

BYLAWS of Naples Park Elementary School PTO

Mission Statement: The Naples Park Elementary School Parent Teacher Organization enriches the educational experience of our students by supporting activities that foster good relationships between school, parents, teachers and the community.

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be Naples Park Elementary School Parent Teacher Organization. The PTO is located at Naples Park Elementary School 685 111th Ave. N, Naples, FL. 34108.

Section 2: DESCRIPTION – The PTO is a non-profit organization that exists for charitable, educational, and enrichment purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the PTO is to enhance and support the educational experience at Naples Park Elementary School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at our school through volunteer and financial support.

ARTICLE II – GENERAL MEMBERSHIP

Membership shall be automatically granted to any parents, guardians, or adult standing in loco parentis for a student(s) attending Naples Park Elementary School, plus all staff at Naples Park Elementary School. There are no membership dues. Members have voting privileges; one vote per household.

ARTICLE III – OFFICERS AND ELECTIONS

Section 1: PTO BOARD– The PTO Board shall consist of the following officers: President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. Officer duties can be shared.

Section 2: SCHOOL REPRESENTATIVES – The school representatives should consist of the following: The School Principal, or his/her designee, and Teacher Liaison (voted on by NPE staff).

Section 3: EXECUTIVE BOARD – Together the PTO Board and the School Representatives make up the Executive Board. Each member has one vote.

Section 4: TERM OF OFFICE – The term of office for all officers is a minimum of one year, beginning and ending upon officer election the following school year at the officer installation meeting. No office will be held for more than more than two terms except when approved by PTO board.

Section 5: QUALIFICATIONS – Any PTO member in good standing may become an officer of the PTO. Good standing means attended 2 meetings and volunteered on a committee and/or event. Positions are open to any parents, guardians, or adult standing in loco parentis for a student(s) attending Naples Park Elementary School and in good standing. The Executive Board cannot be more than 50% Naples Park Elementary Employees. If the nominations exceed 50% of NPE employees, the nominating committee will then follow procedures in section 6.

Section 6: NOMINATIONS AND ELECTIONS – Elections will be held at the second to last general PTO meeting of the school year. Nominations are to be made and sent home prior to voting. The nominating committee shall count ballots. Nominating committee will be formed and compromise of an Administrator, two Executive Board members and two PTO non-NPE staff members at large.

The first order of business will be to elect a chairperson. The chairperson will not be an Administrator of NPE. 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 NPE the next year, prepare officer candidates to be presented at the second to last general meeting. A majority of the Nominating Committee will approve each candidate.

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 and counted by the Nominating Committee.

Section 7: EXECUTIVE BOARD DUTIES –

PTO Board – Shall govern, manage, and facilitate the PTO. Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the PTO Board unbudgeted expenditures of no more than \$1,000.00. All PTO Board positions are required to serve on a committee.

- **President** – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, serve as the primary contact for the principal, and retain all official records of the PTO. The President shall serve as an authorized signatory of all PTO checks and prepare agendas for the official PTO meetings.
- **Vice President** – Assist the President, chair meetings, and carry out the President's duties in his/her absence. Oversee the committee system of the PTO. Responsible for fundraising efforts or programs that are sponsored by the Executive Board. The Vice President oversees

organizing committees by gathering Chairs to run the effort, including, fundraising meetings, to communicate all Committee information to the PTO Board. The Vice President can serve as an authorized signatory of all PTO checks if President is unavailable.

- Recording Secretary – Record and distribute minutes of all Executive Board meetings and all General PTO meetings. Send thank you cards to business partners and others as needed. Help manage communications and marketing for the PTO on social media.
- Corresponding Secretary–Responsible for PTO email account. Create flyers for special events. Help manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, volunteer sign-ups and social media accounts.
- Treasurer – Maintain record bookkeeping of all PTO Board transactions. The Treasurer will be responsible for receipts and deposits, pay authorized expenses, balance of bank statements, compiling a monthly treasurer's report for PTO general meeting, and compiling information for the PTO tax return along with the annual financial review of the books. The Treasurer shall serve as an authorized signatory of all PTO checks and hold all financial records.

SCHOOL REPRESENTATIVES – With approval from PTO board, updates staff on all things PTO and can ask for feedback from staff members when requested to do so.

Section 8: EXECUTIVE BOARD MEETINGS – The Executive Board shall meet at Naples Park Elementary School one time per month during the school year, or at the discretion of the President. A special meeting of the PTO board may be called at any time by the President upon approval of majority of the PTO board in accordance of our defined quorum.

Section 9: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice; by a majority vote of the PTO Board.

Section 10: QUORUM – Half the number of Executive Board Members plus 1 constitutes a quorum.

Section 11: VACANCY – If a vacancy occurs on the PTO Board, Executive Board members will fill the vacancy through an election at the next general meeting or sooner if needed.

ARTICLE IV- COMMITTEE

All committee chairs are welcomed to attend Executive Board meetings by invitation from the PTO board as non-voting members.

- Beautification Chair – Responsible for attending board meetings and coordinating decorations for events. Works with the Principal, office Manager, staff members, and PTO Board Members throughout the school year to improve the aesthetic surroundings of Naples Park Elementary School, both indoors and out.
- Additional committee chairs may be added by approval of the PTO board.

ARTICLE V – GENERAL MEETINGS

Section 1: GENERAL PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the PTO Board.

Section 2: VOTING – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – Half the number of Executive Board Members plus 1 PTO Member constitutes a quorum for the purpose of voting.

Section 4- NOTIFICATION OF MEETING- The corresponding secretary will notify members via school newsletter, flyers, social media, or school broadcast communications of upcoming meetings.

ARTICLE VI – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of Naples Park Elementary School PTO, requiring two signatures, one from the President (VP if needed) and one from the Treasurer, and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO Board shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE - The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS - Contract signing authority is limited to the principal.

Section 6: FUNDING APPROVAL – The PTO Board may approve funding through a special e-mail with that stated in the subject line or virtual meetings for various projects up to the amount of \$1,000. This will then be recorded through special PTO board meeting minutes.

Section 7: PROPOSED BUDGET – The creation of a budget worksheet for the upcoming fiscal year will be approved upon by the PTO board before the conclusion of the current fiscal year.

ARTICLE VII – BYLAWS

Bylaws shall be submitted annually to the principal for review and approval and provide a copy of the W-9 form.

Section 1: BYLAWS REVIEW – The bylaws of Naples Park Elementary School PTO will be reviewed at a minimum of every 2 years.

Section 2: AMENDMENTS - Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent PTO board meeting. 2/3 approval of all members present, and voting is required majority vote by the PTO board to adopt an amendment to the Bylaw.

ARTICLE VIII - DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to Naples Park Elementary School.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

These bylaws were adopted on 05/09/22.