Parent Teacher Organization By-Laws

ARTICLE I: NAME

The name of this organization will be the Tommie Barfield Elementary School-Parent Teacher Organization (TBE-PTO).

ARTICLE II: OBJECTIVE

The objective of the Parent Teacher Organization (PTO) will be to create a close relationship between home, school and community, to enhance the learning environment, to provide and maintain an open network of communication between the school and community, and to foster parent/guardian involvement in the educational process.

ARTICLE III: POLICIES

The organization will be non-commercial, non-sectarian, non-partisan and non-profit. It will not endorse a commercial enterprise or candidate.

The organization will be supportive of the School Improvement Goals, educational program and school mission/vision. Support will be developed through volunteer service, supplemental education programs and fundraising projects.

The organization will seek neither to direct the administrative activities of the school, nor control its policies.

The organization, per Collier County Public Schools policy, will have no more than two (2) fundraisers per school year requesting students' solicitation for products.

ARTICLE IV: MEMBERSHIP

Membership in this organization is open to all staff, parents, and legal guardians of students attending Tommie Barfield Elementary School (TBE) who agree to abide by the rules and regulations described in the By-laws of this organization. Membership in the organization shall be available without regard to race, color, creed, religion, personal/sexual orientation, or national origin.

The TBE faculty will be represented by one delegate at each PTO meeting at the discretion of the principal.

There will be no annual dues.

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ARTICLE V: OFFICERS AND THEIR ELECTIONS

Officers:

The officers of this organization are the Executive Board. The Executive Board will consist of:

President, Vice President, Secretary, Treasurer, Volunteer Coordinator and Principal or Principal's Designee.

The officers will be elected for a one-year term. No office will be held for more than two consecutive terms except when approved by the Nominating Committee.

Nominations:

The Nominating Committee will convene preferably in March. The committee will be comprised of an Administrator, one Executive Board member and three PTO members at large.

The first order of business will be to elect a chairperson. The Chairperson will not be an Administrator of TBE. The Chairperson will ascertain if any Nominating Committee member wishes to run for one of the elected offices; if so, that member will be replaced on the Nominating Committee to avoid a conflict of interest.

The Nominating Committee will, after soliciting nominations from families registered to attend TBE the next year, prepare a slate of officer candidates to be presented at a general meeting, preferably in April. A majority of the Nominating Committee will approve each candidate.

1. A person selected by the Nominating Committee to run for office should be an active and participating member of the PTO with knowledge of its By-laws and activities so as to enrich the environment of the school and enable a smooth transition to the Executive Board.
2. The out-going PTO President can serve as Past President on the Executive Board and will have non-voting status. This will be for a term of one year to assist with the transition of the new President and Board.

Vacancy:

A vacancy in an office that occurs after the spring election will be filled by a candidate selected by the Executive Board.

Elections:

At the general election meeting, election of officer candidates who run unopposed may be determined by hand vote. When there are two or more candidates for one office, elections will be conducted by paper ballot.

All parents and legal guardians as well as TBE staff members will be eligible to vote for PTO officer positions.

Installation of Officers:

The Executive Board will convene a meeting designed for the installation of new officers, following the elections, but prior to the close of the school year. The outgoing secretary will notify outgoing officers, officers-elect, and an Administrator of TBE of this meeting.

The outgoing President will provide the President Elect with electronic copies of any and all ledgers and financial reports filed and maintained as required and relevant to all TBE-PTO functions, as well as Meeting Minutes relevant to all Executive Board, General and Special Meetings. At this meeting, the newly elected officers become the official Executive Board of the organization for the next school year.

ARTICLE VI: DUTIES OF OFFICERS

President - will schedule and preside at General PTO meetings and Executive Board meetings. The President is also an informal member of all committees and shall perform all other duties pertaining to the office. The President will also provide monthly newsletters for the TBE banner. The President will be authorized to pay out funds via check or debit card only as authorized by the PTO.

Vice President -will perform the duties of the President in the event the President is absent. The Vice President will also perform such duties as oversee and advise all volunteer needs as it relates to the PTO and current school activities.

Secretary -will record and distribute an accurate record of all meeting minutes of the General PTO organization and of the Executive Board. The Secretary ensures that all Executive members receive the most recent copy of By-laws, Executive Board meeting minutes and all General PTO meeting minutes. The Secretary will also upload all minutes to the PTO Google Drive as well as send to TBE for posting on the school website. The Secretary will be responsible for receiving and writing correspondence pertaining to the PTO's activities.

Treasurer - The Treasurer shall receive all monies collected by the PTO, keep an accurate record of receipts and expenditures, upload yearly receipts onto the PTO Google drive, pay out funds via check or debit card only as authorized by the PTO, present a financial report for approval at every meeting and other times when requested by the Executive Board. The Treasurer, and/or in conjunction with a tax professional, shall be responsible for the preparation and submission of all Federal and State compliance filings and present a full report at the end of the year. The PTO account shall maintain a minimum balance of $1500 at the end of each school year.

Volunteer Coordinator – serves to provide and assist in collaborative support of the PTO by using public outreach within and outside the school to involve the community. They will recruit volunteers throughout the year beginning with Classroom Parent Liaisons (CPL's) They will organize the Master CPL list and focus on communicating with the CPLs so that PTO information reaches all parents in the school.

ARTICLE VII: FINANCES

Section 1 Fiscal Year: The fiscal year of the PTO shall begin on July 1st to June 30th.

Section 2 Budget: A tentative budget of the PTO shall be drafted by the Treasurer and approved by the Executive Board, at least ten (10) days prior to the first General Membership meeting of the school year. Any modifications to the budget must be approved at an Executive Board meeting.

Section 3 Records: The Treasurer shall keep accurate records of any receipts, disbursements, and bank account information of the PTO. The bank account(s) shall be reconciled monthly and reviewed by the President. Funds Should be held at a local institution.

Section 4 Restricted Funds: Restricted funds/donations received by the PTO for specific purposes (e.g. library, choir, etc.) will be accounted for separately by the Treasurer.

Section 5 Disbursements: Disbursements by the PTO shall not exceed the year's Budget unless approved by the Executive Board. Authorized signers for the Bank Account shall be the President and Treasurer.

Section 6 Reporting: The Treasurer shall prepare a monthly financial report of the PTO for review and approval by the Executive Board. On an annual basis, the Treasurer shall prepare a consolidated End of Year financial report of the PTO and its subgroups for review and approval by the Executive Board.

Section 7 Commitments:

1. No contract or commitment binding the PTO shall extend beyond the current school year. No contract or commitment shall be made which places the PTO in a deficit position. No loans may be executed by the PTO, the Executive Board or general membership of the PTO.

2. All contracts or binding commitments of the PTO, or its sub-groups, must be approved by the Executive Board, the principal and the school district. All contracts entered must be in the name of Tommie Barfield Elementary Parent Teacher Organization not under Tommie Barfield Elementary School.

3. Any individual signing a contract on behalf of the PTO or sub-group without the approval of the Executive Board will be held personally liable and responsible for any and all expenses.

ARTICLE VIII: MEETINGS

There will be a minimum of four General meetings and four Executive Board meetings during the school year. The first meeting of each school year shall take place no later than August 31st and shall include approval of the PTO's current year budget.

The election meeting will be held in April or May of each year, at which time the election of officers will take place.

Special meetings of the membership may be called for any purpose at any time by the President, a majority vote action of the Executive Board, or the action of any ten or more members present at a General Meeting.

The General Membership shall be notified of the time and place of each regularly scheduled General Membership meeting by electronic media, circular, message, or telephone at least seven (7) days in advance of such meetings. Special meetings of the General Membership must be announced with 48 hours notice by any of the methods mentioned above.

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ARTICLE IX: STANDING COMMITTEES

The PTO Executive Committee may create such Project Committees as it may deem necessary to promote the purpose and carry on the work of the Organization. The term of each Project Chairperson shall be one (1) year. The Chairperson of each Project Committee shall report to the PTO Executive Committee as and when requested. No Project Committee should commence implementation of a proposed activity or event without the prior approval of the PTO Executive Board.

ARTICLE X: RULES OF ORDER

The meetings of the organization will be run according to the rules contained in "Robert's Rules of Order," Revised.

ARTICLE XI: CONFIDENTIALITY AND ETHICS

All officers and members of the TBE-PTO are required to abide by the ethics and confidentiality policies outlined by Collier County Public Schools, which defines protected student information. It is the goal of the TBE-PTO to respect all student information and to maintain a high degree of integrity with students, parents, staff and administration.

Any written, spoken or otherwise translated "protected" information, without proper consent, is a breach of the Collier County Public School policy and TBE-PTO By-laws, and therefore shall not occur.

Violations of this policy can result in disciplinary action.

ARTICLE XII: AMENDMENTS TO THE BY-LAWS

These By-Laws will be reviewed every other year. They may be amended by an affirmative vote of two-thirds of all members present at any regular meeting of the organization, annual meeting, or special meeting convened for the purpose of amending these by-laws. Notice of these proposed amendments will be available to all members at least ten days prior to a vote.

ARTICLE XIII: DISSOLUTION

The PTO may be dissolved at any General Membership meeting by a two-thirds (2/3) vote of the members present, provided that notice of the proposed dissolution shall have been given at least ten (10) days before the General Membership meeting.

In the event of the dissolution of the organization, the net assets after payment of debts will proceed directly to Tommie Barfield Elementary to be held in internal funds for a period of 24 months, to be used if a new PTO group is formed. If a new PTO is not formed within that time frame the funds will be used at the discretion of the Principal for TBE students. In the event that the school is no longer operating, funds will be dispersed to other Collier County Public School parent-teacher organizations where TBE students will be attending and divided proportionally based on student placement.