

**BYLAWS
Of
Cele Middle School
Parent Teacher Organization**

ARTICLE I - NAME, DESCRIPTION AND PURPOSE

Section 1: NAME - The name of the organization shall be **Colts PTO**. The PTO is located at 6000 Cele Road, Pflugerville, TX 78660.

Section 2: DESCRIPTION - The 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.

Section 3: PURPOSE - The purpose of the PTO is to enhance and support the educational experience at CMS to develop a closer connection between school, teacher and home by encouraging parental involvement, and to improve the environment at CMS through volunteer and financial support.

ARTICLE II - MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of CMS students, plus all staff at CMS. There are no membership dues. Members have voting privileges, one vote per household.

ARTICLE III - OFFICERS

Section 1: EXECUTIVE BOARD - The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, Communications Secretary, and Treasurer. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE - The term of office for all officers is one year beginning August 1 and ending July 31 of the following school year. The elected officers shall not serve more than two (2) consecutive terms in the same office. One who has served more than one-half (1/2) of a term shall be credited with having served that term.

Section 3: QUALIFICATIONS - Any PTO member in good standing may become an officer of the PTO.

Section 4: DUTIES -

Executive Board - Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$250.00.

President - Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice President - Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President.

Recording Secretary - Record and distribute minutes of all Executive Board meetings and all General PTO meetings, prepare agendas for official meetings, hold historical records for the PTO.

Communications Secretary - Manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.

Parliamentarian - Act as consultant to assure that meetings and processes are conducted in accordance with bylaws; advise on parliamentary procedures using Robert's Rules of Order; bring current copy of Constitution and By-Laws to all meetings.

Treasurer - Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial reports, facilitate an annual audit, and hold all financial records.

Committee Chair of Hospitality - Oversee the committee system of the PTO, coordinate hospitality activities, keeps track of spending, evaluates the event after it is over, and reports to the PTO executive board.

Committee Chair of Fundraising - Oversee the committee system of the PTO, manage the coordination of the PTO's fundraising activities such as membership drive, spirit items, "family and/or spirit nights", evaluate the event after it is over, and report to the PTO executive board.

Committee Chair of Volunteers - Oversee the committee system of the PTO, coordinate volunteers for PTO events and school activities. Collect a list of general volunteers at the beginning of the year and for special events. Assure that volunteer data is recorded and available to both the Board and teachers. Work with teachers, staff, and leaders of committees to assure volunteers are recruited for programs.

Teacher/Staff Representative - Shall be a current teacher or staff member at Cele Middle School, and shall serve as a liaison between the PTO and the staff/teachers.

Section 5: BOARD MEETINGS - The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 6: REMOVAL - An officer may be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY - If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fulfill the vacancy, for the remainder of the officer's term. All officer positions not filled by election become vacant. In the case of a vacancy in the office of President, the Vice President shall serve notice to the Executive Board of the election to fill the vacancy of the President and shall conduct the election. A vacancy in any office other than President shall be filled by an affirmative vote of a majority of

the remaining members of the Executive Board. In the interim, duties of any vacancy shall be assumed by the Executive Board.

Section 8: NOMINATIONS - A PTO General Membership meeting will be held to elect officers in the spring for the upcoming year. Nominated officers shall be presented by the PTO Board at this meeting. Additional nominations may be made from the floor of the meeting.

New election of committee members will be held by a ballot. All PTO members are part of the nominating committee and shall consider all candidates for elected positions. The nominating committee will elect, by majority vote, each position of the Executive Board.

ARTICLE IV - MEETINGS

Section 1: GENERAL PTO MEETINGS - General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board. Five (5) days' notice is required to notify all PTO members of all meetings, through all regular publicity channels available.

Section 2: SPECIAL MEETINGS - Special meetings of the executive board may be called by the President or by a majority of the members of the Executive Board with notice given in writing, including electronic mail, to each Executive Board member at least three (3) days before the meeting.

Section 3: VOTING - Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 4: QUORUM - Seven (7) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE V - FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of Cele Middle School PTO. Account signature authority will be given to 3 members of the Executive Board (normally the President, Vice-President and Treasurer). All checks require two signatures of the Executive Board. Funds are held at A+ Federal Credit Union.

Section 3: 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. The PTO shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE - The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS - Contract signing authority is limited to the President or the President's designee.

Section 6: INSUFFICIENT FUNDS - Any person who has written a check to the PTO that is returned for insufficient funds will receive a letter from the PTO asking for immediate payment by cash or money order, and will also incur a \$30.00 fee. If the person does not pay the PTO in the time frame given, they may be turned over to the Attorney General.

Section 7: FUNDS - All funds should be counted by 2 or more members of the Executive Board and should be kept in the CMS safe until ready for deposit by the Executive Board.

ARTICLE VI - BYLAW AMENDMENTS

Section 1: Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII - DISSOLUTION

Section 1: In the event of dissolution of the PTO, any funds remaining shall be donated to Cele Middle School.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Section 1: The authority for this organization shall be "Robert's Rules of Order Newly Revised."

These bylaws were adopted on the ____ day of _____, 2021.

Signed in effect by:

Print Name: _____

Title: _____

Signature: _____

Print Name: _____

Title: _____

Signature: _____