

Lighthouse Elementary I Beacon Cove Intermediate Parent Teacher Organization, Inc.

BYLAWS

Revised February 19, 2025

Article I Name

The name of the organization shall be the Lighthouse Elementary / Beacon Cove Intermediate Parent Teacher Organization, Inc. ("PTO"). Lighthouse Elementary and Beacon Cove Intermediate shall herein be referred to collectively as "the Schools".

Article II Organization

This organization exists as an incorporated, not-for-profit organization of its members. These Bylaws shall be the governing factor of the PTO and may be revised by the Executive Board as necessary to meet changing conditions in the Schools or community and brought to vote of the General Membership.

Article III Purpose

The purpose of this organization is to support and collaborate with the faculty, staff and administration of the Schools to enhance communication, foster a thriving school community, and promote the success and well-being of all students. Additionally, we aim to raise funds that will directly benefit students and enrich their educational experience.

Article IV Governing Parties

A. The organization shall not seek to direct the administrative activities of the Schools or control their policies, but will respect and cooperate with the guiding counsel of the Principals and faculty of the Schools.

B. The organization shall be not-for-profit, non-commercial, non-sectarian, and non-partisan. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with the commercial concern or with any partisan interest, or for any purpose other than the regular work of the organization.

C. The organization understands that all purchases made for the Schools by the organization shall become property of the School District of Palm Beach County.

D. Any problems or concerns relating to school policy shall be referred to each school's School Advisory Committee.

E. A copy of these Bylaws shall be available at the main office of each school for public access.

Article V Membership

A. Membership shall be open to individual parents and legal guardians of currently enrolled students as well as the current faculty and staff of the Schools.

B. Members are entitled to, and encouraged to, attend all General Membership Meetings and have voting privileges.

Article VI Executive Board of Directors

A. All Executive Board Members must be part of the General Membership as defined above in Article V(A). There shall be a PTO Executive Board that shall consist of the following co-officers:

two Presidents, Vice Presidents, Secretaries, Treasurers, Volunteer Coordinators, and Business Partnership Coordinators. As the PTO represents two schools, there will be two positions available for each office. The officers sharing an office will collaborate and work as a unified team for the benefit of the entire PTO.

B. One person may hold office for both schools. For example, there may be one President or one Business Partnership Coordinator for both schools. Two people may also hold one office as co-officers, at the discretion of the President. For example, there may be two co-Vice Presidents at one school.

C. The Principal of each school shall also be a voting member of the Executive Board, except in cases of a conflict of interest, such as voting on matters directly related to their own budget requests or other personal or financial interests.

D. The Executive Board may also appoint a faculty member to serve on the Executive Board. The faculty members shall not be officers of the Executive Board and, as such, are non-voting members. These appointments, if any, shall be made at a General Membership Meeting, and should be made at the final General Membership Meeting of the school year, when the officers of the Executive Board are elected per Article IX below.

E. Members of the Executive Board shall serve one year, from July 1 to June 30.

Article VII General Membership and Executive Board Meetings

A. General Membership Meetings shall be held at least twice per academic year, with dates scheduled at the discretion of the Executive Board. Members shall be notified in writing at least 10 days in advance of each meeting, through a school-generated communication to the entire student body and posted on the PTO website and social media accounts. The General Membership Meetings will be combined for both schools and will not be held separately.

B. Executive Board Meetings shall be held monthly throughout the school year, with a time to be fixed by the President and the Executive Board. Meetings may be omitted or added as needed, at the discretion of the President. A majority shall constitute a quorum, and all meetings shall be conducted in accordance with Robert's Rules of Order, except where superseded by these Bylaws.

C. All officers of the Executive Board are required to attend all meetings unless otherwise excused by the President.

Article VIII Voting

A. Each member present at a General Membership Meeting shall be entitled to one vote per issue.

B. Five members present shall constitute a quorum.

C. A majority of the members present is required for passage of issues.

Article IX Nomination and Election of Officers

A. The elected officers of the Executive Board shall be: the Presidents, Vice Presidents, Secretaries, Treasurers, Volunteer Coordinators, and Business Partnership Coordinators.

B. The Presidents and the Executive Board may, at their discretion, either appoint a nomination committee for the election of new officers and/or require that names be submitted in writing prior to the last General Membership Meeting of the school year.

C. It is recommended, although not required, that the potential candidates for Presidents be members of the current Executive Board.

D. Names that are submitted by either a nominating committee or submitted in writing by members shall be presented at the last General Membership Meeting of the school year. Nominations may also be made from the floor at the meeting, provided each nominee has given prior consent.

E. Elections shall be conducted by paper ballot, and only members present at the General Membership meeting are eligible to vote.

Nominations for positions may be made from the floor during the meeting and a space will be provided on the ballot for members to write in the name of the nominee.

Ballots will be counted during the General Membership meeting, in the presence of all attendees.

The counting process will be carried out by two general members of the PTO who are not candidates for office and who will be selected by a vote of the members present at the meeting.

The counting of ballots will be monitored by the principals or principals' designees to ensure transparency and fairness.

F. Newly elected Executive Board members are encouraged to become actively involved immediately, even though they do not formally take office until July 1.

G. The two individuals who receive the most votes for each position will be elected as the new officers (co-officers).

Article X Duties of Executive Board Members

A. President

a. The Presidents shall preside at all General Membership and Executive Board Meetings. If there are two Presidents, then they shall alternate serving as presiding President. The presiding President only votes in case of a tie.

b. The Presidents shall enforce these Bylaws.

c. The Presidents shall be signers on any PTO bank accounts.

d. The Presidents may appoint committee chairpersons and any other positions on committees developed by the Executive Board.

B. Vice President

a. The Vice Presidents shall assume all duties and responsibilities as set forth by the Presidents and shall preside over meetings in the absence of the Presidents.

b. Should a President be unable to complete their term, then a Vice President would assume the office of the President.

c. If the school has two Vice Presidents, then one Vice President shall be of "events" and the other shall be of "fundraising".

C. Secretary

a. The Secretaries shall keep the minutes of the Executive Board and General Membership Meetings. When there are two Secretaries they will alternate recording the minutes.

b. The Secretaries shall provide a copy of the minutes from these meetings to all Executive Board members, after review by the Presidents.

c. The Secretaries shall maintain a binder at each school's main office, which shall contain a copy of the final minutes from each General Membership Meeting. These minutes shall be available for review by anyone who wishes to do so.

d. The Secretaries shall also maintain a copy of the Bylaws in said binder and shall make the proper entries in the record at the time of any changes to the Bylaws.

D. Treasurer

a. The Treasurers shall be the custodian of the PTO funds, and shall be responsible for maintaining computerized records for all PTO accounts. The books and accounts of the organization shall be kept in accordance with generally accepted accounting principles and procedures.

b. The Treasurers shall receive and disburse all money, provide the current account balances at all Executive Board and General Meetings, provide a written financial report when requested by the Presidents, and perform all duties pertaining to the office of the Treasurer, including filing all necessary reports and filings with the State of Florida.

c. The Treasurers shall also be responsible for filing all regular tax returns on a timely basis. The Treasurers may retain an accountant to prepare and file all required federal and state tax returns.

d. The Treasurers shall prepare an End of the Year financial statement each year and submit to the Executive Board, which may be made available to the general public, as well as filed in the PTO records.

e. There shall be four signers on any PTO bank account and these signers shall include the Presidents, the Treasurers, and, if there is only one President, then an additional officer designated by the President and Treasurers. Two (2) signatures are required on all checks written on any PTO bank account.

E. Volunteer Coordinator

The Volunteer Coordinators shall be responsible for securing volunteers for various activities, events and projects undertaken by the PTO, or at the discretion of the President, in order to accomplish the objectives of the PTO and the Schools. The Volunteer Coordinators shall attend any mandatory School District training and are also responsible for submitting any applicable School District Award Nomination applications in a timely manner, should such awards be available.

F. Business Partnership Coordinator

The Business Partnership Coordinators shall be responsible for securing businesses that wish to partner with the Schools through the Business Partner Program and shall ensure that the paperwork required for Business partnership with the School District is filed in a timely manner. The Business Partnership Coordinators shall attend any mandatory School District training and are also responsible for submitting any applicable School District Award Nomination applications in a timely manner, should such awards be available.

Article XI Committees

The Executive Board may form such special committees as it determines are needed from time to time.

Article XII Resignations and Vacancies

A. Should a President resign or be unable to complete his or her term, then a Vice President would assume the office of the President.

B. If any other elected office becomes vacant through resignation or otherwise, then the Executive Board may either appoint a current member of the PTO or fill the vacancy.

C. An office may be considered vacant if an Executive Board member fails to attend three (3) consecutive meetings.

D. Upon resignation or termination of office, the Executive Board member leaving must return all PTO records and materials in his or her possession to a current member of the Executive Board. Such records and materials may include but are not limited to: all physical and digital records, account names, numbers, and passwords; donor records; product inventory; digital filing systems (e.g., Google Docs), including master copies of images, logos, and other intellectual property; banking records, including debit and credit cards, checkbooks, receipts and related materials; and vendor contracts.

Article XIII Finance

A. Budget

a. The fiscal year shall be concurrent with that of the School District, which at this time is July 1 through June 30th. However, the school year, as that term is used herein, shall end on the last day of school for students.

b. A Budget Committee shall be formed prior to the end of the school year to study the organization's financial status, make recommendations regarding disbursement of any funds remaining, and to prepare a proposed budget for the following fiscal year.

c. The Budget Committee shall consist of the Presidents, the Treasurers, and, if there is only one President, one other officer designated by the President and Treasurers.

d. The proposed budget shall be submitted to the Executive Board for approval and voted on at the last General Membership Meeting of the school year.

e. All member requests for reimbursement for money spent in a school year must be submitted before the end of the school year.

f. Disbursement of funds for items listed on the budget must be made within the fiscal year and cannot be carried over to the next year's budget.

g. Funds not disbursed from one category on the budget cannot be used to supplement another category, nor can they be used for another purpose without budget amendment.

h. Should the amount needed for any budget item be less than the amount that was approved, the difference shall be returned to the PTO.

i. For purchases made by or on behalf of the PTO or schools, transactions should be conducted using the retailer's PTO non-profit business account when available (e.g., Costco, Walmart,

Amazon, Staples, etc.). PTO issued debit/credit card and tax exemption form should be used whenever possible.

B. Requests for Non-Budgeted Money

- a. All requests for money must be submitted in writing.
- b. Requests for money in any amount less than \$250 may be approved by the Presidents and the Treasurers. Any requests for money over \$250 but less than \$1000 must be presented to the Executive Board for discussion and approval at an Executive Board Meeting.
- c. All requests in excess of \$1000 must be presented to the Executive Board for discussion and approval and be voted on at a General Membership Meeting.
- d. In the event that funds that have been requested and approved are not used for the purpose for which they were approved, then the money must be returned to the PTO.

C. Upon termination or Dissolution of the Lighthouse Elementary / Beacon Cove Intermediate Parent Teacher Organization, Inc., any assets remaining after payment, or provision for payment, of all debts and liabilities of the organization shall be distributed equally to Lighthouse Elementary School and Beacon Cove Intermediate School to be used for purposes that align to the to the PTO's mission statement.

Article XIV Emergency Community Response Fund

- A. The PTO shall designate funds annually to the Emergency Community Response Fund (herein referred to as the "ECRF").
- B. The budgeted amount shall be set by the Budget Committee each school year.
- C. The PTO is not mandated to disburse funds from the ECRF each school year, and remaining funds are not required to be carried over to the next year.
- D. The existence of the ECRF does not preclude any other fundraising activities that may be planned in order to benefit a specific family or individual without the Schools.
- E. The Principal at the school where the hardship exists shall request funds. The request for and disbursement of the funds shall be kept confidential from the general members and the privacy of those who benefit from the ECRF shall be respected.

Article XV Bylaw Amendments

Proposed amendments to these Bylaws and/or the Articles of Incorporation must be approved by the Executive Board, and voted upon and passed by a majority vote of the members present and voting at any regular or special General Membership Meeting, provided that timely notice of a pending Bylaws change and of the meeting has been given to all members prior to the vote.