

## BY-LAWS OF KENDALE LAKES ELEMENTARY PARENTS AND TEACHERS, INC.

### I. PURPOSE

The purpose of the Kendale Lakes Elementary Parents and Teacher, (heretofore known as the Corporation), a Florida non-profit corporation, is to support the administration, faculty, staff and students of the Kendale Lakes Elementary School, in their mission of providing the best possible educational experience.

The objective of the Corporation shall be implemented by way of providing services to the school, including, but not limited to

Fund Raising Activities

Volunteer Services

Enrichment Programs

### II. MEMBERSHIP

Eligibility for membership shall be limited to any parent and/or legal guardian of any child regularly enrolled in Kendale Lakes Elementary School and any faculty or other school staff member regularly assigned to the school.

Dues for each member shall be determined each year by the general membership at the May meeting. A majority vote of the general membership is required in order to change the amount charged for dues. Notice of at least fourteen (14) calendar days, in writing, must be given to each member advising them of the date and time the vote will be taken.

The membership year starts the first day of school year and concludes on the day prior to the first day of the following school year.

### III. OFFICERS

The officers of the Corporation shall be as follows:

President:

Responsibilities include, but are not limited to the following:

Preside at all Corporation meetings and Executive Board (heretofore known as the Board) meetings.

Appoint special committee chairpersons with the approval of the Board

Co-sign with the Treasurer or Assistant Treasurer, all checks and other monetary disbursements of the Corporation.

Coordinate the responsibilities of the officers

Perform all other duties as appropriate to meet the objectives of the Corporation.

First and Second Vice Presidents

Responsibilities include, but are not limited to the following:

Act as aides to the President

Perform the duties of the office of the President in the absence of the President or if the President is unable to serve in that capacity.

Coordinate fundraising functions and other school activities as assigned by the President.

Recording Secretary

Responsibilities include, but are not limited to the following:

Keep accurate record of all official business conducted by the Corporation.

Record minutes of all official business conducted by the Corporation.

Report all incoming correspondence to the membership.

Prepare and submit all correspondence of the Corporation.

Any other activities as assigned by the President.

Treasurer and Assistant Treasurer

Responsibilities include, but are not limited to the following:

Maintain an accurate record of all financial transactions conducted by the Corporation.

Prepare yearly budget and maintain budget records throughout the year.

Report to the Board and the general membership the financial status of the Corporation, including budget review, and a detailed treasurer's report at each general membership meeting.

Deposit all revenues received by the Corporation into the appropriate Corporation bank account.

Co-sign with President all checks issued by the Corporation.

Pay all debts in a timely manner

Any other activities as assigned by the President.

Assistant Treasurer

Responsibilities include, but are not limited to the following:

Serve as assistant to the Treasurer as needed

Perform all duties of the Treasurer should the Treasurer be unable to fulfill their role

May co-sign with the President all checks issued by the Corporation.

Any other activities as assigned by the President.

Parliamentarian

Responsibilities include, but are not limited to the following:

Ensure that all meetings are conducted in accordance with these By-laws and Robert's Rules of Order

Any other activities as assigned by the President

Educational Outreach officer

Responsibilities include, but are not limited to the following:

Facilitating educational outreach activities.

Informs the membership about issues and changes within the state and school district.

Any other activities as assigned by the President.

Service Coordinator

Helps to coordinate service related activities at the school.

Any other activities as assigned by the President.

#### IV. EXECUTIVE BOARD TRANSITION

All officers shall deliver to their successors in office the following items no later than June 30 of each year:

All official corporate records and books

All documents and correspondence

All bank accounts including checkbooks

All monies

All items owned, including supplies, assets and inventory of the Corporation.

## V. ELECTIONS

Officers shall be elected by ballot annually at the May general membership meeting by a majority vote of the members in attendance. Notice of the meeting shall be provided to the members, in writing, at least fourteen (14) calendar days prior to the meeting.

If more than one person is running for the same office, written ballots shall be submitted by the general membership to the Board for tabulation. A voice vote shall be proper for the purpose of such election of officers if there is but one nominee for a particular office. Only members are allowed to run for office.

Officers shall assume their official duties on July 1<sup>st</sup> and shall serve for a term of one year. No person shall be eligible to serve more than two (2) consecutive terms in the same office.

## VI. NOMINATIONS

Nominations for each office of the Corporation to the Board shall be open to all members at the April meeting of which notice is to be given no less than fourteen(14) calendar days and nor more than twenty-one (21) calendar days prior to the meeting. All nominations must be in writing and confirmed by the Board prior to their submission to the membership for a vote at the May meeting.

## VII. EXECUTIVE BOARD

The Executive Board shall consist of all the officers of the Corporation, and the Principal. The function of the Board shall be to transact or delegate and supervise all business of the corporation.

If a Board position should become vacant during the school year, the Board shall fill the vacancy within sixty (60) calendar days. At least twenty-one (21) calendar days notice shall be given to the general membership of the meeting which the selection of the replacement officer shall take place. The Board shall select the new officer by majority vote.

The Board shall have the authority to remove from office, by majority vote of the Board, any person who is a duly elected or appointed officer, upon the failure of that person to perform his or her respective duties. Any member of the Board may be removed from office with or without cause by the vote or agreement in writing by a majority of all votes of the membership.

For the purpose of conducting an Official meeting a quorum of the board will be necessary. All officers have the right to one vote. A quorum shall consist of a minimum of a majority of Board members, physically present at one time, provided however, that for any board meeting to be scheduled, all committee members be afforded reasonable advance notice.

The Board shall meet monthly during the school year, and any other time as deemed necessary by the president or a majority of the Board.

#### VIII. FUNDS DISBURSEMENT

The Board shall have the authority to disburse Corporation funds, without a general membership vote in amounts not to exceed five hundred (\$500.00), unless the expense has already been approved as part of the yearly budget.

All funds which are disbursed shall be managed in accordance with good and proper business practices and in accordance with standard accounting procedures.

Any member requesting dispersal of corporate funds in excess of the sum of two-thousand (\$2,000.00) shall:

Provide a written request detailing the proposed expenditure to the President or Recording Secretary of the Corporation no less than twenty-one (21) calendar days prior to the next scheduled general membership meeting.

#### IX. MEETINGS

The Corporation shall hold one general membership meeting per year and such additional meetings throughout the school year as the Board deems appropriate. Special general membership 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 10 days prior to the meeting.

Meetings shall also be scheduled, at least fourteen (14) days, but no more than twenty-one (21) days, following a request for same, if such request be served upon any member of the Board. This request must be accompanied by the signatures of a minimum (1/4) of the total membership. Written notice of general meetings, and time of such meeting shall be provided to the members, at least (10) calendar days prior thereto.

For the purposes of conducting an official meeting, a quorum of the general membership will be necessary. A quorum shall constitute a minimum of fifteen (15) members present at the same time for the purpose of conducting any official Corporation business. The principal of the school or a duly appointed representative may attend all scheduled general meetings, but shall not have voting privileges. Officers can be removed from office with or without cause by a majority vote of those present assuming a quorum, at a general membership meeting provided that notice of the vote on the removal shall have been provided to the members a minimum of fourteen (14) calendar days prior to the time of the meeting.

The President, or highest ranking Board Member presiding over an official meeting, may elect to postpone a vote on any issue for the purpose of notifying the general membership of such a vote. The vote will be postponed until the next scheduled meeting. If a general membership meeting is not scheduled within six (6) weeks, a special meeting will be scheduled. Notification of such a vote must be made in writing to the general membership no less than fourteen (14) calendar days prior to the scheduled meeting.

## X. COMMITTEES

Committees may consist of members and Board members.

The following committee shall be held by the organization: Financial Auditing.

The Board may appoint additional committees as needed.

### A. FINANCIAL AUDITING COMMITTEE

The Financial Auditing Committee shall provide a verification of the Corporation's financial practices and conduct an annual audit.

## XI. DISSOLUTION

Upon the dissolution of the Corporation, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

## XII. ADDITIONAL PROVISION

The President and Vice President shall be members of all committees. Robert's Rules of Order shall govern the Corporation in all cases in which they are applicable provided they are not in conflict with the by laws.

The Corporation shall abide by all applicable local, state and federal laws, ordinances, regulations, statutes and the like.

If any section of these by-laws be deemed to be invalid or otherwise found to be inconsistent thereby, such shall not act to invalidate the other portions or sections.

These by-laws may be amended at any meeting of the general membership of the Corporation by three quarters (3/4) of the members present and voting, provided that notice of the vote on the proposed amendment shall have been provided to the members a minimum of fourteen (14) calendar days prior to the time of the meeting.

These by-laws, all agreements entered into by the Corporation, and all matters and things done in the name of the Corporation, upon due and proper authorization of same shall be construed in accordance with the applicable laws of the State of Florida.

These by-laws have been approved by the general membership of the Kendale Lakes Parents and Teachers Association, Inc., this \_\_\_ Day of \_\_\_\_\_, 20\_\_.

President:

Aster Mohamed

Vice President:

Claudia Marquez

Treasurer:

Teddy Sanchez

Last Amended 4/21/2009