

Lakeside Elementary PTO
By-Laws
Revised: May 2009

ARTICLE 1- NAME

The name of this organization is LAKESIDE ELEMENTARY PARENT TEACHER ORGANIZATION (hereafter referred to as the PTO), Coppell, Texas. It is a local independent unit organized by the parents and faculty of the school.

ARTICLE 2 - OBJECTIVES

The objectives of the PTO are as follows:

- a. To promote the health, safety and welfare of children in school and community.
- b. To develop between parents and educators, united efforts that will secure for all, the highest advantages in physical, mental and social education.
- c. To cultivate the closer relationship between parents and teachers in the education of children.
- d. To be organized for the educational purposes including the enhancement of, and contribution to, events which affect Lakeside Elementary School, Coppell, Texas.

ARTICLE 3 – BASIC POLICIES

The basic policies of the PTO are as follows:

- a. The PTO shall be noncommercial, nonsectarian and nonpartisan.
- b. The PTO may cooperate with other groups concerned with child welfare. Persons representing the PTO in such manners shall make no commitments that bind the PTO.
- c. The PTO shall work with the school to provide quality education for all children.
- d. The PTO shall operate, for all purposes, on an accounting year basis that shall begin on the first day of July and end on the thirtieth day of June each year.
- e. All funds of the PTO not otherwise employed shall be deposited to the credit of the PTO in such depositories as the Executive Board, by resolution, may select.
- f. The Executive Board may accept, on behalf of the PTO, any contribution, gift, bequest, or other device for the general purpose, or for any specific purpose of the PTO.
- g. The PTO shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of the general meetings of the PTO, and the meetings of the Executive Board.
- h. In the event of dissolution of the PTO, its net assets shall be distributed as determined by the Executive Board, but only to organizations organized and operated exclusively for the educational purpose and shall, at the time, qualify as an exempt organization under

section 501(c), part (3) of the Internal Revenue Code of 1986 or any corresponding provisions of any subsequent revenue law or laws.

- i. All checks, drafts, or other orders for the payment of money, or any evidence of indebtedness issued in the name of the PTO shall be signed by the Treasurer. Any such instrument that exceeds \$250.00 must be countersigned by the President, or in the absence of the President, the Vice-President of the PTO.
- j. The Executive Board shall present, at each annual meeting of the PTO, a full and clear statement of the business and condition of the PTO. This shall include a reasonably detailed balance sheet and income statement.
- k. The Principal of Lakeside Elementary, or his/her appointed representative, shall approve all communications sent out by the PTO through teacher distribution or by means of hardcopy correspondence.
- l. The Treasurer's account shall be examined as often as deemed necessary but no less than annually. An examination shall occur by an auditing committee of not less than (2) members, appointed by the Executive Board. The audit report shall cover the previous accounting year (July 1 – June 30) and shall be presented to the Board at the August PTO Board Meeting.
- m. The Executive Board reserves the right to refuse any gift or donation that it deems inappropriate or detrimental to the health, safety or welfare of children.
- n. Funds raised will be distributed for educational or environmental enrichment as determined by the Executive Board with input from the Principal or his/her appointed representative. Motions made regarding expenditures will be passed with a majority of those present at the meeting voting in favor of the motion made.
- o. Any donation and/or gift to an entity outside of Lakeside Elementary shall not exceed \$1,000.
- p. The Executive Board members of the PTO reserve the right to limit or refuse the solicitation of services and/or products, as it deems necessary.
- q. Property owned by the Lakeside PTO shall not be loaned to other organizations or individuals unless approved by the President and/or Vice President.
- r. All disbursement requests need to be submitted no later than the last day of school for each accounting year. Any requests not submitted by such deadline shall be considered a donation to the PTO.

ARTICLE 4 – ARTICLES OF ORGANIZATION

The PTO is organized exclusively for charitable and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code. This organization exists as an unincorporated organization of its members.

Notwithstanding any other provision of these articles, the PTO shall not carry on any other activities not permitted to be carried on by:

- a. An association exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law), or
- b. By an association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law).

Upon the dissolution of this association, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principle office of the association is then located, exclusively for such purposed or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

ARTICLE 5 – MEMBERSHIP & DUES

Section 5.01 – Definition of Membership

Any individual that subscribes to the objective and basic policies of the PTO may become a member, subject only to compliance with the provisions of these by-laws. Membership shall be available without regard to race, creed or national origin. Membership is limited to parent or legal guardian of current Lakeside students or other individuals at the discretion of the Executive Board.

Section 5.02 – Enrollment

The PTO shall conduct an annual enrollment of members, but any individual may be admitted to membership at any time, upon payment of annual dues.

Section 5.03 – Participation

Only members who have paid annual dues shall be eligible to participate in PTO business meetings or to serve in any capacity in PTO elected offices or appointed committees.

Section 5.04 – Dues

The annual dues shall be set by a majority vote of the Executive Board prior to the annual membership drive.

ARTICLE 6 – OFFICERS AND THEIR ELECTION

Section 6.01 – Election of Officers

- a. Officers shall assume their official duties on May 1 to April 30. Each officer shall serve for a term of one (1) year. A person shall not be eligible to serve more than two (2) consecutive terms in the same office except at the discretion of the nominating committee.
- b. The Executive Board Officers of the PTO shall consist of :

President	Volunteer Coordinator
Vice President	Room Parent Coordinator
Secretary	Hospitality Coordinator
Treasurer	Fundraising Coordinator
Parliamentarian	Faculty Representative(s)
Publicity/Events Coordinator	Technology Coordinator

These officers shall be elected by a majority vote of members present by voice vote at the regular April meeting for a term of one (1) year. Voting by ballot is optional but still requires a majority vote of members present.

- c. The Assistant Positions are as follows:

President:	Programs Health & Safety Coordinator
Vice President:	None
Secretary:	Membership Coordinator Directory Publication
Treasurer:	Treasury Auditor
Parliamentarian:	None
Publicity/Events:	Yearbook Editor Yearbook Sales
Volunteer Coordinator:	Field Day Coordinator Copy Room Coordinator Office Coordinator

Library Book Fair Coordinator

Library Coordinator

Fundraising: School Supplies Coordinator
Spirit Wear Coordinator
Write-A-Check Coordinator
Carnival Coordinator
Silent Auction Coordinator

Hospitality: None

Technology Communications: Newsletter Coordinator

Faculty representative: None

Room Parent Coordinator: None

d. All positions shall be nominated by the current year's nominating committee. These positions shall be recruited from volunteer forms distributed by the nominating committee in February. Volunteer forms will be distributed also at Kindergarten Round Up in May to allow new parents the opportunity to participate.

e. The Sub Committees are as follows:

Programs: Fall Picnic
Carnival: Food
Games
Misc. Activities
Program
Redemption Booth
Tickets
Silent Auction: Class Baskets
Crème of Coppel
Health & Beauty
Restaurants
Sports
Teacher Donations
Family Fun/Simply Sweets
Pick -n-Pop

- f. All positions shall be nominated by the current year's nominating committee. These positions shall be recruited from volunteer forms distributed by the nominating committee in February. Volunteer forms will be distributed also at Kindergarten Round Up in May to allow new parents the opportunity to participate.

Section 6.02 – Filling Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person or persons elected by a majority vote of the PTO Board. The President has the right to appoint an interim replacement until a vote can occur. In case of a vacancy in the office of the President, the Vice-President shall serve in this capacity for the remaining term.

Section 6.03 - Additional Offices

The Executive Board shall have the power to create offices as it deems necessary.

ARTICLE 7 – DUTIES OF OFFICERS & ASSISTANTS

Section 7.01 – President

Shall preside at all meetings of the PTO general body and of the Executive Board at which he/she may be present. He/she shall coordinate the work of the officers and committees of the PTO in order that the objectives may be promoted. He/she shall be authorized to sign checks in the absence of the Treasurer. The President shall be an ex officio member of all committees. He/she will also attend monthly PTO President District Meetings.

Section 7.02 – Vice-President

He/she shall preside at the Board meetings in the absence of the President. He/she shall present plans for the year's programs of general meetings which have been determined by the school Principal. In addition, he/she shall complete facility request forms for general meetings. The VP shall coordinate participation in parades and other community events as voted on by the Board. The VP is authorized to co-sign checks exceeding \$250.00. This position will also be the Chairperson of the Nominating Committee and oversee all PTO fundraising.

Section 7.03 – Secretary

Shall be responsible for recording minutes of all PTO meetings. Shall also be responsible for contacting all Board members to remind them of all meetings; shall take attendance at such meetings. He/she shall provide typewritten minutes of the previous meetings to all Board members. He/she shall handle all correspondence deemed necessary by the Board. Shall develop and maintain PTO Board

contact information (phone number, email address) and the file folder box to be housed in the school office.

Section 7.04 – Treasurer

Shall be responsible for general bookkeeping, deposits, withdrawals, and the issuance of checks. Shall also be responsible for coordinating the handling of money for major fundraisers. Shall present a financial statement at every meeting of the PTO Board and shall present an annual report for the previous accounting year (July 1- June 30) at the August PTO Board meeting. The Treasurer shall also be responsible for filing form 990 with the Internal Revenue Service annually and any other form(s) that may be required. Shall not write any checks payable to him/herself without the signature of the President. Authorized signatures are: President, Vice-President, and Treasurer. Checks exceeding \$250.00 to any entity shall require two (2) signatures as noted in Article 3, part i. of the bylaws. This position is also required to sit on the Nominating Committee during their term.

Section 7.05 – Fundraising Coordinator

Shall be responsible for overseeing all PTO fundraising activities and reimbursements. Shall oversee specific fundraising assistants. Shall prepare and present plans for the year's fundraising activities for the Board's approval. Shall present a proposed budget of expenses and income for all proposed fundraising activities other than Write-A-Check and Carnival. In the event a position is vacated, or a committee member is unable to fulfill his/her responsibilities, the Fundraising Coordinator will fulfill these responsibilities until a replacement can be found.

Section 7.06 – Publicity/Events Coordinator

Shall be responsible for publicizing events of the Lakeside PTO so as to promote goodwill and community involvement. This will include developing a relationship with CISD community relations department and/or local newspaper personnel and submitting articles and/or photos to said personnel. Additional responsibilities will include the supervision of the Assistants in charge of Newsletter and yearbook. Shall also be responsible for attending or having a photographer, attend school spirit assemblies to document "Citizen of the Month" and Friday morning announcements to document "Longhorns of the Week".

Section 7.07 – Parliamentarian

Shall attend all meetings of the Executive Board and the PTO and advise any member on questions of parliamentary law or methods of procedures when requested. He/she shall serve as Chairperson of the Tellers for election and count a vote when requested by the presiding officer. This position will preferably be held by a past PTO President or Vice-President. The rules contained in the

current edition of Robert's Rules of Order shall serve as the parliamentary authority. Responsible for maintaining and updating by-laws as necessary.

Section 7.08 – Hospitality

Shall be responsible for coordinating special PTO Functions or events which require refreshments and/or food. Shall be responsible for events such as Boo Hoo/YaHoo Coffee, Grandparent's Day, Teacher Appreciation Luncheon, Field Day Hospitality Tent, offering/organizing assistance for teachers and/or students when there is an illness or death in the family, and other duties as requested and allowed by the PTO by-laws.

Section 7.09 – Volunteer Coordinator

Shall be responsible for creating, distributing and sorting volunteer sign up sheets; which will be copied and distributed to the respective Volunteer assistants. All requests for volunteers will be directed to this individual. Shall be responsible for working closely with the school Secretary in regard to organizing volunteers. Additional responsibilities will include the supervision of the Assistants in charge of Field Day, Copy Room, Office, Room Parents, and Library.

Section 7.10 – Technology Communications

Shall be responsible for developing and maintaining the PTO website and supporting PTO Manager.

Section 7.11 – Faculty Representative

Shall be a faculty member or staff member at Lakeside Elementary and shall act as a liaison between the PTO and the faculty to promote understanding and goodwill. Shall communicate teacher and staff needs to the PTO Board. This position shall be selected by the Principal and/or faculty prior to the first meeting of the newly elected PTO Board.

Section 7.12 – Room Parent Coordinator

Shall gather a list of Room Parents from the teachers and assist teachers when necessary. Shall prepare a "Handbook" of information for Room Parents. Shall provide a training session for the Room Parents. The Room Parent Coordinator will communicate various PTO and Lakeside Activities to Room Parents throughout the year. Shall work with the President and Principal to choose a week for Teacher Appreciation and plan activities for Teacher Appreciation.

Section 7.13 – Vote

Each PTO Board position shall have one (1) vote. In the event of the Officer is not in attendance, he/she may present a written proxy to the Parliamentarian.

Section 7.14 – Term of Duties

All officers shall perform the duties prescribed and keep a record for the next year’s officers. When applicable, will submit a monthly update to the President before each monthly PTO Board meeting. Shall also be available for additional duties that are assigned from time to time. Shall deliver to their successors, at the May Executive Board meeting, all official material before the new officers assume their duties.

ARTICLE 8 – EXECUTIVE BOARD

Section 8.01 – Executive Board

Shall consist of:

President	Volunteer Coordinator
Vice President	Room Parent Coordinator
Secretary	Hospitality Coordinator
Treasurer	Fundraising Coordinator
Parliamentarian	Faculty Representative(s)
Publicity/Events Coordinator	Technology Coordinator

Section 8.02 – Duties

- a. To transact necessary business in the interim between PTO Board meetings.
- b. To prepare and submit to the PTO Board a budget for the fiscal year.
- c. To approve routine bills within the limits of the budget.
- d. To coordinate the hour and place of all PTO Board meetings.
- e. To make recommendations to the PTO general body.

Section 8.03 – Regular Meetings

A regular meeting for the PTO Board shall be held on a date as determined by a majority vote of the Board at the May Board meeting each year. The PTO Board meetings shall be open to anyone who wishes to attend. A schedule of PTO Board meetings shall be published on the school website.

Section 8.04 – Special Meetings

Special meetings may be called by the President when deemed necessary or upon written request by at least three (3) Executive Board Members for such. The purpose(s) of said meetings shall be stated in the call or written/email notice. Business transacted at any special meeting of the members shall be limited to the purpose stated in the notice of the meeting. Except in the case of an emergency, three (3) days notice shall be given.

Section 8.05 – Quorum

A simple majority of the PTO Board present at such time of voting shall constitute a quorum.

Section 8.06 – School District Representation

This PTO shall be represented at all Coppell Independent School District PTO President's meetings by the President or an alternate appointed by the President. This representative shall report to the PTO Board any pertinent information from the meeting.

Section 8.07 – Dismissal from Office

Any Executive Officer absent from three (3) consecutive PTO Board meetings without valid excuse, acceptable to the Executive Board, shall be excused from his/her duties, and the vacancy shall be filled as soon as possible by the Executive Board.

Section 8.08 – Internet/Correspondence Policies

PTO Board/Member directory and emails shall not be used for anything other than PTO business. The Principal of Lakeside Elementary or his/her appointed representative shall approve all communications sent out by the PTO. In a situation where a vote is required between the regularly scheduled board meetings, the President and/or Secretary may conduct an "online" vote. This vote shall allow here (3) days to respond and will be considered valid with twelve (12) or more responses. The online vote shall be limited to such requests that the President and/or Secretary deem necessary.

ARTICLE 9 – GENERAL BODY MEETINGS

Section 9.01 – General Body Meetings/Programs

The meetings are held at dates determined by school staff. A representative from the Executive Board shall speak to the general body regarding upcoming and current PTO business.

Section 9.02 – Special Meetings

Special general body PTO meetings may be called by the President or the Executive Board. Meetings shall be called upon written/email requests by at least ten (10) members of the PTO. The purpose(s) of said meeting shall be stated in the call or written/email notice. Business transacted at any special meeting or general body PTO meeting shall be limited to the purpose stated in the notice of the meeting. Except in the case of emergency, three (3) days notice shall be given.

Section 9.03- Quorum

The members present at a special meeting of the general body PTO shall constitute a quorum.

ARTICLE 10 – STANDING AND SPECIAL COMMITTEES

Section 10.01 – Committee Creation

The Executive Board may create such standing committees as it may deem necessary to promote the objective and carry on the work of the PTO.

Section 10.02 – Eligible Members

Only members of the PTO are eligible to serve in elected or appointed positions.

Section 10.03 – Formation of Special Committees

The power to form a special committee and appoint its members rests with the President upon approval of the Executive Board.

Section 10.04 – Consent for Activities

No committee work shall be undertaken without the consent of the Executive Board.

ARTICLE 11 – NOMINATING COMMITTEE

Section 11.01 – Constitution

- a. The Nominating Committee shall be composed of up to six (6) members:
 - Three (3) Executive Board Members: Vice-President, Membership Coordinator, and Treasurer
 - One (1) Assistant: Room Parent Coordinator
 - One (1) member of the PTO general body, as appointed by the President
 - One (1) Faculty Representative, as deemed necessary by the nominating committee.
- b. The President shall serve in an advisory capacity on the Nominating Committee
- c. The Chairperson shall be the Vice President.
- d. The Nominating Committee should select by no later than the February PTO Board meeting.

Section 11.02 – Duties

- a. Shall nominate an eligible person for each office to be filled and report its nominees at the April PTO Board meeting, at which time additional nominations may be made from the floor. Voting will be done at the April PTO Board meeting.
- b. Shall solicit names from the general membership to be included in the vote.

Section 11.03 – Consent

Only the persons who have signified their consent to serve shall be nominated or elected to such office and who are also members of the PTO.

ARTICLE 12 – AMENDMENTS

Section 12.01 – Amendment Procedure

These by –laws may be amended at any meeting of the PTO Board with a two-thirds (2/3) vote of the PTO Board members. PTO Board members may vote by written proxy given to the Parliamentarian prior to the meeting.

Section 12.2 – Limitations of Amendments

No amendment may be made to these by-laws that would alter the exclusively charitable and educational purpose of the PTO or would cause benefit, other than reasonable reimbursement for officers and members of the PTO.

ARTICLE 13 – PARLIAMENTARY AUTHORITY

The parliamentary procedure authority shall be selected by the Executive board and accepted by the majority vote of the Executive Board.