

BYLAWS
Of

Laurel Oak Elementary PTO

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be Laurel Oak Elementary PTO. The PTO is located at 7800 Immokalee Rd. Naples, FL 34119.

Section 2: DESCRIPTION – The PTO is a non-profit organization that exists for charitable, educational, and 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 purpose of the PTO is to enhance and support the educational experience at Laurel Oak Elementary School, to develop a closer connection between school and home by encouraging parental involvement, and to improve and support the learning environment at Laurel Oak Elementary through volunteer and financial support.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of Laurel Oak Elementary students, plus all staff at Laurel Oak Elementary. There are no membership dues. Members have voting privileges, one vote per household.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD– The Executive Board shall consist of the following officers: President, 1st Vice President, 2nd Vice President, 3rd Vice President, Communications Secretary and Treasurer. 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 two years, 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 –

Executive 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 \$200.00.

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

1st Vice President – Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President. Key focus areas will be on Fundraising, School Pictures and Yearbooks.

2nd Vice President – Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President or 1st Vice President. Key focus areas will be on Fundraising and Hospitality.

3rd Vice President – Oversee and advise on all school-wide volunteer needs as it relates to the PTO; support and liaison with after-school activities that are PTO driven/sponsored and back up the

communications secretary position as needed.
Communications Secretary – Manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc. 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.
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.

TERM LIMITS: For the Roles above, there is a 2-year term limit. The officer will train their replacement in the 2nd year and support the PTO the year following as needed. They may take on another officer role or shadow the new officer for a period of time.

Staff Liaison --

Section 5: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

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

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

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 twice during the school year or at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – Five (5) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE V – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of Laurel Oak Elementary PTO, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 3: ENDING BALANCE - The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 4: CONTRACTS - Contract signing authority is limited to the Principal of Laurel Oak Elementary.

Section 5: FUNDING APPROVAL – The board may approve funding for various projects by email or text as long as the funding approval is reflected in the following month’s agenda and minutes.

ARTICLE VI – 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. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII - DISSOLUTION

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

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

AMMENDMENTS

ARTICLE III – OFFICERS – NEW

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: President, 1st Vice President, 2nd Vice President, 3rd Vice President, Teacher Representative(s),

Communications Secretary and Treasurer. Officer positions can be shared. The School Principal, or his/her designee*, is a voting member of the Executive Board.

*The designee is a member of the staff or administration but cannot vote on behalf of the School Principal.

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

*The President and Treasurer may elect to hold office for up to 1 year post their term limit to help in transition of new roles. It is understood that they will work to transition this work during their final year. The transition should begin by February of that school year. The last date of their position will be that of the last board meeting of the school year. That meeting will be the first day of the new Board member. During the transition time, the new officers in those positions will not be considered as holding office. Their term will begin immediately following the stepping down of the other officers.

Section 4: DUTIES –

Executive Board – Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO and establish fundraising programs.

President – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO. Lead on Fall and Winter

Fundraising Committees and support Volunteering on all endeavors. This role creates strategy, communication channels and is the key contact for all PTO programs.

1st Vice President – Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President. Key focus areas will be on School Pictures and Yearbooks and Room Parent Coordination.

2nd Vice President – Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President or 1st Vice President. Key focus areas will be on Fundraising and Hospitality.

3rd Vice President – Oversee and advise on all school-wide volunteer needs as it relates to the PTO; support and liaison with after-school activities that are PTO driven/sponsored and back up the communications secretary position as needed. Supports the school spirit program.

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

TERM LIMITS: For the Roles above, there is a 2-year term limit. The officer will train their replacement in the 2nd year and support the PTO the year following as needed. They may take on another officer role or shadow the new officer for a period of time. Remove verbiage as it is repeated in Section 2.

Staff Liaison - Teacher representatives serving the Parent and Teacher Community. This role can be shared.

ARTICLE V – FINANCIAL POLICIES

Section 2: BANKING - All funds shall be kept in a checking account in the name of Laurel Oak Elementary PTO, requiring two signatures of the Executive Board (Treasurer and President) and held at a local financial institution.

Signatures Required: President and Treasurer signatures are required on all checks over \$250

Spending Approvals Required: All spending of PTO Funds require the following approvals

- PTO Administrative Needs: Must be approved by Treasurer and President Only under the amount of \$300.00. Any amount over that limit requires full PTO Board approval (minimum of 5 votes). All spending will require proper documentation per the discretion of the Treasurer. Email approvals are acceptable from the board in lieu of gaining approval at the board meeting.

- LOE Staff Requests: Must be approved by full PTO Board (minimum of 5 votes). All requests require sign-off document by Principal of school plus documentation of items requested for funding. Email approvals are acceptable from the board in lieu of gaining approval at the board meeting.

Banking Access: President and Treasurer will both have access to all financial matters which includes but not limited to: financial institution where banking occurs, accounting mechanisms, full financial reporting access, signing authority and information regarding financial health matters at all points in time.

Section 3: ENDING BALANCE - The organization shall leave a minimum of \$10,000.00 in the treasury at the end of each fiscal year.