

**BYLAWS**

**ODESSA ELEMENTARY SCHOOL PTO**

**ARTICLE I – Odessa Elementary School Parent Teacher Organization**

**Section 1:** ODESSA ELEMENTARY SCHOOL PTO – The name of the organization shall be Odessa Elementary School Parent Teacher Organization (PTO). The PTO is located 12810 Interlaken Rd. New Port Richey, FL 34655

**Section 2: DESCRIPTION**—The PTO is a non-profit organization that exists for charitable and educational 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 Odessa Elementary by:

(a) Developing a closer connection between school and home by encouraging parent involvement, to improve the environment at Odessa Elementary School through volunteer and financial support.

(b) Participating in various fundraising events to provide supplemental funding for the school and its classrooms.

(c) Being a volunteer support group.

(d) Providing educational enrichment and motivation to children and their families.

(e) Promoting and communicating the ideas, programs, purposes, and philosophies of Odessa Elementary.

(f) Promoting community and family involvement.

**ARTICLE II – Membership –** Membership shall be automatically granted to all parents and guardians of Odessa Elementary students, plus all staff at Odessa Elementary, who complete the membership application and pay yearly dues. Members have voting privileges, one vote per household**.**

**ARTICLE III – Officers / Board Members**

**Section 1: EXECUTIVE BOARD –** The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, Membership Coordinator, Teacher Representative, School Principal. Officer positions may not be shared, The School Principal, or his /her designee, is a voting member of the Executive Board.

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**Section 2: TERM OF OFFICE –** The Term of office for all officers is two years. The term year is defined as the school year beginning on July 1st and ending on June 30th.

**Section 3: QUALIFICATIONS -** Any PTO member in good standing with a student who will be enrolled for the school year of their terms may become an officer of the PTO.

The President must have served on the executive board for at least one year and be a member in good standing with a student who will be enrolled for the school year of their term.

**Section 4: DUTIES / RESPONSIBILITIES**

**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 $100.00.

**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.

**VICE PRESIDENT:** Oversee the committee system of the PTO, assist the President, and chair meetings in the absence of the President.

**SECRETARY:** Record and distribute minutes of all Executive Board meetings and all general PTO meetings, prepare agendas for official PTO meetings, and hold historical records for the PTO.

**TREASURER:** Serve as custodian of the PTO’s finances, work with the school’s bookkeeper to collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records.

**TEACHER REPRESENTATIVE:** Odessa Elementary School teacher that acts as a liaison between PTO and teachers/staff. Helps with communication, teacher volunteers for events, teacher requests.

**Section 5: OFFICER NOMINATIONS –** Officer nominations shall be accepted for open positions annually. Nominations must be submitted using the Odessa Elementary School ‘s PTO Board Nomination form. The link for the form shall be shared with all current Odessa Elementary School’s PTO members during the nomination period. All nomination forms shall be reviewed by the Nomination Committee using the Board Nomination Scoring Rubric. Nominees demonstrating passing rubric requirements shall be included on the candidate ballot for voting at the general PTO meeting.

**ARTICLE IV – BOARD MEETINGS**

**Section 1: General PTO Meetings –** General PTO meetings shall be held to share information with general membership about support to Odessa Elementary School. Meetings shall be held monthly during the school year, or more frequently 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 and proxy votes are NOT allowed.

**Section 3: QUORUM –** Seven (7) members of the PTO present and voting constitute quorum for the purpose of voting.

**Section 4: REMOVAL -** An officer can be removed from office for failure to fulfill her/his duties, after reasonable notice, by a majority vote of the Board.

**Section 5: VACANCY –** If a vacancy occurs on the Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer’s term.

**ARTICLE V – FINANCIAL POLICIES**

**Section 1: FISCAL YEAR –** The fiscal year of the PTO begins July 1st and ends June 30th of the following year.

**Section 2: BANKING –** All funds shall be kept through Odessa Elementary School. All Odessa Elementary School’s PTO Finances should be designated its own accounts. The bookkeeper will manage all finances on behalf of Odessa Elementary School’s PTO.

**Section 3: REPORTING –** All financial activity shall be recorded in a computer-based or manual 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 record each year. This review must be completed by June 30th. All applicable tax forms required by the IRS shall be completed and submitted by the deadline established by the IRS.

**Section 4: ENDING BALANCE –** The Organization shall leave a minimum of $2,000 in the treasury at the end of each fiscal year.

**Section 5: CONTRACTS –** Authority to sign contracts is limited to the President or his/her designee and Principal or his/her designee.

**Section 6:** **REVENUE-** Spending (of any kind) from Odessa’s Elementary School’s PTO account(s) must be voted on by the Executive Board.

**ARTICLE VI – BYLAW AMENDMENTS**

**SECTION 1:** 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. Two-thirds approval of all members present, and voting is required to adopt an amendment to the Bylaws.

**ARTICLE VII – DISSOLUTION**

**SECTION 1:** In the event of dissolution of the PTO, any funds remaining shall be donated to Odessa Elementary School.