

## BYLAWS OF AUSTIN ELEMENTARY PARENT TEACHER ORGANIZATION

### ARTICLE I. NAME

The name of this organization is Barbara S. Austin Elementary Parent Teacher Organization (PTO), Coppell, Texas. It is a local and independent unit organized by the parents/legal guardians and faculty of the school.

### ARTICLE II. OBJECTIVES

The objectives of the Organization are:

- a. To promote the welfare of children in home, school, and community.
- b. To develop between parents/legal guardians and educators united efforts that will secure for all the highest advantages in physical, mental and social education.
- c. To cultivate a closer relationship between parents/legal guardians and teachers in the education of children.
- d. To be organized exclusively for educational purposes, including the distribution of articles and the contribution of events, which affect Barbara S. Austin Elementary, Coppell Independent School District, Coppell, Texas.

### ARTICLE III. BASIC POLICIES

The basic policies of the Organization are:

- a. The Organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The Organization may cooperate with other groups concerned with child welfare, but persons representing the Organization in such matters shall make no commitments that bind the Organization.
- c. The Organization shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The Organization shall work with the school to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the responsibility to make decisions has been delegated by the people to boards of education.
- e. In the event of the dissolution of the Organization, its assets shall be spent for educational purposes as shall at the time qualify as an exempt organization under section 501c(3) of the Internal Revenue code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the PTO Board shall determine.

### ARTICLE IV. ARTICLES OF ORGANIZATION

The Organization exists as an unincorporated organization of its members. These bylaws can be amended as deemed necessary by the executive committee and approved by the membership (see Article XII).

## ARTICLE V. MEMBERSHIP AND DUES

Section 1. Any individual who subscribes to the objectives and basic policies of the Organization may become a member, subject only to compliance with the bylaws. Membership shall be available without regard to race, color, creed, or national origin.

Section 2. All parents and legal guardians of Barbara S. Austin Elementary students will be considered members of the PTO. No annual dues will be required to become a member of the PTO.

## ARTICLE VI. OFFICERS AND THEIR ELECTION

Section 1. Each officer of this PTO shall be a member of this PTO.

Section 2. Officers and the election:

a. The officers of the Organization shall be:

President,

Vice President,

Secretary,

Parliamentarian,

Book Fair Coordinator,

Book Fair Assistant,

Directory Coordinator,

Directory Assistant,

Field Day Coordinators, Two (2),

\*Field Day Assistants, A Maximum of Four (4),

Fundraising Coordinators, Two (2),

\*Fundraising Assistants, A Maximum of Four (4),

Health and Welfare Coordinator,

Homeroom Coordinators, Two (2),

Hospitality Coordinator,

Hospitality Assistant,

Library Volunteer Coordinator,

Office Volunteer Coordinator,

Programs Coordinator,

Programs Assistant,

Publicity Coordinator,

School Newsletter Coordinator,

School Supplies/Spirit Wear Coordinator,

School Supplies/Spirit Wear Assistant,

Special Events Coordinators, Two (2),

Teacher Representatives, Two (2),

Treasurer,

Treasurer Assistant,

Volunteer Coordinator,

Yearbook Coordinator,

Yearbook Assistant

\*Yearbook Administrative Assistant

\*Auction Committee, Six (6) \*The four (4) fundraising assistants, four (4) field day assistants, yearbook administrative assistant, and the six (6) auction committee members are non-voting members and not required to attend

monthly executive board meetings. Officers shall assume their official duties on the last day of school, with the exception of Treasurer and Treasurer Assistant who shall serve from July 1 to June 30th. A person shall not be eligible to serve more than two consecutive terms in the same office, unless a suitable replacement cannot be found. If a suitable replacement cannot be found and the existing board member in that position is willing to serve in that position again, the executive board can hold a special vote allowing the member to serve one additional year.

- b. The Principal serves strictly in an advisory capacity and is a non-voting member. He/She or his/her appointed representative shall approve all communications sent out to the PTO General membership.

Section 3. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the executive board. In case of a vacancy in the office of President, the Vice President fills the remaining term.

## ARTICLE VII. DUTIES OF OFFICERS

Section 1. Any officer absent three consecutive meetings **without valid reason** acceptable to the executive committee shall be excused from his/her duties and the vacancy shall be filled as soon as possible by the executive board.

Section 2. This Organization shall be represented at the monthly PTO Presidents' meetings by the President, Parliamentarian or an alternate. The representative shall report to the executive committee any pertinent information from the meeting.

Section 3. Officers shall not exceed their budget without prior executive board approval. For an exception, see section 4.

Section 4. The President may approve any expense which is less than \$100 as he/she deems necessary.

Section 5. All officers shall perform the duties prescribed and keep a written record for the next year's officers. They should submit a written report of their work at the May executive committee meeting. They shall also be available for additional duties that may be assigned from time to time.

Section 6. The **PRESIDENT** shall preside at all meetings of the Organization and of the executive committee at which he/she may be present. He/She shall coordinate the work of the officers and committees of the Organization in order that the objectives may be promoted. He/She shall be authorized to sign checks in the absence of the treasurer and shall recruit two (2) members of the general PTO body to serve on the Nominating Committee. The term of the position shall be for two years. He/she shall be responsible for the revising and updating the PTO's on-line payment website (RevTrak), with the exception of spirit wear/school supplies quantities (unless requested by the Spirit Wear/School Supplies Coordinator(s)). He/she shall be responsible for additions and revisions to the PTO's main website (PTOConnect). He/she shall update and forward the Fast Pass form to the volunteer coordinator for distribution in the back-to-school packets that are assembled prior to the beginning of the school year.

Section 7. The **VICE PRESIDENT** shall assist the President in coordinating the activities of the board, preside at meeting in the absence of the President and represent the PTO at events the President is unable to attend. He/She shall serve as President should the Presidency become vacant. He/She shall assume the position of President after the fulfillment of or resignation of the preceding President's term. He/She shall also be

responsible for creating, entering information, and maintaining the database used to distribute the PTO newsletter and shall share responsibility for this database with the directory coordinator.

Section 8. The **SECRETARY** shall be responsible for recording the minutes at all meetings and distributing a copy to the President. He/She shall put a copy of the PTO minutes and financial reports in the PTO binder in the office. These can be reviewed upon request by any member of the Organization. He/She shall notify members of the next board meeting. He/She shall handle any correspondence deemed necessary by the executive board.

Section 9. The **PARLIAMENTARIAN** shall attend all meetings of the executive board and the Organization and shall advise the presiding officer and/or Organization members on questions of parliamentary law and methods of procedure, when requested. He/She shall count a vote when requested by the presiding officer. He/She shall be chairperson of the Bylaws committee and shall be responsible for distribution of the bylaws and /or changes to the bylaws to the executive board members. He/She shall maintain a current copy of the bylaws in the PTO binder in the office and on the PTO website. The Parliamentarian shall also chair the Nominating Committee.

Section 10. The **BOOK FAIR COORDINATOR** shall be responsible for all aspects of the Book Fair(s) and coordinate his/her efforts with the librarian.

Section 11. The **BOOK FAIR ASSISTANT** shall assist the Book Fair Coordinator.

Section 12. The **DIRECTORY COORDINATOR** shall be responsible for creating the school directory including the advertisement solicitation, printing, sales, and distribution, with a target date of October 15 for final publication. He/She shall also share the responsibility with the vice president of creating, entering information, and maintaining the database used to distribute the PTO newsletter.

Section 13. The **DIRECTORY ASSISTANT** shall assist the Directory Coordinator.

Section 14. The **FIELD DAY COORDINATORS, TWO (2)**, shall be responsible for all aspects of Field Day including the organization, theme, games, refreshments, awards and volunteers.

Section 15. The **FIELD DAY ASSISTANTS, A MAXIMUM OF FOUR (4)**, shall assist the two (2) Field Day Coordinators. They are non-voting members and are not required to attend the monthly executive board meetings.

Section 16. The **FUNDRAISING COORDINATORS, TWO (2)**, shall be responsible for choosing what fundraising efforts will take place during the school year and coordinate the activities associated with them.

Section 17. The **FUNDRAISING ASSISTANTS, A MAXIMUM OF FOUR (4)**, shall assist the two (2) Fundraising Coordinators. They are non-voting members and are not required to attend the monthly executive board meetings.

Section 18. The **HEALTH AND WELFARE COORDINATOR** shall work with the school counselor, nurse and/or principal to determine any PTO action needed in regard to the well-being of children in Austin Elementary. He/She shall also be responsible for any child safety, drug, or alcohol abuse programs and the winter holiday project for the less fortunate that may require collection of gifts from students.

Section 19. The **HOME ROOM COORDINATORS, TWO (2)**, shall organize room parents for each homeroom and oversee the organization of school parties by meeting with room parents when needed. They shall be responsible for the coordination of all aspects of Teacher Appreciation Week, including the luncheon. One coordinator shall also serve on the Nominating Committee.

Section 20. The **HOSPITALITY COORDINATOR** shall be responsible for coordinating refreshments, food, and/or snacks at any special PTO functions or events at the school, which require such fare including the Back to School Teacher Luncheon, the Boo Hoo Breakfast, Open House, and faculty meetings. He/She shall also be responsible for all PTO properties used at functions and meetings.

Section 21. The **HOSPITALITY ASSISTANT** shall assist the hospitality coordinator.

Section 22. The **LIBRARY VOLUNTEER COORDINATOR** shall coordinate, through the school librarian, the volunteer staff needed to assist and aid the librarian with his/her duties in the library.

Section 23. The **OFFICE VOLUNTEER COORDINATOR** shall coordinate the volunteer office staff as deemed necessary by the school secretary and/or principal. He/She shall coordinate a training schedule early in the school year.

Section 24. The **PROGRAMS COORDINATOR** shall be responsible for all aspects of coordinating programs for the entire student body.

Section 25. The **PROGRAMS ASSISTANT** shall assist the Program Coordinator.

Section 26. The **PUBLICITY COORDINATOR** shall be responsible for keeping the events of the Austin PTO before the eye of the public so as to promote goodwill and community involvement. This will include placing articles and photographs in the local newspapers. He/She shall be responsible for making and distributing flyers when necessary and posting banners and posters at the school. He/She shall also be responsible for the updating of the two (2) PTO bulletin boards regularly.

Section 27. The **SCHOOL NEWSLETTER COORDINATOR** shall be responsible for creating and electronically communicating to Austin staff and families the weekly school newsletter (delivered on Tuesday). Newsletter Coordinator is also in charge of the Austin Elementary PTO Website and will be known as the webmaster.

Section 28. The **SCHOOL SUPPLIES/SPIRIT WEAR COORDINATOR** shall be responsible for all aspects of the school supplies sale and all spirit wear sales during the school year. He/she shall be responsible for updating quantities in the PTO's on-line website (Revtrak) or relaying this information to the President to update weekly as items are purchased.

Section 29. The **SCHOOL SUPPLIES/SPIRIT WEAR ASSISTANT** shall assist the School Supplies/Spirit Wear Coordinator.

Section 30. The **SPECIAL EVENTS COORDINATORS, TWO (2)**, shall be responsible for planning and coordinating all aspects of special events such as the School Picnic. This would also include any other special events that are voted back into the budget by the executive board that don't fall under the Fund Raising position umbrella.

Section 31. The **TEACHER REPRESENTATIVES, TWO (2)**, shall communicate with the PTO and Austin Elementary Faculty to promote understanding between the school and the general public.

Section 32. The **TREASURER** shall be responsible for general bookkeeping, deposits, withdrawals, and issuing checks. The Treasurer shall also be responsible for coordinating the handling of money for the major fund-raiser. He/She shall present a financial statement at every meeting of the executive committee and coordinate the preparation of the annual tax return filed with the Internal Revenue Service as well as any other forms that the IRS may require. He/She shall also procure insurance coverage for the PTO board. The Treasurer may not write any checks payable to himself/herself without a second authorized signature on the check. Checks written on the PTO's bank account which are greater than \$2000 shall require two (2) authorized

signatures on the check. Authorized signatures are: President, Treasurer and Treasurer Assistant.

Section 33. The **TREASURER ASSISTANT** shall assist the Treasurer in all financial duties, including signing checks and presenting financial reports to the board. He/She shall review the bank statements on a monthly basis to ensure that proper procedures are being followed. He/she shall be responsible for keeping a spreadsheet of all the Fast Pass transactions and sending that information to the appropriate committee for order fulfillment. Once the Treasurer Assistant enters all the payment information on the spreadsheet, he/she shall coordinate the deposit with the Treasurer and then distribute the Fast Pass forms to the Vice President for entry into PTO Connect.

Section 34. The **VOLUNTEER COORDINATOR** shall organize and compile a list of volunteers as needed. All needs for volunteers will be brought to the volunteer coordinator's attention through the board members and school administration. He/She shall compile the lists of various categories of volunteers submitted with the volunteer form and distribute them to each of the appropriate Committee Coordinators. He/She shall be responsible for the assembly and distribution all of the necessary PTO forms for the back-to-school packets. He/She shall also serve on the Nominating Committee.

Section 35. The **YEARBOOK COORDINATOR** shall, with the concurrence of the PTO board, set the price of the next year's yearbook at the end of the prior school year (to allow for presales). He/She shall present an annual budget for the yearbook at/or before the budget meeting at the start of the school year. He/She shall track expenses throughout the year to ensure the yearbook remains within budget. He/She shall contact and schedule volunteers to obtain photographs. He/She shall research yearbook printing companies each year, striving for price, quality, and timing that fits within the school's needs. He/She shall work to meet submission deadlines. He/She shall work closely with staff and volunteers to ensure good representation of the school and the children throughout the yearbook and work closely with the school's office to follow privacy laws (especially in the proofing of class pages). He/she shall create and proof yearbook pages, monitor yearbook order sales, schedule yearbook delivery, and work to ensure delivery needs are met. Any of these duties may be delegated to the Yearbook Assistant or Yearbook Administrative Assistant, as decided among the yearbook team.

Section 36. The **YEARBOOK ASSISTANT** shall assist the Historian/Yearbook Coordinator throughout the year-long process.

Section 37. The **YEARBOOK ADMINISTRATIVE ASSISTANT** shall perform administrative duties associated with the yearbook. These duties usually include order tracking; however, the yearbook team will determine what else may be needed. He/She is a non-voting member and is not required to attend the monthly executive board meetings

Section 38. The **AUCTION COMMITTEE MEMBERS, SIX (6)**, shall be responsible for coordinating a Spring Auction every other school year. This includes gathering prizes, advertising, collecting sponsorships, creating the program, coordinating class baskets, coordinating the auction dinner and carnival, and carrying out duties on Auction Day. They are all non-voting members and at least one member is required to attend the monthly executive board meetings.

## ARTICLE VIII. EXECUTIVE BOARD

Section 1. The executive board shall consist of the officers of the Organization.

Section 2. The duties of the executive board shall be:

- a. To transact necessary business in the interim between PTO meetings.
- b. To prepare and submit to the Executive Board for approval a budget for the fiscal year.
- c. To approve routine bills within the limits of the budget.

Section 3. A regular meeting for the executive board shall be held each month or when deemed necessary by the President and/or executive board. A majority (more than half) of the executive board members shall constitute a quorum. Only qualifying Executive Board members shall vote. The Executive Board meetings shall be open to any member of the Organization who wishes to observe and attend. See Article IX for open forum policy.

Section 4. Should the need arise for immediate action by the Executive Board between regularly scheduled board meetings, the President and/or Parliamentarian may conduct an email vote. This email vote is intended for emergency purposes only. This shall allow two (2) days to respond and will be considered valid with a minimum two thirds of Board membership responding with either a "yes" or "no" vote. One attempt will be made to contact by phone non-responding Board members at least twelve hours prior to the voting deadline. All responses should be sent to the President or His/Her designate via email in order for them to be valid. Any vote taken passes by a simple majority of those voting.

## ARTICLE IX. MEETINGS

Section 1. A regular meeting of the Organization may be held each semester during the school year as scheduled by the executive board.

Section 2. The election of officers shall be held at a regular meeting of the Organization. This meeting will be held in the spring, and public notice of said meeting shall be posted in advance.

Section 3. Any member of the Organization wishing to address the PTO Executive Board, or General meeting, shall contact the President at least forty eight (48) hours before the scheduled meeting. This will ensure that their name will appear on the agenda and a time slot will be allotted to them. The nature of the presentation shall be disclosed to the President. Presentations shall be limited to four (4) minutes in length, with a maximum of five (5) speaking slots available per meeting. If more than five (5) people want to address the Board, the first five (5) people to contact the President shall be allowed to speak. Open forum is not a vehicle to air grievances or for personal attacks on Board members, faculty or staff. Nor is it a forum to address issues with Austin Elementary School or Coppell ISD policies and curriculum.

## ARTICLE X. STANDING AND SPECIAL COMMITTEES

Section 1. The executive board may create such standing committees, as it may deem necessary to promote the objectives and carry on the work of the PTO.

Section 2. Only members of the Organization shall be eligible to serve in any elective or appointive position.

Section 3. All standing and special committees shall have at least three (3) members.

Section 4. No committee work shall be undertaken without the consent of the executive board.

Section 5. The power to form a special committee and appoint its members rests with the President and with the approval of the executive board.

#### ARTICLE XI. NOMINATING COMMITTEE

Section 1. There shall be a nominating committee composed of five (5) members - three (3) from the executive board and two (2) from the general body of the Organization. The three Executive Board members shall be: the Parliamentarian, One of the Home Room Coordinators, and the Volunteer Coordinator. In addition to these three, the President shall recruit two members from the general PTO body. The President shall serve in an advisory capacity on the nominating committee. The Parliamentarian shall chair the committee. The Nominating Committee should be selected no later than the March executive board meeting.

Section 2. The committee shall create a nominating form, which lists and describes all PTO positions, and distribute the form to all parents whose children will be attending Austin Elementary the following year. The Nominating Committee shall solicit names from the general membership to be included on the ballot.

Section 3. The Nominating Committee shall nominate an eligible person for each office to be filled and report its nominees at the April Executive Board meeting, at which time additional nominations may be made from the floor. Voting shall be done at the spring general meeting. The nominating committee shall present its slate of nominees for these positions at that time. A majority of those members present shall constitute a quorum.

Section 4. Only those persons who have signified their consent to serve shall be nominated or elected to such office and who are members of the Organization.

#### ARTICLE XII. AMENDMENTS

The bylaws may be amended at any meeting of the executive board with a majority (more than half) vote of the members.

Revised  
05/2010 Tami Millspaugh

Per 10/5/09 vote the ending budget amount for each school year will be \$10,000.00 to have cash on hand for expenses for the following school year. PTO's can keep as much money on hand as possible as long as the money is earmarked for school expenses.

The Bidding for Good (formerly Auction Pay) software is in effect through 2012 and the yearly fee of \$750 is due until the contract is fulfilled.

An audit committee should be created each March to audit the books of the treasurer. The audit committee should be comprised of the President, 2 additional PTO members and a parent of the general population. A report should be created and kept on file.