



## BYLAWS Of Longleaf Elementary School PTO Inc.

### Article I – Name, Description & Purpose

**Section 1: Name** – The name of the organization shall be Longleaf Elementary School Parent Teacher Organization. The PTO is located at 4290 North Wickham Road, Melbourne, FL 32935.

**Section 2: Purpose** – The Purpose of the PTO is to enhance and support the educational experience at Longleaf Elementary School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Longleaf Elementary through volunteer and financial support.

### Article II – Membership

**Section 1:** Membership shall be granted to all parents, guardians, and Longleaf Elementary volunteers. Membership is also granted to all Longleaf Elementary staff. All members shall pay a \$5.00 membership fee good for that school year. Members must be in good standing and must have completed and returned the membership form to the PTO.

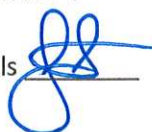
**Section 2: Removal** – An officer or member can be removed for failure to fulfill his/her duties, violating Brevard Public Schools policy, or unethical behavior with reasonable notice, by a majority vote of the Executive Board and principal approval.

### Article III – Officers

**Section 1: Executive Board** – The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. The Longleaf Elementary Principal (or their designee) are voting members of the Executive board.

**Section 2: Term of Office** – The term of office for all officers is one year, ending on June 1<sup>st</sup> the following year. Beginning immediately the board elect shall shadow the current board members and take full responsibility for their position on June 1<sup>st</sup>. Each person elected shall hold only one office at the same time. Voting for the Executive board shall take place in April. Term shall commence June 1<sup>st</sup>.

Principal Initials



Date

9/13/23

President Initials



Date

9/13/23

**Section 3: Executive Board Voting** – In order for a vote to count towards the Executive Board vote in April you must be a PTO member and have attended at minimum two Longleaf Elementary general PTO meetings prior the vote.

**Section 4: Courtesy Seats for Incoming Officers** - Any newly elected officer, who is not serving on the board at the time of election, shall be granted a courtesy seat at any general or executive meetings prior to holding office.

**Section 5: End of Term** – All officers upon the expiration of term or removal or resignation shall turn over to the President, within (30) days or before the new officers assume their duties, all records, books, and other material pertaining to the office.

**Section 6: Eligibility** – Any PTO member in good standing may become an officer of the PTO. PTO officers must be approved volunteers through Brevard Public Schools.

**Section 7: Duties** – The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare, and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

President – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, be the primary contact for the principal, and retain all official records of the PTO.

Vice President – Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President.

Secretary- Record and distribute minutes of all Executive Board meetings and all General PTO meetings, prepare agendas for official PTO meetings, hold historical records for the PTO, be responsible for receiving and writing correspondence pertaining to the PTO’s activities.

Treasurer- Serve as custodian of the PTO’s finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

PTO Liaison- Shall be appointed by the Executive board and must be a Longleaf Elementary employee, attend monthly meetings, and help maintain email communication between the PTO, teachers, and families.

**Section 8: Board Meetings** – The Executive Board shall meet monthly during the school year, or at the discretion of the president.

**Section 9: Vacancy** – If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer’s term. If there is a vacancy for President, the Vice President shall take over as President and appoint a new Vice President.

Principal Initials JS Date 9/13/23 President Initials DR Date 9/13/23

## Article IV-Meetings

**Section 1: General PTO Meetings** – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year.

**Section 2: Special Meetings** – Special meetings may be requested by any two members of the Executive Board or by a general member submitting a written request to the secretary or president. Upon approval from the principal and executive board, previous notice of the special meetings and the objective shall be sent to the members at least two days prior to the meeting by e-mail, social media, or text.

**Section 3: Voting** – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed. Members must be in good standing and must have filled out the membership form and paid dues to vote.

**Section 4: Quorum** – At least 50% of the Executive Board and 3 non-executive members.

## Article V – Financial Policies

**Section 1: Fiscal Year** – The fiscal year of the PTO begins August 1<sup>st</sup> and ends July 31<sup>st</sup>.

**Section 2: Banking** – All funds shall be kept in a checking account in the name of Longleaf Elementary PTO, requiring two signatures of the Board and held at a local financial institution. Authorized signers shall be the president and treasurer. The treasurer shall prepare a financial statement at the end of the year to be reviewed by the Audit Committee. The treasurer and at least one other Executive Board member shall have access to any financial reporting software or programs.

**Section 3: Finances** – A tentative budget shall be drafted by the current Executive Board, and the board elect by May 1<sup>st</sup> and approved by majority vote at the May PTO general meeting.

**Section 4: Financial Request** - All financial request details along with a completed request form must be brought to the Executive board 3 days prior to a general PTO meeting. Requests of \$500 or less can be approved by the executive board. Additional expenses outside of a current allotted budget totaling \$200 or less can be approved by the executive board.

**Section 5: Contracts** – Contract signing authority is limited to the executive board and can be co-signed by a committee chair.

## Article VI – Bylaw Amendments

With principal approval, these Bylaws may be amended at any General Membership meeting of the PTO by a two-thirds (2/3) vote of the members present provided that notice of the proposed amendment shall be given at least ten (10) days before the General Membership meeting.

Principal Initials J Date 9/13/23 President Initials KR Date 9/13/23

**Article VII – Bylaw Dissolution**

The PTO may be dissolved by the principal or at any General Membership meeting by a two-thirds (2/3) vote of the members present, provided notice of the proposed dissolution shall have been given at least ten (10) days before the General Membership meeting. In the event of a dissolution, all remaining assets of the PTO shall be forwarded to Longleaf Elementary immediately after payment of all outstanding debts of the organization.

**Article VIII – Parliamentary Authority**

Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s bylaws or any other special/standing rules.

**These Bylaws were adopted on August 16<sup>th</sup>, 2022.**

Name: [Signature] Title Principal Date: 9/13/23  
Name: [Signature] Title President Date: 9/13/23  
Name: [Signature] Title Secretary Date: 9/13/23  
Name: [Signature] Title Treasurer Date: 9/13/23  
Name: [Signature] Title Vice President Date: 9/13/23

Principal Initials [Signature] Date 9/13/23

President Initials KR Date 9/13/23



[BobcatPTO@gmail.com](mailto:BobcatPTO@gmail.com)

## Longleaf Elementary School PTO

### Standing Rules

This document is meant to supplement the Longleaf Elementary PTO's Bylaws. These rules outline the procedures of the organization that are not included in the bylaws and must not conflict with the Bylaws, IRS non-profit laws, or Florida state laws. With principal approval, The Standing Rules document can be changed or amended without notice with a ( $\frac{2}{3}$ ) majority vote of the members present at a regular meeting. These rules are to be used as a guide.

#### **General Meetings:**

- General meetings are held monthly on the second Wednesday of that month during the school year at 3:00 pm in the media center.
- General meetings are announced on social media and via the school newsletter or a PTO email.

#### **Additional Items:**

**Board Attendance** – A member of the Executive Board shall attend any PTO-sponsored function or event.

**Reimbursement Procedure** – The Longleaf PTO reimbursements form must be completed, signed, and submitted to the PTO mailbox for expenses to be reimbursed. The form must have an accompanying receipt detailing the expense. All receipts must be submitted within the fiscal year in which the expenses were incurred. Prior approval by the Executive Board will be required for any single expense unless it is a line-item earmarked in the annual budget.

**Teacher/Staff Requests Procedure** – The Longleaf PTO Teacher/Staff Requests form must be completed, signed, and submitted to the principal for requests to be considered. Requestors are encouraged to submit supporting documentation to assist in the approval process. If the request includes a recurring expense, that is to be noted so it can be included in the annual budgeting process. Once approved by the principal, submit the request to the PTO for approval.

\*Amended on August, 2023

Name <u>[Signature]</u>	Title <u>Pancreal</u>	Date <u>8/23/23</u>
Name <u>[Signature]</u>	Title <u>President</u>	Date <u>9/13/23</u>
Name <u>[Signature]</u>	Title <u>Secretary</u>	Date <u>9/13/23</u>
Name <u>[Signature]</u>	Title <u>Treasurer</u>	Date <u>9/13/23</u>
Name <u>[Signature]</u>	Title <u>Vice President</u>	Date <u>9/13/23</u>