

VAN R. BUTLER ELEMENTARY SCHOOL

PTO BYLAWS

2026-2027

Date	Version Number	Section Number and Description of Revisions	Revised By	Role
03/14/2018	1.0	Last documented amendments to bylaws	Unknown	N/A
04/06/2026	2.0	Article VI – Membership Section 1: Membership; Article VIII Section 4.1: Nominations & Elections Tie; Article VIII – Section 4.2: Nominations & Elections Officers; Article X - Nominating Committee Section 1: Nominating Committee and Section 3: Chairperson Candidates; Section 4: Term of Service; Article XI – Committee Chairpersons Section 11: Committee Descriptions, Section 12: New or Revised Committees; Appendix A – Committee Descriptions	Christie Falcone, Amanada Soferra	Bylaws Committee Chairs

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 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. Membership is required to join a PTO Committee, vote, and run for PTO officer or Committee Chair position.

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 3 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 4.1: 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 7 calendar days prior to the April meeting. Voting shall take place by

written ballot at the April 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 4.2: Nominations & Elections Tie. In case of a tie, a new written vote shall be immediately cast for the office in question until the tie is broken.

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 3 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 3 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 3 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 are also the Bylaws Committee Chairs and Member. Members that hold an Officer position for the current school year or those Members that wish to run for an Officer position for the next school year are not eligible to be a member of the Nominating Committee.

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. The Committee Chairperson must have a student attending the school for one school year. 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.

The current elected Officers and Administration can approve a Chairperson to serve the same Committee for up to four consecutive years for Committees that have a larger time commitment. In the event the Chairperson(s) are approved to serve a Committee for longer than two consecutive years, then a written plan should be in place to pass on all Committee details to a proposed predecessor that is a current Committee Member.

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.

Section 11: Committee Descriptions. Appendix A includes a description of current Committees and includes their time commitments.

Section 12: New or Revised Committees. Any new Committee proposals or revised Committee descriptions must be approved by majority vote.

- Notice of the proposed Committee or Committee revisions shall be given to the PTO Membership at least 7 calendar days prior to the next scheduled PTO meeting.
- A vote will be taken on the proposed Committee or Committee changes; and
- A quorum is met at the meeting and the proposed Committee or Committee changes are approved by a majority vote of those present.
- All approved new Committees or Committee changes shall become effective immediately and recorded by the Secretary.

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 purpose 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 expenditure 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 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 7 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.

APPENDIX A – COMMITTEE DESCRIPTIONS

Communications Committee

Year Round

The Communications Chairpersons and his/her committee shall be responsible for all communications between the PTO and the teachers and parents of the entire student population. The Communications Committee is made up of the Social Media Committee and the Website Committee. In addition, the Communications Chairpersons and his/her committee must update PTO social media sites and update the PTO website for the purpose of informing the school population of PTO news, scheduled meetings, and promoting events and programs that support the PTO.

Social Media Committee

Daily/Weekly/Year Round

The Social Media Chairperson and his/her committee shall be responsible for communications between the PTO and the teachers and parents of the entire student body. In addition, the Social Media Chairperson and his/her committee must update all PTO social media sites for the purpose of informing the school population of PTO news, scheduled meetings, and promoting events and programs that support the PTO.

Website Committee

Year Round

The Website Committee is responsible for updating and adding upcoming events and links as needed to support PTO communication and access to the Butler community.

First Day Back-to-School Fundraiser Committee

Week before school starts/Aug/Jan/May

Families will be able to purchase their students' back-to-school supplies directly from the teachers list that will be delivered directly to their students' classroom before Sneak Peek. They will also be able to purchase Spirit Wear at check-out with 10% of these proceeds coming back to Butler PTO. The Chairperson will be responsible for communication with First Day School Supplies and First Place Spirit Wear contact. Chairperson and his/her committee shall obtain a list of school supplies from all grade levels and shall be responsible for the distribution of all marketing material related to the fundraiser.

Beautification Committee projects

May/depends on

The Beautification Chairperson and his/her committee shall be responsible for recognizing, recommending, and implementing, actions that beautify and enhance the school and shall be responsible for obtaining approval of the School's Administration for such enhancements.

Boosterthon Committee

September-October

The Boosterthon is an annual fun run where children are sponsored to run laps to raise money. The Boosterthon Chairperson and his/her committee shall be responsible for coordinating the dates and times of the pep rally and fun run event, promoting the event to the school population, and obtaining the approval of such from the School Administration. In addition, the Boosterthon Committee Chair and his/her committee are responsible for the collection and tallying of all funds received from the Boosterthon event.

Butler Bear Ball Committee

December-February

The Butler Bear Ball Chairperson and his/her committee shall be responsible for the coordination, planning, budgeting, and marketing for the event and shall appoint Subcommittee Chairpersons as necessary. The Butler Bear Ball Chairperson and his/her committee shall also be responsible for the collection and tallying of all funds received from the event in accordance with the PTO Treasurer and PTO accountant. The Butler Bear

Ball Chairperson and his/her committee must obtain final approval for all aspects of the event from the School's Administration.

Crisis & Nurse Needs Committee

All Year

The Crisis Committee Chairperson will act as a liaison for families and/or staff in need at Butler in crisis situations. They will be responsible for coordinating ways to help these needs. In addition, he/she will be in communication with staff nurses for nurse needs (clothing/shoe donations, etc).

Decorating Committee

Week before school starts/Aug/Monthly

The Decorating Committee Chair and his/her committee are responsible for the design and/ or decoration of the Back-to-School Sneak Peek, all PTO Bulletin boards, event signage/posters, and any decorations connected with a PTO fundraising event.

Christmas Decorating Committee

November/December/January

The Christmas Decorating Committee Chair and his/her committee are responsible for the design and/or decoration of the administration approved areas of the school (front office, cafeteria stage, entry/front hallway).

Grant Writing Committee

All Year

The Grant Writing Chairperson and his/her committee shall seek out and apply for Grants on behalf of the PTO. Such Grants must address the needs of the school based on the current goals of the PTO and the school. The Grant Writing Chairperson and his/her committee shall obtain approval from the School's Administration before applying for any Grant.

Sleigh Ride Committee

November/December

The Sleigh Ride Committee Chairperson and his/her committee shall be responsible for the coordination, planning, budgeting, and marketing for the event and shall appoint Subcommittee Chairpersons as necessary. The Sleigh Ride Chairperson and his/her committee shall also be responsible for the collection and tallying of all funds received from the event.

Hospitality Committee

All Year

The Hospitality Committee Chair and his/her committee organizes small events to welcome and show appreciation to parents, teachers, and administrators. Such events include but are not limited to, the Staff Back to School Breakfast/Lunch, Staff Appreciation Luncheons, and PTO Meeting Raffles. The Hospitality Committee must obtain approval from the School's Administration for all events, dates, and times.

Room Parent Committee

August/November/April/All Year

The Room Parent Chairperson shall serve as liaison between all Room Parents and the PTO and shall be responsible for obtaining all Room Parent contact information. In addition, the Room Parent Chairperson shall schedule and host a Room Parent Orientation at the start of the school year for the purpose of explaining the duties required of a Room Parent, and shall provide helpful tips, tools, and handouts to Room Parents in an effort to assist the teachers and staff of school throughout the year.

Spirit Events Committee

Monthly/All Year

The Spirit Nights Chairperson and his/her committee shall solicit and coordinate venues for Spirit Events and shall be responsible for the production and distribution of marketing material for each event.

Spirit Wear Committee

July/August/School Events

The Spirit Wear Committee Chair and his/her committee shall be responsible for the design, production and sale of at least one School t-shirt. Such t-shirt shall be available for sale to the public by the School's orientation event. As with all PTO fundraising activities, such T-shirt must be approved by the School's Principal prior to production and sale. The Spirit Wear Committee Chair and his/her committee are also responsible for the collection and tallying of all funds received in connection with the sale of such T-shirt.

Sponsorship Committee

All Year

The Sponsorship Chairperson and his/her committee shall seek out Corporate Sponsors with the intention to secure sponsorships for the PTO and shall maintain an up-to-date Sponsor packet to be distributed to potential sponsors. The Sponsorship Chairperson and his/her committee shall be responsible for relating all sponsorship information to the PTO Treasurer for the purposes of securing sponsor payments, and the PTO Communications Chairperson for the purposes of announcing sponsor spotlights. The Sponsorship Chairperson and his/her committee shall also be responsible for the hanging and removal of sponsor banners and shall keep an up-to-date list of each sponsor's contract and term of sponsorship.

Staff Appreciation Committee

August/May

The Staff Appreciation Chairperson and his/her committee shall be responsible for choosing the week's theme for Teacher Appreciation Week in May, detailing each day's events, and communicating this to the student body and parents via each classroom's Room Parent. The Staff Appreciation Chairperson and his/her committee shall also be responsible for obtaining approval from the School's Administration and notifying teachers and school population of such events.

Fundraiser Committee

May

The Fundraiser Chairperson and his/her committee shall be responsible for identifying and researching new and existing fundraising ideas to be presented to the PTO Membership for approval. School Administration will have final approval.

5th Grade Graduation Committee

March-May

The 4th Grade Graduation Chairperson and his/her committee shall assist the 5th grade Teacher Chair with the coordination of the PTO budgeted spending for the End of Year Party, and any other party planning assistance required by the 5th grade teachers.

Mascot Volunteer Coordinator Committee

The Mascot Volunteer Coordinator shall be responsible for Mascot volunteer assignments to dress as Barefoot Bear at different school events throughout the year.

ByLaw Committee

Reference the current PTO Bylaws Article XIV, Section 2

Nominating Committee

Reference the current PTO Bylaws Article X, Section 1