



**Gene Witt Elementary PTO, Inc.
Parent Teacher Organization Bylaws**

ARTICLE I: NAME

The official name of this organization is Gene Witt Elementary PTO, Inc., with its main address at 200 Rye Road E, Bradenton, FL 34212. The organization is hereto referred to as Gene Witt PTO or PTO.

ARTICLE II: FISCAL YEAR

The fiscal year of Gene Witt PTO shall begin on July 1 and end on June 30.

ARTICLE III: PURPOSE

The purpose of the PTO is to enhance and support the educational experience of the students, to foster communication and collaboration between parents, teachers and staff and to provide volunteer and financial support for school activities. Furthermore, the organization shall provide service for school functions, engage in fundraising, encourage parent involvement, and cooperate with school administration in providing educational opportunities.

ARTICLE IV: MEMBERSHIP

All parents or legal guardians of students currently enrolled at Gene Witt Elementary and all currently employed teachers and staff of Gene Witt Elementary are considered General Members and have General Member voting rights.

Section 1: Eligibility

- a. Any parent or legal guardian of students currently enrolled at Gene Witt Elementary
- b. Any currently employed teacher or staff member at Gene Witt Elementary

Section 2: Rights of Members

- a. Each member of the Gene Witt PTO is eligible to vote in PTO General Meetings.
- b. For a member of the Gene Witt PTO to be eligible to vote in PTO Board Elections, he or she must have attended at least one (1) PTO meeting during the current fiscal year, not including the Election Meeting in April. Attendance is tracked through the PTO General Meeting minutes, which are published on the PTO website and maintained in PTO records.

ARTICLE V: EXECUTIVE BOARD MEMBERS AND ELECTIONS

Section 1: Executive Board Members

The Executive Board Members of the PTO shall consist of a President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer, hereto referred to as the "Board." No Board member shall hold more than one (1) PTO office at a time. The Board may seek out interested parties and appoint additional positions at its discretion, such as at-large members to assist with or train for board roles. However, these positions are not officially considered part of the Executive Board in any formal capacity and do not include Board voting rights.

Section 2: Duties

a. Duties of the Board

1. Establish objectives of the organization and determine the policies for the development of the objectives
2. Hold regularly scheduled General Meetings during the school year
3. Attend General and Special meetings
4. Conduct necessary business in the intervals between General Meetings
5. Set PTO calendar for upcoming school year
6. Meet with School Administration to approve PTO calendar for upcoming school year
7. Receive approval from the School Principal for all planned activities
8. Create standing Committees and appoint Committee Chairperson(s)
9. Serve as liaisons for Committees and/or Committee Chairperson(s)
10. Approve the work plans of Committees and Committee Chairperson(s)
11. Work with Committee Chairperson(s) to utilize items already in storage before new items are purchased
12. Chair events as necessary
13. Ensure Board Member presence at PTO-sponsored events
14. Communicate with School Administration and Staff as needed
15. Appoint new Board members when a vacancy arises
16. Re-organize Board members as necessary; requires unanimous Board approval
17. Appoint member(s) at large as needed
18. Shift duties among Board members or members at large as needed
19. Call Special Meetings or Special Elections when necessary

b. Duties of the President

1. Preside at General, Special, and Board meetings
2. Prepare agenda for meetings
3. Communicate with the School Administration
4. Ensure all PTO commitments are fulfilled
5. Oversee PTO calendar to ensure all events have requirements met (chairperson, on time, etc.)
6. Serve as an authorized member and cardholder of PTO Bank Account
7. Serve as an authorized secondary signatory of all PTO checks; Treasurer first signatory

c. Duties of the Vice President

1. Aid the President, performing the duties of the President in the event of his/her absence or inability to serve. Should the President be unable to complete his/her term, the Vice President will assume the office of President
2. Coordinate with Committee Chairperson(s) to arrange volunteer groups for events
3. Serve as Homeroom Coordinator
4. Serve as authorized member and cardholder of PTO Bank Account

d. Duties of the Recording Secretary

1. Record the official minutes of General Meetings
2. Distribute a summary of the minutes within seven (7) school days to the Board
3. Send out weekly or bi-weekly emails to email lists with PTO updates and news
4. Distribute the bylaws to the Board
5. Maintain bylaws and ensure they are being upheld

e. Duties of the Corresponding Secretary

1. Monitor and maintain PTO email via Gmail account in conjunction with other Board members
2. Maintain the email lists within the PTO email account
3. Monitor and maintain PTO Facebook group in conjunction with other Board members
4. Use the PTO and School calendars and coordinate with Committee Chairs to post upcoming events and announcements on PTO Facebook group and website
5. Maintain and update the PTO website as needed
6. Post meeting minutes to website within seven (7) days of receipt from Recording Secretary

- f. Duties of the Treasurer**
 - 1. Work with the Board to create an annual budget that shall be presented for approval at the first and last General Meeting of each school year
 - 2. Present a financial recap at each General Meeting
 - 3. Serve as an authorized signatory and cardholder of PTO Bank Account
 - 4. Serve as first authorized signatory on all PTO accounts; President second signatory
 - 5. Place all monies in an account depository approved by the Board
 - 6. Keep an accurate record of receipts and expenditures
 - 7. Make all deposits within 30 days of receiving them
 - 8. Make all payments and disbursements within 30 days of receiving an invoice or expense report
 - 9. Reconcile monthly card statements by comparing transactions to receipts and financial records; any discrepancies should be resolved promptly
- g. Duties of Authorized Account Signatories/Cardholders**
 - 1. Make purchases or payments only for approved PTO-related expenses
 - 2. Ensure all expenditures align with the budget and any relevant Board approvals
 - 3. Maintain clear records of each transaction, including receipts and invoices
 - 4. Document all purchases with an explanation of the purpose and budget line for the PTO at the top of the receipt or invoice
 - 5. Follow any established financial controls or procedures, such as obtaining preapproval for certain expenses or adhering to spending limits
 - 6. Provide transaction details and receipts to the Treasurer with fourteen (14) days of purchase for accurate bookkeeping
- h. Duties of Member(s) At-Large**
 - 1. Provide support for the Board
 - 2. Train for future leadership by gaining experience with how the PTO operates
 - 3. Assist or train for potential future Board positions by shadowing Board member position
 - 4. Assist the Board with tasks and/or events, providing additional manpower or guidance where needed
- i. Duties of Chairperson(s)/Committee Members**
 - 1. Follow the Chairperson/Committee Event Proposal Policies and Procedures
 - 2. Report the plans and activities of the Committee to the Board or designated Board Liaison
 - 3. Before outside donations are requested, Committee Chairperson must submit request to Board in writing to ensure resources are not depleted for other events
 - 4. Once the event proposal is approved, use the event budget to purchase approved supplies and materials. Money spent in excess of the budget must have preapproval from the Board; any items for long-term use (Capital Purchases) must have Board approval before purchase is made
 - 5. Manage all monies received during an event, submit the necessary paperwork for deposit, and deliver to Treasurer, President or Vice President at conclusion of event
 - 6. Maintain receipts of purchases, file the necessary paperwork for reimbursement and submit to Treasurer within fourteen (14) days of purchase; items purchased on a PTO purchase card must have receipt texted to cardholder by end of business day on date of purchase
 - 7. Update event records at the conclusion of the event; updated records should be turned over to the Board within thirty (30) days of the event

Section 3: Nominations and Elections

a. Nominees

- 1. PTO Board positions and the Election Process will be explained at the February General Meeting.
- 2. Nominations for PTO Board positions will be accepted via email starting the day after the February General meeting and ending the Monday before the March General Meeting. In addition, nominations will be accepted in-person at the March General Meeting.

3. The candidates should be announced at the March General Meeting. If there are multiple candidates for a position, an Election Committee will be formed. If there is only one candidate per position, no Election Committee is needed.
4. The Election Committee shall consist of two (2) General Members and one (1) Board Member not running for a Board position for the next term. If all Board Members are running, Election Committee shall consist of three (3) General Members.

b. Elections

1. The election of officers shall be held during the April General Meeting. Nominations may not be made from the floor unless to fill a vacant position without any candidates.
2. If there is only one candidate per position and no positions are contested, the election shall be by voice vote. If any Board position is contested, the election of all Board positions shall be by paper ballot. Ballots will be distributed by the Election Committee. Ballots will be counted by the Election Committee in the General Meeting and each Election Committee Member will read aloud their final results in the April General Meeting.
3. Officers shall be elected by a majority vote of eligible PTO members (per Article IV, Section 2(b)) who are present at the Election Meeting. Voting by proxy is not permitted.
4. The newly elected PTO Executive Board for the upcoming school year shall be announced by the close of the April General Meeting and added to the meeting minutes.
5. If a position remains vacant after the April General Meeting with no candidates running, the current Board member may request to remain in the role by a majority vote, even if they have reached the limit of their three (3) consecutive one (1)-year terms. If the position remains vacant, the incoming Board will appoint someone to fill the position.

Section 4: Term of Office

- a. Immediately following the election, the newly-elected Board shall begin working with the outgoing Board until the completion of the outgoing Board's term. Only the outgoing Board shall have voting authority during this time of transition.
- b. Each Board Member shall serve a term of one (1) year, and may serve no more than three (3) consecutive terms in the same office.
- c. Board positions of President, Vice President, Recording Secretary and Corresponding Secretary shall end on the last day of the school year and the new Board shall begin their term immediately thereafter.
- d. Board position of Treasurer shall end with the fiscal year on June 30. The new Treasurer shall begin training immediately after election and take their position on July 1. Secondary signatory on PTO account remain in effect through June 30.
- e. Removal from office – A Special Meeting will be held to address the removal of any Board Member. The removal shall be for gross incompetence, intentional neglect, or misconduct and shall require a majority Board vote.

Section 5: Vacancies

- a. Any vacancy of office due to death, resignation, removal, or inability to serve shall be filled through a Special Election. However, should the President be unable to complete his/her term, the Vice President will automatically assume the office of President.

Section 6: Special Election

- a. At the Board's discretion, a special election may be called to fill an officer vacancy or to address any extraordinary situation requiring the election of an officer outside of the regular election schedule.
- b. A special election may be initiated by a majority vote of the Board.
- c. The candidate receiving the majority of Board votes shall be declared the winner. In the event of a tie, a runoff election will be held immediately to include a vote at the next General Meeting.

- d. The newly elected officer(s) will assume their duties immediately following the election unless otherwise stated.
- e. Any officer elected in a Special Election will serve for the remainder of the current term, and may be eligible for re-election during the regular election cycle.

ARTICLE VI: MEETINGS

Section 1: Regular Meetings

- a. There will be regularly scheduled General Meetings throughout the school year.
- b. Meetings may be cancelled and rescheduled at the discretion of the President, School Administration, or the School District of Manatee County.

Section 2: Special Meetings

- a. Special Meetings may be called by the President or by any two (2) members of the Board. The time and place of all Special Meetings shall be announced at least seven (7) days in advance, except in the case of an emergency.
- b. Special Meetings for the Board shall be determined by the Board with a majority vote for time/place.

Section 3: Quorum

- a. General Meetings: A quorum shall consist of at least five (5) members, including two (2) voting Board Members and three (3) General Members.
- b. Board Member Voting: A quorum shall consist of all five (5) voting Board Members.

ARTICLE VII: FINANCES

Section 1: Fiscal Year

- a. The organization's fiscal year shall begin July 1 and end June 30.

Section 2: Budget

- a. A budget of anticipated revenue and expenses for the year shall be presented at the first General Meeting of the year. This budget shall be used as a guide for the activities and spending during the year; any substantial deviation from the budget must be approved by the Board.

Section 3: Certified Public Accountant

- a. The PTO shall retain a Certified Public Accountant (CPA).
- b. The Treasurer shall keep accurate records of disbursements, income and bank account information. All deposits and/or disbursements shall be made within a maximum of 30 days from the receipt of the funds and/or orders of payment.
- c. All records must be turned over to the CPA by August 31 for the previous fiscal year.

Section 4: Financial Reports

- a. The Treasurer shall present a financial report at each General Meeting and shall prepare a final report at the close of the school year. No later than July 15, the reports and accounts shall be turned over to the incoming Treasurer for review and sent to the Certified Public Accountant hired by the PTO.

Section 5: Loans, Authorized Signers, Reimbursements

- a. No loans shall be made by the organization to officers and/or members.
- b. Two (2) authorized signatures shall be required on each check. Authorized signers shall be the Treasurer and the President.
- c. No reimbursements will be made without original, valid receipts and a completed Reimbursement Form.

Section 6: Dissolution

- a. In the event of the dissolution of the PTO, any remaining funds should be used to pay outstanding bills, and with Board approval, spent for the benefit of the school.
- b. Once all available funds have been spent, authorized signers on the bank account will present a dissolution notice to the bank and close all associated accounts.

ARTICLE VIII: CONFLICT OF INTEREST

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 1: Definitions

- a. Interested Person - any director, principal officer, or member of a committee with governing board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.
- b. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: an ownership or investment interest in any entity with which the organization has a transaction or arrangement; a compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.
- c. Compensation includes both direct and indirect forms of payment, as well as gifts or favors that are more than nominal in value.
- d. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 2: Procedures

- a. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement.
- b. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.
- c. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- d. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- e. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

- f. If the governing board or committee has a reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- g. If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 3: Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member’s compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member’s compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 4: Reviews

To ensure that the PTO aligns with its charitable purposes and maintains its tax-exempt status, reviews will be performed as needed. These reviews will, at a minimum, evaluate whether compensation arrangements and benefits are reasonable, confirm that agreements with management organizations adhere to the PTO’s written policies, are properly documented, reflect fair market value for goods and services, support charitable goals, and prevent impermissible private benefits or excess benefit transactions.

ARTICLE IX: AMENDMENT OF BYLAWS

Section 1: Revisions

- a. The bylaws may be reviewed and/or revised by the Board as necessary to meet changing conditions in the school and community. All revisions shall be brought to a vote at a General Meeting.

Section 2: Amendments

- b. Amending the bylaws requires a two-thirds majority vote of the Board members and General members in attendance.

These bylaws were presented by the Gene Witt Elementary PTO, Inc. at the General Meeting properly called on October 3rd, 2024 and were approved during the General Meeting properly called on November 7th, 2024.