# BY-LAWS

of

WATSON B. DUNCAN MIDDLE SCHOOL PARENT TEACHER ORGANIZATION, INC.

## Article I. **NAME**

The name of this organization shall be the Watson B. Duncan Middle School Parent Teacher Organization, Inc.

Article II. **PURPOSE**

The purpose of this organization shall be for parents and teachers to work together to provide a positive atmosphere and environment for the education, development and well-being of the students at Watson B. Duncan Middle School.

Article III. **MEMBERSHIP**

1. There will be a membership chairman.
2. Membership will be open to individual, parent, faculty, administrative personnel, as well as members of the community.
3. The membership drive will start at the beginning of the school year and continue throughout the year.
4. Members are entitled to attend all PTO meetings and social functions, and have voting privileges.
5. Dues shall be determined by the Board yearly.

Article IV. **GOVERNING POLICIES**

1. 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 faculty of Watson B. Duncan Middle School.
2. This organization shall be nonprofit, noncommercial, nonsectarian and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the 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 the regular work of the organization.
3. This organization understands that all purchases made for the school by the organization automatically become the property of the Palm Beach County Board of Public Instruction.
4. Purchases over $1,000.00 need the approval of the principal and the Executive Board.

Article V. **VOTING**

1. Each member present at a PTO meeting shall be entitled to one vote per issue.
2. Five members present shall constitute a quorum.
3. A majority vote of the members present and voting is required for passage of issues.

Article VI. **MEETINGS**

1. Meetings may be called at the discretion of the President.
2. Members shall have at least five (5) days notice before each general meeting.
3. All meetings shall be conducted in accordance with Roberts Rules of Order, except where superceded by these By Laws.

Article VII. **NOMINATION AND ELECTION OF OFFICERS**

1. The Officers shall be President, First Vice President, Second Vice President, Recording Secretary, Treasurer, Volunteer Coordinator, Business Partner Coordinator, and Teacher Representative
2. The nominating committee shall be composed of at least three (3) members selected by the existing Board of Directors at the Spring meeting.
3. The Chairman shall be appointed by the President
4. A slate of officers shall be presented at the Spring meeting for election.
5. Nominations may be made from the floor at the Spring meeting provided each nominee has give prior consent
6. Election shall be by ballot of members present at the Spring meeting if there are nominations from the floor. If not, the slate of officers will be voted on intact by a show of hands
7. Officers are elected to serve one year.

Article VIII. **DUTIES OF OFFICERS**

1. President
2. The President shall preside at all meetings and at all meetings of the Executive Board
3. The President shall appoint all committee chairpersons and all other persons of positions developed by the Executive Board and serve as a member ex-officio of all committees
4. The President shall enforce these By-Laws
5. The President shall have served at least one (1) year on the PTO Board, if possible
6. The President only votes in the case of a tie.
7. First and Second Vice-Presidents
8. The First and Second Vice Presidents shall assume all duties and responsibilities as set forth by the President and the Executive Board and shall preside in the absence of the President, coordinate special events and shall be PTO Membership Drive Chairperson
9. Recording Secretary
10. The Recording Secretary shall keep the minutes of the meetings of the membership and the Executive Board, and shall read them when requested by the presiding officer
11. The Recording Secretary shall keep a copy of the By-Laws as adopted by the organization and shall make the proper entries in the record at the time of any amendments or revision of the By-Laws
12. Treasurer
13. The Treasurer shall be the custodian of the funds for the PTO
14. The Treasurer shall receive and disburse all monies, provide a monthly financial report, and perform all duties pertaining to the office of the Treasurer
15. The books and accounts of the organization shall be kept in accordance with generally accepted accounting procedures
16. The fiscal year shall be July 1 to June 30
17. Volunteer Coordinator

1. The Volulnteer Coordinator shall manage Duncan volunteer yahoo email as well as VIPS email
2. The Volunteer Coordinator shall solicit for volunteers each school year and update distribution lists
3. The Volunteer Coordinator shall provide volunteers for school and PTO events throughout the year
4. The Volunteer Coordinator shall monitor volunteer hours for Golden School Award application
5. The Volunteer Coordinator shall plan

reward event in Spring

1. Business Partner Coordinator
2. The Business Partner Coordinator shall provide Employee of the Month gift certificates/rewards to the staff and teachers throughout the year
3. The Business Partner Coordinator shall obtain sponsorships or businesses willing to offer their time or financial assistance to Watson B. Duncan Middle School
4. The Business Partner Coordinator shall help volunteer and work closely with PTO with events, fundraisers, dances, Open House, sale of T-shirts throughout the year
5. The Business Partner Coordinator shall provide rewards to Teachers/Staff for certain projects/events through our business partners
6. The Business Partner Coordinator shall provide Business Partners and organizations for the PTO Discount Card
7. The Business Partner Coordinator shall help the departments within the school with fundraisers at various businesses/locations

1. Resignations
2. In the event the President resigns, the First Vice President will succeed to the office of President. If any other office becomes vacant, the Executive Board shall appoint another officer to fill the vacancy
3. An office may be considered vacant if an Executive Board member fails to attend three (3) consecutive Executive Board meetings
4. Upon resignation or termination of office, all material must be given to incoming Board Member.

Article IX. **EXECUTIVE BOARD OF DIRECTORS**

1. The Executive Board of Directors shall consist of all elected officers, the chairpeople of all committees and faculty members elected by the faculty
2. The Principal of Watson B. Duncan Middle School shall be an ex-officio member of the Executive Board of Directors

Article X. **COMMITTEES**

1. Committees may be named and chairperson appointed by the President, with the approval of the Executive Board
2. The President may fill any unexpired term with the approval of the Executive Board

Article XI. **AMENDMENT OF BY-LAWS**

The By-Laws may be amended or rescinded at any regular or special meeting of the Board of Directors, by the affirmative vote of two-thirds of the Directors present at any such meeting.