

## **POPE ELEMENTARY SCHOOL**

# **PARENT-TEACHER ORGANIZATION BYLAWS**

Approved: 5/16/17

### **Article I: NAME**

The name of this nonprofit corporation shall be the Pope Elementary Parent-Teacher Organization (hereinafter "Pope PTO" or "PTO"). This PTO is located at Sue Gratehouse Pope Elementary School, 19019 North Bridgeland Lake Parkway, Cypress, TX 77433. This school is a part of the Cypress-Fairbanks Independent School District (CFISD).

### **ARTICLE II: ARTICLES OF ORGANIZATION**

This Pope PTO exists as an incorporated entity as defined by its "Articles of Incorporation," which were certified by the State of Texas on July 1, 2013.

### **Article III: MEMBERSHIP AND DUES**

#### **III. Section 1:**

Pope PTO members should include those individuals who are parents, guardians, step-parents, or grandparents of a student at the school and who are also current in their annual PTO dues. Members may also include individuals from a CFISD-approved business partner or a community organization that is involved in the CFISD Adopt-a-School Program, or CFISD Global Volunteers. Only PTO members have voting privileges, one vote per household, see VII. Section 3, or may hold an executive office on the Pope PTO Executive Board. All other non-member individuals with a student at the school may volunteer for either the school or the PTO with appropriate signed waiver. All members and volunteers must be in good standing with the PTO.

#### **III. Section 2:**

The Pope PTO Executive Board shall establish the level of membership of dues annually. Payment of the annual membership dues is required to be a member of the Organization.

### **ARTICLE IV: OBJECTIVES**

#### **IV. Section 1:**

The primary objective of the Pope PTO is to enrich the educational and growth experiences for the children attending Pope Elementary School. This may be done through well-planned programs of an educational nature, such as cultural arts activities or scientific presentations. Through PTO fundraising, this objective may also be met by providing technology, books, landscaping, and/or playground equipment. Supporting the administration, as well as the teachers and staff of the school, with the talents and resources of our PTO members, or by other individuals who have the student's best interest in mind, is also a part of this primary objective.

#### **IV. Section 2:**

The purpose of the Pope PTO is to enhance and support the educational experience of each student at Pope Elementary, to develop a closer connection between school and home by encouraging parent involvement, to support a safe learning environment for children, staff, educators and volunteers, and to improve the overall environment at Pope Elementary through volunteer and financial support.

#### **IV. Section 3:**

The Pope PTO is a nonprofit organization that exists for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provision within these articles, the PTO shall not engage in any activities not permitted (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization contributions to which are deductible under Section 170(c)(2) or the Internal Revenue Code (or corresponding provision of any future United States Internal Revenue Law).

### **ARTICLE V: POLICIES**

#### **V. Section 1:**

The objectives of the Pope PTO are educational, and shall be developed through conferences, committees, and projects.

#### **V. Section 2:**

The Pope PTO is non-commercial, nonsectarian, and nonpartisan. The PTO shall not promote propaganda or otherwise attempt to influence legislation or any initiative or referendum before the public. The PTO shall not participate in or intervene in (including by publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

#### **V. Section 3:**

The Pope PTO may make suggestions to the administration concerning activities of the school, but it shall neither seek to direct the administrative activities of the school nor to control its policies. The PTO shall cooperate and support the improvement of education in ways which will not interfere with the administration of the school. The PTO shall not seek to control policies of either Pope Elementary or CFISD.

#### **V. Section 4:**

The Pope PTO shall follow CFISD guidelines and policies concerning Parent-Teacher Organizations. **CFISD PTO Policies and Procedures Manual. Please see:**

<http://www.cfishd.net/en/community-involvement/community-engagement/pto-guidelines/>

#### **V. Section 5:**

The Pope PTO shall comply with all applicable laws of local, state, and federal governments.

### **Article VI: POPE PTO EXECUTIVE BOARD**

#### **VI. Section 1:**

The Pope PTO Executive Board shall consist the following officers: a President, a Vice President of Membership, a Vice President of Panther Pride, a Vice President of Fundraising One, a Vice President of Fundraising Two, a Vice President of Fundraising Three, a Vice President of School Enrichment One, Vice President of School Enrichment Two, a Vice President of Volunteers, a Vice President of Communications, a Secretary/Parliamentarian, and a Treasurer. The school Principal, or his/her designee, is a voting member of the PTO Executive Board.

#### **VI. Section 2:**

Open meetings of the Pope PTO Executive Board shall be held each month during the school year. The meeting times and location will be decided by the PTO President prior to the first Executive Board meeting of the school year, and notice to the entire PTO membership and all executive officers shall be provided no later than two (2) full business days prior to the meeting. Special meetings of the PTO Executive Board may be called by the President, or by the school Principal, or by a majority vote of the officers of the Executive Board. A majority of the PTO officers shall constitute a quorum at all Executive Board meetings, including a ballot cast by the school Principal. The first 15 minutes of each Executive Board meeting will be open forum for PTO members to discuss non-agenda business.

**VI. Section 3:**

The performance of all PTO officers is subject to review. The Executive Board may elect to send notice to those who are not fulfilling their promised duties as officers or committee chairs, or is seriously violating school or PTO policy. Reasonable consequences may follow, including removal from office or position, if approved by a majority vote of the remaining officers of the PTO Executive Board as well as a ballot cast by the school Principal.

**ARTICLE VII: MEETINGS OF THE ORGANIZATION**

**VII. Section 1:**

At least two (2) general meetings of the Pope PTO shall be held during the school year.

**VII. Section 2:**

General meetings of the Pope PTO shall be called at the discretion of the PTO Executive Board and the Principal upon prior written notice to all parents and staff of the school.

**VII. Section 3:**

Twenty-five (25) Pope PTO members in good standing shall constitute a quorum for the transaction of business in any general meeting of the PTO. A majority vote of those present is necessary for approval of business, including bylaw amendments, unless otherwise stipulated in these Bylaws. Each PTO member in good standing is eligible to vote one vote per household. Absentee ballots and proxy votes are not allowed.

**VII. Section 4:**

The privileges of holding executive office, introducing motions, debating, and voting shall be limited to Pope PTO members in good standing in accordance with **ARTICLE III: MEMBERSHIP AND DUES**.

**VII. Section 5:**

All proceedings during Pope PTO meetings shall be governed by standard parliamentary procedure, in accordance with **ARTICLE XIII: PARLIAMENTARY AUTHORITY**.

**Article VIII: FINANCES**

Funds raised by the Pope PTO shall be spent exclusively for the enhancement of the educational environment and growth of the children attending Pope Elementary School or at other CFISD schools or educational centers as designated by CFISD, and for the operation of this organization.

**VIII. Section 1:**

Fiduciary responsibilities of the Pope PTO Executive Board shall include the following:

**VIII.1.A:** The current Executive Board, with input from the Principal, shall prepare a recommended budget to present to the incoming Executive Board.

**VIII.1.B:** The current Executive Board shall also present recommendations concerning the spending of unallocated monies for the current school year at the last Executive Board meeting of the school year for approval.

**VIII.1.C:** At the last Executive Board meeting of the school year, the proposed budget will be presented to the Executive Board for approval. A majority vote of both current and incoming executive officers present will constitute approval of the proposed budget.

**VIII.1.D:** The approved budget shall then be presented to the entire PTO body at the first PTO general meeting of the school year.

**VIII.1.E:** Prior to the end of the CFISD fiscal year, the PTO Board shall appoint a qualified individual to examine the Treasurer's accounts. The examination shall be completed and made available to the Organization at the first meeting of the school year.

**VIII. Section 2:**

An itemized financial statement shall be made available to PTO Board members at all PTO Board meetings. An overall expense statement shall be provided at the General PTO meetings.

**VIII. Section 3:**

All checks must have the signatures of two (2) authorized PTO executive officers.

**VIII. Section 4:**

All monies collected by this PTO must be counted on site by a minimum of two (2) PTO members, one of whom must be an executive officer or a committee chair.

**VIII. Section 5: Expenditures**

**VIII.5.A:** Budgeted expenditures may be incurred at the discretion of the Committee Chair, with prior approval from the Vice President to whom they report.

**VIII.5.B:** Any over-budget expenditure must receive prior approval from the PTO President.

**VIII.5.C:** Expenditures over \$500.00 must be specifically stated in an approved plan of work, and may not differ from that plan of work without securing prior approval by a majority vote from the PTO Executive Board.

**VIII. Section 6:**

No part of the net earnings of the Pope PTO shall become operative to the benefit of, nor be distributable to its members, committee chairs, executive officers, or other private persons, except that the PTO shall be authorized, and empowered, to pay reasonable compensation for services actually rendered to the PTO, or allowed by the PTO as a reasonable allowance for authorized expenditures, incurred on behalf of the organization.

**VIII. Section 7:**

Upon the dissolution of the Pope PTO, assets shall be distributed by the PTO Executive Board, after paying or making provisions for the payment of all of the debts, obligations, liabilities, costs, and expenses of the organization exclusively for the purposes of the PTO, or to such organization(s) operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Revenue Law), as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Competent Jurisdiction of the county in which the principal office of the Organization is then located, exclusively for such purposes or to such organization(s), as said Court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE IX: ELECTION OF THE EXECUTIVE BOARD**

### **IX. Section 1: Nomination Process**

**IX.1.A:** Pope PTO Executive Board positions that are open for election will be posted in both the Pope Elementary school newsletter and in the Pope PTO newsletter one month before the last general PTO meeting of the school year. Members interested in serving as executive officers may nominate themselves by submitting a letter of interest. Any member in good standing may become an officer of the PTO.

**IX. 1.B:** Letters of interest must be submitted to the school Principal two weeks prior to the last general meeting of the PTO.

### **IX. Section 2: Election Guidelines**

**IX.2.A:** Members in good standing who submit a letter of interest in an Executive Board position will be placed on the ballot. A general meeting of the PTO will be held to introduce the slate of nominees. The school Principal will conduct the election of executive officers. A quorum of PTO members in good standing is required for an election of executive officers, see *VII. Section 3*. Each PTO member in good standing is eligible to vote only one vote per household. Absentee ballots and proxy votes are not allowed.

**IX.2.B:** Out-going Pope PTO executive officers shall complete any outstanding business for the current fiscal year as well as facilitate the transition of any newly installed officers.

### **IX. Section 3: Terms of Office**

**IX.3.A:** Newly elected Pope PTO executive officers shall assume their full official duties at the beginning of the first Executive Board meeting of the following school year, see *IX.2.B*. Appointed officers shall serve the remainder of the vacated term.

**IX.3.B:** Pope PTO executive officers shall not be eligible to serve more than three (3) consecutive terms in the same office. This may be waived if there are no other members in good standing who submit a letter of interest for that particular office.

**IX.3.C:** Every elected Pope PTO executive officer shall remain a member in good standing of the PTO.

**IX.3.D:** A term of office is defined as one academic school years or until the officer's successor is appointed.

### **IX. Section 4: Resignations and Terminations**

**IX.4.A:** Resignation from the Pope PTO Executive Board must be submitted in writing to the PTO President, and must be received prior to the effective date.

**IX.4.B:** Pope PTO executive officers may be removed from office for not fulfilling their duties as outlined in these Bylaws, see **VI.3**. A termination requires a majority vote in favor of the motion from the remaining executive officers as well as a ballot cast by the school Principal.

**IX. Section 5: Vacancies**

Upon a vacancy occurring in any office of the Pope PTO Executive Board, the President shall appoint a member in good standing, to fulfill the duties of the vacated position. This motion requires a majority vote of the Executive Board in favor of the new candidate.

**ARTICLE X: BOARD MEMBER DUTIES**

**X. Section 1:**

The duties of all Pope PTO executive officers shall be to:

**X.1.A:** Present a report of any on-going work in their respective areas of responsibility at Pope PTO Executive Board meetings and at meetings of the PTO as deemed necessary. This may include, but not be limited to, inviting appropriate members of the PTO to attend and present and update regarding a specific committee or project.

**X.1.B:** Attend monthly Pope PTO Executive Board meetings, general PTO meetings, and special meetings that may be called. Executive officers unable to attend should notify the President. An officer who accumulates three (3) consecutive unexcused absences from Executive Board meetings will be removed from his/her position; a majority vote of the executive officers is not required.

**X.1.C:** Perform all duties as outlined in these Bylaws.

**X.1.D:** Transact necessary business in the intervals between meetings of the Pope PTO.

**X.1.E:** Perform specific duties for the office for which they were elected, including, but not limited to, those duties delineated in the Sections following

**X. Section 2: President**

The duties of the President shall be to:

**X.2.A:** Preside at all meetings of the Pope PTO and the Executive Board.

**X.2.B:** Prepare and present an agenda for all such meetings.

**X.2.C:** Review and approve the work of executive officers and their committees in order that the objectives may be promoted.

**X.2.D:** Represent Pope Elementary at the District level as necessary.

**X.2.E:** To hold the position of President, one must have held a subordinate vice president position or the Treasurer's office prior to seeking the presidential nomination.

### **X. Section 3: Vice Presidents**

The Vice Presidents shall act as aides to the President and shall, in the order listed, perform the duties of the President in the absence or inability of the President to serve.

**X.3.A: The Vice President of Membership** shall be in charge of all activities regarding the membership drive, prepare and maintain a membership roster, and prepare and distribute a telephone directory.

**X.3.B: The Vice President of Panther Pride** will be responsible for the operations of Panther Pride Store including the research of new products and inventory management.

**X.3.C: The Vice President of Fundraising One** shall be responsible for investigating options for fundraisers and presenting those options to the board for approval. Coordinating and overseeing all activities regarding fundraising. This position will work in conjunction with Vice Presidents of Fundraising Two and Three.

**X.3.D: The Vice President of Fundraising Two** shall be responsible for investigating options for fundraisers and presenting those options to the board for approval. Coordinating and overseeing all activities regarding fundraising. This position will work in conjunction with Vice Presidents of Fundraising One and Three.

**X.3.E: The Vice President of Fundraising Three** shall be responsible for investigating options for fundraisers and presenting those options to the board for approval. Coordinating and overseeing all activities regarding fundraising. This position will work in conjunction with Vice Presidents of Fundraising One and Two.

**X.3.F: The Vice President of School Enrichment One** shall assist with all school events that are non-income generating for the Pope PTO. This position will work in conjunction with Vice President of School Enrichment Two.

**X.3.G: The Vice President of School Enrichment Two** shall assist with all school events that are non-income generating for the Pope PTO. This position will work in conjunction with Vice President of School Enrichment One.

**X.3.H: The Vice Presidents of Volunteers** shall oversee all volunteer needs at Pope Elementary, with focus on recruitment, retention, and recognition.

**X.3.I: The Vice President of Communications** shall document information regarding activities and achievements of the school and the Pope PTO and communicate that information to the District and community (i.e., monthly newsletters, volunteer opportunities, school events).

### **X. Section 4: Other Executive Officers**

Pope PTO executive officers holding the positions of Secretary/Parliamentarian, and Treasurer shall serve as aides to all other executive officers on an as-needed basis, in addition to specific duties defined following:

**X.4.A: The Secretary/Parliamentarian** shall attend all meetings of the PTO Board and the Organization and record and present for approval the minutes of all meetings of the Pope PTO and the Executive Board, shall maintain a roster of active executive officers, and shall handle general correspondence for any business of the Executive Board. Provide guidance to Board members regarding questions of parliamentary rules, provide consultation regarding parliamentary procedure, and perform duties as detailed in **ARTICLE XII – AMENDMENT OF BYLAWS**.

**X.4.B:** The Treasurer shall follow all aspects of these Bylaws in regards to finances. Furthermore, the Treasurer shall develop an itemized budget for proposal to the Pope PTO Executive Board, receive all monies of the PTO, keep accurate records of receipts and expenditures, pay out funds in accordance with the approved budget, present a financial statement at each meeting of the PTO and the Executive Board, and complete or oversee the completion of all state and federal tax forms as required by law.

## **ARTICLE XI: COMMITTEE GUIDELINES**

### **XI. Section 1:**

Committees shall be created by the Pope PTO Executive Board as deemed necessary to promote the objectives and carry on the work of the PTO. All formed committees must adhere to the following guidelines as found here in *Article XI*. Chairs of all committees shall be appointed with the approval of the Executive Board and with the consideration of the school Principal. Committee Chairs are responsible for recruiting their committee members, and for assisting with designated PTO functions.

### **XI. Section 2:**

In conjunction with the Pope PTO executive officers in charge of that area, the Chair of each committee shall propose a plan of work and submit that plan of work to the Executive Board for approval. An approved plan of work is defined as a breakdown of how a particular committee, function, or event, will be conducted and, if applicable, what budgeted funds will be required

**XI. Section 3:** Any committee that is created and appointed for a special purpose shall automatically dissolve when that purpose has been fulfilled.

**XI. Section 4:** The Pope PTO President shall be a member ex-officio of all committees.

**XI. Section 5:** With exception to Major Fundraising or as otherwise stated within these Bylaws, Pope PTO executive officers cannot Chair or Co-Chair a PTO committee, be Pope Grade Liaisons or Pope Homeroom Coordinators. However, an executive officer can volunteer for one of those positions if no other member or individual in good standing will fulfill the position.

## **ARTICLE XII: AMENDMENT OF THE BYLAWS**

**XII. Section 1:** These bylaws are used to govern the Pope PTO. The purpose of these Bylaws is to maintain PTO objectives, compliance, and to help clarify PTO policies and procedures. Any member of the PTO may propose an amendment to these Bylaws at any Executive Board meeting. The Parliamentarian shall receive and hold all such proposals for review. If Proposed-Amendments to the Bylaws are submitted and approved by the Executive Board, they can be presented for vote in a mid-year general meeting and the last general meeting within the school year.

**XII. Section 2:** The Parliamentarian shall collect and present these proposals, if received, to the Executive board throughout the year.

**XII. Section 3:** After review of the proposals, if the Pope PTO Executive Board deems it necessary to pursue any of the proposed revisions, a special committee shall be formed to investigate further. This Bylaws Committee (comprised of a current executive officer, a general member of the PTO, and a staff member who is part of the Pope PTO— all appointed by the President) will report to the Parliamentarian as its governing officer.



XII. Section 4: The Bylaws Committee shall review all proposed revisions and construct any appropriate amendments, which will then be presented to the Board and the Principal for review.

XII. Section 5: After approval of the Pope PTO Executive Board and the school Principal, the proposed amendments shall be voted on at the next available general meeting that is eligible as described in Section 1 above. The proposed amendments shall be made available for review to the members of the PTO for a minimum of fourteen (14) days prior to that general meeting.

XII. Section 6: At that general meeting, a vote shall be taken to approve or reject each proposed amendment. If a quorum of at least twenty-five (25) members is in attendance, a simple majority of those members present shall be sufficient to adopt the proposed amendments.

XII. Section 7: Copies of the amended Bylaws must then be submitted to the CFISD and all appropriate agencies of the state and federal governments. A copy of the revised Bylaws shall be posted at the school and made available to all members of the Pope PTO.



**ARTICLE XIII: PARLIAMENTARY AUTHORITY**

The rules contained in the *Robert's Rules of Order, Revised* shall govern all meetings of the Pope PTO in all cases unless specified differently within the Pope Elementary PTO Bylaws.

**ARTICLE XIV: FISCAL YEAR**

The fiscal year of the Pope PTO shall run concurrent with the currently defined CFISD fiscal year.

Adopted, July 1, 2013  
Amended May 20, 2015  
Amended May 23, 2016  
Amended May 16, 2017

	<u>Kristin Belland</u>	<u>5/16/17</u>
Signature (President)	Printed Name	Date
	<u>Elias Heidamons</u>	<u>5/16/17</u>
Signature (Parliamentarian)	Printed Name	Date
	<u>Felicia Chor</u>	<u>5/16/17</u>
Signature (Board Member)	Printed Name	Date
	<u>Shana Moreland</u>	<u>5/16/17</u>
Signature (Board Member)	Printed Name	Date