

Dr. Manuel C. Barreiro PTO

Bylaws

Article I – Name

Dr. Manuel C. Barreiro Elementary School PTO

Article II – Purpose

The organization is organized for the purpose of supporting the education of children at Dr. Manuel C. Barreiro by fostering relationships among the school, parents, and teachers.

Article III – Members

Any parent, grandparent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights at the board selection meeting. The principal and any teacher employed by the school may be a member and have voting rights.

Article IV – Officers and Elections

Section 1 – Officers

The officers which will constitute the executive board shall be a president, vice-president, secretary, and treasurer. The executive board will be the determining body in the decision-making process.

- 1. President** – Serve as leader and key contact for the PTO; preside all PTO meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the board members and committees so that PTO's objectives can be met.
- 2. Vice President** – Act as an aide to the President; perform the duties the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Board; coordinate the general activities of any Special Committees created by the Board.
- 3. Secretary** – Keep minutes of all meetings (Board & General); check & prepare correspondence; maintain master documents in binder; keep master calendar of events for the PTO; prepare flyers, notices, order forms, etc.
- 4. Treasurer** – Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at PTO events where money will be collected; assure that PTO policies and best practices are followed with regards to funds; prepare financial reports for each meeting as needed; prepare the books for an annual audit; have name added to the bank account. *THIS POSITION CANNOT BE HELD BY A MIAMI-DADE COUNTY PUBLIC SCHOOLS EMPLOYEE.*

5. **Assistant Treasurer** – Assist the Treasurer in collecting money, making deposits, have name added to the bank account & any other Treasurer duties deemed necessary. *THIS POSITION CANNOT BE HELD BY A MIAMI-DADE COUNTY PUBLIC SCHOOLS EMPLOYEE.*
6. **Volunteer Coordinator** – Help recruit committee chairpersons when needed; maintain a master contact list of available volunteers; verify volunteer status; contact volunteers for events; assist with the calendar of events for PTO.
7. **Fundraising** – Contact, schedule, & plan fundraising events; share information with the treasurer and assistant treasurer as it relates to fundraising; assist volunteer coordinator when volunteers are needed for fundraising events; assist with the calendar of events for PTO.

Section 2 – Nominations and Elections

Elections will be held at the beginning or the end of the school year. The nominating committee shall select candidates for each office available and present the slate. At the election meeting, nominations may also be made from the floor. Voting shall be by a ballot vote. The nominating committee shall consist of the Vice President, Secretary, a parent at large, and a teacher at large to be selected by the school principal and assistant principal. The committee shall consist of four members.

Section 3 – Eligibility

Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate and do not have a child entering the fifth grade (this can only be disregarded if the nominating committee is unable to secure a nomination that has a child entering another grade level other than fifth). Cleared volunteer status must be acquired at the beginning of the school year to enter the school and participate in PTO and school-related events.

Section 4 – Terms of Office

Officers are elected to serve no more than three (3) years in the same office. Each person elected shall hold only one office at a time. In the event, that the nominating committee does not receive any request for nominations, the current office holder may continue to serve on the board.

Section 5 – Duties and Responsibilities

Participate in all PTO and school-related events. Including, but not limited to, fundraising, weekly sales, school-wide collections, etc.

Section 6 – Vacancies

If there is a vacancy in the office of president, the vice president will become president. At the next regular scheduled meeting, a new vice president will be appointed by the executive board for the remaining of the school year.

Section 7 – Removal from Office

Officers can be removed from office with cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Section V – Meetings

Section 1 – Annual Meeting

The annual meeting will be held at the beginning or end of the school year. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meeting through the school's communication platform.

Section 2 – Regular Meeting

Meetings will be held as needed throughout the school year. Time, dates, and location will be determined by the executive board.

Section 3 – Special Meeting

Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 3 days prior to the meeting through the school's communication platform. In the event any of the executive board members or committee chairs resign, the executive board will meet to accept a resignation.

Section 4 – Quorum

A quorum shall consist of a simple majority of the members present representing any of the organizations governing bodies.

Article VI – Executive Board

Section 1 – Membership

The Executive Board shall consist of President, Vice President, Secretary, and Treasurer.

Section 2 – Duties

The duties of the Executive Board shall be to transact business meetings in preparation for the general meeting, create standing rules and policies, create standing temporary

committees, approve routine bills, and prepare reports and recommendations to the membership.

Section 3 – Meetings

The Executive Board will meet as needed at a date and time determined by them. Special meetings may be called by the President or any two executive board members with 24 hour notice. The executive board shall meet with the school principal at a date and time determined by the principal.

Section 4 – Quorum

A quorum shall consist of a simple majority of the executive board.

Article VII – Committees

Section 1 – Membership

Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2 – Standing Committees

The following committees shall be held by the organization. Membership, Volunteer, and Nominating.

Section 3 – Special Committees

Special Committees can be created as deemed necessary by the executive board. Special committees shall not spend more than \$550 for an event without the authorization of the executive board. Executive board members and committee chairs shall have voting rights in special events planning.

Article VIII – Finances

Section 1 – The treasurer shall keep accurate records of any disbursements, income, and bank account information. Immediately following fundraisers, all money is to be counted on school grounds by the PTO and prepared for deposit. The treasurer will ensure completion of corporate filing and taxes as required by law.

Section 2 – The Executive Board shall approve all expenses of the organization.

Section 3 – Two authorized board members shall be added to the bank account, giving them authorized signatures on each check. These board members cannot be a Miami Dade County Public Schools employee.

Section 4 – Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership’s approval, spent for the benefit of the school.

Section 5 – In an emergency, no more than \$100 shall be spent without the authorization of the executive board.

Section 6 – Upon the dissolution of the board, a minimum of \$1,500 shall be left in the account. This shall be the starting for the upcoming board.

Section 7 – The fiscal year shall coordinate with the school year calendar.

Article IX – Parliamentary Authority

Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization bylaws.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep record of the standing rules for future reference.

Article XI – Dissolution

The organization will be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII – Amendments

These bylaws may be amended by the Executive Board as needed at a date and time determined by them.

Amended on May 18, 2022

Approved by:

Jenny Laitano, President

Aline Rodriguez, Vice President

Secretary, Meivis Barnett

Treasurer, Christina Gotay

