

**BY-LAWS OF THE
LAUREL NOKOMIS PTO ASSOCIATION
(Updated April 2022)**

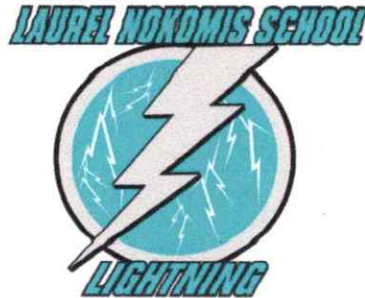


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ARTICLE ONE
NAME

The name of the organization is the Laurel Nokomis PTO Association (the "PTO").

ARTICLE TWO
PURPOSE AND POLICIES

Section 2.1 **Purposes:** The purposes and objectives of the PTO are as follows:

- A. To promote the welfare of the children and the youth of Laurel Nokomis School in home, school and community;
- B. To strengthen the relationship between the home and the school, facilitating cooperation between the parents, the teachers in the education of the children and the youth;
- C. To promote a united effort between educators and the general public in order to secure the highest advantages in mental, physical, and social education for the children and the youth;
- D. To raise monetary funds for special school projects which promote educational purposes; and
- E. To perform any other acts or things necessary, proper, or incidental to performing and carrying out the powers or purposes herein specifically designated for the benefit of Laurel Nokomis School.

Section 2.2 **Policies:** The basic policies of the PTO are as follows:

- A. The PTO shall be noncommercial, nonsectarian, and nonpartisan. It shall maintain a Non-profit, 501 (c) (3), corporate status with the State of Florida.
- B. The name of the organization or the names of any member in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the purposes of the PTO.
- C. The PTO shall not directly or indirectly, participate or intervene in anyway including the publishing or distributing 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;

- D. The PTO shall cooperate with Laurel Nokomis School to support the improvement of education in ways that will not interfere with the administration of the school or shall not seek to control school policies;
- E. The PTO may cooperate with organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO; and
- F. In the event of the dissolution of the PTO, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended.

ARTICLE THREE

DUES AND MEMBERSHIP

- Section 3.1 **Eligibility:** Any person interested in the purposes of the PTO may become a member subject to compliance with these by-laws. Membership in the PTO shall be available without regard to race, color, creed or national origin.
- Section 3.2 **Membership Drive:** At the beginning of each school year, the PTO shall conduct a membership drive. However, individuals may be admitted to membership at any time.
- Section 3.3 **Dues and Membership:** The Board of Directors shall establish the amount for annual dues. You become a member by paying the annual PTO dues.
- Section 3.4 **Participation:** Any eligible person may attend General PTO Meetings, however, only members in good standing with the PTO shall be eligible to serve in any elective or appointed position, or to vote.

ARTICLE FOUR

BOARD OF DIRECTORS

- Section 4.1 The Board of Directors is composed of the officers of the PTO. Committee chairpersons are not members of the Board of Directors unless they have been elected or appointed to fill a role on the PTO Board of Directors.
- Section 4.2 **Authority and Responsibility:**
- A. The PTO Board of Directors is the governing body of the PTO.
 - B. The Board of Directors shall have supervision, control and direction of the

- management, affairs and property of the PTO;
- C. Shall determine its policies or changes therein;
- D. Shall actively pursue the purposes and objectives of the PTO;
- E. shall conduct necessary business in preparation for its General Meetings, PTO Board of Directors Meetings, meetings of its committees and any other necessary meetings;
- F. Shall coordinate the activities of the officers and committees;
- G. shall develop plans, programs, and schedules for the PTO and
- H. shall appropriate and supervise the disbursement of all PTO funds.

Section 4.3 **Meetings**: The Board of Directors shall hold meetings upon the call of the President or upon the call of two (2) officers as long as members of the Board of Directors receive seven (7) days' notice, unless such notice is waived.

Section 4.3 **Quorum**: A majority of the PTO Board of Directors constitutes a quorum and shall pass any resolution presented to the Board of Directors. The members of the board shall have one vote each.

Section 4.4 **Adjunct Members**: The Board of Directors may, from time to time and in its discretion, establish criteria for consideration and appoint distinguished individuals to serve as adjunct members of the PTO's Board of Directors.

- A. **Purpose**: Adjunct Honorary Directors shall be appointed to fulfill a particular role, job, office or to shadow an officer of the PTO.
- B. **Authority**: All Adjunct Directors shall enjoy all of the rights, privileges and responsibilities associated with their role and membership on the Board of Directors, with the exception that they shall not have the right to vote on any matter coming before the Board and shall not be counted in the quorum to conduct that vote. Adjunct board membership shall not be construed to deny the right of adjunct members to speak or make a motion on any issue before the PTO or to prevent the adjunct member from acting to carry out any responsibilities delegated to them by the board of directors and officers pursuant to the fulfillment of their duties.
- C. **Term**: An Adjunct Director's term is limited to one academic school year unless they are reappointed. The Board of Directors may limit the term for a shorter period if they think it's appropriate. Adjunct Directors shall be subject to removal upon the majority vote of the Board of Directors.

ARTICLE FIVE

OFFICERS & DUTIES

Section 4.1 **Officers:** The officers of the PTO shall be the Office of the Presidents (1-3), Vice Presidents (1-4), Vice President of Business Partners (1-3), Vice President of Communications (1-2), Vice President of Fall Fundraising (1-2), Vice President of Holiday Shop (1-2), Vice President of Runation (1-2), Secretary(1-3), Treasurer(1-2), Liaisons [Staff (1), Middle School (1) and SAC/5 Star (1-2)], and the Immediate Past President(s).

- A. All officers must be either a staff member, parent, grandparent or guardian of a child attending Laurel Nokomis School and also have been a member of the PTO for a minimum of 30 days. These rules do not apply to Adjunct PTO Board Members.
- B. Candidates for Treasurer should be active PTO Board Member(s) for 12 consecutive months prior to nomination unless the board votes to elect someone for Treasurer with less time on the board.

Section 4.2 **Duties of Officers:**

A. **Office of the Presidents:**

- 1. The Presidents of the PTO compose the office of the presidents.
- 2. At least one member of the Office of the Presidents shall preside at all meetings of the PTO.
- 3. At least one member of the Office of the Presidents shall be the liaison between the Principal and School Administration and the PTO.
- 4. Shall appoint the chairperson and members of each standing committee and any special committee.
- 5. Shall perform such other duties as may be prescribed in these by-laws, and shall coordinate the work of the Officers and committees to promote the purposes of the PTO.
- 6. Shall be responsible for transacting the necessary business of the PTO between meetings; to approve the plans of, and to appoint and oversee the standing and special committees, and to present a report at the General and Board of Directors Meetings.
- 7. The Office of the Presidents shall manage or appoint a representative to manage the Cloud (Google Drive or Dropbox type) account.

B. **Vice Presidents:**

- 1. Shall act as an aide to the Office of the Presidents and shall perform the duties of the Office of the Presidents in the event the Presidents are absent or unable to act.
- 2. Each Vice President must chair at least one committee or activity.
- 3. Shall be responsible for overseeing specific projects as designated

and shall be responsible for presentations at the Meetings of their designated activities, events, fundraisers, etc.

4. Shall be responsible for collecting and compiling reports from all the standing and special committees.
5. Shall perform such other duties as delegated by the Office of the Presidents

C. **Vice President of Membership:**

1. Shall conduct the membership drive in the fall.
2. Shall be responsible for recruiting members at designated school activities in the fall and spring.
3. Shall be responsible for new members throughout the year.
4. Is responsible for creating and updating a list of members that shall be available to all officers.
5. Shall be responsible for informing different committee chairs of person(s) interested or qualified to assist on their committees.
6. Shall perform such other duties as delegated by the Office of the Presidents.

D. **Vice President of Business Partners:**

1. Shall be responsible for creating letters and business partnership sponsorship forms/packages.
2. Shall be responsible for all communication between the business partners and/or the PTO and Laurel Nokomis School.
3. Shall be responsible for business partners receiving all advertising and/or items owed to them as designated by their sponsorship form.
4. Shall be responsible for communication to the PTO and the Sarasota County School District Team Up Volunteer & Partnership Council.
5. Shall be responsible for keeping all records regarding business partners and passing that information along as needed.
6. Shall perform such other duties as delegated by the Office of the Presidents.

E. **Secretary:**

1. The secretary shall keep and archive all historical records for the PTO as either paper, digital or electronic format
 - a. Corporate Records: The PTO shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its members, Board of Directors and committees having authority of the Board of Directors.
 - b. Record Retention: The PTO shall maintain all financial records, grant and public funding records, and tax records to comply with

the yearly legal requirements for books and record retention unless otherwise determined by the Board for a longer period.

2. Shall write, record and distribute minutes, agendas and invitations (or find a replacement in her/his absence to fulfill these duties) for the General and Board of Directors Meetings and other meetings deemed necessary.
3. Shall handle designated correspondence such as flyers, invitations, thank you notices, sympathy and get well cards.
4. Shall collect Activity Request Forms for each proposed activity for the new school year and ensure that they are submitted to the school following the final Board of Directors Meeting but prior to the end of the school year.
5. Shall ensure that the agendas and minutes for each Board of Directors and General Meeting are on the designated Cloud (Google Drive or Dropbox type) account,
6. Shall perform such other duties as delegated by the Office of the Presidents.

F. **Treasurer:**

1. Shall have custody of all the funds of the PTO and shall keep full and accurate account of all receipts and expenditures.
2. Shall present a financial statement at each General Meeting and at other times as requested by the Office of the Presidents.
3. Shall make a full financial report at the Annual Meeting.
4. Shall chair the Budget and Finance Committee.
5. Shall keep such permanent books and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the PTO.
 - a. Such books of account and financial records shall at all reasonable times be open to inspection by any member in good standing.
 - b. All expenditures shall require the signature of the Treasurer and either a member of the Office of the Presidents or as appointed by the Office of the Presidents.
6. Shall perform such other duties as delegated by the Office of the Presidents.

G. **Vice President of Communications:**

1. Shall maintain and keep current information on the Laurel Nokomis PTO website.
2. Shall handle all the website correspondence and forward the information to the appropriate officers.

3. Shall produce the newsletter and it shall be reviewed and approved by the Office of the Presidents and the Principal or person designated by the Principal.
4. Shall be responsible for maintaining the PTO's Social Media such as the PTO's Facebook Page.
5. Shall perform such other duties as delegated by the Office of the Presidents.

H. Vice Presidents of Fall Fundraiser, Holiday Shop and Run-a-ton:

1. Shall chair the Fall Fundraiser, Holiday Shop or Runathon Committee.
2. Shall be a liaison between the PTO and the committees they chair.
3. Shall prepare a plan with their committee and present a post event summary to the PTO.
4. Shall perform such other duties as delegated by the Office of the Presidents.

I. Immediate Past President:

1. Shall aid and advise the Office of the Presidents on all matters related to the PTO.
2. Shall perform such other duties as delegated by the Office of the Presidents.

J. Staff Liaisons [Staff, Middle School and SAC/5 Star]:

1. Shall be a liaison between the PTO and the staff, SAC/5 Star Committee or the Middle School Board/Staff Advisor. The Staff Liaison shall represent the PTO in staff meetings and represent the staff in PTO meetings.
2. Shall serve as a vital member of communication for both entities.
3. Shall perform such other duties as delegated by the Office of the Presidents.

K. Other Duties of All Officers...

1. Shall deliver to their successor all official materials in their possession no later than ten (10) days following their successor's assumption of the office.
2. Must attend the activity, event, fundraiser, etc. to which they have been assigned.
3. If the Officer cannot fulfill their chairperson responsibilities to completion of the fiscal year, that Officer must find a replacement to fulfill that responsibility.

4. At least one member of the PTO Board must attend all PTO sponsored events where money is being exchanged. If money is being accepted at or for the event, it must be counted by 2 PTO members with one being a board member. When submitting money, the Board member assumes responsibility for turning the money into the lockbox or treasurer with the completed count sheet bearing the signature of the individuals that counted the money
5. It is the intent of the PTO that the Vice Presidents shall serve in the Office of the Presidents after serving their term(s) as Vice Presidents.
6. In the event a vacancy occurs in the Office of the Presidents prior to completion of their elected term or no one steps up to be the incoming president for the following term, one or all of the Vice Presidents will serve to fulfill the term in the Office of the Presidents.

ARTICLE SIX **COMMITTEES**

Section 5.1 Activity Planning Committees

- A. The board sponsors activities each school year and each activity is planned by an Activity Planning Committee.
- B. Each activities planning committee contains a committee chairperson that is appointed by the Board of Directors. A board member shall chair all activities of the PTO dealing with money. However, a General Member of the PTO may co-chair the activity with them.
- C. Members of an activity's planning committee shall be General Members of the PTO.
- D. Each school year, any member of an Activity Planning Committee that volunteer(s) at LNS shall become an approved Level 1 Volunteer by registering in the Volunteer Registration System at Laurel Nokomis School.
- E. An activity's chair and members shall plan, supervise, control and direct the management of the activity; and shall conduct necessary business in preparation for the Activity.
- F. Each chairperson shall submit an Activity Request Form to LNS or to the PTO Secretary for their event and shall be responsible for advertising, recruiting volunteers and handling signups for their event.
- G. Meetings will be planned as needed and in the format, time and location decided by the Chair of the Activity.
- H. Activity Chairs shall present their activity and compile and present their final reports at designated PTO Board of Directors Meetings and designated General Membership Meetings.

Section 5.2 Standing Committees and Duties:

- A. The Standing Committees are the Nominating, Budget and Finance, Calendar and Bylaw Committees.
- B. Composition and Duties:
 1. Each Standing Committee shall consist of One (1) one board member and and one to three (3) members appointed by the Office of the Presidents no later than February.
 - i. The PTO President is an ex-officio member of each standing committee except the nominations committee.
 - ii. The Treasurer is the chairperson over the Budget and Finance Committee.
 - iii. Members of the Nominating Committee are not barred from becoming nominees for office, however, the President should try to recruit some members of the PTO that are not on the board to be members of the Nominating Committee.
 2. Standing Committee shall meet from January to March to to to complete their duties.
 - i. Nominating recruits and prepares a slate of candidates for the following years Board of Directors.
 - ii. Budget and Finance shall project the revenue and expenses of the PTO, plans a budget for the fiscal year and prepares a recommended budget for the following fiscal year.
 - iii. Calendar prepares a recommended calendar of activities for the following fiscal year.
 - iv. Bylaws recommend amendments and revisions to the Bylaws.
 3. The Standing Committees shall submit their reports to the Board of Directors for approval no later than the March Board of Directors Meeting.
 4. The Standing Committees shall present their reports to the March General Meeting of the PTO.
 5. The PTO Board presents reports as required:
 - i. The Office of the Presidents shall present the calendar to the Principal prior to the April Annual Meeting.
 - ii. The Office of the Presidents shall present the calendar to SAC (the LNS School Advisory Council) at the May SAC Meeting. They must seek SAC approval for all tentatively scheduled fundraising events on the calendar.
 - iii. The Committee or the Office of the Presidents shall present the

- budget to the Principal prior to the vote at the April meeting.
6. All Standing Committee Reports shall be finalized no later than the April Annual Meeting at which time it shall be voted on by the members of the PTO present at the meeting following Robert's Rules of Order.

Section 5.3 **Special Committees:** The Office of the Presidents may create special committees as needed to promote the purposes of the PTO. Such special committees shall be for a term of one (1) year, and shall provide an annual report to the Vice Presidents at the end of such term, and at such other times as requested by the Office of the Presidents.

ARTICLE SEVEN

ELECTION OF OFFICERS

Section 6.1 **Election of Officers:**

- A. The Nominating Committee shall select one or more nominees for each office and shall report such nominations to the membership and the Office of the presidents at the March General Meeting.
- B. Following the report of nominations by the Nominating Committee, the members shall have the opportunity to make nominations during the March General Meeting.
- C. Only those members who are in good standing with the PTO and who have consented to serve, if elected, shall be eligible for nomination either by the Nomination Committee or from the general membership. All nominees must be a member of the PTO at least thirty (30) days prior to the nomination.
- D. Officers shall be elected by ballot during the April Annual Meeting. In the event there is only one (1) nominee for any office, election for that office may be a show of hands or a voice vote.
- E. Extenuating circumstances: In the event that the election is not held in April and no April meeting can be held because of Acts of God, Officers to the Board of Directors can be appointed and ratified at the next General meeting of the PTO.
- F. The Office of the President shall submit the roster of the newly elected Board of Directors to the Principal after the election.
- G. Officers shall serve until the election and qualification of their successors.
- H. Once officers have been elected, they will have up to 6 weeks to obtain a Level 2 background screening from the Sarasota County School District Department of Safety and Security at The Landings at the cost of the PTO. If the elected officer is unable to produce documentation of approval or does

not meet approval requirements by the School District, they in turn forfeit their nomination and their board seat becomes open for further nominees. In addition, each school year, officer(s) must become approved Level 1 Volunteers by registering in the Volunteer Registration System at Laurel Nokomis School.

- Section 6.2 **Term:** The term of office for the Officers shall be one (1) year. Officers may serve for two (2) consecutive terms, totaling two (2) years.
- A. Additional terms can be served if there is no other nomination for the office, and the majority of the Officers approve the nomination.
 - B. The officer must be elected at the April Annual Meeting.
 - C. Officers shall assume their official duties following the last General Meeting of the school year.
 - D. Outgoing officers shall remain on the Board as non-voting members until the end of the school year for transition purposes. However, the outgoing officers, not the new board, shall vote on how surplus money is spent at the final Board of Directors meeting of the year unless a quorum of the outgoing officers are not available for the vote(s).

- Section 6.3 **Vacancies:**
- A. In the event a vacancy occurs in the Office of the Presidents prior to the end of the term, a Vice President shall assume the Office of the Presidents.
 - B. All other Officer vacancies shall be filled by a person elected by a majority vote of the Officers.

ARTICLE EIGHT **MEETINGS**

- Section 7.1 **General Meetings:**
- A. The PTO shall have General meetings from August through April.
 - B. A general meeting may be held in May at the discretion of the board to complete tasks not handled at the Annual Meeting.
 - C. The location, date and format of such meetings shall be determined in advance by the Office of the Presidents.

- Section 7.2 **Board of Directors Meetings:**
- A. There shall be a monthly Board of Directors Meeting prior to the monthly

General PTO Meetings.

- B. The Board may invite a visitor (such as a Committee Chair) to the Board meeting to present or to participate in a board meeting. Visitors to the Board of the Director Meetings shall not have the right to vote on any matter coming before the Board and shall not be counted in the quorum to conduct that vote.
- C. Superseding the election of the new Board of Directors, a transition meeting shall occur immediately thereafter.
- D. Funding Requests shall be approved by the outgoing Board at the Board of Directors Meeting in May.

Section 7.2 **Special Meetings:** A special meeting may be called by the Office of the Presidents, Vice Presidents or by a majority of the Officers.

Section 7.5 **Annual Meeting:** The April Meeting shall be designated as the Annual Meeting. Any business not completed at the Annual meeting shall be concluded at the immediately following General Meeting. The following year's officers shall be elected by ballot, and the following year's budget, calendar and bylaws will be voted on during the Annual Meeting.

Section 7.6 **Extenuating Circumstances:** In the event that a committee report is due in April and no April meeting can be held because of Acts of God, the report can be presented and ratified at the next meeting of the PTO.

ARTICLE NINE **QUORUM**

A majority of the Officers shall constitute a quorum at any meeting or when voting via email if in between meetings except at the Annual meeting where majority vote of the members present at such meeting constitutes a quorum.

ARTICLE TEN **FISCAL YEAR**

The fiscal year of the PTO shall be June 1 through May 31.

ARTICLE ELEVEN
AMENDMENT

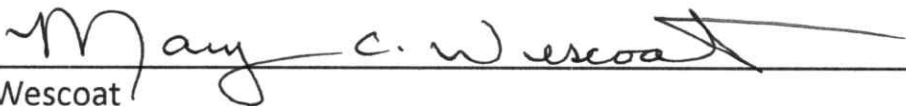
Revisions and proposed amendments to these by-laws may be submitted by the board or by a member(s) in good standing with the PTO. These Bylaws may be amended at any General Meeting by a majority vote of the members present at such meeting, provided that the notice of the proposed amendment shall be given to all members no less than 7 days prior to such Meeting.

ARTICLE TWELVE
PARLIAMENTARY AUTHORITY

Robert's Rule of Order, Revised, shall govern the PTO only in cases in which a resolution can not be reached and for the vote on the Budget and Calendar as set by the Committees.

These By-Laws are adopted by action of the Office of the Presidents on May, 2022.

Office of the Presidents
Of the Laurel Nokomis PTO Association

By: 
Mary Wescoat
Presidents

Attest: 
Kelly McClintock
Secretary