

Bashaw Parent Teacher Organization By-Laws For William H. Bashaw Elementary School

Article I: Name

The name of the organization shall be Bashaw Parent Teacher Organization (herein referred to as the **Bashaw PTO**). The location of this organization shall be Bashaw Elementary School, 3515 Morgan Johnson Rd, Bradenton, Florida, 34208.

Article II: Purpose

- The relationships within the Bashaw Community, which includes students, teachers, staff, parents, and community members, are a vital influence on the success of our children's futures. Therefore, our purpose is to foster a sense of support, pride, and enthusiasm. Through fund-raising and family activities, we will promote positive school and community relationships that enhance our children's educational environment.
- Bashaw PTO is an organization that is a separate entity from Bashaw Elementary School and operates to support the students, teachers, and staff within the school.

Article III: Policies

- Policies shall be developed through meetings, conferences and committees based on approval by the PTO membership
- Policies shall not direct or control the administrative activities of the school.
- The Organization shall cooperate with School Administration.
- The Organization shall not endorse any candidate or local issue.
- The Organization shall sponsor programs and directly fund projects or items which benefit the educational progress or improve the educational environment of the school.
- The Organization shall sponsor fund-raising projects and utilize the monies raised to further the objectives of the Organization.
- The Organization shall be non-commercial, non-sectarian, non-partisan and non-profit.
- The fiscal year of the organization shall run concurrently with the academic school calendar.

Article IV: Membership, Role, and Voting

Section 1: Eligibility

- All parents/guardians of Bashaw Elementary students are members of the Bashaw PTO.

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- Administrators, teachers and staff at Bashaw Elementary are also members.
- Interested adult community members or patrons may join the Bashaw PTO.
- Membership is open to all without regard to race, color, creed, national origin, or economic status.

Section 2: Role at Regular Meetings

- Any general member is welcome to attend and provide input to the PTO Board.

Section 3: Voting

- Each member will have one vote.

Article V: Meetings

- Shall take place monthly or as designated by the President.
- Shall use Roberts Rules of Order for conducting a productive and organized meeting.
- Must have a minimum of 2 PTO officers and 5 voting members present to conduct business Bashaw PTO meetings.
- The Secretary shall record all minutes of all meetings of the membership.
- The adoption and funding of a project or fundraiser shall require the majority vote of the members present and voting at the meeting. Notice of any project or fundraiser that exceeds \$250 in expenditures must be presented prior to the meeting when they will be voted.
- The PTO Board will determine disposition of funds for projects or fundraisers less than \$250 during the school year and \$1000 during summer months (June-August). Full unanimous approval of all PTO Board members is required. Any expenditures will be presented at the next PTO meeting. Financial obligations will not be made without sufficient funds to cover commitments.

Article VI: Officers and Responsibilities

Section 1: PTO Board

- Shall consist of the President, Vice President, Recording Secretary, Secretary Communications, and Treasurer.
- This team shall also be called the Bashaw PTO Board and shall consist solely of the officer positions listed above.
- Shall be elected for a one-year term beginning on the last day of the current school year through the last day of the following year.

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- Shall have a maximum term of any Executive Office for three (3) consecutive terms. Any retiring three-year-term Executive Officer may be nominated again after a one-year hiatus.
- Shall have the authority to enter into contracts, agreements or obligations for the purchase of materials or services on behalf of the Bashaw PTO, but only within the approved activities and budget.
- Non-elected positions are the Administrative Representative (typically the Principal or Assistant Principal).
- The Bashaw PTO Board has the authority to reassign responsibilities as required.
- At the end of the school year, prior to school ending for the students. Both Presidents (outgoing and incoming) shall meet in person to transfer the Board and its operations. The schools Principals and other board members are also encouraged to attend.

Section 2: Officers and their Duties

President

- Shall schedule and preside over all meetings, coordinate and oversee all work of the PTO.
- Shall perform other duties as prescribed in these bylaws as or assigned by the Bashaw PTO Board.
- Shall delegate responsibilities and offer assistance where needed to all members.
- Member ex-officio of all committees except the nominating committee.
- Shall coordinate the calendar for the Bashaw PTO.
- Shall be one of the Officers to sign the checks of the Bashaw PTO and serve as authorized signatory of all PTO accounts.
- Shall submit PTO report for the monthly Bashaw Bulletin by the 15th of the month.
- Shall have access to all Bashaw accounts and passwords and be able to make updates as necessary.

Vice President

- Attend majority of PTO meetings.
- Shall perform any responsibility or duties designated by the President.
- Shall represent the President in his/her absence or upon request. If temporarily representing the President, the Vice President must report immediately to the President any new business.
- Shall assume the President's responsibilities in the event of his/her resignation.

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- Serve as authorized signatory of all PTO Accounts, deposit and handle PTO funds.

Recording Secretary

- Attend majority of PTO meetings.
- Keep an accurate record of all Bashaw PTO meetings.
- Present the minutes of the previous Bashaw PTO meeting at each monthly meeting.
- Post meeting minutes on Bashaw PTO bulletin board within 10 days after monthly meeting.
- Prepare agenda for the Bashaw PTO monthly meetings as directed by the President.
- Shall have a copy of the current bylaws at all meetings as well as make the necessary changes following meetings where amendments are made.
- Shall assist the President in writing any donation letters and thank you letters to volunteers and businesses.
- Serve as authorized signatory of all PTO Accounts, deposit and handle PTO funds

Secretary Communications

- Attend majority of PTO meetings.
- Handles email blasts, assist with monthly Bashaw Bulletin, social media, text messaging, marquee requests, request to school's website, school news requests, and flyer coordination. Will work with PTO Board and Chairpersons to effectively communicate the PTO's activities and updates.
- Serve as authorized signatory of all PTO Accounts, deposit and handle PTO funds

Treasurer

- Attend majority of PTO meetings
- Shall have custody of the financial records. The checkbook will be located in the schools safe along with all paperwork needed to write checks or make deposits.
- Shall maintain current records and shall submit monthly financial reports to the Membership.
- Shall collect any and all money during fundraising events and keep track of all sales for the Membership. If the treasurer is unavailable , any board member is authorized to complete this process, then give all documentation to the Treasurer for completion
- Shall secure by a majority vote of the membership approval of all non-budgeted expenditures over \$250 during the school year (September-May).
- Shall secure by unanimous vote of PTO Board approval of all non-budgeted expenditures up to \$1000 during the summer months (June-August).

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- Shall be one of the Officers authorized to sign checks of the Bashaw PTO and do any banking deposits.
- Shall ensure that any and all money of the Bashaw PTO is deposited into the account within 10 business days of receipt. If the treasurer is unavailable , any board member is authorized to complete this process, then give all documentation to the Treasurer for completion.
- Shall give a financial report at each Bashaw PTO meeting and make available a copy of the report to all members.
- Shall prepare a budget with assistance of the President and Budget Committee prior to the final Membership meeting in May. The Budget is presented to the membership for approval at the meeting in May.
- Prepare a full financial report at the end of the school year to be reviewed by an independent auditor.
- Shall be considered the Responsible Party on file with the IRS for the purpose of keeping our EIN (Employer Identification Number). This requires providing their Social Security Number to the IRS.
- Shall prepare Manatee County Funding documents for all fundraising activities. The requests for funding are submitted at the beginning of the school year and the fundraiser results are submitted before the end of the school year.
- Serve as authorized signatory of all PTO Accounts, deposit and handle PTO funds.

Section 3: Shared Officer Duties

- Perform duties as outlined above, as well as any other duties prescribed in the bylaws and such duties that may be delegated to him/her.
- Attend planning meetings prior to the start of the school year.
- Finalize Calendar of Events including fundraisers and family fun events.
- Build PTO Information Packets and distribute at the beginning of the school year.
- The Parent PTO Packet should minimally consist of PTO Welcome Letter describing PTO purpose, calendar of events, updated Volunteer form, and list of officers with contact information.
- The Teacher PTO Packet should minimally consist of a list of officers with contact information, summary of last year's projects, calendar of events, PTO Reimbursement Request form.
- Plan preliminary budget for upcoming year. This is presented at the last PTO meeting of the year for approval by the PTO membership.
- Deliver official materials to their successors at the close of their service of office.

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Article VII: Elections

Section 1: Nominations

- The term of each officer shall be one year. A person may be elected to the same or other office for more than one term but not to exceed three terms.
- The Board or Nominating Committee shall prepare a list of recommended eligible candidates for each office becoming vacant.
- Nominations of Executive Officers and chairperson shall take place during the month of March in a PTO meeting or through collection of nomination forms followed by the posting of nominees on the PTO bulletin board at the school and online for public review before elections

Section 2: Elections

- All members of the Bashaw PTO shall be eligible to participate in the election.
- Elections shall be held during the month of April.
- A winning office must be obtained by majority vote of voting members in attendance at the April Meeting.
- Incoming Officers shall take office on the final day of the current school year.
- Should an officer resign during their term, the resignation must be in writing and handed to the President. The resigning officer must give at least two weeks notice before leaving office to ensure that a notice of the vacant position is sent home to all members. Vacancies may be filled by any person approved by the PTO President and Principal.
- Should the President resign, the Vice President shall assume the responsibilities of the Bashaw PTO in the interim until the next monthly meeting where nominations and voting for the position will take place.

Article VIII: Committees and Chairperson Duties

Section 1: Committees

- Committees shall be organized by the PTO Board based on volunteers from the General Membership to promote the objective and interests of the organization.
- In addition to the Committees, the President may deem it necessary to establish Special Committees in order to further the policies of the Bashaw PTO.

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- Whenever possible, any and all money collected as a result of any committee activities shall be counted by a member of the committee and a PTO Board Member. Both individuals should then complete and sign a PTO Money Tally Sheet to verify the count. The PTO Money Tally Sheet and the money should then be placed in a sealed envelope that is initialed by the member and clearly displays the current date and amount collected. The envelope should then be turned over to the Treasurer or President.

Section 2: Chairperson and Duties

- The Chairperson of the committee shall submit an event plan to the PTO Board and keep them informed of the activities of his/her committee.
- Each Chairperson shall work within the approved budget and may request additional funds as needed for specific projects. Requests for budget increases will be subject to PTO Board and/or Membership vote depending on the dollar amount.
- The Chairperson is responsible for maintaining a folder of all activities and an event/year-end summary to be passed on to the PTO Board.
- The chairperson should be available to attend the PTO meeting with any updates on activities.
- The chairperson of a committee is responsible for recruiting members for the committee.

Fundraiser Chairperson

- Will work with PTO Board to understand planned fund raiser activities and opportunities to include others.
- Research potential fundraising ideas and present at PTO meetings
- Coordinate Family Fun Events such as Skate Night, Chick-Fil-A and any other family fun event.
- Help recruit volunteers and chairpersons for Fall Fundraiser, Spring Fundraiser and other fundraising activities.

Pride Network Coordinator (previously known as Volunteer Chairperson)

- Organize and recruit Pride Network Room Representatives, coordinate communication between administration, PTO, and Pride Network Representatives.

Hospitality Chairperson

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- Arrange snacks and beverages at various PTO meetings.
- Coordinate and arrange meals during Conference Nights (2).
- Coordinate, purchase and distribute hospitality items for staff birthdays.

Pride Network Representative (previously known as Grade Level/Classroom Representatives)

- Communicate and stay connected with the parents/guardians of all students in your classroom via email or phone.
- Organize the support for PTO Events and Initiatives within your class students and parents.
- Organize support for Teacher needs as determined by Teacher, with the other class parents.

Webmaster Chairperson

- Maintains the website under the direction of the PTO Board; maintains the information presented on the website such as upcoming events, staff information, and PTO documents.

Section 3: Special Committees

- Activities of the Special Committees must have prior PTO Board approval.
- All Chairpersons of the Special Committee shall submit to the PTO Board a summary report of their Special Committee one month upon completing their assigned activities or by end of the school year, whichever comes first.
- Each Chairperson shall work within the approved budget and may request additional funds as needed for specific projects. Requests for budget increases will be subject to PTO Board and/or Membership vote depending on the dollar amount.

Article IX: Finances and Bank Accounts

- Monetary payments or gifts shall not be made to the PTO Board, Committee Chairpersons, Committee Members or any other member of the Bashaw PTO for their volunteer support.
- There shall be no commingling of the Bashaw PTO funds with the personal, professional, or business accounts of any individual, group, or business.
- As designated in the objectives of this organization, net proceeds from any activity or project is intended to enhance the education and/or educational environment of all of the students of Bashaw Elementary School.

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- ❑ Funds will be distributed with the advisement and consent of the members of the Bashaw PTO. Such consent will consist of the approval by the majority of members in attendance at a PTO monthly meeting where a request for distribution of funds exceeds \$250. The PTO Board can designate funds for requests less than \$250 during school year and up to \$1000 during summer months (June-August). For any PTO Board approved expenditure, it requires unanimous approval of entire PTO Board.
- ❑ Summertime spending on uniforms must not exceed \$2500.
- ❑ The financial institution used by the Bashaw PTO shall be any Federal or State chartered bank or credit union approved by the PTO Board.
- ❑ Authorized signatures of the account shall be the President, Vice President, Secretary's, and Treasurer. Any of these individuals are authorized to write checks, make deposits, and withdraw funds on behalf of the PTO. All supporting paperwork must be filled out.(Authorization to spend form, Authorization to make a deposit Form, Reconciliation Form). In the event of Immediate Family or in Household board members signatures are on any documents together, the Principal or Vice Principal signature is required on the above forms.
- ❑ Personal information, including social security numbers, must be updated by the PTO Board members and be provided to the financial institution at the beginning of either's officers term.
- ❑ The Treasurer is responsible for ensuring that any and all money of the Bashaw PTO is deposited into the account within 10 business days of receipt.
- ❑ Authorized signatures of the account shall be the President, Vice President, Secretary's, and Treasurer. Any of these individuals are authorized to write checks, make deposits, and withdraw funds on behalf of the PTO. All supporting paperwork must be filled out.(Authorization to spend form, Authorization to make a deposit form, Reconciliation Form). In the event of Immediate Family or in Household board members signatures are on any documents together, the Principal or Vice Principal signature is required on the above forms.
- ❑ A copy of receipts with supporting forms shall be given to the Treasurer and another copy of the same placed in the 3 ring binder associated with the check book at the school. If the treasurer is unavailable , any board member is authorized to complete this process, then give all documentation to the Treasurer for completion.
- ❑ A proposed budget for the upcoming year shall be presented at the last meeting for the fiscal year, prior to the start of the new fiscal year.

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- At a minimum, the budget shall include the current balance as of the date of the meeting, expected and reasonable expenditures through the remainder of the school year, estimates for fundraising based on past fundraising, and a listing of recommended discretionary expenditures for the next fiscal year.
- The Bashaw PTO Membership must vote to accept the budget at the last meeting of the fiscal year. A majority vote is required for approval of the budget.
- The Bashaw PTO account shall have an ending balance of no more than \$3,000.00 at the end of the current fiscal year in order to be able to make any purchases necessary for the upcoming year. Any excess funds will be transferred to the Savings Account.
- The use of PayPal will be at the discretion of the PTO president. All payments will be processed with the (Authorization to spend form) prior to payments being made.

Article X: Property and Supplies

- All property, equipment and supplies of the Bashaw PTO should be kept on school property. Property, equipment, and supplies can be removed from school property with consent from a PTO Officer.
- All money left at school for the treasurer must be placed in the school safe until the treasurer can retrieve the funds.
- All Bashaw PTO equipment is to be used solely for school events, on school property or field trips. Equipment is not to be removed from school property without prior consent from an Officer.
- Bashaw PTO equipment is to be used only for school events and not personal use.
- Any items, prizes, candy, food, etc. remaining after any PTO event will be the property of Bashaw PTO. Remaining perishable items may be disbursed by present volunteers, as deemed appropriate. The PTO Board will decide how any remaining non-perishable, tangible items will be dispersed after each event.

Article XI: Amendments

- An amendment is any change, addition or subtraction to the wording of any section or subsection of the Bashaw PTO Bylaws.
- Any Bashaw PTO member is eligible to submit a proposed amendment to the Bylaws.

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- Copies of the Bylaws will be made available at the first PTO meeting of the school year in September.
- Proposed amendments must be submitted in writing to a member of the PTO Board at least 10 days prior to the next PTO meeting.
- The PTO Board shall bring these proposals to the meeting following the written submission. Members shall be provided a copy of the Bylaws and the proposed amendments at this meeting. A full reading of the proposed amendments shall occur and discussion of the proposed amendments is encouraged before a vote is taken.
- Should a proposed amendment be contested, a second special meeting shall be called for discussion and final vote.
- The vote for the proposed change must be taken with a show of hands. All voting members in attendance, including the PTO Board may vote for this change. The proposed amendment will be passed and accepted if a majority of those eligible and present vote for the approval of the amendment.

Article XII: Dissolution

Should the Bashaw PTO be dissolved for any reason, the following shall dictate how the remaining assets should be distributed:

- The Bashaw PTO shall be dissolved only following a majority vote of the members present at a meeting called and publicized for the purpose of dissolution.
- Treasurer shall be responsible for ensuring all outstanding debts are paid off and adequate time to clear has passed.
- The Treasurer shall present an inventory of all remaining assets to the PTO Board.
- Upon winding up and dissolution of the Bashaw PTO, after paying the debts, the remaining assets shall be donated to the Bashaw Elementary School activity fund account or a charitable organization to be named at the time of the dissolution meeting.

Bylaws approved by vote of PTO Membership during the November 2015 PTO Meeting.