



BYLAWS
of
Gemini Elementary School
Parent Teacher Organization
Melbourne Beach, Florida

Draft Amendment: August 2019

Approved by General Membership

ARTICLE 1. NAME AND LOCATION

- I. The name of this organization shall be the Gemini Elementary School Parent Teacher Organization (PTO). It is a local PTO unit organized under the authority of Gemini Elementary School in Melbourne Beach, Florida.

ARTICLE 2. PURPOSES

- I. The purposes of the PTO are to:
 - A. Support educational opportunities for the students of Gemini Elementary School.
 - B. Enhance the image of Gemini Elementary School throughout the community.
 - C. Provide support for the leadership of our school and throughout the Brevard County School District.
 - D. Increase PTO membership and participation at PTO activities.
 - E. Improve the communication between Gemini Elementary School's faculty, parents, and the Melbourne Beach community.
 - F. Promote Gemini Elementary School's Character Traits. See ARTICLE 10.

ARTICLE 3. BASIC POLICIES

- I. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- II. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the organization.
- III. The organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing of statements) in any political campaign on behalf of or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- IV. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein.
- V. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- VI. In the event of dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to Gemini Elementary School.
- VII. The organization shall conduct business in a welcoming and inviting manner, with the spirit of cooperation and teamwork as the central mission, working towards the purposes stated in ARTICLE 2.

ARTICLE 4. MEMBERSHIP

- I. The members of PTO shall include all parents and legal guardians of the students enrolled in the current school year at Gemini Elementary School; and all teachers, administrators, and staff of Gemini Elementary School.
- II. There are no annual dues for members. Every individual who chooses to be involved with the organization will be a member.
- III. Members shall have the right to attend and participate in all meetings and activities of the organization. All parents are considered members and shall have the right to vote on all issues before the membership, to elect officers, and to hold office.

ARTICLE 5. MEETINGS

- I. At least two (2) General Membership Meetings of the organization shall be held annually during each school year. The time and place of the meetings shall be announced at least four (4) days prior to the meeting.
- II. Special and/or additional meetings of the organization may be called, either by vote of the Executive Board or by petition of at least nine (9) non-executive board PTO members. The time and meeting place shall be announced at least four (4) business days prior to the requested meeting date.
- III. A quorum for Executive Board Meetings will be a majority of the current Executive Board. A quorum for a general or special meeting shall be nine (9) members. Minutes must be recorded by one (1) of the members present.
- IV. A majority vote of the Members present at any meeting shall be required for any action to be taken by the organization.
- V. The Bylaws must be reviewed each year during the first meeting of the school year, and amended if needed, or reapproved with the updated review date on the cover page of the Bylaws.

ARTICLE 6. EXECUTIVE BOARD OFFICERS

- I. The affairs, activities, and operations of the organization shall be managed by the Executive Board. Any approvals required by the Executive Board must pass via majority.
- II. The officers of the organization shall consist of a President, First Vice President, Second Vice President (if available), Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer (if available), and Communications Director.
- III. The Executive Board shall conduct necessary business in the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws.
- IV. The Executive Board may create and approve plans of Special Committees. These committees shall present reports and recommendations at the meetings of the membership, prepare and submit a budget to the Executive Board for approval, and, in general, conduct the business and activities of the organization within their Special Committee.
- V. The Executive Board must appoint an Auditing Committee composed of at least three (3) PTO members to audit the Treasurer's accounts at the end of each fiscal year. Composition of Auditing Committee shall change each year. A signer on the PTO bank account may not be a member of the auditing committee. The current Treasurer must be available to answer / clarify any questions from the auditing committee.
- VI. The recommended term for these officers is to serve two (2) consecutive terms. A full slate of officers will be voted on each year. See ARTICLE 8.

ARTICLE 7. DUTIES OF EXECUTIVE BOARD OFFICERS

- I. The President shall be the principal executive officer of the organization and, subject to the control of the Executive Board and the direction of the membership; represent the Gemini PTO at all PTO related events or have another PTO representative present, oversee all PTO functions, and preside over all Executive Board and General PTO meetings.
- II. The First Vice President shall be an officer of the Executive Board and, in the absence of the President, shall perform the duties of the President.
- III. The Second Vice President (if available) shall be an officer of the Executive Board and, in the absence of the First Vice President, shall perform the duties of the First Vice President.
- IV. The Recording Secretary shall be an officer of the Executive Board and; shall keep the minutes of the proceedings of the membership and the Executive Board, see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Recording Secretary, and other such duties as may be assigned by the President or the Executive Board. The Recording Secretary will furnish the prior meeting minutes to the President and the Communications Director at least two (2) weeks before the next scheduled meeting. The Recording Secretary will furnish approved meeting minutes to the President and Communications Director within five (5) days of approval, for publication on the PTO web site.
- V. The Corresponding Secretary shall be an officer of the Executive Board and; shall compose and mail thank you notes, expressions of sympathy, congratulations, etc. as necessary. The Corresponding Secretary is responsible for mailing tax letters to donors following any PTO event provided by the committee chair. The Corresponding Secretary is also responsible for updating the Bylaws after yearly review. See ARTICLE 5.
- VI. The Treasurer shall be an officer of the Executive Board and; shall have charge of, and be responsible for, all funds of the organization, to include receiving and disbursing receipts for monies payable to the organization from all sources. The Treasurer shall deposit all such funds in the Community Credit Union as are selected by the Executive Board. The Treasurer shall make disbursements as authorized by the President, Executive Board, or membership in accordance with the budget adopted by the membership. The Treasurer shall present, and be prepared to discuss, a written financial report at each General Membership Meeting, and at other times as requested by the Executive Board. The Treasurer must also provide monthly statements for the Assistant Treasurer to reconcile.
- VII. The Assistant Treasurer shall be an officer of the Executive Board and, shall assist the Treasurer and train to succeed the Treasurer. The Assistant Treasurer is responsible for completing a monthly audit and updating budget documents as needed for meetings.
- VIII. The Communications Director shall be an officer of the Executive Board, and shall be responsible for all communications as they relate to the functions and activities of the PTO. These may include, but are not limited to; the PTO web site, in-school bulletin boards, fliers and/or emails about events, PTO social media, and public relations activities with the community and Town of Melbourne Beach.

ARTICLE 8. ELECTIONS

- I. The election of officers shall take place at the General Membership meeting in the month of April.
- II. The term of each officer in current position shall be one (1) year, beginning on June 15 and ending on June 14 of each year. See ARTICLE 6.
- III. The Executive Board and members will vote and elect a Nominating Committee that will be made up of at least three (3) members. The job of the nominating committee will be to promote the upcoming election, accept nominations, and manage the actual election process.

- IV. Written nominations, either by the member themselves or by another member, must be submitted within two (2) weeks of the April meeting. These candidates must give consent to be considered for an Executive Board position, and be a current member. See ARTICLE 4.
- V. The Nomination Committee will post the candidates on the PTO Board inside Gemini Elementary at least seven (7) days prior to the meeting.
- VI. Nominations may also be submitted from the floor at the time of the election and added to the ballot before voting begins. All members of the organization may participate in the election and voting. If a member is unable to attend the election meeting, votes may be accepted via a signed absentee ballot.
- VII. In the event of a tie, a second vote will immediately take place for that position at the time of the election meeting.
- VIII. Any vacancy in office because of death, resignation or inability to serve shall be filled by the Executive Board based on written notice from candidates or presented for a special election for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the First Vice President shall immediately assume the office.

ARTICLE 9. FINANCES

- I. The Executive Board may operate every month of a twelve (12) month calendar year.
- II. The Executive Board shall present to the membership, at the first General Membership Meeting of the year, a budget of anticipated revenue and expenses for the year. This budget may be used over the summer prior to the first general meeting, if needed, and as voted on by the Executive Board. This budget shall be used to guide the activities of the Executive Board during the year. Any substantial deviation from the budget must be approved in advance by the Executive Board.
- III. The Executive Board may authorize any officer or Committee Chair to enter into contracts or agreements for the purchase of materials or services, not to exceed \$500, on behalf of the organization. Amounts exceeding \$500 shall require approval by majority vote of the Executive Board. The officers shall not have the authority, however, to enter into such agreements on behalf of Gemini Elementary School or the Brevard County School District, nor should they hold themselves out as having such authority.
- IV. No loans shall be made by the organization to its officers or members.
- V. All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by two (2) authorized signers on the bank account if the amount exceeds \$1000.00
- VI. The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the Executive Board may select and shall make such disbursements as authorized by the Executive Board in accordance with the budget adopted by the Executive Board.
- VII. All deposits and/or disbursements shall be made within a maximum of seven (7) days from the receipt of the funds and/or orders of payment.
- VIII. The Treasurer shall present a financial report at each General Membership meeting of the organization and shall prepare a final report at the close of the year (see ARTICLE 7). The Executive Board shall have the report and the accounts examined by an informal audit committee (see ARTICLE 6) who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.
- IX. The Treasurer and at least one (1) other Executive Board Member, shall have access to any financial reporting software or programs.

ARTICLE 10. CHARACTER TRAITS

- I. All officers and special committee chairs are expected to uphold the following school-wide character traits throughout their term.
 - A. The Respectful School Environment
 1. Respectful greetings, smiles and gestures.
 2. Social skills showing appreciation and respect.
 - B. Citizenship
 1. Being the best you can be.
 2. Honoring school rules, cooperating and respecting others in addition to protecting the environment.
 - C. Respect
 1. Showing high regard for authority, other people, self and country.
 2. Using good manners, tolerant of differences, consideration for others feelings and using respectful language.
 - D. Fairness
 1. Practice justice, equality and cooperating with one another.
 2. Listens to the opinions of others and doesn't take advantage of others.
 - E. Integrity
 1. Having the courage and inner strength to do the right thing.
 2. A person with high integrity builds a good reputation for standing up for his or her beliefs and acts justly and honorably toward all.
 - F. Perseverance
 1. Pursuing objectives with determination and patience when confronted with obstacles.
 2. One who perseveres is prepared, works hard, never gives up, is positive and enthusiastic, and doesn't get discouraged by negative people.
 - G. Caring
 1. Showing an understanding of others by treating them with kindness, compassion, generosity, and a forgiving spirit.
 2. Listening for understanding and communicating with concern and gratitude.
 - H. Responsibility
 1. Has a sense of duty to fulfill tasks to the best of their ability with reliability, dependability, and commitment.
 2. Using self-control by knowing what the right thing to do is and doing it.
 - I. Trustworthiness
 1. Being dependable, telling the truth, and admitting wrongdoing.
 2. A trustworthy person is honest, loyal, and keeps their promises.

ARTICLE 11. AMENDMENTS

- I. These bylaws may be altered, amended or repealed and new bylaws may be adopted by two-thirds vote of the members present. The proposed amendment shall be presented at least thirty (30) days prior to the meeting upon which the amendment is to be voted upon.
- II. The amendment will become effective following the majority vote.

Approved vote of the membership on September 11, 2019

President

Vice President

Recording Secretary

Principal