

# Chaires Elementary School Panther PTO, Inc. Bylaws

## Article I. Name and Purpose.

Section 1. The name of this organization shall be the Chaires Elementary School Panther Parent, Teacher Organization, referred to herein as the PTO. Originally established March, 2004; Bylaws revised in August 2007, January 2008, and revised 2017.

Section 2. The PTO is created for and shall be operated 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. No substantial part of the activities of the PTO shall be for the carrying on of propaganda, or for otherwise attempting to influence legislation (except as may be permitted by the Internal Revenue code without jeopardizing qualification of the PTO as a Section 501(c)(3) corporation). The PTO shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of (or in opposition to) any candidate for public office. The purpose of the PTO is to promote greater communication and cooperation between parents/guardians of students, students and the administration and school staff of Chaires Elementary School, Tallahassee, Florida (hereinafter the "School"), and to initiate and execute projects which will enhance the learning experience, the learning environment, the school spirit and the morale of all.

## Article II. Policies.

Section 1. 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.

Section 2. The PTO may cooperate with other local organizations and agencies interested in similar objectives.

Section 3. The PTO shall not interfere with the administration of the school.

## Article III. Membership, General Meetings, Dues, Funding.

Section 1. Any person who expresses an interest in this organization and who pays dues, if any, as established by the Executive Board of the PTO and approved by the General Membership as provided herein or, if no such dues are required, any person who supports the purpose of the PTO and who supports the PTO either by financial donation, or by in-kind or personal participation in its operation or its activities, shall be considered a member.

Section 2. Dues, if established by the Board, will be subject to approval by the General Membership. Donations will be accepted.

Section 3. There shall be at least two (2) meetings annually of the General Membership, one (1) in the fall, and one (1) in the spring.

Section 4. General Membership meetings of the PTO will be conducted by the presiding officer by consensus. Meetings of the Board shall be operated by consensus until an officer makes a motion that the meeting be conducted by Roberts Rules of Order.

Section 5. A quorum shall be present for a meeting of Board when 50% of voting members are in attendance. For General Membership meetings of the PTO those present shall constitute a quorum. No proxy ballots shall be allowed in any vote of the General Membership or the Board. Absentee votes may be cast with the approval of the Executive Board or if called for by either the President or the Co-President. Absentee votes may be cast via text, email, or phone call.

Section 6. An affirmative vote of two-thirds (2/3) of those voting shall be necessary to adopt a motion, unless exceptions are granted herein.

Section 7. The PTO shall operate exclusively on funds generated by donations, dues levied, if any, PTO sponsored projects, and money earned on the assets of the PTO to the extent permitted for an Internal Revenue Code Section 501(c)(3) tax exempt organization.

Section 8. Upon dissolution of this organization, for whatever cause, the assets thereof shall be distributed as required by Section 501(c)(3) of the Internal Revenue Code, or the corresponding provisions of any future United States revenue law, as amended, or shall be distributed to the federal, state, or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes.

#### Article IV - Officers, Nominations, Elections

Section 1. The officers of the PTO, which are to be elected by the General Membership pursuant to the provisions of the Article, are as follows:

- a. President
- b. Co-President - as available or needed during transition years
- c. Secretary
- d. Co-Secretary - as available or needed during transition years
- e. Treasurer
- f. Co-Treasurer - as available or needed during transition years
- g. Partner Coordinator
- h. Co-Partner Coordinator - as available or needed during transition years
- i. Volunteer Coordinator
- j. Co-Volunteer Coordinator - as available or needed during transition years
- k. Fundraising Coordinator
- l. Co Fundraising Coordinator - as available or needed during transition years

In addition, the following officers may be appointed by the Executive Board in the event there are individuals interested in the positions:

- a. Parent Grade Level Representative - Grades K-5
- b. Teacher representatives - appointed by the faculty.

Section 2. Nominations for the officers and the other elected representatives to the Executive Board shall be made by a nominating committee (nominating committee is defined as the current school years parent and teacher population).

Section 3. The Nominating Committee shall nominate for election one or more nominees for all elected positions of the PTO. Additional nominations for elected positions for the PTO may be made in writing and submitted to the Executive Board, or at a PTO meeting prior to an election.

Section 4. The Nominating Committee shall report to the Board the names of candidates for each office prior to the meeting of the General Membership for which the election is to be held. The consent of each candidate must be obtained before his or her name is placed in nomination.

Section 5. The Executive Board shall inform the General Membership of the upcoming election and the election procedures, and is responsible for supervising all elections.

Section 6. In the event that the, President, Co-President or the Treasurer are unable to fulfill the role, any person nominated for the office of President, Co-President or Treasurer must have served on the Board in the preceding year.

Section 7. Multiple names may be placed for consideration on the ballot; however, a member may only run for one (1) office.

Section 8. Elections for all elected positions shall be held at the last meeting of the General Membership of each school year, this should typically be April/May.

Section 9. All officers shall be elected by a plurality vote of those members present at the General Membership meetings.

Section 10. Ballots shall be counted and certified by a parent or teacher representative not running for a board position, immediately after ballots are cast.

Section 11. The elected officers of the PTO shall serve one (1) year terms.

Section 12. Terms for all officers shall begin and end at the conclusion of the last board meeting at the end of each school year, which shall be a jointly held Board meeting of the newly elected Board and the outgoing Board. However, the newly elected Board shall not have voting rights until their term begins.

## Article V - Composition of the Board

Section 1. The Executive Board shall be composed of the following voting members, each of whom shall have one (1) vote on Executive Board issues: President, Co-President, Secretary, Co-Secretary, Treasurer, Co-Treasurer, Partner Coordinator, Co- Partner Coordinator, Volunteer Coordinator, Co-Volunteer Coordinator, Fundraising Coordinator, Co-Fundraising Coordinator, Parent Grade Level Representative, School Principal or School Assistant Principal, Teacher Representative(s).

Section 2. The Board shall be composed of the Executive Board and the following voting members, each of whom shall have one (1) vote on Board issues: School Leon County School District Advisory Council (DAC) Representative, School Leon County School Advisory Council (SAC) Representative.

#### Article VI - Duties of the Board.

Section 1. The Executive Board shall meet at least every other month throughout the School year in accordance with the official PTO calendar established by the PTO Executive Board. The Executive Board shall be present at the 2 General Membership meetings held during the school year.

Section 2. Establish the official PTO calendar.

#### Article VII - Committees:

Section 1. All committees proposed by the President are subject to approval by the Executive Board.

Section 2. Presidential appointments are subject to prior approval by the Executive Board.

Section 3. The Budget Committee shall consist of the members of the Executive Board. The Budget Committee shall prepare a budget for the year to present to the Board. Only Board members shall vote on issues presented by the Budget Committee.

Section 4. All expenditures in excess of an amount to be established by resolution of the Executive Board are subject to prior approval by the Executive Board.

Section 5. All fund raising projects of the PTO are subject to prior approval of the Executive Board and require Principal approval. The Executive Board shall oversee the progress of each such project.

Section 6. The Executive Board shall review a financial statement of the PTO books each year before financial records are turned over to the incoming Treasurer.

Section 7. The fiscal year shall be July 1<sup>st</sup> of the current school year to June 30<sup>th</sup> of the following school year. Any money not used by July 1<sup>st</sup> will be returned to the General Fund for the next school year's budget requests.

Section 8. Each Board member shall attend each meeting of the Board and General Membership. If unable to attend a meeting; board members must arrange to send a designee if appropriate. In a voting scenario, Board members may vote by proxy via email, text, or phone call.

## Article VIII - Duties of Board Members.

### Section 1. Duties of the President:

- a. Preside at all PTO meetings;
- b. Recommend to the Executive Board the titles and duties of committees to be formed;
- c. Appoint and reconstitute if necessary, all committees and their chairpersons;
- d. Serve ex-officio on all committees;
- e. Serve as primary liaison between the School Principal and the PTO;
- f. Appoint officers to fill vacancies between elections;
- g. Remove any appointee who consistently fails to meet their duties and responsibilities under the provisions of these Bylaws, with prior Board approval;
- h. Serve as the primary public spokesperson for the PTO; and
- i. Such other duties as assigned by the Executive Board.

### Section 2. Duties of the Co- President (as available or needed during a transitional year):

- a. Serve as presiding officer at meetings of the PTO in the absence of the President;
- b. Coordinate the work of the PTO committees, maintaining records of members and projects assigned, and ensuring prompt resolution of issues which may arise between PTO committees;
- c. Assume the Presidency in the event that the President cannot serve the entire term;
- d. Prepare for term of Presidency in following year; and
- e. Such other duties as assigned by the Executive Board.

### Section 3. Duties of the Secretary:

- a. Keep minutes of each PTO meeting;
- b. Make minutes of each such meeting available not less than seven (7) days before the subsequent Board meeting;
- c. Place final approved minutes of each such meeting in the Corporate books;
- d. Circulate a summary of the minutes of each such meeting to the School community in newsletters when published;
- e. Take a roll call at each Board meeting and announce whether a quorum is present;
- f. Publish the names of the attendees of the board meeting in the minutes;
- g. Make copies of the minutes of each General Membership meeting available to the General Membership on the PTO bulletin board or such other place as directed by the Board upon request of the Board;
- h. If dues are required of members, in connection with the Treasurer maintain a list of members who have duly paid dues; and
- i. Such other duties as assigned by the Executive Board.

### Section 4. Duties of the Co-Secretary (as available or needed during a transitional year):

- a. Prepare for the term of Secretary;
- b. Assume the position of Secretary in the event the Secretary cannot serve the full term and if such position is not appointed by the President;
- c. Such other duties as assigned by the Executive Board

Section 5. Duties of the Treasurer:

- a. Collect the required membership dues, if any, and collect all other funds received by the PTO;
- b. Assist in submitting the required forms in order for the PTO to qualify as a tax-exempt organization and annual submission of any required reporting to maintain status as a non profit corporation in good standing with both the Federal Government and the State of Florida.
- c. Keep financial records of the PTO and issue checks of the PTO as approved by the Executive Board pursuant to Article IX, Section 2;
- d. Make available financial reports of the PTO at each Executive Board meeting;
- e. Keep the books of the PTO up to date in order to facilitate a report or a financial statement at any time;
- f. If dues are required of members, in connection with the Secretary, maintain a list of members who have duly paid dues, and
- g. Such other duties as assigned by the Executive Board.

Section 6. Duties of the Co-Treasurer (as available or needed during a transitional year):

- a. Prepare for the term as Treasurer in the following year by working closely with Treasurer to become familiar with policies and procedures established regarding financial affairs of the PTO and its sponsored activities.
- b. Serve on the Budget Committee.
- c. Assume the position of Treasurer in the event that the Treasurer cannot serve the entire term.
- d. Such other duties as assigned by the Executive Board.

Section 7. Duties of the Volunteer Coordinator:

- a. Design a volunteer program, maintain a corps of volunteers and serve as a volunteer coordination liaison with the Class Parents to help in the classroom and with school wide projects;
- b. Maintain contact with the Leon County School Board's volunteer organization(s);
- c. Provide a system for keeping records of the time invested by each volunteer;
- d. Coordinate or provide training for volunteers;
- e. Design a recognition program for volunteers; and
- f. Such other duties as assigned by the Executive Board.

Section 8. Duties of the Co-Volunteer Coordinator (as available or needed during a transitional year):

- a. Prepare for the term of Volunteer Coordinator;
- b. Assume the position of Volunteer Coordinator in the event the Volunteer Coordinator cannot serve the full term and if such position is not appointed by the President;
- c. Such other duties as assigned by the Executive Board

Section 9. Duties of the Partner Coordinator:

- a. Design a partner program and recruit and maintain a corps of partners and serve to help with PTO and with school wide projects;
- b. Maintain contact with the Leon County School Board's partner organization(s);
- c. Provide a system for keeping records of the use of and contributions by each partner;

- d. Coordinate or provide information to partners;
- e. Design a recognition program for partners; and
- f. Such other duties as assigned by the Executive Board.

Section 10. Duties of the Fundraising Coordinator:

- a. Design a fundraising program to better benefit the PTO in raising funds for PTO projects, needs.
- b. Maintain contact with the Fundraising Representatives to insure the campaign material and products are delivered in a timely manner.
- c. Devise a plan for parent/student pick up of the fundraising product from the school.

Section 11: Duties of the Co-Fundraising Coordinator (as available or needed during a transitional year):

- a. Prepare for the term of Fundraising Coordinator;
- b. Assume the position of Fundraising Coordinator in the event the Fundraising Coordinator cannot serve the full term and if such position is not appointed by the President;
- c. Such other duties as assigned by the Executive Board

Section 12. Duties of the Parent Grade Level Representative:

- a. Maintain a corps of Classroom Parents and coordinate Classroom Parents to help in the classroom and with school wide projects;
- b. Such other duties as assigned by the Executive Board and/or classroom teacher.

Section 13. Duties of the Teacher Representative(s):

- a. Attend or send a representative to each meeting of the Board and General Membership;
- b. Bring the Chaires Elementary School teacher perspective to the Board discussions and decisions;
- c. Such other duties as assigned by the Executive Board.

Article IX. Books and Records.

Section 1. The books and records of the PTO shall be maintained at Chaires Elementary School, or at such other location as determined by the Executive Board, and shall be opened to inspection by any member of the PTO upon reasonable request at reasonable times.

Section 2. There shall be a minimum of two (2) signatures on file at the depository institution where the PTO maintains its account (those of at least the President and Treasurer), with a minimum of one (1) signatures required on all PTO checks.

Section 3. Expenditure of a certain amount to be established by resolution of the Executive Board may be spent at the discretion of the Executive Board. All expenditures over the amount to be established by resolution of the Executive Board must be approved pursuant to Article VII, Section 4.

## Article X. Impeachment

Section 1. Any person holding an elected position of the PTO may be impeached, after due process, by a two-thirds (2/3) secret ballot vote of the Board.

Section 2. An Article of Impeachment must be sponsored by ten (10) members of the General Membership and must specify cause.

Section 3. If such Article is received by the President, all Board members shall be officially notified that the matter will be on the agenda of the next regularly scheduled Board meeting. In the event that Articles of Impeachment are brought against the President, then the Co-President will serve as presiding officer until the matter is resolved.

Section 4. An Article of Impeachment may be accepted by a majority of the Board at a scheduled meeting. The officer subject to impeachment may speak to the question and the question may not be called by the Chair until the officer subject to impeachment has no more to say.

Section 5. If the Article of Impeachment is accepted, the President shall declare a hearing to be on the agenda of the next regularly scheduled meeting.

Section 6. At such hearing, spokespersons from the original signers of the Article may testify; the officer subject to impeachment may present a defense; and witnesses may be called.

Section 7. The Board shall appoint a replacement if there is an impeachment of an officer.

## Article XI. Student Government Association (SGA)

Section 1. The SGA serves a student organization to provide a unique opportunity for young students to learn organization, leadership, and teamwork skills; and prepare them for later student government positions.

Section 2. The SGA will be comprised from eligible students from 3rd, 4<sup>th</sup>, and 5<sup>th</sup> grades as determined by the SGA Sponsor and the School Principal.

Section 3. SGA is a self-funded organization by which PTO will assist in funding if a proposal is given to the President and approved by the Executive Board.

Section 4. Members of the School SGA will be encouraged to attend the General Meetings, as they make up the "student" component of the PTO. The School SGA President will be required to give a report of SGA activities at each General Meeting. If the President cannot attend the General Meeting, then the Vice-President will be required to attend and provide the report at the General Meeting.

## Article XII Sunshine



Section 1. All business of the PTO shall operate in the open and all members shall be encouraged to attend Board meetings, and/or make inquiries regarding PTO actions.

#### Article XIII Amendments

Section 1. Amendments to these Bylaws shall be put before the Board.

Section 2. Amendments may originate from the Board or by petition signed by five (5) members of the PTO. In either case, the written amendment must be furnished to the Executive Board no later than thirty (30) calendar days prior to the General Membership meeting in which a vote thereon shall be held in order to be put on the ballot.

#### Article XIV Miscellaneous

Section 1. As used herein, references to one gender shall include the other gender.

Section 2. As used herein, references to the Principal, the staff or the teachers shall be to the Principal, staff and teachers of Chaires Elementary School, Tallahassee, FL. References to Grade Levels, Educational Areas, Special Areas, the Extended Day Program, or any other similar references shall be those of Chaires Elementary School, Tallahassee, FL.