

# **Dr. Mona Jain Middle School Parent Teacher Organization (PTO) Bylaws**

**Amended on 05/21/2020**

## **Article 1 – Name, Description & Purpose**

### **Section 1 – Name**

The name of the organization shall be known as Dr. Mona Jain Middle School Parent Teacher Organization (hereto after referred to as the PTO). The PTO is located at 12205 44<sup>th</sup> Avenue East, Bradenton, Florida 34211.

### **Section 2 – Description**

The PTO is a non-profit organization that exists for charitable, educational, and/or scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

### **Section 3 – Purpose**

The PTO is organized for the purpose of enhancing and supporting the educational experience at Dr. Mona Jain Middle School. By encouraging parental involvement, the PTO's mission will be to develop a cooperative relationship between parents and school personnel through fundraising and family activities, and to improve the educational environment at Dr. Mona Jain Middle through volunteer and financial support.

## **Article 2 – Membership**

Membership shall be automatically granted to all parents and/or guardians of students currently attending Dr. Mona Jain Middle, and current faculty and staff of Dr. Mona Jain Middle. There are no membership dues. Members shall have the right to attend and participate in all meetings and activities of the PTO. Members have voting privileges, one vote per household.

## **Article 3 – Officers and Elections**

### **Section 1 – Executive Board**

The Executive Board (hereto after referred to as the Board) shall consist of the following officers: President, Vice President, Treasurer, and Secretary. The Board shall provide guidelines, definition and instruction to Committee Chairs.

### **Section 2 – Term of Office**

The term of office for the Board is one year, beginning immediately upon election, and ending upon officer election the following school year. Each person shall hold only one office at a time. There are no term restrictions for any of the officer positions.

### **Section 3 – Eligibility**

Any parent and/or guardian of a student(s) currently attending Dr. Mona Jain Middle may become an officer of the PTO, so long as they are in good standing. Any person employed by the School District of Manatee County may not be eligible for an officer position in the PTO.

### **Section 4 – Nominations and Elections**

Nominations for the PTO officers' position will be accepted after the second to last PTO general meeting of the school year. Nominations will be accepted by the designated person and/or committee as stated during that PTO general meeting. A slate of officers for election shall be announced at least ten (10) days prior to the last PTO general meeting. The election of officers shall be held during the last PTO general meeting of the school year. Nominations may also be made from the floor. Voting will be by voice vote, if a slate is presented. A ballot vote will be taken if more than one person is running for an office. No vote may be cast by proxy.

### **Section 5 – Duties**

Executive Board: Develop the PTO's annual budget, guide the business and activities of the PTO, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve expenditures of funds, create standing rules and policies, prepare reports and recommendations to the membership, and approve by majority vote of the Board unbudgeted expenditures of no more than \$1,000.

President: Preside at PTO general meetings and Board meetings, serve as the primary contact for the principal and/or school administrators, represent the PTO at meetings outside of the PTO, serve as an authorized signatory on all PTO checks, approve all printed materials for school distribution under the PTO, and perform such other duties as may be prescribed in these Bylaws or assigned by the PTO.

Vice President: The Vice-President shall perform the duties of the President in the absence of the President. The Vice President shall review the Bylaws annually and recommend to the Board any suggested amendments to the Bylaws, or that the Bylaws continue in force in unmodified form. Any proposed changes to the Bylaws shall be presented at a PTO general meeting. Serve as an authorized signatory on all PTO checks and perform such other duties as prescribed in these Bylaws or assigned by the President or the Board.

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, keep accurate record of receipts and expenditures, report financial activity every month, prepare year-end financial report, facilitate an annual audit, responsible for filing required tax returns and other forms required by government agencies, ensure the PTO has obtained insurance coverage as determined by the Board, and hold all financial records.

Secretary: Record and distribute minutes of all Board meetings and all PTO general meetings, prepare agendas for PTO general meetings, hold historical records for the PTO, shall act as an advisor to assure that meetings and processes are conducted in accordance with Bylaws and parliamentary procedures, using Robert's Rules of Order, are followed, shall perform such other duties as prescribed in these Bylaws or assigned by the President or the Board.

## **Section 5 – Executive Board Meetings**

The Board shall meet monthly during the school year, as determined by the Board. Special meetings may be called by any two Board members with 24 hour notice. Any action required or permitted by the Board may be taken without a meeting, if all members of the Board individually or collectively consent in writing, including by email, to such action.

## **Section 6 – Quorum**

A majority of the officers of the Board shall constitute a quorum. Voting by proxy is not an option. Voting members must be present.

## **Section 7 – Removal**

An officer can be removed from office when an officer is not fulfilling the responsibilities of the office as prescribed in the Bylaws or engages in conduct which the Board determines to be detrimental to the PTO, the Board may by majority affirmative vote (assuming a quorum), take action as it determines appropriate, which may include: (1) asking for the resignation of the officer; and/or (2) making a formal recommendation that the officer be removed from office. A reasonable notice must be given.

## **Section 8 – Vacancy**

If there is a vacancy in the office of president, the Board may appoint a present officer to fill that position. If there is a vacancy in any other office, members will fill the vacancy through an election at the next PTO general meeting.

## **Article 4 – Meetings**

### **Section 1 – PTO General Meetings**

General meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly, with a minimum of eight (8) meetings, during the school year, at a time and location determined by the Board. Dates and times of the monthly meetings shall be presented by the President at the first general meeting of the school year. Additional meetings may be convened as determined by the President and approved by a majority vote of the Board. The Secretary will notify the members of any meetings via email, flyer or website posting at least one week prior to the meeting. General meetings are open to all interested parties.

### **Section 2 – Voting**

Each member in attendance at a PTO general meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

### **Section 3 – Quorum**

Ten (10) members of the PTO present and voting constitutes quorum for the purpose of voting and shall be entitled to take action on behalf of the PTO.

### **Section 4 – Order of Business**

The order of business shall be:

- A. Meeting called to order by the President,
- B. Approval of the minutes of the prior meeting,
- C. Presentation of Principal's report,
- D. Presentation and approval of the treasurer's report,
- E. Committee reports,
- F. Old business,
- G. New business,

H. Adjournment.

## **Section 5 – Governing Rules**

The rules contained in the current edition issue of *Robert's Rules of Order* shall govern all issues of the PTO not covered by these Bylaws.

## **Article 5 – Standing and Special Committees**

### **Section 1 – Membership**

Committees may consist of PTO members and officers, with the President acting as an ex-officio member of all committees. Standing committees are defined as those committees which are “ongoing” or “active” for the entire school year, and carry on the work of the PTO. Special Committees are comprised of committees whose duties only take place at a one-time event. Committee chairs must be members in good standing of the PTO.

### **Section 2 – Special Committees**

The following special committees may be held by the PTO: Welcome Back to School, 8<sup>th</sup> Grade Celebration, Spirit, Teacher & Staff Appreciation and Dance. Additional Special committees may be formed at any time either at the request of the Board or by a majority vote of the PTO members.

### **Section 3 – Committee Chairpersons**

The Chairperson of each committee shall present a plan of work to the Board for approval, shall keep the Board informed of its progress, present progress reports during PTO general meetings, work within the approved budget, and will submit a final, written report at the conclusion of its event. The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. No Committee Chair shall secure any contract in the name of the PTO without the approval to do so by vote of the Board and/or PTO members. Any approved purchases must be made within the budgetary restrictions.

## **Article 6 – Financial Policies**

### **Section 1 – Fiscal Year**

The fiscal year for the PTO shall begin August 1<sup>st</sup> and end July 31<sup>st</sup> of each year.

### **Section 2 – Banking**

All funds shall be kept in a checking account in the name of Dr. Mona Jain Middle School PTO, requiring two signatures of the Board and held at a local financial institution. One authorized signature shall be required on each check. Authorized check signers shall be President, Vice President, and/or Treasurer. Checks, drafts, or other orders for the payment of money on behalf of the PTO in excess of \$1,000 shall be signed by at least two (2) of the following officers of the PTO: the Treasurer, the President or the Vice-President. No loans shall be made by the PTO to its officers or members. The Treasurer may not issue blank checks. A minimum balance of \$500 but preferably \$1,000 must remain in the treasury at the end of the school year as a General Operating Fund for the next school year.

### **Section 3 – Reporting**

All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly, keep accurate records of any disbursements, income, and bank account information, and present a financial report at each Board meeting and PTO general meeting. The PTO shall arrange an independent review of its financial records each year by a certified public accountant (CPA). The audit report will be available for members to review via the website or upon written request.

### **Section 4 – Budget**

A proposed budget of anticipated revenue and expenses for the next fiscal year will be drafted by the Board prior to the start of the school year. The Board shall present the budget to the members for its approval at the first PTO general meeting of the school year. This budget shall be used to guide the activities of the Board. Any substantial deviation from the original budget must be approved by the members during a PTO general meeting (assuming a quorum). Deviations from the budget in a cumulative amount of \$5,000 or less shall be deemed not substantial, and the Board may approve deviations up to that amount without membership approval. Notwithstanding other provisions of these Bylaws, the President may authorize expenditures in amounts less than \$1,000 up to a cumulative amount of \$5,000 without obtaining prior specific Board approval, provided that the President notifies the Board in writing of such expenditures prior to, and the Board ratifies such expenditures, at the next regular Board meeting.

## **Section 5 – Income**

All funds raised for the PTO must be documented and submitted to the Treasurer within five (5) days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within ten (10) days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event. PTO funds shall be used for programs, events, and items that directly benefit the students and/or staff of Dr. Mona Jain Middle School.

## **Section 6 – Expenses and Disbursements**

The Board shall approve all expenses of the PTO. A copy of the check register for the previous month shall be included in the minutes of each Board meeting. The Board will make no financial obligation without sufficient funds to cover commitments. All disbursements shall be made within a maximum of thirty (30) days from the receipt of the orders of payment.

Reimbursements for all budgeted expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the Treasurer and an officer of the PTO. Reimbursement requests should be submitted to the Treasurer within 30 days of the incurred expense or by two (2) weeks prior to the end of the school year, whichever comes first, and must be accompanied by appropriate form(s) and receipt(s). The Treasurer may issue a check, in an amount not to exceed \$500, to a chairperson for expenses to be incurred or incurred by a PTO sponsored event or project. A check exceeding \$500 requires the approval of the Board. Any cash advance to cover expenses prior to a purchase must be documented in detail and approved by the Board. All unused funds must be returned to the Treasurer immediately following the purchase.

## **Section 7 – Non-Budgeted Requests**

Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO general meeting by any member in good standing using the appropriate form(s). A vote for approval of the monetary disbursement exceeding \$1,000 shall be taken at the next scheduled PTO general meeting. Requests of less than \$1,000 shall be approved by majority vote of the Board.

## **Section 8 – Contracts and Obligations**

The Board may authorize a chairperson or member to enter into discussions of contracts or agreements for the purchase of materials or services on behalf of the PTO. Authority to sign contracts is limited to the President or in the absence of the President, the Vice President. The Board or chairpersons shall not have the authority, however, to enter into such agreements on behalf of Dr. Mona Jain Middle or the School District of Manatee County, nor should they hold themselves out as having such authority.

## **Section 9 – Funds After Dissolution**

Upon the vote to dissolve the PTO, any remaining funds should be used first to pay all debts and liabilities of the PTO, then with members' approval either:

- A. Spend remaining funds on an item or items that benefit the students and/or staff;  
or
- B. Have the remaining funds be held in escrow by the Principal for use by a future Dr. Mona Jain Middle PTO. If a PTO is not formed within twenty-four (24) months, the funds shall revert to the Dr. Mona Jain Middle and be used toward the benefit of the students under the discretion of the Principal.

## **Article 7 – Dissolution**

The PTO may be dissolved provided prior notice of thirty (30) calendar day is given to the members, a vote is taken at the next scheduled PTO general meeting (assuming a quorum) and the request is approved by a majority vote of those present.

## **Article 8 – Bylaws Amendments**

Amendments to the Bylaws may be proposed by any member and presented to the Board. Amendments presented to the Board or at a PTO general meeting shall be considered for voting at a subsequent PTO general meeting, providing that at least a fourteen (14) day notice is given to members by the Secretary. Notice may be given by email, hard copy and/or by website posting. Amendments will be approved by a two-thirds vote of those present, assuming a quorum. Amendments to these Bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided and recorded by the Secretary.

Bi-annually in school years ending in an even number, the Board will select three non-officers to form a committee to review the Bylaws. The committee will report on their review at the regularly scheduled Board meeting. Based upon their review and recommendations, the President will present recommended changes at the next scheduled PTO general meeting for the members to consider. If no changes are recommended by the committee, President will inform members as such at the next PTO general meeting.

These Bylaws were adopted by the Executive Board on May 21, 2020 and by a majority vote during a PTO virtual meeting properly called on May 27<sup>th</sup>, 2020.

These Bylaws shall take effect immediately.