

**Bylaws of  
Tynes Elementary School Parent Faculty Association**

**Established 2014**

**Revised 2016**

**ARTICLE I: NAME**

The name of this organization shall be the Parent Faculty Association of Tynes Elementary School, Clay County, Florida, hereinafter referred to as "the Tynes PFA." The Tynes PFA Board is defined as all officers and committee members that serve in elected positions during the current school year, hereinafter referred to as "the Board."

**ARTICLE II: OBJECTIVES**

- Section 1: To aid the students, faculty, and staff of Tynes Elementary School in their educational and recreational needs through fund-raising and family activities and special events.
- Section 2: To promote the welfare of the students.
- Section 3: To develop and emphasize the highest aims in physical, mental, and social education.
- Section 4: To encourage all its members in thinking and working together and to decide upon common objectives to better their needs.
- Section 5: To promote communication between the administration, faculty, parent, and the community to enhance our children's educational environment.

**ARTICLE III: POLICIES**

- Section I: Conduct its business as a noncommercial, nonsectarian, and nonpartisan body. The policies shall be developed through meetings, conferences, and committees and shall not direct or control the administration activities of the school.
- Section II: Act as a liaison group between parent and school.
- Section III: Recruit parent volunteers where needed.
- Section IV: Cooperate for the improvement of education in ways that are supported by the faculty and administration for the benefit of the students at Tynes Elementary School.
- Section V: Concern itself with community affairs in education, and be instrumental in changes and improvements.

- Section VI: In the event of dissolution of the Tynes PFA, its assets shall remain within Tynes Elementary School.
- Section VII: Tynes PFA funds shall not be used to grant personal loans, reward or compensate any member for volunteer services offered to the Tynes PFA, or compensate any paid district employee for services offered to the Tynes PFA; No Tynes PFA member shall receive any reward or compensation (financial or otherwise) from any external party.
- Section VIII: No member shall engage in any act or activity while representing the Tynes PFA, which would tend to create an unfavorable impression or unfavorable publicity or in any way be contrary to the general interest of the Tynes PFA.

#### **ARTICLE IV: MEMBERSHIP AND DUES**

**Parent Membership.** ~~All parents and/or legal guardians of students who currently attend Tynes Elementary School.~~ All stakeholders such as parents, legal guardians, grandparents and community members, shall be eligible for membership in the Tynes PFA. The Tynes PFA shall conduct an annual enrollment of members at the start of the school year, but persons can be admitted into membership at any time. The membership year of this association shall be from ~~August 1st through July 31st~~ July 1st through June 30<sup>th</sup>. Each parent member of the Tynes PFA shall pay annual dues per family in an amount approved by the majority of the Board. All ~~parent~~ members shall be eligible to participate in the business at meetings, to elect officers, to serve in any of its elective or appointive positions ~~and to vote.~~ **Member voting may not exceed two votes per membership.**

**Faculty Membership.** All faculty and staff who currently are employed at Tynes Elementary School shall be eligible for membership in the Tynes PFA. The Tynes PFA shall conduct an annual enrollment of members at the start of the school year, but persons can be admitted into membership at any time. The membership year of this association shall be from ~~August 1st through July 31st~~ July 1<sup>st</sup> through June 30<sup>th</sup>. Faculty Members shall have the right to attend and participate in all meetings and activities of the Tynes PFA, to elect officers, and to hold the designated Faculty Liaison Position(s) on the Board.

**Parents and Faculty who are not members, may attend meetings, but will not be eligible to elect board members or run for office.**

#### **ARTICLE V: OFFICERS AND THEIR ELECTIONS**

- Section I: Only those persons who have signified their consent to serve shall be elected to office.
- Section II: Officers shall be elected by majority and sworn in at the June Meeting.
- Section III: Only members of the association shall be eligible to run for office.
- Section IV: A person shall not be eligible to serve more than one 2 year term in the same office. A vacancy occurring in any office shall be filled for the unexpired term by majority vote of the remaining members of the Board.

## **ARTICLE VI: DUTIES OF THE OFFICERS**

The duties of each position are as follows:

**President.** The President shall:

1. Be the principal executive officer of the Tynes PFA, and subject to the control of the Board and the direction of the membership, provide supervision of all Tynes PFA activities.
2. When present, preside at all meetings of the Tynes PFA and the Board, including call to order and preserving order.
3. Coordinate the work of the officers in order that the objectives may be promoted.
4. Serve as primary contact to the principal for all Tynes PFA related issues.
5. Have the authority to call for a majority vote as necessary to conduct business of the Tynes PFA.
6. Oversee all cash receipts made, as well as all spending done by the Tynes PFA to ensure that it benefits the school population.
7. Only vote in the case of a tie at all Board and Membership meetings.
8. Execute decisions of the Board.
9. Attend all meetings and perform other such duties as may be prescribed in these Bylaws or assigned by the Tynes PFA or the Board.

**Vice President.** The Vice President shall:

1. Assist the President in promoting the objectives of the PFA.
2. Serve as an immediate stand-in to the President in the event of their absence, incapacity, or position vacancy.
3. Establish and maintain a close working relationship with the President to ensure continuity and preparation for the responsibilities of the Presidency.
4. Serve as a voting member of the Board.
5. Attend all meetings and perform other such duties as may be prescribed in these Bylaws or assigned by the PFA or the Board.

**Secretary.** The Recording Secretary shall:

1. Record and submit for approval the minutes of the proceedings at all regular meetings of the Tynes PFA as well as, keep and maintain the official minutes of all General and Board Meetings.
2. Maintain a copy of the attendance at all Tynes PFA meetings.
3. Serve as a voting member of the Board.
4. Have a copy of the Bylaws available at every meeting.
5. Attend all meetings and perform other such duties as may be prescribed in these Bylaws or assigned by the Tynes PFA or the Board.
6. Send out meeting reminders with RSVP requirements and notify President of all attendance via RSVPs.

**Treasurer.** The Treasurer shall:

1. Receive, reconcile, and deposit to Tynes Bookkeeper, all PFA monies, gift cards, membership privilege cards etc.
3. To prepare and publish monthly financial reports.
4. To prepare an annual financial report due the first meeting after the close of the PFA's fiscal year and present it to the Board.
5. To present at such reasonable times as the President or majority of the Executive Board may request all books, papers, vouchers, etc., which may be in the Treasurer's possession.
6. In the event of resignation prior to termination of the Treasurer's term of office, to prepare a final financial report due the first meeting at which the resignation could be considered and to turn over all books, papers, vouchers, etc., which may be in the Treasurer's possession.
7. To maintain and preserve all PFA financial information.
8. Any Tynes PFA shopping will be done by Treasurer or President.

**Parliamentarian.** The Parliamentarian shall:

1. To ensure that all meetings are governed by "Robert's Rules of Order," not to conflict with these By-laws.
2. To attend all general, board, and special meetings.
3. To notify officers of their selection and chairpersons of their appointments.
4. To maintain and update the By-Laws, as directed and approved by the Board.
5. In the absence of a Historian, perform all the responsibilities of the Historian, including the compilation and preservation of the PFA Historical Notebook.
6. To keep and maintain all PFA non-financial, non-correspondence files and records.
7. To assemble and preserve a record of the activities and achievements of the Tynes PFA, PFA Historical Notebook, which shall remain the property of both the PFA and Tynes Elementary School.
8. To act as custodian of all records and materials pertinent to the history of the PFA and Tynes Elementary School.
9. To have available the PFA Historical Notebook at all General and Board Meetings.

**ARTICLE VII: COMMITTEES AND DUTIES**

**Fundraising.** Oversight of all school-based and community-based fundraising events throughout the year that the association may undertake upon the approval of the principal and the Board.

**Volunteer Coordinator.** Organize and enlist volunteers as needed. Manage event and activity volunteers throughout year.

**Webmaster.** Manage Facebook page to include but not limited to: posting important dates, meeting reminders, student/parent/teacher encouragement, school upcoming events, community happenings, etc. Coordinate with Tynes webmaster to update Tynes Elementary School PFA section of website. Assist with photography/photographer throughout year.

**Hospitality.** To acknowledge on behalf of the Tynes PFA any faculty "life changing" events as deemed appropriate by the Board. Coordinate events and activities throughout the year, and to perform special duties as may be requested, from time to time, by the President and/or the Board. ~~Any Tynes PFA shopping will be done by Hospitality Chair or President.~~

#### ARTICLE VIII: MEETINGS

**Regular Meetings.** There will be regular meetings held monthly throughout the school year. The time of the meetings shall be announced at least seven days prior to the meeting at such location as the Board may select from time to time. Any member is welcome to attend and provide input to the PFA Board. ~~Board Members shall not miss more than a total of three (3) Executive Board or Regular meetings without a justified excuse. After 2 missed meetings, Board member will receive a verbal/written warning. 3<sup>rd</sup> unexcused absence from a meeting will result in removal of the member from the Board, but will remain Tynes PFA member.~~

**Board Attendance.** Board Members shall not miss more than a total of three (3) Executive Board or Regular meetings without a justified excuse. After 2 missed meetings, Board member will receive a verbal/written warning. 3<sup>rd</sup> unexcused absence from a meeting will result in removal of the member from the Board, but will remain Tynes PFA member.

**Board Meetings.** There shall be required meetings held monthly throughout the year. The Board should meet in conjunction to any Regular Meetings held by the Tynes PFA to discuss business which will be attended to. The time and place of the Board meetings shall be determined by the President and the Vice President. Adequate notice of all meetings shall be given to all members of the Board.

**Additional Meetings.** Additional meetings of the organization may be called, either by vote of the Board or by petition of a majority of the members. The time and place of all Special Meetings shall be announced at least seven days prior to the meeting, except in the case of an emergency.

**Quorum.** More than half of the Board present at any scheduled Tynes PFA meeting shall constitute a quorum necessary for the transaction of business of the Tynes PFA. Faculty Member must be present.

**Voting.** A majority vote of the Members present at any meeting shall be required for all action to be taken by the Tynes PFA. Quorum must be constituted for a vote to be made at any given meeting.

**Meeting Procedure.** Rules contained in Robert's Rules of Order Newly Revised shall govern the Tynes PFA in all cases where they are applicable, and are not in conflict with these Bylaws. The privilege of making motions and voting at Board meetings shall be limited to members of the Board.

#### ARTICLE IX: FISCAL YEAR and PFA ACCOUNTS

1. The Tynes PFA and fiscal years shall coincide and shall commence on the first day of ~~August~~ July and end on the last day of ~~July~~ June.

2. All monies/Gift Cards, etc. of the Tynes PFA shall be deposited by members of the Board to the Tynes Bookkeeper.

**ARTICLE X: AMENDMENTS**

These Bylaws may be amended at any board meeting of the Tynes PFA by a majority vote of the members present provided that written notice of the proposed amendment shall have been given at least one week prior to the vote. These Bylaws may be reviewed and/or revised by the Board as necessary to meet changing conditions in the school and community.