



PTO General Meeting Agenda



*Tuesday, September 9, 2025
9:15 AM/6:15 PM - Pope Cafeteria*

Call to Order - 9:15 AM/6:15 PM

Welcome, Principal's Report & PTO Overview - Mrs. Herrera

Introductions & Treasurer's Report - Karla Nino

- Things that have already been paid for this year
- 2025-26 Budget
- Yearbook (Chair: Marisol Rodriguez)
- Hospitality/Teacher Appreciation (Chairs: Lindsay Sablatura & Kristen Miller)
- Love, Care, Share (Chair: Lindsay Zora, shadow needed)

Communications - Janet Banes

- Fall Calendar, PTO Website, Smore, & VIPS/Raptor
- Science Resource Center (SRC) Demos (Chair: Janet Banes, shadow needed)
- 3rd & 5th Grade Nature Trails: March 17-18

Membership Drive Update - Alexis Holloway

- Overall Participation & Current Class Leaders

Fundraising - Mary Ann Bell, Amanda Tognietti, & Jaclyn Satchel

- Become a PTO Sponsor
- Boo Bash: 10/25 (Chairs: Jennie Hemphill & Cindy Wyatt)
- Boosterthon: 11/6-11/14 (Chairs: Carla Miranda & Jadi Bohac)
- T-shirt Pre-Orders & PRIDE Store Update (Chairs: Natalie Platteter & Jodi King)
- Upcoming Spirit Nights & ongoing fundraisers - Kroger, Favor, & Mabel's Labels

School Enrichment - Marisa Ortiz & Brianna Yarborough

- Multicultural Day: 11/21 (Chairs: Margaret Baker & Brandi Lehmann)
- Other Fall Events: Veterans Day (11/11), Winter Holiday Fun
- Spring Events: 100th Day, Pre-K Splash Day
- 5th Grade Committee

Volunteers - Gabi Freites-Estrada

- Lost and Found (Chair: Olga Gil-Torrellas)
- Library (Chairs: Lisa Milazzo & Kirsty Masson)
- Makerspace (Chair: Lauren Giurlanda)
- Hearing/Vision Screening: October 1-2
- Picture Day: October 16

Questions

Adjournment

Pope PTO Board & Committees

2025-2026

President

Karla Nino

president@popepto.org

Paws the Mascot

Yearbook

Marisol Rodriguez
yearbook@popepto.org

**Hospitality & Staff
Appreciation Week**

Kristen Miller
Lindsay Sablatura
hospitality@popepto.org

Love Care Share

Lindsay Zora
lovecareshare@popepto.org

Treasurer

Marissa Kobal

treasurer2425@popepto.org

**Annual Budget
Receipts & Expenses
Deposits
Invoices &
Reimbursements
Taxes**

VP Communications

Janet Banes

info@popepto.org

**Sign Up Genius
Schoolwide Emails
Smore – PTO News
Bulletin Board
PTO Website
Staff Favorites
Events Calendar
Google Accounts**

**Science Resource
Center (SRC)**

Janet Banes
SRC@popepto.org

VP Membership

Alexis Holloway

membership@popepto.org

**Membership Drive
Membership Incentives
Bulletin Board
(August – September)
Membership Roster
PTO Online Directory**

VP Fundraising

Mary Ann Bell
Amanda Tognietti
Jaclyn Satchel

fundraising@popepto.org
spiritnight@popepto.org

Spirit Nights

Jaclyn Satchel

PRIDE Store

Jodi King
Natalie Platteter
pridestore@popepto.org

Boo Bash

Jennie Hemphill
Cindy Wyatt
boobash@popepto.org

Boosterthon

Carla Miranda
Jadi Bohac
boosterthon@popepto.org

Fathers-n-Flashlights

fntf@popepto.org

Sweetheart Dance

Tracy Hicks
Maria Kollister
sweetheartdance@popepto.org

VP School Enrichment

Marisa Ortiz
Brianna Yarborough

schoolenrichment@popepto.org

**Veterans Day
Celebration**

Multicultural Day

Margaret Baker
Brandi Lehmann
MCD@popepto.org

**Winter Holiday Fun
& Class Parties**

100th Day of Kinder

Pre-K Splash Day

5th Grade Party

5thgradeparty@popepto.org

5thgradememorybook@popepto.org

**Secretary/
Parliamentarian**

Guadalupe Rogato

secretary@popepto.org

**Meeting Minutes
Bylaw Committee**

VP Volunteers

Gabi Freites-Estrada

volunteers@popepto.org

Lost & Found

Olga Gil-Torrellas
lostandfound@popepto.org

Library Volunteers

Lisa Milazzo
Kirsty Masson
libraryvolunteers@popepto.org

**Library & School
Decorating Crew**

Lisa Milazzo – Library
Gabi Freites – School

MakerSpace

Lauren Giurlanda
makerspace@popepto.org

Field Day

Picture Days

Large Group Support



20252026 POPE ELEMENTARY PTO BUDGET

Funds available at beginning of financial year (07/01/2025)			\$0.00
1 Fundraising/Other Income	Budgeted Income	Budgeted Expenses	Budget Net
1 Fundraising/Other Income Totals	\$214,000.00	-\$79,950.00	\$134,050.00
2 School Enrichment	Budgeted Income	Budgeted Expenses	Budget Net
2 School Enrichment Totals	\$0.00	-\$40,800.00	-\$40,800.00
3 School Improvements/Materials	Budgeted Income	Budgeted Expenses	Budget Net
3 School Improvements/Materials Totals	-	-\$54,300.00	-\$54,300.00
4 Administration	Budgeted Income	Budgeted Expenses	Budget Net
4 Administration Totals	-	-\$14,420.00	-\$14,420.00
Grand Totals			
	\$214,000.00	-\$189,470.00	\$24,530.00
Projected bank balance if on budget			\$24,530.00

Items included in School Improvements/Materials:

Pope Elementary PTO Budget Allocation

	Budgeted Expense
Art Supplies and Consumables	\$ 1,000.00
Buses for Field Trips	\$ 8,000.00
Counselor Supplies	\$ 500.00
ELAR Materials	\$ 2,000.00
GT Supplies	\$ 1,000.00
Library - Author Visits & Book Vending	\$ 5,000.00
Maker Space Supplies	\$ 2,000.00
Math Consumables	\$ 2,000.00
Music Materials	\$ 1,000.00
Nurse Supplies	\$ 500.00
Recess Equipment	\$ 1,000.00
Science Materials	\$ 2,000.00
Web Based Learning	\$ 6,500.00
	<u>\$ 32,500.00</u>

COUNTLESS AMAZING MEMORIES. ONE ICONIC YEARBOOK.

NOW \$50.00

That's a savings of \$5.00

ORDER BY 09/12/2025



TO ORDER:

- Scan the QR Code
- jostens.com/btsoffer
- 1 (877) 767-5217

YEARBOOK	\$50.00
SIGNATURE PACKAGE	\$68.00
Includes: Yearbook, Enhanced Personalization, Autograph Pens, Autograph Section	
ENHANCED PERSONALIZATION	\$8.00
ICONS	FREE!
AUTOGRAPH SECTION	\$5.00
PHOTO POCKETS	\$5.00
CLEAR PROTECTIVE COVER	\$5.00

SCORE FOUR FREE ICONS WHEN YOU PERSONALIZE YOUR COVER



More icon options are available online.



Share your student's photos with the yearbook staff to be featured in the yearbook more.

1



Open your phone's camera and scan this code.

Or visit photos.jostens.com/upload

2

Upload your favorite photos from the year.

3

Tag students for the yearbook staff.

Flexible payment options are available at checkout. Taxes, service fees and delivery fees will be added, if applicable.

YEARBOOK RECOGNITION ADS ARE NOW FOR SALE!

Pope Elementary School

Dear Parent or Student,

Yearbook Recognition Ads are the perfect way to commemorate achievements and celebrate milestones. In addition, revenues from Recognition Ads help our school create a better yearbook. To purchase your ad online, follow the instructions listed below. Jostens is responsible for our school's yearbook ad sales. Please do not contact or send materials to the school. Please also consider our school's ad content guidelines below during the creation of your ad online. All orders must be placed by 02/12/2026.

DEADLINE: 02/12/2026

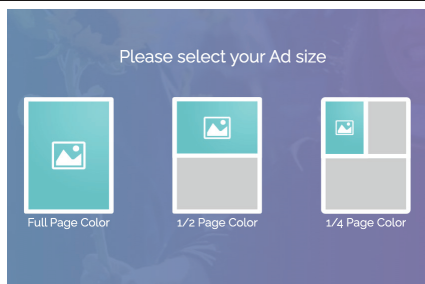
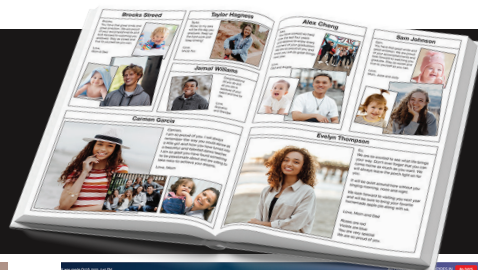
ORDER BY 02/12/2026

COLOR AD

1/8 Page \$20.00

Taxes, service fees, and shipping fees will be added, if applicable. Jostens payment plan available; minimum purchase requirements and eligibility restrictions apply.

3 EASY STEPS TO CREATE A YEARBOOK RECOGNITION AD!



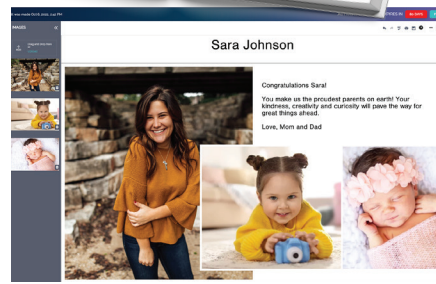
Step 1

Choose your ad size and layout
(Options may vary by school.)



Step 2

Add your photos



Step 3

Enter your text

SUBMIT YOUR PHOTOS TO THE YEARBOOK!



Easily Upload to the Jostens Website
from your Phone or Computer - No App Needed!

TO UPLOAD:

①

Open your phone's camera and scan this code.



Or visit

<https://photos.jostens.com/MNUJ8P>

②

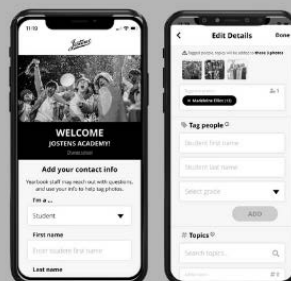
Upload your favorite photos from the year.

③

Tag students for the yearbook staff.

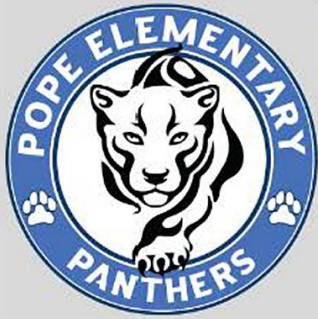
PHOTO SUBMISSION DEADLINE

Photos should be submitted within 14 Days of the Event



UPLOAD YOUR PHOTOS TODAY

Use Fast Tag to tag multiple photos with the same students and topics all at once. Then tell the story of your photos with captions and more.



BREAKROOM SPONSORS

\$350

We're on the lookout for Breakroom Sponsors to help us spoil our staff with monthly meals and/or treats! A \$350 donation covers one month of goodies and gratitude. Your business logo or family name will be proudly displayed in our staff lounge during your sponsored month.

If interested, please message us or email us at hospitality@popepto.org

AUGUST	Pope PTO	JANUARY	
SEPTEMBER	Nino Investments	FEBRUARY	
OCTOBER		MARCH	
NOVEMBER		APRIL	
DECEMBER		MAY	

Pope Elementary Fall 2025 Calendar

August

8/11 MEET THE TEACHER
PTO MEMBERSHIP DRIVE
CONTEST OPENS

8/13 **FIRST DAY OF SCHOOL** 

8/29 COLLEGE COLORS DAY

September


9/1 **NO SCHOOL**

9/9 **PTO GENERAL MEETING**
AT 9AM & 6PM

9/12 **LAST DAY FOR YEARBOOK**
EARLY BIRD PRICING - \$50

9/15 **LAST DAY OF**
PTO MEMBERSHIP
DRIVE CONTEST 

LAST DAY TO PRE-ORDER
2025-26 POPE PANTHERS
T-SHIRTS ON PTO WEBSITE


9/26 GO GOLD FOR
CHILDHOOD CANCER 

9/26 **PRIDE STORE**

October

10/1 VISION SCREENING

10/2 HEARING SCREENING

10/3 PINK OUT FOR
BREAST CANCER 

10/6-
10/10 COLLEGE & CAREER
WEEK

10/10-
10/14 **NO**
SCHOOL

10/16 FALL PICTURES 

10/17 SRC DEMO: 1ST GRADE
EGGS & NESTS

10/22 SRC DEMO: 3RD GRADE
ARTHROPODS

10/25 BOO BASH 

10/27 50TH DAY OF SCHOOL

10/27-
10/31 RED RIBBON
WEEK

10/31 **PRIDE STORE**


SRC DEMO: KINDER
GUINEA PIGS

November

11/3 **NO SCHOOL**

11/4 **NO SCHOOL:**
ELECTION DAY 

11/6-
11/14 BOOSTERTHON
FUNDRAISER


11/11 VETERANS DAY
PROGRAM 

11/12 SRC DEMO: PRE-K
BUNNY TALES

11/13 2ND GRADE: BALLOONS
OVER BROADWAY

11/14 BOOSTERTHON:
DAY OF FUN 

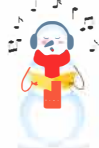
11/20 FALL PICTURES RETAKES

11/21 MULTICULTURAL
DAY 

11/24-
11/28 **THANKSGIVING/**
FALL BREAK



December

12/9 HOLIDAY
SING-A-LONG
WITH CHOIR &
POM SQUAD 

12/12 SRC DEMO: 5TH GRADE
MAMMAL SKULLS

12/12 **PRIDE STORE**

12/17 SRC DEMO: 4TH GRADE
REPTILES

12/15-
12/18 HOLIDAY SPIRIT
WEEK 

12/18 HOLIDAY
PARTIES

12/19-
01/06 **WINTER**
BREAK



Pope Spirit Nights

CHECK THE WEEKLY SMORE NEWSLETTER
& YOUR STUDENT'S BACKPACK FOR FLYERS!

****ALL DATES SUBJECT TO CHANGE** QUESTIONS? EMAIL INFO@POPEPTO.ORG**

VOLUNTEERING IN CFISD & AT POPE

Please complete the following required tasks BEFORE volunteering at Pope.

1. Before volunteering at Pope each year, our campus asks that each volunteer completes the "VIPS Volunteer Guidelines & Confidentiality Agreement."
This must be completed yearly, and can be completed by filling out the form at this link: [VIPS Volunteer Guidelines & Confidentiality Agreement](#)
2. When you volunteer at Pope, you will want to make sure to sign-in at the Front Desk as a volunteer. This will print "volunteer" on your name tag and automatically log your volunteer hours for you. When you sign in as a "visitor," no volunteer hours are recorded. To sign in as a "volunteer," you must have a volunteer account in the CFISD RAPTOR system.
 - If you volunteered last year, you should already have an account in place. You can check your account by clicking this link to sign in to the Volunteer Portal: [CFISD Raptor Volunteer Portal](#)
 - If you are new to volunteering at Pope, you will need to create an account. Please visit the CFISD Volunteers webpage for information on how to do so: [CFISD Volunteers Webpage](#)
 - If you have any problems logging in or creating a RAPTOR account, please contact CFISD Community Engagement at 281-894-3950.
Do not call the front desk at Pope - they do not handle this issue.

CFISD 2025-26 NATURE TRAILS VOLUNTEER TRAINING

**Join us for 3rd and 5th Grade
Nature Trails Training!**

**VIPS Training is required to lead
a station during the Nature Trails
learning experience.**

**TRAINING DATES:
10/6, 10/15, 10/30, 11/17,
12/5, 1/12, 1/26**

TIME: 9:30 AM to 11:30 AM

**TRAINING LOCATION:
CFISD Nature Trails
13500 Shaft Drive, Cypress, YX 77429
(behind Millsap Elementary)**

**RSVP VIA GOOGLE FORM
REQUIRED TO ATTEND**

Visit Link:

**<https://tinyurl.com/49rpactk>
or Scan QR Code**



RSVP TODAY - SPOTS ARE LIMITED!

**Please do not bring small children and come
dressed appropriately for walking in the woods.**

**Pope 3rd & 5th Grade Students will attend
Nature Trails on March 17-18.**

Pope Volunteer Sign Ups will go out early February.

Questions? Email Janet Banes at SRC@popepto.org



**WE'RE
BUBBLING
WITH
EXCITEMENT
FOR THIS
SCHOOL
YEAR!**



SUPPORT OUR PANTHERS BY JOINING THE PTO!

FAMILY MEMBERSHIP: \$20

**PTO
MEMBERSHIP
CONTEST ENDS
SEPTEMBER 15TH!**

**THE HOMEROOM
WITH THE HIGHEST
PERCENTAGE OF
MEMBERSHIPS IN
EACH GRADE EARNS
A BUBBLE BASH!**

**JOIN TODAY!
VISIT THE PTO WEBSITE AT:
[HTTPS://POPEPTO.ORG](https://POPEPTO.ORG)
OR SCAN THE QR CODE**



FIRST PTO GENERAL MEETING

**TUESDAY, SEPTEMBER 9
IN THE POPE CAFETERIA
9:00 AM & 6:00 PM**

DID YOU KNOW THE PTO DOES THAT?

SCHOOL EVENTS

WE HOST EVENTS LIKE BOO BASH, HOLIDAY PARTIES, MULTICULTURAL DAY, SWEETHEART DANCE, FATHERS-N-FLASHLIGHTS, AND SO MUCH MORE!

FUNDRAISERS

WE SET UP FUNDRAISERS, BOTH BIG AND SMALL, AND FIND COMMUNITY SPONSORS INTERESTED IN GIVING BACK TO POPE.

CAMPUS IMPROVEMENTS

WE RAISE MONEY TO IMPROVE OUR SCHOOL FOR ALL OF OUR PANTHERS THROUGH SCHOOL WIDE PROJECTS AND CLASSROOM RESOURCES.

LOVE, CARE, SHARE

WE PROVIDE OPPORTUNITIES FOR OUR PANTHERS AND THEIR FAMILIES TO GIVE BACK TO OUR COMMUNITY AND OUR ADOPTED SCHOOL THROUGH OUR LOVE, CARE, SHARE PROGRAM.

TEACHER & STAFF SUPPORT

WE ORGANIZE WAYS TO CELEBRATE OUR TEACHERS AND STAFF MEMBERS ALL YEAR LONG - THEY DESERVE THE BEST!

ARE YOU A
BUSINESS
OWNER?

BECOME A POPE PTO SPONSOR!



DID YOU KNOW?

- ♥ Pope Elementary ranks #1 in Cypress-Fairbanks ISD
- ♥ Pope Elementary earned ALL six TEA Distinction Designations
- ♥ Over 1,000 students enrolled each school year
- ♥ 100+ Teachers and Staff Members employed
- ♥ Our families live in Bridgeland & other surrounding communities






























SPONSOR POPE PTO TODAY!

- Show your "Panther Pride" by joining our group of local business partners
- Pope PTO is a 501(c) nonprofit, committed to supporting the education of the students on our campus.
- Your contribution helps Pope PTO provide invaluable resources to the students, teachers, and school.

**Have more questions?
Contact Mary Ann Bell
at fundraising@popepto.org**

**WHEN YOU BECOME A SPONSOR, POPE PTO PUTS
OUR COMMUNITY IN CONTACT WITH YOUR BUSINESS!**

2025-26 ANNUAL SPONSORSHIP PACKAGES

How will your business benefit from sponsorship at each different level?	 Bronze Sponsor \$500	 Silver Sponsor \$1000	 Gold Sponsor \$2000	 Platinum Sponsor \$3000	 Diamond Sponsor \$5000
Your business logo will scroll on our outdoor digital marquee during PTO Fundraising Events					
Virtual Paws Mascot "Thank You" Video that can be shared on social media					
Advertising on Pope PTO Social Media page 4x/year (Sept, Dec, Jan., April)					
Business Logo on our Sweetheart Dance Event Signage					
Advertising on Pope PTO Social Media page 2x/year (September & January)					
Four general admission wristbands to Boo Bash					
Your business is invited to set up a booth at Boo Bash, <i>if signed up by Sept. 30, 2025</i>					
Business logo on our Boo Bash Event Signage					
Pope Spirit Shirt & Thank You sign to display at your business					
Business logo on our Fathers-N-Flashlights Event T-shirt & Signage					
Business logo & website link posted on the Pope PTO Website all year					

Thank you for your generous donation! Your donation is tax deductible. A receipt with Tax ID will be provided.
Interested or Questions? Contact: Mary Ann Bell, Pope PTO VP of Fundraising, at fundraising@popepto.org

NEW T-SHIRT

Pre-order your shirt now on the PTO Website
with the Back to School Membership Drive!



Short & Long Sleeve options available!
Price starts at \$20

**PRE-ORDERS CLOSE
SEPTEMBER 15**



PIZZA

POPE ELEMENTARY SPIRIT NIGHT AT MARCO'S PIZZA

THURSDAY, SEPTEMBER 11, 2025

**Your lunch or dinner plans with Marco's will help raise money for Pope! Marco's gives back 20% of all sales.
Open for delivery and carryout.**

PARTICIPATING LOCATIONS:

**8350 FRY ROAD
832-895-5050
(BRIDGELAND DELIVERY)**

**11403 BARKER CYPRESS RD, STE 600
832-653-3113
(BLACKHORSE DELIVERY)**



Store orders: Call store and mention Pope

Online orders: Make sure to type "school" in the fundraising box before checkout

WWW.MARCOS.COM

SPIRIT NIGHT



.....
**FOR POPE
ELEMENTARY
9/19 6PM-MIDNIGHT**
.....

ONLY \$40!*

- Pizza Included
- Pricing valid for ages 18 months-12 years

**SUPPORT YOUR
SCHOOL**

**Schools receive 20%
of all sales**

**USE CODE POPE40 TO WAIVE THE
REGISTRATION FEE**



REGISTER HERE

WWW.ADVENTUREKIDSPLAYCARE.COM

Community Care Night

Benefitting:

Pope Elementary

Wednesday, September 24th
5:00pm-8:00pm

Please notify the cashier that you are supporting this group and a percentage of your sale will be donated by Chick-fil-A accordingly. If you are placing a mobile order through the app, please use your group's special code "PopePride" at checkout.



WHEN YOU SHOP KROGER GIVES BACK...



LINK YOUR KROGER CARD TO BENEFIT POPE ELEMENTARY PTO!

- Visit the website:
<https://www.kroger.com/account/communityrewards/>
- Log into or create your Kroger digital account. A digital account is needed to participate in Kroger Community Rewards.
- Search for “POPE ELEMENTARY PTO” or enter organization code “FT491”
- Click “Enroll”
- You’re all set! Kroger will donate to our organization every time you shop!
- Anyone can enroll - not exclusive to families attending our school. Spread the word!

**TO GET STARTED,
SCAN THE QR CODE**





Delivering More

FOR LOCAL SCHOOLS



15% OF EVERY FAVOR ORDER
supports Pope Elementary - PTO
from Sept 5 to Oct 31

use code: **POPEPTO**

Fundraising program valid for orders placed between 09/05/2025 and 10/31/2025 when promo code has been applied. Fifteen percent donation will apply to the total item value for each qualifying order, before taxes, minimum gratuity, and other fees. Total qualifying amount will be donated at the end of the fundraiser, up to a maximum aggregate donation amount of \$5,000. Please consult your own advisors regarding tax treatment.



Delivering More

FOR LOCAL SCHOOLS

As a proud member of the community,
we're excited to help support your school.

HERE'S HOW IT WORKS:

1

Open the FAVOR app

Don't have it yet? Download it for iOS and Android.

2

Place your order

Whether you're getting last-minute groceries or food from your favorite local spots, any and every order counts!

3

Enter your school's code at checkout

At checkout, tap **Promo Code** and enter your school's unique fundraiser code. You only need to apply the code once to be enrolled for the entire fundraiser.

4

We'll donate 15% of your order's value

Your school's PTA will earn 15% back on every eligible order up to \$1,000!

Labels for the stuff kids lose!



We earn
20%
back!

Be sure to label all your gear and supplies to help keep them out of the Last & Found. Shop for durable, personalized labels and support our fundraiser!

→ Visit campaigns.mabelslabels.com
and choose our organization from the list!
Pope Elementary PTO (Cypress)

5TH GRADE T-SHIRT DESIGN CONTEST

CALLING ALL CURRENT 5TH GRADERS!

WE NEED YOU TO SHOW US YOUR BEST T-SHIRT DESIGN IDEAS FOR THIS YEAR'S 5TH GRADE POPE SHIRT!

DESIGN GUIDELINES:

- Student designed
- Hand drawn or computer designs are both accepted
- Limit 3 ink colors
- Must include Pope, 5th Grade, & Class of 2026 somewhere on the design



**DEADLINE:
FRIDAY, SEPTEMBER 12, 2025**

**EMAIL ARTWORK TO
5THGRADEPARTY@POPEPTO.ORG**

LOST AND FOUND

*It's time to claim
your student's
missing items!*

**Check out the Google Drive link
in the weekly Smore newsletter
or the PTO Website for pictures of items
currently without an owner!**

**See your item?
Contact our Lost & Found team at
lostandfound@popepto.org**



Volunteering Needs

HEARING & VISION SCREENING

Vision Screening:
Wednesday, October 1

Hearing Screening:
Thursday,
October 2



SCAN ME

Both certified and noncertified volunteers are needed to assist our nurse with student vision and hearing screening.

SCAN THE QR CODE TO SIGN UP TO VOLUNTEER!

FALL STUDENT PICTURES

Fall Student
Photos taken by
Lifetouch will be
on Thursday,
October 16, 2025.



SCAN ME

Volunteers are needed to assist the Lifetouch photographers by getting and organizing classes and managing students as needed.

SCAN THE QR CODE TO SIGN UP TO VOLUNTEER!

POPE ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION BYLAWS

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 nonmember 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.cfisd.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 Fundraising One, a Vice President of Fundraising Two, a 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 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 the day after the end of the fiscal year, June 30th, 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 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.C: 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.D: 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.E: 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.F: 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.G: The **Vice President of Volunteers** shall oversee all volunteer needs at Pope Elementary, with focus on recruitment, retention, and recognition.

X.3.H: 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 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

Amended May 12, 2021

Signature (President)

Printed Name

Date 5/12/2021

Signature (Parliamentarian)

Printed Name

Date 5/12/21

Signature (Board Member)

Printed Name

5/12/21

Signature (Board Member)

Printed Name

Date

5/12/21