

**BYLAWS
OF STEVENS ELEMENTARY
SCHOOL SES PTO**

ARTICLE I

NAME, DESCRIPTION & PURPOSE

1.1 Name

The name of the organization shall be Stevens Elementary School Parent Teacher Organization (SES PTO). The SES PTO is located at 1910 Lamonte Ln., Houston, TX 77018.

1.02 Description

The SES PTO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

1.03 Purpose

The purpose of the SES PTO is to support the education of children at Stevens Elementary School by fostering relationships among the school parents, teachers and staff.

ARTICLE II

MEMBERSHIP

Memberships shall be granted to all that pay membership dues. The Executive Board shall set the membership dues. All members have voting privileges, one vote per household.

ARTICLE III

OFFICERS

3.01 Executive Board

The Executive Board shall consist of the following officers:
President, Vice President of Education, Vice President of Fundraising, Vice President of Community Building, Secretary, Treasurer, Parliamentarian, and one representative from

each grade level present at the school. Office positions cannot be shared.

The Parliamentarian, school Principal, or his or her designee, and the Parent Involvement Officer are non-voting members of the Executive Board.

3.02 Term of Office

The term for all officers is one (1) year that will commence and end at the conclusion of the final general SES PTO meeting of the school year, with the exception that all check signing abilities and financial reporting responsibilities run concurrent with the fiscal year. During the period between election and start of term the officers will assume role of President-Elect, Treasurer-Elect, etc. Officers may serve no more than two (2) consecutive years in the same office. Each person elected shall hold only one position at a time.

3.03 Qualifications

All officers must be members in good standing during their time in office.

3.04 Nominations and Elections

Elections will be held prior to the end of the school year. The nominating committee shall select a candidate for each office and publicize a slate at least seven days prior to SES PTO election meeting. At that meeting, nominations may also be taken from the floor. Voting shall be voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

3.05 Duties

Executive Board:

Develop the SES PTO's annual budget, develop overall objectives and strategies for the year, establish and oversee committees to conduct the work of the SES PTO, establish fundraising programs, approve by majority vote of the Board un-budgeted expenditures of no more than \$500, the purpose of which will be clearly documented in the board minutes and conveyed to the membership at the following meeting, elect board member to serve on the school SDMC committee for that school year.

Duties of each officer shall be:

Submit a written Plan of Work to the executive board for approval; have a current copy of the Local SES PTO bylaws; deliver to their successors or the President all official materials within fifteen (15) days following the date at which their successors assume their duties; attend all meetings of the association; sign the ethics/conflict of interest policy, as adopted; perform the duties outlined in these bylaws and those assigned by the president or membership from time to time.

President:

Preside at General SES PTO meetings and Executive Board meetings, serve as the official representative of the SES PTO, be authorized to sign on bank accounts; serve as ex-officio member of all committees except the nominating committee and reconciliation committee and coordinate the work of all the officers and committees so that the purpose of the organization is served. The President shall appoint a Parliamentarian to serve for one term.

Vice President of Education:

Assist the President and chair meetings in the absence of the President; identify the main educational objectives for the year, manage and support volunteers accomplishing the SES PTO educational objectives; appoint chairs for all Standing and Special committees deemed beneficial to the educational goals of the SES PTO. Set time frames and budgets with these leaders; keep projects on track, assist the education committee leaders, collect chair reports and deliver to the Executive Board, and be authorized to sign on bank accounts.

Vice President of Fundraising:

Assist the President and chair meetings in the absence of the President; identify the main fundraising objectives for the year, manage and support volunteers accomplishing the SES PTO fundraising objectives; appoint chairs for all Standing and Special committees deemed beneficial to the fundraising goals of the SES PTO; set time frames and budgets with these leaders; keep projects on track; assist the Fundraising committee leaders; collect chair reports and deliver to the Executive Board; and be authorized to sign on bank accounts.

Vice President of Community Building:

Assist the President and chair meetings in the absence of the President; identify the main community building objectives for the year, manage and support volunteers accomplishing the SES PTO community building objectives; appoint chairs for all Standing and Special committees deemed beneficial to the community building goals of the SES PTO; set time frames and budgets with these leaders; keep projects on track; assist the Community Building committee leaders; collect chair reports and deliver to the Executive Board; and be authorized to sign on bank accounts.

Secretary:

Record and distribute minutes of all Executive Board meetings and all General SES PTO meetings; hold official records for the SES PTO; maintain the adopted ethics/conflict of interest policy as signed by the current Executive Board members; maintain a membership list, which shall not be released to outside interests; record meeting attendance; and handle correspondence.-

Treasurer:

Serve as custodian of the SES PTO's finances, collect revenue, pay authorized expenses, issue tax receipts for donations received, report financial activity every month, prepare year-end financial report, facilitate an annual reconciliation committee, be authorized to sign on bank accounts, and hold all financial records.

Parliamentarian:

Attend all scheduled meetings of the Executive Board and General Membership and designate a member with the approval of the President to assume the duties of the Parliamentarian for any meeting the Parliamentarian cannot attend; Advise on matters of parliamentary procedure when requested; keep a most recently revised copy of Robert's Rules of Order; and keep a copy of the current FBMS SES PTO bylaws.

Grade Level Representatives:

Shall share issues and ideas between the SES PTO and the parents in their grade level, and encourage grade participation in fundraisers, activities and programs.

3.06 Board Meetings

The Executive Board shall meet monthly during the school year, on a day and time to be set by the board or at the discretion of the President.

3.07 Quorum

Half the number of Board members plus one constitutes a quorum. Members must be present to vote.

3.08 Removal

An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

3.09 Vacancy

If a vacancy occurs in the office of President, the Vice President will assume that role in the following order: Vice President of Education, then Fundraising, and then Community Building. If a vacancy occurs on the Executive Board, the President shall appoint a SES PTO member to fill the vacancy, for the remainder of the officer's term, with board approval.

3.10 Emergency Voting

In an emergency situation, the Executive Board may vote by phone, email, or other electronic means if authorized by the President. Members shall have at least twenty-four (24) hours to cast their votes. A two-thirds (2/3) vote of the entire executive board is required for adoption, and the vote shall be recorded in the minutes of the next regular meeting of the Executive Board.

ARTICLE IV

STANDING AND SPECIAL COMMITTEES

4.01 Creation

The Executive Board may create such Standing and Special committee as it may deem necessary to promote the purposes and carry on the work of the organization.

4.02 Term of Office

The term of office for all Standing committee chairs is one year, beginning immediately upon appointment and ending at officer elections the following school year. Special committee chairs shall serve until their purpose is satisfied. No chair shall serve in the same office for more than two (2) consecutive terms. Chaired positions may be shared.

4.03 Qualifications

Any member in good standing may become a chair of a Standing or Special committee of the SES PTO.

4.04 Duties

All Standing and Special committee chairs shall: Submit a written Plan of Work to the Executive Board for approval; have a current copy of the Local SES PTO bylaws; deliver to their successors or the President all official materials within fifteen (15) days following the date at which their successors assume their duties or their committee is dissolved; attend all meetings of the association; sign the ethics/conflict of interest policy, as adopted; and perform the duties outlined in these bylaws and those assigned by the president or membership from time to time.

4.05 Quorum

The quorum of any committee shall be a majority of its members.

4.06 Removal

A chair can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

4.07 Vacancy

If a vacancy occurs in the chair position of any committee the responsible Vice President shall appoint a new chair.

4.08 Dissolution

Any Special or Standing Committee may be dissolved at the discretion of the Executive Board by a two-thirds (2/3) vote with the exception of the nominating and reconciliation committee.

ARTICLE V

MEETINGS

5.01 General SES PTO Meetings

General SES PTO meetings shall be held to conduct the business of the SES PTO. Meetings shall be held at least four times per school year or at the discretion of the Executive Board.

5.02 Special Meetings

Special meetings may be called by the President, any two members of the Executive Board, or five voting members submitting a written request. Previous notice of the special meeting shall be sent to the members at least 72 hours in advance of the meeting by email, flyer, and or phone calls.

5.03 Voting

Each member in attendance at a SES PTO meeting is eligible to vote, one vote per household. Member must be present to vote.

5.04 Quorum

Twelve (12) members present and voting constitute quorum for the purpose of voting.

ARTICLE VI

FINANCIAL POLICIES

6.01 Fiscal Year

The fiscal year of the SES PTO begins July 1, and ends June 30, of the following year.

6.02 Banking

All funds shall be kept in a checking account in the name of Stevens Elementary School SES PTO, requiring two signatures of the Executive Board and held at a local financial institution. Signers of the bank account shall not be related by blood or marriage and shall not reside in the same household.

Signers on the account are President, Treasurer, Vice President of Education, Vice President of Fundraising and the Vice President of Community Building. The Secretary of the SES PTO shall not be a signer. An association member shall not sign a check if they have a direct or indirect interest in the expenditure.

6.03 Reporting

All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity

monthly. A financial reconciliation shall be performed: at the end of the fiscal year; when any authorized check signer is added or deleted on any bank account; or at any time deemed necessary by the President or three (3) or more board members.

6.04 Annual Review

The SES PTO shall arrange an independent review of its financial records each year. The President shall appoint, subject to the approval of the Executive Board, a financial reconciliation committee consisting of not less than three (3) members, who are not authorized signers, members of the Executive Board, or considered to have financial responsibility for the organization. Members of the financial reconciliation committee shall not be related by blood or marriage and shall not reside in the same household as the authorized signers.

6.05 Funds Collection

The counting and handling of any cash, checks, or money orders received by the organization must be completed by at least two organization members. The organization members cannot be related by blood or marriage. Funds must be counted on the day of receipt. A deposit record must be turned in to the Treasurer.

6.06 Account Statements

The President shall appoint a member to open and review bank statements who is not the Secretary, an authorized signer of the organization, not related by blood or marriage to an authorized signer on the accounts.

6.07 Ending Balance

The organization shall leave a minimum of \$500.00 in the treasury at the end of each fiscal year.

6.08 Contracts

Contract signing authority is limited to the President or the President's designee.

ARTICLE VII

PROHIBITED ACTIONS

Regardless of any other provision of these Bylaws, SES PTO shall not:

- (1) Permit any part of the net earnings of the organization to inure to the benefit of any private individual (except that reasonable compensation may be paid for personal services rendered to or for the organization affecting one or more of its purposes)

- (2) Carry on propaganda, or otherwise attempt to influence legislation;
- (3) Participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office; or
- (4) Attempt to influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drives.

ARTICLE VIII

BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any SES PTO member. Amendments must be publicized seven days prior to the meeting they are voted upon. A quorum is required to call a vote. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE IX

DISSOLUTION

In the event of dissolution of the SES PTO, any funds remaining should be used to pay any outstanding bills and the balance donated to Stevens Elementary School, with funds used at the discretion of the school principal.

ARTICLE X

PARLIAMENTARY AUTHORITY

The authority for this organization shall be "Robert's Rules of Order Newly Revised."

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above stated Bylaws of Stevens Elementary School PTO were approved by the Stevens Elementary School PTO Executive Board on Wednesday, April

13, 2016 and constitute a complete copy of the Bylaws of the Stevens Elementary School PTO.

Secretary: _____ (original signature on file)

Date: _____

Presented and adopted by the general membership _____, 2018.