

**VAN R. BUTLER ELEMENTARY SCHOOL
PTO BYLAWS
2017 - 2018**

ARTICLE I - NAME

The organization shall be named Van R Butler Elementary Parent-Teacher Organization (hereinafter referred to as "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 referred to as the "School".)

ARTICLE II - 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 III 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, 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 administrator of the School retains 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.
- Any transaction in excess of \$500.00 will require a majority vote of the PTO Executive Committee as defined in Article VIII.

ARTICLE IV - FISCAL YEAR

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

ARTICLE V - MEMBERSHIP & DUES

Membership. Any parent or guardian of a student at the School, the Principal, or any teacher currently employed at the School and who subscribe to its by-laws may become a PTO Member. Membership is open to all without regard to race, creed, religion, sex, or national origin.

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

ARTICLE VI - OFFICERS

Section 1: Officers. The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer. The positions may be a shared position between two individuals, thus acting equally as Co-Presidents.

Section 2: Eligibility. Only Members in good standing shall be eligible to serve in any Officer position. Such persons shall be an upstanding member of the community.

Section 3: Nominations & Elections. Nominations for Officers' positions shall be submitted at the April PTO meeting by the Nominating Committee as defined in Article XII, Section 10. At this meeting, additional nominations may also be made by the PTO membership.

Section 4: Term of Service. 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 the general PTO Membership. An individual may not serve more than two consecutive years as an Officer. A person may hold only one Officer's position at a time. An Officer may also act as Chair of up to two Standing Committees.

Section 5: Vacancy. In the event the PTO fails to fill an Officer position at the May PTO meeting, the incumbent of the expiring term may remain in office for one additional school year or until the election of a new official at any regular meeting. The incumbent may not remain in an official position for two additional years.

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: Attendance. Each Officer shall attend the Executive Board and monthly PTO meetings. Failure to attend more than two consecutive meetings without due cause may result in removal from the Executive Board. A vote for removal must be reached by a majority vote of all PTO members.

Section 9: Committee Service. Each Officer is expected to serve on a minimum of one committee.

Section 10: Contracts & Purchases. No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

Section 11: Removal from Office. Any Officer can be removed from office, with or without cause, by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting.

Section 12: Nominations. Each Officer shall assist in the nomination and transition of incoming Chairpersons of the Standing Committees.

ARTICLE VII - OFFICER DUTIES

Section 1: President

The President(s) shall:

- Preside over all meetings of the PTO and Executive Board
- Prepare each meeting's agenda.
- Be a member, ex officio of all committees, except a committee to elect the Executive Board.
- Represent the PTO at city-wide meetings or other meetings outside of the organization.
- Assist in the total coordination of all committees and the PTO as a whole.
- Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.
- Sign checks, notes, etc. in the absence of the Treasurer.
- Appoint Special Committees as needed.
- Announce PTO meetings to the School population at least one week in advance of that meeting.

Section 2: Vice President

The Vice President shall:

- Perform the duties of the President in his/her absence, resignation, or inability to serve.
- Assist the Principal with the preparation and distribution of the School handbook.
- Research, write, and solicit educational grants.
- Act as Chairperson of the Fundraising Committee

Section 3: Secretary

The Secretary shall:

- Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.
- Record the minutes of the meetings of the Executive Board and PTO and forward copies to each Executive Board member within two weeks of the recorded meeting.
- Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting
- Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at the School, should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position.
- 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, and current Membership list and make each available upon request to any PTO Member at any PTO or Executive Board meeting.
- Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.

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.
- Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board meeting and at other times upon request of the Executive Board.
- Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Executive Board.
- 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 Finance Audit Committee Chair within two weeks prior to the close of the fiscal year, for the purposes of the Treasurer's accounts being audited by the Finance Audit Committee.

Section 5: All Officers

- Perform the specific duties outlined above as well as any other duties prescribed in these by-laws, and such other duties as may be delegated to him/her.
- Upon expiration of their term in office or in the case of resignation, each officer shall turn over to the President or Principal of the School, without delay, and in good order, a;; records, books, and other materials pertaining to the office.
- Officer shall serve for a term of one year and shall remain in office until their successors are installed. No officer shall be eligible for the same office for more than two consecutive terms.

ARTICLE VIII - EXECUTIVE BOARD

Section 1: Executive Board. The Executive Board shall consist of the Officers (President, Vice President, Secretary, and Treasurer), the School's Principal, and elected Committee Member Chairs.

Section 2: Principal & PTO. The Principal acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures.

Section 3: Duties. The Executive Board shall conduct necessary business in preparation for the Regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership at the first regular PTO meeting of the fiscal year.

ARTICLE IX - COMMITTEES

Section 1: Standing Committees. The following Standing Committees shall exist for the purpose of carrying out a specific set of relative duties: Breakfast With Santa, Hospitality, Decorating, Boosterthon, Volunteer Coordinator, Community Support, Communications, Spirit Wear, and Nominating. Additional Special committees may be formed at any time either at the request of the President or by a majority vote of the PTO membership.

Section 2: Chairpersons. Chairpersons of Standing Committees shall be elected annually by the PTO membership. Nominations shall be submitted at the April PTO meeting. Elections shall take place at the May PTO meeting. An Officer may also act as Chair of up to two Standing Committees.

Section 3: Records. The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs.

Section 4: Committee Members. Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

Section 5: Contracts & Purchases. No Committee Chair shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

Section 6: Term of Service. A person may not serve as the Chairperson of the same committee longer than two (2) consecutive years.

Section 7: Attendance. Committee Chairpersons shall attend Executive Board and monthly PTO meetings to report on the activities of his/her committee.

Section 8: Each Standing Committee Chair shall assist in the nomination and transition of the incoming Chairperson of their respective committee.

ARTICLE X - COMMITTEE DESCRIPTIONS

Section 1: Breakfast With Santa Committee

Breakfast with Santa is an annual fundraiser held in December to celebrate the holidays. At such event, breakfast is served, the School is decorated, Santa is available for photos and gift baskets are prepared by each classroom for a silent auction. The Breakfast with Santa Committee Chair and his/her committee is responsible for the coordination and marketing of the entire event. In

addition, the Breakfast with Santa Chair and his/her committee are responsible for the collection and tallying of all funds received at the event.

Section 2: Boosterthon Committee

The Boosterthon is an annual spring fun run where children are sponsored to run laps to raise money. The Boosterthon Committee Chair and his/her committee must coordinate the date of the fun run, pep rally, and event.. 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.

Section 3: Volunteer Coordinator Committee

The volunteer coordinator shall maintain a master list of all parent volunteers, and/or room moms. Such list shall include the event(s) and/or project(s) that the volunteer is interested in participating and all volunteer contact information.

Section 4: Hospitality Committee

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, Staff Appreciation Luncheons, and the PTO Orientation Day.

Section 5: Decorating Committee

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

Section 6: Community Support Committee

The Community Support Committee Chair and his/her committee promotes and organizes events and programs that support the PTO. Such events include but are not limited to US Gold Kids Night Out events, Box Tops, Campbell Soup Labels, and Coupon Books. In addition, the Community Support Committee Chair and his/her committee are responsible for the collection and tallying of all funds collected in relation to the various events and programs.

Section 7: Communication Committee

The Communication Committee Chair and his/her committee are responsible for all communications between the PTO and the teachers, administrators, parents, and room parents. In addition, the Communications Committee Chair and his/her committee must update the parent/teacher database and create and submit a simple monthly newsletter, the purpose and subject matter being to keep all necessary and interested persons informed of events and participation requirements of same.

Section 8: Spirit Wear Committee

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.

Section 9: Nominating Committee

The Nominating Committee shall be formed from 3 members elected from the PTO Executive Board. The Nominating Committee shall identify recruit, and screen candidates for officer positions to the Executive Board according to the rotation and election schedule. The Nominating Committee shall prepare a slate of candidates to be presented to the membership for vote. The Nominating Committee shall be responsible for the counting of all votes for positions to the Executive Board.

ARTICLE XI - MEETINGS

Section 1: Regular Meetings of the PTO – Regular meetings of the PTO shall be held monthly on a date and time pre-established by the Executive Board. Dates and times of the monthly meetings shall be presented by the President at the first regular meeting of the school 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 5 days in advance of such meeting.

Section 2: Executive Board Meetings – Executive Board meetings shall be held no less than quarterly on a date mutually agreed upon by the Officers. In addition, the newly elected Executive Board shall meet at least once between July 1st and the first PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at that first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget

Section 3: Special Meetings of the PTO – Special meetings of the organization may be called, either by the Executive Board or the Principal of the School. Written notice of such Special meeting shall be distributed to all PTO members not less than 3 school days prior to the date set for such a meeting and shall include a description of the purpose of such Special meeting.

Section 4: Quorum. At least 10% of the PTO Membership shall constitute a quorum. A quorum must be met in order for any vote to take place.

ARTICLE XII – ELECTIONS

Section 1: Nominating Committee. A Nominating Committee shall be formed from 3 members elected from the PTO Executive Board.

ARTICLE XIII FUNDS

Section 1: Use. PTO funds shall be used for programs, events, and items that directly benefit the students of the School. The Staff Welcome Back Breakfast, Staff Appreciation Luncheons, and Teacher Gifts are recognized exceptions.

Section 2: Income. All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within 4 days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3: 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 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

Section 4: Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member in good standing. 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 1 week prior to the vote.

Section 5: Reporting. An updated financial report shall be made available in printed form to each PTO member at each PTO meeting.

Section 6: Carry-Over. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. Previous years of fundraising may serve current year needs.

Section 7: Bank Account Signature Card Holders. Only confirmed and active executive board members for the current school year will qualify as signers and be able to disburse checks/cash from the PTO bank account.

ARTICLE XIII - 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. 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:

- Either the Bylaws Committee or at least 5 PTO Members shall submit the revision request to the Secretary; and
- Notice shall be given to the PTO membership at least 14 days prior to the next scheduled regular PTO meeting that 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 XIV - DISSOLUTION

Section 1: Dissolution. The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

Section 2: Remaining Funds. Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

- a vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or
- the remaining funds be held in escrow by the Principal 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 Principal.