

Bylaws Of the Crockett Elementary School Parent-Teacher Organization

Preamble

We, the members of the Parent-Teacher Organization, in order to form a representative group of the Crockett Elementary School's students, parents, teachers, and staff, do hereby ordain and create these Bylaws of the Parent-Teacher Organization of the Crockett Elementary School.

Article I: Name

- Section 1: The organization shall be named Crockett Elementary School Parent-Teacher Organization: herein referred to as the Crockett Elementary PTO.
- Section 2: The Crockett Elementary School Parent- Teacher Organization shall consist of an Executive Board, General Members, Teachers, Parents Helpers, The Principal and a Representative Teacher.

Article II- Mission Statement

The PTO is structured for the purpose of stablishing and maintaining an effective organization of parents, families, and friends of the Crockett Elementary School in support of improving the educational experiences of the school's students by:

1. - Establishing and maintaining a work relationship between parents, staff and the community;
2. - Fostering a climate of dignity and mutual respect among students, teachers, staff, parent, helpers, volunteers;
3. - Increasing student safety and security;
4. - Supporting school improvement teams toward increasing the quality of student education;
5. - Expanding technology and supplemental equipment;
6. - Providing financial support for school supplies and programs subsidized outside the annual school budget, and;

7. - Developing programs and projects to support and enrich the school's curriculum.

Article III- Fiscal Year

The PTO fiscal year shall commence on July 1st and end on June 30th of the subsequent year.

1. - A tax return must be file yearly to keep our tax exempt status as a 501(c)(3) Nonprofit Organization;
2. - Yearly PTO Payments must be made to continue operating in an effective manner such as PTO Insurance and Website fees;
3. - Renew yearly agreements to continue established programs such as the Kroger Community Rewards program;
4. - Banking and Paypal account transition to new board members: Treasurer and President

Article IV- Policies

- Section 1: The PTO is to purposefully operate for charitable, educational and unbiased purposes and shall not discriminate based on age, sex, physical or mental incapability, ethnic classification, or political affiliation.
- Section 2: The policies of the PTO are created to sustain a tax-exempt status as defined by Section 501 (c) 3 of the Internal Revenue Code. Taxes must be filed yearly to maintain the 501 (c) 3 tax-exempt status.
- Section 3: The name of the PTO and the named representatives therein in their official capacities shall not be utilized in any form or relation with commercial concern or political interest or for any reason not properly linked to the Mission of the PTO.
- Section 4: The PTO may collaborate with other PTOs contained by the same school district that have related objectives and interests, but shall not hinder with the staff of these schools or seek to influence its policies.
- Section 5: Every individual volunteering at a PTO event or serving in an official PTO position should have an approved VIPS (Volunteer in Public Schools) background check prior to volunteering.

Article V- Membership & Dues

- Section 1: Membership- Parents and/or guardians, friends of the school of a student at the School, as well as the Principal, or teacher presently employed at the School may participate as a PTO Member.

Section 3: Vote- Every individual in attendance shall have one vote. Voting may take place by voice or, upon request, by written, ballot set by the President (s), or Vice President (s), if the President (s) are not available.

Section 4: PTO Board Members- Board Members shall pay event fee(s) and sale items sponsored/sold by the PTO (i.e. PTO dances, T-shirt Sale, Annual Fall Festival, etc.).

Article VI- Officers

Section 1: Officers- The Officers shall consist of an elected President, Vice President, Secretary, Treasurer and Parliamentarian. The position of President as well any other Executive may be a joint position between two individuals, thus acting equally as Co-Presidents, for instance.

Section 2: Eligibility- Only Members in good standing shall be eligible to serve in any Officer position. No immediate family members can serve on the PTO Board during the same term.

Section 3: Nomination and Elections- Nominations Officers positions shall be submitted at the April PTO meeting by the Nominating Committee. At this meeting, additional nominations may also be made by the PTO membership. If the nominating committee is unable to submit nominations at the April meeting, the Executive Board may determine an alternate date for nominations. For the position of President: during the nomination period for the following year board members, the Principle and the Executive Board will nominate 3 candidates for the position of President. The 3 nominees will then be voted on by members of the PTO.

Section 4: Term of Service- Voting shall take place by written, ballot at the May PTO meeting. Officers shall be elected for a term of one calendar year (beginning on July 1st and ending on June 30th of the subsequent year) by the general PTO Membership. An individual may not serve in the same position for more than two consecutive years as an Officer. Previous President, Treasurer, Secretary, and all other necessary board members and New President, Treasurer, Secretary, and new necessary board members along with Principal must sign a memorandum of agreement and acceptance of transfer of all PTO property. At least 45 days before current PTO term expiration, PTO president in coordination with principal and assistant principal shall advertise and help in selecting all qualified and capable Candidates for all PTO positions and attend at least three regular PTO meetings to make sure there is a smooth transfer.

Section 5: In the event the PTO fails to fill all Officer Positions at the May PTO meeting, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular meeting. The incumbent may not remain in an official position for two additional years.

Section 6: All Officers shall act in the best interest of the PTO.

Section 7: Compensation- No officer shall be compensated by the PTO for their service.

- Section 8: Attendance- Each Officer is bound to attend the Executive Board and monthly PTO meetings, unless that officer is physically away from Houston, Texas, ill or specifically excused by the Executive Board.
- Section 9: Committee Service- Each Officer is expected to serve on a minimum of one committee.
- Section 10: Contracts & Purchases- No officer shall secure any contract in the name of the PTO without the authorization to do so by vote of the PTO members held by a regular PTO meeting, with the exception of the Fall Festival. The officer must obtain the approval of three other officers in order to secure such contract in advance of a PTO meeting. The Presidents(s), or Vice President(s), in their absence may make or authorize a purchase of up to \$100 with two officers' signatures. Any authorized purchases must be made within the budgetary restrictions. Petty cash of at least \$100 shall be maintained at all times.
- Section 11: Removal from Office- Any Officer can be removed from office, with reasonable cause, by two-thirds vote at a regular PTO meeting that has a special quorum of 2/3 Parent Members present. Written advance notice of the vote shall be given to the PTO Membership via U.S Mail, e-mail or facsimile at least ten days prior to the meeting.
- Section 12: Each Officer shall assist in the nomination of incoming Chairperson of the Standing Special and/ or Ad Hoc Committees.
- Section 13: Vacancies- If there is a vacancy in the office of President, the Vice President will become President. At the next regularly scheduled meeting, a new Vice President shall be elected. If any other vacancy occurs, member may fill the vacancy until an election is made at the next regular meeting.

Article VII- Officer Duties

- Section 1: The President (s) shall:
1. Preside over all meetings of the PTO.
 2. Appoints committees as deemed necessary and Chairperson.
 3. Oversees all PTO functions, committees and plans.
 4. Prepare each meeting's agenda alternating with other board members.
 5. Have the power of recommendation.
 6. Must be accessible to members, parents and the school community.
 7. Be effective communicator and problem solver.
 8. Be a member, ex officio of all committees (herein have the same rights and privileges as any other Member, including the right to vote), except a committee to elect the Executive Board.
 9. Represent the PTO at city-wide meetings or others meetings outside of the organization.
 10. Assist in its entire coordination of all committees and the PTO as a whole.
 11. Sign checks, notes, etc. in the absence of the Treasurer.
 12. Appoint Special or Ad Hoc Committees as needed.

13. Announce PTO meetings to the School population at least one week in advance of that meeting.

Section 2: The Vice President shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Assists the President and other Committee Chairperson in the absence or request of the President.
3. When executing duties, the Vice President shall have all of the powers and be subject to all of the restrictions of the President.
1. Other duties assigned.

Section 3: The Secretary shall:

1. Maintain all records of the PTO, including the minutes, transactions, contracts, correspondence, and related documents.
2. Record the minutes of the meetings of the Executive Board and the PTO and forward copies to each Executive Board member within TWO WEEKS (2) of the recorded meeting.
3. Circulate the minutes from the preceding PTO meeting monthly PTO meeting in a timely manner.
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. Receives and delivers communications as requested by the President.
6. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
7. Hold a copy of the PTO Bylaws, Parliamentary Procedures, and current Membership roster and make each available upon request to any PTO Member at any PTO or Executive Board meeting.
8. Provide a printed copy of these Bylaws to each newly elective Executive Board member prior to the first regular PTO meeting.
9. Update membership roster.

Section 4: The Treasurer shall:

1. Be the caretaker of the funds and perform all banking activities of the PTO. Opens an account in the name of the PTO Receive all funds of the PTO; including, but not limited to, donations, dues and fundraising sales and contributions. Provide a copy of monies collected and copy of all deposits within two (2) business day to the school secretary.
2. Maintain up-to-date, accurate financial records of monies received and disbursed to the PTO.

3. Provide written and oral financial report of the receipts and expenditures at each PTO and Executive Board meeting and at the other times upon request of the Executive Board.
4. 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.
5. 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 required by the state and/or federal authorities; and maintain accurate records of such. Submit a monthly report to the PTO at its regular meeting and provide a copy to the school secretary.
6. Complete all financial updates by the close of the Fiscal Year and provide full year-end report.
7. Submit all requested/required financial data relating to PTO operations to the Finance Audit Committee Chair within two weeks prior to the close of the fiscal year, for the purposes of the Treasurer's accounts being audited by the Finance Audit Committee.

Section 5: The Parliamentarian shall:

1. Advise the President as how to conduct the PTO meetings and activities in compliance with established Bylaws, board polices, and Robert's Rules of Order.
2. Maintains Bylaws and board polices.

Section 6: The Immediate Past President shall:

1. Serve as advisor to the Executive Board for one year immediately following his/her term in office.

Section 7: The General Members shall:

1. Attend PTO meetings.
2. Chair, or be available to assist the Chair for one event.
3. Volunteer as needed.

Section 8: The Grade Level Representative shall:

1. Attend PTO meetings
2. Communicate with President if unable to attend.
3. Coordinate room parents.
4. Set up a room parent meeting to distribute all necessary information.
5. Coordinates with other committees on an ongoing basis to ensure that the appropriate volunteers are present when needed.
6. May choose to have an assistant. The assistant would act as an aide to the coordinator.
7. Works with the room parents and chairpersons on coordinating volunteers for all PTO and school related events.
8. Have standing as a chairperson.

Section 9: The Grade Level Representative shall:

1. A Room Parent/ Helper contacts other parents in their child's classroom to assist with school events, TO events, and other activities.
2. Works directly with the teacher, and the Room Coordinator/Assistant to help make the teachers day run smoothly.
3. Attend Room Parent meetings.

ARTICLE VIII-PARLIAMENTARY AUTHORITY

Section 1: Rules- The rules contained in Robert's Rules Order (revised) 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 made available at each meeting.

Section 2 Bylaws Committee- A Special committee may be appointed to submit a revised set of Bylaws by majority vote at a regular PTO meeting.

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

- Either the Bylaws Committee or at least 5 PTO Members shall submit the revision request to the Secretary; and
- At least Ten calendar days prior notice shall be given to the PTO Membership via U.S. Mail, e-mail, or facsimile that a vote will be taken at the next scheduled Regular or special PTO meeting, and
- A special quorum of 2/3 parent members, Principal, and Teacher Representative is met at the meeting and the revision request is approved by a 2/3 majority vote of those present.
- All approved amendments shall become effective immediately and recorded by the Secretary.

ARTICLE IX- EXECUTIVE BOARD

Section 1: Executive board- The Executive Board shall consist of the Officers, the School Principal, a Teacher Representative, and the Chair persons of any Standing, Special and/or Ad Hoc Committees.

Section 2: School Administrator and Teacher Representative- The School Administrator Representative and the Teacher Representative(s) shall each have one vote. The School Administrator Representative acts as liaison between the School and the PTO and ensures that all PTO activities are accordance with School policies and procedures. The Teacher Representative acts as liaison between the School teachers and the PTO. At the discretion of the School Administrator Representative and alternative Teacher Representative may serve in addition to the Teacher Representative. The Teacher

Representative and the alternative Teacher Representative may attend all executive board meetings, but only one vote at such meetings in the absence of the Teacher Representative.

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 vote upon by the PTO Membership at the first regular PTO meeting of the fiscal year.

ARTICLE X- MEETINGS

Section 1: Regular Meetings of the PTO- Shall be held quarterly, except during June, July and August, at the School, on a date and time pre-established by the Executive Board. Dates and times shall be presented by the President at the first meeting of the School year.

Section2: Executive Board Meeting- Shall be held monthly prior to regular meetings of the PTO, but no less than quarterly on a date mutually agreed upon by the Officers.

Section3: Special Meetings of the PTO- May be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) PTO members in good standing. The objective (s) of such Special meeting must be set forth and presented to the PTO membership in written form, via U.S. mail, e-mail, or facsimile at least 10 days prior to the meeting.

Section 4: Quorum- At least 1/3 of the PTO Parent Membership including the Principal and Teacher Representative shall constitute a quorum. A quorum must be met in order for any vote to take place. If quorum is not met, general announcements may be made, but not voted upon. A special quorum of 2/3 the PTO Parent Membership, including the Principal and the Teacher Representative is required to act on

1. By-law revision.
2. Removal from office.
3. Dissolution of the PTO.

Section 5: Budget- 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 Boar's proposed budget.

Section 6: The final PTO meeting shall take place in May, prior to the close of school.

ARTICLE XI- FUNDS

- Section 1: Use- PTO funds shall be used for programs, events, and items that directly benefit the students of the School; with the exceptions of the annual Teacher Appreciation Luncheon, Staff Holiday gifts, among other generated awards and/or scholarships, made in consultation with the Principal.
- Section 2: Income- All funds raised for the PTO must be documented and submitted to the PTO Treasurer within TWO (2) business days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within TWO (2) business days of receipt by the Treasurer. Separate deposits should be maintained for funds received from each unique fundraising event.
- Section 3: Expenses- Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO treasurer within SEVEN (7) days of the incurred expense, and must be accompanied by a receipt. If these requirements are not met, any expense will be considered a donation. 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 a purchase.
- Section 4: Non- Budgeted Requests- Monetary for non- budgeted items may be submitted to the PTO at to PTO meeting by any PTO member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO board. Advance notice of the upcoming vote shall be publicized to the PTO Membership at least ten calendar days prior to the vote.
- Section 5: Reporting- An updated financial report and minutes of the previous meeting shall be made available in printed form to each PTO member at each PTO meeting.
- Section 6: Carry- Over- The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board.

ARTICLE XII- DISSOLUTION

- Section 1: Dissolution- The PTO may be dissolved provided prior written notice via U.S. mail, e-mail or facsimile of ten calendar days is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and request is approved by a 2/3 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 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.