

School Board of Alachua County

Bylaws and Policies

CIVILITY - CONDUCT OF DISTRICT EMPLOYEES, PARENTS, AND OTHER VISITORS TO SCHOOLS AND SCHOOL DISTRICT FACILITIES

Section 9000 Community Relations Title

Number: po9380

Status: Active

Adopted: July 17, 2007

It is the intent of the Board to promote mutual respect, civility, and orderly conduct among District employees, parents, and the public. It is not the intent of the Board, however, to deprive any person of his/her right to freedom of expression. The intent of this policy is to maintain to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, administrators, other staff, parents, and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board encourages positive communication and discourages disruptive, volatile, hostile, or aggressive communications or actions.

Expected Level of Behavior

- A. Board employees will treat parents and other members of the public with courtesy and respect.
- B.
- C. Parents and other visitors to schools and District facilities will treat teachers, school administrators, other school staff, and Board employees with courtesy and respect.
- D.
- E. Board employees will treat each other with courtesy and respect.

Unacceptable/Disruptive behavior includes, but is not necessarily limited to:

- A. Exhibiting behavior which interferes with or threatens to interfere with the operation of a classroom or school related off-campus activity, an employee's office or office area, and all areas of a school or facility.
- B.
- C. Using loud and/or offensive or demeaning language, swearing, cursing, profanity, or disruptive display of temper.
- D.
- E. Threatening to do bodily or physical harm to a parent/guardian, or members of the general public or to a teacher, school administrator, school employee, or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.
- F.
- G. Damaging or destroying school or Board property.
- H.
- I. Any other behavior which disrupts the orderly operation of school, school classroom, or any other Board facility.
- J.
- K. Abusive, threatening, demeaning, or obscene mail, e-mail, or voice mail messages.

PTO BYLAWS AND POLICIES

Bylaws for Newberry Elementary School Parent Teacher Organization (PTO)
Affirmation of Bylaws

These Bylaws were voted upon and passed at the general meeting of the Newberry Elementary PTO on _____ (Date)

Signed: _____
(PTO President)

Signed: _____
(School Principal)

Date: _____

Article I -- Name

Newberry Elementary School Parent Teacher Organization (PTO)
25705 S.W. 15th Avenue
Newberry, FL 32669

Article II -- Purpose

The corporation is organized for the purpose of supporting the education of children at Newberry Elementary School by fostering relationships among the school, parents, and teachers.

Article III -- Members

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

Section 2. Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Article IV -- Officers and Elections

Section 1. Officers: The officers shall be president, vice president, secretary, and treasurer.

- a. **President:** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. **Vice President:** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
- c. **Secretary:** The secretary shall keep all records of the organization, take and record detailed minutes (including who is doing which job/task, date job/task is due, and if job/task was fulfilled), prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minute's book, bylaws, rules, membership list, and any other necessary supplies and brings them to meetings.
- d. **Treasurer:** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and payout funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

Section 2. Nominations and Elections

Nominations will be held at the March meeting each school year. A candidate for each office may be presented at a meeting held one month prior to the election, or by written ballot sent home to all parents. If more than one person is running for an office, the position will be decided by a vote held by the current executive board.

Section 3. Eligibility

Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of Office

Officers are elected for two years and may serve no more than two (2) consecutive terms in the same office unless otherwise approved at a general meeting. Each person shall hold only one board position at a time.

Section 5. Vacancies

If there is a vacancy in the office of president, the vice president will become president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal from Office

Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum, *see Article V, sec. 3*) at an executive meeting where previous notice has

been sent. A certified letter of upcoming meeting agenda will be sent to appropriate officer prior to executive meeting. A certified letter will be sent to the officer after executive meeting stating the officer has been removed.

Article V -- Meetings

Section 1. Regular Meetings

The regular quarterly meetings of the organization shall be held in conjunction with A.R. Night to be held on either a Tuesday or Thursday night during the school year, or at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be determined each year according to the school calendar. The annual meeting is for receiving reports and conducting other business that should arise. The secretary will notify the members of the meetings in a flyer sent home with students at least one week prior to the meeting.

Section 2. Special Meetings

Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer or phone calls.

Section 3. Quorum

The quorum shall be 10 members of the organization.

Article VI -- Executive Board

Section 1. Membership

The executive board shall consist of the officers, principal, and standing committee chairs. No related board members, by marriage or otherwise, shall serve on the board during the same term(s).

Section 2. Voting

Any board member who holds more than one position, may only count their vote once. Furthermore, any voting member holding more than one position may not count their additional vote by passing it to another member.

Section 3. Duties

The duties of the executive board shall be to transact business between meetings in preparation for the general meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 4. General Meetings

General meetings shall be held quarterly, on the same day and at the same time each month to be determined by the board. Special meetings may be called by any two board members, with 24 hour notice.

Section 5. Quorum

Half the number of board members plus one constitutes a quorum.

Section 6. Executive Meetings

Meetings will be held on the 4th Wednesday of every month at 1:00pm. In the event of a holiday, the date and time may be adjusted per the executive board. The public is invited to attend the executive meetings. Any person attending the executive meeting may not vote, nor address the board or officers unless written notice has been submitted to the secretary at least one week prior to the executive meeting.

Section 7. Conduct

Each executive board member shall abide by the Alachua County Code of Conduct (see attached) during all meetings (whether general or executive), and all PTO sponsored functions.

Article VII --Committees

Section 1. Membership

Committees may consist of members and board members, with the president acting as ex officio member of all committees. Each committee member shall abide by the Alachua County Code of Conduct (see attached) during all meetings (whether general or executive), and all PTO sponsored functions.

Section 2. Standing Committees

The following committees may be included by the organization: Fundraising, Volunteer Coordinator, and Membership.

Section 3. Additional Committees

The board may appoint additional committees as needed.

Article VIII -- Finances

Section 1. A tentative budget shall be drafted prior to the fall for each school year and approved by a majority vote of the members present during the first general meeting of the school year.

Section 2. The treasurer shall keep an accurate record of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. The treasurer shall prepare a financial statement at the end of the year.

Section 5. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and with membership's approval, spent to benefit the school.

Section 6. The fiscal year shall coordinate with the school year.

Article IX -- Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article X -- Standing Rules

Standing rules may be approved by the executive board, and the secretary shall keep a record of the standing rules for future reference.

Article XI -- Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII -- Amendments

These bylaws may be amended at any regular or special meeting, provided that previous notice was given by writing at the prior meeting and then sent to all the members of the organization by the secretary. Notice may be given by mail, email, or fax. Amendments will be approved by a two-thirds vote of the present, assuming a quorum.

Revised August 2019