

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

- Fundraising 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 the 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: The appointed President will be able to serve 2 consecutive years without needing a vote for year 2. If said President wants to serve for year 2, the current PAT Board members will evaluate the President's performance to confirm the second term.

Time Commitment: Attends all meetings and events, approximately 10 hours per week.

Skills: Strong written and verbal communication skills, leadership, organization, time management.

Job Location: Home and school.

Responsibilities include, but are not limited to the following:

- Preside at all Corporation meetings and Executive Board (heretofore known as the Board) meetings
- Attend district PTA - PTO council meetings as needed
- Communicate with the principal on all PAT events
- Oversee events and fundraisers chaired by other PAT members

- 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
- Sets a schedule for opening and closing the PAT Store register weekly
- Designates the responsibility of updating the Kendale Lakes Elementary Marquee
- Obtains rosters from Administration to ensure accurate counts of students per class for all events
- Communicate with School Administration about proposed events and dates
- Plan and execute yearly Calendar of PAT events for our Board
- Coordinate the responsibilities of the officers
- Perform all other duties as appropriate to meet the objectives of the Corporation
- Attend all PAT scheduled meetings

Vice President Events:

Time Commitment: Attends all meetings and events, approximately 10 hours per week.

Skills: Strong written and verbal communication skills, leadership, organization

Job Location: Home and school.

Responsibilities include, but are not limited to the following:

- Plan and execute yearly Calendar of PAT events for our Board
- Communicate with School Administration about proposed events and dates
- Create Flyers for these events - dances, Trunk o' Treat, Holiday Store, etc
- Obtains rosters from Administration to ensure accurate counts of students per class for all events
- Oversee the PAT Store; including inventory, store schedule
- Assists in setting a schedule for opening and closing the PAT Store register weekly
- Order supplies for the PAT Store
- Orders supplies for Dances, Trunk o' Treat, Holiday Shop, etc
- Oversees PAT events
- Assume duties in the absence of the President
- Attend all PAT scheduled meetings

Membership Coordinator:

Time Commitment: Attends all meetings and events, several hours per month, heavier hours in the fall.

Skills: Strong written and verbal communication skills, organization, basic marketing

Job Location: Home and school.

Responsibilities include, but are not limited to the following:

- Promote PAT Membership at beginning of the year events
- Collect and organize PAT membership forms
- Communicate membership count and amount to the teachers directly after membership rally closes
- Maintain Membership Worksheet with members and ensure students are listed under the correct teacher
- Communicate with teachers regarding balances towards the end of the year and sets deadlines for reimbursement
- Assists in Maintaining the PAT Store Register weekly

- Assist in overseeing PAT events
- Assume duties in the absence of Vice President
- Attend all PAT scheduled meetings

Fundraising Coordinator:

Time Commitment: Attends all meetings and events, several hours per month, heavier hours leading up to events.

Skills: Strong written and verbal communication skills, leadership, organization, event planning, Accounting

Job Location: Home and school.

Responsibilities include, but are not limited to the following:

- Seek out fundraising opportunities and present them to the PAT
- Reach out to possible school sponsorships and collect donations
- Manages the Spring Pictures fundraising for the PAT
- Other fundraising responsibilities as needed
- Assist in overseeing PAT events
- Attend all PAT scheduled meetings

Recording Secretary

Time Commitment: Attends all meetings and events.

Skills Needed: Strong written communication skills, organization, detail-oriented, skilled at note taking.

Job Location: Home and School.

Responsibilities include, but are not limited to the following:

- Keep an 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.
- Assist the President by sending notices about monthly meetings and any upcoming events
- Immediately following the election, update Sunbiz.org of the newly elected members
- Help coordinate volunteers for various events throughout the school year
- Notify the school community of up-coming board officer elections
- Conduct any written correspondence between the PAT and the community as needed including obtaining approval to send mass text/emails to be sent out on behalf of the PAT from the Principal or staff to families
- Assist in overseeing PAT events
- Attend all PAT scheduled meetings
- Any other activities as assigned by the President.

Assistant Secretary

Time Commitment: Attends all meetings and events.

Skills Needed: Strong written communication skills, organization, detail-oriented, skilled at note taking.

Job Location: Home and School.

Responsibilities include, but are not limited to the following:

- Coordinates posts for all volunteer opportunities for all PAT-sponsored programs and events
- Communicate with school liaison for authorization of Volunteers for all events
- Help coordinate volunteers for various events throughout the school year
- Coordinates volunteer recognition
- Compose and send thank you notes, invitations and other letters as needed
- Assists in maintaining the PAT store register weekly
- Assists in overseeing PAT events
- Act as recording secretary in the absence of that officer
- Attend all PAT scheduled meetings

Treasurer

Time Commitment: Attends all meetings and events several hours per week, heavier hours reconciling fundraising events.

Skills Needed: Strong written communication skills, organization, detail-oriented, time management, accounting experience desired

Job Location: Mainly from home and occasionally at school.

Responsibilities include, but are not limited to the following:

- Maintain an accurate record of all financial transactions conducted by the Corporation.
- Prepare a 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.
- Co-sign with the President all checks issued by the Corporation.
- Deposit all revenues received by the Corporation into the appropriate Corporation bank account.
- Pay all debts in a timely manner
- File income tax return
- Attend all PAT scheduled meetings

Assistant Treasurer

Time Commitment: Attends all meetings and events several hours per week, heavier hours reconciling fundraising events.

Skills Needed: Strong written communication skills, organization, detail-oriented, time management, Accounting experience desired

Job Location: Home and School.

- Reconciles Fundraising events
- Assist with maintaining accurate financial records

- Assist with the preparation of the annual budget
- Deposits revenue on a weekly basis
- Assists with reimbursements and co-signing all checks in a timely manner
- Assists with closing the PAT store register
- Assist in overseeing PAT events
- Attend all PAT scheduled meetings

Parliamentarian

Time Commitment: Attends all meetings and events couple hours per month

Skills Needed: Strong written communication skills, organization, detail-oriented, thorough knowledge of Bylaws

Job Location: Home and School.

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
- Responsible for holding quorum for all meetings according to these By-Laws
- Assist in overseeing PAT Events
- Any other activities as assigned by the President
- Attend all PAT scheduled meetings

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 1st 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, except for the President who shall serve two (2) consecutive terms without needing a second vote for year two (2). If the appointed President chooses to serve for year two, the Board members will evaluate the President's performance to confirm the second term.

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 in 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 the 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.

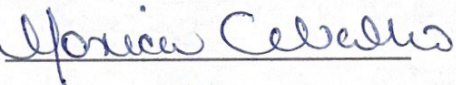
The Corporation shall abide by all applicable local, state and federal laws, ordinances, regulations, statutes and the like.


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 the 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 30 Day of May, 2024.

President: Monica Ceballo 

Vice President: Adirem Ramos 

Treasurer: Sharlene Weston 

Last Amended 5/30/2024