

BYLAWS OF THE

Jan Schiff Elementary PTO

ARTICLE I

Name and Purposes

Section 1.01. Name. The name of this Corporation is Jan Schiff Elementary PTO, hereby known as the “Organization.” The Organization is a self-governing unit.

Section 1.02. Purpose. The purpose of the Organization is to provide support and enhancement of the education and welfare of the students at Jan Schiff Elementary and to promote open communication among the administration, teachers, parents, and community. The Organization exists exclusively to promote charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax code (hereinafter “Internal Revenue Code.”)

ARTICLE II

POLICIES

Section 2.01. Governance. The Organization is limited to promoting and assisting in the education and welfare of the children of Jan Schiff Elementary or any other authorized designee and will be developed through meetings, committees, and projects. This Organization neither seeks to direct the administration activities of the school nor to control its policies.

Section 2.02. Endorsements. The Organization is non-commercial, non-sectarian, and non-partisan. No commercial enterprise or political candidate shall be endorsed by the Organization or its Officers in their official capacities.

Section 2.03. Dissolution. Upon the dissolution of the Organization, after paying debts and obligations of the Organization, the remaining assets will be distributed to one or more non-profit funds, foundations, or organizations according to district policy.

Section 2.04. PTO Seed Money. In the event of opening a new school that draws from the Jan Schiff Elementary population, the Organization may provide seed money to help establish a non-profit parent-teacher organization at the new campus.

ARTICLE III MEMBERS

Section 3.01. Regular. All parents and/or legal guardians of students who currently attend Jan Schiff Elementary and all current faculty and staff of Jan Schiff Elementary, without regard to race, color, creed, or national origin, are Regular Members of the Organization. Regular Members have the right to attend and participate in all meetings and activities of the Organization but do not have the right to vote on issues, to elect Officers, or to hold office.

Section 3.02. Voting. All Regular Members who are current in the payment of the annual dues are designated as Voting Members. Each Voting member is entitled to one vote. Voting Members have the right to vote on all issues before the Membership, to elect Officers, and to hold office. A majority vote of the Voting Members present at any meeting is required for action to be taken by the Organization, with the exception of revisions and amendments to the bylaws.

Section 3.03. Dues. Dues for members will be established by the PTO Board.

Section 3.04. Admittance. Persons may join the Organization at any time during the year. However, no dues will be prorated.

ARTICLE IV MEETINGS

Section 4.01. General Membership Meetings. At least 3 General Membership Meetings of the Organization will be held during each school year. The PTO Board has the authority to schedule General Membership Meetings. The time and place of the meetings will be announced in written form and placed in an area with reasonable public access. The meeting announcement will be posted at least five (5) school days prior to the meeting, and the meeting will be held in a facility that accommodates all Voting Members present for the meeting.

Section 4.02. Special Meetings. Additional Special Meetings of the Organization may be called by the President, by majority vote of the PTO Board, or by a petition of 50 Voting Members. The time and place of all Special Meetings will be announced at least three (3) days prior to the meeting. Notice of the meeting will be announced in the same manner as a General Membership Meeting as set forth in Section 4.01. The meeting will be held in a facility that accommodates all Voting Members present for the meeting.

Section 4.03. Quorum. A minimum of 15 Voting Members present at a properly called General Membership or Special Meeting designates a quorum and is entitled to take action on behalf of the Organization.

ARTICLE V DUTIES OF OFFICERS

Section 5.01. Board of Directors. The Board of Directors, as stated in the Certificate of Formation, is the policy-making body and may exercise all the powers and authority granted to the Organization as incorporated by law. The Board of Directors consists of the elected officers of the PTO Board and is governed by the same bylaws as the Organization.

Section 5.02. President. The President is the principal executive officer of the Organization and subject to the control of the PTO Board and the direction of the Membership. The President, in general, supervises all of the activities of the Organization. The President shall oversee financial records and disbursements to assure district rules and local, state, and federal laws are strictly followed. The President is a member of the PTO Board, and when present, presides at all meetings of the PTO Board and of the Membership. The president votes only in the case of a tie in matters of the PTO Board and Membership. The President is an ex-officio member of all committees of the Organization, except the Nominating Committee and Financial Reconciliation Committee. The President or designee attends all FBISD Board of Trustee meetings and the Campus Based Leadership Team meetings.

Section 5.03. Vice-President. The Vice-President is a member of the PTO Board and, in absence of the President, shall perform the duties of the President. The Vice President oversees teacher reimbursements, negotiates school supply contract, and oversees spirit wear. The Vice-President may perform other duties as assigned by the President or the PTO Board.

Section 5.04. Secretary. The Secretary is a member of the PTO Board. The Secretary keeps the minutes of the proceedings of Membership and the PTO Board, keeps an accurate record of attendance at executive board meetings, maintains an official list of Voting Members and performs other duties as may be assigned by the President or the PTO Board. The Secretary keeps the official history of the Organization and an annual record of all of the activities for the Organization. The Secretary presents written minutes of the preceding meeting at each PTO Board Meeting, which will be kept in permanent files of minutes.

Section 5.05. Treasurer. The Treasurer is a member of the PTO Board. The Treasurer has charge of and is responsible for all funds of the Organization and receives and gives receipts of monies due and payable to the Organization from all sources. The Treasurer deposits funds in banks or other financial institutions selected by the PTO Board. The Treasurer makes disbursements as authorized by the PTO Board in accordance with the budget adopted by the Membership. The Treasurer, or Treasurer's designee as approved by the PTO Board, presents a written financial report at each PTO Board Meeting and General Membership Meeting and at other times as requested by the PTO Board. The Treasurer completes and submits all financial reports and all non-profit income tax returns and sales tax reporting as required by local, state, and federal laws. The PTO Board may obtain bids for professional services for preparing tax returns if needed. Furthermore, the Treasurer performs other duties assigned by the President or the PTO Board.

Section 5.08. Parliamentarian. The Parliamentarian is a member of the PTO Board. The Parliamentarian chairs the Bylaws Revision Committee, if created by the PTO Board, and upon request by the presiding Officer, rules upon matter of procedure at PTO Board and General Membership meetings. The Parliamentarian chairs the Nominating Committee and performs other duties as assigned by the President of the PTO Board.

Section 5.09. Communications Coordinator. The Communications Coordinator is a member of the PTO Board. The Communications Coordinator is responsible for publicity of all events of the Organization and acts as a liaison between the PTO Board and the media. The Communications Coordinator maintains the Organization's website, is responsible for email accounts, sends out messages in coordination with the Volunteer Coordinator, publishes the newsletter each week, and helps maintain social media. Additionally, the Communications Coordinator performs other duties assigned by the President or the PTO Board.

Section 5.10. VIPS (Volunteers in Public Schools) Room Coordinator. The VIPS Room Coordinator is a member of the PTO Board. The VIPS Room Coordinator is responsible for the VIPS Room including the management of equipment, supplies, teacher requests, and scheduling volunteers. The VIPS Room Coordinator establishes guidelines on assistance provided and manages requests and scheduling for teacher center work. The VIPS Room Coordinator performs other duties assigned by the President or the PTO Board.

Section 5.11. Volunteer Coordinator. The Volunteer Coordinator is a member of the PTO Board. The Volunteer Coordinator is responsible for attending beginning of school year meetings to meet kindergarten families, new families, and those attending back to school night, hosting a VIPS coffee in the fall to discuss volunteer opportunities, recruiting volunteers for school activities, coordinating communication efforts with the Communications Coordinator, collecting and submitting volunteer hours to the district volunteer coordinator, presenting possible nominations for volunteer of the month and year at monthly board meetings, participating as a member of the Shark-a-thon committee to coordinate volunteers for subcommittees and the event, and attending monthly VIPS coordinator meetings at the district office. The Volunteer Coordinator performs other duties assigned by the President or the PTO Board.

Section 5.12. Staff Hospitality Coordinator. The Staff Hospitality Coordinator is a member of the PTO Board. The Staff Hospitality Coordinator develops, implements, and oversees programs approved by the PTO Board to show appreciation to the school staff; such as but not limited to, Welcome Back Lunch for staff, staff appreciation week, periodic staff events, end of year luncheon, etc. The Staff Hospitality Coordinator performs other duties assigned by the President or the PTO Board.

Section 5.13. Special Events Coordinator. The Special Events Coordinator is a member of the PTO Board. The Special Events Coordinator plans and implements programs for students and parents to enrich their education and development, co-leads mentoring program with Jan Schiff Elementary Principal, and organizes the Destination Imagination program. The Special Events Coordinator also coordinates hospitality efforts for parents/families at key events. The Special Events Coordinator performs other duties assigned by the President or the PTO Board.

Section 5.14. Room Parent Coordinator. The Room Parent Coordinator is a member of the PTO Board. The Room Parent Coordinator recruits, selects and trains a room parent for each classroom and Grade Level Coordinators, if needed. The Room Parent Coordinator will plan, coordinate, and communicate two (2) parties for each class. The Room Parent Coordinator will assist, as needed, with classroom specific events. The Room Parent Coordinator will designate a kindergarten event coordinator as needed. The Room Parent Coordinator performs other duties assigned by the President or the PTO Board.

Section 5.15. Shark-a-thon Chair. The Shark-a-thon Chair is a member of the PTO Board. The Shark-a-thon Chair develops, implements, and oversees all Shark-a-thon activities approved by the PTO Board. The Shark-a-thon Chair performs other duties assigned by the President or the PTO Board.

Section 5.16. Fundraising Chair. The Fundraising Chair is a member of the PTO Board. The Fundraising Chair plans and executes through sub-committees, as needed, Fall Fundraising Campaign, Box Tops, community partners. Fundraising options may vary by year. The Fundraising Chair will evaluate new fundraising opportunities for value-add to Jan Schiff Elementary and will ensure fundraising opportunities are used expressly to raise funds for key needs identified by the PTO Board for the school, students, and staff. The Fundraising Chair performs other duties assigned by the President or the PTO Board.

Section 5.17. 5th Grade Liaison. The 5th grade Liaison is a member of the PTO Board. The 5th Grade Liaison plans and executes through sub committees, as needed, all 5th grade events including but not limited to, a PTO supported luncheon and awards reception, a parent supported end of the year party and 5th grade t-shirts. The 5th Grade Liaison performs other duties assigned by the President or the PTO Board.

Section 5.18. Yearbook Chair. The Yearbook Chair is a member of the PTO Board. The Yearbook Chair coordinates taking and collecting pictures of students, families, and staff with the school staff and school calendar. The Yearbook Chair coordinates the process of creating and distributing the annual yearbook. The Yearbook Chair performs other duties assigned by the President or the PTO Board.

ARTICLES VI ELECTIONS

Section 6.01. Procedure. The election of Officers takes place in the spring of each school year. All Voting Members of the Organization may participate in the election. The Nominating Committee presents a slate of Officers, including President, Vice President, Secretary and Treasurer, for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election will be resolved by written ballot.

Section 6.02. Term of Office. The term of each Officer is one year, beginning July 1st and ending on June 30th. A person may be elected to the same office for a maximum of two (2) consecutive terms.

Section 6.03. Election. A majority of the votes cast by the Voting Members is necessary for election. In case of nominations from the floor, should no person receive a majority of the votes cast, a run-off between two (2) persons who received the largest number of votes shall be held immediately or as soon as possible.

Section 6.04. Nominating Committee. The Nominating Committee is responsible for receiving all suggestions for persons to serve as Elected Officers. The Committee shall prepare a slate of Officers (President, Vice-President, Secretary, and Treasurer) to present for election by the Membership. The Committee shall contact all persons who will be nominated to confirm their willingness to serve. The Committee will verify that all nominees are eligible to serve in the office.

Section 6.05. Vacancies. The PTO Board fills any vacancy in office because of death, resignation, removal or inability to serve. However, should a vacancy occur in the office of President, the Vice-President immediately assumes the office and the PTO Board fills the Vice-President vacancy.

ARTICLE VII PTO BOARD

Section 7.01. General Powers. The PTO Board manages the affairs, activities, and operation of the Organization. The PTO Board transacts necessary business between Membership meetings and other business as referred to it by the Membership or these bylaws. It may create Standing and Special Committees, approve the plans and work of Standing and Special Committees, present reports and recommendations at the meetings of Membership, prepare and submit a budget to the Membership for approval, abide by the conflict of interest policy, review the records retention policy, and in general, conduct the business and activities of the Organization.

Section 7.02. Officers. The Elected Officers of the Organization consists of a President, Vice-President, Secretary, and Treasurer. The Parliamentarian designated by the President.

Section 7.03. Membership. The membership of the PTO Board consists of the Principal, President, Vice-President, Secretary, Treasurer, Parliamentarian, Communications Coordinator, Volunteer Coordinator, VIPS Room Coordinator, Special Events Coordinator, Fundraising Chair, Staff Hospitality Coordinator, Shark-a-thon Chair, Room Parent Chair, 5th Grade Coordinator, Teacher Liaison (selected by the Principal), and Yearbook Chair.

Section 7.04. Meetings. Regular meetings of the PTO Board are held monthly during the school year, the time and place to be established at the first meeting of the year. Special Meetings of the PTO Board may be called by the President or by a majority of the PTO Board. Adequate notice of all meetings will be given to all members of the PTO Board and, in absence of an emergency, at least five (5) school days in advance.

Section 7.05. Quorum. A majority of the voting members of the PTO Board constitutes a quorum for the transaction of business.

Section 7.06. Voting. A majority of the voting members of the PTO Board present at a meeting, at which a quorum has been established, is required for all action to be taken by the PTO Board, except for removal of an officer as indicated in section 7.08.

Section 7.07. Emergency Voting. In an emergency situation, the PTO Board may vote by phone, email, or other electronic means if authorized by the President. Members shall have at least twenty-four (24) hours to cast their vote. A two-thirds (2/3) vote of the entire PTO Board is required for adoption, and the vote shall be recorded in the minutes of the next meeting of the PTO Board.

Section 7.08. Removal. By two-thirds (2/3) vote of the PTO Board, an officer or chair may be removed from office and from the executive board for failure to attend three (3) consecutive meetings, failure to perform duties, failure to sign the adopted ethics/ conflict of interest policy, or criminal misconduct or unethical behavior in PTO business.

Section 7.09. Resignation. Any Officer may resign by written notification to the Secretary. In the case that the Secretary resigns, written notification will be sent to the President. Any member of the PTO Board missing two (2) meetings without notifying the President, Secretary, or Parliamentarian will be considered to have resigned.

ARTICLE VIII STANDING AND SPECIAL COMMITTEES

Section 8.01. Nominating Committee. A Nominating Committee will be elected by the Membership at a Membership meeting prior to the election meeting. Elections shall be by plurality. The committee is composed of three (3) members. Two (2) alternates shall be elected to serve in the event a member is unable to serve. The committee shall elect its own chair immediately following the meeting. No member shall serve two (2) consecutive years on the nominating committee. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the election meeting at which time additional nominations may be made from the floor. The report shall be publicized to the Membership through regular publicity channels at least seven (7) days before the election meeting. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office. No member shall automatically serve on this committee because of his office in the PTO or position in the school system. The president shall neither serve as member nor appoint any member of this committee.

Section 8.02. Other Standing Committees. The PTO Board may establish such other Standing Committees, as it deems necessary and advisable. The Officers of the PTO Board shall appoint the Chairpersons of all Standing Committees, who shall serve as ex-officio members of the PTO Board. The term of office for each Chairperson of each Standing Committee shall run concurrent with the President's term of office. Only Voting Members may serve as Chairpersons. The Chairperson of each committee shall recruit the members for his or her committee. Any Voting or Regular Member may serve as a committee member. The Chairperson shall report the plans and activities of the Committee to the PTO Board, which must approve all such reports.

Section 8.03. Special Committees. The President and/or the PTO Board may create Special Committees. Special Committees are created for a specific time and/or task and cease to exist when that time or task has been completed, or on June 30th of each year, whichever occurs first. The PTO Board shall appoint the Chairpersons of all Special Committees. Only Voting Members may serve as Chairpersons. Any Voting or Regular Member may serve as a committee member. The Chairperson reports the plans and activities of the Committee to the PTO Board, which must approve all reports.

Section 8.04. Financial Reconciliation Committee. The President shall appoint, subject to the approval of the PTO Board, a Financial Reconciliation Committee consisting of not less than three (3) members, who are not authorized signers. Members of the Financial Reconciliation Committee shall not be related by blood or marriage and shall not reside in the same household as the authorized signers. Financial reconciliation shall be performed at the end of a fiscal year, when an authorized check signer is added or deleted on any bank account, or at any time deemed necessary by the President or three (3) or more members. For the financial reconciliation to be performed at the end of the fiscal year, the President shall appoint the financial reconciliation committee at least thirty (30) days before the last meeting of the year. The financial reconciliation committee report shall be adopted by a majority vote of the Organization at the first Membership meeting following the financial reconciliation.

ARTICLE IX FINANCIAL ADMINISTRATION

Section 9.01. Budget. The PTO Board will present for approval a budget of anticipated revenue and expenses for the next fiscal year, which runs from July 1st until June 30th, during the final Regular Membership meeting of the school year. This budget will guide the activities of the PTO Board during the year. Deviations from a budget line item expense greater than twenty percent, not to exceed \$1,000, must be approved in advance by the Membership. Any deviation must be approved by the President.

Section 9.02. Loans. No loans shall be made by the Organization to its Officers or Members.

Section 9.03. Checks, Drafts, Etc. All checks, orders for the payment of money, bills, of lading, warehouse receipts, obligations, bills of exchange, and insurance certificates will be signed by at least two (2) of these Officers: Treasurer, President, or Vice-President.

Section 9.04. Deposit of Funds. All deposits and/or disbursements shall be made within a maximum of seven (7) days from the receipt of the funds and/or orders of payment.

Section 9.05. Financial Report. The Treasurer presents a financial report at each PTO Board Meeting and General Membership Meeting of the Organization and prepares a final report at the close of the year. The PTO Board will have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer’s annual report is correct per Ft. Bend Independent School District guidelines, shall sign a statement of that fact at the end of the report.

**ARTICLE X
MEMBERSHIP DUES**

Section 10.01. Amount. The Organization authorizes and collects membership dues to be used for the operation of the Organization. Any change in the amount of the dues will be approved by a vote of the PTO Board.

Section 10.02. Financial Hardship. No Regular Member shall be denied the right to participate in the activities of the Organization or to become a Voting Member due to financial hardship. The PTO Board shall establish a procedure for alternative payments or waivers to ensure compliance with this policy.

**ARTICLE XI
AMENDMENTS**

These By-Laws may be amended, or repealed, and new By-Laws may be adopted by a vote of at least two-thirds (2/3) of the Voting Members present at any Regular or Special Meeting. Notice of proposed changes shall be clearly stated in the meeting notice.

**ARTICLE XII
AUTHORITY**

If any part of these By-Laws conflicts with the decisions, policies or procedures adopted by the Ft. Bend Independent School District, they shall be deemed null and void and the decision of the Ft. Bend Independent School District shall, in all cases, control.

**ARTICLE XIII
DISSOLUTION**

In the event of the 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 from time to time amended.

**ARTICLE XIV
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Revised shall govern this Organization in all cases to which they are applicable and in which they are consistent with these By-Laws.