

VAN R. BUTLER ELEMENTARY SCHOOL
PTO BYLAWS
2018-2019
(Amended March 14th 2018)

ARTICLE I – NAME AND LOCATION

The organization shall be named Van R. Butler Elementary Parent-Teacher Organization (hereinafter “PTO”). The location of the PTO shall be Van R. Butler Elementary School, 6694 West Co. Hwy. 30-A, Santa Rosa Beach, Florida 32459 (hereinafter the “School”).

ARTICLE II – ADMINISTRATION AND PTO

The Principal, or in the absence of the Principal, the Vice Principal and/or Assistant Principal (hereinafter the “Administration”) shall act as liaison between the School and the PTO and ensure that all PTO activities are in accordance with School policies and procedures.

ARTICLE III - MISSION STATEMENT

The PTO is organized with the purpose and objective of supporting and enhancing the educational experiences of the School's students by:

- Nurturing communication and goodwill among the parents, students and staff at the School;
- Promoting fundraising projects and services approved by the Administration that will contribute positively to the School's educational excellence;
- Promoting welfare of children in the home, school, and community;
- Developing between educators, parents and students such efforts as will secure for all children the highest advantages in physical, mental and social education at the School.

ARTICLE IV - POLICIES AND PROCEDURES

- The PTO shall operate for charitable, educational, non-partisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, sexual orientation, or national origin.
- The name of the PTO or the names of any of its Members in their official capacities shall not be used in connection with any commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the purpose and objectives of the PTO.
- The PTO does not and will not seek to dictate the administrative activities or policies of the School. The Administration of the School retain the final approval and veto power of any function, if said function will interfere with procedures, policy and/or the best interest of the School.

ARTICLE V - FISCAL YEAR

The fiscal year of the PTO shall begin on July 1st and end on the following June 30th.

ARTICLE VI - MEMBERSHIP

Section 1: Membership. Any parent or guardian of a student at the School, Administration of the School, teacher and staff currently employed at the School and who subscribe to its bylaws, may become a PTO Member. Membership is free, and open to all without regard to age, sex, creed, sexual orientation, or national origin.

Section 2: Vote. Each individual Member shall have one vote. Voting may take place by voice or, upon request, by written ballot.

ARTICLE VII - MEETINGS

Section 1: Regular Meetings. Regular meetings of the PTO shall be held monthly on a date and time pre-established by the Officers. Dates and times of the monthly meetings shall be presented by the President at the first monthly PTO meeting of the fiscal year. Written notice of the place, date, time, and agenda topics for the meetings shall be circulated as a reminder to the Membership at least 7 calendar days in advance of each meeting.

Section 2: Special Meetings. Special Meetings of the PTO may be called, either by a PTO Officer, or Administration of the School. Written notice of such Special Meeting shall be provided to all PTO Members not less than 3 calendar days prior to the date set for such a meeting and shall include a description of the purpose of such Special Meeting.

Section 3: Eligibility. Only PTO Members as defined in Article VI, Section 1 may attend meetings of the PTO. Guests listed on the agenda are the exception.

Section 4: Protocol. PTO Members shall conduct themselves in a respectful and professional manner during PTO meetings. Any Member has the right to request the removal of persons not acting accordingly.

Section 5: Quorum. At least 5 voting Members of the PTO shall be required to constitute a quorum. A quorum must be met in order for any vote to take place.

ARTICLE VIII - OFFICERS

Section 1: Officers. The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer.

Section 2: Duties. The Officers shall conduct necessary business in preparation for the monthly PTO meetings. In addition, the newly elected Officers shall meet at least once between July 1st and the first monthly PTO meeting for the purposes of preparing a balanced proposed budget to be voted upon by the PTO Membership at the first monthly PTO meeting of the fiscal year.

Section 3: Records. Each Officer shall keep a written and/or digital record of the activities of his/her position in a manner that would allow these records to be passed along to future Officers.

Section 4: Nominations & Elections. The Nominating Committee shall recruit for Officer nominations at the April PTO meeting. Any Member is eligible for an Officer position. All Officer nominations must be submitted to the Nominating Committee no later than 14 calendar days prior to the May meeting. Voting shall take place by written ballot at the May PTO meeting. Officers shall be elected for a term of one calendar year (beginning July 1st and ending on the following June 30th) by a majority vote of the PTO Membership.

Section 5: Terms of Service & Vacancy. Officers shall serve for a term of one fiscal year and may remain in office until their successors are elected at any monthly PTO meeting. No Officer shall be eligible for the same office for more than two consecutive terms. A person may hold only one Officer position at a time. An Officer may also act as Chairperson of up to two Committees (with exception of the Nominating Committee). Upon expiration of their term in office, or in the case of resignation, each Officer shall turn over to the President or Administration of the School, without delay, and in good order, all records, books, and other materials pertaining to the office.

Section 6: Protocol. All Officers shall act in the best interest of the PTO.

Section 7: Compensation. No Officer shall be compensated by the PTO for their service.

Section 8: Committee Service. Each Officer is expected to serve on a minimum of one Committee, with the exception of the Nominating Committee.

Section 9: Contracts. No Officer shall secure any contract in the name of the PTO without the approval to do so by a majority vote of those present at a monthly PTO meeting.

Section 10: Removal from Office. Any Officer can be removed from office, with or without cause. Advance notice of the vote shall be given to the PTO Membership at least 7 calendar days prior to the meeting. A quorum must be met, and the request must be approved by a majority vote of those present.

Section 11: Attendance. Each Officer shall attend the monthly PTO meetings. Failure to attend more than two consecutive meetings without due cause may result in removal from their position. Advance notice of the vote shall be given to the PTO Membership at least 7 calendar days prior to the meeting. A quorum must be met, and the request must be approved by a majority vote of those present.

Section 12: Recruitment. Each Officer shall assist in the recruitment and transition of all incoming Chairpersons of the Committees.

ARTICLE IX - OFFICER DUTIES

Section 1: President

The President shall:

- Preside over all PTO meetings.
- Prepare each PTO meeting agenda. Provide upcoming meeting agendas to the PTO Membership at least 7 days in advance of that meeting.
- Be a Member, ex officio of all Committees, with the exception of the Nominating Committee.
- Represent the PTO at city-wide meetings or other meetings outside of the organization.
- Assist in the coordination of all Committees and the PTO.
- Sign checks, notes, etc. in the absence of the Treasurer.
- Appoint Special Committees as needed.
- Announce PTO meetings to the School population at least 7 calendar days in advance of that meeting.
- Prepare the PTO Welcome Packet to be distributed to the school population at the School Orientation.
- Prepare the PTO Board Member Handbook to be distributed to each incoming Board Member.

Section 2: Vice President

The Vice President shall:

- Perform the duties of the President in his/her absence, resignation, or inability to serve.
- Be a member, ex officio of all Committees, with the exception of the Nominating Committee.
- Assist in the coordination of all Committees and the PTO.
- Prepare and keep up-to-date and accurate records of the current PTO Committee descriptions, to be available and distributed upon request.
- Assist in the preparation of the PTO Welcome Packet to be distributed to the school population at the School Orientation.
- Assist in the preparation of the PTO Board Member Handbook to be distributed to each incoming Board Member.

Section 3: Secretary

The Secretary shall:

- Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.
- Record the minutes of all PTO meetings and provide to the PTO Membership within two weeks of the recorded meeting.
- Provide the recorded minutes from the preceding PTO meeting, upon request, at each monthly PTO meeting.
- Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
- Hold a copy of the PTO Bylaws, Parliamentary Procedures, Welcome Packet, PTO Handbook, and current Membership list and make each available upon request to any PTO Member at any PTO meeting.
- Provide a printed copy of the current Bylaws to incoming Officers and Committee Chairpersons shall and email a copy to each new PTO Member.
- Provide a printed copy of the current PTO Board Member Handbook to each incoming Officer and Committee Chairperson.

Section 4: Treasurer

The Treasurer shall:

- Act as custodian of funds and perform all banking activities of the PTO.
- Maintain up-to-date, accurate financial records of the PTO.
- Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions. All funds received by the Treasurer must be deposited into the PTO bank account within 4 calendar days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.
- Provide a written and oral financial report of the receipts and expenditures at each PTO meeting and at other times upon Member request.
- Audit all invoices and receipts submitted for payment or reimbursement to ensure each request complies with PTO policies. Pay all bills and disburse funds as authorized.
- Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)3 status, as applicable; and maintain accurate records of such.
- Complete all financial updates by the close of the fiscal year and provide a full year-end report.
- Submit all requested/required financial data relating to PTO operations to the CPA within 14 calendar days prior to the close of the fiscal year, for the purposes of the Treasurer's accounts being audited by the CPA.

ARTICLE X – Nominating Committee

Section 1: Nominating Committee. The Nominating Committee shall consist of 5 Committee Chairperson Members who shall be voted on by majority vote of the PTO Membership at the March PTO Meeting.

Section 2: Officer Elections. The Nominating Committee shall identify, recruit, and screen candidates for Officer positions according to the rotation and election schedule described in Article VIII, Section 4. The Nominating Committee shall prepare a slate of Officer candidates to be presented to the Membership for vote. The Nominating Committee shall be responsible for the counting of all votes for Officer positions and shall announce the newly elected Officers during the May PTO meeting.

Section 3: Chairperson Candidates. The Nominating Committee shall assist in recruiting and identifying up to two Chairpersons for each Committee. When more than two candidates are interested in the same Committee Chairperson position, the Nominating Committee shall decide who the Committee Chairpersons will be. Such decision must be made by majority vote of the Nominating Committee, prior to the May PTO meeting.

ARTICLE XI – COMMITTEE CHAIRPERSONS

Section 1: Chairpersons. Incoming Chairpersons of PTO Committees shall be introduced by the Nominating Committee at the May PTO meeting. No Committee shall have more than two Committee Chairpersons.

Section 2: Records. The Chairpersons of each Committee shall keep a written and/or digital record of the activities of his/her Committee in a manner that would allow these records to be passed along to future Chairpersons of their respective Committee.

Section 3: Committee Members. Chairpersons may recruit additional Members to serve on their respective Committees as necessary.

Section 4: Term of Service. A person may not serve as the Chairperson of the same Committee for more than two consecutive fiscal years.

Section 5: Attendance. Committee Chairpersons shall attend monthly PTO meetings to report on the activities of his/her Committee. If a Chairperson cannot attend a monthly PTO meeting, he/she must designate a Committee Member to attend and report on the Committee in his/her absence.

Section 6: Recruitment. Committee Chairpersons shall assist in the recruitment and transition of the incoming Chairpersons of their respective Committee.

Section 7: Committee Service. Each Committee Chairperson is expected to serve on a minimum of one Committee, in addition to their own Committee.

Section 8: Contracts. No Committee Chairpersons shall secure any contract in the name of the PTO without approval to do so by a majority vote of those present at a monthly PTO meeting.

Section 9: Protocol. All Committee Chairpersons shall act in the best interest of the PTO.

Section 10: Compensation. No Committee Chairpersons shall be compensated by the PTO for their service.

Article XII – The PTO Board

Section 1: The PTO Board. The PTO Board (hereinafter the “Board”) shall consist of the Officers (President, Vice President, Secretary, and Treasurer) and the Committee Chairpersons.

Section 2: Duties. The Board shall meet at least once between July 1st and the first monthly PTO meeting for the purposes of conducting necessary business in preparation for the upcoming school year.

ARTICLE XIII - FUNDS

Section 1: Income. All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 calendar days of receipt.

Section 2: Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 calendar days of the incurred expense or by 21 calendar days prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt.

Section 3: Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the Treasurer by any PTO Member. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO. Advance notice of the upcoming vote shall be publicized to the PTO Membership at least 7 calendar days prior to the vote. Any approved purchases must be made within the budgetary restrictions.

Section 4: Carry-Over. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Officers. Previous years of fundraising may serve current year needs.

Section 5: Bank Account Signature Card Holders. Only the currently elected President and Treasurer will qualify as signers and be able to disburse checks/cash from the PTO bank account during their fiscal year term.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

Section 1: Rules. The rules contained in this document, provided they are not in conflict with the policies of the School, shall govern the PTO in all cases in which they are applicable. A copy of these Rules shall be held by the Secretary and be made available at each meeting, upon request. Robert's Rules of Order shall decide all questions of order not provided in these bylaws.

Section 2: Bylaws Amendment. These bylaws may be amended under the following conditions:

- The Bylaws Committee shall consist of 5 Members of the PTO Board. The Bylaws Committee shall submit the revision request to the Secretary; and
- Notice shall be given to the PTO Membership at least 14 calendar days prior to the next scheduled PTO meeting. A vote will be taken on such proposed revision; and
- A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
- All approved amendments shall become effective immediately and recorded by the Secretary.

ARTICLE XV - DISSOLUTION

Section 1: Dissolution. The PTO may be dissolved under the following conditions:

- Advanced notice of the vote shall be given to the PTO Membership at least 7 calendar days prior to the scheduled PTO meeting; and
- A quorum is met at that meeting and the request to dissolve is approved by a majority vote of those present.

Section 2: Remaining Funds. Upon an approved vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt, and then the remaining funds will be held in escrow by the Administration of the School, for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Administration of the School.