

Jose Riojas Elementary School Parent-Teacher Organization By-Laws

ARTICLE I: NAME AND AUTHORITY

The name of the organization will be Riojas Elementary School Parent-Teacher Organization. It shall also be known as the Riojas PTO, RES PTO or PTO.

ARTICLE II: ARTICLES OF ORGANIZATION

The RES PTO exists as a non-profit, unincorporated organization of its members. "Articles of Organization," as from time to time amended, exist as a separate exhibit of these by-laws.

ARTICLE III: OBJECTIVES

The objectives of the RES PTO ~~are~~is to enrich the education and experience of the children of Riojas Elementary School and to enhance the efforts of the staff through involvement of the talents and resources of the parents by providing a framework for coordinating fundraising, parent involvement activities, and improvements.

ARTICLE IV: ~~PURPOSE~~DECLARATIONS

~~A. The purpose of the RES PTO is to help provide a framework for coordinating fundraising, parent involvement activities, and improvements that will enrich the experience of our children at Riojas Elementary School.~~

Commented [KPL1]: Moved this up into Art. III: Objectives.

A. The RES PTO shall not attempt to direct the administrative work of Riojas Elementary School.

B. The RES PTO may cooperate with ~~the~~ other organizations and agencies ~~concerned with child welfare, but persons~~RES PTO members representing the RES PTO organization in such matters shall make no commitments that bind the RES PTO organization without the prior consent of the RES PTO Executive Board.

C. The RES PTO will conduct itself in a manner, which is free of racial discrimination, and provide equal opportunity and treatment for all members and prospective members, regardless of their race, color, religion, sex disability, age, or national origin.

D. The RES PTO name or the names of any members in their official capacities shall not be connected to any partisan interest or any commercial concern not directly related to the promotion of RES PTO interests.

Commented [KPL2]: This is standard in other PTO by-laws.

ARTICLE V: MEMBERSHIP

A. Every member of the Riojas Elementary School Community – parent, grandparent, teacher, school facility or staff, student, guardian, or adult standing in loco parentis for a student – is automatically a member. There are no annual dues.

B. Members are eligible to vote and participate in General ~~the business m~~ Meetings or ~~to~~ serve in any elective or appointive position of the RES PTO.

C. Executive Board members and committee chairs must be members of the Riojas Elementary School Community, as defined in paragraph (A) above.

ARTICLE VI: MEETINGS

Commented [KPL3]: Reformatted this section into two parts: General mtgs and Exec Board mtgs.

A. General Meetings:

a. At least one gGeneral mMeeting of the RES PTO shall be held every three months during the school months of September through May. Additional General Meetings may be held at the discretion of the Principal, President or Vice President. A General Meeting shall be held in April or May of each year for the purpose of election of the Executive Board and reorganization for the coming year.

b. A General Meeting requires a quorum. Attendance by the Principal or Assistant Principal; at least 3 members of the Executive Board; and at least 3 additional RES PTO members shall constitute a quorum for a General Meeting. Decisions at any General Meeting require the affirmative vote of a majority of the members present.

B. Executive Board Meetings:

a. a. In addition to General Meetings, The Executive Board Meetings shall may be held as necessary meet monthly during the school year, or at the discretion of the Principal, President or

Vice President and/or the Principal. Executive Board Meetings require a quorum. Attendance by the Principal or Assistant Principal and at least 3 members of the Executive Board shall constitute a quorum for an Executive Board Meeting. Decisions at any Executive Board Meeting require both the affirmative vote of a majority of the Executive Board members present at the Executive Board Meeting; and subsequently the affirmative vote of a majority of the of the RES PTO members present at the next regularly scheduled General Meeting.

~~b. An annual meeting of the membership shall be held in April or May of each year for the purpose of reorganization for the coming year.~~

~~a. Special meetings of the membership may be called by the RES PTO President, Principal and/or Executive Board.~~

~~C. Resolutions or recommendations of the Executive Board shall be approved by a majority of the members in attendance at any general meeting.~~

~~For purposes of conducting business at held meetings to the PTO Executive Board and during PTO membership meetings, a motion must be passed by a quorum. A quorum shall consist of a simple majority of those present. Also, an administrator from RES must be present.~~

ARTICLE VII: EXECUTIVE BOARD MEMBERS AND DUTIES

- A. PRESIDENT – ~~Shall pP~~resides as chair over all General and Executive Board Mmeetings, and provides guidance and supports to all voting members and committees regarding RES PTO matters. ~~The president May shall preside at general meetings, act as chairman of the Executive Board, appoint any vacant temporary committees chairs to fill vacancies as necessary not selective by the Nominating Committee, and shall be an ex-officio member of all committees.~~
- B. VICE PRESIDENT – Shall support the ~~pP~~President in his/her duties and assume duties of the ~~pP~~President in their absence as well as other duties as assigned. Shall perform the duties of Secretary during all Executive Board and General Meetings in the absence of the Secretary. Shall rule on all points of order. ~~The meetings of the Executive Board and the general membership shall be conducted by Roberts Rules of Order, unless otherwise specified by the law or these by laws. In the Parliamentarian's absence, points of order shall be decided by the presiding officer.~~
- C. SECRETARY – Shall attend all meetings of the Executive Board and the general meetings of the PTO, ~~keeping all minutes of these General mMeetings and provide~~collect and record any written reports.

- D. TREASURER – Shall administer funds under the direction of the Executive Board, make financial reports to distribute at ~~monthly~~ Executive Board and General ~~membership m~~ Meetings, prepare and maintain books, and provide an annual report for audit.
- E. TEACHER/RES RERESENTATIVES (2 Positions) – Shall serve as liaison between the Executive Board and the RES staff. ~~He/she-s~~ shall perform other duties as may be prescribed by the Executive Board or Principal from time to time.
- F. ~~RES~~ PRINCIPAL OR ASSISTANT ~~ICE~~ PRINCIPAL – Shall serve as a representative of RES administration and shall serve as a liaison between Pflugerville Independent School District (PISD) administration, RES staff, and the Executive Board.
- G. PARLAMINTARIAN – Shall serve as advisor to the Executive Board regarding procedural matters and adherence to these by-laws and Robert's Rules of Order, and shall be appointed at the President's discretion.

ARTICLE VIII: ELECTION AND TERM OF EXECUTIVE BOARD

- A. The following are standing committees ~~of the RES PTO shall be created each year and the chairpersons appointed by the Nominating Committee:~~ Carnival, T-shirts and Spirit Wear, A+ Green Apple, and Community Liaison, Standing committees shall convene meetings as necessary to carry out the business of each respective committee.
- B. Application of Interest forms (outlining all Executive Board positions and committee chairs) shall be ~~offered~~ posted to the current school community no later than the first week of April. Election as Executive Board member or committee chair requires completion of an Application of Interest form. All forms ~~should~~ must be submitted to the school office for collection by the school administrative assistant. All forms will be kept confidential until the Nominating Committee meeting.
- C. The Principal or Assistant Principal will present to the ~~last annual April or May~~ General Meeting ~~those the names of the~~ candidates ~~selected~~ for Executive Board positions and committee chairs and an election shall be conducted for each. Selection for each Executive Board position and committee chair requires a majority vote of the RES PTO members present at the meeting. ~~Once all candidates have consented to their roles, the vote must be approved by a majority of the members present at said general meeting.~~
- D. Each term of an Executive Board member shall be one year. Duties shall be assumed at the close of the school term and shall serve until their successors are installed.

Commented [KPL4]: I think this list needs to be updated.

Commented [KPL5]: This seems counterproductive. How can the PTO make an informed decision on who to vote for if we don't tell them who the candidates are until the last minute?

- E. A person serving on the Executive Board shall not be eligible to serve more than two consecutive terms in that office or position ~~with the exception of the Office of the Treasurer which shall not be eligible for more than two consecutive terms.~~
- F. ~~Involuntary removal of A~~any Executive Board member or committee chair prior to the completion of their term requires both a recommendation by a majority of the Executive Board that the member or chair be removed, and subsequent approval of the removal by a majority of the RES PTO members present as the next General Meeting following the Executive Board approval of the recommendation for removal. ~~officer may be removed by a majority vote of the Executive Board whenever it is the judgment of the Executive Board that the Best interest of the PTO would be served by such action. This action would require two-thirds vote by the Executive Board only in a closed Executive Board session.~~
- G. ~~A vacancy of a~~Any Executive Board member or committee chair may resign their position for any reason at any time by providing notice, by any reasonable means, of their intent to resign. ~~officer, except President, because of death, resignation, removal, inability/refusal to serve, or any other reason.~~ Upon a vacancy of the President prior to the completion of the term, for any reason, the Vice President shall be automatically appointed as President and the position of Vice President shall be considered vacant. Upon the vacancy of any Executive Board position or committee chair, other than President, an Application of Interest form (outlining the vacant position) shall be posted to the current school community and an election shall be conducted in accordance with paragraph (C) of Article VIII, Election and Term of Executive Board. Such person elected shall serve for the remainder of ~~shall be filled by a majority vote of the Executive Board for the unexpired portion of the term. A Presidential vacancy shall be filled by the Vice President, who shall be eligible to serve as President. At the next regularly scheduled meeting, a new vice-president will be elected.~~

Commented [KPL6]: This clause does not add anything. The previous clause limits all exec board members to no more than two terms.

Commented [KPL7]: I reworded this para based on what I thought was the intent.

Commented [KPL8]: Same as above.

ARTICLE IX: DUTIES OF COMMITTEES

- A. Additional committees shall be created by the PTO, as required, to promote the objectives of the PTO. The President shall appoint the chairperson(s) of each committee for one school year and has the option to limit the number of consecutive terms.
- B. Each chairperson shall maintain appropriate records throughout his/her event. At the end of the event, each chairperson shall submit a summary report and committee records to the Executive Board.
- C. Each chairperson shall work within the approved budget and may request additional funds as needed for specific projects. Requests for budget increases will be subject to Executive Board approval and/or a general membership vote depending upon the dollar amount.

- D. Chairpersons shall be authorized to sign contracts on behalf of the PTO with respect to their own event or committee function. They must first obtain permission from the Executive Board.
- E. All members of the Executive Board and ~~E~~ccommittee ~~E~~chairs must obtain the proper annual volunteer approval required by ~~Pflugerville ISD ("PISD")~~. PISD Staff and those that substitute for PISD are exempt from this requirement as they have background checks completed at the time of employment with PISD. All other members must complete and provide proof to the President that the volunteer check has been completed by the October Executive Board Meeting. Any Executive Board ~~M~~member or ~~E~~ccommittee ~~E~~chair not in compliance will be removed from their position.

ARTICLE X: CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

- A. The fiscal year of the PTO begins August 1 and ends July 31 of the following year.
- B. The Executive Board may authorize any officer(s) or agents of the PTO, in addition to the officers so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of and for the PTO. Such authority may be general or confined to a specific instance.
- C. All funds of the PTO shall be deposited regularly to the credit of the PTO in such banks, trust companies, or depositories as the Board may select.
- D. The Executive Board may accept on behalf of the PTO any gift, contribution, bequest or device for the general purposes or for any special purpose of the PTO.
- E. Any individual who writes a check that is returned for non-sufficient funds will receive contact from the Treasurer with a copy of the returned check outlining payment including NSF Bank fee. Funds may only be repaid in cash, cashier's check or money order.
- F. The ~~T~~reasurer will obtain one additional signature (either President, Vice President or Secretary) on all checks written with PTO funds.
- G. The organization shall leave a minimum of \$2,500.00 in the treasury at the end of each fiscal year.

ARTICLE XI: DISPENSATION OF FUNDS

~~A.~~—Money raised by the PTO shall be spent as specified in the approved budget. Any additional expenditure in excess of \$200 that is not specified in the approved budget must be approved by a majority of the RES PTO members present at a general mMeeting. ~~—Non-budgeted expenditures in excess of \$200 require general meeting approval.~~

Commented [KPL9]: ???

ARTICLE XII: RECORDS

~~A.~~ The PTO shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings ~~of its membership, at~~ Executive Board, ~~and committee m~~ Meetings. All books and records of the PTO may be inspected by any member. ~~A e~~ Copies of the current and past records are available upon request at can be found in the RES office during school hours.

ARTICLE XIII: PARLIAMENARY AUTHORITY

~~A.~~ The rules contained in Robert's Rules of Order, revised, shall ~~govern the PTO~~ apply in all cases to Executive Board Meetings in which they are applicable except where they are in conflict with these by-laws. The PTO shall purchase and provide a copy of the Rules of Order to the Parliamentarian or President.

ARTICLE XIV: AMENDMENT OF BY LAWS

~~A.~~ ~~A~~ By-Laws Committee of a minimum of three persons, including the Vice President, shall be appointed by the President to oversee any proposed changes to these by-laws. ~~One of these should be the Vice President. Proposed Any changes to the bylaws will must first be recommended for approval presented to and discussed by a majority of the Executive Board. Upon such recommendation, the proposed changes shall be scheduled for a vote at the next regularly scheduled General Meeting, and a majority vote of the members present at such meeting is required for approval. Once the Executive Board has approved the proposed changes, they will be put to a vote at the general meeting.~~

ARTICLE XV: DISSOLUTION

~~A.~~ In the event of dissolution of the PTO, any funds remaining shall be donated to Riojas Elementary School.