

BY-LAWS
SUNTREE ELEMENTARY SCHOOL PARENT/TEACHER ORGANIZATION
ADOPTED: April, 2000
REVISED: March, 2000

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—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 III—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 IV—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 V—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.

Section 4. Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted to be carried on 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 VI--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 May, or by a unanimous vote cast by the Secretary, only if the candidates are unopposed.
 - (e) Officers shall assume their official duties at the end of the current school year, and shall serve until the end of the next current school year, (May to May).
- 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, a preliminary slate will be presented to the membership in the "Panther Pride".
 - (g) At the April meeting of the organization, the Nominating Committee will present the names to be placed on the ballot.
 - (h) After the adjournment of the April meeting of the organization, no new nominations will be accepted. Nominations will not be taken from the floor at the election meeting.
 - (i) The names of the nominees will be published in the "Panther Pride" after the April meeting of the organization.

Section 3. Members shall be eligible to vote after verification by the Secretary from the Sign-In Sheets, that he/she has attended two (2) meetings 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 VII—DUTIES OF OFFICERS

- Section 1. It shall be the duty of all officers to attend all meetings of the organization. If an officer cannot attend the meetings on a regular basis, his/her office shall be deemed vacant, and 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. Prepare a financial report at the end of the school year to be posted for the membership's information. 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 VIII—COMMITTEES

Section 1. Suggested committees shall consist of Fall Fundraiser, Holiday Shop, Carnival, Teacher Appreciation, By-Laws, Budget, Yearbook, Student Store, 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 Chairperson shall submit a written/financial report to the organization or a member of each committee after each school function has transpired or at the next scheduled meeting of the organization.

ARTICLE IX—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. A majority of the members present shall carry a vote.

ARTICLE X—FINANCES

Section 1. A Budget Committee will be formed at the first meeting of the organization.

Section 2. 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.

- Section 3. 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.
- Section 4. Dual signatures are required on all checks, and three (3) persons (President, Vice President and Treasurer) must sign the signature card.
- Section 5. 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.
- Section 6. All monies collected must be counted in the presence of at least one elected officer.
- Section 7. The fiscal year of the organization shall begin July 1st and end June 30th.
- Section 8. 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 9. The P.T.O. board has the authority to approve expenditures up to \$300, when applicable, without membership approval.

ARTICLE XI—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.
- 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 should 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 XII—DISSOLUTION

- Section 1. Upon dissolution of the Suntree P.T.O., all funds and property, real 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.