

**BYLAWS
OF THE
BELLE TERRE ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION**

Article I—Name, Location and Purpose

Section 1: The name of the organization shall be the Belle Terre Elementary School Parent Teacher Organization.

Section 2: The organization is located at 5545 Belle Terre Parkway, Palm Coast, FL 32164

Section 3: The purpose of this organization is to:

- A. Support the education of all Belle Terre Elementary students,
- B. Support Belle Terre Elementary faculty and staff,
- C. Foster positive relationships among parents, staff, and community members, and
- D. Assist Belle Terre Elementary faculty and staff to provide a safe and nurturing environment where all students, families, and faculty can thrive and grow.

Article II – General Policies

Section 1: The PTO shall be noncommercial, nonsectarian, and nonpartisan and shall operate without regard to gender, sexual orientation, race, religion, national origin, or disability.

Section 2: Neither the name of the PTO nor the names of any of its members in their official capacities shall be used in connection with any commercial concern or with any partisan interests or for any other purpose not appropriately related to promotion of the purposes of the PTO.

Section 3: The PTO 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, or in opposition to, any candidate for public office.

Section 4: The PTO may cooperate with other organizations and agencies concerned with child welfare and education.

Section 5: In the event of the dissolution of the PTO, its assets shall be distributed to Belle Terre Elementary School, to be evenly divided amongst the seven grade levels.(K-6th)

Article III—Members

Section 1: Voting membership in this organization is open to any cleared volunteer with Flagler County schools, parent, guardian, or other adult caring for a current Belle Terre Elementary students, as well as Belle Terre Elementary faculty and staff that have attended 75% of the PTO Meetings and have volunteered in 4 PTO sponsored events.

Section 2: Membership in this organization shall be made available without regard to race, color, creed or national origin, religion, gender, age, disability or sexual orientation.

Article IV—Executive Board and Officers

Section 1. General Powers. The business and affairs of the organization shall be managed by or under the direction of the Executive Board, which may exercise all such powers of the organization and do all such lawful acts and things as are not prohibited by statute or by the Articles of Incorporation or these Bylaws.

Section 2. Membership. The Executive Board shall consist of the officers, which will include at least one parent and one faculty/staff member.

Section 3. Officers. The officers shall be a president, vice president, secretary, fundraising chair (s) and treasurer, and any other office that the president deems necessary.

Such officers shall not have any conflict with other organizations within Belle Terre Elementary.

A. President. The president shall preside over all meetings of the organization to include general PTO meetings and Executive Board meetings. The president shall be the chair of the Executive Committee, serve as the primary contact for the Principal and faculty, represent the organization at meetings outside the organization, coordinate the work of all officers and committees so that the purpose of the organization is served. The president shall be able to make decisions on behalf of the PTO if it will benefit the students, faculty, & staff; however the president shall notify the Executive Board within days.

B. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence.

C. Secretary. The secretary shall keep all records of the organization, including taking and recording minutes, working with the president to prepare meeting agendas, handling correspondence, and sending meeting notices as required. The secretary also keeps a copy of the organization's minutes, bylaws, rules, membership list, and other necessary information, and brings them to all meetings.

D. Treasurer. The treasurer shall receive all funds for the organization, keep an accurate record of receipts and expenditures and pay out funds in accordance with the approved budget. He or she will present a financial statement at every executive committee and general PTO meeting and will make a final report at the end of the school year. He or she will also ensure that all required federal and District filings (i.e., Form 990) are filed in a timely manner each year. He or she shall maintain an on-line ledger and balance sheet to provide all PTO members with access to an up-to-date and transparent view of PTO finances.

E. **Fundraising Chair (s).** The fund raising chair (s) shall coordinate all fundraising activities for the PTO, and maintain contact with the Administration Team of the school to ensure scheduling and dissemination of fundraising information is done in a professional manner.

Section 4. Voting Rights. The Officers shall be voting members of the Executive Board.

Section 5. Term of Office. Each board member's term of office shall be for one year, from July 1 to July 31 of the following year. A board member may serve two or more consecutive terms.

Section 6. Eligibility. To serve as an Officer, an individual must be either a faculty/staff member of BTES , a parent or guardian of a currently-enrolled Belle Terre Elementary student (have attended BTES for one full school term, and in at least 1st-6th grade) , or a cleared volunteer with Flagler County Schools; attend 75% of the current school year PTO meetings, and have volunteered/ participated at 4 PTO sponsored events.

Section 7. Elections. The Executive Board is responsible for conducting elections for PTO officers in a fair manner.

A. The President will notify PTO members of all vacant positions for the upcoming school year and how members may submit their names for candidacy. Candidates for election must consent to run for election and to serve if elected.

B. The President shall provide written notice to the PTO membership of the candidates for the Executive Board.

C. Elections will be held during the last quarter of the school year (April – June) for the forthcoming school year. The expectation is that the election will be held at the April meeting with the new officers taking their places at the May meeting.

D. All eligible voting PTO members shall be entitled to vote and the election shall be held by closed ballot. Election results will be determined by majority vote.

Section 8. Transfer of Materials. All Officers and other members of the Executive Board shall deliver to their successors all official materials not later than July 1, or 10 days after election of the successor if the office is vacated prior to July 1.

Section 9. Duties. The duties of the Executive Board shall be to transact business between general meetings, prepare for general meetings, create standing and temporary committees, prepare and submit a budget for the school year during that term that they are serving. The Executive Board will monitor expenses and coordinate PTO activities. The Executive Board shall have the authority to provide a sympathy gift to any student, faculty/staff, PTO member and Executive Board not to exceed the amount of \$40. Only the Executive Board may approve expenditures made on behalf of the organization.

Section 10. Quorum. Half the number of voting board members plus one constitutes a quorum.

Section 12. Vacancies.

A. If there is an officer vacancy, the Executive Board will identify and appoint a new officer through consensus. The new officer elected to fill that vacancy will serve the remainder of the unexpired term and will then be eligible for election to a full term at the next general election meeting.

Section 13. Resignation and Removal from Office.

A. An officer may resign at any time. Such resignations shall be made in writing and shall take effect as of the time specified therein, or if no time is specified, at the time of its receipt by the President or Secretary. The acceptance of a resignation shall not be mandatory to make it effective.

B. Officers can be removed from their positions by two-thirds vote of a quorum of the Executive Board members; however the Principal will have the final approval of the officer being removed from office.

C. The Principal can remove an officer from the Board – At-Will.

Article V—Meetings

Section 1. Executive Board Meetings. During the school year, the Executive Board shall meet at least monthly during the school year at a time and place determined by the President.

Special meetings of the Executive Board may be called by the President or at the written request by majority of the officers. Board meetings shall be open to BTES Administration; unless the Board calls for a closed meeting. There are no formal minutes at the Board meeting, and information is not to be disclosed until the General Membership meeting.

Section 2. General Membership Meetings. There will be at least monthly membership meetings will be scheduled during the school year. These meetings are open to all members, parents, staff, and community members. All members will be notified of a membership meeting at least seven (7) calendar days in advance of each scheduled meeting. At least one meeting will be designated as the general election meeting.

Section 3. Special Meetings. Special meetings may be called by the president, or five general members submitting a written request to the secretary.

Members must be notified of the special meeting at least seven (7) calendar days prior to the meeting.

Section 4. Quorum.

A. Executive Board Meetings. Half the number of board members plus one constitutes a quorum.

B. General Membership Meetings. The voting members present shall constitute a quorum for the transaction of business in any general meeting of the organization.

Article VI—Committees

Section 1. Membership. Committees may consist of members, nonmembers, and Executive Board members. The president will appoint a chair for each committee; only a member may serve as a chair of a committee.

Section 2. Standing Committees. The organization will have the following standing committees: School Dances, Fall Festival, Dr. Suess, Teacher’s Appreciation, and End of the Year Bash.

Section 3. Additional Committees. The Executive Board may create additional committees as necessary in order to conduct the business of the organization in a more expeditious manner.

Article VII—Finances

Section 1. The organization shall operate on a cash basis.

Section 2. The organization’s fiscal year shall be June 1 – July 31.

Section 3. A tentative budget shall be drafted during the last quarter of the school year.

Section 4. The treasurer shall keep accurate records of any disbursements, income, and bank account information related to the business of the organization.

Section 5. The treasurer is authorized to generate payments for invoices and other expenses insofar as the payment does not exceed authorized budget amounts. Any expense that exceeds authorized budget amounts must be approved by the Executive Board prior to payment.

Section 6. Two authorized signatures shall be required on every check written over \$200 on behalf of the organization. Authorized signers shall be the president, vice president, secretary, and treasurer. The treasurer will ensure that all bank documents, transactions and signature cards are current.

Section 7. The treasurer shall prepare monthly financial statements as well as a final financial statement during the last quarter of the school year. He or she will also be responsible for filing all required financial paperwork including Federal and District tax forms.

Article VIII—Dissolution

Section 1. The organization may be dissolved by a two-thirds vote of the voting members present at a general membership meeting provided that previous notice of at least 14 calendar days has been given.

Section 2. As per Article II, Section 5 of these bylaws, in the event of the dissolution of the PTO, its assets shall be distributed for one or more of the allowed.

Section 3. Should there be turmoil with the Board, then the Principal have the discretion to dissolve the PTO.

Article IX—Miscellaneous Provisions

Section 1. Amendment of Bylaws. These bylaws may be amended at any general membership meeting provided notice was given in writing at the prior general membership meeting and a copy of the proposed amendments have been provided to all members of the organization for review by the president or secretary. Copies of the proposed amendments may be disseminated to members via email. Amendments will be approved by a two thirds vote of voting members present at the next general membership meeting.

Section 2. Rules. Robert's Rules of Order shall govern the proceedings of the PTO, including meetings of the membership and Board of Directors, inasmuch as they are not inconsistent with these Bylaws.

Section 3. Gifts. The Executive Board may accept on behalf of the PTO any contribution, gift, bequest, or other object of worth for the general or special purposes of the PTO.

Section 4. Majority Vote. Whenever in these Bylaws a majority vote is referenced, it shall mean a simple majority unless otherwise stated.

Section 5. Actions. The Principal has the final act in all PTO business.

Section 6. Special Appointments. The President & Principal can appointment additional officers to the Board at his/her discretion with the final approval of the Principal.

These bylaws were adopted on 5/12/2017.