

# FARMERSVILLE K-5 PARENT TEACHER ORGANIZATION BYLAWS

## ARTICLE I: Name

The name of this organization is the Farmersville K-5 Parent Teacher Organization, Farmersville, Texas.

## ARTICLE II: Purpose

Farmersville K-5 Parent Teacher Organization is organized for the purpose of supporting the education of children at Tatum Elementary and Farmersville Intermediate Schools by fostering relationships among the schools, parents, and teachers.

## ARTICLE III: Basic Policies

**Section 1.** The organization and its members officially will not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the concerns of this organization.

**Section 2.** The organization will be non-commercial, non-sectarian, and non-partisan.

**Section 3.** The organization may cooperate with other organizations and agencies concerned with child welfare, but person representing the organization in such matters will not make any commitments that bind the organization without the appropriate vote of the Executive Board.

## ARTICLE IV: Articles of Organization

**Section 1.** The organization exists as an unincorporated organization of its members. Its "Articles of Organization" comprise the By Laws.

## **ARTICLE V: Members and Dues**

**Section 1.** Membership will be made available to any individual or business who subscribes to the objectives and basic policies of the organization.

**Section 2.** Dues will be one dollar (1.00) per member and/or five dollars (5.00) per business. A member must have paid their dues to be considered a member in good standing with voting rights.

## **ARTICLE VI: Officers and Their Election**

**Section 1.** Executive Officers. The executive officers of this organization shall consist of a president, vice-president, a secretary, and treasurer.

**Section 2.** Nominations and Elections. Elections will be held at the last meeting of the school year. The nominating committee shall select a candidate for each open office and present the slate at a meeting held one month prior to the election. At that meeting nominations may also be made from the floor. Voting shall be by voice if a slate is presented. If more than one person is running for an office , a ballot vote shall be taken.

**Section 3.** Eligibility. Members are eligible for office if they are members in good standing. The President and Treasurer must have served on the PTO board previously.

**Section 4.** Terms of Office. Executive officers are elected for a two year term. There must be one year between terms of the same office. Each person elected shall hold only one office at a time.

**Section 5.** Vacancies. If there is a vacancy in the office of president, the vice-president will become the president. At the next regularly scheduled general meeting, a new vice-president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next general meeting.

**Section 6.** Removal from Office. An executive officer can be removed from office for failure to perform duties, criminal misconduct or unethical behavior in PTO business. An executive officer who misses two (2) consecutive meetings or events may be removed from office, unless

excused by the president.

## **ARTICLE VII: Duties of Executive Officers**

### **Section 1. President.**

- a. confirm that a quorum is present before conducting any business at any meeting of the organization;
- b. preside at all meetings of the organization;
- c. prepare an agenda for all meetings;
- d. be a co-signer on bank account, (two of three authorized signatures shall be required on all checks);
- e. uphold bylaws;
- f. serves as the primary contact for the principals;
- g. serves as an ex officio member of all committees except the nominating committee.
- h. coordinate the work of all the officers and committees so that the purpose of the organization is served;
- i. must attend all meetings and PTO sponsored events; including fundraising, unless excused by the executive board.

### **Section 2. Vice-President.**

- a. be the aide to the president;
- b. preside in the absence of the president or inability to serve;
- c. be a co-signer on bank account, (two of three authorized signatures shall be required on all checks);
- d. uphold bylaws;
- e. must attend all meetings and PTO sponsored events; including fundraising, unless excused by the president.

### **Section 3. Secretary.**

- a. record the minutes of all meetings and publish within 3 days of the meeting;
- b. keep an accurate record of attendance at executive board meetings;
- c. handle correspondence;
- d. send notices of meetings;
- e. keep a copy of the minutes book, bylaws, rules, and membership list.
- f. must attend all meetings and PTO sponsored events; including fundraising, unless excused by the president..

**Section 4. Treasurer.**

- a. receive all funds of the organization;
- b. sign on bank account, (two of three authorized signatures shall be required on all checks);
- c. keep an accurate record of receipts and expenditures;
- d. pay out funds in accordance with the approval;
- e. present a financial statement at each meeting and a full report at the end of the year;
- f. all funds must be counted by two (2) members and deposited within two (2) business days;
- g. must attend all meetings and PTO sponsored events; including fundraising, unless excused by the president..

**ARTICLE VIII: Officers**

**Section 1. Standing offices.**

- a. the following offices shall be held by the organization:  
Fundraising, Membership, Publicity, Event Coordinator, and Volunteer Coordinator;
- b. the executive board may appoint additional offices as needed;
- c. must attend all meetings and PTO sponsored events; including fundraising, unless excused by the president.

**Section 2. Eligibility.** Members are eligible for office if they are members in good standing.

**Section 3. Terms of office.** Officers are selected for a two (2) year term. There must be one year between terms of the same office.

**Section 4. Vacancies.** Vacancies will be appointed by the executive officers.

**Sections 5. Removal from Office.** An officer can be removed from office for failure to perform duties, criminal misconduct or unethical behavior in PTO business. An officer who misses two (2) consecutive meetings or events may be removed from office, unless excused by the president.

**ARTICLE IX: Duties of Officers**

**Section 1. Fundraising Officer.**

- a. primarily responsible for annual fundraiser. (from kick off through delivery);
- b. present plan of work at beginning of each year;
- c. maintain record of activities.

**Section 2. Membership.**

- a. primarily responsible for annual membership drive;
- b. present plan of work at beginning of each year;
- c. maintain membership list and give copy to secretary;
- d. distribute membership cards.

**Section 3. Publicity.**

- a. maintain bulletin boards for both campuses;
- b. present plan of work at beginning of each year;
- c. responsible for newspaper information;
- d. prepare newsletter approximately six (6) times a year.

**Section 4. Event Coordinator.**

- a. plan special events;
- b. present plan of work at beginning of each year;
- c. assist with newspaper information.

**Section 5. Volunteer Coordinator.**

- a. provide volunteers for various events;
- b. present plan of work at beginning of each year;
- c. maintain volunteer and room parent lists by grade level;
- d. keep lines of communication open throughout the year.

## **ARTICLE X: PTO Board**

**Section 1. Membership.** The board shall consist of Executive Officers, Officers, and Principals.

**Section 2. Duties.** The duties of the PTO Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, and approve routine bills.

**Section 3. Meetings.** Board meetings shall be held one week prior to general meetings. Additional meetings may be called by the executive

officers or any four (4) board members, with twenty-four (24) hours notice.

**Section 4.** Quorum. Half the number of board members plus one constitutes a quorum.

## **ARTICLE XI: Meetings**

**Section 1.** General meetings. There will be at least six (6) general meetings a year. Date, time, and place will be determined by the executive officers and principals and scheduled prior to the start of the school year. The annual meeting will be the last meeting of the year. The annual meeting is for electing executive officers and conducting other business that should arise.

**Section 2.** Special general meetings may be called by the president, any four (4) members of the executive board, or ten (10) general members submitting a written request to the secretary. Notice of the special general meeting shall be sent to the members at least 10 days prior to the meeting by flyer.

**Section 3.** Quorum. Twenty (20) members shall constitute a quorum for the transaction of business at any meeting of this organization.

## **ARTICLE XII: Finances**

**Section 1.** A tentative budget shall be drafted prior to the start of the school year. It will be approved by a majority vote of the members at the first general meeting.

**Section 2.** Upon the dissolution of the organization, any remaining funds shall be used to pay any outstanding bills and then divided between the two (2) schools and used at the principals discession. The organization may be dissolved with previous notice (fourteen (14) calendar days) and a two-thirds (2/3) vote of those present at the meeting.

**Section 3.** Fiscal year shall begin July 1<sup>st</sup> and end June 30<sup>th</sup> of the following year.

**Section 4.** Audit Committee. The audit committee shall consist of not less than three (3) members, who are not authorized signers, shall be appointed

by the executive officers in February of each year.

### **ARTICLE XIII: Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organizations bylaws.

### **ARTICLE XIV: Amendments**

**Section 1.** These bylaws may be amended at any regular or special meeting, provided that previous notice was given at the prior meeting. Amendments will be approved by a two-thirds (2/3) vote of those present, assuming a quorum.

**Section 2.** A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by the PTO executive board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.