

Henry S. West Laboratory School



Parent Teacher Organization

Bylaws

Article I: Name

The corporation governed by these bylaws is Henry S. West Lab PTO, Inc., a Florida not-for-profit corporation sometimes referred to herein as "West Lab PTO" or "PTO".

Article II: Objectives

The objectives of West Lab PTO are:

1. To establish and maintain a working relationship between parents, school and the community.
2. To support school environment teams and promote the finest education possible for the students at Henry S. West Laboratory School (hereinafter referred to as "West Laboratory School" or "the school").
3. To enhance the quality of education by raising funds for school supplies, personnel, or programs that fall outside the school budget.
4. To expand technology and supplement equipment and supplies.
5. To increase student safety and security.
6. To develop programs and projects that will support or enrich the curriculum.

Article III: Policies

The basic policies of West Lab PTO are that:

1. This PTO shall be noncommercial, nonsectarian, and nonpartisan.
2. Neither the name of this PTO nor the names of any members in their official capacities shall be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purposes not appropriately related to promotion of the objects of this PTO, including fundraising activities.
3. This PTO shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
4. This PTO shall work with the school to provide quality education for all students, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.

5. This PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing this PTO in such matters shall make no commitments that bind the organization without prior Executive Board approval.
6. No part of the net earnings of the organization shall inure to the benefit of, or be distributed 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, to dispense reimbursement for sums spent on behalf of the organization, and to make payments and distributions in furtherance of the purposes set for in Article II hereof.
7. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted of a nonprofit organization.
8. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of this PTO, the remaining assets shall be distributed to West Laboratory School. If West Laboratory School ceases to exist, remaining PTO assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.
9. This PTO shall not be liable for any non-budgeted monetary expenditure without approval of such expenditures by the Executive Board.

Article IV: Fiscal Year

This organization shall be run from July 1 to June 30.

Article V: Membership and Dues

Section 1

All faculty and parents or guardians of students currently enrolled at West Laboratory School are eligible to be members.

Section 2

Members of the organization shall be eligible to participate and vote in the general meetings and to serve in any of its elected or appointed positions.

Section 3

Dues shall be voluntary and the amount decided upon at the first Executive Board meeting. Dues are waived for all faculty members and parents unless otherwise determined by the Executive Board.

Article VI: Officers and their Terms of Office

Section 1

The elected officers of this organization shall be President, Vice President, Secretary, and Treasurer. Each office may be co-chaired by two officers, one senior (in the second year of their term) and one junior (in the first year of their term).

Section 2

Officers shall assume their official duties at the beginning of the fiscal year and shall serve for the term of two (2) years or until their successors assume office.

Article VII: Committees

Section 1

The Standing Committees shall include: ACT/Crab Crew, Afterschool Programs, Book Fair, Uniforms, Website, PEN (Parent Email Network), and Carnival. Any committee may be co-chaired.

Section 2

The Executive Board, as deemed necessary to promote the objectives of the organization and to carry on its work, may create additional committees, including standing committees.

Section 3

Chairpersons of standing committees shall be selected by the Executive Board.

Article VIII: Executive Board

Section 1

The Executive Board shall consist of the elected officers, the Principal of the school (or a representative appointed by the principal), the Assistant Principal of the school, two representatives elected from and by the school's professional staff, the middle school liaison, and the EESAC chair.

Section 2

No officer shall hold the same office for more than two consecutive years, unless approved by a two-thirds (2/3) vote of the Executive Board. Candidates for any elected office shall have experience chairing a committee, unless there are two persons serving as co-officers, in which case one of the officers must have prior experience. In the event no person with experience chairing a committee wishes to run for an elected office, another qualified candidate may be approved by a majority vote of the Executive Board.

Section 3

The duties of the Executive Board shall be to carry out the expressed policies and desires of the membership of the organization and to make recommendations to the membership for needed actions or policy changes that may be required.

Section 4

The Executive Board shall transact the necessary business of the organization, create standing and special committees, approve plans and work of standing committees, make reports and recommendations at general meetings, provide for the audit of PTO funds, and prepare the annual budget to be submitted to the Executive Board at the first Executive Board meeting.

Section 5

The Executive Board shall have authority to execute business as outlined by the Articles of Incorporation and these bylaws. An officer may be present via phone.

Section 6

By two-thirds (2/3) vote of the Executive Board, an officer may be removed from office for failure to perform duties. An officer may be present via phone.

Section 7

Vacancies on the Executive Board shall be filled by appointment of the Executive Board for the unexpired term.

Article IX: Elections of Executive Board Officers

Section 1

A nominating committee shall be created for the purpose of identifying possible candidates for presentation to the general meeting where elections for the following year are being held. No member of the nominating committee shall run for an executive board position for the upcoming school year.

Section 2

The nominating committee shall be chaired by the President and composed of a current PTO Executive Board Member, and a faculty/administration member and a parent. This committee shall include a minimum of two non-Executive Board members.

Section 3

The nominating committee shall have at least three members and always an uneven number.

Section 4

The Executive Board shall solicit volunteers to be voted on by the Executive Board to become members of this committee in compliance with section above.

Section 5

A public announcement soliciting volunteers or nominations for the Executive Board shall be sent out a minimum of one month prior to elections. Nominations shall be closed one week prior to elections.

Section 6

The annual election of officers for the Executive Board shall be held at the May general membership meeting, occurring prior to the end of the school year.

Section 7

If there is only one candidate for any office, by motion from the floor, the election for that office may be by voice vote. If there is more than one candidate for any given position the election shall be determined by written ballot at the general meeting conducted in May and the results shall be disclosed prior to the end of the meeting.

Section 8

The nominating committee shall compile the list of all volunteers or nominees identified as candidates.

Section 9

No person may run for two different offices in a single election cycle.

Section 10

If an office remains unfilled after the election, it shall be considered a vacant office to be filled by a person elected by a majority vote of the new Executive Board, all members of the new Executive Board having been notified.

Section 11

If a member of the Executive Board resigns or is removed from office before completion of the school year, the position shall be filled by a person elected by a majority vote of the Executive Board.

Section 12

All resignations must be made in writing to the PTO President and the School Principal.

Article X: Duties of Members of the Executive Board

Section 1

All Members of the Executive Board will:

1. Support the objectives of West Lab PTO and uphold its policies and principles.
2. Help recruit committee chairpersons for all vacant standing committees of the board.
3. Solicit the budget and plan of work from the chairperson of all committees placed reporting to their office.
4. Assist the chairperson of any committee under their office at the request of the chairperson.
5. Maintain documentation related to their function and deliver this documentation and any official materials to their successor within ten (10) days after the meeting at which the successor was elected.

Section 2

The President shall:

1. Preside at all meetings of this PTO and the Executive Board.
2. Be a member ex-officio of all standing and special committees.
3. Appoint the chairperson for special committees.
4. Coordinate the work of the officers and committee chairpersons of this PTO in order that the objectives of this PTO may be promoted.
5. Perform all other duties usually pertaining to this office.

Section 3

The Vice President shall:

1. Support the work of the officers and committee chairpersons of this PTO in order that the objectives of this PTO may be promoted.
2. Help recruit committee chairpersons for all vacant standing committees of the board.
3. Coordinate and oversee events and fundraising activities for the benefit of the PTO.
4. Perform all other duties usually pertaining to this office.

Section 4

The Secretary shall:

1. Keep the minutes of all general meetings and all meetings of the Executive Board.
2. Conduct correspondence and perform all other duties assigned.
3. Distribute information as necessary for publication in the media or to the members of the PTO, including at general meetings.
4. Keep the calendar of events, deadlines, and fundraising campaigns for the PTO Executive Board.
5. Keep the general PTO calendar up to date on the website or other platform for publication to all PTO members.

The Secretary's tasks may be divided between co-Secretaries at their discretion.

Section 6

The Treasurer shall:

1. Administer the funds of the organization under the direction of the Executive Board.
2. Receive funds from event chairs and/or coordinators and set requirements for the transmittal of those funds (such as deposit forms setting forth all amounts collected, sorting of cash by face value, etc.).
3. Conduct a verification count of all monies received and deposit all cash and checks in the bank within five (5) business days.
4. Collect and keep a full accurate account of receipts and expenditures of this PTO, keeping the books updated and available for an audit by an auditor or auditing committee upon request.
5. Ensure that bank account information is updated and corporation filings, including annual reports for the Florida Department of State Division of Corporations and tax returns to the Internal Revenue Service are submitted each year.
6. Make disbursements authorized by the President, Executive Board, or PTO in accordance with the budget adopted by this PTO.

Article XI: Meetings

Section 1

The Executive Board shall transact official business of the organization at Executive Board meetings and at General Meetings as set.

Section 2

1. A general meeting of the organization will be held in September to approve the budget for the fiscal year.
2. No less than nine (9) individual members present at a general meeting shall constitute a quorum.
3. A general meeting of the organization shall be held in May of each year for the purpose of reorganization for the coming year.
4. The President or the Executive Board shall set other general meetings.

Section 3

Executive Board meetings shall be set by the President or by the majority of the Executive Board.

Section 4

Resolutions or recommendations of the Executive Board shall be approved by a majority vote of the members in attendance at any general meeting.

Section 5

All motions and elections, except those expressly stated otherwise in the Articles of Incorporation or bylaws, shall be carried or fail by simple majority vote of members present and voting.

Section 6

Notice of an Agenda shall be published by email at least two (2) business days prior to a scheduled meeting. Non-emergency matters to be placed on the agenda shall be made in writing to the Executive Board no later than ten (10) business days before a scheduled meeting. The Executive Board shall determine what constitutes an emergency matter to be presented to the PTO when notice procedures have not occurred.

Article XII: Dispensation of Funds

Section 1

Money raised by this organization shall be spent as specified in the approved budget.

Section 2

Any individual seeking to be reimbursed or to receive a PTO check must obtain consent and approval from the PTO President. Requests for reimbursement of amounts spent on behalf of the PTO shall be made in writing and accompanied by documentation of the expenditures.

Section 3

A minimum of \$2,000 shall be carried over each year as start-up monies. The PTO may carry over any amount above this \$2,000 as it deems necessary.

Article XIII: Amendments

Section 1

Amendments to the Articles of Incorporation shall be approved by a two-thirds (2/3) majority vote of the membership present at a general meeting.

Section 2

Bylaws not in conflict with the Articles of Incorporation or its amendments may be adopted by a majority of the members present at a general meeting.

Section 3

Bylaws may be rescinded by a majority of the members present at a general meeting.

Section 4

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of this PTO or by a two-thirds vote of the Executive Board.

Section 5

At the beginning of each school year, the Executive Board shall review these bylaws. Every three years, it shall present the bylaws to the general membership and reaffirm them by a two-thirds vote of the members present and voting.

ARTICLE XIV: Indemnity

The PTO shall indemnify its directors, officers and members as follows:

(a) Every director, officer, or member of the PTO shall be indemnified by the PTO against all expenses and liabilities, including counsel fees, reasonably incurred by or imposed upon them in connection with any proceeding to which they may be made a party, or in which they may become involved, by reason of being or having been a director, officer, or member of the PTO, or serving at the request of the PTO as a director, officer, or member of the PTO, whether or not they are a director, officer, member, or agent at the time such expenses are incurred, provided that in the event of a settlement the indemnification herein shall apply only when the Board of Directors approves such settlements and reimbursements as being in the best interests of the PTO.

(b) The PTO shall provide indemnity to any person who is or was serving at the request of the PTO as a director, officer, member, or agent of the PTO against expenses of suit, litigation, or other proceedings to the maximum extent permitted by law.

(c) The Board of Directors may, in its discretion, direct the purchase of liability insurance by way of implementing the provisions of this article.

This article may not be changed retroactively without the express consent of any affected individual.