

Estates Elementary Parent Teacher Organization By-Laws

Adopted: July 21, 2014 Amended: September 18, 2014 Revised: December 1st, 2020

Article 1: Name

Section 1. The name of the organization is Estates Elementary PTO, officially referred hereon and signed as EES PTO.

Article 2: Purpose

Section 1. The Purpose of this organization is to...

- a. Encourage parents to assist with various school activities/functions/services.
- b. Provide financial assistance where needs are identified.
- c. Foster a community atmosphere.
- d. Support the mission and vision of the school and school district.

Article 3: Membership

Section 1. Membership in this organization is open to all staff, parents, and legal guardians or students attending Estates Elementary School (EES) who agree to abide by the rules and regulations described in the By-Laws of this organization.

A representative from each grade level team will be present at each PTO meeting.

There will be no annual dues.

Article 4: General Policies

Section 1. The following are basic policies of EES PTO:

- a. The EES PTO name or the names of any members in their official capacities shall not be connected to any commercial concern, any partisan interest, or for any purpose not directly related to the promotion of EES PTO's interests.
- b. The EES PTO is a non-commercial, non-sectarian, non-partisan organization.
- c. The EES PTO shall work with the school to provide quality education for all children, and shall seek to support the mission and vision of the school, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.
- d. The EES PTO shall not in any way participate or intervene in any political campaign. The PTO may, however, seek to educate people concerning school issues, such as school bond issues and similar concerns.
- e. The EES PTO officers shall work with the principal to plan and set dates for Parent Teacher Organization programs and meetings. All proposed fundraiser activities shall be submitted to the Estates Elementary principal for submission to the Collier County District Schools for approval prior to undertaking any activity for such fundraiser. The principal, when necessary, shall present a fundraising request to whoever is in charge of such approvals and report to the membership of the PTO the official reply to each request.
- f. The EES PTO shall make no commitments on behalf of the PTO unless specifically designated by the PTO Executive Board.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) if the Internal Revenue Code, or (ii) by an organization, contributions to, which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets are to be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax exempt status under the state and federal tax laws. To be determined by the Board upon dissolution.

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Article 5: Executive Board

Section 1. The Executive Board will consist of the following:

President, Vice President, Treasurer, Secretary

a. The Executive Board will have the authority to approve up to \$1000.00 expenditure by a simple majority of the Executive Board and up to \$5000.00 unanimously.

Section 2. Elected Officers and their duties:

a. President –

- Shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, prepare the agenda and represent the organization at meetings outside the organization.
- Will also serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- Perform and/or oversee all responsibilities of the Executive Board.

b. Vice-President –

- Shall act as an aide to the president.
- Performs the duties of the president in his/her absence.

c. Secretary –

- Records the minutes of the meetings.
- Takes and keeps a roster of all members and voting members attending each PTO meeting.
- Disperses the minutes to all members.
- Maintain current and past records for seven years.

d. Treasurer –

- Has custody of all funds of the EES PTO.
- Keeps full and accurate account of receipts and expenditures.
- Makes disbursements as authorized by the President, Executive Board or organization in accordance with the budget adopted by the EES PTO.
- Has checks signed by one or more of the designated Executive Board members.
- Presents a proposed budget to the Executive Board for approval.
- Presents a financial statement at every meeting of the organization and other times when requested by the Executive Board.
- Shall prepare all tax statements for all taxing authorities as may be required. All such tax statements shall be reported to the membership at a regular business meeting.
- At the end of his/her term, assist the incoming treasurer and president in review of the books.

e. Teacher Representatives – Appointed by each grade level lead teacher

- Shall act as a liaison between the EES Staff and the PTO Board and Membership.
- Will present funding requests.
- Shall report PTO activities at staff meetings.

f. Principal –

- Act as an advisor and represents the Collier County School District.
- Present funding requests at meetings for consideration.

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Article 6: Elections

Section 1: Nominations

- a. The Nominating Committee will convene in April. The committee will be comprised of an Administrator, one Executive Board member and 3 PTO members at large who are not interested in running for one of the open positions.
- b. The first order of business will be to elect a Chairperson. The Chairperson will not be an administrator of EES.
- c. The Nominating Committee will, after soliciting nominations, 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.

Section 2: Vacancy:

- a. An election will be held yearly to fill PTO Committee Chair positions and vacancies within the PTO Executive Board.
- b. Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each open position and present the slate at a meeting held one month prior to the election. At that meeting, a candidate will be selected for office by voice vote. If more than one person is running for an office, a ballot vote shall be taken.
- c. A vacancy that occurs after the spring election will be filled by a candidate selected by the Executive Board.

Section 3. Eligibility

- a. A candidate is eligible for PTO Executive Board if they are a current staff member, parent, or legal guardian of student attending EES.
- b. Outgoing Executive Board Member(s) will meet with newly elected officers to discuss responsibilities of the office and turn over any records and/or pertinent information regarding the position and/or organization.
- c. Officers elected shall assume their official duties following the close of the year's final meeting.

Section 4. Terms of Office

- a. Elected Executive Board Members will retain their position until they are step down, are no longer a staff member, or if it is a parent, they no longer have a student at EES.
- b. Elected Committee Chair will serve for a term of one year.
- c. Any elected executive board member who fails to perform his/her duties may be asked to resign. Should he/she refuse, he/she may be removed by a majority vote at the next Board meeting.

Article 7. Finances

Section 1. Funds

- a. All funds, including cash, raised by the EES PTO shall be deposited in an account designated by the Executive Board within 48 hours.

Section 2. Checks

- a. Any check written from the EES PTO account must have supporting documentation such as receipts when requesting reimbursement and be submitted within 30 days of expenditure. Failure to supply this documentation may result in denial of reimbursement. PTO will not reimburse tax since we are tax exempt.
- b. Committees are required to stay within allocated budgets. If additional funds are necessary, prior Executive Board approval is required.
- c. All checks must be signed by 1 or more of the Executive Board members.

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Section 3. Reserve

a. An amount of money will be left in the treasury at the end of each year to cover any unpaid bills and obligations plus a reserve amount of at least \$2000.00 to begin the next school year. This will be re-evaluated annually at the end of the year meeting.

Section 4. Organization Documents

a. The EES PTO is a state tax-exempt status organization. The Certificate of Tax Exemption will need to be renewed January 2025. 501(c)(3) Formal Recognition will be kept active when taxes are filed at the years end on June 30 and will therefore keep the not for profit 501(c)(3) classification in compliance with the Internal Revenue Code. The school district and the schools hold this classification but the classification does not extend to clubs or other support organizations.

Article 8. Meeting Requirements

Section 1: Date & Location

a. The regular meeting of the organization will be on the first Tuesday of each month at Estates Elementary School at a time and place determined by the Executive Board.

Section 2: Special Meetings

a. Special meetings may be called by the President, any two members of the Executive Board, or five general members submitting a written request to the Secretary.

Section 3: Meeting Basics

- a. All items to be discussed at the meetings will be presented as an agenda item within the documented meeting minutes.
- b. The Executive board is encouraged, not required, to conduct meetings using Robert's Rules of Order.
- c. A majority vote by the attending members shall be required to take action on items presented at general meetings.

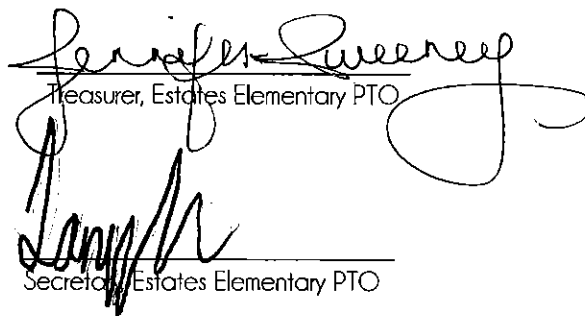
Article 9. Amendments

Section 1: Bylaws

- a. These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing 14 days prior to meeting.
- b. Amendments will be approved by a majority vote of the current members in attendance.


President, Estates Elementary PTO


Vice President, Estates Elementary PTO


Treasurer, Estates Elementary PTO


Secretary, Estates Elementary PTO