

SUNTREE ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION BY-LAWS

REVISED: Mar 1, 2019

ADOPTED: Mar __, 2019

ARTICLE I – NAME

The name of this organization shall be the “Suntree Elementary School Parent Teacher Organization: of the Brevard County School District, Melbourne, Florida, hereinafter referred to as the “Suntree PTO.”

ARTICLE II – MOTTO

“Together WE Can Achieve More”

ARTICLE III – OBJECTIVES

The objectives of this organization shall be:

1. To promote the welfare of children and youth through a closer relationship between home, school, and community.
2. To bring about better communication between the home and school so that parents, teachers, and school administration may cooperate in the education of the child.
3. To provide financial assistance to help meet the needs of the school through fundraising activities.

ARTICLE IV – PURPOSE

The purpose for which the Suntree PTO is organized shall be exclusively educational within the meaning of section 501c (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

ARTICLE V – MEMBERSHIP

Parents or guardians who have a child enrolled at, as well as all of the staff employed at Suntree Elementary School who subscribe to the objectives and basic policies set forth by this organization.

ARTICLE VI-BASIC POLICIES

The following are the basic policies of the organization:

Section 1: This organization shall be non-commercial, non-sectarian, and non-partisan. It shall not endorse a commercial enterprise or a candidate. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or of any other purpose than the regular work of the organization.

Section 2: This organization may cooperate with the organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.

Section 3: This organization shall seek neither to direct the administrative activities of the school, nor to control its policies. It will follow the education Code of Ethics and uphold student confidentiality.

Section 4: Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted by an organization exempt from Federal Income Tax under Section 501c (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

ARTICLE VII-OFFICERS

Section1: Officers

- a. The officers of this organization shall be the President, up to two (2) Vice Presidents, up to two (2) Secretaries, and Treasurer, and shall be collectively referred to hereinafter as "the Board."
- b. A person shall not be eligible to serve more than two (2) terms in any one position.
- c. A person may seek candidacy for one (1) office.
- d. Officers shall be elected annually by ballot in the month of April, or by a unanimous vote cast by the Secretary, only if the candidates are unopposed.
- e. Officers shall assume their official duties at the beginning of the fiscal year, and shall serve until the end of the fiscal year (July 1 to June 30).
- f. The desired progression of the board shall follow the following pattern. The Treasurer advances to the position of Secretary; Secretary advances to the position of Vice President; the Vice President advances to the position of President. This progression is to ensure continuity and lessons learned from previous Suntree PTO Boards. The position of Treasurer may, but is not required to, advance in the line of succession.

Section 2: Elections

- a. In January of the current school year, the current Board members shall confirm their participation in the following year's Board per the progression plan or identify any vacancies that require election.
- b. In February of the current school year, the Board shall notify the membership that nominations for the Secretary position and any other Board vacancies are being accepted.
- c. Nominations shall be made in writing (in person or electronic with confirmation of receipt) and given to the Board.
- d. The Board shall contact all nominees and obtain their consent for their names to be placed on the ballot.
- e. In March of the current school year, the candidate's names will be published and/or announced with notice of time and location to attend the April meeting to vote.
- f. At the April meeting of the Suntree PTO, the election will take place.

Section 3: Members shall be eligible to vote during the April Suntree PTO meeting.

Section 4: In case of a vacancy occurring in any office, notification will be made to the membership as soon as possible.

- a. In the event that any Board position becomes vacant during the current school year, the remaining Board officers will determine their plan of succession to fill vacant office(s) based on the following priority fill order: 1) President; 2) Vice President; 3) Secretary; 4) Treasurer. If a current Board member declines advancement to the next higher position for whatever reason, the vacancy may be held open to accept nominations for a maximum of two (2) months before a Special Election shall be held. In case of a vacancy for the position of President where no current Board member volunteers to assume the position, the remaining Board members and Principal shall have the power to coordinate and nominate a staff member to assume the title of Interim Suntree PTO President until such time as a new President can be elected.

ARTICLE VIII-DUTIES OF OFFICERS

Section 1: It shall be the duty of all officers to attend meetings of the Suntree PTO. If an Officer cannot attend the meetings on a regular basis, his/her office shall be evaluated by the Board, which will decide if a Special Election shall be held to fill the vacancy.

Section 2: The PRESIDENT shall preside at all meetings, co-sign checks for all expenditures, be an ex-officio member of all committees, and serve only in an advisory capacity in nominations. Appoint the chairperson of all committees. Perform other such duties as may be prescribed in these by-laws or assigned to him/her by the Suntree PTO and shall coordinate the work of the officers and committees in order that the purposes may be promoted

Section 3: The VICE PRESIDENT(S) shall act as aides to the President, and shall perform the duties of the President in case of absence. Maintain a working knowledge of all Suntree PTO activities. Assist the committees assigned by the President as needed. Sign checks in the absence of the President or Treasurer.

Section 4: The SECRETARY(IES) shall record, sign, and present the minutes of all meetings. Record the attendance of the membership from a sign-in sheet at each meeting. Have custody of all official records of the Suntree PTO, other than financial. Maintain an up to date list of current Board members, their addresses, phone numbers, and email addresses. Issue all correspondence which may include, but are not limited to: a list of vendors used for events; correspondence with the school student body, parents and/or faculty; updating the Suntree PTO website; sample invitations for school events; and sample forms for the school and vendors. Shall maintain the Suntree PTO Facebook administration and other social media platforms as appropriate. In coordination with the President, may elect to share the position, have an assistant, or substitute should the need arise. May cast a unanimous vote for the election of new officers if the positions on the ballot are unopposed. Perform other duties as may be delegated by the President.

Section 5: The TREASURER shall receive and disburse all funds for the Suntree PTO and keep financial records in accordance with good accounting practices. Pay bills upon receipt of itemized statements. Present an itemized account of expenditures, collections, and cash balances at each scheduled meeting of the Suntree PTO. Receive all Suntree PTO monies collected by the end of the school day or request that monies be locked in the school safe. Prepare a financial report at the end of the school year to be posted for the membership's

information. In coordination with the President, may elect to have an assistant or substitute should the need arise. No later than June 15, close books and records; prepare and file tax return; and complete and file school report with the Suntree Elementary School bookkeeper. The new board should receive the financial books, and all necessary filings should be completed, before the start of the new fiscal year. Request an audit at the end of the term or in the event of resignation to be performed by three (3) general members or a CPA.

ARTICLE IX-COMMITTEES

Section 1: Suggested committees may consist of, but are not limited to, Fall Festival, Fundraising, Sponsorship, Social, Box Tops, Movie Night, Dance, Teacher Appreciation, By-Laws, Budget, Grant Writing, Spring Fling/Festival, Social Media, and Contact/Email.

Section 2: The chairperson of each committee will keep a copy of the plan of work to be forwarded to the next Chairperson for his/her use to include a Lessons-Learned memo/file from the event.

Section 3: The committee chairperson will present a plan of action, including projected expenses, to the Board prior to the event and before incurring expenses, and will work within the preapproved budget framework.

Section 4: The Chairperson shall submit a written/financial report to the Board after each school function has transpired or at the next scheduled meeting of the Suntree PTO.

ARTICLE X -MEETINGS

Section 1: Regular meetings of the Suntree PTO shall be held beginning in August or September. A minimum of four (4) meetings shall be required per current school year. One week's notice shall be given of the date and time of the next meeting.

Section 2: Regular meetings of the Suntree PTO shall be open to all members, who are encouraged to attend and contribute ideas, make motions, and debate issues.

Section 3: A majority of the members present shall carry a vote.

Section 4: In the event that there are not at least five (5) voting members present, a written vote by the Board will be organized by the President or delegate. E-mail is acceptable as a written vote.

Section 5: A Transition meeting between the outgoing and incoming Board shall be held prior to the Fiscal Year end.

ARTICLE XI-FINANCES

Section1: The fiscal year of the Suntree PTO shall begin July 1 and end June 30.

Section 2: At the last meeting of the current school year, a proposed budget for the following year shall be drafted by the outgoing Board. This proposed budget shall be presented by the new Board at the first meeting of the next school year.

- a. The proposed budget shall include a list of potential expenditures based on input from faculty and parents.
- b. The budget shall be presented for approval at the second meeting of the year, at which time the membership shall vote to approve/disapprove the expenditures.

Section 3: Dual signatures are required on all checks, and at least three (3) Board members (President, at least one Vice President, and the Treasurer) shall sign the signature card. The signature on any check cannot be the payee. Keep all voided checks with the cancelled checks for verification for a period of seven (7) years from date voided.

Section 4: At the conclusion of the Suntree PTO functions, any monies collected must be given to the Treasurer. Should the Treasurer be unavailable, another officer may receive the funds for the deposit. At no time shall any Chairperson remove Suntree PTO funds from the school premises. Suntree PTO funds should go directly from the school to the bank for deposit. If the bank is not open, monies will be stored in the school safe or other safe location if the school safe is unavailable. Monies shall be deposited within three (3) days of receipt.

Section 5: All monies collected shall be counted in the presence of at least two (2) people, one of whom shall be a member of the Board.

Section 6: An amount of not less than \$1600 and not more than \$5000 of undesignated funds shall be left in the Suntree PTO treasury at the end of the school year. Funds in excess of these amounts for specified projects (e.g., capital improvement projects, Fall Festival, t-shirts, insurance) may be carried over from school year-to-school year but will be identified by the Treasurer as such and will be reported by the Secretary to the membership at least annually in writing.

Section 7: The Suntree PTO Board has the authority to approve expenditures up to \$500, when applicable, without membership approval.

Section 8: Every attempt should be made to purchase or pay expenses with a Suntree PTO check or debit card rather than reimbursing individuals. If preapproval is given by the Board or Committee Chair to make purchases with an individual's personal funds, expenses must be submitted for reimbursement with original receipts and Suntree PTO Reimbursement Form within 30 days of the event for which the item is purchased, but no later than June 25.

Section 9: If a vendor requires cash payment, a member of the Board will obtain the specified amount by cashing a check at the bank. A receipt or invoice is required for the records.

Section 10: Gifts such as retirement or memorials exceeding \$25 shall be approved by the membership.

Section 11: Should an end of year volunteer appreciation event/day be done by teachers and administration, no Suntree PTO funds shall be appropriated or spent on the activity.

Section 12: A year-end inventory of all Suntree PTO assets shall be completed prior to the transition meeting with the incoming Board.

ARTICLE XII-REVISIONS

Section 1: These By-Laws shall be reviewed for revisions no more than every 2 years. If needed, a By-Law Committee shall be appointed to submit a revised set of By-Laws.

Section 2: These By-Laws shall become effective immediately upon adoption by a majority of the members present and voting, thereby nullifying all previous By-Laws of Suntree PTO

Section 3: These By-Laws may be amended at any meeting of the Suntree PTO by a majority of members present and voting, provided one (1) weeks' notice of the proposed amendment(s) was given.

Section 4: Robert's Rules of Order Revised shall govern the Suntree PTO in all cases in which they are applicable and in which they are not in conflict with these By-Laws. A Parliamentarian may be appointed to attend the meetings to assist in keeping Parliamentary Procedure and order. Any Board member may also serve as Parliamentarian.

Section 5: These By-Laws shall not be overridden at any time.

ARTICLE XIII-DISSOLUTION

Section 1: Upon dissolution of the Suntree PTO, all funds and property, real or personal, in excess of liabilities, shall be disposed of at the discretion of the Board with assistance of the Suntree Elementary School Principal.

Section 2: Upon the dissolution of the Suntree PTO assets shall be distributed for one or more exempt purposes within the meaning of section 501c (3) of the Internal Revenue Code of 1986, or corresponding section of any future United States Federal Revenue Law, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Courts of Brevard county, exclusively for such purposes or to such organization(s), as such Court shall determine, which are organized and operated exclusively for such purposes.