

# BYLAWS

## PINE VIEW ELEMENTARY SCHOOL PTO

### ARTICLE I – NAME, DESCRIPTION AND PURPOSE

**Section 1: PINE VIEW ELEMENTARY SCHOOL PTO**—The name of the organization shall be Pine View Elementary School PTO. The PTO is located at 5333 Parkway Boulevard, Land O’ Lakes, Florida, 34639.

**Section 2: DESCRIPTION**—The PTO is a non-profit organization that exists for charitable and educational 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 purpose of this organization shall be to promote the welfare of our children and to enrich their school environment by:

- a) Participating in various fundraising events in order to provide supplemental funding for the school and its classrooms
- b) Being a volunteer support group
- c) Providing educational enrichment and motivation to children and their families
- d) Promoting and communicating the ideas, programs, purposes, and philosophies of Pine View Elementary School
- e) Promoting community and family involvement.

### ARTICLE II – MEMBERSHIP

- 1) Membership shall be open to all Pine View Elementary School faculty, parents, and legal guardians with children in attendance at Pine View Elementary School and county-approved volunteers that do not have students enrolled at Pine View Elementary School.
- 2) Term of membership is from July 1 to June 30 of each school year that membership dues are paid.
- 3) All members should be entitled to:
  - a. Nominate persons for the Board by submitting names of candidates
  - b. Submit policy and action proposals to the Board for resolution
  - c. Vote for members of the Board
  - d. Vote to remove a member of the Board
  - e. Hold a position as a Board Member of Committee Chairperson
  - f. Vote on resolutions and other business as conducted at meetings.
- 4) All members should pay annual dues allowing them all the above entitlements. No potential member will be turned away due to financial hardship.

## **ARTICLE III – OFFICERS**

**Section 1: PTO BOARD**—The PTO Board shall consist of the following officers: President, Vice President, Recording Secretary, Communications Secretary, and Fundraising Committee Chair. Officer positions can be shared. The School Principal or his/her designee, is a voting member of the Executive Board.

**Section 2: TERM OF OFFICE**—The term of office for all officers is one year, beginning immediately upon election and ending upon officer election the following school year.

**Section 3: QUALIFICATIONS**—Any PTO member in good standing may become an officer of the PTO.

### **Section 4: DUTIES—**

PTO Board – Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$100.00.

President—Preside at General PTO meetings and Board meetings, serve as the official representative of the PTO, 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.

Recording Secretary – Record and distribute minutes of all PTO meetings, prepare agendas for PTO meetings, hold historical records for the PTO.

Communications Secretary—Manage communications and marketing for the PTO including, but not limited to, PTO newsletters, email broadcasts, bulletin boards, etc.

Fundraising Committee Chair – Works collaboratively with school to oversee and assist with all fundraising throughout the school year, such as box tops for education, etc.

**Section 5: MEETINGS** – The PTO will meet a minimum of six times throughout the school year.

- 1) A quorum for general business meetings will be established as 6 or more members. All majority votes shall be deemed as action of the entire body.
- 2) An annual meeting shall be held to include outgoing officers with newly elected officers prior to June 1 of each year. The agenda for the meeting shall include a review of bylaws, procedures, responsibilities of officers, etc., to ensure a smooth transition of duties.

**Section 6: REMOVAL** – An officer can be removed from office for failure to fulfill her/his duties, after reasonable notice, by a majority vote of the Board.

**Section 7: VACANCY** – If a vacancy occurs on the Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer’s term.

## **Article IV – FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** – The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

**Section 2: BANKING** – All funds shall be kept in a school account in the name of Pine View Elementary School PTO.

#### **Article V – BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds approval of all members present and voting is required to adopt an amendment to the Bylaws.

#### **Article VI – DISSOLUTION**

In the event of dissolution of the PTO, any funds remaining shall be donated to Pine View Elementary School.

These bylaws were adopted on October 4, 2012.  
Amendments adopted on November 13, 2014.