

**SUMMERWOOD ELEMENTARY
PARENT-TEACHER ORGANIZATION
BYLAWS**

ARTICLE I: SUMMERWOOD ELEMENTARY PTO

The name of the organization shall be the Summerwood Elementary Parent Teacher Organization. It shall also be know as the Summerwood Elementary PTO or as the PTO. The PTO shall consist of all Executive Board members as defined in Article VII, and any and all committee members as defined in Article X.

ARTICLE II: ARTICLES OF ORGANIZATION

The Summerwood Elementary PTO exists as a non-profit, unincorporated organization of its members. Its Articles of Organization/Constitution, as from time to time amended, exist as a separate exhibit of these Bylaws.

ARTICLE III: OBJECTIVES

- A. Establish and maintain a working relationship between parents, school and community.
- B. To enrich the education of the children of Summerwood Elementary School through developing and funding of programs and projects which fall outside the school budget.
- C. To enhance the efforts of the staff through involvement of the talents and resources of the parents and community volunteers.
- D. Enhance the quality of education by raising funds to expand technology, purchase supplement equipment, school supplies and the funding of field trips, which may fall outside the school budget.

ARTICLE IV: POLICIES

- A. The Summerwood Elementary PTO shall be noncommercial, nonsectarian, and nonpartisan. Said organization is organized exclusively for charitable, educational, or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- B. The program of the Summerwood Elementary PTO is education, and it shall be developed through conferences, committees, and projects. The PTO shall not attempt to direct the administrative work of the school.
- C. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not

participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

- D. This PTO shall not be liable for any monetary expenditure without prior approval from the PTO president and one additional executive board member. The PTO Executive Board reserves the right to deny any expenditure not deemed necessary.
- E. This PTO shall abide by all current and future Humble Independent School District Guidelines for PTO's.
- F. A vote of the majority of the Summerwood Elementary PTO members is required in order to dissolve said organization.
- G. No Officer or Committee Member of the PTO shall represent themselves on behalf of the PTO without the prior consent of the Executive Board.
- H. The Principal has the ultimate responsibility for the safety and academic standards for the students in his/her building. Therefore, the Principal must approve or disapprove of any activity, fundraiser, or PTO function held on school premises, or that represents the school in any way. This also means that the Principal can veto any action proposed by the PTO Board that he/she deems is derogatory or will have a negative impact on the school or the students and staff.
- I. Upon the dissolution of the organization, 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 federal tax code. After paying any debts outstanding, the remaining assets shall be distributed to the Summerwood Elementary School, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE V: MEMBERSHIP, DUES, FISCAL YEAR AND VOTING RIGHTS

- A. Participation in the Summerwood Elementary PTO is open to any person who will uphold the Policies of the PTO and agrees to these Bylaws.
- B. The fiscal year for the Summerwood Elementary PTO shall be July 1 through June 30.
- C. Dues, if any, shall be determined annually by the PTO Board and shall be payable without proration, at any time during the July 1 – June 30 fiscal year upon registration for membership.
- D. Each member shall be entitled to one vote on each matter submitted to a vote of the membership, if present at the meeting for which such vote is taken.

ARTICLE VI: MEMBERSHIP MEETING

- A. An annual meeting of the membership shall be held no later than the end of May, each calendar year, for the transaction of such business as may come before the next meeting. The Executive Board shall specify the exact date of such meeting annually.

- B. In addition to the annual meeting there shall be other meetings of the membership annually. The Executive Board shall specify the exact dates of such meetings.
- C. Special meetings of the membership may be called by the President, the Principal, the Executive Board or by not less than one-tenth of the membership.
- D. The first general meeting of the year shall be called at the discretion of the Executive Board upon written notice to the members. The membership shall be informed at that meeting the dates of the remaining membership meetings, and the annual meeting. Notice of general PTO meetings shall be announced appropriately.
- E. A quorum at any general meeting shall consist of one percent (1%) of the PTO membership or 15 members, whichever is greater. If a quorum is not present at any membership meeting, no action may be taken.

ARTICLE VII: OFFICERS AND THEIR ELECTIONS

Section 1: Positions and their Elections

- A. The officers of the Summerwood Elementary PTO shall consist of one or more Presidents, one or more Vice-Presidents, a Secretary, a Treasurer, Volunteer Coordinator, Room Parent Coordinator and Spirit Shop Coordinator. The Officers shall be elected and installed at the final meeting of the school year.
- B. The position of Faculty Representative will be appointed by the Principal. The Principal will hold a standing Executive Board position.
- C. The Principal, Faculty Representative, and the Officers listed above in Article VII, Section A, shall be the Executive Board of Summerwood Elementary PTO.
- D. All Officers shall assume their official duties at the close of the school term and shall serve for a term of one (1) year and/or until their successors are installed.
- E. A person serving on the Executive Board shall not be eligible to serve more than two (2) consecutive terms in that office, unless the position is not filled at the end of that term. The Officer shall then have the option to keep his/her position for one (1) more term.
- F. Two (2) persons may be nominated and elected to fill any position, except Treasurer. In this instance, both of the persons shall be given all of the rights and responsibilities of that office. No person shall hold two (2) Executive Board positions simultaneously.
- G. If a position remains unfilled after the elections in May, it shall be considered a vacant position to be filled by a person elected by a majority vote of the new Executive Board.

Section 2: Nominations/Applications

- A. There shall be an Application Committee composed of, at a minimum, four (4) members— the Principal or other school representative suggested by the Principal; the President; and two (2) Board members, randomly selected. Other board members and/or members of the General PTO population may be added to the Application Committee if deemed necessary by the President and/or Principal. The Application Committee shall be appointed by the President in coordination with the Principal. The chairman shall be appointed by the president.
- B. These members of the Application Committee shall consider applications for PTO Board and Committee positions.
- C. Members of the General PTO population may submit their names to the President in order to be considered for participation on the Application Committee. A maximum of two (2) members from the general population will be randomly selected from the names submitted.
- D. Applications for election into Board and Committee positions will be distributed to all Summerwood Elementary families through current Summerwood Elementary students during the Spring Semester to be considered for positions in the following school year.

- E. In order to be considered for a position on the Summerwood Elementary PTO Board, the applicant must have a child enrolled and attending Summerwood Elementary or must be Summerwood Faculty/Staff.
- F. The Application Committee shall select one (1) nominee for each position to be filled, except the offices of Faculty Representative, the selection of which shall be coordinated by the Principal per the Summerwood Elementary PTO Bylaws. The Application Committee shall present its recommended slate of Officers and Committee Members at the general membership meeting at which time additional nominations may be made from the floor.
- G. Only those persons who have consented to serve if elected shall be eligible for nomination either by the Applications Committee or from the floor.
- H. Officers and Committee Members shall be voted on by a show of hands, or in the case of a run-off, the vote shall be by a special ballot. The decision on which process to use will be made by the Executive Board. In the case of a special ballot, votes will be counted by the Principal and one (1) other staff member present at such meeting.

Section 3: Vacancies

- A. Any Board Member may be removed by a majority vote of the Executive Board, whenever it is the judgment of the Board that the best interest of the PTO would be served by such an action.
- B. In order to hold any Board position, the member must have a child enrolled at Summerwood Elementary or must be Summerwood Faculty/Staff during the term of his/her office. If the Board member's child(ren) cease(s) to be enrolled at Summerwood Elementary or the Faculty/Staff member resigns from Summerwood Elementary the respective position will be considered vacant and will be filled per the directions in Article VII, Section 3.
- C. A vacancy in any position, except President, because of death, resignation, removal, inability/refusal to serve, or any other reason, shall be filled by a majority vote of the Executive Board for the unexpired portion of the term. A vacancy in the office of President shall be filled by the Vice-President, on an interim basis, who shall be eligible to serve as President as stated in Section 1, Paragraph D of this Article. The successor must be duly qualified as set forth in Section 1, Paragraph F of this Article.

ARTICLE VIII: DUTIES OF OFFICERS

- A. President – The president will sustain the role of leader for the PTO board and the organization. It is an all-encompassing position. The president will oversee all committees, lending assistance whenever/wherever necessary. The PTO president will work closely with the Summerwood principal, preserving the lines of communication between the PTO and the faculty/staff of Summerwood. It is the responsibility of the president to conduct all PTO Board and General PTO meetings. *Executive*
- B. Vice-President–The vice president is responsible for assisting the president. Division of duties between the President and Vice-President will be established by the individuals holding these positions. If the President is unable to fulfill his/her duties, the vice-president will be required to step in and assume those duties.*Executive*
- C. Secretary - This position is required to notify all PTO board members of an impending meeting. The secretary will assemble [if necessary] agenda packets and distribute. The secretary shall record the minutes of all General PTO and Executive board meetings. After compiling this information, the secretary will disburse this information in a timely manner. The secretary shall be responsible for all PTO correspondence (including thank you, get well or sympathy cards) as well as sending approved gifts such as flowers. *Executive*
- D. Treasurer- The treasurer will be responsible for all deposits and disbursements of PTO monies. He/she will maintain strict records of income and expenses according to budget categories. The preparation of all financial statements will be the responsibility of the treasurer. All tax reports and information will be filed by the treasurer. The treasurer will submit to an outside audit at

the discretion of the Board and/or Principal. The treasurer will prepare and submit financial reports for the PTO board and the General PTO meetings. *Executive*

- E. Volunteer Coordinator – The volunteer coordinator will work closely with his/her respective Head Room Parents in the recruitment of volunteers. The volunteer coordinator must remain in contact with the school, matching volunteers with the work requested by faculty/staff. The volunteer coordinator will also organize the volunteers for the school carnival. *Executive*
- F. Room Parent Coordinator – The room parent will be responsible for gathering class party money, creating party guidelines as directed by the state and/or school district, disbursing the same monies to their respective lead room parents and maintaining the records of each student in regards to payment of party money, allergies, participation, etc. The room parent coordinator will work very closely with the lead room parents. *Executive*
- G. Staff Advisor – This position will be held by the principal of Summerwood Elementary School or his/her designee. He/she shall serve as a liaison between the school district and the PTO board. He/she shall approve all fund raising projects, contracts and other documents of PTO. *Executive*
- H. Faculty Representative – This position can be held by one or more members of the Summerwood Elementary School faculty/staff. They will serve as a liaison between the PTO board and the faculty/staff of Summerwood Elementary School. They shall serve as a liaison between the Board and the Summerwood Elementary staff. They shall perform other duties as may be prescribed by the Executive Board from time to time. *Executive*
- I. Spirit Shop Coordinator – The spirit shop coordinator will research, purchase and sell all spirit-type products (approved by the PTO board) during scheduled school hours, functions and special events. *Executive*

ARTICLE IX: EXECUTIVE BOARD AND DUTIES

- A. The affairs of the PTO shall be managed by its Executive Board.
- B. The duties of the Executive Board shall be to:
 - a. Transact necessary business in the intervals between PTO meetings and such other business as may be referred to it by the PTO.
 - b. Create Standing Committees and or/special committees.
 - c. Present a report at each general meeting of the PTO.
 - d. Prepare a budget for the fiscal year for approval by the executive board. Appoint an auditor to audit the Treasurer's accounts.
 - e. Any changes to the approved budget require Executive Board approval.
 - f. This PTO shall not be liable for any monetary expenditure without prior approval from the PTO president and one additional executive board member. The PTO Executive Board reserves the right to deny any expenditure not deemed necessary.
 - g. Create job descriptions for all Executive Board members and any and all committees.
 - h. Adopt Standing rules that clarify, but do not contradict the By-Laws.
 - i. All Executive Board members and all Committees shall present a plan of work to the Executive Board for approval. No work shall be undertaken without prior consent of the Executive Board.
 - j. Approve all written correspondence made on behalf of the Summerwood Elementary PTO.
 - k. All Executive Board members must maintain documentation related to their function and deliver this documentation and any official materials to their successor within thirty (30) days after the last day of school.
- C. Regular meetings of the Board shall be held during the school year, the time to be fixed by the Executive Board at its first meeting of the year. A majority of the Executive Board members (i.e. ½ plus 1) shall constitute a quorum. Special meetings of the Board may be called by the President or by a majority of the members of the Board.
- D. Votes shall be made by a show of hands with each officer of the Board having (1) vote.

ARTICLE X: STANDING AND SPECIAL COMMITTEES

- A. A Standing Committee shall be created by the Executive Board as deemed necessary. Some examples are rebate, cultural arts, and yearbook. Their term shall be one (1) year. The Standing Committees shall be elected at the end of each school year along with the Officers.
- B. Any Standing Committee must maintain documentation related to their function and deliver this documentation and any official materials to their successor within thirty (30) days after the last day of school.
- C. The power to form special committees and appoint their members rests with the Executive Board. No work shall be undertaken without prior consent of the Executive Board. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and all final documentation and/or official materials are received.
- D. The President and the Principal shall be a member ex-officio, with voting privileges, of all committees.

ARTICLE XI: CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

- A. The Executive Board may authorize any officer(s) or agents of the PTO, in addition to the officers so authorized by these By-Laws, to enter into any contract or execute and deliver any instrument in the name of and for the PTO. Such authority may be general or confined in specific instance.
- B. All funds of the PTO shall be deposited from time to time to the credit of the PTO in such banks, trust companies, or depositories as the Executive Board may select. All deposits should be given over to the Treasurer within 24 hours of the event. The Treasurer then has a maximum of thirty (30) days to deposit funds in the Summerwood Elementary PTO bank account.
- C. All checks must be signed by a combination of two (2) of the following officers: Treasurer, President, Secretary and/or First Vice-President.
- D. The Board may accept on behalf of the PTO any gift, contribution, bequest or device for the general purposes or for any special purpose of the PTO.
- E. Any time PTO monies are being collected there must be at least two (2) Board members present.
- F. A minimum of \$2,000.00 (TWO THOUSAND DOLLARS) shall be carried over each year as start-up monies. The PTO may carry over any amount above this \$2,000.00 as long as it is designated for a particular purpose. Any carryover funds above the \$2,000.00 must be specified for a named purpose.

ARTICLE XII: RECORDS

The PTO shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of its membership and Board meetings. All books and records of the PTO may be inspected by any member or his/her agent or attorney for any purpose at any reasonable time.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Revised, shall govern the PTO in all cases in which they are applicable except where they are in conflict with these By-Laws.

ARTICLE XIV: AMENDMENT OF BY-LAW

- A. These By-Laws may be amended at any regular meeting of the PTO by a two-thirds vote of the members present and voting; providing that the proposed amendment has been presented at

the previous regular meeting or by written notice communicated to the membership prior to the meeting at which vote is taken.

- B. A committee may be appointed to submit a revised set of By-Laws as a substitute for the existing By-Laws only by a majority vote at a meeting of the PTO, or by a two-thirds vote of the Executive Board.
- C. The requirements for adoption of a revised set of By-Laws shall be the same as in the case of an amendment.
- D. At the beginning of each school year, the Executive Board shall review the By-Laws, revise as deemed necessary, and the new executive board shall sign and approve them.
- E. At the beginning of each school year a copy of the By-Laws shall be available on the PTO website.

Summerwood Elementary PTO By-Laws

Approved by the Executive Board of this Organization

October 4, 2011

And was adopted by the General Membership on

Signatures of Executive Board Members

President

Vice-President

Treasurer

Spirit Shop Coordinator

Lead Room Parent Coordinator (k-2)

Principal

President

Secretary

Volunteer Coordinator

Spirit Shop Coordinator

Lead Room Parent Coordinator (3-5)

Assistant Principal