

## **QUAIL VALLEY ELEMENTARY SCHOOL PTO**

### **Bylaws**

#### **Article I – Name**

The name of this organization shall be Quail Valley Elementary PTO (the Organization), a local self-governing unit.

#### **Article II – Objectives**

To promote the educational well-being of children enrolled in Quail Valley Elementary School. To develop a closer connection between the school and the community so that parents, teachers and campus staff may cooperate in the best interests of the students through volunteering.

#### **Article III – Policies**

- Section 1*      The purpose of the Organization shall be service to Quail Valley Elementary and its students and shall be developed through meetings, committees, and projects.
- Section 2*      The Organization shall be non-commercial, nonsectarian and non-partisan. No commercial enterprises and no political candidate shall be endorsed by it in any way (including the publishing or distributing of statements). The same of the Organization or the names of the officers in their official capacities shall not be used in connection with any commercial concern or with any partisan interest or for any purpose other than the regular work of the Organization.
- Section 3*      The Organization may cooperate with the other organizations and agencies such as conference groups or coordination counsels provided its representative does not make any binding commitment for the Organization.
- Section 4*      The Organization shall commit and adhere to the Fort Bend Independent School District PTO Manual as needed.
- Section 5*      The fiscal year of the Organization shall begin July 1<sup>st</sup> and end June 30<sup>th</sup>.

#### **Article IV – Membership and Dues**

- Section 1*      Any person who is interested in the objectives for which the Organization is organized may become a member.
- Section 2*      The annual dues shall amount to a donation per individual member or family; however, a donation is not a requirement for membership.
- Section 3*      All members shall have the privilege of making motions, voting, holding office, serving on committees, and/or participating in the business activities of the Organization.
- Section 4*      An annual fall enrollment of members shall be conducted. Additional donations shall be accepted at any time.

## **Article V – Officers and Elections**

- Section 1* a. Officers of this Organization shall be President, Vice President, Treasurer, VIPs Coordinator, Public Relations, Fundraising, Recording Secretary, Parliamentarian, and two (2) Teacher Liaisons. These officers along with the Principal shall comprise the Board.
- b. Officers shall be elected to serve one-year terms by the PTO membership. An officer shall only serve two (2) consecutive terms in the same office. The Board may extend the term limits of the officers by a majority vote of the current board members.
- c. Officers shall assume their official duties the day after the last school day of the year in which they were elected. Through the current Board is to serve until the end of the school year, the newly elected officers are encouraged to meet, discuss policies and practices, and disseminate information necessary to be sent home prior to the end of the school year; including an initial meeting before the new school year.
- Section 2* a. Nominations shall be taken from the floor at the April General Body meeting. Only those who have consented to serve and a current member of the PTO are eligible for nomination by the committee or from the floor. The vote shall be conducted by secret ballot at the April General Body Meeting unless this is only one nominee for each office. Then elections shall be by voice vote.
- Section 3* A vacancy occurring in an office shall be filled by election by a majority vote of the current Executive Board.

## **Article VI – Duties of Officers**

- Section 1* The President shall preside at all meetings of the Organization and Board, shall be an ex-officio member of all committees except the Nominating Committee, and shall perform such other duties as may be prescribed in these Bylaws or be assigned to him or her by the Organization. To be eligible to serve as President, a person must have been a Voting Member of the Organization for at least one (1) year. The President is entitled to vote only in cases where the vote would change the result. The President may approve unbudgeted expenditures totaling up to \$250 per fiscal year. The President shall have access to financial accounts, financial records and record keeping.
- Section 2* The Vice President shall act as aide to the President shall perform duties of the President in the absence of that officer and budget funds. The Vice President and Treasurer will set the yearly budget. The Vice President will have access to financial accounts, financial records and record keeping. To be eligible to serve as Vice President, a person must have been a Voting Member of the Organization for at least one (1) year.
- Section 3* The Treasurer shall have charge of and be responsible for all funds of the Organization. Treasurer shall receive and give receipts for monies due and payable to the Organization from all sources and shall deposit such funds in such banks or other institutions as are selected by the PTO Board. The Treasurer shall keep an accurate record of receipts and expenditures and shall pay out of funds of the Organization only those expenditures authorized by the Organization or the Executive Board and in accordance with the budget adopted by the Organization. The Treasurer shall present a written financial report at each meeting of the Organization and at other times as requested by the PTO Board. The Organization's Financial Report shall be subject to a review by the Review Committee annually and should be submitted to the School Principal and to the

District's Business & Finance Department by September 1 of each year. The Treasurer completes and files all sales tax and income tax reports in accordance with state and federal laws. The Treasurer and Vice President will create a budget to be presented at the first PTO meeting of the school year for Board approval. Treasurer shall perform other duties as may be assigned by the President or the PTO Board. To be eligible to serve as Treasurer, a person must have been a Voting Member of the Organization for at least one (1) year.

- Section 4* The VIPS Coordinator is responsible for, but not limited to, recruiting volunteers, keeping up-to-date record of campus VIPS, obtaining and reporting monthly volunteer hours, clocking hours of parent volunteers, hosting an annual VIPS meeting, organizing VIPS programs and presenting nominations for the volunteer of the month and year at monthly board meetings.
- Section 5* The Public Relations shall be responsible for publicity for all events of the Organization and shall act as a liaison between the PTO and community, school and district personnel and officials. The Public Relations officer shall keep the official history of the Organization and shall keep an annual record of all activities of the Organization. The Public Relations officer shall maintain any social media accounts, monthly and annual calendars.
- Section 6* The Recording Secretary shall keep an accurate record of the proceedings of the Organization including maintaining the official minute book and shall perform other duties as may be delegated to the office, including maintaining the roster, notifying members of upcoming organization meetings, and correspondence related to community support and the like.
- Section 7* The Parliamentarian chairs the Bylaws Revision Committee, if created by the PTO Board, shall be familiar with parliamentary procedures and "Robert's Rules of Order", upon the request of the presiding officer, and rule upon matters of procedure and maintain current Bylaws for the Organization. The Parliamentarian shall enforce the provisions of the Bylaws.
- Section 8* The Fundraising chair shall oversee fundraising efforts for the Organization which includes researching, planning, and coordinating events and campaigns to raise funds. The Fundraising chair shall prepare a sponsorship package to use for soliciting sponsorships from businesses. Shall also submit all necessary requests to the district and principal for approval.
- Section 9* The two (2) Teacher Liaisons shall represent the staff of Quail Valley Elementary and provide teacher input to the Organization.

#### **Article VII – General Board Positions and Duties**

- Section 1* The Membership chair, under supervision of the elected Vice President, shall be responsible for recruitment and management of membership within the Organization. The Membership offices shall coordinate the annual PTO membership campaign and maintain the membership database.
- Section 2* Hospitality chair, under supervision of the elected VIPS Coordinator, shall be is responsible for representing the PTO in coordinating and administering various staff appreciation functions. They shall develop, implement, and oversee programs approved by the PTO Board to show appreciation to school staff.
- Section 3* The Spirit Wear chair, under supervision of the elected Vice President, shall manage and coordinate, as necessary artwork/design for school shirts, vendor selection, production and ordering and distribution of spirit wear. The Spirit Wear chair shall perform such perform such other duties as may be assigned by the President or the PTO Board.

- Section 4* The Shared Dreams chair, under supervision of the elected Vice President, shall serve as a liaison to the district to secure volunteers and requested items for Shared Dreams donation drives at the school. The Shared Dreams chair plans, organizes and publicizes the annual drive(s) and ensures all donated items are delivered to the designated agency and that volunteers are secured for annual one (1) week on-site commitment. The Shared Dreams chair shall perform such other duties as may be assigned by the President or the PTO Board.
- Section 5* The Homeroom Parent Coordinator chair, under supervision of the elected VIPS Coordinator, shall plan, coordinate, and communicate with administration, teachers, and parents for two (2) classroom parties per year. The Homeroom Parent Coordinator will ensure every classroom teacher has an assigned room parent(s) to assist in obtaining help needed throughout the year and coordinating classroom parties. The Homeroom Parent Coordinator shall be responsible for organizing any Homeroom Parent meetings and group volunteer opportunities. The Homeroom Parent Coordinator shall perform such other duties as may be assigned by the President or the PTO Board.
- Section 6* The Spirit Night chair, under supervision of the elected Fundraising chair, shall be responsible for planning and organizing spirit night events. The Spirit Night chair shall research and select appropriate spirit night venues, negotiate profits, work with school administration and PTO Public Relations to select dates and publicize events. They shall develop and manage any staff appearances and staff. The Spirit Night chair shall perform such other duties as may be assigned by the President or the PTO Board.
- Section 7* The Rewards Program chair, under supervision of the elected Fundraising chair, shall be responsible for identifying, enrolling in and managing submissions for any rewards programs including, but not limited to Box Tops, Campbell's Soup, Coke Rewards, Randall's, Amazon Smile, etc. The Rewards Program chair shall perform such other duties as may be assigned by the President or the PTO Board.
- Section 8* The Field Day Coordinator chair, under supervision of the elected VIPS chair, shall be responsible for supporting the school in planning for the annual field day events. The Field Day Coordinator shall assist the school and Physical Education staff in identifying and purchasing supplies for field day, obtaining volunteers, and coordinating scheduling. The Field Day Coordinator shall perform such other duties as may be assigned by the President or the PTO Board.
- Section 9* The District Liaison (formerly Director At Large) shall attend, either in-person or virtually, all FBISD Board of Trustee meetings and keep the Organization apprised of district and campus updates and activities. The District Liaison shall perform such other duties as may be assigned by the President or the PTO Board.
- Section 10* The Fifth Grade Exit chair, shall be responsible for coordinating events and volunteers for Fifth Grade fundraisers. They will work with the school to establish the events and activities for the Fifth Grade exit parties.

- Section 11* The Eagle Eye Guys chair, under supervision of the elected VIPs Coordinator, shall be responsible for organizing and managing the Eagle Eye program, supervise playground time, ensuring effective communication, volunteer coordination, and promotion to encourage participation from dads and other male role models. Supervision of playground time will begin with the Fifth-grade students with two (2) volunteers once a week and grow with increased volunteers to daily. Fifth-grade playground time is at 12:40 pm to 1:40 pm. The Eagle Eye Guys chair shall perform such other duties as may be assigned by the President or the PTO Board.
- Section 12* The Winter Wonderland chair, under supervision of the Vice President, shall be responsible for coordinating volunteers for set up of Winter Wonderland set up prior to the Thanksgiving break and break down at the end of the first semester. Décor must be taken down before the December holiday break after the students.
- Section 13* The Trunk or Treat chair, under the supervision of the Vice President, shall be responsible for coordinating candy donations, trunk volunteers, set up of event, coordinate with FBISD police and Missouri City Fire Department and submit information to Public Relations for advertisement of the event.

#### **Article IX – Executive Board**

- Section 1* The Executive Board shall consist of the elected President, Vice President, Treasurer, Secretary, Parliamentarian, Fundraising, VIPS, Public Relations, Teacher Liaison and Principal of Quail Valley Elementary School, or a representative as appointed. (*see Article V, Section 1*)
- Section 2* The duties of the Executive Board shall be to transact necessary business between Organization meetings, to designate expenditures of the Organization funds, to approve the plans of work of the Standing Committee Chairmen and approve a budget for the fiscal year.
- Section 3* Any matter involving an unbudgeted expenditure in excess of \$250, donations or recommendations to adopt resolutions, must be submitted to the Executive Board for approval. A majority of the votes cast at a meeting where a quorum is present must be obtained for a motion to pass. Each Executive Board position represents one (1) vote.
- Section 4*

### **Article XII – Removal from Office**

A Board member, who without cause, fails to attend three (3) consecutive meetings of the Organization or fails to respond for online requests for votes, or who, in the opinion of the majority of the Board, has been grossly negligent in the performance of his/her duties, may be removed by a majority vote of the Board.

### **Article XIII – Financial Matters**

The budget will be prepared by the Treasurer and Vice President and voted on by the Board at the beginning of the year. Any expenditures outside the budget or exceeding the budget must be approved by a majority vote of the board. The President has the authority to make purchases on expenditures not to exceed a total of \$250 outside of the Budget within the fiscal year.

Requests for reimbursements are to be submitted to the Treasurer for payment. Reimbursements will be made for budgeted expenses and expenditures that are approved by the board. If the expense is not approved for reimbursement by the Board, the requester will not be paid back for that expense.

### **Article XIII – Parliamentary Authority**

The rules contained in Roberts Rules of Order Revised shall govern the Organization in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or the Standing Rules of this Organization.

### **Article XIV – Amendments**

These Bylaws may be amended at any General Body meeting of the Organization by a majority vote of the members present and advance notice of the proposed changes is given two weeks prior to the vote.

### **Article XV – Dissolution**

In the event of dissolution of the Organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(C)(3) of the Internal Revenue Code of 1954 as amended.