

BYLAWS
of
Hawks Rise Elementary PTO

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be the Hawks Rise Elementary School Parent Teacher Organization, Inc. (the PTO), established September 12, 1995. The PTO is located at Hawks Rise Elementary School (the School), 205 Meadow Ridge Drive, Tallahassee, Florida, 32312.

Section 2: DESCRIPTION – The PTO is to operate exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. No part of net earnings shall inure to the benefit of any private member of the PTO or of any individual.

Section 3: PURPOSE – The purpose of the PTO is to promote greater communication and cooperation between family members and/or guardians of students and the administration and staff of the School, support the educational experience at the School, develop a closer connection between the School and home by encouraging parental involvement, and improve the environment at the School through volunteer and financial support.

ARTICLE II – POLICIES

Section 1: ENDORSEMENTS – The PTO shall not endorse any political issues except those directly relating to schools and child welfare, and it shall not endorse any political candidates. The Board, at its sole discretion, to the extent permitted by law, will determine whether to participate in school and child welfare matters.

Section 2: OBJECTIVES – The PTO may cooperate with other local organizations and agencies sharing similar objectives.

Section 3: NON-INTERFERENCE – The PTO shall not interfere with the administration and/or staff of the School.

ARTICLE III – MEMBERSHIP

Membership shall be automatically granted to all family members and/or guardians of students of the School, and to all staff and administration at the School. There are no membership dues.

ARTICLE IV – OFFICERS

Section 1: BOARD– The Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, and two Members at Large. The School Principal, or his/her designee, is a voting member of the Board.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning June 1 and ending May 31 of the following year. There are no term limits for officers.

Section 3: ELECTIONS – Officers shall be elected by a simple majority of PTO members present at a general PTO meeting in the spring, preferably in May. The ballot shall be made available to the public at least 7 days prior to the election.

Section 4: QUALIFICATIONS – Any PTO member may become an officer of the PTO.

Section 5: DUTIES –

Board – Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board any unbudgeted expenditure of more than \$250.00 from an individual budget category that exceeds the amount budgeted in the individual budget category.

President – Preside at general PTO meetings and Board meetings, serve as the official representative of the PTO, prepare agendas for PTO meetings, retain all official records of the PTO, serve on the Hawks Rise School Advisory Council (SAC).

Vice President – Oversee the committee system of the PTO, oversee fundraising activities of the PTO, assist the President and chair meetings in the absence of the President.

Secretary – Record and distribute minutes of all Board meetings and all general PTO meetings, hold historical records for the PTO.

Treasurer – Serve as custodian of the PTO’s finances, report financial activity to the Board as necessary or requested, prepare year-end financial reports, facilitate an annual independent inspection of cash disbursements and receipts, hold all financial records, prepare and file all federal and state filings.

Members at Large – Serve as liaison between the PTO members and the Board.

Section 6: BOARD MEETINGS – The Board shall meet at the discretion of the President.

Section 7: REMOVAL – An officer can be removed from office, with or without cause, by a majority vote of the Board.

Section 8: VACANCY – If a vacancy occurs on the Board, the President shall appoint a PTO member to fill the vacancy, for the remainder of the officer’s term.

ARTICLE V – MEETINGS

Section 1: GENERAL PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held at the discretion of the Board.

Section 2: VOTING – Each member in attendance at a general PTO meeting where an officer election is held is eligible to vote in the election, one vote per member. Absentee or proxy votes are not allowed for votes on any issue.

Section 3: QUORUM –Those members present at a general PTO meeting shall constitute quorum for the purpose of officer elections. A simple majority of Board members constitutes quorum for budget approval voting.

Section 4: NOTICE OF MEETINGS –Notice stating the place, day, and hour of any general PTO meeting shall be made available to the public at least 7 days prior to the to the meeting.

ARTICLE VI – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of Hawks Rise PTO, requiring two signatures of the Board and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent inspection of its financial records each year. The individual or entity responsible for conducting the independent inspection shall submit a report to the Board detailing the findings of the inspection.

Section 4: ENDING BALANCE - The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS - Contract signing authority is limited to the President or the President's designee.

Section 6: BUDGET APPROVAL – The budget for the following fiscal year shall be approved by a simple majority vote of the Board at a general PTO meeting in the spring, preferably in May. The proposed budget shall be made available to the public at least 7 days prior to the meeting.

Section 7: TRANSPARENCY – Financial records kept by the Treasurer are to be made available for inspection by any member upon request.

Section 8: GENERAL – Monies are only to be spent in accordance with the approved budget or as otherwise approved by the Board.

ARTICLE VII – BYLAW ADOPTION AND AMENDMENTS

2/3 approval of all members present and voting is required to adopt these bylaws or an amendment to the Bylaws. Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting.

ARTICLE VIII - DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to Hawks Rise Elementary.

ARTICLE IX – PARLIAMENTARY PROCEDURE

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

These bylaws were adopted on September 23, 2021.