

**BY-LAWS**  
**SUNTREE ELEMENTARY SCHOOL PARENT/TEACHER ORGANIZATION**

**ADOPTED: March 2, 2009**  
**REVISED: January 30, 2009**

**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 P.T.O.

**ARTICLE II—MOTTO**

“It’s All About the Kids”

**ARTICLE III—OBJECTIVES**

The objectives of this organization shall be:

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

**ARTICLE IV—PURPOSE**

The purpose for which the Suntree P.T.O. 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 object 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 their 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.

ARTICLE VI—BASIC POLICIES (cont.)

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 AND THEIR DUTIES**

Section 1. (a) The officers of this organization shall be the President, up to two (2) Vice Presidents, Secretary and Treasurer.

(b) A person shall not be eligible to serve more than two (2) consecutive terms in the same office, or an office previously held, unless there is no other candidate for that office.

(c) A person may seek candidacy for only 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).

Section 2. In February of the current school year, a Nomination Committee will be formed. Notice of this committee's formation will be made in the "Panther Pride".

(a) The committee shall consist of no more than four (4) members appointed by the President.

(b) The president shall appoint the Nominating Committee Chairperson.

(c) The committee shall notify the membership through the "Panther Pride" that nominations are open.

(d) Nominations shall be made in writing and given to the Chairperson or the President.

(e) The committee Chairperson shall contact all nominees and obtain their consent for their names to be placed on the ballot.

(f) In March, the candidates' names will be presented by the Nominating Committee for placement on the ballot, and will then be published in the "Panther Pride."

(g) At the April meeting of the organization, the election will take place..

Section 3. Members shall be eligible to vote after verification by the Secretary from the Sign-In Sheets, that he/she has attended one (1) meeting of the organization during the current school year, prior to the election meeting.

Section 4. In case of a vacancy occurring in any office, a "Special Election" shall be held.

**ARTICLE VIII—DUTIES OF OFFICERS**

- Section 1. It shall be the duty of all officers to attend meetings of the organization. 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 on the Nominating Committee. Perform other such duties as may be prescribed in these By-Laws or assigned to him/her by the organization and shall coordinate the work of the officers and committees in order that the purposes may be promoted. Appoint the chairperson of all committees.
- Section 3. The VICE PRESIDENTS (2) 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 P.T.O. activities. Assist committees assigned by the President as needed. Sign checks in the absence of the President or Treasurer.
- Section 4. The SECRETARY shall record, sign, present and post 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 P.T.O., other than financial. Maintain a current list of current Board Members, their addresses and phone numbers. Take care of all correspondence. Print and distribute the minutes of each previous meeting to the membership for its approval. 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 P.T.O. 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 organization. Receive all P.T.O. 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. No later than June 15, close books and records; prepare and file tax return; and complete and file school report with the Suntree Elementary bookkeeper. The new board should receive the 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 shall consist of Fall Festival, Fundraising, Social, Student of the Month, Box Tops, Dance, Holiday Shop, Teacher Appreciation, By-Laws, Budget, and Math Superstars.
- 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.
- Section 3. The committee chairperson will present a plan of action, including projected expenses, to the board 30 days prior to the event and before incurring any expenses, and will work within the preapproved budget framework.
- Section 4. The Chairperson shall submit a written/financial report to the organization after each school function has transpired or at the next scheduled meeting of the organization.

### **ARTICLE X—MEETINGS**

- Section 1. Regular meetings of the P.T.O. shall be held monthly beginning in August or September. A minimum of six (6) monthly meetings shall be required per current school year. At each P.T.O. meeting, notice must be given of the date and time of the next month's meeting.
- Section 2. Regular meetings of the PTO shall be open to all members, who are encouraged to attend and contribute ideas, make motions, and debate issues.
- Section 3. With the exception of annual elections and bylaw revision, 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 Executive Board members 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 will be held prior to the Fiscal Year end.

### **ARTICLE XI—FINANCES**

- Section 1. The fiscal year of the organization shall begin July 1<sup>st</sup> and end June 30<sup>th</sup>.
- Section 2. A Budget Committee will be formed at the first meeting of the organization.
- (a). It will be the responsibility of the Budget Committee to compile a list of potential expenditures based on input from faculty and parents and present this list to the President prior to the November meeting of the organization.
  - (b). At the November meeting of the organization, the Budget Committee will present this list to the organization, at which time the membership shall vote to approve/disapprove of the expenditures.

ARTICLE XI—FINANCES (cont.)

Section 3. Dual signatures are required on all checks, and three (3) persons (President, Vice President and Treasurer) must sign the signature card. Keep all voided checks with the cancelled checks for verification. The signature on any check cannot be the payee.

Section 4. At the conclusion of P.T.O. 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 P.T.O. funds from school premises. 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. Monies must be deposited within three (3) days of receipt. PTO funds shall not be taken from school property except to be deposited at the bank .

Section 5. All monies collected must be counted in the presence of at least two people, one of whom must be an elected officer.

Section 6. An amount of not less than \$500 and not more than \$1,500 of undesignated funds shall be left in the P.T.O. treasury at the end of the school year.

Section 7. The P.T.O. board has the authority to approve expenditures up to \$300, when applicable, without membership approval.

Section 8. Every attempt should be made to purchase or pay expenses with a PTO check 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 PTO reimbursement form within 30 days of the event for which the item is purchased, but no later than the end of the school year.

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

Section 10. The appropriate gift for retirements or memorials is the dedication of a commemorative book with an inscription to the school library. Any other gift shall be approved by the membership.

Section 11. All volunteer appreciation is done by teachers and administration. No PTO funds should be spent on volunteer appreciation.

Section 12. A year-end inventory of all PTO assets must be completed prior to the transition meeting with the incoming board.

## **ARTICLE XII—REVISIONS**

- Section 1. These By-Laws shall be reviewed for revisions at the first scheduled meeting of each new school year. If needed, a By-Law Committee will 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 this organization.
- Section 3. These By-Laws may be amended at any regular meeting of the organization by a majority of members present and voting, provided notice of the proposed amendment was given at the previous month's meeting. Member shall be eligible to vote for Bylaw changes after verification by the Secretary from the Sign-In sheets that he/she has attended one (1) meeting of the organization during the current school year prior to the Bylaw revision vote.
- Section 4. Robert's Rules of Order Revised shall govern the organization 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.
- Section 5. These By-Laws shall not be overridden at any time.

## **ARTICLE XIII—DISSOLUTION**

- Section 1. Upon dissolution of the Suntree P.T.O., all funds and property, real or personal, in excess of liabilities, shall be disposed of at the discretion of the P.T.O. Board Officers and the School Principal.
- Section 2. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501c(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, 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 Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as such Court shall determine, which are organized and operated exclusively for such purposes.