



## **Bylaws of ECHS – Lee Parent Organization**

### **Article 1: Name**

**1.1** The name of the association shall be the ECHS – Lee Parent Organization. The principal office shall be at ECHS – Lee, 8099 College Parkway, Fort Myers, FL 33919.

### **Article 2: Purpose**

**2.1** The purpose of this Organization shall be to promote good understanding, cooperation, and support among parents, teachers, and administrators in order to provide the best possible education for our students.

**2.2** The Organization shall be operated exclusively for charitable, scientific, literary and educational purposes.

**2.3** In the event of dissolution of this Organization, after paying or adequately providing for the debts and obligation of the Organization, the remaining assets shall be distributed to an appropriate Edison State College fund for the benefit of local high school students.

### **Article 3: Policies**

**3.1** This organization shall cooperate with the faculty and administration to support ECHS – Lee and shall not seek to direct the administrative activities of the school nor control its policies.

**3.2** This organization shall be non-commercial, non-sectarian, and non-partisan.

### **Article 4: Membership and Dues**

**4.1** Any parent or legal guardian of an ECHS - Lee student, any ECHS – Lee teacher, administrator, or staff member, and any other interested community member who subscribes to the purpose and policies of the ECHS – Lee Charter may become a member of this organization upon payment of dues as hereinafter provided.

**4.2** The annual dues shall be determined by the general membership each year and shall initially be 10.00 per family per year.

**4.3** An annual membership drive shall be conducted. However, additional members may be accepted at any time.



**4.4** Only members of the organization shall be eligible to participate and vote in the business meetings or to serve in any of its elective or appointive positions. Up to **two** members per family may vote. A member must be present to vote.

## **Article 5: Executive Committee**

**5.1** The Executive Committee shall consist of the officers of the organization and the Principal of the school.

**5.2** Duties of the Executive Committee shall be to:

- a. Transact necessary business in the intervals between meetings of the group and such other business as may be referred to it by the parent organization;
- b. Create or dissolve organized groups of volunteers for various functions;
- c. Identify willing Point Persons for various functions;

**5.3** Meetings:

- a. Special meetings of the Executive Committee may be called as needed and every attempt will be made to include all Executive Committee members.
- b. A majority of the Executive Committee shall constitute a quorum.

## **Article 6: Officers and Their Election**

**6.1** Definition and Term of Office

- a. The Executive Committee officers shall be the President, Vice President of Membership, Secretary and Treasurer.
- b. The officers of this Organization shall be elected by majority vote of the attending current membership at a meeting of the Parent Organization.
- c. Officers shall assume their official duties beginning in July of the school year upon being elected and shall serve for a term of one year or until their successors are elected.
- d. Elections shall be held in May of the school year with every effort made to elect officers before the school year ends.
- e. Officers must be parents or legal guardians of current or in-coming ECHS – Lee students.
- f. Officers shall not serve more than 2 consecutive years in the same position. One who has served more than one-half of a term shall be credited with having served that term.

**6.2** Nominating

- a. Officers shall be nominated by the general membership prior to election at a General Meeting.

**6.3** Vacancies and Removal from Office

- a. Any officer resigning prior to the end of his or her term shall notify the President. A vacancy occurring in any office shall be filled for the unexpired term by a person nominated by the President and elected by a majority vote of the members of the Executive Committee.
- b. In case a vacancy occurs in the office of the President, the Secretary shall serve as President until such time as general membership can elect a person to serve as President for the unexpired term.

## **Article 7: Duties of Officers**

**7.1** The **President** shall:

- a. Prepare the agenda, preside and maintain order over all meetings of this Organization;
- b. Serve as the primary liaison to the Principal;
- c. Make every effort to foster a sense of community and encourage teamwork;

- d. Coordinate the work of the officers and point people of the organization in order that the purposes of the group may be promoted;
- e. be absolutely fair and impartial.

**7.2 The Vice President of Membership shall:**

- a. Organize an annual membership Drive & ongoing process to encourage new members
- b. maintain and update the membership roster
- c. give updated membership reports at meetings

**7.3 The Treasurer shall:**

- a. work directly with the school to facilitate all financial transactions as required by Edison State policy & procedures.
- b. keeps an account of all PO funds deposited and withdrawn from the Edison account.
- c. prepare financial report to present at the monthly meeting and as needed.
- d. assure that the PO policies and best practices are followed with regards to funds
- e. The Treasurer shall submit the books for an informal audit at the close of every school year. The audit shall be conducted by two unrelated members in good standing prior to July 1<sup>st</sup>. Once completed the books shall be turned over to the incoming President.

**7.4 The Parliamentarian shall:** This position is held by the Past President able to serve. Responsibilities are to act as a consultant to assure that meetings and processes are conducted in accordance to the Bylaws; advise on parliamentary procedures using Robert's Rules of Order and conduct the annual election of Officers. In addition, together with an appointed member, review the Bylaws annually.

**7.5 The Secretary shall:**

- a. Take minutes at each meeting and prepare them to be presented and distributed at the next meeting for approval;
- b. Prepare the minutes and present the minutes to the President for review prior to the next meeting;
- c. Keep an accurate record of all meeting minutes with a copy of amendments stored at the school for a period of seven years;
- d. Enter any corrections approved by the members in the minute book and initial them;
- e. Send minutes to the webmaster for posting for the school's website;

**Article 8: Meetings**

**8.1** The general meetings of this Organization shall be held at least 4 times per fiscal year. A schedule of meetings will be determined at the first meeting of each school year.

**8.2** Special meetings of the organization may be called by the President, Principal, or by a majority of the general membership with prior notice of such meetings having been given.

**8.3** In the event a special meeting of the Parent Organization cannot be scheduled due to time constraints, the President is authorized to conduct a telephone or e-mail vote by the general membership, and this vote will be considered a binding vote. That process will be entered in the minutes of the next meeting.

**8.4** In order to conduct business at all general meetings, the members present shall constitute a quorum.

**8.5** All Parent Organization business conducted during both General and Special meeting shall be conducted in accordance with these Bylaws, any applicable Edison State College Policies and Procedures, and Robert's Rules of Order. In the event of conflict

among these authorities, these Bylaws shall take first priority, applicable Board policies shall take second priority and Robert's Rules of Order, Newly Revised, shall take third priority in deciding which shall govern.

## **Article 9: Point Persons and Volunteer Committees**

**9.1** Based on the needs of the school, students, and the Parent Organization, various volunteer committees will be proposed by the newly elected Executive board each July. The formation of Volunteer Committees is subject to the approval of the general membership with the exception of Standing Committees.

**9.2** Each volunteer committee will reach consensus on a volunteer Point Person who shall serve as a coordinator for efforts related to the established volunteer committees established purpose.

**9.3** Each volunteer committee will work directly with the Principal and/or Executive Board to draft an annual plan of activities.

**9.4** Members of a volunteer committee will work with the established Point Person to research alternatives, make arrangements, help with logistics, and in general assume the work load in alignment with the annual plan of activities.

**9.5** Standing Committees:

a. Event Chairman: Work as the Point Person for a specific PO event. Coordinate the event with the Principal, work with volunteers to plan & execute the event; activities, food, entertainment etc. Currently the events we have are Open House - Pot Luck, Field Day, Spring Social & Sophomore Coffee Night.

b. Fundraising Chairman: Work as the Point Person on a specific PO fundraiser which has been selected by the membership. Coordinate the fundraising event, advertise and market the fundraiser, coordinate with the Treasurer, recruit helpers.

c. Teacher/Staff Appreciation Chairman: Coordinate the Holiday Luncheon & Teacher Appreciation week in May. Recruit helpers.

d. Parliamentary/Bylaws Committee: The immediate Past President shall serve as the Parliamentarian. The current President shall appoint 1 member in good standing to serve on this committee with the Parliamentarian. The Committee shall review the Bylaws annually and submit to the General Membership any proposed amendments for voting. The Parliamentarian shall conduct the annual election of Officers.

## **Article 10: Financial Policies**

**10.1** The fiscal year of the organization shall follow the fiscal year for Edison State College which begins on July 1 and end on June 30.

**10.2** The Parent Organization of Edison Collegiate High School – Lee Campus shall maintain a financial bank account. This account shall be set up by the organization's officers and have two unrelated officer's signatures on all checks over \$100.00. The account shall be maintained by the organization's Treasurer.

**10.3** – The Treasurer shall submit the books for an informal audit at the close of every school year. The audit shall be conducted by two unrelated members in good standing prior to July 1<sup>st</sup>. Once completed the books shall be turned over to the incoming President.

## **Article 11: Amendments**

**11.1** These By-Laws may be amended:

- a. At a general meeting or duly called special meeting of this Organization, provided a quorum is present, by a two-thirds vote of the members present and voting;
- b. Notice of the proposed amendments shall have been given at the previous meeting of this Organization or in writing in an issue of the Parent Organization newsletter published before the meeting at which the proposed amendments are introduced for a vote, or by posting the changes on the school's website.

**11.2** A committee may be appointed to submit a revised set of Bylaws as a substitute for these Bylaws. The requirement for adoption of a revised set of Bylaws shall be the same as in the case of an amendment.

\*\*\*\*Proposed amendments to the Bylaws were presented and voted on at the March 6, 2012 General Meeting. These Bylaws were amended on March 6, 2012.

\*\*\*\* Proposed changes to the Bylaws were presented and voted on at the October 9, 2012 meeting. These Bylaws were amended on October 9, 2012.