

Meadowlane Primary & Intermediate PTO By-laws

Revised March 16, 2015

Article I-Name

The name of this organization shall be Meadowlane Primary & Intermediate Elementary Parent Teacher Organization (PTO). This organization shall be established as a non-profit organization.

Article II-Purpose

The purpose of the organization shall be:

- A. To provide an organizational base for unifying the efforts of parents and teachers in activities beneficial to Meadowlane Elementary School.
- B. To provide a communication link between the parents, the school and community.
- C. To provide a working body consisting of parents, staff and administrators to expedite the above purpose.

Article III-Government

This organization shall be governed by a PTO Board consisting of:

- A. Executive Board consisting of nine members: the Principals of the Primary and the Intermediate school or appointee, two Co-Presidents, a Secretary, a Treasurer two directors of the Apple Seed Committee (one from each school) and one staff representative.
- B. Chairpersons and Co-chairs of the standing committees as listed in Article VIII.

Article IV-Membership

Any parent, guardian or adult family member of a presently enrolled Meadowlane student or staff member interested in the objectives of the Parent Teacher Organization is automatically a member.

Article V-Fiscal Affairs

- A. The fiscal year of this organization shall begin on July 1st.
- B. Budget: The annual budget for this organization shall be prepared from the budget request submitted from the Chairpersons to the Treasurer by the first week in April. The budget is subject to approval of the PTO Board members who are in attendance at the last meeting of the Fiscal year. If no written request is received, the budget will be determined at the discretion of the PTO Board members in attendance.
- C. The disbursement of all monies earned by the PTO must be approved by a majority vote of the members present at the meeting, excluding the contingency fund. The executive board may approve expenditures of up to \$300 from the contingency in cases where time constraints do not permit presenting a request at a regular PTO meeting.
- D. The contingency fund may be used by any committee whose expenses exceed 20% or less of the original budget, not to exceed \$200. This budget over draft will need only the PTO Executive Board approval. If the budget overdrafts exceed \$200, then the additional expenditures must be approved by a majority vote of the PTO members at the next PTO meeting.
- E. Fundraising:
 1. Approval
 - a. All fundraisers must be approved by the Executive Board or a majority vote of the PTO members.
 - b. Additionally, all fundraisers must be approved by Meadowlane Primary and Intermediate Administration.
 - c. Committee members may not approach Meadowlane Business Partners or Meadowlane Administration for any services or funding without the approval of the Executive Board or by a

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majority vote of the PTO members.

2. Collecting Money
 - a. All fundraising committee chairs and co-chairs will be registered and finger printed volunteers. Receipts should be issued when merchandise or service have not been received at time of purchase (catalog fundraisers, yearbook, etc.).
 - b. For fundraisers at which merchandise is taken when cash is collected (book fair, holiday shop, etc.), Cash Collection sheet(s) (see Attachment A) must be completed. For these fundraisers, only the Committee Chairperson and the Committee Co-Chairperson are allowed to run the cash register. In the event of an emergency, an Executive Board member may substitute as the cash register operator.
 - c. For fundraisers with merchandise ordering functioning as the internal control (catalog fundraiser, yearbook, cafeteria sales during carnival, etc.), or fundraisers at which there is no merchandise (run/walk a-thon), Cash Collection Sheet B must be used (see Attachment B).
 - d. For ticket sales for spring carnival, Cash Collection Sheet C must be used (see Attachment C).
 - e. For all types of cash collection sheets, the following procedures must be followed: one person signature verifying the count of the monies must be a member of the Executive Board present during the counting, the other member should be the Committee Chairperson who was also present during the counting. The two persons signing the Cash Collection Sheet cannot be related by marriage or birth and need to be fingerprinted; and the procedures specified on the cash collection sheet should be followed, including using supporting documentation to verify the amount of cash collected (see Attachment D).
 - f. The Treasurer will determine what amount is tolerable for the difference between the amount of cash that should have been collected and the amount of cash that was actually collect on a case-by-case basis, depending on the type of fundraiser. The Treasurer has the authority to prohibit a PTO member from collecting cash during future fundraisers based on the member's history of cash collection differences.
 - g. Collecting Money: Any fundraiser money collected in excess of \$250.00 must be made out to "Brevard Schools Foundation" with Meadowlane PTO referenced. Also, any fundraiser money collected that requests a receipt has to go through "Brevard Schools Foundation".
- F. Audit: The Treasurer's books can be audited by July 1st of the year. Someone other than a member of the Executive Board will conduct the audit. The auditor's findings will be submitted to the PTO Board and the general membership at the first scheduled meeting following the audit.
- G. Meadowlane PTO must carry insurance coverage of at least \$1,000,000.00 per occurrence or whatever the School Board or Meadowlane Administration deems an appropriate amount.
- H. If Meadowlane PTO hires vendors for festivals or other events (i.e.: moonwalks, dunking booths, rock climbing, pony rides, or other activities that are not covered by our insurance), those vendors must submit proof of insurance in writing of at least \$1,000,000.00 (one million dollars) per occurrence or whatever the School Board or Meadowlane Administration deems appropriate.
- I. All staff requests must be pre-approved by administration before being submitted to PTO.

Article VI-Board Members

- A. Elective Officers: The elective officers shall include two Co-Presidents, a Secretary, and a Treasurer. After serving their term the former officer shall serve a one year advisory role to the current board. If no committee chairperson can be found, the position will be open to any volunteer actively involved within previous or current school year.
- B. Apple Seed Committee: There will be four volunteers from each school appointed by the Principals.
- C. Standing Committee Chairperson(s): As defined in Article VIII, Section E, the chairpersons shall be approved by the PTO board.
- D. Terms of Office: The PTO executive Board and Standing Committee Chairpersons' terms of office shall be for one year with the option of two years, without having an election. No elective PTO officer

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may hold the same office for more than two consecutive years unless the term has been extended by a majority vote of PTO members. The Executive Board has the discretion to approve longer terms for Standing Committee Chairpersons as it deems necessary.

- E. All Executive Board members will be registered and fingerprinted volunteers.

Article VII-Nominations and Elections

A. Nominations

1. Outgoing Executive Board and Standing Committee Chairpersons should attempt to find nominees for their positions for the next year.
2. Every attempt shall be made to find volunteers for nominations, including suggestions from the Meadowlane staff and advertisement in the newsletters. Nominations shall be submitted in writing to the Secretary prior to the election meeting.
3. A slate of candidates, prepared by the PTO Secretary based on nominations submitted in writing, will be presented to the PTO members for approval at the election meeting.

B. Elections

1. If more than one person is seeking the same Executive Board or Standing Committee position, a majority vote of members present will determine the winner, providing all nominees meet the criteria defined in Article VI, Sections A and B.
2. If there is no opposition, the election shall be by acclamation.

- C. Any vacancy among the elective officers must be advertised by the PTO Secretary in the Meadowlane newsletters one week prior to a vote. This vacancy shall be filled as soon as possible and approved by the PTO members.

Article VIII-Duties of Officers and Standing Committees

- A. Attend all PTO meetings. Any Executive Board member or Standing Committee Chairperson missing three consecutive meetings may be asked to resign.

B. Reports:

1. Annual Reports: All PTO Board members shall submit any relevant information that has been acquired during their term to the incoming PTO Board at the joint meeting in May.
2. Meeting Reports: Standing Committee Chairpersons will report on their committee's activities at each PTO meeting as needed. If the chairperson or representative is unable to attend, a written or verbal report should be submitted to the PTO President or any member of the Executive Board.

C. Individual Duties of Elective Officers and Apple Seed Committee Directors:

1. President-There will be two Co-Presidents. The Co-President from Meadowlane Primary Elementary will be a parent, guardian or adult family member of a presently enrolled student at Meadowlane Primary Elementary school. The Co-President from Meadowlane Intermediate Elementary will be a parent, guardian or adult family member of a student at the Meadowlane. If a candidate does not volunteer, both Co-Presidents may be from the same school.
 - a. Plan an agenda and preside at all PTO meetings.
 - b. Act as a liaison between the Meadowlane staff and the PTO board.
 - c. Attempt to find someone to fill and Standing Committee or special committee vacancies as needed.
 - d. Insure that all committees are functioning properly.
 - e. Attend and speak at annual Volunteer Welcome Breakfast, Volunteer Banquet and Kindergarten Orientation.
 - f. Informally audit Treasurer's financial records mid-year and at the end of the fiscal year by performing the following procedures:
 - a. Ensuring that the ending cash balance on the last fiscal report reconciles to the cash balance

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in the records and reconciles to the cash balance on the bank statement, making note of the types of transactions occurring after the last financial report presented at a PTO meeting.

- b. Selecting 3 fund-raising deposits and checking for accurate supporting documentation to verify that amount that should have been collected was equal to the amount deposited.
- c. Selecting 5 checks and ensuring that the monies were disbursed for purposes approved in the budget or explicitly approved as a PTO meeting (by checking the minutes), ensuring that the amount was under the budget for that category of expenses, ensuring that the dual signatures are present on the check, and ensuring that the expense reimbursement form was completed properly.
- d. If the results of the above tests are negative, expand the audit as necessary to include larger samples.

*If the President is related by birth or marriage to the Treasurer, the President must recuse himself/herself and delegate the task fully to another Executive Board Member not related by birth or marriage to the Treasurer.

2. Recording and Corresponding Secretary- The Secretary shall:
 - a. Record the minutes of the PTO meeting.
 - b. Have a copy of the by-laws available at all meetings.
 - c. Conduct all correspondence of the Board as directed by the Co-Presidents.
 - d. Record attendance at all PTO meetings.
 - e. Post a copy of all minutes in both schools PTO minutes binders.
 - f. Coordinate the updating of the by-laws annually.
 - g. Advertise all PTO meetings in the Meadowlane newsletters and on the school signs.
 - h. Recognize volunteers in the schools newsletters.
3. Treasurer- There will be one Treasurer who will be a parent, guardian or adult family member of a presently enrolled student in Meadowlane Primary or Meadowlane Intermediate Elementary. The treasurer shall be given a binder with step by step procedures as to the handling of monies. The Treasurer shall:
 - a. Assume responsibility for the collection of all money.
 - b. Serve as a custodian of all funds and business papers.
 - c. Keep an itemized account of all receipts and disbursements.
 - d. Not disperse money from the budget without a signed, itemized receipt from a committee chairperson.
 - e. Maintain an account in a local bank. All checks require two signatures. Primary signers will be Co-Presidents, Secretary, Treasurer, or two Apple Seed Committee Directors. Checks made out to any primary or secondary signer to reimburse them personally must be signed by someone other than themselves. If two or more members of the Executive Board are related by marriage or birth, they cannot be on the signature card to endorse checks. If needed, a representative will be designated by the Executive Board to be placed on the signature card.
 - f. Present a detailed financial report at each PTO meeting.
 - g. Submit a year-to-date report to the PTO members in May.
 - h. Submit an Annual budget report to the PTO members in September.
 - i. Prepare for an audit of all current records by the end of each fiscal year.
 - j. Be the chairperson at the budget meeting at the end of the year.
 - k. Maintain a minimum balance in the checking account of \$5,000.00 for the incoming board each year.
 - l. Receive written requests for special budget requests.
 - m. Educate committee chairs on the correct procedure forms to use for any money collections.
4. Apple Seed Committee Directors-Each Apple Seed Committee Director shall:
 - a. Assume responsibility for the Apple Seed Volunteer Program.

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- b. Recruit, train and schedule coordinators to cover each weekday.
 - c. Act as a liaison between Meadowlane staff and coordinators. This would include scheduling volunteers for events.
 - d. Coordinate responsibilities at the annual Volunteer Welcome Back Breakfast, the Volunteer Banquet, Kindergarten Orientation and attend Staff Breakfast.
 - e. Ensure that all hours are totaled and recorded for each school year. (April 1 - March 31).
 - f. Coordinate with the Volunteer Liaison a database of volunteer names, telephone numbers and volunteer activities.
 - g. Inventory supplies in the Apple Seed Room and maintain appropriate levels of inventory.
 - h. Volunteer Spotlight: Select volunteers every month from submitted entries. Volunteers will be spotlighted in the school newsletters.
 - i. Coordinate core contact with faculty.
- D. Authority of the Executive Board: The Executive Board, composed of the Elective Officers and Apple Seed Committee Directors, shall have the powers of the Board between meetings. Any action taken by the Executive Board shall be presented to the PTO at its next meeting. A quorum shall be at least equal amounts of attendees, such as 5 parents and 5 board members.
- E. Duties of Staff Representative:
- 1. Attend all PTO meetings.
 - 2. If not in attendance, send a representative or written report to the meeting.
 - 3. Act as a liaison between the PTO Board and Meadowlane staff.
- F. Standing Committees: Any activity or group that is PTO coordinated and sponsored.
- 1. Any event with PTO's name or sponsorship behind it must have the Executive Board's and the Principal's approval. If it is a new function or idea, the PTO must approve it prior to presentation to the Principal.
 - 2. Any major changes to an event must have the Executive Board's approval. A major change can be described as changing how the benefits received from an event are spent, changing the supplier, addition or subtraction of major attractions, expenses for a single activity, or exceeding the prior year's expenses.
 - 3. The Principal must sign all major contracts.
 - 4. Letters cannot be sent home to parents without the Principal's approval.
 - 5. To solicit funds on behalf of Meadowlane PTO, you must review the previous Meadowlane donor list and obtain prior approval from the Administration.
 - 6. Use resources from the schools whenever possible.
 - 7. In order to receive reimbursement for expenses incurred, you must have original receipts. Fill out the Treasurer's specified form and have the form signed and approved by the committee chairperson. Reimbursements can be held up until the next PTO meeting when expenses exceed the allotted budget by \$50.00.
 - 8. The Principal needs a written hard copy request and at least 24 hours notice on all approvals.
 - 9. Use PTO stationary for any fundraiser or solicitations made on behalf of Meadowlane PTO.
 - 10. Any chair person(s) must: be a level A plus volunteer and use appropriate forms for monies collected.

Apple Seed Coordinator: Assist in the Apple Seed rooms with ongoing class projects. Answer phone, work copy machines, assist teachers and other volunteers as necessary.

Hospitality: Promote good will between PTO and Meadowlane staff and administrators. Coordinate conference night dinners (twice a year), Welcome Breakfast for teachers in August, and Teacher Appreciation Luncheon in May.

Soup Labels/Box Tops: Coordinate all efforts to collect and redeem labels and box tops.

Yearbook: Coordinate efforts to prepare a yearbook. Acquire a vendor and have Principals sign a contract. This committee should be composed of a chairperson, assistant chairperson, accounts receivable clerk,

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Publicity chair and grave level photographers. Chairpersons will follow the correct methods of money Transaction and use the correct forms.

Parent Leadership: (PLT) Maintain open communication channels with the District by attending monthly Meetings held at the BPS Board offices in Viera. Information from the meetings is to be kept in the PTL Binder in the Apple Seed rooms and presented at the PTO meetings.

Article IX-Meetings

- A. A minimum of six PTO meetings must be held per year.
- B. Meetings will be held the second Monday of the month unless otherwise decided by the Executive Board.
- C. The Principals and PTO Co-Presidents will determine the time and place of meetings.
- D. Members shall be notified in advance of each meeting.
- E. A quorum of members must be present in order to vote. A quorum consists of all that are present and must include five Board members and five general members.
- F. The Co-Presidents shall see that the proper procedures are used.
- G. Any new items for discussion must be on the agenda or be discussed with the PTO Executive Board prior to the meeting. If not, the item may be tabled for the next PTO meeting.
- H. In general, the PTO By-laws Meeting is held in March, the PTO Election Meeting is held in April, and The PTO Budget Meeting is held in May unless otherwise stated.

Article X-Amendments to the By-Laws

All proposed amendments to these articles must be submitted in writing to the PTO members present prior to a vote. A majority vote is required for approval.

Article XI-Parliamentary Authority

Any additional parliamentary procedures applicable shall be in accordance with the established parliamentary procedure which is Robert's Rules of Order.