

**By laws of SHES PTO**

**Article I: NAME, DESCRIPTION, & PURPOSE**

**Section 1: NAME:** The name of the organization shall be Shady Hill’s Elementary PTO. The PTO is located at Shady Hills Elementary School, 18000 Shady Hills Rd, Spring Hill FL 34610.

**Section 2: DESCRIPTION:** The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes.

**Section 3: PURPOSE:** The purpose of the PTO is to enhance and support the educational experience at Shady Hills Elementary, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Shady Hills Elementary though volunteer and financial support.

**Article II: MEMBERSHIP**

Membership shall be automatically granted to teacher and staff with the suggestion of a $5 membership as a donation for financial support. Parents and guardians will need to pay the $5 membership fee per family, which will cover two voting adults.

**Article III: OFFICERS**

**Section 1: EXECUTIVE BOARD:** The executive board shall consist of the following officers: President, Vice President, Recording Secretary, Communications Liaison, Chairperson. Officers positions can be shared.

**Section 2: TERMS OF SERVICE:** The terms of office for all officers is one year, beginning August 1 and ending July 31 of the following year.

**Section 3: QUALIFICATIONS:** Any PTO member in good standing may become an officer of the PTO.

**Section 4: DUTIES:**

**Executive Board:** Developing the PTO’s annual budget, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures.

**President:** Presides at general PTO meeting and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

**Vice President:** Assist the President and chair meetings in the absence of the President.

**Communication Liaison:** Manages communications and marketing for the PTO, including flyers, announcements and communication between teachers and PTO.

**Chairperson:** Call meetings to order, help manage meetings, announce agenda, end meeting and vote.

**Section 5:** **BOARD MEETINGS:** The Executive Board shall meet when needed, prior to events, or at the discretion of the President. The Board will vote by email communication when schedules inhibit the ability to meet in person.

**Section 6: REMOVAL:** An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

**Section 7: VACANCY:** If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer’s term.

**Article V: FINANCIAL POLICES**

**Section 1: Fiscal Year:** The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

**Section 2: BANKING:** All funds shall be kept in a checking account handled by the school accounting person.

**Section 3: REPORTING:** All financial activity shall be recorded in a computer- based or manual accounting system. The school accounting person shall reconcile the accounts and print a report quarterly.

**Section 4: ENDING BALANCE:** The organization shall leave $5000 in year 2015-2016 and approximately $2500 in years after, in the treasury at the end of each fiscal year.

**Section 5: CONTRACTS:** Authority to sign contracts is limited to President or the President’s designee.

**ARTICLE VI: DISSOULITION**

In the event of dissolution of the PTO, any funds remaining shall be donated to district. (Per rules of PTO which is dependent on their school)

 These bylaws were adopted on 12/01/15