
**By-Laws**
Revised July 2024

**ARTICLE I – NAME**The organization shall be named Water Spring Elementary Parent Teacher Organization (PTO); herein referred to as the WSE PTO. The PTO is located at 16000 Water Spring Blvd, Winter Garden, FL  34787.

**ARTICLE II – Purpose**The purpose of the WSE PTO is to enhance and support the educational experience at Water Spring Elementary school, to develop a closer connection between school and home by encouraging parent and student involvement, and to improve the environment at Water Spring Elementary through volunteer and financial support. The WSE PTO seeks to foster relationships between parents and staff members, enhance student learning opportunities in the classroom, enrich the lives of the students and families and support school improvements.

**ARTICLE III – POLICIES
Section 1:** The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin. The WSE PTO is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (hereinafter “IRC”). The WSE PTO is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of section 509(a)(2) of the IRC or corresponding section of any future Federal tax code.

**Section 2:** The WSE PTO shall not seek to direct the administrate activities of the school or to control its policies.

**Section 3:** The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the mission of the PTO.

**Section 4:** The PTO may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

**Section 5:** Any person volunteering at a PTO event or serving in an official PTO position must have an approved Additions authorization prior to volunteering.

**ARTICLE IV - FISCAL YEAR**
The fiscal year of the PTO shall begin on July 1st and end on the following June 30th.

**ARTICLE V - MEMBERSHIP & DUES
Section 1: Membership.** Available to any individual who has a student enrolled at Water Spring Elementary, who is a Water Spring Elementary staff member or is a Water Spring Elementary volunteer cleared by Orange County, and who subscribes to the objectives and basic policies of the PTO. Membership in this PTO shall be available without regard to race, color, creed, religion or national origin.

**Section 2: Dues.** Each member shall pay annual membership dues to WSE PTO. It shall be the responsibility of the Executive Board to set the dues at a reasonable amount each fiscal year.

**Section 3: Enrollment.** The PTO shall conduct an annual enrollment of members, but eligible individuals may be admitted to membership at any time.

**Section 4: Vote.** Each paying member shall have one vote per household. Voting may take place by voice or, upon request, by written ballot. Only members in good standing (who have paid their annual dues at least seven calendar days prior to a PTO meeting and have attended a minimum of one meeting) shall be eligible to vote or serve on the Executive Board. Dues paid shall be good through the current fiscal year of the PTO.

**Section 5: Conflict of Interest.** The officers and general members of the PTO shall not use their titles to endorse, promote or oppose a commercial or political concern. The PTO shall be noncommercial, nonpartisan, and nonsectarian in keeping with its objectives.

**Section 6: Compensation.** No part of the net earnings of the PTO shall be used for benefit of, or be distributed to its members, officers, or other private persons, with the exception: a. to reimburse for purchases made on behalf of the PTO b. to pay reasonable compensation for services rendered c. to make a charitable donation for a student, family, or staff member in need as determined by the Board.

**Section 7: Removal.** The PTO Board reserves the right to remove a member (by majority vote) if his/her attitude or behavior is deemed a distraction or unproductive to the general membership. Membership fees will not be refunded.

**ARTICLE VI - OFFICERS AND ELECTIONS

Section 1: Officers.** The Officers shall consist of an elected President, Vice President, Secretary, Treasurer, Fundraising Coordinator, Volunteer Coordinator, Event Coordinator and Communications Coordinator. Positions, may be a shared position between two individuals, thus acting equally. No person shall hold more than one officer position at the same time. Family members living in the same household may not both serve on the board.

**Section 2: Purpose.** The duties of the Executive Board shall be to transact the business of the WSE PTO, create standing rules and policies, create standing and temporary committees, prepare, submit and execute a budget to the membership, approve expenditures, and prepare reports and recommendations for the General Membership. The WSE PTO will also plan and execute events and work with the school administration to support staff appreciation. Additionally, the WSE PTO will maintain communication through social media, emails and posting on the WSE PTO website.

**Section 3: Eligibility.** Only Members in good standing (who have paid their annual dues at least seven calendar days prior to a PTO meeting) shall be eligible to serve in any Officer position.

**Section 4: Nominations & Elections.** In February, the PTO Board shall announce to all Water Spring Elementary families that nominations are being taken for the annual election of officers. Nominations shall be accepted for a period of at least 14 days. The Board shall review candidates from the nominees and shall obtain their consent to serve. Only those persons who have signified their consent to serve if elected shall be nominated or elected to such office. The Board shall announce the nominees at the General PTO meeting held in the month of March or April, and a list of the nominees and their biographies shall be published on the PTO website and the PTO social media. Election of these nominees shall take place at the Annual General Meeting of the PTO ordinarily held in April of each academic year

**Section 5: Term of Service.** Officers shall be elected for a term of one school year (beginning July 1st and ending on the following June 30th) by the general PTO Membership. A board member may serve up to four consecutive terms, however an individual may serve no more than two consecutive terms (two school years) as an Officer in the same position. If an individual has filled a vacancy for more than half a term, this shall be considered a full term served for purposes of counting terms.  A person may hold only one Officer's position at a time. An Officer may also act as Chair of up to two Standing Committees.

**Section 6: Vacancies in Office.** Any vacancy occurring on the Board, with the exception of the office of President, may be filled for the remainder of the unexpired term by a majority vote of the remaining members of the Board. In case a vacancy occurs in the office of President, the Vice-President shall serve the remainder of the unexpired term. A new Vice-President shall then be chosen by the Board, with a majority vote, to serve the remainder of the unexpired term.

**Section 7: Conflict of Interest.** All Officers shall act in the best interest of the PTO. Family members living in the same household may not serve on the board together.

**Section 8: Compensation.** No Officer shall be compensated by the PTO for their service.

**Section 9: Attendance.** Each Officer shall attend the Executive Board and monthly PTO meetings.

**Section 10: Committee Service.** Each Officer is expected to serve on a minimum of one committee.

**Section 11: Contracts.** No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO board.

**Section 12: Purchases.** Any approved purchases must be made within the budgetary restrictions.

**Section 13: Removal from Office.** Any elected officer who fails to perform his/her duties in a timely manner, gross negligence, misappropriation of funds or fails to adhere to the Water Springs PTO Code of Conduct may be asked to resign by a majority vote of the Board in conjunction with the Water Spring Elementary Principal. The Water Spring Elementary Principal shall have a vote in the decision to remove an officer.

**Section 14: Resignation or Termination Requirements.** Upon resignation and/or termination, the outgoing Board member must provide the President with the materials, information, logins and passwords, and any other items related to the outgoing Board members duties of the position they hold. The President must change all passwords relating to the Board member that is resigning or terminated.

**Section 15: Additional Officers**. Any additional officers deemed necessary by the Board after the Annual Meeting shall be announced to the membership at any General PTO Meeting and candidates shall be presented for election by a majority vote in accordance with the election procedures set forth below.

**ARTICLE VII - OFFICER DUTIES**

**Section 1: President**
The President(s) shall:

1. Preside over all meetings of the PTO.
2. Prepare each meeting's agenda.
3. Be a member, ex officio of all committees.
4. Represent the PTO at meetings outside of the organization.
5. Assist in the total coordination of all committees and the PTO as a whole.
6. Spend no more than $100 on any one item or combination of related items, not included in the budget, without the consent of the board.
7. Sign checks, notes, etc. in the absence of the Treasurer.
8. Appoint Special Committees as needed.
9. Announce PTO meetings to the School population at least one week in advance of that meeting.
10. Sign all contract and documents authorized by the Board.
11. Meet with the Water Spring Elementary Principal often and serve as a liaison between the PTO and school leaders,
12. Maintain the Water Spring Elementary PTO email account.

**Section 2: Vice President**
The Vice President shall:

1. Vice President will work closely with the President to set strategy, agenda and overall direction of the PTO, working closely with all board members,
2. Perform the duties of the President in his/her absence, resignation, or inability to serve.
3. Research, write, and solicit educational grants.
4. Coordinate business partners advertising.
5. Work with the Fundraising Coordinator to find business partner sponsors for PTO events.
6. Seek out businesses to partner with either monetary or product donations. Maintain business partner relationships throughout the school year

**Section 3: Secretary**
The Secretary shall:

1. Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.
2. Record the minutes of the meetings of the Executive Board and PTO and forward copies to each Executive Board member within two weeks of the recorded meeting.
3. Read and display the minutes of the previous meeting at each General PTO Meeting and post the minutes on the PTO website within a reasonable time.
4. Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at the School, should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position.
5. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
6. Hold a copy of the PTO Bylaws and current Membership list and make each available upon request to any PTO Member at any PTO or Executive Board meeting.
7. Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.

**Section 4: Treasurer**
The Treasurer shall:

1. Act as custodian of funds and perform all banking activities of the PTO.
2. Maintain up-to-date, accurate financial records of the PTO.
3. Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.
4. Keep a full and accurate account of the receipts and expenditures.
5. Make disbursement in accordance with the approved budget, as authorized by the Executive Board.
6. Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board meeting and at other times upon request of the Executive Board.
7. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Executive Board.
8. Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)3 status, as applicable; and maintain accurate records of such.
9. Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.
10. Strictly adhere to the guidelines and protocols that govern the Orange County School District with respect to all aspects of the handling of funds and audits.
11. Submit all requested/required financial data relating to PTO operations to the Board within two weeks prior to the close of the fiscal year, for the purposes of the Treasurer's accounts being audited by the outgoing President, Vice President, Treasurer and incoming President, Vice President, Treasurer and school Principal.

**Section 5: Fundraising Coordinator**
The Fundraising Coordinator shall:

1. Partner with the President to lead parent, corporate sponsors and general fundraising activities for the board and the school.
2. Build a strategic plan for fundraising activities with a core focus on community involvement.
3. Partner with the Volunteer Coordinator to build fundraising and volunteer committees for the year.
4. Create events and fundraising ideas for parents and staff to be involved with.
5. Partner with Events Coordinator to enhance fundraising spirit nights and participation of WSE families.
6. Reach out to corporations for sponsorship opportunities.

**Section 6: Volunteer Coordinator**
The Volunteer Coordinator shall:

1. Responsible for partnership with board recruit committee chairs if in no event chair exists.
2. Partner with Board/Events Coordinator to ensure members and volunteers are engaged.
3. Find creative ways to recruit and boost volunteer involvement.
4. Work with the school, Board and Event Coordinator to plan and execute the volunteer celebration to thank volunteers at the end of the school year.
5. Recruit and coordinate volunteer for all PTO events, fundraisers and gatherings.
6. Oversee all volunteers at PTO events, fundraisers and gatherings.
7. Ensure all teenage volunteers have signatures to validate volunteer hours.

**Section 7: Events Coordinator**
The Events Coordinator shall:

1. Partner with President and Vice President to oversee any and all events of the PTO to ensure process and procedures are in alignment with Board approval.
2. Work with President to ensure all forms are completed and approvals are in place.
3. Set budgets in partnership with Treasurer and President on projects and events and maintain reconciliations with Treasurer as needed.
4. Order items for events with Treasurer to meet event needs,
5. Oversee and Lead Otter Store at the school and ensure all volunteers are trained. Additional responsibilities will include ordering Otter store items and keeping accurate inventory, engaging volunteers and maintaining cash balances with the Treasurer.
6. Lead and Oversee Spirit Nights for the PTO and school. Activities will include reaching out to external vendors, maintaining contracts, following up on funds, coordinating with Communications Coordinator to ensure Spirit Nights are promoted.
7. Work with Volunteer Coordinator to ensure adequate volunteers are in place for each event.
8. Present information regarding upcoming events and discuss issues and or changes at scheduled meetings.

**Section 8: Communications Coordinator**The Communication Coordinator shall:

1. Maintain all social media accounts including but not limited to Facebook, Instagram, Class Dojo, the website, keeping up to date information regarding events and fundraisers after the information is presented to the President and Principal for approval. All posts should be multilingual to reflect the student population at the school.
2. Create advertisement, marketing materials and flyers for PTO sponsored events or fundraiser and advertise on social media platforms with approval from the President.

**ARTICLE VIII - EXECUTIVE BOARD

Section 1: Executive Board.** The Executive Board shall consist of the Officers and could include Chairpersons of any Standing Committees.

**Section 2: Principal & Teacher Representative.** The Principal acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures. The Teacher Representative acts as liaison between the teachers and the PTO.

**Section 3: Duties.** The Executive Board shall conduct necessary business in preparation for the Regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership at the first regular PTO meeting of the fiscal year. It is further the responsibility of the out-going Board to train incoming Board members to ensure a smooth transition, including the handing over of all records, documents, and materials pertaining to the office at the end of the term of office.

**ARTICLE IX - MEETINGS**

**Section 1: Regular Meetings of the PTO -** Shall be held monthly, except during June and July, at the school, on a date and time pre-established by the Executive Board. Dates and times of General PTO Meetings shall be determined by the Board and announced at least seven days prior through the PTO social media accounts and the PTO website calendar.

**Section 2:** **Minutes.** All minutes of general PTO Meetings shall be read or displayed for approval at the following General PTO Meeting. All Board meeting minutes shall be completed and stored in the Board files. All minutes of any PTO meetings, including Board meetings, shall be made available upon request and on the PTO website.

**Section 3: Executive Board Meetings -** Shall be held no less than quarterly on a date mutually agreed upon by the Officers.

**Section 4: Special Meetings of the PTO -** May be called at any time during the school year. The objective(s) of such Special meeting must be set forth and presented to the PTO membership at least 10 days prior to the meeting.

**Section 5: Quorum.** At least 10 members of the PTO Membership, including Board members, shall constitute a quorum. A quorum must be met for any vote to take place.

**Section 5: First Executive Meeting for New Board.** The newly elected Executive Board shall meet at least once between July 1st and the first PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at that first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget.

**ARTICLE X – FUNDS

Section 1: Use.** PTO funds shall be used for programs, events, and items, that directly benefit the students of the School.

**Section 2: Budget.** The proposed school year budget will be drawn up in the spring prior to the end of the school year by the Board and the Treasurer and shall be presented to the general membership for ratification at the last General PTO Meeting prior to summer break. After the approval of the budget, any changes or updates to the budget, which exceed $500 per line item, must be approved by the Board by a majority vote.

**Section 3: Check Signing.** Check signing privileges shall be limited as follows: the signatures of the current term President and the Treasurer shall be kept on file at the bank as authorized signatories. Two signatures shall be required on all PTO checks.

**Section 4: Income.** All funds raised for the PTO must be documented and submitted to the PTO Treasurer within seven days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within fourteen days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

**Section 5: Reimbursements.** Reimbursement must be pre-approved and be requested a minimum of seven days in advance.Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 14 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

**Section 6: Insufficient Funds.** If a check is written to the PTO and returned for insufficient funds the PTO Treasurer will call and write a letter to the check holder upon notification from the bank. A request will be made for the amount plus an additional $15.00 returned check fee. The check holder will have five days from the NSF notice to make a payment. If payment is not received PTO has the right to take further action to collect funds.

**Section 7: Expenditures Outside of the Budget.**New allocations of up to one thousand dollars ($1000.00) can be approved by the Board but must be presented at the next General PTO meeting for
informational purposes. Expenses outside the approved budget that exceed one thousand dollars ($1000.00) must be presented to, and approved by, a majority of the members attending a General PTO meeting. Allocations for approved expenditures may be exceeded by 10% without going back to the general membership for a second vote for approval. Differences of more than 10% must be voted upon by the Board, or if such amount exceeds one thousand dollars ($1,000) then a vote by the general membership.

**Section 8: Petty Cash Disbursements**. The President will have the authority to make purchasing decisions up to one hundred dollars ($100.00) debited from the account for an item not included in the Budget up to one time per month without seeking approval of the Board. Such expenditures, along with supporting documentation or receipts, shall be reported for informational purposes at the next Board meeting. Receipts must be made 7 days in advance to the Treasurer.

**Section 9: Reporting.** An updated financial report shall be made available at each PTO meeting.

**Section 10: Carry-Over.** The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry-over amount shall not exceed $40,000.

**Section 11: Reserved Funds.** At fiscal year end the Board shall reserve five thousand dollars ($5,000.00) as a minimum bank balance.

**Section 12: Annual Audit.**An annual audit of the outgoing Treasurer's records and accounts shall be performed by the PTO Board and School Principal. An External Audit shall be performed every three years. The auditor shall be appointed by the Board and shall not include any member of the Board or their immediate families, including in-laws. The auditor, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. This report should be dated no later than June 30 of the current fiscal year end and shall be given by the Treasurer at the next Board meeting following the completion of the audit.

**ARTICLE XIII - PARLIAMENTARY AUTHORITY**

**Section 1: Rules.** The rules contained in Robert's Rules of Order, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

**Section 3: Bylaws Amendment.** These Bylaws may be amended under the following conditions:

* The PTO board, and/or five PTO members shall submit the revision request to the Secretary.
* At least 14 calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled Regular PTO meeting.
* A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
* All approved amendments shall become effective immediately and recorded by the Secretary.

**ARTICLE XIV - DISSOLUTION**

**Section 1: Dissolution.** The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

**Section 2: Remaining Funds.** Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

1. a vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or
2. the remaining funds be held in escrow by the Principal for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.