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# SAIL High School

## Parent Teacher Student Organization

### Bylaws

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#### **Article I. Name**

The name of the organization shall be the SAIL High School Parent Teacher Student Organization (SAIL High School PTSO).

#### **Article II. Purpose**

The purpose of the SAIL High School Parent Teacher Student Organization (aka: "SAIL HS PTSO") is to bring into closer relation the home and 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**

1. SAIL HS PTSO serves as a place for all groups in the school to come together to share ideas, concerns and solutions. The PTSO will focus is on school wide issues, not individual situations.
2. SAIL HS PTSO coordinates service to the school, including fundraising and volunteer activities.

#### **Article IV. Membership**

1. Membership is open and comprised of adult family members of students enrolled in SAIL High School, students, faculty, and support staff.
2. Ex Officio members may serve in an assistance capacity at the request of the current Board.
3. No dues are required.

#### **Article V. Meetings**

The dates of the General Membership meetings of the SAIL HS PTSO shall be published at the beginning of the school year in the school calendar, usually held monthly, from August through May and once over the summer, at the convenience of the Board Members.

1. All meetings shall be open to the school community. Meetings shall be advertised in advance through school publications, parent newsletters, information lines, etc.
2. Special meetings of the SAIL HS PTSO may be called upon agreement of the President, President-Elect (if filled), and the School Principal, as needed.
3. Meetings may be held in person, virtually or both. Presence in either fashion constitutes attendance and any voting in a virtual capacity meets the definition of a vote as required in these bylaws.
4. At the President's discretion, Board Members may be asked to vote via email on a motion in which time is of the essence. All aspects of the motion shall be included in the call to vote and this vote shall meet the definition of a vote as required in these bylaws.

#### **Article VI. Authority**

Consensus decision making shall be the process by which the SAIL High School PTSO conducts business, with a fallback to majority vote, as evidenced in Robert's Rules of Order.

## **Article VII. Executive Board, Nominations, Elections**

1. The officers of the PTSO Executive Board shall consist of the following filled positions: President, President-Elect, Secretary, and Treasurer.
  - a. Officers shall be elected by ballot in May of each year and shall serve a one (1) year term.
  - b. Officers may be re-elected to a specific office by a majority vote.
  - c. If the President is unable to complete his or her term of office, the President-Elect shall assume those responsibilities. A new President-Elect shall be named by remaining the Executive Board members or filled by an election at the next General Membership SAIL High School PTSO meeting.
  - d. 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 SAIL High School PTSO meeting. If at the next general meeting the position is not filled, the President or President-Elect will assume the duties until the position is filled.
2. Elections will be held at the May General Membership meeting.
3. Terms will begin and end with a jointly held board meeting, in May, of the incoming and outgoing officers.

## **Article VIII. Composition of the Board, Voting Rights**

The Board shall be composed of the following filled position members, each of whom shall have one (1) vote:

SAIL High School Principal, SAIL High School AP, SAIL High School Teacher Representative or their designee, SAIL High School SGA representative or their designee, President, President-Elect, Secretary, Treasurer, any Volunteer Coordinator(s) positions, District Advisory Council (DAC) Liaison, School Advisory Council (SAC) Liaison, and other appointed members.

1. Two-thirds (2/3) 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.

## **Article IX. Procedures**

1. Issues raised at SAIL High School PTSO meetings needing further action shall be referred to a standing or special committee by the President.
  - a. The committee shall be given a deadline to report to the SAIL High School PTSO Board (usually by the next monthly meeting).
  - b. Committees shall research issues and present recommendations for action to the SAIL High School PTSO Board.
  - c. Each committee will have time allotted on the agenda to inform the Board of any reports or recommendations.
  - d. This should be provided to the Secretary in writing 72 business hours in advance of the meeting to ensure the Agenda has proper time allotment in the meeting.
  - e. If the recommendation is accepted by the Board, it shall be presented to the general membership at the next General Membership meeting.
  - f. The SAIL High School PTSO President or designee shall appoint the committee coordinator(s).
  - g. All Committee coordinator(s) and members shall serve for a minimum of one (1) year.
  - h. Committee coordinator(s) may be re-appointed. The term shall begin in May following elections.
2. If not on the Board's meeting 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 President or designee running the meeting. The item would then be placed on the agenda for the following month.
3. The PTSO is a collaboration between SAIL's administration, students, parents and the community at large including our business partners which are essential to our success. As such, communication is paramount to the success of our partnerships. As part of this collaboration, it is expected that all SAIL representatives, Board Officers, Coordinators, and Committee Chairpersons communicate on a regular basis with each other prior to

taking any actions on behalf of the Board or encumbering PTSO funds for any sponsored events. Individual Coordinators do not hold the power to act singularly without approval from the Executive Board. Any actions or plans being made by Coordinators or Chairpersons of a special committee are considered merely recommendations and must be presented to the Board for a vote per *Article IX 1(b)* above prior the actual event. Until formal approval has been provided by a 75% majority vote of the Board Officers, no actions or expenditures can be encumbered on PTSO and no plans can be finalized and are considered unapproved.

4. The SAIL High School PTSO shall operate exclusively on funds generated by donations. SAIL High School PTSO sponsored projects and money earned on the assets of SAIL High School PTSO to the extent permitted by the Internal Revenue Code Section 501(c)(3) of the Internal Revenue Code.
5. A PTSO Reimbursement Request Form will be sent to all committee chairs and other appropriate Board members, to be completed and returned to the Treasurer in a timely manner, in order for reimbursement(s) to be made. All reimbursement request forms MUST include copies of any receipts. Reimbursement forms should be submitted within 30 days of the event, otherwise the request may be denied. All forms submitted should be sent by email to [SAILPTSO@leonschools.net](mailto:SAILPTSO@leonschools.net) to ensure a digital copy is received and properly processed.
6. All goods and materials reimbursed by SAIL PTSO for events remain the property of SAIL PTSO for use in other potential future events.
7. For disbursement of funds, it is encouraged to have checks payable to the receiving entity for goods and services.
  - a. If expenditures are made by an individual, they will be reimbursed to the individual by submitting a reimbursement request.
  - ~~b. A SAIL High School PTSO reimbursement request, along with all receipts should be provided to the Treasurer in a timely manner within ten (10) business days for reimbursement(s) to be made.~~
  - c. All fund requests must be made before the PTSO budget year is closed on June 30<sup>th</sup> unless other arrangements are made in advance and approved by the Board.
8. ~~The organization shall leave a minimum of \$4,500 in the operating account at the end of each fiscal year.~~
9. Upon dissolution of this organization, the assets thereof shall be distributed as required by Section 501 (c)(3) of the Internal Revenue code, the corresponding provisions of any future United States revenue law as amended, or shall be distributed to the Federal, State or local government for a public purpose.
  - d. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located. exclusively for such purposes.

## **Article X. Duties of the Board Members**

### **1. The President shall:**

- a. Preside at all General Membership and Board meetings of the SAIL High School PTSO (may appoint a representative).
- b. Prepare an agenda for informing members.
- c. Appoint coordinator(s) of special or standing committees/events, with Board approval. The appointees are to serve a minimum one (1) year term.
- d. Any special or standing committee coordinator(s) may be reappointed with Board and Principal's approval.
- e. In consultation with the SAIL High School Principal, call emergency meetings of the SAIL High School PTSO, as deemed necessary.
- f. Attend (may designate a representative) all meetings requiring the presence of the SAIL High School PTSO President.
- g. Serve as the primary spokesperson, with Board approval.
- h. Appoint members to fill vacancies, with Board approval.
- i. Assume duties for any open Board position(s) or volunteer coordinator (s) vacancies.
- j. Remove officers and/or volunteer coordinator(s) who consistently fail to meet their duties and responsibilities under the provisions of these by-laws, with Board approval.
- ~~k. The President position shall not be occupied by any PTSO member that has any direct personal relations to or a financial connection to the Treasurer of the PTSO, or any signatory on the PTSO bank accounts, or any~~

SAIL internal accounts to ensure there is no potential perception of financial impropriety.

- I. Such other duties as assigned by the Board.

## **2. The President-Elect shall:**

- a. Attend all General Membership and Board meetings of the SAIL High School PTSO (may assign a representative).
- b. Assist the President in all functions to prepare for the next year's role as President.
- c. Assume duties of the President if they are unable to serve and appoint a new President-Elect through ballot or appointment of willing candidates.
- d. Assume duties of any open Board position(s) or volunteer coordinator (s) vacancies.
- e. Such other duties as assigned by the Board.

## **3. The Secretary Shall:**

- a. Attend all General Membership and Board meetings of the SAIL High School PTSO (may assign a representative).
- b. Prepare minutes of each meeting and put them on the SAIL High School PTSO page of the SAIL High School Website.
- c. Maintain attendance at Board meetings and SAIL High School PTSO General Membership meetings and publish the names of the attendees of the Board and General membership meetings in the minutes.
- d. Take a roll call at each Board meeting and announce, whether a quorum (2/3) is present.
- e. Send meeting minutes, Agenda, newsletters, calendars, and other forms of communication in order to help maintain the SAIL PTSO website/web page (send to website administrator).
- f. Prepare and distribute with the assistant of other members general emails, monthly newsletters, calendars, and other forms of communication assigned by the Coordinator or the Board.
- g. Assist with other duties as assigned by the Coordinator(s) or the Board.
- h. If duties are neglected or two or more meetings are missed, the President or Board may appoint a new Secretary to complete the remainder of the term.

## **4. The Treasurer shall:**

- a. Attend all General Membership and Board meetings of the SAIL High School PTSO (may appoint a representative).
- b. The Treasurer shall have custody of all of the funds of the PTSO; shall keep a full and accurate account of all receipts and expenditures; and make disbursements in accordance with the approved budget, as authorized by the SAIL High School PTSO bylaws regarding financial disbursements.
- c. Reconcile bank accounts monthly; maintain financial records for seven years.
- d. Present a financial report at each meeting by reporting previous month's financial activity and year to date activity of the approved budget.
- e. Assist with other duties as assigned by the Coordinator(s) or the Board.
- f. Ensure expenditures of committee members are within budgeted amounts per approved budget. If expenditures exceed the budgeted amount, then Board approval is required before funds are dispersed or reimbursed.
- g. Process approved reimbursements within ten (10) business days.
- h. If duties are neglected or two or more meetings are missed, the Principal, President or Board may appoint a new Treasurer to complete the remainder of the term.
- i. The Treasurer position shall not be occupied by any PTSO member that has any direct personal relations to or a financial connection to the President of the PTSO, or any signatory on the PTSO bank accounts, or any SAIL internal accounts to ensure there is no potential perception of financial impropriety.
- j. There shall be a minimum two (2) signatures on file at the bank, President, Treasurer and/or Board designee, with two (2) signatures required on all PTO checks.
- k. Expenditures of \$200 or less may be spent at the discretion of the President. All expenditures over \$200

must be approved by a majority vote of the Board.

**5. The Volunteer Coordinator (s) for Events Shall:**

- a. Attend all General Membership and Board meetings of the SAIL High School PTSO (may assign a representative).
- b. Coordinate parent volunteers who will help with school wide projects and events throughout the year.
- c. Follow up with all volunteers to ensure that they have completely the annual Leon County volunteer form, as well as entered their volunteer hours.
- d. Confirm that all volunteers have checked into the front office using the Raptor driver's license scanning check (or similar system as imposed by the front office) which provides background checking functionalities.
- e. Such other duties as assigned by the President or the Board.
- f. If duties are neglected or two or more meetings are missed, the President or Board may appoint a new coordinator to complete the remainder of the term.

**Article XI. Fiscal Year**

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

**Article XII - Amendments**

- a. Any PTSO member may propose amendments to the by-laws.
- b. Proposed amendments must be presented in writing to the Board prior to the next regularly scheduled Board meeting.
- c. The PTSO President, at the next regularly scheduled PTSO General Membership meeting shall present proposed amendments in writing.
- d. Voting will take place no later than one month following the written presentation of the by-laws and/or revisions, and/or amendments.
- e. By-laws may be amended by a majority vote of the General Membership present and voting.

**Adoption Notice**

- We enter this set of bylaws to act as a placeholder of guidance until such bylaws documents from 2004 are located, or a revision to this version is made.
- It is our intention that these bylaws will be considered null, and void should the original bylaws, referenced in the Articles of Incorporation filing in 2004, are located and brought forth to the Board.
- If the SAIL High School PTSO bylaw documents from 2004 are not located in the next six (6) months from this adoption date, this (2024) version will become the permanently adopted bylaws.
- Changes can be presented and formally proposed to all PTSO members as follows:
  - proposed changes to these bylaws needed to be proposed and posted for at least one (1) weeks' notice.
  - Posting of proposed changes and PTSO members notified via posting or email.
  - A formal vote could then take place at either a regular monthly meeting, or special meeting called to review changes to the bylaws.
  - Amendments are approved when 75% of attendees present are in favor of passage.

**These Bylaws were adopted unanimously per the monthly meeting held May 21, 2024, at 8:30AM via Zoom meeting**

**AMENDMENTS 05/21/2024: ADOPTED**

Passed unanimously during Monthly PTSO meeting. Adding provision these bylaws to allow changes to be made in a

timely manner. Changes can be presented and formally proposed to all PTSO members. proposed changes to these bylaws needed to be proposed and posted for at least one (1) weeks' notice. A formal vote could then take place at either a regular monthly meeting, or special meeting called to review changes to the bylaws. Amendments are approved when 75% of attendees present are in favor of passage.

#### AMENDMENTS:

Amendments to the PTSO Bylaws were adopted by vote on October 1, 2025. These changes reflect updates to roles and responsibilities to improve organizational functions and communications. All approved changes shall take effect on October 1, 2025.