# DON A. BUCKALEW ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION BY-LAWS ("By-Laws") <br> (September 2019 Revision) 

## ARTICLE I - NAME

The name of this organization shall be Don A Buckalew Elementary Parent Teacher Organization hereinafter referred to as "PTO".

## ARTICLE II - LOCATION

The location of the PTO shall be 4909 Alden Bridge Drive, The Woodlands, Texas 77382 or any location established by the Board of Directors (as defined in Article IX) upon proper notice to the PTO members.

## ARTICLE III - ARTICLES OF ORGANIZATION

The articles of organization of the PTO shall include the By-Laws of the organization. The organization shall be a local self-governing unit and operate as a non-profit. Notwithstanding any other provision of these articles, the PTO shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code, or (2) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code. In the event of the dissolution of the PTO, its assets shall be distributed for one (1) or more of the exempt purposes specified in Section (c)(3) of the Internal Revenue Code of 1954 as amended from time to time.

## ARTICLE IV - PURPOSE

Purpose of the PTO is:

To promote the welfare of the children at Don A. Buckalew Elementary ("Buckalew Elementary");
To foster cooperation between parents and teachers in the education of children at Buckalew Elementary;
To unite school and community efforts in securing for all children the best education; and To engage in fundraising activities for the educational and recreational benefit of Buckalew Elementary, its children, teachers and staff as determined by the PTO and in accordance with these By-Laws.

## ARTICLE V - MEMBERSHIP AND DUES

## Section 1. Membership

PTO membership shall be available to parents, grandparents and guardians of Buckalew Elementary students, the faculty and staff of Buckalew Elementary and other interested parties. Qualified persons shall be admitted to membership and administered under these By-Laws and in educational programs and activities without regard to race, color, national ethnic origin, sex, age, religion, handicap or status as a veteran.

## Section 2. Voting

The PTO shall have voting and nonvoting forms of membership. Voting memberships shall be based upon the payment of the annual dues as stated in Section 4 below and shall entitle each such family to one (1) vote. Only voting members shall be eligible to serve in any of the PTO's elected or appointed positions or to vote on any issues presented to the general membership. Each Officer, Standing Committee Chairman or Special Committee Chairman shall remit dues no later than the date of the September general meeting. However, all members may attend and participate in any PTO meeting. Community Partners shall be non-voting members of the PTO and may not hold elective or appointed positions. Voting shall be carried out by voice, ballot or electronic communication. E-voting shall be considered valid via e-mail only. No vote shall be held via any form of social media.

## Section 3. Enrollment

The PTO shall conduct an annual enrollment of members but persons may be admitted to membership at any time.

## Section 4. Dues

The annual dues of the PTO shall be per family and determined by the Board of Directors. Any increase to annual dues shall not exceed fifty percent (50\%) of the previous year's dues.

## Section 5. Fiscal Year

The fiscal year for the PTO shall be July 1 through June 30.

## ARTICLE VI - MEETINGS

## Section 1. General PTO Meetings

A minimum of two (2) general PTO meetings shall be held for the purposes indicated: In September for informative purposes.

In April for the election of new Officers and approval of the budget for the next fiscal year.
PTO members shall be notified not less than ten (10) school days prior to a general PTO meeting other than those shown above. Any change in a PTO general meeting date shall be issued to the membership not less than five (5) school days prior to the meeting date. Action of the general membership shall be based on a motion, with a second, followed by a general discussion and vote. A quorum at a properly called meeting of the PTO shall consist of those present at the meeting. A majority of the members present will be required to pass any business before the general assembly of the PTO.

## Section 2. Special Meetings

Special meetings of the PTO may be called by the President or by a majority of the Board of Directors. The purpose of the meeting, date, time and location shall be issued to the membership at least ten (10) school days prior to the meeting.

## ARTICLE VII - OFFICERS AND DUTIES

## Section 1. Officers

Except for the Parliamentarian, the officers of the PTO shall be elected as set forth herein and shall consist of the following positions (collectively "Officers"):

## President

President-Elect
First Vice President, Fundraising
Second Vice President, Parent Involvement
Third Vice President, Communications
Secretary
Treasurer
Parliamentarian

## Section 2. President

Shall be a member of and chair the Board of Directors;
Shall preside at all meetings of the PTO and Board of Directors;
Shall coordinate the work of the Officers;
Shall be ex-officio member on all committees, except the Nominating Committee;
Shall interface as necessary with the Principal, teachers and administration;
Shall read and comply with the By-Laws and applicable provisions, including but not limited to the section titled "Officers Duties", of the current Conroe Independent School District ("CISD") Parent Organization Guidelines as found on the CISD website; and Shall oversee and monitor all the Officers and committees as reasonably necessary..

## Section 3. President-Elect

Shall be a member of the Board of Directors;
Shall read and comply with the By-Laws and applicable provisions, including but not limited to the section titled "Officers Duties", of the current CISD Parent Organization Guidelines as found on the CISD website;
Shall, in the absence of the President, perform all his duties and responsibilities; Shall be ex-officio member on all committees, except the Nominating Committee; and Shall assist the President and Board of Directors as reasonably necessary.

## Section 4. First Vice-President, Fundraising

Shall be a member of the Board of Directors;
Provide monthly updates to the President at least one (1) week prior to the regularly scheduled PTO meeting;
Shall read and comply with the By-Laws and applicable provisions, including but not limited to the section titled "Officers Duties", of the current CISD Parent Organization Guidelines as found on the CISD website;
Shall chair fundraising projects; and
Shall oversee and monitor the following committees: Community Partners, Rewards
Committee, Spirit Committee, and Carnival

## Section 5. Second Vice President, Parent Involvement

Shall be a member of the Board of Directors; and
Shall maintain current record of the names and addresses of members;
Shall conduct the annual membership campaign;
Shall coordinate family centered events throughout the school year
Shall be responsible for coordinating efforts to welcome new families to Buckalew Elementary to make the new families' transition easier Shall read and comply with the By-Laws and applicable provisions, including but not limited to the section titled "Officers Duties", of the current CISD Parent Organization Guidelines as found on the CISD website; and
Shall oversee and monitor the following committees: Family Connections, Room Mom Coordinator, and Volunteer Coordinator.

## Section 6. Third Vice-President, Communications

Shall be a member of the Board of Directors;
Shall send notices of meetings to all members;
Shall read and comply with the By-Laws and applicable provisions, including but not limited to the section titled "Officers Duties", of the current CISD Parent Organization Guidelines as found on the CISD website; and

Shall oversee and monitor the following committees: Community Outreach, Publicity, Marquee, and Website Liaison

## Section 7. Secretary

Shall be a member of the Board of Directors;
Shall record and maintain the minutes of all meetings of the PTO and Board of Directors; Shall maintain a current list of the Officers, Standing Committee Chairmen and Special
Committee Chairmen, if any;
Shall reply to the PTO's correspondence;
Shall be responsible for official voting ballots;
Shall maintain a copy of the By-Laws and all committee reports;
Shall read and comply with the By-Laws and applicable provisions, including but not limited to the section titled "Officers Duties", of the current CISD Parent Organization Guidelines as found on the CISD website; and
Shall furnish a copy of such minutes to the President within one (1) week following the meeting or as otherwise required in the CISD Parent Organization Guidelines; and
Shall oversee and monitor the following committees: Hospitality, Beautification (Garden Club, Landscaping and Entry Decorations) and Yearbook.

## Section 8. Treasurer

Shall be a member of the Board of Directors;
Shall account for all revenues and expenditures, and maintain an accurate, current and auditable record of receipts and expenditures;
Shall pay all expenses of the PTO with proper approval and documentation in accordance with the approved budget;
Shall prepare and present the Board of Directors with a written financial report, bank statement and back reconciliation at each monthly PTO meeting or at any time when so directed by the President or the Board of Directors. Shall present a year-end financial report to the Board of Directors (with copies to the CISD Internal Auditor) at the final PTO meeting of the school year or no later than July $1^{\text {st }}$ if all financial information is not available at the time of such meeting; Should have an accounting, bookkeeping background because of the complexity of sales tax requirements;
Shall be responsible for and maintain the security of the PTO laptop computer; and Shall read and comply with the By-Laws and applicable section(s), including but not limited to the section titled "Officers Duties", from the current CISD Parent Organization Guidelines as found on the CISD website. Shall be responsible for reviewing any changes to the financial sections of the CISD Parent Organization Guidelines and advising the Officers of any such changes and any need for the PTO to revise policies and/or By-Laws; and Shall oversee and monitor the following committees: School Supplies
When applicabable, two co-treasurers shall equally share the duties stated above as they see fit to be divided between the two treasurers.

## Section 9. Parliamentarian

Shall be a member of the Board of Directors;
Shall comply with and enforce the provisions of the By-Laws and CISD Parent Organization Guidelines;
Shall oversee and monitor the following committees: Nominating and By-Laws Revision; and Shall be appointed by the President. It is preferred that this person has served on the Board of Directors for a minimum of one (1) year and have a basic understanding of parliamentary procedure or be willing to obtain such basic understanding; and
Shall oversee and monitor the following committees: Book Fair, Library Liaison, Specials Team Liaisons and Lost and Found.

## ARTICLE VIII - STANDING COMMITTEES AND DUTIES

## Section 1. Standing Committees

Standing committees and their duties shall include, but not be limited to:
Beautification - A subgroup Landscaping shall be responsible for campus landscaping. A subgroup Entry Decorations shall be responsible for styling the front and back doors for Back to School, Carnival and other events throughout the year. Garden Club will also operate under this Committee to educate students about various gardening topics and projects.
Book Fair - Shall work with the Buckalew Elementary librarian to help promote, set up, and find people to work and take down both the fall and spring book fairs.
Carnival - Shall be comprised of a Carnival Chair, Silent Auction Chair, Kid's Raffle Chair, Class Baskets and Booths Chair, Volunteer Chair, Outdoor Entertainment Chair, Staff and Grade Level Experiences Chair, and Marketing Chair. All Carnival Committees will work with the Carnival Chair and with each other to execute a successful fundraiser and a fun event for the Buckalew community.
Community Partners - Shall be responsible for obtaining business sponsors for Buckalew Elementary.
Community Outreach - Shall be responsible for working with the Buckalew Elementary counselor to organize community outreach programs such as food drives, Adopt-a-Student, book drives and other identified needs.
Family Connections - Shall coordinate Spirit events throughout the school year.
Hospitality - Shall be responsible for organizing monthly teacher luncheons and other special teacher events. Shall conduct activities for Teacher Appreciation week.
Library Liaison - Shall serve as a liaison between the PTO and Buckalew Elementary librarian. Shall coordinate the volunteers for the library and help train and monitor the volunteers as needed.
Lost and Found - Shall organize the lost and found. Periodically return all items labeled with a name throughout each nine (9) week period. At the end of each nine (9) week period, all items without names shall be donated to charity.

Publicity -Shall be responsible for coordinating with the standing committees and the Buckalew Elementary Secretary items to be placed in the Buckalew Buzz and E-Blasts regarding PTO activities. Update the PTO social media pages as reasonably necessary.
Rewards - Shall conduct and promote current give back programs from various retail stores, business rewards programs, matching contributions, and grants.
Room Mom Coordinator - Shall serve as liaison between the Board of Directors and the Room Moms and help coordinate the duties of the Room Moms as needed for PTO functions.
School Supplies - Shall coordinate the ordering and distribution of school supplies including meeting with teachers, and school supply representative(s), as well as overseeing the online ordering process.
Specials Team Liaisons - Shall help coordinate volunteers for specials-art, music, P.E., and computer lab and act as a liaison between the PTO and the Buckalew Elementary specials staff. Different chairmen may be appointed to support specific specials staff.
Spirit Committee - Shall oversee the design, printing, ordering and distribution of the Buckalew Elementary spirit wear and PTO packages throughout the year.
Volunteer Coordinator - Shall coordinate with Buckalew Elementary administration and Board of Directors the volunteer activities at Buckalew Elementary. Shall assist Standing Committee Chairmen with obtaining volunteers.
Website Liaison - Shall maintain the PTO website. Shall be the liaison between PTO and the web store vendor and make sure that the Web Store is updated and reports are provided.

Yearbook - Shall be comprised of a Yearbook Chair, Marketing/Sales position, Yearbook Designer, Yearbook Photographers to be responsible for the design, publishing and sale of an annual yearbook for Buckalew Elementary.

## Section 2. Qualifications

Only voting members of the PTO shall be eligible to serve as a Standing Committee Chairmen (as defined in Article VIII) and Special Committee Chairmen (as defined in Section 5 below).

## Section 3. Selection

The Officers shall select the Standing Committee Chairmen within thirty (30) days of their election. Notification of these appointments shall be given to the general membership before the end of the school year.

## Section 4. Plans

Each Standing Committee Chairman shall prepare a written plan of work and proposed budget and provide such plan to the applicable overseeing Officer as set forth in Article 7 above. No committee work shall be conducted without the approval of an Officer.

## Section 5. Ad Hoc Committees

A special committee may be created and its chairman appointed by the Board of Directors for performance of a special purpose ("Special Committee Chairman"). When the special committee's final work and report are complete, the special committee shall automatically cease to exist.

## Section 6. Sunset Rule

The Board of Directors may terminate any standing committee or special committee when it no longer serves a useful purpose.

## Section 7. Terms

The Standing Committee Chairmen are appointed for a two (2) year term unless otherwise agreed to by such chairman and the Board of Directors. No Standing Committee Chairman shall be eligible to serve as chairman of the same committee for more than two (2) consecutive years without special approval by the Board of Directors.

## Section 8. Transition

Upon expiration of the term of office or resignation, all Officers and Standing Committee Chairman shall turn over to their successors all written records, books and other materials pertaining to the office ten (10) days after the installment of the successor officer(s) or by June $15^{\text {th }}$ whichever occurs first. Notwithstanding the foregoing, the Treasurer may turn over all written records, book and other materials pertaining to the office of Treasure within one (1) week of the end of the fiscal year unless otherwise agreed to in writing by the Officers.

## ARTICLE IX - BOARD OF DIRECTORS

## Section 1. The Board of Directors Shall Be:

PTO Officers;
Standing Committee Chairmen; and
Principal of the Buckalew Elementary or designated representative.

## Section 2. Board of Directors Duties

To transact necessary business in the intervals between PTO general meetings and such other business as may be referred to it by the PTO;
To create and terminate standing and special committees;
To review and approve plans presented by standing and special committees;
To prepare and present a budget for the fiscal year;

To approve any matter involving the collection, raising, or expenditure of money and/or donations within the limits of the approved budget;
To approve any proposed event sponsored by the PTO;
To appoint members of the audit committee; and
To comply with the By-Laws and applicable portions of the current CISD Parent Organization Guidelines as modified from time to time.

## Section 3. Board of Directors Meetings

The Board of Directors shall hold regular monthly meetings during term of service at a time to be fixed by the Board of Directors at its first meeting of the year. Notification of the meeting date, time and location shall be given at least two (2) weeks in advance of the meeting date. Special meetings may be called by the President or majority of Board of Directors members with notification of the meeting date, time and location given at least five (5) school days in advance of such meeting date. All Board of Directors meetings shall be open to the general membership, but only members of the Board of Directors shall have voting rights.

## Section 4. Quorum

A majority of the Board of Directors shall constitute a quorum. Management decisions will be approved with a two-thirds (2/3) vote.

## Section 5. Member Renewal

Any member of the Board of Directors missing two (2) consecutive Board and/or General PTO membership meetings may be removed from office by a two-thirds $(2 / 3)$ vote of the Board of Directors. Members of the Board of Directors shall contact the President prior to the meeting if he is unable to attend. Non-performance of duties could be a cause for removal by a two-thirds $(2 / 3)$ vote of the Board of Directors. In the event of member removal, the President, with majority consent of the Board, shall appoint a replacement.

## Section 6. Conflict of Interest

Any member of the Board of Directors should abstain from voting on any issue where he has a direct personal or financial interest and shall inform the Board of such interest.

## ARTICLE X - ELECTION OF OFFICERS

## Section 1. Qualifications

Each Officer of the Board of Directors shall be a voting member and it is preferred that they have served on the Board of Directors for a minimum of one (1) year.

## Section 2. Election of Officers

Officers shall be elected by ballot at the April general meeting and shall serve for a term of two (2) years commencing July 1.

A person shall not be eligible to serve in the same office more than two (2) consecutive years without special approval by the Board of Directors.

## Section 3. The Nominating Committee

Shall be managed by the Parliamentarian.
Shall be composed of at least five (5) members with two (2) alternates available in the event a regular Member is unable to serve (always to be an odd number). The Board of Directors shall select the members of the Nominating Committee by January $15^{\text {th }}$. It shall include two (2) members from the current Board of Directors, the Principal or his designated representative and two (2) or four (4) members from the PTO membership at large. A member of the Nominating Committee must resign from such committee if he allows his name to be placed in nomination for an Officer position.
Shall notify the entire membership by February $1^{\text {st }}$ of the upcoming election of Officers, the Standing Committee Chairman positions available and the duties of each position. The general membership shall have thirty (30) days with which to submit names for consideration. Shall present a slate of eligible candidates for each Officer and Standing Committee Chairman position to the Board of Directors for approval. Following approval of such positions by the Board of Directors, the report of the Nominating Committee shall be made at the last meeting of the general membership at which point additional nominations may be received from the floor. If decided on by the Nominating Committee, a ballot may be sent home in the backpacks in lieu of this to provide more members an opportunity to cast their vote. Only individuals, who have signified their consent to serve, shall be nominated for an Officer or Standing Committee Chairman position. A member of the Nominating Committee must resign from the committee if he allows his name to be placed in nomination for an Officer position. Only those persons who have previously served on the Board of Directors as an Officer or Standing Committee Chairman shall be eligible to be nominated for the office of President.

## Section 4. Vacancies

A vacancy occurring in any Officer position other than President shall be filled for the unexpired term by a person elected by majority vote of the Board of Directors with notice of such election having been given to the general membership. In case a vacancy occurs in the office of the President, the First Vice-President shall assume the office of President for the remainder of the term. In case a vacancy of a Standing Committee Chairman occurs, all of the Officers except for the President-Elect shall appoint, by majority vote, a replacement for the remainder of the term.

## ARTICLE XI - FISCAL CONTROLS

## Section 1. Cash Controls

Always have two (2) people present to receive cash. One (1) person should never be alone with cash. Do not leave cash overnight at Buckalew Elementary unless in a locked bag in the Buckalew Elementary safe. Two (2) people should count the money at the end of the event. After the money is counted, a deposit notice form should be signed by each individual and given to the Treasurer with the money. The amount on the deposit notice form should match the amount deposited by the Treasurer.

## Section 2. Check Request and Check Reimbursement Forms

No one will be reimbursed for any out of pocket expenses without filling out a "reimbursement request" attaching receipts, and having the form approved (signed) by the applicable Standing Committee Chairman. For any bill to be paid, a "check request form" must be filled out and be approved (signed) by the applicable Standing Committee Chairman. A copy of the invoice to be paid should be attached the check request form.

## Section 3. Signatures on Checks

The Treasurer processes the check requests or reimbursement requests and writes the checks. Two (2) authorized Officers must sign each check. Neither the Treasurer nor any CISD employees may be an authorized check signer.

## Section 4. Finance Committee

The purpose of the finance committee is to review all financial activities and transactions monthly. The finance committee should include the President and two (2) Officers. Each month the Treasurer should present a financial report, bank statement and bank reconciliation to the committee for their review.

## Section 5. Annual Audit

The Board of Directors shall contract with a certified public accountant or appoint a PTO member in good standing to conduct an audit of the financial records of the PTO at the close of the fiscal year or at any time at the direction of the Board of Directors. Upon satisfaction that the Treasurer's report is correct, such person shall sign a statement to this effect.

## Section 6. Fidelity Bond Insurance

The Treasurer and all persons who have check signing privileges will be included on the bonding insurance policy.

## ARTICLE XII - GENDER

The masculine gender used in these By-Laws shall refer to both male and female members of the PTO.

## ARTICLE XIII - AMENDMENT OF BY-LAWS

## Section 1. Proposal

Any amendments to these By-Laws shall be proposed in writing and shall be read at the general meeting. Members shall be notified thirty (30) days in advance of the meeting date, time and location of when the amendments shall be voted upon and where interested parties may obtain a copy of the amendment(s) prior to the meeting date.

## Section 2. Voting

To be adopted, three-fourths (3/4) of the members present and voting at the meeting must approve such amendment(s).

## Section 3. By-Law Revisions

A committee may be appointed by a majority vote of the members at a general meeting or by two-thirds $(2 / 3)$ vote of the Board of Directors to prepare and submit to the PTO a revised set of By-Laws to substitute in its entirety the existing By-Laws. Adoption of the revised By-Laws shall be in accordance with the other provisions of this Article.

## ARTICLE XIV - POLICIES

The following are basic policies for the PTO:
The name of the PTO or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the PTO.
The PTO shall not participate in any way, directly or indirectly, in any political campaign on behalf of, or in opposition to, any candidate for public office or any political party or ideology. Robert's Rules of Order Newly Revised shall govern the organization in all cases as applicable and in which such rules do not conflict with the By-Laws.

