

PORT MALABAR ELEMENTARY
PARENT TEACHER ORGANIZATION BYLAWS

Article I: **Name**

The name of this organization shall be PORT MALABAR PARTENT TEACHER ORGANIZATION.
These Bylaws shall govern this organization as of November 12, 2021.

Article II: **Government**

This organization shall be governed by the Board of Elected and Appointed Officers and the Principal or Assistant Principal ("Administrator") of the school. This organization shall use parliamentary procedures in all of its practices.

Article III: **Purpose**

The Purpose of the organization shall be to provide an organization for coordinating the efforts of parents and teachers in activities beneficial to Port Malabar Elementary School.

Article IV: **Basic Policies**

The following are basic policies of the Port Malabar Elementary Parent Teacher Organization:

- (a) The organization shall be non-commercial, non-sectarian, non-partisan and non-profit.
- (b) The name of the organization or the names of any members in their official capacities shall not be used in any connection with commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objects of the organization.
- (c) The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of in or in opposition to any candidate for public office or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- (d) The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.

Article V: **Membership and Dues**

- (a) Membership in the PTO shall be made available to any individual and/or family who subscribes to the objectives and basic policies of the PTO, without regard to race, color, sex, or national origin, under such rules and regulations not in conflict with the provisions of the bylaws.
- (b) The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

- (c) Each member (ship) of the organization shall pay annual dues to the organization. A member must have paid their dues before the meeting to be considered a member in good standing with voting rights.
- (d) Each membership shall be valid for one school year.

Article VI: **Officers and Their Election**

- (a) Each officer of the PTO shall be a member of this PTO.
- (b) The elected officers of this organization may consist of a President, Vice President, Recording Secretary, Treasurer, Volunteer Chairperson, Volunteer Co-Chairperson, Fundraising Chairperson, Fundraising Co-Chairperson, Special Events/Merchandising Chairperson, Special Events/Merchandising Co-Chairperson, Hospitality Chairperson, Hospitality Co-Chairperson. Appointed officers shall consist of two teacher representatives, one from the Primary level and one from the Intermediate Level and one Administrator.
- (c) Officers shall assume their official duties at the end of the school year PTO Executive Board Meeting, and shall fulfill at least a one year term but not limited to one year.
- (d) In the event any vacancy for an officer still exists, the Executive Board of Officers shall have the authority to appoint an interim officer until such time as an individual give their consent to serve, if elected can be nominated and elected at the next available general membership meeting.

Article VII: **Responsibilities of Officers**

- (a) All PTO Executive Board Members shall be responsible for reading and understanding the Bylaws and Guidelines of the Organization.
- (b) All plans of work and all correspondence must be approved by the President.
- (c) All PTO Executive Board Members shall be responsible for keeping a procedure book listing the duties and plans of work in their specific chairmanship.
- (d) Participation / Attendance at all board related activities is required. In the event of an absence, prior notification is to be communicated with the President or VP.
- (e) All officers shall perform the duties outlined in the bylaws and those assigned from time to time. Upon the expiration of the term of office, all records, all funds, and other materials pertaining to the office hall be returned to the President or Administrator without delay.

Article IX: **Duties of Elected Officials**

President

- (a) Preside at all PTO Meetings.
- (b) Perform all duties usually prearrange performed by presiding officer.
- (c) Select members of the Special Committees with approval of the respective chairperson(s).
- (d) Serve as ex-officio member of all committees.
- (e) Arrange an orientation meeting of the new Executive Board of Officers at the April or May meeting.

Vice President

- (a) Serve as aide to the President.
- (b) Be responsible for availability and knowledge of the bylaws.
- (c) Be responsible for maintaining a list of inventory of all PTO property.
- (d) All other duties as assigned by the PTO President.

Secretary

- (a) The recording secretary shall be responsible for the agenda and minutes of all meetings, and shall make them available to any PTO Member.
- (b) Be responsible for the publication of the PTO newsletter and all other PTO publicity. Obtain approval of all material by the Principal before release of any publicity material.

Treasurer

- (a) Responsible for the collection and disbursement of all funds and an itemized accounting of the aforesaid.
- (b) Keep an itemized account of all receipts and disbursements. Disburse only as directed by the PTO President or Board of Officers.
- (c) Serve as custodian of all funds, securities, and business papers.
- (d) Maintain an account in a local bank following the bank's procedures for accounts held by an organization, all and checks must be signed by two of the three signatories on the account.
- (e) Present a detailed Financial Report to the Board of Officers at each meeting and upon request from the President at any other time.
- (f) Submit an annual report to the membership as directed by the Board of Officers.
- (g) Submit all current records for audit in June of each fiscal year and turn all Financial Records over the new Treasury July 1 of each fiscal year.
- (h) Establish record keeping of new PTO members for the upcoming year.
- (i) Evaluate the current membership dues. Maintain an accurate membership list and work with the Volunteer chairperson and Co-chair.

Fundraising Chairperson and Co-Chair

- (a) Be responsible for coordination of all PTO fundraising activities. Actively investigate new fundraising possibilities. The Fundraising Co-Chairperson is to work closely with the Fundraising Chairperson.
- (b) Coordination of the Holiday Shop.
- (c) Other duties as assigned.

Hospitality Chairperson and Co-Chair

- (a) Be responsible for various PTO Programs and functions as appointed by the President. Organize welcome back to school breakfast for staff during their first week back to school. Distribute prizes for Spirit Day. Assist all committees as needed with any hospitality (food) related activities. The Hospitality Co-Chair is to work closely with the Hospitality Chairperson.
- (b) Oversee decorating of all PTO special events.
- (c) Other duties as assigned.

Merchandising/Special Events Chairperson and Co-Chair

- (a) Responsible for maintaining inventory, sales and promotion of school merchandise which may include t-Shirts
- (b) Coordination of supplies needed for clinic use, to be approved by Board of Officers.
- (c) Other duties as assigned.

Article X: **Duties of Appointed Officers**

Teacher Representatives

- (a) The Teacher Representatives, one from the Primary level and one from the Intermediate level, shall act as liaisons for the PTO and Port Malabar Elementary Faculty.

Administrator

- (a) The Administrator will act as advisor to the PTO Executive Board of Officers and all related activities as directed by the Brevard County School Board.

Article XI: **Meetings**

- (a) The Executive Board meetings will be held quarterly. The President may call any additional meeting with no less than 3 days notice prior to the new date and/or time.
- (b) PTO general meetings will be open to all Parents and Staff at Port Malabar Elementary School and will be held each month from August – June.
- (c) PTO General meetings will be scheduled by the Vice President in August on the Master Calendar.
- (d) There will be one summer meeting, date and time to be determined by the board and membership during the May meeting.
- (e) More than 50 percent of the current Board Members present at any meeting shall constitute a quorum for the transaction of the business of the organization.

Article XII: **Committees**

- (a) The PTO Executive Board of Officers may create committees, as it may deem necessary to promote the objectives and carry on the work of the organization.
- (b) The Chairpersons of each committee shall present a plan of work to the Executive Board of Officers for approval. No committee work shall be undertaken without the consent of the Executive Board of Officers.

Article XIII: **Audits**

- (a) A Financial review committee or outside agency may review the PTO books annually in August. The committee should consist of at least 2 board members (preferably one new board member and one present or outgoing member) along with one other current member of good standing. The committee may not include either the outgoing or incoming Treasurer. This committee will match every receipt with a transaction. The committee's report will be submitted to the Board at the first Executive Board meeting of the new school year. The committee will be appointed by the President and approved by the Board.

Article XIV: **Amendments**

- (a) These Bylaws may be amended at any meeting of the association by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at a previous meeting at least one week prior.