

Bess Brannen PTO Bylaws

Revised May, 2026/Kari Clubine; Voted May 8, 2026

Article I- Name

The name of this organization shall be the Bess Brannen Parent Teacher Organization (PTO) Lake Jackson, Texas

Article II – Purpose

The purpose of the organization is to develop closer connections between school and home by encouraging parent and teacher involvement. We strive to enhance the educational experience by supporting academic and enrichment activities. We will improve the environment at our school by providing volunteer and financial support.

Article III – Policy

- Section 1: The purpose of this organization shall be educational and shall be developed by members through board meetings, committees, projects, and programs
- Section 2: This organization shall be noncommercial, nonsectarian, and nonprofit. No Commercial enterprise and no candidate can be endorsed by it. Neither the name or the organization nor the names of the officers in their official capacities shall be used in any connection with this commercial concern or with any partisan interest or for any purpose other than the goals of the organization.
- Section 3: All legal papers of this organization will be the sole possession of the PTO.

Article IV- Membership

- **Section 1:** Any parent, appointed guardian, or family member of a Bess Brannen Elementary School student shall be eligible for membership in the organization without regard to race, color, creed or national origin.
- **Section 2:** Any teacher or staff member at Bess Brannen Elementary School shall be eligible for membership in this organization.
- **Section 3:** The organization shall conduct an annual enrollment of membership at any time.
- **Section 4:** The annual dues shall be set by the Board of Directors with approval by the general membership.

Article V – Government

- **Section 1:** The government of this organization shall be vested in the Board of Directors (also known as Officers) and the Principal. The Board of Directors shall consist of five duly elected officers: (President, First Vice President, Second Vice President, Secretary, and Treasurer), as well as have 10 Standing Committee Chairpersons: (Hospitality, Volunteer Coordinator, Room Parent Coordinator, Junior Achievement, Spirit Night Coordinator, Big Love Coordinator, Scholarships Chairperson, Yearbook Chief Editor, Teachers Rep & Co Hospitality)
- **Section 2:** The Board of Directors/Officers of the organization shall be duly elected in the manner prescribed in the by-laws and shall hold the office for the minimum elected term of two years.
- **Section 3:** The Board of Directors/Officers, with the Principal, shall consider all matters coming before the organization not otherwise stipulated in the by-laws.

- **Section 4:** The Board of Directors/Officers, with the Principal, shall have general control and management of the business and financial aspects of the organization.
- **Section 5:** Any decision of the Board of Directors/Officers may be overruled by a two-thirds vote of the regular paid members present at a regular or special business meeting.
- **Section 6:** For any reason, if a Standing Committee Chairperson cannot fulfill their term, the President will appoint another PTO member to fill the vacant position.
- **Section 7:** Any Vacancies on the Board of Directors/Officers shall be filled by a vote of the Board of Directors/Officers and Principal.
- **Section 8:** The Board of Directors/ Officers shall have approval for payment of all the debts of the organization over the cost of \$500.00. The President and the Treasurer shall each have approval for payment of all debts of the organization up to and including \$500.00 after reciprocal discussion and approval of each discussion or transaction that has occurred.
- **Section 9:** The Principal and Three of the Five elected Board Members of the Bess Brannen PTO must agree in order to reserve the right to terminate any person on the Board of Directors or Standing Committee Chairpersons as they see fit.

Article VI – Duties of the Elected Officers

Board of Directors consist of the following positions of officers of the organization as well as the principal of the school.

❖ Section 1: President

The President shall be assisted in these duties by the principal and other members as needed.

The duties of the president are:

1. Preside and oversee all meetings and the events of the organization.
2. Execute and administer the policies of the organization.
3. Review and propose revisions of the By-Laws as needed.
4. Execute the agenda for all meetings.
5. Call regular and special meetings as needed.

❖ Section 2: First Vice President

The duties of the First Vice President are:

1. Assume the duties of the President in the absence of the President
2. Additional duties as necessitated by the president.
3. Assist board members and chair position holders to ensure all PTO events are successful.
4. Assist the school counselor with Red Ribbon Week
5. Organizing, working and coordinating Special Events

❖ Section 3: Second Vice President

The duties of the Second Vice President are:

1. Assume the duties of the President in the absence of the President and First Vice President.
2. Assume responsibilities of all fundraising activities. Including but not limited to: Fall Fun Run and Rowdy Round-up.
3. Assist and mentor Spirit Night Coordinator with monthly planned events.

❖ Section 4: Secretary

The duties of the Secretary are:

1. Attend and maintain the minutes of the Organization from each meeting and relate the minutes to the Board of Directors and general membership. Minutes shall include every member's name in attendance. Minutes shall have a Call to Order and Adjournment time posted as the start and finish of each meeting.
2. Responsible for the distribution of all minutes of the general assembly. These minutes shall be emailed to all members who provide an email address on their paid membership form. In addition, the Secretary or Volunteer Coordinator shall compile a list of PTO member email addresses to which the minutes shall be provided
3. Responsible for assuring that the school's front office and/or the PTO Website has a copy of all flyers and scheduled events as well as a copy of the PTO minutes.
4. Maintain any official correspondence that is necessary on behalf of the organization.
5. Provide copies of the by-laws to all new board members, and if requested by any member of the general membership.

❖ **Section 5: Treasurer**

The duties of the Treasurer are:

1. Keep an accurate and detailed account of all monies received and disbursed.
2. Keep on permanent file the PTO Employer Identification Number (EIN) assigned by the IRS, and the sales tax permit assigned by the Texas Comptroller's office, if one has been acquired.
3. Complete and file the appropriate Government taxes twice a year.
 - a) July –Federal Tax
 - b) January – Sales tax
4. Make timely deposits to a financial institution approved by the Board of Directors, and in a bank account in the name of the PTO.
5. Reconcile monthly bank statements as soon as received from the assigned reviewer.
6. Maintain a list of assets (i.e., popcorn or snow cone machine, cash register, computer) owned by the PTO.
7. Make disbursements in accordance with the budget adopted by the board of directors. Bills should not be paid in cash. Checks shall be drawn upon signature of the treasurer, co-treasurer or President, at the request of the treasurer.
8. Report the financial status of the organization to the Board of Directors at each monthly meeting.
9. The treasurer's accounts shall be examined by an auditor or an auditing committee, who satisfies that the treasurer's report is correct and shall sign a statement of this fact at the end of the report. The Audit shall take place a minimum of once, if not more than once a year.

❖ **Section 6: Reporting material**

1. All officers will deliver to their successors all official material within one month following the meeting at which they assume their official duties.

❖ **Section 7: Vacancies of Board of Directors/Officers**

1. A vacancy occurring in any Board of Directors/Officer shall be filled for the unexpired term by a person elected by a majority vote of the remaining Board of Directors/Officers and Principal of the school. Nominations shall be collected by the board.
2. If vacancy occurs in the office of the President, the First Vice President shall assume the office until a new President is elected.
3. If a vacancy occurs in the office of treasurer, the President shall assume the responsibilities of the office until a new Treasurer is elected.

Article VII – Standing Committees

There shall be 10 Standing Committee Chairpersons. The Chairman of the standing committees shall be appointed by the president.

❖ Section 1: Standing Committees/Chairman

1. Volunteer Coordinator
2. Hospitality Chairman
3. Co-Chair Hospitality
4. Junior Achievement Chairman
5. Big Love Chairman
6. Spirit Night Coordinator
7. Yearbook Chief Editor
8. Scholarships
9. Teachers Representative
10. Room Parent Coordinator

❖ Section 2 – Duties of Each Standing Committee/Chairman

1) Volunteer Coordinator

- i) Responsible for assisting the PTO Board Members with recruiting volunteers needed for all PTO events as deemed necessary by PTO Board and Principal.
 - Update volunteer lists as needed and distribute membership to appropriate committee chairs.
 - Must compile a master list gathered from membership forms and respected committees including room parents as provided by teacher for all volunteer opportunities
- ii) Responsible for gathering volunteers for the following:
 - Winter Wonderland
 - Rowdy Round-Up Volunteers
 - Fun in the Sun
 - Any additional added events throughout the year where 10 or more volunteers are required.
- iii) Responsible for organizing an effective shift schedule for working events, games and rides as deemed necessary by the 2nd Vice President and events committee. Teachers work schedules will be organized by the School Secretary or School Principal and communicated so that both volunteer work schedules of shifts work simultaneously. (Any and all money related shifts must be filled by teacher or board members or as deemed qualified by PTO treasurer)

2) Hospitality Chairman

- Organize events recognizing faculty and staff throughout the year, month to month, quarterly, & holidays, etc. (this will be at the discretion of Chairman and or Co Chairman).
 - Annual events include Back to School for teachers, Souper Salad (November), Teacher Appreciation Week and End of School event. These may include but are not limited to, luncheons, snacks, and baked goods for teachers and staff.

Maintain and communicate with treasurer regarding budget, staying within budget and reporting all receipts for reimbursement within 30 days of event.

Direct partnership with volunteer coordinator may be necessary for distribution of sign-up lists for donations that may be needed for each events.

- **Communicate ALL events and planning with President prior to receiving approval from the office to ensure, no overlapping of planning and events.**

3) Co-Chair Hospitality

- Assist Hospitality Chairman with organizing all events recognizing faculty and staff.

4) Junior Achievement Chairman

- Organize a class volunteer to teach the Junior Achievement lesson for each teacher or class that wishes to participate.
- Hold a meeting with the Junior Achievement Representative in October to discuss the program with volunteers and organize distribution of Junior Achievement packets to each volunteer.

5) Big Love Chairman

- Must update Flyer on file every year and make copies for every student to take home, before the donations are to start
- There are two options for Big Love
 - a) Toy Drive b) Coin Drive
- Toy drive: make sure boxes are placed throughout the school for collection and the toys are delivered to the Pearland location within the first week of October.
- Coin drive: make sure each class is equipped with a coin container for collection. Collect, count and make deposit into the Bess Brannen PTO checking account along with the treasurer. Treasurer will make disbursements in the name of Big Love and mail the donation to them within thirty days of the end of the event. Big Love Chairman must always recruit one additional committee member in addition to the treasurer to assist in collection and counting of monies collected.
- Must promote throughout the month.
- Any incentives must be announced at the beginning of the event.
- Communicate with the school secretary for dates to which incentives are to be held.

6) Spirit Night Coordinator

- Organize and manage up to 1 Spirit night per month.
- Responsibilities will include choosing restaurants to partner with and the scheduling of each spirit night event.
- Making signs or take-home flyers including promotion stickers or picking up signs from restaurants and promoting each of the events.
- Responsible for arranging collection of donations for Spirit night with each restaurant (should they need pick up) must communicate with treasurer to ensure receipt of donation for each organized spirit night.

7) Yearbook Chief Editor

- Take pictures and or compile pictures throughout the year to produce an annual yearbook
- Appoint a committee to take pictures per grade level at each event
- Promote to generate yearbook sales.

8) Scholarship Chairperson

- Responsible for maintaining and turning in scholarship application criteria on time to high school counselors. Any changes made to the scholarship application will need to be voted on and approved by the PTO Board.
- Choose a minimum of 5 PTO members as a committee to review and judge applications. Select two(2) winners from Bess Brannen, and one (1) from Elizabet Ney(to end the year of 2032).
PRESIDENT MUST BE INCLUDED AS COMMITTEE MEMBER
- Must present or arrange for a PTO representative to present scholarships at the ceremony in May along with Bess Brannen school representative.

9) Teacher Representative

- Assure faculty representation at all PTO meetings

10) Room Parent Coordinator

- Will need to communicate with teachers after meet the teacher to gather and assist with assigning their classroom room parents.
- Will need to communicate with each room parent, and provide an effective way of organizing and assisting room parents.
- Communicate with Room Parents regarding the allotted reimbursement for each classroom per year (refer to treasurer for allotted amount).

❖ Section 3: Recruitment of Committees

Each chairman shall be responsible for the recruitment of PTO members to serve on the respective committees as needed.

❖ Section 4: Additional Duties

Any additional duties can be assigned to a committee as determined necessary by general membership and Board of Directors.

Article VIII – Teachers Representative

The Teachers representative shall be appointed by the principal of the school. The duties of the Teacher Representative are:

- Represent the interest of the faculty to the board.
- Inform the faculty of all decisions and policies of the Board.
- Assure faculty representation at all PTO meetings

Article IX- Meetings

- ❖ **Section 1:** The Board of Directors shall meet at least two times a year. All meetings shall be open to members for the purpose of observation only. Notice of such meetings shall be posted on the monthly school calendar with the exception of the annual budget setting board meeting.
- ❖ **Section 2:** General PTO meeting shall be held monthly. Notice of such meetings shall be posted on the monthly school calendar.
- ❖ **Section 3:** Special meetings of general membership shall be called for any appropriate purpose determined by the PTO President, 5 days notice must be given.
- ❖ **Section 4:** The bi-annual election meeting shall be held during the February meeting. Notice of this meeting shall be included in the school newsletter prior to the meeting.

- ❖ **Section 5:** Any special meeting called to amend the By-Laws must be posted on the PTO bulletin and ten days advance notice must be given.

Article X – Finances

- ❖ **Section 1:** The Board of Directors shall have the authority to approve expenditures with a two-thirds approval of the board.
 - Any and all monies raised through the Bess Brannen PTO sponsored fundraiser, school events, activities, or any funds given in donation to the school for the benefit of its students shall remain with, and governed by, the Board of Directors of Bess Brannen PTO, either as a designated budget line item or in a general contingency fund.
 - Any overage of funds from independent programs being held by the PTO shall revert to the general fund upon termination of said program.
 - Fiscal authority or responsibilities of accounts shall be governed by the Board of Directors of Bess Brannen Elementary PTO.
 - Campus administration, principals and/or teachers may serve the PTO in an advisory capacity and may not be given fiscal authority of accounts.

Article XI – Elections

- ❖ **Section 1:** Nominations for the Board of Directors positions (President, First Vice President, Second Vice President, Secretary and Treasurer) should be submitted to the Board of Directors at the regular PTO meeting held in January and up until the Election Meeting in February.
- ❖ **Section 2:** The current president of the Board of Directors will contact each of the nominees to confirm they will indeed accept the nomination and run for the position they were nominated for.
- ❖ **Section 3:** At the biennial election meeting in February for the Board of Directors/Officers positions, there shall be elected, by majority of the votes cast, the following officers: President, First Vice President, Second Vice President, Secretary and Treasurer elected.
 1. The Board of Directors/Officers of the organization shall hold the office for the minimum elected term of two years.
 2. Persons may be re-nominated and re-elected for the same position under the same agreed duty terms in the by-laws.
 3. A person shall not be eligible to serve more than three consecutive terms in the same office on the Board of Directors unless there is no nomination for the position in question.
- ❖ **Section 4:** During the biennial Elections meeting the newly elected Board of Directors President will then appoint any and all open standing committees/chairman positions.

Article XII- Voting during Elections

- ❖ **Section 1:** Any parent, appointed guardian or family member of a Bess Brannen Elementary School student that is a paid member of the PTO is entitled 1 vote per household on matters brought before the assembly during regular or special meetings.
- ❖ **Section 2:** Any teacher or staff member at Bess Brannen Elementary School that is a paid member of the PTO is entitled to 1 vote per person.

- ❖ **Section 3:** Voting shall be by individual, and no person shall cast more than one ballot. Absentee or proxy votes shall only be allowed for teachers who are not in a position to join the general election meeting. Votes by Proxy must be received by the current president prior to the start of such meeting.
- ❖ Online voting programs are allowed if administered by a nonvoting member to ensure that all teachers will be allowed to vote at a meeting that takes place during class hours. They must be given a window of 15 minutes prior to voting in the general election meeting.
- ❖ **Section 3:** The president (with consideration from principal) shall rule in the event of a tie.

Article XIII- Amendments

- ❖ **Section 1:** These bylaws may be amended at any General Assembly meeting of the organization by two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given at the previous Executive Committee meeting and must be reviewed and or updated at the end of every term.

Article XIV-FISCAL YEAR

- ❖ **Section 1:** The fiscal year of the PTO shall begin on July 1st and end on June 30th.

Article XV: Dissolution

- ❖ **Section 1:** In the event of liquidation, dissolution, or winding up of the organization, whether voluntary, involuntary, or by operation of law, the PTO shall, after paying or making provision for the payment of all of the liabilities of the PTO, dispose of all the assets of the PTO, in such a manner as the Board of Directors shall deem that all remaining funds be distributed to Bess Brannen Elementary.

Article XVI: Rules of Order

- ❖ **Section 1:** The rules contained in the Roberts's Rules of Order revised shall govern the organization in all cases which they are applicable and when not in conflict with these By-Laws. A copy of Robert's Rules of Order shall be provided by this Organization for the President at the time that all official material is delivered.

Article XVII: Shade Coverings

- The PTO gifted a shade covering to Bess Brannen Elementary installed in summer 2024. A minimum of \$5000 needs to be kept in the money market, allocated for future shade covering maintenance or repairs.

Article XVIII: Code of Conduct

- All members of the PTO are expected to conduct themselves in a respectful, courteous, and professional manner at all times when representing or participating in PTO activities.

This includes, but is not limited to:

- Demonstrating respectful behavior toward school staff, students, parents, and fellow PTO members
- Communicating in a positive and constructive manner
- Supporting a welcoming and inclusive environment for all members of the school community
- Refraining from disruptive, inappropriate, or disrespectful conduct during meetings, events, and communications

Any member found to be engaging in disrespectful behavior—including but not limited to inappropriate language, harassment, or actions that undermine the mission and values of the PTO—may be subject to removal from the organization.

Removal of a member requires a two-thirds (2/3) vote of agreement between the school principal and the PTO Board.