

Current Sampson PTO By Laws

SAMPSON ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION BYLAWS

ARTICLE I: NAME

The name of this Organization shall be the Sampson Elementary Parent-Teacher Organization (PTO or Organization).

ARTICLE II: ARTICLES OF ORGANIZATION

This Organization is incorporated under the laws of the State of Texas.

ARTICLE III: MEMBERSHIP AND DUES

Membership shall consist of any parent or guardian, teacher, or staff member whose dues, as established annually by the Executive Board, are current. All members will agree to uphold the policies and bylaws of the Organization.

ARTICLE IV: OBJECTIVES

The objectives of this Organization are to:

- Section 1. Enrich the education of the children of Sampson Elementary School by supporting the administration of the school with the talents and resources of the parents, guardians, teachers and staff.
- Section 2. Promote opportunities for parent involvement with the school in order to establish effective lines of communication between home and school.
- Section 3. Provide opportunities for parents and staff to share in growth experiences for children through well-planned programs of an educational nature.
- Section 4. Provide an avenue for utilization of community resources to aid in the educational program and to demonstrate to student's parental support and concern for their education.

Section 5. Provide an Organization, which is organized exclusively for charitable and educational purpose within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provision of these articles, the Organization shall not engage in any other activities not permitted (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization contributions to which are deductible under Section 170(c)(2) or the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law).

ARTICLE V: POLICIES

The policies of the Organization are as follows:

Section 1. The objectives of the Organization are educational and shall be developed through conferences, committees, and projects.

Section 2. The Organization is non-commercial, non-sectarian, and non-partisan. No substantial part of the activities of the Organization shall promote propaganda, or otherwise attempt to influence legislation. The Organization shall not participate in or intervene in (including publishing and distribution of statements) any political campaign on behalf of any candidate for public office or the solicitation by any business for personal gain.

Section 3. The Organization shall cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school. The Organization shall not seek to control policies of the school or the school district.

Section 4. The Organization shall follow Cypress-Fairbanks I.S.D. guidelines and policies concerning Parent-Teacher Organizations.

Section 5. The Organization shall comply with all applicable laws of local, state, and federal governments.

ARTICLE VI: MEETINGS OF THE ORGANIZATION

Section 1: At least four General meetings of the Organization shall be held each school year. Meetings of the PTO Executive Board shall also be held at least four times during the school year. The PTO

President will decide the meeting times prior to the first Executive Board meeting of the school year.

Section 2: Special meetings of the Organization shall be called at the discretion of the Executive Board and the Principal, or by 25 of the members of the PTO Membership upon written notice to the parents and staff of the school.

Section 3: Twenty-five (25) PTO members in good standing shall constitute a quorum for the transaction of business in any general meeting of the Organization. A majority vote of those present is necessary for approval of business unless otherwise stipulated in these Bylaws.

Section 4: The privileges of holding office, serving as committee chairpersons, introducing motions, debating, and voting shall be limited to members of the Organization in good standing.

ARTICLE VII: FINANCES

Fiduciary responsibilities of the Executive Board shall include the following:

Section 1: FISCAL YEAR

The fiscal year of the Organization shall begin July 1st and end June 30th of the following year.

Section 2: Funds raised by the Organization shall be spent for the enhancement of the educational environment and growth of the children and for the operation of the Organization. Funds shall be spent in the fiscal year they are raised, unless the funds are specifically designated by Executive Board vote for a capital improvement.

A. Prior to the installation of the new Executive Board, the current PTO Executive Board (Article VIII), with input from the principal, shall prepare a recommended budget to present to the incoming Executive Board.

B. The PTO Executive Board and principal shall also make proposals concerning the spending of unallocated monies of the

current year to be presented at the last PTO Executive Board meeting of the school year for approval.

- C. At the last Executive Board meeting of the school year, following installation of the new Executive Board, the proposed budget will be presented to the new Executive Board for approval. A majority vote of the PTO members present, at the last general meeting of the school year will constitute approval of the proposed budget.
- D. The approved budget shall then be presented to the entire PTO body at the first PTO general meeting of the school year. Changes to the approved budget shall first be voted on by the Executive Board and then presented for approval to the general membership.
- E. Prior to the end of the fiscal year, the Treasurer will make recommendations on the review of the PTO books in accordance with current district guidelines.

Section 3: A balance sheet and itemized financial statement shall be provided at each monthly PTO meeting.

Section 4: All checks must have the signatures of two (2) authorized PTO Executive Board Members. The authorized signors shall be the Executive Officers holding the position of President, Treasurer, and Secretary.

Section 5: All monies collected by the Organization must be counted on site by one (1) PTO member and one (1) Executive Board member. Counted money is to remain in the PTO safe until it can be deposited in the Organization's bank account. Counted money shall be deposited into the Organization's bank account by authorized bank signors.

Section 6: Expenditures

- A. Budgeted expenditures under \$250.00 may be incurred at the discretion of the chairperson with prior approval from the Vice President to which they report.
- B. Budgeted expenditures over \$250 must receive prior approval of the Vice President to which the chairperson reports and the PTO President.

C. Check requests from PTO membership should be submitted to treasurer within 30 days of the expenditure.

Section 7: No part of the net earnings of the Organization shall become operative to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article IV thereof.

Section 8: Upon the dissolution of the Organization, the PTO Executive Board shall, after paying or making provisions for the payment of all of the liabilities of the Organization exclusively for the purposes of the Organization in such manner, or to such organizations operated exclusively for charitable, educational or scientific purposes as shall at the time, qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law), as the PTO Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Organization is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE VIII: PTO EXECUTIVE BOARD

PTO Executive Board Definitions

The Executive Board of the Organization shall be comprised of the following officers and shall consist of a President, a Vice-President of Membership, a Vice-President of Primary Fundraising, a Vice-President of Secondary Fundraising, a Vice-President of Communications, a Vice-President of Special Events, a Vice-

President of Volunteers, a Secretary/Parliamentarian, and Treasurer.

ARTICLE IX: ELECTION OF EXECUTIVE BOARD

Section 1: Nomination Process

- A. Notice of formation of a Nominating Committee shall be published, and names of those interested in serving on this committee shall be solicited from the Organization. This Committee shall be formed at least two months prior to the election and shall be composed of the Principal and five members of the Organization selected and approved by vote of the PTO Executive Board. The committee shall be comprised of at least two previous or outgoing PTO Executive Board members, one current Executive board member in the middle of his or her term, and two members of the general membership. The President shall appoint one of the five members, preferably one of the previous Executive board members, to serve as the chairperson of the committee. Members of the nominating committee cannot slate themselves for Executive Board positions.
- B. The Nominating Committee shall solicit, and then select one nominee for each office to be filled. The Committee shall present the slate of officers at the Election Meeting (Article IX, Section 2), prior notice having been given to the Organization.
- C. Nominating Committee Guidelines:
 1. The Secretary/Parliamentarian shall meet with the Nominating Committee to familiarize them with the required nominating procedure and the duties of the positions to be filled. The committee chairperson will also thoroughly review the PTO By-Laws and Minutes of the monthly meetings.
 2. The Committee shall notify PTO members that the nominating process will begin, and shall solicit names for consideration. If possible, Executive Board Member

candidates will have served in a committee chair position. Names may also be submitted for consideration by the individual or by any other member of the Organization. *Only those persons who have consented to serve if elected shall be eligible for nomination by the Nominating Committee.* Consent to serve shall be validated during the interview process.

3. The chairperson shall submit the proposed slate to the PTO Executive Board for review and debate but final approval of the slate is at the discretion of the Nominating Committee. Should questions arise regarding the slate, the committee may choose to re-examine and/or change their selections prior to presentation to the Organization for election. Any slated officer who wishes to withdraw his or her name from consideration may do so within 48 hours of this discussion.

Section 2: Election

- A. The chairperson of the nominating committee shall conduct the election. A simple majority of those PTO members in good standing, present and voting is required for election.
- B. Election of new Executive Board members will occur annually at or before the general PTO meeting in April. The school principal will install Executive Board members at the end of school year at the VIPS recognition event. The date for the installation will be at the discretion of the principal.

Section 3: Terms of Office

- A. Executive Board members shall assume their official duties on July 1st, the beginning of the fiscal year, and shall serve for the term prescribed by the By-Laws. Refer to Article X.
- B. An Executive Board member shall not be eligible to serve more than three consecutive years in any single position or five consecutive years on the Executive Board in a combination of positions unless the Nominating

Committee opts to waive the term limits and offer a candidate another year in his or her position.

C. All elected Executive Board members and committee chairs shall be members in good standing of the S a m p s o n PTO.

D. A vacancy occurring in any Executive Board or chair position shall be filled for the unexpired term by a person elected by a majority vote of the PTO Executive Board. If a vacancy occurs in the office of President, a current Officer of the Executive Board shall assume the Presidency.

E. Performance of all Board and committee members is subject to review by the Executive Board, which may elect to send notice to those that are not fulfilling their duties. Reasonable consequences may follow, which may include temporary or complete removal from office.

ARTICLE X: DUTIES OF THE EXECUTIVE BOARD MEMBERS

Section 1: The PTO Executive Board duties shall be to:

A. Present a report of on-going work at meetings of the PTO Board and at meetings of the Organization as necessary.

B. Attend monthly PTO Board meetings, general PTO meetings and special meetings that may be called in accordance with Article VII, Section 3. Board members unable to attend should notify the President.

C. Perform outlined duties as defined under Article VII, Finances.

D. Transact necessary business in the intervals between meetings of the Organization. A majority of the elected Executive Board members shall constitute a quorum at meetings of the Executive Board members.

E. Perform specific duties for the office for which they were elected as delineated in the Sections following.

Section 2: President

The duties of the President shall be to:

- A. Preside at all meetings of the Organization and the PTO Board;
- B. Prepare and present the Agenda for such meeting;
- C. Perform such other duties as may be described in these Bylaws;
- D. Review and approve the work of the Officers and their committees in order that the Objectives may be promoted;
- E. Represent Sampson Elementary at the District level as necessary.
- F. Work closely with Principal and School Administration.
- G. This position shall have a two-year commitment.

Section 3: Vice-Presidents:

The Vice-Presidents shall act as aides to the President and shall, in the order listed, perform the duties of the President in the absence or inability of that officer to serve.

- A. The Vice-President of Membership shall be responsible for all aspects of the PTO Membership drive, oversees the preparation and distribution of the PTO Membership directory. This position shall have a two-year commitment.
- B. The Vice-President of Primary Fundraising shall investigate options for primary fund-raisers, present those options to members of the Organization at a published Executive Board meeting for approval, and coordinate and oversee all activities regarding Primary Fundraising. This position shall have a one-year commitment.
- C. The Vice-President of Secondary Fundraising shall investigate options for secondary fund-raisers, present those options to the Executive Board members for approval, and coordinate and oversee all activities regarding supplemental fundraising. This position shall have a two-year commitment.
- D. The Vice-President of Communications shall document information regarding activities and achievements of the school and the Organization and communicate that

information to the District and Community. This position shall have a one-year commitment.

E. The Vice-President of Special Events shall coordinate events and committees for those events that promote further understanding and enhancement of curriculum. All special events will be scheduled with the approval of the Principal or designated staff member as well as the President. This position shall have a two-year commitment.

F. The Vice-President of Volunteers shall oversee all volunteer needs at Sampson, with focus on recruitment, retention and recognition. This position shall have a two-year commitment.

Section 4: Other Officers

A. Secretary/Parliamentarian

The Secretary/Parliamentarian shall record and present for approval the Minutes of all meetings of the Organization. In addition, shall advise the presiding Executive Board regarding questions of parliamentary rules, provide consultation regarding parliamentary procedure, and perform duties as detailed in Article XII.

B. Treasurer

The Treasurer shall follow all aspects of these Bylaws in regards to finances. Furthermore, the Treasurer shall develop an itemized budget for proposal to the PTO Executive Board, keep accurate records of receipts and expenditures, pay out funds in accordance with the approved budget, present a financial statement at each meeting (and at other times as requested by the Executive Board) of the Organization and complete all state and federal tax forms as required by law. Prior to serving his or her term, the Treasurer shall review the PTO Executive

Board rules regarding cash receipts, disbursements and the handling of cash. The Treasurer has the authority, if he or she desires, to appoint an assistant from the PTO Organization to aid with the daily record-keeping. This appointment requires approval by a vote of the PTO Executive Board. This assistant may not sign checks or complete any financial reporting functions and will not have Executive Board voting privileges.

The office of Treasurer shall have a two-year commitment for active duty followed by a one-year commitment to shadow the incoming Treasurer as he or she assumes a new term.

ARTICLE XI: COMMITTEE GUIDELINES

Section 1: Committees shall be created by the PTO Executive Board as deemed necessary to promote the objectives and carry on the work of the Organization shall create Committees. All formed committees must adhere to the following guidelines. Chairpersons of all committees shall be appointed with the joint approval of the Executive Board and the Principal. In select cases, a school staff member may appoint committee chairs. Chairpersons are responsible for recruiting committee members and for assisting with designated PTO functions.

Section 2: The chairperson of each committee shall present a *plan of work* to the Executive Board member in charge of that committee. A "*plan of work*" is defined as a breakdown of how a particular committee, function or event will be conducted and, if applicable, what budgeted funds will generally be required.

Section 3: Each plan of work shall be reviewed by the Executive Board member in charge of that committee and submitted to the President and the Principal for approval.

Section 4: The President shall be a member ex-officio of all committees except the Nominating Committee.

ARTICLE XII: AMENDMENT OF BYLAWS

Section 1: Any member of the Organization may propose an amendment to these Bylaws at any Meeting. The Secretary/Parliamentarian shall

receive and hold all such proposals for review twice a year by the Executive Board as detailed in the following sections.

Section 2: The Secretary/Parliamentarian shall collect and present these proposals at the last Executive Board meeting of the calendar year, and the last Executive Board meeting of the school year.

Section 3: After review of the proposals, if the Executive Board deems it necessary to pursue any of the proposed revisions, a Special Committee shall be formed to investigate further. This Special Committee will report to the Secretary/Parliamentarian as its governing Executive Board member. This committee will consist of one previous Board Member, one current board member, and two members of the general membership.

Section 4: The Special Committee will review all proposed revisions, and construct any appropriate amendments, which will then be presented to the Executive Board and Principal for review.

Section 5: After approval of the Executive Board and the Principal, the proposed amendments shall be presented to the Organization and slated for a vote at the next scheduled general meeting of the Organization. The proposed amendments shall be made available for review to the members of the Organization for a minimum of seven (7) days prior to that general meeting.

Section 6: At that general meeting, a vote shall be taken to approve or reject the proposed amendments. A simple majority of those present, if a quorum of at least 25 members attends, shall be sufficient to adopt the proposed amendments.

Section 7: Copies of the amended Bylaws must then be submitted to the School District and all appropriate agencies of the State and Federal Governments. A copy of the revised Bylaws shall be posted at the school and made available to all members of the Organization.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

The rules contained in the Robert's Rules of Order, shall govern all meetings of the Organization in all cases in which they are applicable.

{Amended February 2016}