

**SEA PARK ELEMENTARY SCHOOL  
PARENT/TEACHER ORGANIZATION (PTO)  
300 Sea Park Blvd  
Satellite Beach, FL 32937  
BYLAWS  
January 13, 2009**

**ARTICLE I: IDENTITY**

**Section 1.01** These are the By-laws of Sea Park Elementary School Parents Committee, Inc., a corporation not for profit, incorporated under the laws of the state of Florida, and organized for the purpose of unifying the efforts of its members' activities beneficial to Sea Park Elementary School (Sea Park), situated in Satellite Beach, Brevard County, FL.

**Section 1.02** This organization shall be registered with the State of Florida to do business under the fictitious name "Sea Park PTO" (PTO).

**ARTICLE II: PURPOSE**

**Section 2.01** The purpose of the PTO shall be to provide an organizational base for unifying the efforts of parents, teachers and staff in activities beneficial to the education of the children attending Sea Park Elementary School.

**Section 2.02** The PTO shall operate to enhance communication among Sea Park, the PTO membership and the neighboring community. Specifically, the PTO shall provide the following:

- A. An organization through which Sea Park can convey its needs to the PTO membership;
- B. An organization that enables communication amongst its members;
- C. An organization that enables communication with the community at large;
- D. A forum for open discussion of issues affecting Sea Park.
- E. A forum in which PTO members can contribute their opinions.

**Section 2.03** The PTO shall be a working organization governed by representatives from the body of the membership to expedite the purpose and goals of Sea Park.

**ARTICLE III: MEMBERSHIP**

**Section 3.01** Membership in this organization is open to all parents and legal guardians of attending students, and all teachers, administrators and staff of Sea Park.

**Section 3.02** Members of this organization have the right to vote on any issue at general meetings of the PTO.

#### **ARTICLE IV: MEETINGS**

**Section 4.01** Sufficient general meetings shall be held each year to involve the general membership in the needs of Sea Park.

- A. The number of meetings will be determined by the interest of the membership and the needs of the organization;
- B. The time and place will be decided by the Executive board;
- C. Members shall be notified of all general meetings at least one week before the scheduled meeting;
- D. A quorum for the general meeting shall consist of those members present;
- E. No decision made by the general membership shall be valid unless the majority of the quorum vote to affirm the decision;
- F. The President shall have the authority to call a general meeting.

#### **Article V: GOVERNMENT**

**Section 5.01** The PTO shall be governed by the Executive Board, composed of a President, a Vice President(s), a Recording Secretary, a Treasurer, an Assistant Treasurer, a Teacher Representative, and the Principal and Assistant Principal of Sea Park. The general membership shall elect the President, Vice President, Recording Secretary, Treasurer and Assistant Treasurer. The Teacher Representative shall be appointed by the Principal and Assistant Principal.

**Section 5.02** The term of office for each officer shall coincide with the fiscal year as defined in Article V, Section 6.01. However, the incoming President may call meetings of the incoming officers and committees prior to that time to plan for the next year. No officers elected by the general membership shall hold the same office for more than three consecutive years. The Teacher Representative may hold office for as many terms as appointed by the Principal and Assistant Principal.

**Section 5.03** The Executive Board shall have the power to administer the affairs of the PTO and initiate and carry out its programs and policies to include, but not be limited to:

- A. Approving the budget as in Article V, Section 6.02
- B. Authorizing expenditures of funds consistent with the Bylaws;
- C. Approving plans for all committees;
- D. Approving temporary committees;

- E. Filling vacancies, except that of the President, by appointing replacements from the general membership.
- F. Delivering all official materials to new officers at the end of the term.

**Section 5.04 Duties of Elected Officers**

A. The President shall:

- 1. Preside at all meetings for the general membership and the Executive Board, utilizing Robert's Rules of Order.
- 2. Appoint, subject to the approval of the Executive Committee, the chairperson of all committees.
- 3. Co-sign all checks for expenditures along with the Treasurer.
- 4. Serve as ex-officio member of all committees and as advisory on the Nominating Committee.
- 5. Call all meetings when necessary.
- 6. Prepare and maintain President's Procedures Manual outlining duties and procedures of this office.

B. The Vice President shall:

- 1. Assume the duties of the President in his/her absence.
- 2. Co-sign checks for expenditures in absence of the President.
- 3. Assist committees as assigned by the President.
- 4. Assist the President at all times and maintain a working knowledge of all PTO activities.
- 5. Succeed to the Presidency in the event the President cannot complete the term.

C. The Recording Secretary shall:

- 1. Record the minutes of all general meetings and other meetings designated by the Executive Board
- 2. Submit all recorded minutes to the Executive Board in both electronic and paper form.
- 3. Provide for printing and distributing business memoranda.
- 4. Maintain and have available a copy of the Bylaws at all meetings.
- 5. Maintain all PTO correspondence.
- 6. Maintain current list of address and phone numbers of the Executive Board and distribute list to all Board Members.
- 7. Submit articles, as approved by the President or Committee Chairperson, for inclusion in the School newsletter.
- 8. Maintain all current official PTO records, other than financial.
- 9. Prepare and maintain Recording Secretary's Procedures Manual outlining duties and procedures of this office.

D. Treasurer

- 1. Collect, record, deposit, and distribute all PTO funds. .
- 2. Serve as custodian of all funds and business papers.
- 3. Pay all bills upon receipt of statements and verification of expenditure authorization.

4. Keep an itemized account of all expenditures, collections and cash balances and ensure that all reimbursement forms are accompanied by the appropriate documentation and signed by the person executing the transaction.
5. Present a detailed financial report to the Executive Board at each meeting.
6. Maintain an account for the PTO at a local bank or credit union following the institution's procedures for accounts held by associations. All checks shall require the signature of the Treasurer and of the President or Vice President.
7. Submit an annual report to the membership as directed by the Executive board.
8. Submit all current records for review at the close of each fiscal year.
9. Prepare and maintain Treasurer's Procedures Manual outlining duties and procedures of this office.

E. Assistant Treasurer

1. Collect and verify all PTO funds received.
2. Review each month's bank statement.
3. Prepare and maintain Assistant Treasurer's Procedures Manual outlining duties and procedures of this office

**Section 5.05** The officers of the Executive Board shall submit a written annual report of their work to the general membership.

**Section 5.06** All regular and special meetings of the Executive Board and its standing or special committees shall be open at all times to the total membership of the PTO and to representatives of the school district. All Chairpersons will be encouraged to attend. A quorum for meetings of the Executive Board shall consist of a majority of the Executive Board. No decision of the Executive board shall be valid unless a majority of its members present vote in favor of the decision.

## **ARTICLE VI: FISCAL AFFAIRS**

**Section 6.01** The fiscal year of the PTO shall begin July 1<sup>st</sup> and end on June 30<sup>th</sup> of the following calendar year.

**Section 6.02** The annual budget for the organization shall be prepared by the President and the Treasurer and then submitted to the Principal for review before adoption by the Executive Board.

**Section 6.03** Any non-budgeted expenditure exceeding \$250 must be approved by a general membership vote.

**Section 6.04** The annual budget shall be made available to the general membership.

**Section 6.05** The Executive Board shall make available at the end of each fiscal year, all records and a complete documentation of funds, for review.

**Section 6.06** The Executive Board shall maintain an account in a local bank or credit union following the institution's procedures for accounts held by associations. Any bank fees incurred by this account for returned checks shall be passed on to the individual who issued the check. The PTO will not accept checks from any individual who has had two returned checks or who has not rectified the first returned check.

**Section 6.07** A minimum of \$2000 must be carried over from one fiscal year to the next.

## **ARTICLE VII: COMMITTEES**

**Section 7.01** The PTO shall have Standing Committees and Special Committees. Committees shall be created by the President and approved by the Executive Board only as necessary to promote the objectives of the PTO.

**Section 7.02** The Chairperson of Standing and Special Committees shall be designated by the President and approved by the Executive Board. Term shall be for one year, unless otherwise designated.

**Section 7.03** The Chairperson of each committee shall prepare and present a plan of work to be approved by the Executive Board or by the President when necessary.

**Section 7.04** The Chairperson of each committee shall prepare and maintain a committee handbook outlining the purpose, duties and procedures of the committee, as well as all pertinent information necessary to carry out the committees' tasks.

**Section 7.05** The Chairperson of each committee shall prepare and present a report to the Executive Board at the end of the fiscal year.

## **ARTICLE VIII: NOMINATIONS AND ELECTIONS**

**Section 8.01** Nominating Committee

- A. The Executive Board shall appoint a Nominating Committee, no later than three months prior to the end of the school year, composed of at least

- three (3) PTO members. At minimum, this committee must include one (1) faculty member or administrator, and two (2) parents. This committee may also include the Principal and/or the Assistant Principal in addition to its designated members. All aspects of the membership demographics should be considered to form a well-balanced committee;
- B. The Executive Board shall elect a chairperson pro-tempore of the Nominating Committee to call the first meeting. At that meeting the committee is to elect the chair of the Nominating Committee;
  - C. No person is to serve on the Nominating Committee more than once in two (2) years, except the Principal and the Assistant Principal, unless no other willing candidates are found.

### **Section 8.02** Nominations

- A. The Nominating Committee shall nominate a President, a Vice President, a Recording Secretary, a Treasurer, and an Assistant Treasurer for election by the general membership. Suggestions for nominees of the Executive Board shall be submitted in writing to the Chairperson of the Nominating Committee;
- B. Consent of the nominees for the Executive Board must be obtained in writing before submitting a name for nomination;
- C. The Nominating Committee shall review candidates and ensure they are a member in good standing of the PTO (parent or guardian of a current Sea Park student) and are approved volunteers. The Nominating Committee shall then present the slate of nominees to the general membership for a vote;
- D. Nominations may be submitted from the floor at the time of the election provided written consent of the nominee has been filed with the Nominating Committee.
- E. Nominating Committee shall work with the Executive Board to fill all Committee Chair positions.

### **Section 8.03** Election of Officers

- A. Elections shall be conducted by written ballot;
- B. Ballots will be made available to the membership in the school's front office (one ballot per PTO member) at least 15 days prior to the election.

### **Section 8.04** Vacancies

- A. The Executive Board shall appoint a replacement from the general membership to fill any vacancy, except that of the President.

## **ARTICLE IX: AMENDMENTS**

**Section 9.01** All proposed amendments to these articles must be submitted in writing to the Executive Board for review.

- A. The amendment shall be made available to the membership, in the school's front office at least fifteen (15) days before final vote;
- B. The vote shall be by written ballot, distributed to parents and guardians, and must be approved by at least two-thirds (2/3) of ballots returned.

Approved: January 13, 2009

President: \_\_\_\_\_  
Blanche Soucheck-Langenbach

Vice President: \_\_\_\_\_  
Barbara Joplin

Secretary: \_\_\_\_\_  
Aniela Orr

Treasurer: \_\_\_\_\_  
Laura Richardson

Asst. Treasurer: \_\_\_\_\_  
Mary Farrier

Principal : \_\_\_\_\_  
Ena Leiba