

By-Laws of Valley Ranch Elementary Parent Teacher Organization (PTO)

ARTICLE I: NAME

The name of this organization is **VALLEY RANCH ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION** (hereafter referred to as the “**PTO**”). It is a local and independent unit organized by the parents and faculty of Valley Ranch Elementary School, Coppell Independent School District, 9800 Rodeo Drive, Irving, Texas 75063.

ARTICLE II: OBJECTIVES

The objectives of the PTO are as follows:

- a) To promote the welfare of children in home, 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 a closer relationship between parents and teachers in the education of children.
- d) To be organized exclusively for educational purposes, including the enhancement of and contribution to events that affect Valley Ranch Elementary School.

ARTICLE III: BASIC POLICIES

The basic policies of the PTO are as follows:

- a) The PTO shall be non-commercial, non-sectarian, and non-partisan.
- b) The PTO may cooperate with other groups concerned with child welfare. Persons representing the PTO in such matters 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 not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office or devote more than a minimal portion of its activities in attempting to influence legislation by propaganda or otherwise.

ARTICLE IV: STANDING RULES

The standing rules of the PTO are as follows:

Section 4.01 ACCOUNTING YEAR

The PTO shall operate, for all purposes, on an accounting year basis that shall begin on the first day of July and end the thirtieth day of June each year.

Section 4.02 RECORDS

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 PTO Board.

Section 4.03 DEPOSITS

All funds of the PTO shall be deposited to the credit of the PTO in such depositories as the PTO Board, by resolution, may select.

Section 4.04 PAYMENT OF INDEBTEDNESS

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, and is payable to an entity other than a vendor, must be countersigned by the President or in the absence of the President, the Assistant Treasurer of the PTO.

Section 4.05 STATEMENT OF CONDITION

The PTO Board shall present, at each annual meeting of the PTO, a full and clear statement of the business and condition of the PTO. The statement shall include a reasonably detailed balance sheet and income statement.

Section 4.06 TREASURER'S ACCOUNT

The Treasurer's account shall be examined annually, or as often as deemed necessary, by the PTO Board. The account shall be examined by an auditing committee of not less than three (3) members, appointed by the PTO Board, at least two (2) weeks before the first meeting of the school year , typically held in August.

Section 4.07 DISSOLUTION

In the event of dissolution of the PTO, its net assets shall be distributed as determined by the PTO Board, but only to an organization or organizations organized and operated exclusively for the educational purpose and which shall qualify, at the time, as an exempt organization or organizations under section 501(c) (3) of the Internal Revenue Code of 1986 or any corresponding provision of any subsequent Internal Revenue law or laws.

Section 4.08 CONTRIBUTIONS TO PTO

The PTO 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.

Section 4.09 DONATIONS BY THE PTO

In the event of death of a student or staff member at Valley Ranch Elementary or at another school in the Coppell Independent School District, the PTO may donate an appropriate gift in memory of that person, the cost of such gift not to exceed **\$100.00**.

Section 4.10 APPROVAL OF COMMUNICATIONS

The Principal of Valley Ranch Elementary, or his/her appointed representatives and the CISD Communications Department, shall approve all communications sent out to the PTO general body.

Section 4.11 BOND REQUIREMENTS

- a) The PTO must conduct an annual audit of the books by an audit committee or qualified accountant.
- b) The monthly bank reconciliation must be reviewed, signed and dated, by someone who does not have authorization to sign checks.

ARTICLE V: ARTICLES OF ORGANIZATION

This PTO is organized exclusively for charitable and educational purpose 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 laws) or
- b) by an association, the contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law or laws).

ARTICLE VI: MEMBERSHIP & DUES

Section 6.01 DEFINITION OF MEMBERSHIP

Any individual who subscribes to the objectives 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.

Section 6.02 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 6.03 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 positions.

Section 6.04 DUES

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

ARTICLE VII: OFFICERS AND THEIR ELECTION

Section 7.01 ELECTION OFFICERS

PTO Board members shall assume their official duties upon vote confirmation at the Annual Meeting as stated in Article X Section 10.02 and shall serve until the Annual meeting of the following year, with the exception of the Treasurer, who shall serve from July 1st through the following June 30th. 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 unless approved by a simple majority of the PTO Board. The PTO Board of the PTO shall consist of:

President

Vice-President

Secretary

Treasurer

Assistant Treasurer

Technology Coordinator

SHAC Coordinators (2)
Hospitality Coordinator
Membership Coordinator
Membership Directory Coordinator
Publicity/Newsletter/Historian Coordinators
Yearbook Coordinator
Programs Coordinator
Fundraising Coordinator
School Supplies Coordinator
Community Partners
Spirit Wear Coordinator
Volunteer Coordinator
Room Parent Coordinator
Specials Room Parent Coordinator
Field Day Coordinator
Community Night Coordinator
Library Coordinator
Spring Carnival Coordinator
Marquee Sign Committee
Faculty Representative – (2)

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

Section 7.02 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 remaining members of the PTO Board. The President has the right to appoint an interim replacement. In case of a vacancy in the office of the President, the Vice-President shall serve in this capacity for the remaining term, and a new Vice-President will be elected as set forth herein above.

Section 7.03 ADDITIONAL OFFICES

The PTO Board shall have the power to create offices, as it deems necessary by a majority vote of its members.

ARTICLE VIII: DUTIES OF OFFICERS & ASSISTANTS

Section 8.01 PRESIDENT

The President shall preside at all the PTO Board and Annual meetings. He/she shall coordinate the work of the PTO board and committees in order that the objectives of the PTO may be promoted. He/she shall present the year's activities for approval by the PTO Board and school Principal. 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. Attends the CISD PTO Presidents meetings once a month.

Section 8.02 VICE-PRESIDENT

The Vice-President shall preside at the PTO Board and Annual meetings in the absence of the President. Coordinates programs for the General meetings and responsible for printed programs, as required. Responsible for securing facility requests for PTO Board meetings.

Section 8.03 SECRETARY/PARLIMENTARIAN

The Secretary shall be responsible for recording minutes of all meetings (General Body and PTO Board), contacts PTO Board to remind them of the meetings, and takes attendance at all meetings. He/she shall provide typewritten minutes of the previous meeting to PTO Board members, posts minutes on the school bulletin board. Handles all correspondences deemed necessary by the PTO Board. He/she shall be responsible to advise any member on questions regarding parliamentary law or method of procedures when requested. He/she shall serve as Chairperson of the Tellers for elections and count a vote when requested by the presiding officer. The rules contained in the current edition of *Robert's Rules of Order* serve as parliamentary authority.

Section 8.04 TREASURER

The Treasurer shall be responsible for general bookkeeping, deposits, withdrawals and the issuance of checks. He/she shall also be responsible for coordinating the handling of money for the major fundraisers. He/she shall present a financial statement at every meeting of the PTO general body and PTO Board and prepare an annual report for the first meeting of the following year. The Treasurer also shall be responsible for filing form 990 with the Internal Revenue Service annually and any other form(s) that may be required. Checks made payable to the Treasurer must be signed by another authorized signatory. Authorized signatories are: President, Treasurer and Assistant Treasurer. Checks exceeding \$250.00 to any entity other than a vendor shall require two (2) signatures as noted in Article IV, Section 4.04 of these By-Laws.

Section 8.04(b) ASSISTANT TREASURER

The Assistant Treasurer shall be responsible for assisting the Treasurer with duties as outlined in Section 8.04 with the exception of money withdrawal and issuance of checks. The Assistant Treasurer shall present financial reports at the PTO Board meetings in the absence of the Treasurer.

Section 8.05 TECHNOLOGY COORDINATOR

The Technology Coordinator is responsible for the maintenance and update of all online entities as used by the PTO. This includes but is not limited to PTO website, online volunteer signup, PTO newsletters, and online membership directory. The Technology Coordinator will also work with the Treasurer/Assistant Treasurer to track and process online payments to the PTO.

Section 8.06 STUDENT HEALTH ADVISORY COMMITTEE COORDINATOR

The SHAC Coordinator works with the school Counselor, Nurse, and/or Principal to determine any PTO action needed in regard to the well-being of the children of Valley Ranch Elementary School. He/she shall be responsible for working closely with the school Secretary to develop a plan for assisting staff with car line pick-up during the 1st week of school. Also responsible for coordinating Child Safety

Awareness Programs such as, but not limited to: internet safety, anti-bullying, bicycle safety, helmet safety, safety patrol, and drug and alcohol prevention abuse programs. Shall be responsible for working closely with the President in response to any emergency situations relative to Valley Ranch Elementary student and/or teacher/staff (death in the family, hospitalization, etc.) Oversees projects for those less fortunate VRE students that may require collections of gifts/donations (school supplies, Sky Ranch, etc.). Responsibilities will also include working with local officials in regard to community events relative to the “health and welfare” of Valley Ranch Elementary students. Any expenditure from the Benevolence Scholarship shall require Executive Board approval if in excess of \$100.00.

Section 8.07 HOSPITALITY COORDINATOR

The Hospitality Coordinator shall be responsible for coordinating assistants for hospitality related activities and special PTO events requiring refreshments and/or food. PTO events include but are not limited to: the 1st day of school BooHoo/Yahoo Breakfast for parents, Teacher Luncheons, Spring Open House, Field Day, Kinder Round Up, offering/organizing assistance for teachers/students dealing with illness or death in family and others duties as requested and allowed by the PTO by-laws. He/she shall ensure that all parent volunteer assisting him/her have completed background checks, which are required for CISD volunteers.

Section 8.08 MEMBERSHIP COORDINATOR

The Membership Coordinator shall be responsible for creating enthusiasm among parents and teachers to join the PTO. He/she shall head the annual membership drive, distribute PTO membership forms, and track the return of said forms and payment of dues. Shall also be responsible for establishing and implementing incentive parties for students such as pizza and/or ice cream parties. Also responsible for capturing the membership information necessary to develop the school directory which is published by the PTO. Responsibilities include, but not limited to: Compilation of the PTO membership data for publication and distribution to PTO members that are in good standing and creation/maintaining of the PTO Welcome Packets – He/she shall prepare the packets for new student enrollment. The packets should include: PTO membership information, volunteer sign-up sheets, t-shirt/school supply information, PTO Board member list, a list of Home Room Parents, and the most recent PTO newsletter. They are to be kept in the office for the secretary to hand out. Kinder packets will need to be put together for Kinder Round-Up in the spring.

Section 8.09 PUBLICITY COORDINATOR

The Publicity Coordinator shall be responsible for publicizing events of Valley Ranch Elementary so as to promote goodwill and community involvement. This individual is also responsible for developing a good working relationship with local newspaper personnel and submitting articles and/or photos to said personnel on a regular basis for publication.

Section 8.10 NEWSLETTER COORDINATOR

Prepares and distributes the school newsletter. Solicit articles from various committees, and school staff for the newsletter.

Section 8.11 YEARBOOK COORDINATOR

The Yearbook Coordinator prepares the layout for the school yearbook and coordinates with publisher the printing of the yearbook. He/she is responsible for the sale of yearbook and establishing the sale price. Collects pictures and takes pictures for the yearbook and organizes the yearbook cover contest. Shall also be responsible for distributing the yearbooks to students, teachers, and staff members. Additional responsibilities will include the recording of yearbook sales and collecting all proceeds to be turned in to the PTO Treasurer.

Section 8.12 PROGRAMS COORDINATOR

The Programs Coordinator is responsible for coordinating enrichment programs, as deemed necessary by the school Principal and PTO Board, for the students, including but not limited to: field trips, High Touch/High Tech, and other in school programs that deal with educational development.

Section 8.13 WRITE-A-CHECK COORDINATOR

The Write a Check Coordinator is responsible for overseeing the Write-A-Check Campaign. He/she shall prepare and brief the Write-A-Check Campaign plans to the PTO population. Prepare information flyers to solicit contributions. Also responsible for developing and maintaining a database to track and report contributions. Additional responsibilities will include establishing milestone goals for incentive awards by class, students, and/or grade.

Section 8.14 SCHOOL SUPPLIES COORDINATOR

The Projects/Fundraising Coordinator – School Supplies is responsible for the school supply sale in August as a service to VRE parents. He/she is also responsible for working closely with school supply vendor, teachers & staff putting school supply list together. Other responsibilities include maintaining extra supplies (i.e. binder reminders, recorders, notebooks etc.).

Section 8.15 COMMUNITY PARTNERS COORDINATOR

The Projects/Fundraising Coordinator – Community Partners is responsible for coordinating the effort for *Box Tops for Education and Local Restaurant Nights*. He/she is also responsible for distributing flyers, collecting box tops and creating incentives for classrooms.

Section 8.16 SPIRIT WEAR COORDINATOR

The Projects/Fundraising Coordinator – Spirit Wear is responsible for ordering, tracking inventory and selling VRE spirit wear and other spirit related items.

Section 8.17 ROOM PARENT COORDINATOR

The Room Parent Coordinator shall organize Room Parents for each classroom. He/she shall ensure that all parent volunteer assisting him/her have completed background checks, which are required for CISD volunteers. He/she will work with the Special Room Parent Coordinator to organize a required training meeting for the Room Parents to go over the rules of the school volunteers as well as Room Parent duties and responsibilities. He/she shall oversee the organization of school parties, classroom duties, and Teacher/Staff appreciation days (this list of days is available through the school Secretary). He/she shall provide all Room Parents with a list of classroom volunteers approved by CISD. In the event a classroom is in need of a replacement Room Parent (i.e. a parent moves) will help coordinate the effort to find another Room Parent.

Section 8.18 SPECIALS ROOM PARENT COORDINATOR

The Specials Room Parent Coordinator shall organize Room Parents for each Specials classroom – i.e. Art, Music, PE, etc. He/she shall ensure that all parent volunteer assisting him/her have completed background checks, which are required for CISD volunteers. He/she will work with the Room Parent Coordinator to organize a required training meeting for the Specials Room Parents to go over the rules of the school volunteers as well as Specials Room Parent duties and responsibilities. He/she shall oversee the organization of school parties, classroom duties, and Teacher/Staff appreciation days (this list of days is available through the school Secretary). He/she shall provide all Specials Room Parents with a list of classroom volunteers approved by CISD. In the event a classroom is in need of a replacement Specials Room Parent (i.e. a parent moves) will help coordinate the effort to find another Specials Room Parent.

Section 8.19 FIELD DAY COORDINATOR

The Field Day Coordinator shall be responsible to organize a committee and work hand-in-hand with the P.E. Instructor(s) and The Dad's Club volunteers to coordinate the end-of-the-year Field Day activity.

Section 8.20 COMMUNITY NIGHT COORDINATOR

The Community Night Coordinator shall be responsible for assisting with educational development and social/cultural differences at Valley Ranch Elementary. Shall also be responsible for assisting with the Community Night.

Section 8.21 LIBRARY COORDINATOR

The Library Coordinator responsibilities include working closely with the Librarian on Book Fairs and other library activities. Shall also be responsible to help coordinate library volunteers.

Section 8.22 SPRING CARNIVAL COORDINATOR

The Spring Carnival Coordinator is responsible for coordinating the annual Spring Carnival. He/she is responsible for organizing games, food and activities, scheduling entertainment, and recruiting volunteers.

Section 8.23 MARQUEE SIGN COMMITTEE

Members of the Marquee Sign Committee shall be responsible for maintaining the schedule of events and birthdays to be displayed on the Marquee Sign. Members shall also be responsible for changing information on the sign on a weekly basis or as needed.

Section 8.24 FACULTY REPRESENTATIVE – (2)

The Faculty Representatives shall act as a liaison between the PTO and the faculty to promote understanding and goodwill. He/she 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 8.25 ADDITIONAL DUTIES

Each officer shall perform duties prescribed and shall maintain a record for the following year's officers. Each officer shall submit on-going updates as required to keep the Board informed. Each officer shall also be available for additional duties that are assigned from time to time. Each officer

shall deliver all official materials to his/her successor at the May PTO Board meeting before the new officers assume their duties, and also shall deliver a copy of such materials to the incoming President at that time.

Section 8.26 VOTE

Each PTO Board member shall have one vote.

Section 8.27 PROXY

At any meeting of members, a member who is entitled to a vote may vote by proxy executed in writing by that member.

ARTICLE IX: PTO BOARD

Section 9.01 PTO BOARD

The PTO Board shall consist of: President, Vice-President, Secretary, Treasurer, SHAC Coordinator, Hospitality Coordinator, Membership Coordinator, Technology Coordinator, Publicity Coordinator, Newsletter Coordinator, Yearbook Coordinator, Programs Coordinator, Write-A-Check Coordinator, School Supplies Coordinator, Community Partners Coordinator, Spirit Wear Coordinator, Room Parent Coordinator, Specials Room Parent Coordinator, Field Day Coordinator, Community Night Coordinator, Library Coordinator, Spring Carnival Coordinator, Marquee Sign Committee, and the Faculty Representatives.

Section 9.02 DUTIES

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

Section 9.03 REGULAR MEETINGS

A regular meeting of the PTO Board shall be held on the first Tuesday of each month or when deemed necessary by the President. The PTO Board meetings shall be open to anyone who wishes to attend. A schedule of the PTO Board meetings shall be published in the school newsletter. Anyone not on the PTO board but wishing to be on the agenda of the PTO Board meeting shall make their request known in writing a minimum of three days prior to the meeting date. The number of such open forum participants at any one meeting shall be limited to five (5) and each speaker shall be limited to a maximum of four (4) minutes to speak.

Section 9.04 SPECIAL MEETINGS

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

Section 9.05 QUORUM

The members present at a PTO Board meeting shall constitute quorum.

Section 9.06 E-MAIL VOTE

Any subject requiring a vote of the PTO Board arising between regular meetings but which, in the opinion of the President, does not require discussion so as to warrant a special meeting being called, an email vote may be conducted with the President or Secretary initiating such email. The e-mail vote will be conducted so as to give the PTO Board members five (5) days to respond by "replying all" to the initial email. A majority vote of all the PTO Board members is required for e-mail votes.

Section 9.07 DISMISSAL FROM OFFICE

Any officer not performing his or her duties as outlined in the By-Laws in a manner or to a degree acceptable to the PTO Board or whose behavior is inappropriate such that the best interest of the PTO would be served by his/her removal may be recommended for removal by any member of the PTO Board of Valley Ranch Elementary, shall be excused from his/her duties upon the PTO board affirmative vote of two-thirds (2/3) of the Board members present and voting. Prior to any vote for removal, however, all PTO Board members, including the subject member, shall be given seven (7) days written notice of the recommendation for removal and the date, time, and location of such vote. Any vacancy created thereby shall be filled as soon as possible by the PTO Board as outlined in Section 7.02 of these By-Laws. This provision is not subject to a phone vote.

ARTICLE X: GENERAL BODY MEETINGS

Section 10.01 MEETING DATES

The meeting of the PTO general body shall be held on the first Tuesday of the month during the school year as scheduled by the PTO Board.

Section 10.02 ANNUAL MEETING

The PTO general body meeting held in the last month of the regular school year shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 10.03 QUORUM

The members present at a general PTO meeting shall constitute quorum.

Section 10.04 SPECIAL MEETINGS

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

ARTICLE XI: STANDING & SPECIAL COMMITTEES

Section 11.01 COMMITTEE CREATION

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

Section 11.02 ELIGIBLE MEMBERS

- a) Only members of the PTO are eligible to serve in elected or appointed positions.
- b) All standing and special committees shall have at least three (3) members.

Section 11.03 FORMATION OF SPECIAL COMMITTEES

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

Section 11.04 CONSENT FOR ACTIVITIES

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

ARTICLE XII: NOMINATING COMMITTEE

Section 12.01 CONSTITUTION

- a) The Nominating Committee shall be composed of three (3) PTO Board members.
- b) The President shall serve in an advisory capacity on the Nominating Committee.
- c) The Nominating Committee should be selected no later than February PTO board meeting.

Section 12.02 DUTIES

- a) The Nominating Committee shall nominate an eligible person for each office to be filled and shall report its nominees at the March PTO Board meeting. Voting shall be done at the April general body PTO meeting.
- b) The Nominating Committee shall solicit names from the general PTO membership to be included in the vote.

Section 12.03 CONSENT

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

ARTICLE XIII: AMENDMENTS

Section 13.01 AMENDMENT PROCEDURE

These By-Laws may be amended at any meeting of the Executive Board with a two-thirds (2/3) vote of the PTO Board members present. PTO Board members may vote by written proxy given to the **Secretary** prior to the meeting.

Section 13.03 LIMITATIONS OF AMENDMENTS

No amendment may be made to these By-Laws that would alter the exclusively charitable and educational purposes of the PTO or would cause benefit, other than reasonable reimbursement for expenses, for PTO Board and members of the PTO.

ARTICLE XIV: PARLIAMENTARY AUTHORITY

The parliamentary procedure authority shall be the current edition of Robert's Rules of Order, unless an alternate authority is selected by a majority vote of the PTO Board.