

BY-LAWS OF THE HERON HEIGHTS ELEMENTARY PTO

ARTICLE I:

SECTION 1: NAME & LOCATION

The name of the organization shall be Heron Heights Elementary PTO, INC. The PTO is located at Heron Heights Elementary School, 11010 Nob Hill Road, Parkland, FL 33076.

SECTION 2: DESCRIPTION

The Heron Heights Elementary PTO is a 501(c)(3) nonprofit organization that exists for charitable, educational, and scientific purposes to support Heron Heights Elementary School.

SECTION 3: PURPOSE/MISSION STATEMENT

The purpose of the Heron Heights Elementary PTO is to enhance and support the educational experience at Heron Heights Elementary. We are dedicated to nurturing and enriching the education of children at Heron Heights Elementary by working collaboratively through voluntary and financial support while fostering a sense of community and inclusivity within our school and home. At the heart of our mission, we are committed to supporting Heron Heights Elementary with a safe and respectful environment with the highest quality education possible for all students by developing a closer connection between school and home by encouraging parent and teacher/staff involvement and supporting our teachers/staff.

ARTICLE II: MEMBERSHIP REQUIREMENTS

SECTION 1: MEMBERSHIP

A. Membership shall be available to any individual in the community and surrounding areas of Heron Heights Elementary School, especially to all parents and guardians of Heron Heights Elementary students, as well as all staff at Heron Heights without regard to race, color, creed or national origin under such rules and regulations not in conflict with the provisions of these by laws.

B. Only members of the organization shall be eligible to participate in organization meetings and serve in any of its elective and/or appointive positions.

C. The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

D. Each member of the organization shall pay annual dues to the Heron Heights Elementary PTO. Only members have voting privileges.

E. For the purpose of annual enrollment, the membership year shall be from July 1st through June 30th. The members' card shall be valid upon payment of dues through the end of said school year.

ARTICLE III: OFFICERS & THEIR DUTIES

SECTION 1. EXECUTIVE BOARD

A. Each officer of the Heron Heights Elementary PTO is required to be a member. All officers shall perform duties per these bylaws and in accordance with the law, and the rules and regulations of Heron Heights Elementary, the National PTO, Florida State and Federal Government.

B. The Heron Heights Elementary PTO emails and communications are property of the Heron Heights Elementary PTO and are solely for the business of the PTO.

C. The Executive Board shall consist of the following officers: President, Vice Presidents, Recording Secretary, Directors, Treasurer, Parliamentarian, Historian & appointed positions as deemed fit. *Officer positions can be shared.* Furthermore, the school Principal and Assistant Principals or his/ her designee are voting members of the executive board.

D. The Executive Board is to develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and to approve by unanimous vote of the Executive Board all un-budgeted expenditures. The PTO may reallocate funds raised for another purpose based on exigent circumstances. Reallocation of funds are to be approved by unanimous vote of the Heron Heights Elementary PTO Executive board and then the membership.

SECTION 2. DUTIES

A. The President shall preside at all meetings of the organization and serve as the official representative of the Heron Heights Elementary PTO, responsible for overseeing all organization operations, managing the organization's email & correspondence, be the liaison to the Heron Heights Elementary School Administration, and retain all official records of the PTO.

B. The Vice Presidents shall oversee the committee system of the PTO and assist the President. In the absence of the President, the Vice Presidents will assume the duty in succession of their numbered position. Vice President officers are interchangeable as far as board duties and shall serve as needed in the organization and as may be delegated by the President.

C. The Recording Secretary shall record and distribute minutes of all executive board meetings and all general PTO meetings; said meeting minutes shall be posted for the general membership within 2 weeks of noted meeting. The IRS considers meeting minutes as a permanent record of the organization. Furthermore, the Recording Secretary shall serve as needed and perform such other duties as may be delegated by the President.

D. Directors shall manage respectful communications and marketing for the PTO as directed by the organization and the executive board. The Directors shall serve as needed and perform such other duties as may be delegated by the President.

E. The Treasurer shall serve as custodian of the PTO's finances and keep a full, accurate, and organized account of all receipts and expenditures. The Treasurer shall collect revenue, process payment of authorized expenses, make disbursements in accordance with the approved budget as authorized by the organization, and follow all financial policies of the Heron Heights Elementary PTO in accordance with the IRS. Furthermore, the Treasurer is responsible for presenting a monthly financial statement at all general PTO meetings and shall make a full report at the end of the year at the annual meeting. For monthly accounting purposes, three signatures are required to be on file at the bank (President, Treasurer, & VP1), with two required signatures on all PTO checks. At the end of the school year, the Treasurer is to file an annual return with an accountant for the IRS, along with performing an annual review of the books with at least 2 members of the Executive Board, 1 being the President. Once completed, all files are to be saved and filed securely as the treasurer is to retain all official financial records of the PTO.

ARTICLE IV: VOTING AND TRANSITION

SECTION 1. NOMINATIONS

A. Any Heron Heights Elementary PTO member can nominate anyone in good standing in the organization for an office on the board. Any member in good standing may nominate themselves for an office on board. Only those persons who have consented in writing to serve if elected shall be nominated for said office.

B. PTO officers should also have held committee chair positions and/or be a part of committees within the organization for at least 1 year previous to their possible term on the board, and 2 years for President.

C. The officers of the organization shall be elected by majority vote from the general membership.

D. All officers shall serve for a term one year or until their successors are elected. The term will begin July 1st and end June 30th of the following year. There are no term limits in any office.

E. 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. Once removed from office, the officer forfeits any nominations and/or bid for elections for a term of two years or at the discretion of the board.

SECTION 2: APPOINTED POSITIONS

The President may appoint an advisor as deemed fit. Advisor will hold an advisory position on the board and roles will be determined as needed.

SECTION 3: ANNUAL ELECTION OF OFFICERS

A. Members whose dues have not been paid at least 30 days prior to the annual election of officers may not vote in the annual election of officers.

B. Each member in attendance to the annual election of officers is able to vote. Absentee and proxy votes are not permitted to elect the next Heron Heights Elementary school year's PTO Executive Board.

C. The President heads the nominating committee which shall consist of at least 2 PTO executive board members, 1 being the Parliamentarian who is the board liaison for the nominating committee and any 2 members in good standing with the PTO.

D. Elections are held the last week of April of each school year.

E. QUORUM— two thirds of the members of the PTO present constitute quorum for the purpose of voting when an in person or live virtual vote is called, or for a ballot vote. It also can be considered half of the board and or members plus one.

F. Any Persons who received a majority vote for the position nominated shall be elected for said position.

SECTION 4: TRANSITION

A. All Heron Heights Elementary PTO property is required to be turned over to their successors within 2 weeks of the end of the school year and/or term. Removal of any Heron Heights Elementary PTO property without a vote from the Executive Board will be considered theft and deem immediate removal from the Heron Heights Elementary PTO and may warrant further legal ramification.

B. Officers shall assume their official duties on July 1st.

SECTION 5: VACANCIES

A. A vacancy occurring for the President of the Heron Heights Elementary School PTO shall be filled for the remainder of the unexpired term first by current officers in succession of their numbered position by the executive board by a majority vote.

B. A vacancy occurring in any other office of the Heron Heights Elementary PTO shall be filled for the unexpired term by a person appointed by the President in good standing with the organization on which they shall serve followed by a majority vote from the executive board.

ARTICLE V: BOARD MEETINGS & ORGANIZATIONAL MEETINGS

SECTION 1: MEETINGS

A. The executive board shall meet monthly during the school year per the discretion of the President and/or by majority vote of the Executive Board.

B. The General Heron Heights Elementary PTO membership meetings shall be held to conduct the business of the PTO. Said meetings shall be held monthly during the school year and/or at the discretion of the President and/or by majority vote of the Executive Board.

C. Special meetings in regards to the organization may be called by the President, notice for said meetings shall be sent to the members via email and/or posted on the Heron

Heights Elementary PTO website at least 2 business days prior to said meeting unless it's an emergency meeting.

D. The last regular meeting of the organization shall be held in May at the discretion of the Executive Board and shall be known as, "The Annual Meeting".

ARTICLE VI: FINANCIAL POLICIES

SECTION 1: FISCAL YEAR

A. The fiscal year of the PTO begins 07/01 and ends 06/30 per school year.

B. For monthly accounting purposes, PTO requires that expense claims be made within 30 calendar days after the expense occurred, or following completion of the event where applicable.

SECTION 2: BANKING

All funds shall be kept in a checking account in the name of, "Heron Heights Elementary PTO", requiring but not limited to two signatures of the Executive Board and held at a local financial institution.

SECTION 3: REPORTING

A. All financial activity shall be recorded in a computer-based & manual accounting system.

B. The Treasurer shall reconcile the account monthly, report all financial activity monthly, and have an annual signed review by 2 Executive PTO board members.

C. The PTO shall arrange an independent review of its financial records each year.

SECTION 4: ENDING BALANCE

The organization may leave a minimum of \$5,000 in the treasury at the end of each fiscal year.

SECTION 5: CONTRACTS

Authority to sign contracts is limited to the President.

ARTICLE VI: AMENDMENTS

SECTION 1: AMENDMENT PROTOCOLS

A. Amendments to the bylaws may be proposed by any PTO member in good standing.

B. Amendments presented at a PTO meeting shall be considered for voting in an Executive Board meeting. A majority vote of board members is required to adopt an amendment to the bylaws. Amendments can be presented in a PTO Board meeting and adopted by majority vote by board officers.

ARTICLE VII: DISSOLUTION

The organization may be dissolved with previous notice (20 calendar days) and two-thirds vote of those present at the meeting. In the event of dissolution of the PTO, any funds remaining shall be donated to Heron Heights Elementary School. All assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert's Rules of Order Newly Revised.

ARTICLE IX: INDEMNIFICATION CLAUSE

The PTO shall indemnify every Board of Director, his/her heirs, executors, administrators against all loss, cost and expense, reasonably incurred by him/her/them in connection with any action, suit or proceedings to which he/she/they may be made a party, by reason of his/her/them being or having been a board member, including reasonable matters wherein he/she/they shall be finally adjudged in such action, suit or proceedings to be liable for or guilty of negligence, except to the extent such liability, damage or injury is covered by any type of insurance; however, this indemnification shall not cover any acts of gross negligence, willful misconduct or with fraudulent or criminal intent. The foregoing rights shall be in addition to and not exclusive of all other rights to which such Director, Officer or other Member of the Executive Board may be entitled.

These by-laws were adopted on 07/01/2021 and amended on 07/01/2021