

ANNA MARIA ELEMENTARY PARENT
TEACHER ORGANIZATION

By-Laws Adopted/Revised April 2015

**ARTICLE I
NAME OF ORGANIZATION**

The name of this organization is: Anna Maria Elementary Parent Teacher Organization (PTO).

ARTICLE II ARTICLES OF ORGANIZATION

Week of November 7, 1983, our membership voted to form under the name of the Parent Teacher Organization.

ARTICLE III PURPOSES

The objectives of this organization are as follows:

- A. To promote the welfare of the students in the school and the community.
- B. To help raise the standards of education in our school.
- C. To help secure adequate laws for the care and protection of students.
- D. To bring into closer relation the home and school, that parents and teachers may cooperate intelligently in the education of students.
- E. To develop between educators and the general public such united efforts as will secure for all children and students the highest advantages in physical, mental, social, and emotional education.

ARTICLE IV BASIC POLICIES

- F. The Organization should be noncommercial, nonsectarian, and nonpartisan.
- G. The name of the organization or names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objects of the Organization.
- H. The Organization shall not directly or indirectly participate or intervene in any way, including the publishing or distributing of statements in any non-educational political agenda as a representative of the PTO.
- I. The Organization shall work with the school to help enhance quality education for all students.
- J. The Organization may cooperate with other organizations and agencies concerned with the welfare of children, but persons representing the Organization in such matters shall make no commitments that bind the Organization.
- K. In the event of the dissolution of the Organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 (c)(3) of the Internal Revenue Code of 1954 as from time to time amended.

ARTICLE V MEMBERSHIP AND DUES

- A. Membership in this PTO shall be made available without regard to race, color, creed, or national origin.
- B. The Organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time upon payment of dues.
- C. Each member of the Organization shall pay annual dues to the Organization.
- D. Only members of the Organization shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions.

ARTICLE VI OFFICERS AND THEIR ELECTIONS

- E. Each Officer of this Organization must be a member in good standing of the Anna Maria Elementary Parent Teacher Organization.
- F. The Officers of this Organization shall consist of the following:
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer
 - 5. Executive Board Advisor
- G. Officers shall be elected by ballot annually in the month of April. However, if there is only one nominee for any office, voting for that officer may be done by a show of hands or a voice vote.
- H. With the exception of the Treasurer, Officers shall assume their official duties following the last day of school and serve a term of one (1) year or until their successor(s) are elected. The Treasurer shall assume his/her duties after the accounts of the end of the fiscal year.
- I. A person shall not be eligible to serve more than two (2) consecutive terms in the same office, unless there are no additional nominees who agree to

serve in the position for the next term, or serves cooperatively in that position with another individual.

- J. The Nominating Committee shall consist of all Executive Committee/Board members except the President and the Executive Board Advisor.
 - 1. Members of the Nominating Committee may be candidates for elective office.
 - 2. The Vice President shall chair the Nominating Committee.
 - 3. The Nominating Committee shall prepare a slate of officers to present to the membership at the Election Meeting, determining before hand that each nominee is eligible and consenting.
 - 4. Additional nominations for each position shall be invited and accepted from the floor at the Election Meeting.
- K. A majority (at least 51%) of the remaining Executive Committee/Board can fill a vacancy for the remaining term in any office if notice of such election has been given. However, if a vacancy occurs in the office of the President, the Vice President shall serve the remainder of the term.
- L. The Standing Committee Chairperson(s) shall be selected by the Executive Committee/Board.

ARTICLE VII DUTIES OF THE OFFICERS

- A. The **PRESIDENT** shall:
 - 1. Preside at all meetings of the Organization and of the Executive Committee/Board of which he/she is present.
 - 2. Perform such duties as may be prescribed in these By-Laws or be assigned to him/her by the Organization or by the Executive Committee/Board.

3. Coordinate the work of the Officers and Committees of the Organization in order that the objectives may be promoted.
4. Assign Vice President Committee responsibilities.

B. The **VICE PRESIDENT** shall:

1. Act as an aide to the President.
2. Perform duties of the President in the absence or disability of that officer.
3. When, if possible, assume the office of the President for the following school year.
4. Serve as liaison between assigned Committee Chairpersons and the Executive Committee/Board.

C. The **SECRETARY** shall:

1. Record the minutes of all meetings of the Organization and of the Executive Committee/Board.
2. Notify all Board Members and Committee Chairs of all meetings prior to that meeting.
3. Notify all Board Members and Committee Chairs of any changed meetings prior to that meeting.
4. Shall prepare correspondence from the Board to persons relating to School activities.
5. Perform such other duties as may be delegated by the President or Executive Committee/Board.
6. Shall maintain the Committee Chair Member list.

D. The **TREASURER** shall:

1. Have custody of all funds of the Organization.
2. Be assigned the PTO owned laptop computer and related software to accurately prepare all expense reports and financial reports. Such computer will be used for PTO related functions only.
3. Keep a full and accurate account of all receipts and expenditures.
 - a. Two (2) signatures shall be required for disbursement of funds.
 - b. The Committee Chairperson of a fund-raiser shall collect all moneys and keep record in regards to the sales. He/she shall report to the Treasurer with documentation. All receipts and revenues will be turned in within two (2) weeks of event completion.
 - c. No reimbursement shall be made or debts paid without a signature receipt from the Committee Chairperson.
4. Present a balanced financial statement at every meeting of the Organization and at such times when requested by the Executive Committee/Board.
5. Reconcile bank statements monthly.
6. Make disbursements in accordance with the approved budget, as authorized by the Organization, the Executive Committee/Board or a Special Committee.
7. Submit the financial records to an Executive Committee/Board approved Certified Public Accountant other than the Treasurer or accounting firm for preparation of an audited financial statement for preparation of IRS Form 990 at the direction of the Board.
8. Turn over the financial records to the incoming Treasurer no later than the beginning of the school year.

- E. The **EXECUTIVE BOARD ADVISOR** shall:
 - 1. Always and automatically be the Principal of Anna Maria Elementary School.
 - 2. Advise the Executive Committee/Board of the school policies and county School Board rules, regulations, and policies relating to any business before the Committee.
 - 3. Serve as the Executive Committee/Board's primary source of factual information regarding the school.
- F. All Officers shall perform the duties outlined in these By-Laws in addition to those assigned by the Executive Committee/board from time to time.
- G. All Officers except the Treasurer shall deliver to their successor all Official Organization materials in their possession no later than ten (10) days after the close of the student school year. In the case of resignation or inability to perform duties, that Officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office and shall return to the Treasurer, without delay, all funds pertaining to the office.

ARTICLE VIII EXECUTIVE COMMITTEE/BOARD

- H. The Executive Committee/Board shall consist of the Officers of the Organization.
- I. The duties of the Executive Committee/Board shall be as follows:
 - 1. Transact necessary business in the intervals between Organization meetings and such other business as may be referred to by the Organization.
 - 2. Create Standing and Special Committees.
 - 3. Approve the plans of work of Standing Committees.
 - 4. Present a report at the regular meetings of the Organization.
 - 5. Select an auditor or CPA to audit the Treasurer's accounts.

6. Prepare and submit to the Organization for adoption of a budget for the year.
 7. Approve routine bills of under \$200 within the limits of the budget.
- J. Regular meetings of the Executive Committee/Board shall be held during the year, the time fixed by the Committee at its first meeting of the year. A majority of the Executive Committee/Board shall constitute a quorum. Special meetings of the Executive Committee/Board may be called by the President or by the majority of the members of the Committee.

ARTICLE IX MEETINGS

- A. At least six regular monthly meetings of this Organization shall be held during the school year.
- B. Dates of meetings shall be determined by the Executive Committee/Board and will be announced in the school monthly newsletter, by special written notification, and/or school marquee.
- C. Special meetings of the Organization may be called by the President or by a majority of the Executive Committee/Board, five days notice having been given.
- D. The Election Meeting shall be held in April.
- E. As long as proper notice has been given as to where and when a meeting is to be held, those members in attendance, not less than 10 voting members, shall constitute a quorum.

ARTICLE X STANDING COMMITTEES

- F. Only members of the Organization shall be eligible to serve in any elective or appointive positions.
- G. The Executive Committee/Board may create such Standing Committees as it deem necessary to promote the objectives and carry on the work of the

Organization. The term of each Chairperson shall be one year and not more than two (2) years except on approval of the Executive Committee/Board or until the selection of his/her successor.

- H. All Committee Chairs shall be approved by the Executive Committee/Board.
- I. The Chairperson of each Standing Committee shall present a plan of regular report to the Executive Committee/Board for approval. No Committee work or solicitation of funds or donations shall be undertaken without the consent of the Executive Committee/Board.
- J. The power to form Special Committees and appoint their members rest with the Organization and the Executive Committee/Board.
- K. Each Chairperson will be given and retain a folder for their committee until such time as their term expires, at which time they will hand over the folder to the President of the Organization.
- L. The President shall be a member Ex Officio of all Committees except the Nominating Committee.
- M. All Basic Policies of the Organization shall be adhered to.

ARTICLE XI FISCAL YEAR

The fiscal year of this Organization shall begin August 1 and end July 31.

ARTICLE XII PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the Organization in all cases in which they are applicable.

ARTICLE XIII AMENDMENTS

- A. These By-Laws may be amended at any regular meeting of the Organization by two-thirds of the members present and voting, provided the notice of the

proposed amendments shall have been given at least 30 days prior to the meeting at which the amendment is voted upon.

- B. A Committee may be appointed to submit a revised set of By-Laws as a substitute for the existing By-Laws only by a majority vote at a meeting of the Organization, or by two-thirds vote of the Executive Committee/Board. The requirements for the adoption of a revised set of By-Laws shall be the same as in the case of an amendment.
- C. These By-Laws should be reviewed every two years for accuracy and relevancy.