

SAFETY HARBOR MONTESSORI FAMILY-TEACHER ASSOCIATION BY-LAWS

ARTICLE 1 – NAME

Section 1. The name of the organization shall be “Safety Harbor Montessori Family-Teacher Association”, hereinafter referred to as the “FTA” or the “association.”

Section 2. The principal office of the association shall be located at 2669 McMullen Booth Road, Clearwater, Florida 34621. It may move within Florida at any time, and to any location, as may be decided by the majority vote of the executive committee.

ARTICLE II – OBJECTIVES

Section 1. Objectives of the association are:

- a. To promote the welfare of children and youth in home, school, and community.
- b. To initiate, manage and complete projects to supplement operations of the school, and/or this association.
- c. To develop and maintain an understanding and open communication between parents and the faculty of the school.
- d. To create community awareness and understanding of our school and the Montessori method of education.

ARTICLE III – MEMBERSHIP AND DONATIONS

Section 1. Any parent or guardian with a child attending Safety Harbor Montessori Academy and any teacher or administrator associated with same shall be eligible for membership, and have voting privileges.

Section 2. Each family of the FTA shall pay an annual minimum donation of \$10.00 to the association.

Section 3. Membership donations are due and payable by December 31st of each year for that fiscal year’s membership.

ARTICLE IV – ELECTION OF OFFICERS

Section 1. Each officer of this FTA shall be a member of this FTA.

Section 2. Officers and their election:

- a. The officers of this association shall consist of a President, Vice-President, Secretary, and a Treasurer.
- b. The school’s teachers and administrators are not eligible for a board position.

- c. With the exception of the position of President, any association member is eligible for election to office.
 - i. The position of President is open only to individuals who have held an officer position and/or have headed a committee during the current school year. If only one eligible association member wishes to hold the office of President for the following school year, election for that office may be by show of hands or voice vote. If more than one eligible association member wishes to hold the office of President for the following year, election for that office shall be by ballot at the election meeting.
- d. Officers shall be elected by ballot annually in the spring. However, if there is but one nominee for any office, election for that office may be by show of hands or voice vote.
- e. With the exception of the Treasurer, officers shall assume their office duties following the end of the school year and shall serve for a term of one year or until their successors are elected. The Treasurer shall assume his duties after the books have been audited.
- f. A person shall not be eligible to serve more than two consecutive terms in the same office.
- g. If no one volunteers to take a position, we can extend the term of the person currently in the position for another year.

Section 3. Nominating Committee:

- a. There shall be a nominating committee composed of three members who shall be appointed by the Secretary. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the Secretary prior to the election meeting, at which time these nominees shall be added to those received via open nominations.
- b. At least two weeks prior to the election meeting, nominations for officer positions will be opened to the general association.
- c. Only those persons who have consented to serve if elected shall be nominated for or elected to such office.

Section 4. Vacancies: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive committee (hereinafter also referred to as the "board"), notice of such election having been given. In case a vacancy occurs in the office of President, the Vice-President shall serve notice of an election to fill this vacancy.

Section 5. Removal: Any officer may be removed for the good of the FTA, with or without cause, and without prejudice, and the officer's position declared vacant, by a two-thirds (2/3) vote of the members present at any regular meeting of the association.

ARTICLE V – DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the FTA and of the executive committee at which he may be present; shall perform such other duties as may be prescribed in these By-Laws, or assigned by the association or by the executive committee, and shall coordinate the work of the officers and committees of the association in order that the objectives be accomplished.

Section 2. The Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence or disability of that officer to act.

Section 3. The Secretary shall record the minutes of all meetings of the association and the executive committees, handle correspondence for the association, and shall perform such other duties as may be delegated.

Section 4. The Treasurer shall:

- a. Maintain and keep open to inspection by any member of the executive committee at all reasonable times, adequate and correct accounts of the properties and business transactions of the association, which shall include all matters required by law.
- b. Have the care and custody of and be responsible for the funds of the association, promptly depositing same to the credit of the association, with such depositories as the executive committee may designate; and,
- c. Disburse the funds of the association as may be directed by the executive committee. Disbursement of amounts over \$25.00 shall be first approved by the executive committee. Two (2) signatures shall be required on all disbursements, and all of the officers may be authorized to sign, such authorization to be by resolution voted upon by the executive committee.
- d. Render to the President and Secretary or to the board whenever they may require it, an account of all transactions of the Treasurer, and a financial statement, in form satisfactory to them.
- e. Perform in general all the duties incidental to the office of the Treasurer, and such other duties as may be assigned by the President or the board.

Section 5: The Treasurer's accounts shall be examined annually by an auditor, who when satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditor shall be appointed by the board at least two (2) weeks before the annual meeting. The auditor's report shall be given at the annual meeting.

Section 6. All officers shall deliver to their successors all official material not later than ten (10) days following the election of their successors.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the officers of the association including the elected at-large committee and a non-voting advisory representative of the administration.

Section 2. The duties of the executive committee shall be:

- a. To transact necessary business in the intervals between FTA meetings and such other business as may be referred to it by the association. It shall serve as a board of directors for the association.
- b. To create standing and special committees.
- c. To approve the plans of work of the standing and special committees.
- d. To present a report at the regular meeting of the association.
- e. To appoint an auditor or any auditing committee at least two (2) weeks before the annual meeting to audit the Treasurer's.
- f. To prepare and submit to the association for approval, a budget for the fiscal year.
- g. To approve routing bills within the limits of the budget.

Section 3. Regular meetings of the executive committee shall be held during the school year, the time to be fixed by the committee at its first meeting of the year. A majority of the executive committee members shall constitute a quorum. Special meetings of the executive committee may be called by the President or by a majority of the members of the committee.

ARTICLE VII – MEETINGS

Section 1. The association shall hold *at least* four (4) general meetings throughout the school year, the first of these to be held in *the fall* and the last meeting to be held in *the spring*. It shall be the duty of the executive committee to schedule the day and month of these four general meetings in their first board meeting prior to the beginning of the school year.

Section 2. The meetings shall be held at Safety Harbor Montessori or as otherwise scheduled by the executive committee with prior notification given to the general membership.

Section 3. The annual meeting shall be in the spring.

Section 4. The members present shall constitute a quorum for the transaction of business in any general meeting of this association.

ARTICLE VIII – STANDING AND SPECIAL COMMITTEES

Section 1. The executive committee may create such standing committees as it may deem necessary to accomplish the objectives and carry on the work of the association.

Section 2. The chairman of each standing committee shall present a play of work to the executive committee for approval.

Section 3. The power to form special committees and appoint their members rests with the executive committee.

Section 4. The President shall be a member ex-officio of all committees with the exception of the nominating committee.

ARTICLE IX – FISCAL YEAR

Section 1. The fiscal year of the association shall begin June 1st and end the following May 31st.

ARTICLE X – DISSOLUTION

Section 1. Upon winding up and dissolution of the Corporation, the assets of the Corporation remaining after payment of all debts and liabilities shall be distributed to an organization recognized as exempt under section 501(c)(3) of the Internal Revenue Code of 1986 to be used exclusively for charitable and educational purposes. If the Corporation holds any assets in trust, such assets shall be disposed of in such a manner as may be directed by decree of the Circuit Court of the district in which the Corporation’s principal office is located, upon petition thereof by the Attorney General or by any person concerned in the liquidation.

ARTICLE XI – AMENDMENTS

Section 1. Amendments to these By-Laws may be made at any regular meeting by a two-thirds (2/3) vote of the members present and voting, provided: the proposed amendment be presented in working to the executive committee and the general membership for its consideration, after which it shall be presented, for information only to the members of the association, by the executive committee at the next general meeting, with a recommendation to accept or reject. Notice must then be given and the amendment must be voted upon at the next general meeting.

Section 2. The requirements for adoption of a revised set of By-Laws shall be the same as in the case of an amendment.

Revisions Approved this 30th day of April in the year 2009

By _____ President

Legibly Print Name Kaylene Bellamy