

# Trinity Oaks Elementary School Parent Teacher Organization By-Laws and Constitution 2018-2019



## **Article 1: Name**

The name of this organization is the Trinity Oaks Elementary School Parent Teacher Organization ("TOES PTO"), a not-for-profit organization.

The organization shall be further defined as:

**Section 1** The *Executive Committee* shall consist of the elected officers.

**Section 2** The *PTO Board* shall consist of the elected officers and all appointed advisors and chairpersons.

**Section 3** The *PTO General Membership* shall consist of the elected officers and all appointed advisors chairpersons and general membership.

## **Article 2: Objectives**

The objectives of this organization shall be:

**Section 1** To promote the welfare of the children in the home, school and the community.

**Section 2** To foster home and school relationships so that parents, administration and teachers cooperate to promote unity.

**Section 3** To develop among the parents, administration, teachers and students such united efforts as to ensure each student the highest level of support.

**Section 4** To give maximum financial support for school-based initiatives.

### **Article 3: Policies**

**Section 1** The programs and activities of the organization shall be developed through cooperative planning of the parents, staff and students, within the Pasco County School Board Policies and Procedures.

**Section 2** The organization shall cooperate with Trinity Oaks Elementary School to support the improvement of education in ways that will not interfere with the administration and policies of the school.

**Section 3** The TOES PTO may cooperate with other organizations and agencies concerned with child welfare; but persons representing the TOES PTO shall make no binding commitments without authorization of the PTO Board.

**Section 4** The organization shall actively encourage participation of the various ethnic groups and shall not discriminate on the basis of race, religion, sex, age or national origin.

**Section 5** The TOES PTO notwithstanding any other provisions of these by-laws, shall not carry on any other activities not permitted to be carried on as an organization exempt from Federal Income Tax Code under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Code.

**Section 6** No member, director or officer shall benefit from the gross earnings of this organization, except when reasonable compensation may be paid upon authority of the Executive Board for services actually rendered. No member, director or officer of the organization shall be entitled to share in the distribution of any of the assets upon dissolution of the organization.

## **Article 4: PTO General Membership**

**Section 1** Every family at Trinity Oaks Elementary School is eligible to be a member of the organization by paying \$10 dues. Every employee at Trinity Oaks Elementary School is eligible to be a member of the organization by paying \$10 dues.

**Section 2** Membership in the organization is open to any interested person who subscribes to the objectives and policies of the organization.

**Section 3** Meetings of the PTO General Membership shall be held at the discretion of the PTO and TOES Administration throughout the school year. Communication throughout the year, to the general members, will be done via PTO Facebook page, TOES website, emails and flyers/calendars.

**Section 4** Notification of General Membership Meetings will be posted on the TOES website at least one week prior to the meeting date.

## **Article 5: Executive Committee**

**Section 1** The Executive Committee shall consist of the elected offices of President, Vice President, Secretary and Treasurer. (The PTO Board shall consist of the Executive Committee and a Volunteer Coordinator, Events Coordinator, Publicist, Fundraiser Coordinator, Teacher liaison and a member of the TOES Administration.)

**Section 2** The officers shall be elected annually, as needed, during the last PTO General Meeting of the year.

**Section 3** The officers shall serve a minimum of two years and assume the duties immediately upon election.

**Section 4** An officer shall not be eligible to serve more than two (2) consecutive terms in the same office unless the position would remain vacant for the upcoming year and he/she chooses to remain in the same office.

**Section 5** All PTO elected officers must be either an employee of Trinity Oaks Elementary school, a parent or legal guardian of a student currently enrolled at Trinity Oaks Elementary School and/or an alumni parent of Trinity Oaks Elementary School. Administration has final say regarding elected officers.

**Section 6** The Executive Committee may vote with a 2/3 majority vote to remove a member from the PTO Board.

### **Article 6: Nominating New Board Members**

**Section 1** When there is a position vacancy, the board member vacating the position shall find a potential replacement. If unable to find a replacement board member, the position will be advertised within the school, through the PTO webpage. The Principal shall have final say in board members.

**Section 2** When filling a vacant position, the nominee, for the following school year, shall be voted into the PTO board during a final General meeting, at the end of the current school year. At least two non-board members must be present.

### **Article 7: Duties of Officers**

**Section 1** The *President* shall:

- 1) preside at all meetings of the PTO.
- 2) be a member ex officio of all subcommittees except the Nominating Committee.
- 3) appoint special advisors and/or committees.
- 4) be authorized to sign checks.
- 5) perform all other duties pertaining to the office.

- Section 2** The *Vice President* shall:
- 1) aid and assist the President and perform the duties of the President in his/her absence.
  - 2) Be responsible for coordinating the promotion of community events and fundraising
  - 3) Oversee committees and committee leaders
  - 4) Oversee volunteers for PTO sponsored events
- Section 3** The *Secretary* shall:
- 1) submit accurate minutes and submit those minutes for publication on the school website as soon as possible, but not to exceed 10 calendar days after the PTO General Meetings.
  - 2) conduct all correspondence of the organization and perform duties as assigned by the President.
- Section 4** The *Treasurer* shall:
- 1) receive all monies of the organization.
  - 2) keep accurate records of receipts and expenditures.
  - 3) pay out funds as authorized by the PTO Board.
  - 4) present a written financial statement at every meeting of the organization.
  - 5) maintain tax records and complete the reports as required by the Florida Department of Revenue and DSBPC to assure compliance as a not-for-profit organization.
  - 6) perform duties as assigned by the President.
  - 7) submit all records to the school bookkeeper.
- Section 5** The Treasurer, President and one additional member of the Executive Committee shall be authorized to sign checks. At least two signatures are required on all checks. DSBPC employees are unable to sign PTO checks.
- Section 6** At least two (2) PTO Board members shall be present when funds in excess of \$100 are received and counted.
- Section 7** If a vacancy occurs within the Executive Committee, a replacement will be voted on by a quorum within 30 days.

## **Article 8: PTO Board**

- Section 1** The PTO Board shall consist of the Executive Committee and the chairpersons of standing committees.
- Section 2** The PTO Board shall meet monthly to transact the necessary business between PTO General Meetings and to plan the agenda for those events/meetings.
- Section 3** The PTO Board shall appoint an Audit Committee to examine the Treasurer's records by the end of the school year.
- Section 4** Meetings of the PTO Board may be called by the President or a majority of the members of the PTO Board.
- Section 5** A simple majority of those present shall constitute a quorum for the transaction of business.
- Section 6** The PTO Board shall present a budget to the PTO General Membership as requested and will have budget information available, at the school, at all times.
- Section 7** The School Representative shall be a liaison between the PTO Board and the TOES Staff.
- Section 8** The Principal will provide consultation to the PTO Board and PTO General Membership. The Principal will be a non-voting member on the PTO Board.

## **Article 9: Voting**

- Section 1** Budget approval requires a 2/3 vote of the members present at a PTO Board Meeting and ratification by a simple majority vote of the members present at the PTO General Meeting.
- Section 2** Non-budgeted expenditures less than \$100 can be made at the discretion of the President. No budgeted expenditures in excess of \$100 require a 2/3 vote of the members present at a PTO General Meeting or PTO Board Meeting. Administration shall be informed of all expenditures.

**Section 3** Requests for non-budgeted expenditures shall be presented to the PTO Board in writing for recommendation.

**Article 10: Parliamentary Authority**

**Section 1** Robert's Rules of Order Revised shall govern the organization in all cases in which they are not in conflict with by-laws adopted by the TOES PTO.

**Article 11: Amendments**

**Section 1** The by-laws shall be enacted and ratified by a two-thirds (2/3) vote of members present at a PTO General Meeting.

**Section 2** An amendment to the by-laws shall be presented to the PTO Board.

**Section 3** The PTO Board shall recommend to the PTO General Membership proposed amendments to the by-laws for ratification. A proposed amendment shall be published on the TOES website at least one week prior to a PTO General Meeting. Ratification shall be by a two-thirds (2/3) vote of members present at a PTO General Meeting.

2018-2019 Board Members

President	Jill Curie
Vice President	Candi Brooke
VP of Events	Melinda Karelus
VP of Fundraising	Lisa Cuchta
Secretary	Brina Johnson
Treasurer	Amanda Tilly
Publicist	Lisa Mabin
Staff Representative	Paula Marando