

# **CSISD PTO BYLAWS**

*Revised: 3/2016*

## **Article I: Name**

The name of this organization shall be: Parent Teacher Organization (PTO) of College Station, Texas.

## **Article II: Purpose & Objectives**

The purpose of this organization is to be a supportive role in the educational process and shall be developed through programs, committees and projects. The objectives are to help create and provide: an environment for the enjoyment of learning, an enthusiasm for the fun of learning, and the highest and most advantageous standards available to help achieve the highest potential in the education process.

The PTO shall be operated exclusively for charitable, scientific, literary or educational purposes as defined in Section 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

## **Article III: Policies**

Section 1: This organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the organization nor the name of its officers in their official capacities shall be used in any connection with commercial concern or with any partisan interest for any purpose other than the regular work of the organization.

Section 2: The organization shall not seek to direct the administrative activities of the school or to control its policies.

Section 3: This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided this organization makes no commitments, which binds its members.

## **Article IV: Membership**

Section 1: Any parent, guardian, or teacher who subscribes to the objectives and basic policies of this organization may become a member of this organization subject only to compliance with the provisions of the bylaws. Membership in this organization shall be available without regard to race, color, creed, national origin, or gender. All members are volunteers and not paid.

Section 2: An annual enrollment of members shall be conducted at which time dues may be paid, if the Board has voted to collect dues. Additional members shall be accepted at any time, but dues are not prorated.

Section 3: Dues shall be determined by the Board and reviewed annually, if elected to collect dues.

Section 4: Membership coincides with the academic year.

## **Article V: PTO Board**

Section 1: The required officers on the PTO Board shall consist of the President, Secretary, Treasurer, the principal of the school or a representative appointed by the principal, and a school faculty member (teacher representative). Other positions can be defined independently by each school Board. All elected Officers will comprise the PTO Board.

Section 2: The duties of the PTO Board shall be:

- A. To transact necessary business in intervals between organization meetings and to conduct such other business as may be referred to it by the organization;
- B. To create or dissolve Standing Committees and approve their work;
- C. To present reports at the regular meetings of the organization;
- D. To appoint an auditing committee before the annual meeting in the Spring to audit the Treasurer's accounts;
- E. To prepare and submit to the organization for approval a budget for the fiscal year;
- F. To approve routine bills.

Section 3: The Principal shall be considered as an ex-officio member, and does not have the ability to vote.

Section 4: Special meetings of the Board may be called by the President or by a majority of the members of the Board. A majority of the members present, excluding non-voting members, shall constitute a quorum.

## **Article VI: Officer Board Elections**

Section 1: If possible, the President shall be nominated from the existing PTO Board for continuity.

Section 2: Officers for the following school year shall be elected each Spring by the current PTO membership.

Section 3: The new Board shall assume their official duties at the close of the last regular meeting of the school year and shall serve for a term of one year.

Section 4: At the close of the last regular Board meeting, the old Board is dissolved, members can not make motions, vote, or serve on committees unless they are elected to the new Board.

Section 5: Once elected, Board members shall have the privilege of making motions, serving on committees, and voting.

Section 6: No person shall be eligible to serve more than two consecutive terms in the same office, unless agreed upon by a two-thirds vote of the Board.

Section 7: Any office and additional offices can be added or deleted on a year to year basis as deemed appropriate and necessary to fulfill objectives of the Board.

## Section 8: Vacancies

- A. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a two-thirds majority vote of the remaining members of the Board, after notice of such election having been given.
- B. In case a vacancy occurs in the office of the President, one of the Board members shall serve notice of an election. If there is a Vice President serving under the President, the Vice President shall act as President for the remaining term and will be eligible to serve for two more consecutive terms. If a Vice President does not exist or if the Vice President is not able to fill the position, then the office shall be filled for the unexpired term by a person elected by a two-thirds majority vote of the remaining members of the Board, after notice of such election having been given.
- C. The Board may remove any elected officer from office by a majority vote of the PTO Board who are present at a special meeting called for that purpose.

## **Article VII: Duties of Officers**

### Section 1: The President shall:

- A. Prepare the agenda for, preside and maintain order at all meetings of the organization;
- B. Be a member ex-officio of all committees except the Nominating & Audit Committees;
- C. Appoint the chair of the Nominating Committee;
- D. Appoint members of Standing and Special Committees, subject to the approval of the Board;
- E. Create, maintain, and distribute an accurate roster of the PTO Board;
- F. Represent the Board at meetings of the CSISD City-Wide PTO, or designate an alternate PTO Board member to attend;
- G. Perform such duties as may be prescribed in the by-laws or assigned to him/her by the organization or by the Board.

### Section 2: The Secretary shall:

- A. Be knowledgeable about Robert's Rules of Orders Newly Revised;
- B. Record the minutes of all meetings of the organization (Board, Nominating, Audit, etc.);
- C. Prepare all minutes and distribute electronically (provide paper copies only to members that do not have electronic access);
- D. Maintain and have available at all meetings documentation for the current year including current bylaws, minutes, correspondence, and any business procedures;

- E. Handle all official correspondence for this organization, except for those specifically assigned to officers;
- F. Perform such other duties as may be delegated.
- G. May have signature authority on all PTO bank accounts.

Section 3: The Treasurer shall:

- A. Have signature authority on all PTO bank accounts;
- B. Receive all monies of the organization and pay out funds in accordance with the approved budget as authorized by the PTO;
- C. Keep an accurate record of all financial transactions of the PTO;
- D. Present a financial report at every meeting of the organization and at other times as requested;
- E. Keep records including bank statements, financial reports, receipts, budgets, invoices, paid receipts, canceled checks, etc.;
- F. Take the steps necessary for collecting insufficient funds received by the organization;
- G. Submit all necessary tax information;
- H. Prepare an annual report, which covers the term of office, and present it at the designated Spring annual meeting;
- I. Submit financial records annually for review by Audit Committee;
- J. Perform such other duties as may be delegated.

Section 4: Principal and Teacher Representative

- A. The Principal shall act as an advisor to the Board.
- B. The teacher representative shall be a representative between the teachers and the board, inform staff of board activities, and report any information that is pertinent to the board from all staff.

Section 5: All Officers shall (a) perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those additionally assigned to meet the objectives of the organization, and (b) deliver to their successors all official material at the last meeting at which the new officers are installed.

## **Article VIII: Meetings**

Section 1: An annual membership meeting of the organization shall be held in the Fall. An annual meeting shall be held in the Spring prior to the last Spring meeting for the primary purpose of presenting end of year reports.

Section 2: General meetings are held on a regular basis. Meeting day and time is voted on by the Board.

Section 3: All meetings of the PTO are open to the public. Visitors are invited to participate in meeting discussions. Visitors can not add items to the agenda without prior approval.

Section 4: Special meetings of the PTO may be called by the President or by a majority of the Board with prior notice of such meetings.

Section 5: In the event a special meeting of the PTO cannot be scheduled due to time constraints, the President is authorized to conduct a telephone or email vote of the Board, and this vote will be considered a binding vote of the PTO. The results will be distributed through email and added as an addendum to the next regular Board meeting minutes.

Section 6: Voting

- A. Majority present constitutes a quorum.
- B. Only Board members can make motions and vote.
- C. Email voting is allowed and can be done at any time. A time limit for responses must be given, members that vote must “reply all”, and the majority of responses received carries the vote. Final vote results must be sent out to all the Board members by email. All email votes and the result must be documented by the Secretary as an addendum to the next regular PTO meeting minutes.
- D. Each school has only one vote at City-Wide meetings.

Section 7: Information should be electronic whenever possible. Members are responsible for printing documents. Paper copies are only to be made for those members without electronic access.

## **Article IX: Committees**

Section 1: Committees shall be created by the Board as may be required to promote the objectives and interests of the organization. The chairmen of the committees shall be selected by the Board.

Section 2: The Chairperson of all committees shall present plans of work to the Board, and no committee work shall be undertaken without the approval of the Board. Final reports shall be given at a designated Spring annual meeting.

Section 3: The term of office shall be one year or for a designated period of time as decided upon by the Board.

Section 4: A member of each Standing Committee shall give a report of activities at the regular meetings of the PTO and at other times when requested.

Section 5: Nominating Committee

- A. There shall be a Nominating Committee consisting of three members selected by the Board from its body. The President shall appoint one of the three to serve as chairman of the committee.
- B. The Nominating Committee shall attempt to have nominees represented from each feeder school (if applicable).
- C. The Nominating Committee shall select at least one nominee for each office to be filled and submit the report of nominees at a regular meeting in the Spring.

- D. The report of the Nominating Committee shall be publicized prior to the election to all PTO members.
- E. Following the report, an opportunity shall be given for nominations from the floor.
- F. Only those who have consented to serve if elected shall be eligible for nominations, either by the committee or from the floor.
- G. Ballot voting must be made available to current PTO members. Voting location and time must be publicized to the PTO members. Once voting is complete, ballots will be tallied by the Nominating Committee or any three designated Board members.
- H. The nominees with the most votes are elected to the Board.

#### Section 6: Audit Committee

- A. There shall be an Audit Committee consisting of at least three members of the Board.
- B. Audit Committee shall examine the banking financial statements and Treasurer reports.
- C. The committee must approve the Treasurer annual report and sign a statement at the end of the report stating that the report has been verified and approved. This report must be submitted prior to the last Spring meeting. The annual report covers the timeframe August 1 to July 31.

### **Article X: Parliamentary Authority**

Robert's Rules of Orders Newly Revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

### **Article X1: Financial Policies**

Section 1: The fiscal year of the PTO shall begin on August 1 and end on July 31.

Section 2: Any non-budgeted expenditure must be approved by the PTO Board.

Section 3: When fundraising, tax regulations must be followed and taxes paid, if applicable.

### **Article XII: Dissolution of Organization**

In the event that the PTO should dissolve as a viable organization, all funds held by the organization will become property of the CSISD City-Wide PTO. If the City-Wide PTO dissolves, then funds will become property of CSISD.

### **Article XIII: Amendments**

Section 1: City-Wide bylaws shall be reviewed annually in the Fall.

Section 2: These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given at the previous meeting.

Section 3: A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at a meeting of the CSISD City-Wide PTO Board, or by two-thirds vote of the CSISD City-Wide PTO Board.

*These bylaws were approved by the City-Wide PTO at the March 2016 board meeting and govern all CSISD PTOs.*

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City-Wide PTO President Signature

Date

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City-Wide PTO Secretary Signature

Date