

Brookhollow Elementary School PTO Bylaws

(Highlighted text shows changes from prior version)

ARTICLE I: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME—The name of the organization shall be Brookhollow Elementary School Parent Teacher Organization “PTO” (also BES PTO). The PTO is located at Brookhollow Elementary School, 1200 N Railroad, Pflugerville, TX 78660.

Section 2: DESCRIPTION—The BES PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes. BES PTO 501c3 status is **current and up to date** at the writing of this bylaw revision.

Section 3: PURPOSE—The purpose of the PTO is to enhance and support the educational and social experience at Brookhollow Elementary School, to develop a closer connection between school and home by encouraging parental **and guardian** involvement, and to improve the environment at Brookhollow Elementary School through volunteer and financial support. BES PTO exists to foster relationships among the school, parents, **guardians**, students, and teachers.

- The BES PTO will conduct itself in a manner, which is free of racial discrimination, and provide equal opportunity and treatment for all members and prospective members, regardless of their race, color, religion, sex, disability, age, or national origin.
- The BES PTO shall not attempt to direct the administrative work of Brookhollow Elementary School.
- The BES PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization without the consent of the board.

ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to any parent, guardian, or other adult standing in loco parentis for a student at Brookhollow Elementary School. The principals and any/all teachers and staff members employed at the school shall be a BES PTO member. There are no membership dues. Members have voting privileges.

ARTICLE III: OFFICERS

Section 1: EXECUTIVE BOARD—The Executive Board shall consist of the following volunteer officers: President, Vice President, Secretary, and Treasurer. Officer positions can be shared. The BES Principal, or his/her designee, is a voting member of the Executive Board. A BES teacher (AKA Teacher Representative), chosen by the principal, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE—The term of office for all officers is two (2) years, beginning June 1 and ending May 31 of the following year. In special cases, officers may serve a third year, if no candidates are presented. This is at the discretion of the remaining Executive Board members.

Section 3: QUALIFICATIONS—Any PTO member in good standing, at least 14 calendar days before the nominating committee presents its slate, may become an officer of the PTO.

Section 4: DUTIES

Executive Board: Shall **attend at least 2 General meetings**, transact business between meetings in preparation for the General meeting, create standing rules and policies, create, and oversee standing and temporary committees, develop the PTO’s annual budget, develop the annual calendar of events, establish fundraising programs, and approve, by majority vote of the Board, unbudgeted expenditures of no more than \$200.

- President: Preside at General PTO meetings and Executive Board meetings and serve as the official representative of the PTO. Support all voting members and committees. Oversees all events and helps coordinate and plan with school administration.

- Vice President: Attend all General and Executive Board meetings. Oversee the committee system of the PTO, assist the President, and chair meetings and assume duties in the absence of the President. Assist in planning/coordinating events. VP oversees Staff Appreciation Gifts. The VP may serve as proxy parliamentarian.
- Secretary: Attend all General and Executive Board meetings and record and distribute minutes of all said meetings, prepare agendas for official PTO meetings, and hold historical records (minutes, bylaws, etc) for the PTO in binders and/or soft copy and manage a filing system for PTO records. The secretary may serve as proxy parliamentarian.
- Treasurer: Attend all General and Executive Board meetings and provide monthly financial reports. Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records, in coordination with the secretary's filing system. File sales tax returns, manage square accounts. The treasurer is the primary contact with the bank, makes deposits and withdrawals and manages the cash boxes for events. Must have Microsoft Excel experience.
- BES Principal (or designee): Attend all General and Executive Board meetings (when able). Appoint a Teacher Representative, annually, before the first General PTO meeting. Shall serve as a representative of BES administration and shall serve as a liaison between PISD administration, BES staff, and the Executive Board.
- Teacher Representative (or designee): Attend all General and Executive Board meetings (when able). Shall serve as liaison between the Executive Board and BES staff. Duties can include sending mass emails to staff, keeping records of staff volunteerism, collecting staff funding requests and alerting/delivering PTO Executive Board for analysis and inclusion in the next General meeting. May serve as proxy Box Top Coordinator.

Committees and Chair Positions: Appointed committee chairs shall attend at least 2 General meetings and will take charge of specific events or situations, under guidance and oversight from the Executive Board. Chairs will establish their own committees for their assigned tasks (ex: fall festival, dances, hospitality events) and delegate jobs accordingly. All Committee Chairs must coordinate with the Treasurer and work within their given budget when any money transactions are involved.

- Fundraising Chair: The role involves engaging with local businesses and donors, both in person and online, to secure financial support and donation for PTO events, in collaboration with the Treasurer, to ensure successful and impactful events.
- Communications Chair: The role involves overseeing PTO's communication and marketing efforts, including creating flyers, newsletters, posters, as well as coordinating with the school for marquee displays. Responsibilities also include managing online platforms and social media channels for the effective promotion of PTO initiatives and engagement with the school community.
- Hospitality/Concessions Chair: The role involves coordinating hospitality & concessions activities for the PTO, including managing faculty meals, staff appreciation events, and concession stands/tables at PTO events. Responsibilities include creating Sign-Up Genius forms for parent/guardian donations, purchasing food, and keeping inventory of all items donated and purchased.
- Special Events Chair: The role involves coordinating community-building events like Talent Shows and School Dances, promoting unity and engagement among students and parents/guardians.
- Holiday Events Chair: This role involves organizing two key events: the annual Fall Festival and Bobcat Holiday Bazaar, where students can shop for gifts.
- Volunteer Chair: The role entails managing volunteers by maintaining a list, communicating opportunities, and coordinating their involvement at PTO events using spreadsheets and Sign-Up Genius.
- Yearbook Chair: The role entails gathering photographs during school events and collaborating with the Principal and Assistant Principal to create the yearbook layout, select a vendor, and coordinate the distribution of the yearbooks in May.

Section 5: NOMINATIONS & ELECTIONS – A nominating committee (usually 2 Board Members and one general member) will distribute officer interest forms to all members. The nominating committee shall select a candidate for each office, based on member feedback from the interest form, and present the slate at the meeting held one month prior to the election. Elections will be held at the last meeting of the school year. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 6: REMOVAL—An Officer or Chair can be removed, after reasonable notice, with written cause by the Executive Board, through affirmative vote of two-thirds (2/3) of its Executive Board Members. All officers and chairpersons are volunteers and are not required nor will be compelled to perform any task against their will. BES PTO is an at-will volunteer organization.

Section 7: VACANCY—A vacancy of any Executive Board member or committee officer, except President, shall be filled by a majority vote of the Executive Board for the unexpired portion of the term. The Vice President shall fill a Presidential vacancy. If the Vice President does not wish to fill the Presidential vacancy, the remaining Executive Board members may bring forth a candidate that must be voted on by the general membership at the next General Meeting.

ARTICLE IV: MEETINGS

Section 1: GENERAL PTO MEETINGS—General PTO meetings shall be held to conduct the business of the PTO. General Meetings shall be held during the school months of September – May, or at the discretion of the Executive Board. A minimum of 4 General Meetings, per school year, must be held. An annual meeting of the membership shall be held in May of each year for the purpose of reorganization and elections for the coming year (usually in conjunction with the Volunteer Appreciation event).

Section 2: EXECUTIVE BOARD MEETINGS—The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 3: SPECIAL MEETINGS – Special meetings may be called by the President, Principal, any 2 members of the Executive Board, or any 5 general members, upon submitting a written request to the secretary. Flyers shall be sent home at least 10 days prior to the meeting if the membership must attend.

Section 4: VOTING—Each member in attendance at a PTO meeting is eligible to vote. Absentee and proxy votes are not allowed.

Section 5: QUORUM—Five (5) members of the PTO, who are present and voting, constitute quorum for the purpose of voting in a General or Special PTO Meeting. Quorum for Executive Board meetings shall be two-thirds (2/3) of the Executive Board members. All motions made at General or Executive Board meetings must be passed by a quorum.

ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR—The budget year of the PTO begins August 1 and ends July 31 of the following year.

Section 2: BANKING—All funds shall be kept in a checking account in the name of Brookhollow Elementary School PTO, requiring two signatures (President, Vice President, or Treasurer) and held at a local financial institution. The current financial institution is A+ Federal Credit Union Pflugerville.

Section 3: BUDGET - A tentative budget shall be drafted in the fall of each school year and approved by a majority of the members present at the first General meeting. The Membership shall approve all expenses of the organization specified in the approved budget. Any additional expenditure must be approved by a majority of the members present at a general meeting. Non-budgeted expenditures of more than \$200 require General PTO Meeting approval. Any amount \$200 or below may be approved by the Executive Board (Quorum).

Section 4: FUNDING REQUESTS – BES Staff members and any general member can submit funding requests. Approval of funding requests is not guaranteed and must first be approved by a BES Administrator and then voted on by the membership (greater than \$200) or by the Executive Board Quorum (less than \$200). All items purchased by the PTO are the sole property of Brookhollow Elementary School and may not be removed from the school.

Section 5: REIMBURSEMENT – Any PTO member who makes a purchase on behalf of the PTO, using their own funds, may request a reimbursement from the Treasurer in the form of a check. The purchaser must present receipts, and explanation of expenses, before reimbursement shall be approved and cut.

Section 6: REPORTING—The Treasurer shall keep accurate records of disbursements, income, and bank account information. All financial activity shall be recorded in a computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity at PTO meetings.

Section 7: ENDING BALANCE—The organization shall leave a minimum of \$2,000 in the treasury at the end of each budget year.

Section 8: CONTRACTS & GIFTS—Authority to sign contracts is limited to the President or the President’s designee. The Executive 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.

Section 9: AUDITS – PTO financial accounts, statements, documents, reports, and receipts are subject to full transparency. If a member is not satisfied after reviewing said documents, they may request an audit with a report made at the next General meeting. Internal audits may be conducted by three (3) PTO members, not associated with the Executive Board. The Treasurer and Vice President shall attend the audit to assist and compile a report.

Section 10: DISSOLUTION – The BES PTO may be dissolved with previous notice (14 calendar days) and a two-thirds (2/3) vote of those present at the meeting. In the event of dissolution of the PTO, any funds remaining shall be used to pay all outstanding bills and then donated to Brookhollow Elementary School.

ARTICLE VI: BYLAWS AMENDMENTS

These bylaws may be amended at any General or Special Meeting provided that previous notice was given at the prior meeting (OR 30 days before the meeting where voting will take place if the bylaws are to be amended when there is a long gap between meetings) and sent to all members. Amendments to the bylaws may be proposed by any PTO member.

ARTICLE VII: RECORDS

The BES PTO shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of its membership, Executive Board, and committee meetings. Any member may inspect all books and records of the PTO for any proper purpose at any reasonable time. Records must be kept for 4 prior years in addition to the current year (for a total of 5 years’ worth of records).

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert’s Rules of Order Newly Revised.

Original Bylaws adopted at PTO creation. This revision of the bylaws was adopted in 2023.

Amended (date): 9/25/2023 Signatures: _____
Amended (date): _____ Signatures: _____
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