

Bushnell Elementary School

218 West Flannery Avenue, Bushnell, FL 33513

The Charter (By-Laws) for the Parent-Teacher-Organization (PTO) of Bushnell Elementary School

2022-2023

Article I – Name

The name of the organization shall be the Bushnell Elementary School (hereafter known as BES) Parent-Teacher Organization (hereafter referred to as a PTO).

Article II- Mission

Section 1. To promote a continuous and effective dialogue between parents/guardians, teachers, and administrators.

Section 2. To suggest additions and/or deletions to current school programs.

Section 3. To provide guidance to teachers and administrators as needed.

Section 4. To provide material, services and /or activities for the students, with teacher and administrator approval, this will add to academic, physical, or social growth.

Section 5. To assist in program modification or evaluations for the Sumter County School Board or BES, when requested to do so.

Section 6. To perform any other lawful purpose, when authorized by the BES PTO.

Article III – Purpose

The PTO is organized for supporting the education of children at Bushnell Elementary School by fostering relationships among the school, parents, and teachers.

Article IV – Membership and Dues

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any staff employed at the school may be a member and have voting rights. Each member has ONE vote.

Section 2. Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights. Exceptions to this section are the 1st PTO meeting of the school year and any new student that registers through the school year.

Section 3. Membership dues of **\$5.00**, per member, will be assessed annually.

Article V – Officers and Elections

Section 1. Officers.

The officers shall be a president, vice president, secretary, and treasurer. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization.

a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee the committees of this organization.

c. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

Section 2. Eligibility.

Members are eligible for office if they are members in good standing at least 14 calendar days before the nomination committee presents its slate.

Section 3. Nominations and Elections.

Elections will be held at the second to last meeting of the school year. The nominating committee shall announce the candidates for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Following this meeting, the nominating committee will prepare, and distribute the ballots to each member considered in good standing. Collection of ballots, and election counts will be completed by this committee.

Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 4. Vacancies.

If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting. Must be present at the meeting to vote.

Article VI – Meetings

Section 1. Regular Meetings.

The regular meeting of the organization shall a minimum of once a month, to be determined by the executive board.

Section 2. Notification of Meetings.

The secretary will notify the members of the meetings via email at least one week prior to the meeting.

- a. Paper notice sent home with student
- b. Social Media Notices
 - a. Facebook Event creation and post reminders
- c. Email reminder to members
- d. School call backs as applicable

Article VII – Committees

Section 1. Membership. Committees may consist of general members and board members, with each board member acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization: Fundraising, Membership, Communications, and Family Events

Section 3. Additional Committees. The board may appoint additional committees as needed.

Article VIII – Finances

Section 1. A tentative budget shall be drafted in the summer for the following school year, and approved at a fall meeting by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be any elected Board Members.

Section 5. The president shall prepare a financial statement at the end of the year, to be reviewed at the year-end meeting.

Section 6. The fiscal year shall coordinate with the school year.

Section 7. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the students.

Article IX – 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.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII – Amendments

These bylaws may be amended at any regular meeting, providing that previous notice was given in writing, at least one (1) week prior, at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by social media post, email, and/or hard copy. Amendments will be approved by a two-thirds vote of those present.

Article XIII – Charter (By-Laws)

No suspension of the Charter (By-Laws) will be considered under any circumstances.