

**Florence Elementary School
Parent Teacher Organization By-Laws
Created 9/2013**

Article I: Name

- a. The name of this organization shall be the Florence Elementary School Parent Teacher Organization (FES-PTO)

Article II: Objective

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

Article III: Policies

- a. The organization shall be a non-profit, non-commercial, non-sectarian, and non-partisan organization.
- b. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the organization.
- c. The organization shall work with the school to provide quality education for all children, and shall seek to support the mission and vision of the school through developed volunteer services, supplemental educational programs, and fundraising projects.
- d. The organization shall cooperate with the school in its effort to improve education in a manner that does not interfere with the school's objectives.
- e. 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.
- f. The PTO officers shall work with the principal to plan and ser dates for Parent Teacher Organization programs and meetings. All proposed fundraiser activities shall be submitted to the FES principal for submission to the Boone County Board of Education for approval prior to undertaking any activity for such fundraiser. The principal, when necessary, shall present fundraising request to whoever is in charge of such approvals and report to the membership of the PTO the official reply to each request.
- g. The organization shall make no commitments on behalf of the PTO unless specifically designated by the PTO Executive Board.
- h. In the event of dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be rendered to the school for the purpose which it was intended.

- i. The by-laws of this organization will be reviewed and/or revised every three years.

Article IV: Membership

- a. Membership to this organization is open to all staff, parents, and legal guardians of students attending the Florence Elementary School who agrees to abide by the rules and regulations described in the by-laws of this organization.
 - b. There will be no assessed fee for membership.
 - c. All Members shall be entitled to:
 - a. Nominate persons for the Executive Board by submitting names of candidates to the Executive Board.
 - b. Submit policy and action proposals to the Executive Board for resolution
 - c. Vote for members of the Executive Board
 - d. Vote to remove a member of the Executive Board
 - e. Vote on resolutions and other business as is conducted at the monthly meetings
- **One family unit represents one PTO vote.

Article V: Elected Officers and Duties

- a. The officers of this organization are the Executive Board. The Executive Board shall consist of:

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 coordinate the work of all the officers and committees so that the purpose of the organization is served.
- Perform such other duties as may be prescribed in these by-laws or assigned by the organization

Vice- President –

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

Secretary –

- Records the minutes of the meetings
- Takes and keeps a roster of all members and voting members attending the PTO Meetings

Treasurer –

- Has custody of all funds of the 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 PTO
- Has checks signed by the treasurer and one other designated Executive Board member.
- Presents a financial statement at every meeting of the organization and the other times when requested by the Executive Board.
- At the end of his/her term, assist the incoming treasurer and president in review of the books

Teacher Representative – (Appointed by Principal)

- Shall act as liaison between the Florence Elementary and the FES – PTO.
 - Shall assist the principal in the presentation of funding requests on behalf of the staff
 - Shall report school announcements at the PTO meetings
 - Shall report the PTO activities at the School staff meetings
- b. The term of the office is for the fiscal year, which is from July 1 – June 30.
- c. All officers will act as a mentor to the new officers that take assume their duties.

Article VI: Elections

- a. Nominations will be open every year during the second to last PTO scheduled meeting of the year.
- b. The Election of the officers will be during the Final PTO scheduled meeting of the year and will consists of the following:
- A majority vote by paper ballot
 - A member must be present to vote
 - The votes will be counted at the meeting
- c. The new officers will be installed after the vote and during the Final PTO meeting.
- The new officers duties will assume on the first day of the fiscal year (July 1)
- d. Outgoing officers 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.
- e. In the event of a vacancy, of any elected office, through death, a resignation, removal, or any other cause:
- Resignation must be submitted in writing and presented to all other officers.
 - This is effective immediately

- An immediate announcement and nomination of open position shall be presented in the following PTO meeting.
- The nominee can be written in and majority vote by paper ballot.
- New officer assumes duties immediately until the end of the term.

Article VII: Finances

- a. All funds raised by the PTO, including cash shall be deposited through the designated account.
- b. Any check written from the PTO account must have supporting documentation
 - Receipts when requesting reimbursements
 - Invoices for purchases
- c. Failure to supply the supporting documentation may result in denial of reimbursement.
- d. Operating funds are raised through contributions and various fund-raising events throughout the year.
- e. The FES PTO will conclude the fiscal year with a reserve of no less than \$500 to begin the next school year

Article VIII: Meetings

- a. A regular PTO meeting will be held once a month during the school year in the gym or cafeteria of Florence Elementary.
- b. Meeting dates and times will be determined at the beginning of the year by the Executive Board and Principal.
- c. A majority vote by the attending members shall be required to take action on items presented at general meetings.
- d. Minutes from the meetings shall be available on the Florence Elementary website.

Article IX: Confidentiality

- a. All officers and member of the FES PTO are required to abide by the confidentiality policies outlined in the Boone County Board of Education policies as well as those in these by-laws. It is the goal of FES PTO to respect all student information and to maintain a high degree of integrity with students, parents, staff, and administration.