

# Explorers PTO Bylaws

## **ARTICLE I: Name & Purpose**

- Name:** The name of this organization shall be the Explorer PTO; herein referred to as the "Organization"
- Purpose:** The purpose of the Organization is to support the education of children at Meridiana Elementary School. We will promote student success in an atmosphere that is consistent with the educational philosophy of the school community. This Organization is organized and operated for the charitable and educational purposes as defined in Section 501(c)(3) of the Internal Revenue Code.
- Mission:** To strengthen the overall educational experience of Meridiana elementary by supplementing campus needs and providing support to the administration and staff as well as the students and their parents. We plan to accomplish this through sponsoring activities, recruitment of consistent volunteers, school wide fundraising initiatives, and fostering positive business relationships within the community.
- Objectives:** The objectives of the Organization are as follows:
- a) Encourage and support the academic endeavors of the students.
  - b) Promote Meridiana school spirit and sportsmanship.
  - c) Provide supplementary financial support for the various activities.
  - d) Help the staff in organizing and staging special events and projects.
  - e) Provide volunteers for educational and extracurricular activities

## **ARTICLE II: Membership, Meetings**

### **Membership:**

- 1) Membership in the Organization shall be open to any persons interested in the enhancement and development of the program for all students
- 2) A membership fee, established by the Executive Board of this Organization shall accompany each application for membership and shall become the property of the Organization.
- 3) All members in good standing shall be entitled to vote and to participate in the Organization activities.

**Meetings:** The organization will hold two meetings a month, consisting of an executive board meeting and general body meeting.

#### **Executive Board Meeting**

- Will be held once a month in person or by teleconference
- Will review funding proposals received
- Will review financial reports
- Will set agenda for next general body meeting
- Committee Chairs are allowed to attend the meeting when appropriate

#### **General Body Meeting**

- Meetings of the organization shall be held once a month at the school
- Notification will be sent to all members prior to the meeting via various forms of media (mail, email, text, website, social media, etc.)
- PTO Members and non members are allowed to attend the meeting
- Only paid members are allowed to submit proposals or vote in meetings

**Amendments:** This bylaw may be amended at any regular meeting of the Organization by a vote of active members present, provided that the proposed amendment has been submitted to the PTO board two weeks prior to the day of the meeting the vote will be conducted.

**Compliance:** The bylaws will comply with all Alvin ISD policies and procedures, UIL regulations and Federal and Texas state tax laws for booster/PTO clubs.

### **ARTICLE III: Officers**

- 1) All Officers must be members in good standing.
- 2) All potential officers must reside within the Alvin School District
- 3) Elected Officers of the Organization shall consist of a President, Vice-President, a Second Vice-President, a Secretary, and a Treasurer.

**Elections:** The officers shall be elected by a majority of the voting membership present when elections are held on the designated date.

**Terms of Office:** A term is one fiscal year, July 1 through June 30. The officer responsible for accounting for the financial records (Treasurer) shall serve in the same capacity for no more than two (2) consecutive years.

**Vacancy:** Vacancies during the year shall be filled by the runner up determined by the most recent elections of the membership. In the absence of a runner up, a special election will be held within one month from the date the vacancy occurred. Until the vacancy has been filled, the President shall assume the duties of the vacant office. The Vice President will assume the duties of the President or Treasurer if either position has been vacated.

## **ARTICLE IV: Duties of the Officers**

**President:** All candidates for the office of President must have been an active, paid member of the PTO in the prior year. The major duties can include, but are not limited to, the following:

- 1) Preside at all meetings of the organization
- 2) Regularly meet with the Principal regarding PTO activities
- 3) Resolve problems in the membership
- 4) Be an ex-officio member of all committees
- 5) Regularly meet with the Treasurer to review the financial position
- 6) Schedule annual audit of records or request an audit if the need should arise during the year.

**Vice-President:** The Vice-President acts as the President's representative in his/her absence.

The major duties include, but are not limited to, the following:

- 1) Preside at meetings in the absence or inability of the President to serve
- 2) Perform administrative functions delegated by the President.
- 3) He/She shall serve as chairman of the audit committee and shall furnish the Organization and the Principal with the findings of said audit
- 4) Assumes the role of President or Treasurer, if either position becomes vacated, until the position can be reassigned

**Secretary:** The Secretary is responsible for keeping accurate records of the proceedings of the Organization. The major duties include, but are not limited to, the following:

- 1) Report on any recommendations made by the executive board of the Organization.
- 2) Maintain the records of the minutes and any standing committee rules, current membership, and committee listing.
- 3) Record all business transacted at each meeting.
- 4) Conduct and report on all correspondence on behalf of the organization.

**Treasurer:** The Treasurer is the authorized custodian of the funds of the association. The major duties include, but are not limited to, the following:

- 1) Present a current financial report at each Organization meeting; copies should be available for review by the general membership.
- 2) Maintain accurate and detailed account of all monies received and disbursed.

- 3) Must deposit all received monies into the PTO bank account within two (business) days from the date of receipt
- 4) Reconcile all bank statements as received and resolve any discrepancies with the bank.
- 5) File sales tax reports as required by the State Comptroller's office.
- 6) File annual IRS forms in a timely manner
- 7) Submit records to the audit committee at the end of the year.

**Approval:** The PTO Executive board has the authority to approve purchases without the general body vote, provided:

- 1) The purchase is under \$150
- 2) There is a majority vote of approval amongst the Executive board
- 3) The purchase is recorded and accounted for with the bank records

**Removal:** All board members are expected to conduct themselves in a professional manner with all respects to the staff and administration of Meridiana Elementary.

In the event of a persistent conflict, the principal of the school may request a vote of the board to remove the member. In the event of a unanimous vote the position will be vacated and the rules for filling the vacancy will be put in action.

## **ARTICLE V: Committees**

**Committees :** There shall be standing committees elected at the time of board member elections. These committees can include, but are not limited to:

- 1) Membership Committee
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- 2) Fundraising Committee
- 3) Audit Committee
- 4) Scholarship Committee

## **ARTICLE VI : Financial**

**Account:** The following officers are to have ownership of the PTO checking account maintained at Chocolate Bayou Community Federal Credit Union. There are two signatures always required on each check.

- 1) President (If President is an employee of Alvin ISD, the Secretary will then be designated as additional owner/signer of the account.)
- 2) Treasurer

**Audit:** Select an officer as the designee to receive bank statements through the mail at their home address. In order to help with internal control related to cash, this individual would be a separate member than the two signers on the bank account. Upon receipt, the designee should review the activity on the bank statement and canceled checks for reasonableness.

**Proposals:** Every Explorer PTO member in good standing can submit a proposal for use of collected funds provided:

- 1) The proposal is submitted at least 2 weeks before the next general body meeting.
- 2) The use of funds falls within the PTO and AISD guidelines
- 3) The person submitting the proposal is allotted 5 minutes to present the proposal to the general body
- 4) The approval of the funds will be determined by majority vote of the general body
- 5) Each PTO member casting a vote will one of three options:
  - Approve - Agree to release funds for the purpose outlined in the proposal
  - Disapprove – vote to deny the release of funds for the amount or purpose outlined in the proposal
  - Table – vote to postpone the decision to allow time for more

information or adjustment to the proposal

## **ARTICLE VII : Dissolution & Reorganization**

**Dissolution:** There are two ways a booster organization can be dissolved:

- 1) A resolution shall be adopted by the Organization, or the executive board if the Organization is inactive.
- 2) The Principal determines that the Organization is not functioning in a way consistent with school and district policies, and in accordance with UIL regulations.

**Assets:** In the event of voluntary or involuntary dissolution of the Organization, the assets, after payment of debts, shall be distributed exclusively for the purposes set out in Article I of this document. In no event, however, shall such distribution inure to any person who has a personal and private interest in the activities of the Organization.