Section C, 1: attend General Membership and Board meetings of the PTO.
8. Article X. Section C, 2: deposit and disburse all funds:
9. Article X. Section C, 4:; reconcile bank accounts monthly; maintain financial records for seven years
10. Article X. Section C, 10: submit a budget for the upcoming fiscal year (July to June) for Board approval at the May Board meeting
11. Article X. Section D: attend General Membership and Board meetings of the PTO -7-
12. Article X. Section E: The Business Partner Coordinator(s) shall:
13. Article X. Section E, 1: attend General Membership and Board meetings of the PTO
14. Article X. Section F: Student Encouragement Committee Chair shall:
15. Article X. Section F,1: attend General Membership and Board meetings
16. Article X. Section F,2: appoint and preside over the Student Encouragement Committee
17. Article X. Section G: The Teacher Appreciation Committee Chair(s) shall:
* 一. attend General membership and Board meetings of the PTO
* 一. appoint and preside over the Teacher Appreciation committee
* 一. arrange for presentation of Teacher Appreciation activities to the Board, for Board approval
* 一. coordinate Teacher Appreciation activities, in conjunction with the Volunteer Coordinator(s); and;
* 一. such other duties as assigned by the Chairperson(s) of the Board







**Amendment made via email vote by the Board on September 6, 2012** regarding the inclusion of the Grounds and Facilities Committee Chair(s) as a Board member and the inclusion of Article X. section H – “The Grounds and Facilities Committee Chair(s) shall…”

**Amendment approved via email vote by the Board on Jan. 29, 2013** to change the composition of the nominating committee from five (5) members to only three (3) consisting of... “(1) LCH School employee (faculty or staff), one (1) Board member, and one (1) parent not currently serving on the board…” as found in Article VII section B.

**Amendments approved via email vote by the Board on May 3, 2013** regarding updates and clarifications to “Duties of Board Members” Article X. Sections A-H.

**Amendments made Feb 11, 2014 to duties of Board Members, Article X, sect C-H, pertaining to budget approval dates and failure to carry out duties.**

# Adopted by the Chiles High School PTO Board on July 28, 2015

These proposed changes to the PTO By-Laws were approved by the Board at the PTO on July 28, 2015. They have been incorporated into the current language and body of the PTO By-Laws but are listed here separately for clarity.

* Article V. Section A: Board meetings shall be held ~~monthly~~ quarterly, from August through May and once over the summer, at the convenience…
* Article VIII. Section A: Chairperson(s), Recording Secretary, Treasurer, Volunteer Coordinator(s), Business Partner Coordinator(s), Student Encouragement Committee Chair(s), and the Teacher Appreciation Committee Chair(s) and the Grounds and Facilities Committee Chair(s), and Public Relations and Graphics Specialist Committee Chairs(s).
* Article VII. Executive Board, Nominations, Elections: change to allow Officers to server more than twice.
* Officers may be re-elected ~~once~~ to a specific office by unanimous vote.
* Article X. Duties of the Board Members: Addition of Public Relations and Graphics Committee Chair(s) section
* Public Relations and Graphics Specialist Committee Chair(s) shall:
* attend all General Membership and Board meetings (may appoint a representative);
* appoint and preside over a committee of parent volunteers who will assist in the planning and execution of Public Relations and Graphics Specialist projects and help with student projects
* arrange for presentation of Public Relations and Graphics Specialist activities to the Board, for Board approval
* coordinate communication, campaigns, listserv, and flyers activities and meetings in conjunction with the

Student Encouragement Coordinators, Teacher Appreciation Coordinators, Volunteer Coordinator(s), and Business Partner Coordinator(s)

* such other duties as assigned by the Chairperson(s) or the Board.
* If Coordinator(s) neglects to carry out duties as outlined above, and misses 2 or more meetings, the position shall then become available for nominations of a new Coordinator(s).

**These proposed changes to the PTO By Laws were approved and adopted by the PTO Board February 25, 2021 and adopted by the PTO General Membership 3/1/2021**

* Article II- change “bring into closer relation the home and the school” to “support the school”.
* Article IV- change “membership” to “PTO Membership”; add “currently” for “students enrolled”; spell out LCHS to Lawton Chiles High School. Change comprised of “parents” to “family members”
* Article V. Meetings- split the meeting categories into two, i.e. General Membership and Board. For general membership remove “and the public”. For Board Meetings added bullet point 3- decisions made at PTO bard meetings that required votes are reported back to the General Membership at the next meeting.
* Article VII-(A2) add “Not to exceed two years”. Remove Nominating committee and add the paragraph labeled “General PTO Membership” .ADD The newly elected Executive Board will meet with the retiring Executive Board. Committee Chairs for the following school year will be appointed by the Executive Board after they have been elected
* Article VIII (A)- add after “vote”; “in an executive decision”
* Article VIII (A) remove “Graphics Specialist Committee Chair(s)”; Add Hospitality to Public Relations and add Fundraising Committee.
* Article VIII- change “2/3” to “One Half Plus One”
* Article VIII – add “All PTO members and Board members MAY vote in the executive board election and approval of the budget.
* Article IX (9)- after “donations” add “fundraisers” – remove all language after that.
* Article IX (10)- after “shall” add “remain the property of the LCHS in internal accounts”- remove all language after that.
* Article IX (11)- Strike the entire section and replace with “PTO will abide by the policy and procedures set forth by Leon County Schools for all internal account funds”.
* Article X (4A)- remove the coordinators and add “Committee Chairs”
* Article X (4B)- change to “one half plus one” and remove “quorum 2/3”
* Article X (4C)- change “seven” to “five”
* Article X (6C)- add “fiscal” before year
* Article X (7C)- change “November” to “October” for Board meeting approval.
* Article X (I) remove all language for “Graphic Specialist” as that committee/position is eliminated.
* Article X (A6) added: i.e. School Advisory Counsel, Chiles Foundation and other related groups or meetings.
* Article X (C7) new language for budget creation and approval.

**These proposed changes to the PTO By Laws were approved and adopted by the PTO Board March 23, 2022, and adopted by the PTO General Membership 4/4/2022**

# Article VII. Executive Board

The officers of the PTO Executive Board shall consist of the following: Chairperson(s), Recording Secretary, and Treasurer.

1. Officers shall be elected by ballot in May of each year and shall serve a one (1) year term. (remove)
2. Officers may be re-elected to a specific office by unanimous vote. (Not to exceed 2 years) (remove)

# Article VIII. Composition of the Board, Voting Rights

The Board shall be composed of the following members, each of whom shall have one (1) vote (in an executive decision): Chairperson(s), Recording Secretary, Treasurer, Volunteer Coordinator(s), Business Partner Coordinator(s), Student Encouragement Committee Chair(s), Teacher Appreciation Committee Chair(s), Grounds and Facilities Committee Chair(s), Public Relations/Hospitality, and the PTO Support Coordinator. (changed from Fundraising Committee)

PTO Support Coordinator: (new title- was Fundraising)

 1. attend all General Membership and Board meetings (may appoint a representative):

 2. coordinate and assist the PTO chairperson(s) with the approved fundraising efforts for the year.;

 To include but not limited to: Yearbook Fundraising, Brick Fundraising, etc. (NEW)