

**CREEKVIEW ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION AND BY-LAWS
ADOPTED JULY 16, 2015**

Article I -- Name

The name of this organization shall be Creekview Elementary School (“CES”) Parent Teacher Organization (“PTO” or “organization”).

Article II -- Purpose

The mission of the CES PTO is to unite families, to inspire kids and to underwrite success. We have organized to support the education of children at Creekview Elementary School by fostering relationships among the school, parents, and teachers, and to advance and support, through parent involvement, the stated mission and core values of the school.

Article III -- Policies

1. This organization is self-governing, self-supporting, non-commercial, non-sectarian, non-profit and non-partisan;
2. This organization shall seek neither to direct the administrative activities of the school nor to control its policies;
3. This organization shall aid the school through projects and the dissemination of public information;
4. The fiscal year shall run from August 1st through July 31st;
5. The budget must allow for start-up expenses for the next year’s PTO program; (See **Article IX -- Budget Policies.**)
6. All directors having fiscal responsibility shall be bonded.
7. The non-profit organization will qualify as a tax-exempt organization under the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may be amended.

Article IV -- Membership

1. **Membership.** Membership in this organization is open to any person who is a parent, guardian or adult relative of a child or children enrolled at Creekview Elementary or a faculty or staff member of the school, and who will uphold the policies of this organization and agree to its By-Laws. A maximum of one membership shall be granted to each family unit.

2. **Qualification.** Eligible persons shall become members by paying the prescribed membership dues per family per school year. Upon payment of such dues, a member shall be considered in good standing and be entitled to any and all rights and privileges of membership.
3. **Membership Drive.** An annual membership drive shall be conducted as early in the school year as possible, with additional members accepted at any time.
4. **Dues.** Annual dues shall be assessed in such amounts as determined by the Executive Board. Dues shall be payable at the beginning of each fiscal year.

Article V -- Officers and Duties

All Officers and Chairpersons shall be in possession of electronic files or a notebook containing By-Laws, historical data, timelines and other pertinent material. Upon expiration of his or her term they will provide the incoming Officers and Chairpersons with these files at a joint meeting.

Board members must sign a confidentiality agreement at the beginning of the school year to be kept on file with the CES receptionist.

Each Officer or Chairperson must submit his or her plans to the President, Principal and/or Board as applicable for approval before any action may be taken.

Each Board member agrees to review and abide by these By-Laws on an annual basis.

Each Officer and Chairperson is expected to work within budgetary guidelines to plan and execute events and programs.

The following is a list of Officer and suggested Chairperson positions. The suggested Chairperson positions can be filled as needed:

Elected Officers

President

Responsibilities include:

- a. overseeing and coordinating the activities of all Board members and coordinators in order that the objectives may be promoted;
- b. facilitating the monthly Board meetings and managing communication to the school;
- c. speaking to the parent body at general meeting(s);
- d. performing other duties as may be assigned by the organization or by the Board;

- e. serving on the Board in year prior to holding this position;
- f. working with the Treasurer in developing an annual budget, which shall define the year's expenses and fund-raising expenditures;
- g. working with the Treasurer to make adjustments to budgets as needed, for surplus or deficiencies;
- h. presenting any adjustments to Board for approval by vote of majority;
- i. acting as one of the two required signatories for signing checks;
- j. reviewing financial statements monthly;
- k. presenting to Principal and/or Board any committee plans as required;
- l. appointing Committee Chairmen;
- m. approving "non-budgeted" expenses up to \$500.00, not to exceed the approved "non-budget" expense category;
- n. presenting any expenses to the Board for vote which may exceed the allotted budget;
- o. communicating any information or activities of the PTO to the families of the school as needed;
- p. serving as a liaison to our website designer to make updates and changes as needed;
- q. has the first right of refusal to serve as Parliamentarian during the school year following the end of their term. If the outgoing President is unable to fulfill this position, it will be then be offered to the outgoing Vice President;
- r. review and abide by TISD guidelines for Parent Organizations;
- s. review and stay up to date with the 501 C 3 guidelines from the IRS and Secretary of State.

Vice President

Responsibilities include:

- a. assuming role of President in the event President is unable to serve;
- b. acting as one of the two required signatories for signing checks;
- c. supporting President;
- d. responsible for school/PTO joint newsletter;
- e. overseeing website management;
- f. overseeing all enrichment programs involving parents, teachers, and students including field trips;
- g. researching and applying for grants that benefit the school.

Treasurer

Responsibilities include:

- a. managing all aspects of the PTO budget including:
 - 1. working with the President to develop the annual budget;
 - 2. preparing the annual budget and proposing it to the Board;

3. presenting the budget to the membership at large at the Fall General Membership meeting;
 4. working with the President to make adjustments to the budget as needed for surplus or deficit;
- b. managing PTO funds as directed by the Board and members at large by:
1. acting as one of the two required signatories for signing checks;
 2. depositing all monies of the organization in a bank designated by the Board distributing funds with budget request forms;
- c. recording and reporting on PTO transactions by:
1. presenting a financial report at monthly Board meetings and at times requested by the Board;
 2. reporting monthly to CES secretary on all items and monies gifted to the school;
 3. filing and paying any necessary sales tax;
 4. closing the books for the fiscal year in a timely manner;
 5. preparing these books for tax filing and annual audit;
 6. working with the designated CPA to ensure timely filing on the PTO's behalf;
 7. preparing and filing the 990EZ tax form at the end of their term in a timely manner;
 8. submit an annual financial statement to the TISD Chief Financial Officer;
 9. review and stay up to date with the 501 C 3 guidelines from the IRS and Secretary of State.
- d. possessing a professional accounting background or bookkeeping experience
(preferred);
- e. referencing current TISD Booster Club and School Support Organization Guidelines.

Secretary

Responsibilities include:

- a. preparing and distributing the agenda for each monthly Board meeting;
- b. taking detailed notes at each monthly Board meeting;
- c. coordinating correspondence relating to the organization including but not limited to communication with neighborhood newsletters, newspapers and TISD;
- d. preparing and sending thank you cards and notes as deemed necessary by the Board;
- e. distributing the minutes to the Board in a timely manner;
- f. keeping a record of fall Board votes and member attendance records;

- g. maintaining records of the Minutes, approved By-Laws and any standing Committee rules, current membership and Committee listing.

Parliamentarian

Responsibilities include:

- a. advising on parliamentary law and matter of procedure, referencing *Roberts Rules of Order: Newly Revised*;
- b. the President from the previous school year has the first right of refusal to serve as Parliamentarian for the following school year.
- c. attending or, if unable to attend, providing proxy to attend all monthly Board meetings.

Appointed Officers serving on The Board

Volunteer Chairperson

Responsibilities include:

- a. coordinating parent volunteers as needed and requested by the PTO, school faculty or staff throughout the year;
- b. coordinating workroom assistants;
- c. attending or, if unable to attend, providing proxy to attend all monthly Board meetings.

Membership Chairperson

Responsibilities include:

- a. managing all aspects of the Membership Directory including parent communication, enrollment form and funds collection;
- b. coordinating and managing all aspects of any general membership meeting
- c. attending or, if unable to attend, providing proxy to attend all monthly Board meetings.

Fall Festival and Country Fair (Spring) Fundraiser Chairperson

Responsibilities include:

- a. managing all aspects of the Fall Festival and Country Fair (Spring) Fundraiser, including parent communication, sales/tally sheets and funds collection;
- b. working with the Treasurer in receiving all monies associated with the Fall Festival and Country Fair (Spring) Fundraiser;

- c. recruiting a committee, after completion of the Fall Festival and Country Fair (Spring) Fundraiser, for the purpose of researching and proposing fundraising options to the Board for the next school year's Fall Festival and Country Fair (Spring) Fundraiser;
- d. attending or, if unable to attend, providing a proxy to attend all monthly Board meetings.

Communications Chairperson

Responsibilities include:

- a. maintaining PTO's Facebook page as needed;
- b. maintaining the school marquee as needed;
- c. working with all chairpersons as needed in the development and distribution of e-blasts or signage about upcoming events;
- d. attending or, if unable to attend, providing a proxy to attend all monthly Board meetings.

Additional Chairpersons

Hospitality Chairperson

Responsibilities include:

- a. coordinating Teacher and Staff Appreciation events;
- b. attending or, if unable to attend, providing a proxy to attend Board meetings pertinent to his or her committee.

Family Events Chairperson

Responsibilities include:

- a. planning and coordinating the calendar for the year's PTO events with the Administration
- b. coordinating all aspects of various events throughout the year such as, but not limited to, Kindergarten Tea with the Administration, Coffee Casuals, Fall PTO General Membership meeting, Family Nights and parent events;
- c. communicating with Board Members/Committee Leaders throughout the year to facilitate additional Family Event opportunities;
- d. attending or, if unable to attend, providing a proxy to attend Board meetings pertinent to his or her committee.

Room Parent Coordinator Chairperson

Responsibilities include:

- a. manage, coordinate and communicate with all Room Parents on parties, activities, etc.
- b. attending or, if unable to attend, providing a proxy to attend Board meetings pertinent to his or her committee.

Yearbook Chairperson

Responsibilities include:

- a. providing photographs to Board and/or Administration/District for publicity purposes;
- b. designating a class photographer for each teacher;
- c. collecting photographs from each class after important events/parties;
- d. designating photographers at all major school events;
- e. attending or, if unable to attend, providing a proxy to attend Board meetings pertinent to his or her committee.

Donations and Sponsorships Chairperson

Responsibilities include:

- a. coordinating and executing donations program to support school programs and activities;
- b. keeping records of contacts of donations and of items donated;
- c. coordinating and soliciting community sponsorships;
- d. soliciting advertisements for our school directory;
- e. organizing silent auction at the Country Fair (Spring) Fundraiser;
- f. attending or, if unable to attend, providing a proxy to attend Board meetings pertinent to his or her committee.

Partner Share Chairperson

Responsibilities include:

- a. coordinating and creating awareness of box tops program at the school;
- b. organizing restaurant "spirit nights";
- c. coordinating national and local give back programs such as Kroger's Neighbor to Neighbor, Randalls, Target, etc.
- d. attending or, if unable to attend, providing a proxy to attend Board meetings pertinent to his or her committee.

Spirit Wear Chairperson

Responsibilities include:

- a. purchasing, selling and maintaining Spirit Wear throughout the year including back to school events;

- b. maintain accurate records of all inventory and revenues earned through the sales of Spirit Wear;
- c. oversee online purchases and distribution of items;
- d. attending or, if unable to attend, providing a proxy to attend Board meetings pertinent to his or her committee.

School Clubs Chairperson

Responsibilities include:

- a. coordinating with CES's school clubs;
- b. attending or, if unable to attend, providing a proxy to attend Board meetings pertinent to his or her committee.

Educational Adventures Chairperson

Responsibilities include:

- a. planning and executing assemblies, guest visitors/speakers to CES, etc.;
- b. attending or, if unable to attend, providing a proxy to attend Board meetings pertinent to his or her committee.

Step Up to 5th Grade Chairperson

Responsibilities include:

- a. planning and executing Step Up to 5th Grade party;
- b. attending or, if unable to attend, providing a proxy to attend Board meetings pertinent to his or her committee.

Article VI -- The Board

1. **Qualifications.** Any member in good standing is eligible to serve on the Board.
2. **Powers.** The Board shall be the governing body of the organization and shall manage, control, and direct the affairs and property of the organization. The Board may exercise its powers to the extent its powers are not limited by these By-Laws or other applicable law.
3. **Composition.**
 - a. The Board shall consist of the elected Officers, certain appointed Officers (Membership Chairperson, Volunteer Chairperson, Fall Festival/Country Fair (Spring) Fundraiser Chairperson, Communications Chairperson), and the Principal of the school;
 - b. The elected Officers consist of the President, Vice President, Treasurer, Secretary and Parliamentarian. The elected officers under this format will be elected at the end of each calendar school year for the following

school year as directed by the governing By-Laws at the time of the election (see *Article XI -- Elections*);

- c. The appointed Officers will be appointed at the end of each calendar school year for the following school year by the newly-elected Officers. These appointed Officer positions include but are not limited to the positions of Membership Chairperson, Volunteer Chairperson, Fall Festival/Country Fair (Spring) Fundraiser Chairperson and Communications Chairperson.

4. **Duties.** The duties of the Board shall include, but are not limited to, the following:
 - a. transact necessary business in the intervals between organization meetings and any other such business as may be referred to it by the organization;
 - b. give an update about the organization at the General Membership meetings;
 - c. approve, by majority vote, the budget for the fiscal year to be proposed to the membership at large during its first General Membership meeting;
 - d. act for the organization;
 - e. appoint persons to serve the balance of the terms for any vacant elected office;
 - f. approve the work plans of the Committees;
 - g. the Board may retain outside legal counsel;
 - h. All Officers and Committee leaders and members will abide by the Tomball Independent School District's "Booster Club and School Support Organization Guidelines."
5. **Term.** Officers and Committee Leaders may serve no more than two (2) terms consecutively in the same office unless said Officer or Committee leader is unopposed each year thereafter; the President cannot serve as the Treasurer immediately following his or her time in office;
6. **Compensation.** No Director shall receive compensation for any services he or she may render to the organization. Board members may be reimbursed for actual expenses incurred in the performance of their duties.
7. **Resignation.** A member of the Board may resign at any time by giving written notice to the President or Secretary. Such resignation shall take effect on the date of receipt of such notice or at a time specified in the notice; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
8. **Removal.** The Board shall have the power to remove a Board member or member at large by majority vote of the Board for good cause. Good cause shall be defined as a failure to timely and properly complete one's duties as a Board member, a failure to comply with these By-Laws or other reasons the Board deems appropriate in its discretion. A member at large or a Board member may initiate a removal action against a member or Board member by filing a written

grievance against a member or Board member and presenting it to the Board at a closed meeting for vote. During the closed meeting, the movant and the respondent will both have an opportunity to speak on the issue prior to vote;

9. **Vacancy.** In the event a vacancy is created on the Board, the remaining members of the Board shall appoint a member a of the organization who is in good standing to fulfill the unexpired term of the vacant position. Said appointment must be made by majority vote of the Board and announced to the general membership either through the school newsletter or at a General Membership PTO meeting;
 - a. Good standing as it relates to a former Board member means that the former Board member satisfactorily completed his or her term on the Board;
 - b. Good standing as it relates to a member at large means that the member has not been removed from the PTO by a majority vote of the Board;

Article VII -- Board Meetings and Voting

1. **Regular Meetings.** Regular meetings of the Board shall be held during the year at times to be fixed by the Board at its first regular meeting in August.
2. **Special Meetings.** Special meetings of the Board may be called by the President or by a majority of the members of the Board.
3. **Quorum.** A majority shall constitute a quorum.
4. **Attendance.** A member of the Board may be removed for failure to attend three (3) regularly scheduled Board meetings without good cause.
5. **Cancellation.** If a regularly scheduled meeting is cancelled, the Board shall reschedule the meeting.
6. **Procedure.** All meetings of the Board shall be conducted in accordance with the current edition of Robert's Rules of Order.
7. **Board Voting.**
 - a. The President shall have a vote when sitting as a member of the Board;
 - b. The Principal shall have a vote as a member of the Board and may formally abstain from any vote in which, in the sole discretion of the Principal, the Principal deems that issue requiring a vote represents a potential conflict of interest between his or her role as a Board member and Principal.
 - c. The Principal must be present for all Board votes; the Vice Principal may appear as proxy for the Principal for a Board vote if the Principal is unable to attend;
 - d. Each elected officer and appointed chairperson holds one vote; a co-chaired office must split its vote and each vote will count as one-half;
 - e. A Board member who misses any meetings must appoint a proxy to attend in his or her absence;

- i. A member who appoints a proxy allows that proxy to make any voting decisions on their behalf;
- ii. If no proxy is appointed and a vote is required, the member who is absent relinquishes their right to the vote;

Article VIII -- Committees

1. Such Committees shall be created by the Board as deemed necessary to promote the objectives and to carry on the work of the organization. The Nominations/Elections Committee shall present the slate of Committee Leaders to the Officers for final approval. Their term shall be one (1) year.
2. The Chairperson of each Committee shall present a plan of work to the President;
3. The Committees will work within the approved budget;
4. If a budget adjustment is needed, the Committee Chairperson will present the request and the reasoning to the President and/or Board for approval;
5. The power to form special committees and appoint their members rests with the Board. Because a special Committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is finished and its final report is received.

Article IX -- Budget Policies

Each fiscal year, the Board's budget shall:

1. contain a carry-over, on average of \$5,000, to fund the following school year's start-up costs;
2. be estimated by the President, President-Elect, Treasurer and Treasurer-Elect, to reflect planned income and expenses;
3. be approved by membership at the first General Membership meeting of the school year;
4. require all checks to be signed by two (2) signatories, including the Treasurer, President or Vice President;
5. require the budget request forms, for check requests, be in triplicate and no further monies will be approved until the previous request form has been properly executed.

Funds that are earmarked for specific projects or events are designated for that sole purpose and cannot be reallocated without a majority vote of the PTO Board.

Article X -- Membership Meetings

1. **General Membership Meetings.** There shall be at least two (2) General Membership meeting each year. The annual budget shall be presented for approval at the first such meeting.
2. **Special Membership Meetings.** Special membership meetings may be called by the Board, or upon written request of ten percent (10%) of the members in good standing.
3. **Annual Meeting.** The last general membership meeting shall be designated as the annual meeting for the purpose of electing new officers and receiving reports from officers and committees, as necessary, and for such other business as may properly come before the meeting. The Board shall present at each annual meeting, or when called by vote of the members at any meeting, a full and clear statement of the condition of the organization.
4. **Notice.** Advance notice of at least seventy-two hours (72) (as per Booster Club and School-Support Organization Guidelines) shall be given to the general membership for any additional General Membership Meetings.
5. **Quorum.** A majority of the Board shall constitute a quorum for the transaction of business at any membership meeting; but if less than a quorum of the Board is present at said meeting, a majority of the Board present may adjourn the meeting from time to time without further notice. The act of a majority of the Board present at a meeting at which a quorum is present shall be the act of the Board.

Article XI -- Meeting Guidelines

1. Request from members to address the Board:
 - a. Any member of the PTO who has a question or concern and would like to address it to the Board may do so at any general Board meeting during an allotted time period;
 - b. The Board has the ability to limit speakers and speaking times if necessary to accommodate the number of speakers;
 - c. The Board has the ability to limit speaking time if the meeting progress is being significantly hindered.
2. As authorized by the Texas Open Meetings Act, the Executive Board may meet in
in
a closed Executive Session as deemed necessary by the Board in order to protect individual privacy and/or sensitive information from becoming public.

Article XII -- Elections

1. **Nominations.**
 - a. The Nominations/Elections Committee shall be appointed by the Board. This Committee will consist of a Board member, a general member and a school faculty or staff member;

- b. Nominations for Board positions will be solicited from Creekview Elementary School parents and submitted to the Nominations/Elections Committee as appointed by the Principal;
- c. The nominees for each office will be presented to the families of Creekview Elementary School;
- d. In order to be eligible for nomination, nominees must be families zoned to Creekview Elementary School and have consented to serve if elected;
- e. Only a current Board member who has served as an Officer on said Board for at least one (1) year, shall be eligible to be nominated for the office of President. If there is not a current Board member nominated for President, the nominations become open to any parent at Creekview Elementary School;
- f. All positions are eligible to have a co-chair, and both chairs must be elected;

2. Elections.

- a. Elections shall be held at the Spring Annual Meeting and Officers installed at that time;
- b. Elections shall be held by written ballot in the event there is a contested position;
- c. There shall be one ballot per address for families of Creekview Elementary School;
- d. Only PTO members will be issued a ballot and/or be eligible to vote;
- e. Voting shall remain open any length of time deemed appropriate by the Board;
- f. The ballots shall be counted by the Nominations/Election Committee;
- g. Ballots shall be counted immediately upon the closing of voting;
- h. All Officers' terms shall begin one week after school ends for the year, except the term for Treasurer shall begin on August 1st.

3. Campaigning.

- a. Bio's of candidates for contested positions shall be presented in the school newsletter sent to the families of Creekview Elementary School;
- b. No other form of campaigning will be permitted by either the nominee or the nominee's representative(s);
- c. Absolutely no campaigning on school grounds or at school functions;
- d. Violation of the campaigning by-laws shall result in removal of the nominee from the ballot.

Article XIII -- Amendments

This Constitution and By-Laws may be amended by majority vote of the Board and then by a majority vote of the members in attendance at any General Membership meeting.

Article XIV -- Dissolution

This Constitution and By-Laws may be dissolved in the manner provided in **Article XII -- Amendments**. Upon dissolution, all assets and records become the property of Creekview Elementary School.

Article XV -- Audit

1. Every September, an audit shall be conducted by an independent auditor. The auditor must be approved by a majority vote of the Board;
2. Funds to pay the auditor shall be provided for in the budget;
3. There shall be a planning meeting held with the auditor;
4. Those in attendance at the planning meeting shall include the auditor, the President and the Treasurer, whose books are being audited, the Secretary, Principal and legal counsel, if any, and any other persons deemed necessary by the President. The auditor will then meet with the above to disclose the results of the audit;
5. The Secretary will take notes at each of these meetings.

