



Bunnell Elementary PTO

**Celebrating 86 Years of Providing Quality Education to Children and Families
in Flagler County 1923-2009**

BY-LAWS

ARTICLE I – NAME: The name of the organization shall be the PTO, FL – BUNNELL ELEMENTARY SCHOOL INCORPORATED.

ARTICLE II – OBJECTIVE: The PTO will promote communication between teachers, parents and community. Additionally, the PTO will encourage a positive, supportive atmosphere to enhance students' educational and extracurricular experiences.

ARTICLE III – SCOPE: The PTO will engage in the following services: Social and academic activities, communication and fundraising. Financial support will be provided to support teacher and student programs not covered by the School District. The PTO will encourage parent and community involvement and cooperate with school administration to enhance educational opportunities. Areas of concern will be brought to the attention of the principal.

ARTICLE IV – POLICIES:

Section 1 – The PTO shall be non-commercial, non-sectarian, non-partisan and non-political, and will not endorse a commercial enterprise or candidate.

Section 2 – The PTO will seek neither to direct administrative activities of the school nor to control its policies.

Section 3 – In the event of the dissolution of the PTO, due to the school closing or grade reorganizing, the net monetary assets of the PTO will be distributed to the Parent-Teacher Organization where the K-6th grade students are assigned, based on the percentage of at least 4%, of former Bunnell Elementary School students attending each school.

Section 4 – The PTO may cooperate with all other organizations within the School District with similar interests.

Section 5 – PTO funds will not be used for any items, programs or events that do not directly benefit the students at Bunnell Elementary School.

Section 6 – Any and all monetary requests for non-budgeted items (proposals) must be submitted to the PTO Board for discussion at least two weeks prior to the PTO General Meeting. Vote for approval of the request will be made at the PTO General meeting.

Section 7 – If specific long-term goal has been approved, additional funds may be carried over to the next school year.

Section 8 – Accounting Procedures

- Expense Guidelines

1. Reimbursements for all expenses will be made only after receipts for expenditures have been documented on the Check Request and/or Expense forms and approved by two board members. These forms should be submitted to the PTO Treasurer within thirty (30) days. Requests made without paper receipts will not be processed.
2. Cash advances to cover expenses prior to a purchase must be documented in detail on the Check Request form at least 3 days in advance and approved by two board members. All unused monies must be returned to the Treasurer immediately following the purchase with all receipts for purchased items.

- Deposit Guidelines

1. All monies raised for the PTO must be documented on the deposit form and submitted to the PTO treasurer immediately.

Section 9 – Contractual Obligations – Any and all contracts must be submitted to the board for discussion prior to the next PTO General Meeting. Vote for approval of contract shall be made at the PTO General meeting. All contracts to be signed by the President of the PTO after acceptance by board and General meeting.

ARTICLE V – MEMBERSHIP:

Section 1 – PTO membership will be open to teachers, parents or guardians of students and staff of Bunnell Elementary School.

Section 2 – Membership to the PTO will be available regardless of race, color, creed, national origin or sex to all people.

Section 3 – The PTO will conduct an active membership campaign throughout the school year.

Section 4 – The membership year will correspond with the school year.

Section 5 – Following elections in April, the PTO Board will determine annual dues at the first Board Meeting.

Section 6 – Any member is eligible to vote on any motion at PTO monthly General meetings.

ARTICLE VI – OFFICERS (BOARD MEMBERS):

Section 1:

- A. An officer must be a member of the PTO.
- B. An officer must have a child currently enrolled in Bunnell Elementary School or must be a staff member of Bunnell Elementary School.
- C. No officer shall hold more than one board position at one time.

Section 2 – The officers of the board of the PTO will consist of:

- President
- Vice President
- Secretary
- Treasurer

Any of the offices can be co-chaired.

ARTICLE VII – ELECTION OF OFFICERS:

Section 1 –

- A. The elections will be in April of each year.
- B. Voting shall be done by secret ballot.
- C. A nomination during the meeting may be made from the floor and added to the ballot.
- D. A person receiving the majority of the votes for each position will become the next year's officer.
- E. In the case of a tie, the PTO Board will cast the deciding vote.
- F. Nominations shall be placed on the March Agenda for voting at April General meeting.

Section 2 – A vacancy occurring on the PTO can be filled, through a special election, for the un-expired term by a PTO member. This special election will follow the same guidelines as the general election.

Section 3 – If a vacancy occurs in the office of the President, the Vice President shall fill it for the un-expired term.

Section 4 – Officers' Duties:

- A. Will attend the Board and PTO General meetings.
- B. PTO meetings' day and time to be determined by the PTO Board.

C. President:

- i. Will preside at all PTO Board, General and Special meetings.
- ii. Will coordinate the work of the officers and the committees to facilitate educational and extra-curricular activities.
- iii. Shall cooperate with the Principal and other board members and maintain a supportive relationship between the school and the PTO.
- iv. Will appoint special committees when needed.
- v. Will provide a summary year-end report of his/her year in office to give the new President at the joint Board Meeting.

D. Vice President:

- i. Will act as an aide to the President and assume the duties of the President during his/her absence.
- ii. Will preside over the membership enrollment.
 - 1. Conduct an active membership campaign throughout the year.
 - 2. Set up and man a membership table at registration.
 - 3. Follow up and enroll new members, particularly new families.
- iii. Will provide a written year-end report to the new Vice President at the joint Board Meeting.

E. Secretary:

- i. Will record, in a permanent form (minutes), all business transacted at each meeting of the PTO.
- ii. Will submit a copy of the minutes to the members at the following PTO General Meeting.
- iii. Will present the minutes for approval at the PTO General Meetings.
- iv. Will keep attendance records for all meetings.
- v. Will notify the PTO members of special meetings called by the PTO Board, at least three (3) days prior to such meeting.
- vi. In case of the Secretary's absence from any meeting, a board member will be appointed to take the minutes.
- vii. Will provide a written year-end report to the new Secretary at the joint Board Meeting.

F. Treasurer:

- i. Will handle all funds of the PTO and will give a financial report of collections and expenditures, and call attention to any unusual items at each PTO General and Board Meetings.
- ii. Will provide a written Year-to-Date, and annual financial statement, at each PTO General Meeting.

- iii. The Treasurer or school designee must sign all checks and cannot sign checks if he/she is the payee.
- iv. Will maintain an accurate account of all receipts, disbursements, and other pertinent financial information as it pertains to events and purchases sponsored by the PTO.
- v. Will disburse funds approved by the PTO Board. All members of the PTO Board must be notified of request for reimbursement of non-budgeted items, up to \$100.00, without PTO membership approval. A majority of the PTO Board must approve the purchase. Non-budgeted expenditures over \$100 must have PTO membership approval.
- vi. Will file required tax forms by the end of the fiscal year.
- vii. Will provide a written year-end report to the new Treasurer at the joint Board meeting.

Section 6 - The PTO Board will submit a tentative allocation of funds (budget) to the membership for approval by the second PTO General meeting for the new school year.

Section 7 – Misfeasance, malfeasance, or lack of attendance of a Board Member shall constitute cause for removal from his or her office. Should any board member not attend two meetings he/she will be automatically resigned from the board, and a new vote will take place at the 2nd meeting to fill vacant position.

Section 8 – Any board member may resign his or her office at any time by submitting a written resignation to the PTO Board; such resignation to take effect immediately without acceptance.

ARTICLE VIII – COMMITTEES/POSITIONS

Section 1 - The chairpersons of committees shall present plans, verbally or in writing, to the PTO Board before he/she begins work.

Section 2 - The chairpersons of committees will present written or oral progress reports to the membership at the PTO General meetings.

Section 3 - Prior to the event or activity, the chairperson must inform BUNNELL students, parents, and staff. The chairperson should use a newsletter for their communication.

Section 4 – The PTO shall also maintain a position of Volunteer Liaison. This position shall be appointed by a majority vote of the PTO board. This position will report to the board and directly co-coordinate with the Vice President. The duties of the Volunteer Liaison will be:

- viii. Will attend all general membership PTO meetings.
- ix. Will be responsible for scheduling volunteers to cover all fundraising/PTO events.
- x. Will act as advisor and liaison between staff, parents and the PTO organization.
- xi. Will help maintain open lines of communication between parents, teachers and volunteers.
- xii. Will help coordinate PTO sponsored activities in the classroom.
- xiii. Will report on current Teacher activities within BUNNELL ELEMENTARY SCHOOL.

Section 5 - The PTO shall maintain a position of Business Partners Chairperson. This position shall be appointed by the majority vote of the PTO board. This position shall report to the PTO board and will serve as the primary point of contact for any business wishing to contribute money or in-kind services to the Organization in promotion of the Organization's purpose.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the Organization for all matters of procedure not specifically covered under the bylaws.

ARTICLE X – AMENDMENT TO BYLAWS

These bylaws may be amended at any general meeting by majority vote providing that notice of the proposed amendment shall have been given in writing at least fifteen (15) days prior to the General membership at which the amendment is to be voted upon.