

Palma Elementary Bylaws

Article I – Name

The name of the organization shall be the Palma Sola Elementary PTO, Inc.

Article II – Purpose

The corporation is organized for the purpose of supporting the education of children at Palma Sola Elementary by fostering relationships among the school, parents, and teachers.

Article III – Membership

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

Article IV – 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 and vice 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. The secretary also keeps a copy

of the minutes book, bylaws, rules and any other necessary supplies, and brings them to meetings.

- d. **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 before the nominating committee presents its slate.

Section 3. Nominations and Elections. Elections will be held at the second to last meeting of the school year. Nominations are to be made from the floor at the meeting held month prior to voting. 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. Terms of Office. Officers are elected for one year and may serve consecutive terms in the same office.

Section 5. Removal From Office. Officers can be removed from office with or without cause by a two thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Section 6. 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. President may fill any board vacancy if unable to fill.

Article V – Meetings

Section 1. Regular Meetings. Shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and phone calls.

Section 3. Annual Meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

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

Section 4. Quorum. The quorum shall be 10 members of the organization.

Section 5. Notification of Meetings. Will be publish on Social media platforms affiliated with the school.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, principal and or vice principal.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall consist of 4 meetings per calendar year. on the same day and at the same time each month, to be determined by the executive board. Special meetings may be called by any two board members, with 24 hours notice.

Article VII – Committees

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

Section 2. Committees. The board may appoint committees as needed.

Article VIII – Finances

Section 1. A tentative budget shall be drafted in spring 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. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the executive board or by an appointed audit committee.

Section 5. The fiscal year shall coordinate with the school year.

Section 6. 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 school.

Article IX – 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 X – Dissolution

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

Article XI – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, email, hard copy, or fax. Amendments will be approved by a two thirds vote of those present, assuming a quorum.

