

Amanecer Elementary School
Parent Teacher Organizations (PTO) By-Laws

ARTICLE I
NAME

The name of this corporation shall be: Amanecer Elementary School Parent Teacher Organization.

ARTICLE II
REGISTERED OFFICE

The corporation's registered office is located at: 641 Sunrise Blvd. Lehigh Acres, FL 33936.

ARTICLE III PURPOSE

- a) To promote the welfare of children and youth in the home, school, and community.
- b) To bring closer the relationship between home and school so that parents and teachers may cooperate intelligently in the education of the child.
- c) To enhance the educational facilities and opportunities for the students and staff of Amanecer Elementary School that are not otherwise provided for in the school budget.

ARTICLE IV
FUNCTIONS

- a) This organization shall neither seek to direct the administrative activities of the school nor to control its policies.
- b) This organization may suggest to the administration concerning activities of the school if a suggestion is made toward the betterment of condition for all concerned, (i.e. students, teachers, administrators, and parents).
- c) This organization will coordinate to serve the school, including fundraising and volunteer activities outside of those that fall under the School Volunteer Coordinator.

ARTICLE V
MEMBERSHIP

- a) Any Parent, guardian, or other person standing in loco parentis” with a child enrolled and attending Amanecer Elementary School
- b) Teachers, administrators, and staff of Amanecer Elementary School.

- c) Any member shall have the privilege of making motions and serving on committees.
- d) The Principal shall be considered as a sitting advisor and or consultant.

ARTICLE VI OFFICERS AND THEIR ELECTIONS

- a) The officers of this organization shall be no more than two (2) Presidents (i.e. Co-Presidents), no more than two (2) Vice Presidents (i.e. Co-Vice Presidents), Secretary, and no more than (2) Treasurer (i.e. Co-Treasurer), Teacher representative, and the Principal (or their designee).
- b) Officers shall be elected at the April meeting of the organization by the members present. This will be the standing process excluding the first year of the organization which will have elections during the first quarter of that school year.
- c) Officers shall assume their official duties at the close of the current school year of their election. (i.e. last day of school in June following the election. The only exception is during the first year of the program where officers will assume their duties as soon as the election is finalized during the first quarter of that school year.)
- d) Officers shall serve a term of two (2) years and/or until their successors are elected.
- e) A person is eligible to serve more than one (1) consecutive term in the same office should he/she desire to run for an additional term.
- f) Officers of this organization shall be elected in the following manner vis.
 - i. Elections occurring in even-numbered years (i.e. 00) shall be for the offices of, President/Co-Presidents, Secretary. Elections occurring in odd-numbered years (i.e. 01) shall be for the offices of, Vice President/Co-Vice Presidents, and Treasurer. This is the process excluding the first year of the program where all offices will be elected.
 - ii. Appropriate notification of elections will be given to the school populace.
 - iii. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor.
- g) A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board

ARTICLE VII DUTIES OF OFFICERS

- a) The President/Co-President shall preside or alternately preside at all meetings of the organization and of the executive board committee. If there are

Co-Presidents, one shall be designated by mutual agreement, as the primary contact for the principal and or the administration, shall be ex-officio member of all committees and shall perform such other duties as may be prescribed in these bylaws or assigned to her/him by the executive board committee; and shall coordinate the work of the officers, in order that the objectives mission may be promoted.

- b) The Vice President/Co-Vice Presidents shall act as aids to the President/Co-President and in their designated order perform the duties of the President/Copresident in the absence or inability to serve.
- c) The Secretary shall record the minutes of all meetings of the organization and of the executive board committee and assist in written communications between the organization, parents, staff, and teachers.
- d) The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the approval of the executive board committee. She/he shall present a financial statement at every meeting and at other times when requested by the executive board committee; and shall make a full report at the end of the school year. All funds are turned over to the bookkeeper of Amanecer Elementary to deposit in the internal account for PTO. All expenditures will be processed through the Amanecer Elementary bookkeeper.
- e) All offices shall perform the duties outlined above as well as any other duties prescribed in these bylaws; and such other duties as may be delegated to her/him.

ARTICLE VIII MEETINGS

- a) The regular monthly meeting of the organization shall be on the second Tuesday of the month. Should a meeting date occur when school is not in session, the executive board committee will decide upon an alternate date.
- b) The organization or the executive board committee may call special meetings. Appropriate notification will be given to the school populace by the President.
- c) All meetings shall be open to the school community.

ARTICLE IX

Executive Board Committee

- a) The executive board committee is a representative group of the organization and shall consist of the officers of the organization and one teacher representative. Executive board committee member votes preside.
- b) The duties of the executive board commit shall be vis:
 - i. To transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the organization or committees requiring or needing assistance.
 - ii. To create standing and temporary committees necessary to carry out the objectives and aims of the organization.

- iii. To present a report of plans, projects, activities, etc. at the regular meetings
 - iv. To consider and approve/disapprove requests
- c) All meetings of the committee shall be called meetings as deemed necessary.
- d) Twenty-four-hour notice should be given for special executive boards committee meetings

ARTICLE X
PARLIAMENTARY PROCEDURES

Roberts Rules of Order shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XI
AMENDMENTS

These bylaws may be amended at any regular or executive meeting of the organization by a majority vote of the executive board committee members.

Approved 9.5.2023 by the Amanecer Elementary School PTO.