

**Palm Pointe Educational Research  
School @ Tradition**

**Parent / Teacher Organization By-Laws**

**Adopted: October, 2009  
Revised: March, 2015**

**BY-LAWS OF THE PARENT / TEACHER ORGANIZATION**  
**FOR PALM POINTE EDUCATIONAL RESEARCH**  
**SCHOOL @ TRADITION**

**ARTICLE I**            **NAME**

The name of this organization shall be “The Parent / Teacher Organization of the Palm Pointe Educational Research School @ Tradition”. It is commonly known and will be referred to as “Palm Pointe PTO” (PP PTO). PTO is able to provide this support by the way of various fundraisers throughout the school year.

What PTO is not – PTO does not make, nor enforce, school policy, rules, regulations, curriculum, etc. PTO is **not** a charitable organization.

**ARTICLE II**            **OBJECTIVES**

The Parent Teacher Organization (PTO) is dedicated to promoting the educational growth and welfare of **all** the students of Palm Pointe Educational Research School @ Tradition (PPE). The organization facilitates collaboration among parents, teachers, staff and the community at large to provide quality education for **all** students in a non-partisan manner.

**ARTICLE III**            **MEMBERSHIP**

Palm Pointe PTO shall be open, without discrimination, to anyone who believes in and supports the above-mentioned OBJECTIVES, which would include the following:

- Parents/Guardians of children engaged in learning at Palm Pointe
- Teachers practicing their profession at Palm Pointe
- Administrative personnel of Palm Pointe, St. Lucie County School Board Members and FAU personnel.
- Community members involved with Palm Pointe including but not limited to SAC members.
- All members either Board or General cannot use this organization for personal gain.

**ARTICLE IV**            **OFFICERS**

- The Elected Officers of this organization shall be President, Vice-President, Secretary, Treasurer, and Culinary Events Coordinator.
- Teacher/PTO Liaisons are appointed positions by administration and are co-chaired.
- All terms of office shall be for one school year running from May to June.
- Officers can only be re-elected to the same office for 4 consecutive terms, unless unopposed.
- Should an officer be unable to complete her/his commitment to an office, she/he must state their leaving/resignation of the position at the next scheduled Board Meeting or in letter/email form, if possible.

- In case of a vacancy in the office of the President, the Vice President shall automatically become President and hold office for the balance of the term. The Vice-President position shall be filled by majority vote of candidates, nominated by the remaining Board and Assistant Principal. Nominations and majority vote of the Board will fill all other vacancies.
- In the event of a vacancy in one of the coordinator positions, that position shall be filled by a nomination and election at the next general PTO meeting. The vacated position will be filled within 30 days of vacancy.
- Any Board member not adhering to the code of conduct published by the SLCSB will be subject to disciplinary action, which could result in termination determined by the PP PTO and Assistant Principal.
- The President/Vice-President must be notified in advance of board member absenteeism. Two missed scheduled meetings without approval will result in the officer being placed on probation. The third missed meeting will be considered the officer's resignation. (Both scheduled Board and General meetings are counted in these missed meetings.)

## **ARTICLE V            ELECTION OF OFFICERS**

Nominations for Officers will be held during the General April meeting. Elections for Officers will be held during the May General meeting. Parents/Guardians will be notified via the April Orbiter regarding nominations and the May Orbiter regarding elections. Only those persons present at the May meeting will be eligible to vote. The outgoing officers will finish their commitment through to the end of the school year. The newly elected Officers and the outgoing Officers will hold a Board Meeting before the end of the school year where all information will be passed over to the newly elected Officers. To be nominated and elected to a board position, the nominees must have been a previously elected PTO Board member, volunteered at a minimum of three PTO sponsored events/functions, or have been an active member of the PP's SAC Committee.

## **ARTICLE VI            DUTIES OF EACH OFFICE**

The **President** shall preside and direct all PTO Board Meetings and General meetings.

- Give guidance to the other Offices and to the Committee Chairpersons.
- Oversee all PP PTO functions and events.
- Contact the Secretary regarding correspondences, agenda etc.
- Approve all items before copied and distributed.
- Sign reimbursement requests if Treasurer is unavailable.
- Prepare the PTO Blast Off when the need arises.
- Read the Financial Report during meeting, in the absence of the Treasurer.

The **Vice-President** shall render all possible assistance to the President.

- Assume the office of the President in the absence of the President and report back all new business to the President.
- Assume the position of President, if the President is unable to continue to serve.
- Record/report minutes of the meetings in the absence of the Secretary.
- Present new fundraising ideas and oversee all fundraisers.
- Complete all PP PTO Connect-Ed calls.

The **Secretary** shall keep an accurate record of all PP PTO Board and General Meetings.

- Type, copy, distribute and maintain originals of all correspondence as directed by the President.
- Obtain approval from the President on all PP PTO correspondence, including meeting agendas.
- Provide meeting agendas and sign in sheets for each meeting.
- Submit PP PTO information to the President by the 14<sup>th</sup> of the month for the “Orbiter” submission. (President to submit to Assistant Principal for final approval.)
- Have an official copy of the organizations By-Laws.
- Maintain an accurate list of school approved volunteers.
- Contact and schedule volunteers as needed.

The **Treasurer** shall keep an accurate record of receipts and expenditures.

- Present a statement of all income and expenditures at each meeting.
- Sign reimbursement requests if the President is not available.
- Follow up with the School Bookkeeper that all requests have been paid timely and all deposits have been made timely and accurately.

The **Culinary Events Coordinator** shall present, plan and supply meals for the staff and faculty during specific events.

- May form special subcommittees for each of the events.
- Assume the duties of the Special Events Coordinator, if the Special Events Coordinator is unavailable.

The role of the **Teacher/PTO Liaison** is to communicate concerns, needs, and wants, as well as strengths of faculty members to the PTO Board members. This communication will be a direct link to faculty and staff members. In turn, the PTO Board members will share the vision and mission of the Parent Teacher Organization with the Liaison to have it shared with school stakeholders. This two-way communication will lend voice to the mission and beliefs of the school organization.

All Officers shall deliver to their successors all official materials at the close of their service in office.

## **ARTICLE VII      GENERAL MEMBERSHIP MEETINGS**

PTO General Meetings will be the first Wednesday morning of the month. All meetings will be held on the Palm Pointe campus. Meetings will not be held when school is not in session. The General Meeting is open to anyone who is dedicated to promoting the educational growth and welfare of our students of Palm Pointe.

Anyone having a vested interest in any vote must abstain and excuse him/herself from the vote. This would include teachers voting on things for their grade level or individual classroom. This would also include parents voting on things that pertain to their child(rens) grade level or classroom.

- All items brought into discussion at all PTO meetings must require a motion, a second and a majority of votes of the members in attendance to pass.

## **ARTICLE VIII      BOARD MEETINGS**

PTO Board meeting will be attended by all elected PTO Officers and the School Liaisons determined by the School's Administration. The Liaisons would typically be one teacher, and one (1) of the two (2) Assistant Principals.

- The Board meetings are to cover all necessary business for the month.
- The Board will meet on the first Wednesday morning of each month directly following the General Meeting. At least 5 members must be in attendance for any vote to be passed.
- No decisions can be made outside of a meeting without a meeting called to order and majority vote taken.
- The PTO President, if needed, with 5 members in attendance can call emergency meetings at any time.

## **ARTICLE IX      FINANCES**

### **Monetary Requests**

- Will be submitted to the PP PTO Board for review and then submission to the Principal for their approval. Once approved, the request will then be forwarded to the Board to be placed on the agenda for the next scheduled Board meeting.
- Field Trip requests should not be brought to the PTO until **all** other funding sources have been exhausted. There will be a **limited** amount of funding available per grade group.

### **Monetary Reimbursements**

Any and all monetary reimbursement will be limited to Board members and Administration. The PTO will follow the reimbursement procedure handed down by the SLCSB to the Palm Pointe Bookkeeper.

In June of the current school year, the president and the treasurer must set up a proposed budget for the following school year to be voted upon by the current board. Once this has been accepted by a majority vote, it is no longer necessary to vote on the approved items and amounts in that budget if funds are available.

The PTO Board, using PTO funds, as representatives of the entire PTO will donate no more than \$100 to a research or educational facility as a memorial contribution in the name of a deceased PP student, staff, or faculty member. If the family has not designated a research or educational facility, then a contribution would be made to the Guidance Discretionary fund.

#### **ARTICLE X            PARLIAMENTARY AUTHORITY**

The Rules contained in the Robert's Rule of Order Handbook shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws.

#### **ARTICLE XI            BY-LAWS AMENDMENTS**

These By-Laws may only be amended at a Board Meeting of this organization on a month following the request for an amendment. An amendment requires a two-thirds (2/3) majority of members present to enact.

#### **ARTICLE XII            DISSOLUTION**

In the event of the dissolution of this organization, all monies accumulated will go to the school to be used for educational purposes under the authority of the Principal and/or Assistant Principals.

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