



## York Elementary Parent Teacher Organization Bylaws

### ARTICLE I: NAME

Section 1.1. The name of this organization is the York Elementary Parent Teacher Organization (PTO), hereinafter referred to as the GYE PTO.

### ARTICLE II: PURPOSE

Section 2.1 The GYE PTO is a volunteer organization of parents/guardians and is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code. The purpose of the GYE PTO is to assist with and enhance school activities by providing volunteers, raising monies and organizing approved extracurricular activities and events.

Section 2.2 No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organizations shall be authorized and empowered to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code. Notwithstanding any other provision in this document, the purposes will be limited exclusively to exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### ARTICLE III: MEMBERSHIP

Section 3.1 Membership in the GYE PTO shall be open to any person who supports the

objectives of the organization and the policies of Glenn York Elementary. Membership also includes any teacher of Glenn York; in addition, any administrators of Glenn York Elementary.

Section 3.2 Annual dues shall be in the amount of \$15.00 per family (\$10.00 per teacher) and shall last throughout the school year (July 1- June 30).

Section 3.3 Each member present shall be entitled to one vote on each matter submitted to a vote of the membership.

Section 3.4 A member in *good standing* is defined as a member who has paid their annual dues and volunteered in at least one (1) GYE PTO sponsored event. This is not required to be a part of GYE PTO, but is required to serve on a Standing and Special Committee(s).

#### ARTICLE IV: OFFICERS AND THEIR ELECTION

Section 4.1 The officers of the organization shall be elected annually, and shall serve without compensation. The officers shall consist of: a President, Vice President, Secretary, Co-Secretary, Treasurer, and up to six (6) Member Representatives, *and up to 3 Teacher Representatives (see officers duties below)*. All officers shall be active/paid members, volunteered at least once with GYE PTO during the school year, and have a student enrolled at Glenn York Elementary during the year of service.

Section 4.2 Officers shall assume their official duties on July 1<sup>st</sup> and shall serve for a term of one year and/or until successors are installed.

Section 4.3 No officer shall serve in the same capacity for more than two (2) consecutive terms. However, if there are no nominees for any position at the time of elections, the officer may be voted in to remain in their current role for greater than 2 years. Vacancies during the year shall be filled by special elections at the next general or next board meeting; by a majority vote. If an officer is not able to fulfill their position due to unforeseen reasons; a letter should be submitted to the President.

Section 4.4 The President shall appoint a nominating committee of 2, no more than 3, general members and/or member reps (no Executive Officers) at the Spring meeting. GYE PTO members interested in one of the officer positions will be required to contact one of the three (3) nominating committee members to place their name on the voting ballot. Nominations from the floor will be accepted as a write in on the ballot. A majority vote of the members present constitutes an election to that position. Newly elected officers shall be installed at the End-of-Year meeting.

Section 4.5 If an Executive Officer or Member Rep is not fulfilling their position as elected, they may be asked to resign by a majority Executive Board vote. First warning will be a discussion with the said Officer and the President, or Principal as needed. Second notice will be a written notice. Lastly, if the Officer continues to not fulfill their duties they will be asked to resign by a majority Executive Board vote.

## ARTICLE V: DUTIES OF OFFICERS

Section 5.1 Duties of the GYE PTO President include the following:

- a. Preside *or delegate to other Executive Officer* at all meetings of the GYE PTO and Executive Board
- b. *Preside or delegate to other Executive Officer at all PTO General Meetings*
- b. Appoint chairpersons of the standing and special committees, as well as act as ex-officio member of all said committees with the exception of the Nominating Committee.
- c. Act as official spokesperson for the GYE PTO.
- d. Co-sign GYE PTO checks with Vice-President or Treasurer.
- e. Coordinate the work of the officers and committees of the organization in order that the objectives may be promoted.
- f. Communicate with the principal to ensure he/she receives all necessary information concerning the GYE PTO *including slides/information needed for the school newsletter.*
- h. *Volunteer for at least a period of 1 hour for at least 5 of the events sponsored and organized by the PTO (see list of examples of events listed below) throughout the school year*
- g. Perform other duties as may be prescribed in bylaws or assigned to this office by the organization.

Section 5.2 Duties of the GYE PTO Vice-President include the following: a.

- Assist the President in the discharge of his/her duties.
- b. Perform all duties of the President in the event that the President is absent, unable, or unwilling to execute such duties.
- c. *Preside over or delegate responsibilities for Community Contributor commitments and Spirit Night facilitation at the beginning of the term each school year.*
- c. Co-sign GYE PTO checks with President or Treasurer.
- d. Serve as a member of the audit committee.
- f. *Volunteer for at least a period of 1 hour for at least 5 of the events sponsored and organized by the PTO (see list of examples of events listed below) throughout the school year*
- e. Perform other duties as may be prescribed in bylaws or assigned to this office by the organization.

Section 5.3a Duties of the GYE PTO Secretary include the following:

- a. Maintain membership records. , and any records for all fundraisers.
- b. Keep minutes of all executive board and general meetings of the organization.
- c. Email minutes to the executive board within 7 days after board meetings.
- d. Post general meeting minutes or PowerPoint presentation on the website, and email out to all members within 7 days.
- e. *Coordinate with the Co-secretary to submit any necessary information to the President for the school newsletter for Publication.*
- f. *Coordinate with the Co-secretary to maintain and post regularly on all GYE PTO social*

media platforms and website.

*g. Volunteer for at least a period of 1 hour for at least 5 of the events sponsored and organized by the PTO (see list of examples of events listed below) throughout the school year*

g. Perform other duties as may be prescribed in bylaws or assigned to this office by the organization.

Section 5.3b Duties of the GYE PTO Co-Secretary include the following:

a. Coordinate flyers and correspondence as needed for events or PTO business, and submit to the President for the school newsletter for publication.

b. Issue notices of all meetings of the organization.

*c. Maintain or delegate the responsibility of the GYE PTO website.*

*c. Coordinate with the Secretary to maintain and post regularly on all GYE PTO social media platforms and website.*

*d. Coordinate with the Secretary to submit any necessary information to the President for the school newsletter for publication.*

*e. Volunteer for at least a period of 1 hour for at least 5 of the events sponsored and organized by the PTO (see list of examples of events listed below) throughout the school year*

e. Perform other duties as may be prescribed in bylaws or assigned to this office by the organization.

Section 5.4 Duties of the GYE PTO Treasurer include the following:

a. Keep accurate records of the organization funds. Books must be of audit quality to pass an annual audit by the school district or IRS.

*b. Maintain all financial records for all fundraisers.*

b. Process and co-sign, with the President or Vice-President, checks for all the organization's purchases.

c. Reconcile accounts monthly.

d. File state sales tax reports and income tax reports to the IRS annually.

e. Supply the president with monthly balance sheets on the organization's funds balance.

f. Report at GYE PTO meetings (or provide information to the President or Vice-President if unable to attend) and prepare a preliminary annual balance sheet and year-to-date income statement for submission at the End-of-Year meeting.

g. Prepare annual Financial Report and Financial Certification for Alvin ISD finance department.

*g. Volunteer for at least a period of 1 hour for at least 5 of the events sponsored and organized by the PTO (see list of examples of events listed below) throughout the school year*

h. Perform other duties as may be prescribed in bylaws or assigned to this office by the organization.

Section 5.5 Duties of the GYE PTO Member Representatives include the following:

a. Provide representation of the general membership at Board meetings.

- b. Serve as a contact point between the general membership and the elected officers.
- c. Perform other duties as may be prescribed in bylaws or assigned to this office by the organization *such as being a Chair to a Committee.*
- d. *Volunteer for at least a period of 1 hour for at least 3 of the events sponsored and organized by the PTO (see list of examples of events listed below) throughout the school year*

*Section 5.6 Duties of the GYE PTO Teacher Representatives include the following:*

- a. *Provide representation of the general membership and teacher membership at Board meetings.*
- b. *Serve as a contact point between the teacher membership and the elected officers.*
- c. *Perform other duties as may be prescribed in bylaws or assigned to this office by the organization*

*Section 5.7 Examples of events sponsored and organized by the GYE PTO each year*

- a. *Meet the Teacher Night*
- b. *Boo-Hoo Breakfast*
- c. *School Open House Membership Table*
- d. *Trunk or Treat Fall Festival*
- e. *Holiday Photos*
- f. *Grub with Guardians*
- g. *Teacher Appreciation "Store"*
- h. *Academic Night Membership Table*
- i. *5th Grade Celebration*

## ARTICLE VI: MEETINGS

Section 6.1 Meetings of the GYE PTO shall be held at Glenn York Elementary, via Virtual platform *or in a community setting (ex. Library, coffee shop, board member's home, etc.)*

Section 6.2 Regular general meetings of the GYE PTO shall be held at least once in the Fall Semester and twice in the Spring semester.

Section 6.3 The order of business shall be as follows but may be revised as the President sees fit:

- a. Call to Order
- b. Introduction of Board
- c. Presentation of Agenda
- d. New Business
- e. Events Report
- f. Fundraising
- g. Treasurer Report
- h. Announcements
- i. Mark Your Calendar

- j. Town Hall/Q&A
- k. Adjournment

Section 6.4 Robert's Rules of Order Revised shall be parliamentary authority.

Section 6.5 Special general meetings of the organization may be called by the President or by a majority of the executive board, with three (3) days notice having been given.

Section 6.6 The election meeting shall be held at the end of the Spring semester.

Section 6.7 Five (5) members with at least the President or Vice-President and one (1) school administrator shall constitute a quorum for the transacting of business of the GYE PTO.

#### ARTICLE VII: COMMITTEES

Section 7.1 Officers of the organization shall be eligible to serve on any special or standing committee with the exception of the Audit Committee. The President and Treasurer are not eligible to serve on the Audit Committee.

Section 7.2 GYE PTO has two (2) Standing Committees that GYE PTO members in *good standing* (see Section 3.4) may be appointed to. Special Committees may be formed at any time during the school year as the President sees fit. The Board may approve any member in *good standing* (see Section 3.4) to any Special Committee created and/or may fill any vacancy by appointment during that calendar year.

Section 7.2 The Standing Committees are as follows:

- a. Audit Committee
- b. Nominating Committee

Section 7.3 There will be Special Committees as needed, including, but not limited to:

- a. Fundraising Committee
- b. Volunteer Committee
- c. Membership Committee
- d. Events Committee

#### ARTICLE VIII: AMENDMENTS AND REVISIONS

Section 8.1 These bylaws may be amended or revised at any regular general meeting of the organization by a majority vote of the members present and voting *or at any Board Meeting with at least half the Board present and voting with the additional approval of the Principal of Glenn York Elementary*. A notice of the proposed amendments and revisions shall have been *posted to social media/website* given at least thirty (30) days prior to the general meeting at which the amendments and revisions are voted on.

## ARTICLE IX: COMPLIANCE

Section 9.1 The bylaws will comply with all Alvin ISD policies and procedures, UIL regulations and Federal and Texas state tax laws for booster clubs.

## ARTICLE X: DISTRICT ACCESS TO FINANCIAL ACCOUNTS AND RECORDS

Section 10.1 Access to the financial records and books of the organization are granted to the Superintendent, Deputy Superintendent, and Director of Finance of Alvin ISD.

Section 10.2 Access to the bank account information and bank account records of the organization are granted to the Superintendent, Deputy Superintendent, and Director of Finance of Alvin ISD.

Section 10.3 Additionally, the Superintendent, Deputy Superintendent, and Director of Finance of Alvin ISD can temporarily suspend all bank account activity pending any investigations into the organization.

## ARTICLE XI: DISSOLUTION AND REORGANIZATION

Section 11.1 The Superintendent of Schools is solely responsible for the entire educational program, including curricular and extracurricular activities. All activities, events, and personnel are under the jurisdiction of the Superintendent. Therefore, the Superintendent of Alvin ISD has the authority to dissolve and or reorganize the organization at his/her discretion. Upon dissolution, all assets are to be distributed to school activity funds or a 501 (c) (3).

## ARTICLE XII: SUDDEN UNFORESEEN SCHOOL CLOSURE THAT OCCURS FROM AUGUST TO JUNE OF THE FOLLOWING YEAR.

Section 12.1 If the school should close due to a pandemic or natural disaster, all activities and events will have to cease according to school regulations during these unforeseen times. The election nomination process and elections may take place virtually, but must be completed by the 30<sup>th</sup> of June; only paid/active members will be allowed to vote. All board and general meetings will be held via a Virtual platform. If an Executive Board member has to resign during this time, the vacancy may remain open until it can be fulfilled, as long as the resigned board member duties can be fulfilled with the remaining Executive Board. Any decision-making or transacting of business that should occur during this time of unforeseen closure will be through majority vote amongst the Executive Board. Otherwise, a quorum for the transacting of business of the GYE PTO will occur at the next scheduled general meeting as per Section 6.7.