

Highlands Elementary
Parent Teacher Organization By-Laws

Article 1: Name

Section 1: The name of the organization is the Parent Lighthouse Team, officially referred hereon and signed as PLT

Article 2: Purpose

Section 1: The purpose of this organization is to

- a. Encourage parents to assist with various school activities/functions/services.
- b. Provide financial assistance where needs are identified.
- c. Foster a community atmosphere.
- d. Support the mission and vision of the school and school district.

Article 3: Membership

Section 1: Membership in this organization is open to all staff, parents and legal guardians of students attending Highlands Elementary (HLE) who agree to abide by the rules and regulations described in the By-Laws of this organization. There are no annual dues.

Article 4: General Policies

Section 1: The following are basic policies of the PLT

- a. The PLT name or the names of any members in their official capacities shall not be connected to any commercial concern, any partisan interest, or for any purpose not directly related to the promotions of the PLT interests.
- b. The PLT is a non-commercial, no-sectarian, non-partisan organization.
- c. The PLT shall work with the school to provide quality education for all children, and shall seek to support the mission and vision of the school, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.
- d. The PLT shall not in any way participate or intervene in any political campaign. The PLT may, however, seek to educate people concerning school issues, such as a school bond issues or similar concerns.
- e. The PLT will meet at the same time as the school SAC committee.
- f. All proposed fundraising activities shall be submitted to the principal for approval prior to undertaking any activity for such fundraiser. The principal, when necessary, shall present a fundraising request to whoever is in charge of such approvals. PLT members will be in charge of counting and accounting for all funds collected for their fundraiser. PLT members will follow all requirements of fundraising as established by Collier County Public Schools.
- g. The PLT shall make no commitments on behalf of the PTO unless specifically designed by the board.
- h. Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted to be carried on by (i) by an organization exempt from Federal Income

Tax under Section 501 (c)(3) if the Internal Revenue Code, or (ii) by an organization, contributes to , which are deductible under Section 170(c)(2) of the Internal Revenue Code.

- i. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets are to be distributed to one or more nonprofit funds, foundations or organizations that have established their tax exempt status under the state and federal tax laws to be determined by the Board upon dissolution.

Article 5: Executive Board

Section 1: The Executive Board will consist of the following: President, Vice President, Treasurer.

- a. The Executive board will have the authority to approve up to 1,000.00 expenditure by a simple majority of the Board and up to 5,000.00 unanimously.

Section 2: Elected Officers and their duties:

- a. President- Shall attend PLT meetings and serve as the primary contact for the principal. The president will preform and oversee all responsibility of the Board.
- b. Vice President- Shall act as an aide to the President, attend all PLT meetings, and preform the duties of the president in their absence.
- c. Treasurer- Has custody of all funds in the PLT, keep full and accurate account of receipts and expenditures, makes disbursements as authorized by the President, Executive Bard or organization in accordance with the budget adopted by the PLT. Has checked signed by one or more Board member, prepares a budget, presents financial statements, prepare tax statements for all taxing authorities as required, at the end of the term, assist the incoming treasure and president in the review of the books.
- d. Principal- Act as an advisor and represent Collier County Public Schools; Present funding requests at meetings for consideration.

Article 6: Elections

Section 1: Nominations

- a. The PLT will convene in August. The committee will comprise of an administrator, a Executive Board member and three PLT members at large.

Section 2: Vacancy

- a. If a vacancy occurs, the position will be filled by an appointment by existing members.

Section 3: Eligibility

- a. A candidate is eligible for PLT if they are a current staff member, parent or legal guardian of a HLE student.
- b. Outgoing Executive Board Members will meet with newly elected officers to discuss responsibilities of the office and turn over any records and/or pertinent information regarding the organization.

Section 4: Terms of Office

- a. Elected Board Members will remain in their position until they step down or the eligibility status changes.
- b. Elected Committee Chair will serve for one year.
- c. Any elected Executive Board Member who fails to perform their duties, may be asked to resign. They refuse, they may be removed by a majority vote at the next PLT meeting.

Article 7: Finances

Section 1: Funds

- a. All funds, including cash, raised by the PLT shall be deposited in an account designated by the Executive Board within 48 hours.

Section 2: Checks

- a. Any check written from the PLT account must have supporting documentation such as receipts when requesting reimbursement and be submitted within 30 days of expenditure. Failure to supply this documentation may result in denial of reimbursements. PLT will not reimburse tax since we are exempt.
- b. Activities are required to stay within allocated budgets. If additional funds are necessary, prior PLT approve is required.
- c. All checks must be signed by one or more of the Executive Board members.

Section 3: Reserve

- a. An amount of money will be left in the treasury at the end of each year to cover any unpaid bills and obligations plus a reserve amount of at least 1,000.00 to begin the next school year. This will be re-evaluated annually at the end of the year meeting.

Section 4: Organization Documents

- a. The PLT is a state tax exempt status organization. The Certificate of Tax Exemption will need to be renewed _____. 501(c)(3) formal recognition will be kept active when taxes are filed at the years end on June 30 and will therefore keep the not for profit 501(c)(3) classification in compliance with the Internal Revenue Code. The school district and the schools hold this classification but the classification does not extend to clubs or other support organizations.

Article 8: Meetings

Section 1: Basics

- a. The regular meeting of the organization will coincide with the SAC/PLT meetings set for one Monday a month at 7:00am at Highlands Elementary.
- b. Special meetings may be called by the Presidents, any two members of the board or five general members by submitting a written request to the SAC Chair.
- c. All items to be discussed at the meetings will be presented as agenda items within the documented meeting minutes.

Article 9: Amendments

Section 1: By-laws

- a. These by-laws may be amended at any meeting, provided that previous notice was given in writing fourteen days prior to the meeting.
- b. Amendments will be approved by a majority vote of the current members in attendance.