

**Lighthouse Elementary / Beacon Cove Intermediate
Parent Teacher Organization, Inc.**

BYLAWS

Revised October 15, 2014

Article I Name

The name of the organization shall be the Lighthouse Elementary / Beacon Cove Intermediate Parent Teacher Organization, Inc. ("PTO"). Lighthouse Elementary and Beacon Cove Intermediate shall herein be referred to collectively as "the Schools".

Article II Organization

This organization exists as an incorporated, no-for-profit organization of its members. These Bylaws shall be the governing factor of the PTO and may be revised by the Executive Board as necessary to meet changing conditions in the Schools or community and brought to vote of the General Membership.

Article III Purpose

The purpose of this organization shall be to assist the faculty and administration of the Schools, wherever needed, to facilitate communication between parents and the Schools, and to raise funds for the benefit of all students at the Schools.

Article IV Governing Parties

- A. The organization shall not seek to direct the administrative activities of the Schools or control their policies, but will respect and cooperate with the guiding counsel of the Principals and faculty of the Schools.
- B. The organization shall be not-for-profit, non-commercial, non-sectarian, and non-partisan. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with the commercial concern or with any partisan interest, or for any purpose other than the regular work of the organization.
- C. The organization understands that all purchases made for the Schools by the organization shall become property of the School District of Palm Beach County.
- D. Any problems or concerns relating to school policy shall be referred to each school's School Advisory Committee.
- E. A copy of these Bylaws shall be available at the main office of each school for public access.

Article V Membership

- A. Membership shall be open to individual parents, grandparents, and legal guardians of students as well as the faculty and staff of the Schools.
- B. Members are entitled to, and encouraged to, attend all General Membership Meetings and have voting privileges.

Article VI Executive Board of Directors

- A. There shall be a PTO Executive Board that shall consist of the following officers at each school: a President, a Vice President, a Secretary, a Treasurer, a Volunteer Coordinator, and a Business Partnership Coordinator.
- B. One person may hold office for both schools. For example, there may be one President or one Business Partnership Coordinator for both schools. Two people may also hold one office as co-officers, at the discretion of the President. For example, there may be two co-Vice Presidents at one school.
- C. The Principal of each school shall also be a member of the Executive Board.
- D. The Executive Board may also appoint a faculty member and qualified Members-At-Large to serve on the Executive Board. Neither the faculty member nor the Members-At-Large, if any, shall be officers of the Executive Board and, as such, are non-voting members. These appointments, if any, shall be made at a General Membership Meeting, and should be made at the final General Membership Meeting of the school year, when the officers of the Executive Board are elected per Article IX below.
- E. Members of the Executive Board shall serve one year, from July 1 to June 30. Members-At-Large are limited to a one-year-term.

Article VII General Membership and Executive Board Meetings

- A. General Membership Meetings shall be held on an as-needed basis and scheduled by the President and the Executive Board at their discretion, and members shall be notified accordingly. The General Membership Meetings shall consist of the members of both Schools and shall not be conducted separately.
- B. Executive Board Meetings shall be held monthly throughout the school year, with a time to be fixed by the President and the Executive Board. Meetings may be omitted or added as needed, at the discretion of the President. A majority shall constitute a quorum, and all meetings shall be conducted in accordance with Robert's Rules of Order, except where superseded by these Bylaws.
- C. All officers of the Executive Board are required to attend all meetings unless otherwise excused by the President.

Article VIII Voting

- A. Each member present at a General Membership Meeting shall be entitled to one vote per issue.
- B. Five members present shall constitute a quorum.
- C. A majority of the members present is required for passage of issues.

Article IX Nomination and Election of Officers

- A. The elected officers of the Executive Board shall be: President, Vice President, Secretary, Treasurer, Volunteer Coordinator, and Business Partnership Coordinator.
- B. The President and the Executive Board may, at their discretion, either appoint a nomination committee for the election of new officers and/or require that names be submitted in writing prior to the last General Membership Meeting of the school year.
- C. It is recommended, although not required, that the potential candidate for President be a member of the current Executive Board.
- D. Names that are submitted by either a nominating committee or submitted in writing by members shall be presented at the last General Membership Meeting of the school year. Nominations may also be made from the floor at the meeting, provided each nominee has given prior consent.

- E. Elections shall be by paper ballot of members present, if there are nominations from the floor. If not, then the slate of officers will be voted on, intact, by a show of hands.
- F. Newly elected Executive Board members are encouraged to become actively involved immediately, even though they do not formally take office until July 1.

Article X Duties of Executive Board Members

A. President

- a. The President shall preside at all General Membership and Executive Board Meetings. If there is a President at each school, then the Presidents shall alternate serving as presiding President. The presiding President only votes in case of a tie.
- b. The President shall enforce these Bylaws.
- c. The President shall be a signor on any PTO bank accounts.
- d. The President may appoint committee chairpersons and any other positions on committees developed by the Executive Board.

B. Vice President

- a. The Vice President shall assume all duties and responsibilities as set forth by the President and shall preside over meetings in the absence of the President.
- b. Should the President be unable to complete his or her term, then the Vice President would assume the office of the President.
- c. IF the school has two Vice Presidents, then one Vice President shall be of "events" and the other shall be of "fundraising".

C. Secretary

- a. The Secretary shall keep the minutes of the Executive Board and General Membership Meetings.
- b. The Secretary shall provide a copy of the minutes from these meetings to all Executive Board members, after review by the President.
- c. The Secretary shall maintain a binder at each school's main office, which shall contain a copy of the final minutes from each General Membership Meeting. These minutes shall be available for review by anyone who wishes to do so.
- d. The Secretary shall also maintain a copy of the Bylaws in said binder and shall make the proper entries in the record at the time of any changes to the Bylaws.

D. Treasurer

- a. The Treasurer shall be the custodian of the PTO funds, and shall be responsible for maintaining computerized records for all PTO accounts. The books and accounts of the organization shall be kept in accordance with generally accepted accounting principles and procedures.
- b. The Treasurer shall receive and disburse all money, provide the current account balances at all Executive Board and General Meetings, provide a written financial report when requested by the President, and perform all duties pertaining to the office of the Treasurer, including filing all necessary reports and filings with the State of Florida.
- c. The Treasurer shall also be responsible for filing all regular tax returns on a timely basis. The Treasurer may retain an accountant to prepare and file all required federal and state tax returns.

- d. The Treasurer shall prepare an End of the Year financial statement each year and submit to the Executive Board, which may be made available to the general public, as well as filed in the PTO records.
- e. There shall be four signors on any PTO bank account and these signors shall include the President, the Treasurers, and, if there is only one President, then an additional officer designated by the President and Treasurers. Two (2) signatures are required on all checks written on any PTO bank account.

E. Volunteer Coordinator

The Volunteer Coordinator shall be responsible for securing volunteers for various activities, events and projects undertaken by the PTO, or at the discretion of the President, in order to accomplish the objectives of the PTO and the Schools. The Volunteer Coordinator shall attend any mandatory School District training, and is responsible for filing School District Volunteer Awards Nominations and the Golden School Award application with the School District in a timely manner.

F. Business Partnership Coordinator

The Business Partnership Coordinator shall be responsible for securing businesses that wish to partner with the Schools through the Business Partner Program, and shall ensure that the paperwork required for Business partnership with the School District is filed in a timely manner. The Business Partnership Coordinator shall attend any mandatory School District training, and is responsible for filing School District Business Partnership Awards Nominations in a timely manner.

G. Member-At-Large

The Member-At-Large shall be a veteran Executive Board member, who has served at least three years on the Board, and can provide the current Executive Board with the practical and historical knowledge and support regarding PTO planning, activities, events, and projects. More than one Member-At-Large may be appointed, at the discretion of the President. The attendance requirement of Article VII (C) above does not apply to the Members-At-Large.

Article XI Committees

The Executive Board may form such special committees as it determines are needed from time to time.

Article XII Resignations and Vacancies

- A. Should the President resign or be unable to complete his or her term, then the Vice President would assume the office of the President.
- B. If any other elected office becomes vacant through resignation or otherwise, then the Executive Board may either appoint a current member of the PTO or fill the vacancy.
- C. An office may be considered vacant if an Executive Board member fails to attend three (3) consecutive meetings.
- D. Upon resignation or termination of office, the Executive Board member leaving must return all PTO records and materials in his or her possession to a current member of the Executive Board.
- E. All Executive Board members shall agree that, if they are unable or unwilling to fulfill any of the Articles of these Bylaws, that they will immediately step down from their position or alternatively, that they can be removed from their position by a simple majority vote of the remaining Executive Board members.

Article XIII Finance

A. Budget

- a. The fiscal year shall be concurrent with that of the School District, which at this time is July 1 through June 30th. However, the school year, as that term is used herein, shall end on the last day of school for students.
- b. A Budget Committee shall be formed prior to the end of the school year to study the organization's financial status, make recommendations regarding disbursement of any funds remaining, and to prepare a proposed budget for the following fiscal year.
- c. The Budget Committee shall consist of the President, the Treasurers, and, if there is only one President, one other officer designated by the President and Treasurers.
- d. The proposed budget shall be submitted to the Executive Board for approval, and voted on at the last General Membership Meeting of the school year.
- e. All member requests for reimbursement for money spend in a school year must be submitted before the end of the school year.
- f. Disbursement of funds for items listed on the budget must be made within the fiscal year and cannot be carried over to the next year's budget.
- g. Funds not disbursed from one category on the budget cannot be used to supplement another category, nor can they be used for another purpose without budget amendment.
- h. Should the amount needed for any budget item be less than the amount that was approved, the difference shall be returned to the PTO.

B. Requests for Non-Budgeted Money

- a. All requests for money must be submitted in writing.
 - b. Requests for money in any amount less than \$250 may be approved by the President and the Treasurer. Any requests for money over \$250 but less than \$1000 must be presented to the Executive Board for discussion and approval at an Executive Board Meeting.
 - c. All requests in excess of \$1000 must be presented to the Executive Board for discussion and approval, and be voted on at a General Membership Meeting.
 - d. In the event that funds that have been requested and approved are not used for the purpose for which they were approved, then the money must be returned to the PTO.
- C. Upon dissolution and upon payment or adequate discharge of all liabilities and obligations, the assets of this organization shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, as may be amended, or shall be distributed to a local, state, or federal government for public purpose.

Article XIV Emergency Community Response Fund

- A. The PTO shall designate a minimum of one and one half percent of its gross receipts annually to the Emergency Community Response Fund (herein referred to as the "ECRF")
- B. The budgeted amount shall be set by the Budget Committee each school year, at their discretion, based upon the needs of the prior school year.
- C. The budgeted amount for the ECRF may be adjusted, without approval from PTO general membership, at the discretion of the Executive Board at any time, based upon the needs of the school community that may arise throughout the school year.

- D. The PTO is not mandated to disburse funds from the ECRF each school year, and remaining funds are not required to be carried over to the next year.
- E. The Principal at the school where the hardship exists shall request funds from the President representing the school. The President Shall then ask the Treasurer to write a check and forward it to the Principal. The amount given shall be at the Principal's discretion. The request for and disbursement of the funds shall be done between the President, the Treasurer, and the Principal only, and the privacy of those who benefit from the ECRF shall be respected.
- F. The existence of the ECRF does not preclude any other fundraising activities that may be planned in order to benefit a specific family or individual without the Schools.

Article XV Bylaw Amendments

Proposed amendments to these Bylaws and/or the Articles of Incorporation must be approved by the Executive Board, and voted upon and passed by a majority vote of the members present and voting at any regular or special General Membership Meeting, provided that timely notice of a pending Bylaws change and of the meeting has been given to all members prior to the vote.