

BYLAWS OF THE
LAKE POINTE ELEMENTARY PARENT TEACHER ORGANIZATION, INC.

ARTICLE I

Name

The name of this organization shall be the Lake Pointe Elementary Parent Teacher Organization, Inc., commonly known as and referred to in these bylaws as PTO.

ARTICLE II

Article of Organization

This PTO is organized exclusively for charitable and educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code.

Article III

Purpose

The objective of PTO shall be to enrich the education of the students of Lake Pointe Elementary School by supporting the school with the resources of its members including volunteer and financial support while also promoting open communication between school staff, faculty and parents. In pursuance of this purpose, PTO may engage in any or all lawful purposes.

ARTICLE IV

Basic Policies

Section 1. PTO shall be noncommercial, nonsectarian, and nonpartisan.

Section 2. PTO shall work with Lake Pointe Elementary to provide quality education for all students and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.

Section 3. The name of PTO or the names of any members in the official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purposes of PTO.

Section 4. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

Section 5. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170(c)2 of the Internal Revenue Code.

Section 6. The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

ARTICLE V Membership and Dues

Section 1. Eligibility.

A. Membership in PTO shall be open without discrimination to anyone who believes in and supports the mission, purposes and policies in Article III and Article IV. Membership shall be made available without regard to race, color, creed, sex, religion, or national origin.

B. The members of PTO shall be any parent, guardian, or relative who has or will have a child enrolled in Lake Pointe Elementary within twelve months.

C. The members of PTO shall be any administration, staff, or faculty member at Lake Pointe Elementary.

D. The members of PTO shall be a member of the community with a supporting interest in Article III.

Section 2. Dues. Annual dues for members shall be determined by the Elected PTO Board Members in May of each year according to the needs of PTO.

A. No eligible individual or family shall be denied membership due to financial hardship. Individuals or families facing such hardship may contact the school principal or counselor who shall then communicate to the Elected PTO Board Members a recommendation to or not to waive dues.

B. Holding office, being appointed, making motions and voting shall be limited to members of PTO whose annual dues have been paid or waived.

Section 3. Enrollment.

A. The elected PTO members shall conduct an annual enrollment of members, but may admit persons to membership at any time.

- B. Term of annual membership may begin as early as July 1 and shall end on June 30.

ARTICLE VI PTO Meetings

Section 1. Regular Meetings.

- A. Regular PTO meetings shall be held no less than four (4) times during the school year with meetings including but not limited to: October for the purpose of receiving the audit committee's findings; April for the purpose of electing Elected PTO Board Members; May for the purpose of receiving reports and adopting a budget for next fiscal year.
- B. The time and date of such meetings will be established by the Elected PTO Board Members by the first day of the school year.
- C. Ten (10) days written notice of all meetings shall be given to PTO members using established communication methods including but not limited to flyers or electronic newsletters.
- D. A change in meeting date or time may be made with five (5) days notice being given to PTO members.
- E. Meeting agendas shall be made available one (1) day prior to meetings using methods including but not limited to electronic communications.
- F. PTO members may request new business to be included on a meeting agenda with ten (10) day written notice submitted to the secretary of the Elected PTO Board Members.

Section 2. Special Meetings.

- A. Special meetings for PTO may be called by the president or by a majority of the Elected PTO Board Members, five (5) days written notice having been given.
- B. Special meetings for PTO shall be called at the request of members of PTO upon written petition signed by a simple majority of the members and submitted to the Elected PTO Board Members secretary, with five (5) days written notice having been given.

Section 3. Quorum.

- A. The quorum at regular meetings shall be ten (10) PTO members who have registered as in attendance for the transaction of business in any membership meeting.
- B. The quorum at special meetings shall be ten (10) members who have registered as in attendance and three (3) members of Elected PTO Board Members for the transaction of business in any membership meeting.

ARTICLE VII
Nominations of Elected PTO Board Members and Elections

Section 1. Eligibility. The Elected PTO Board Members of this organization shall be a member in good standing, shall support the Purpose of this Organization and shall consist of president; vice-president; secretary; and treasurers; K-2 grade level representative; 3-5 grade level representative; fundraising coordinator(s); programs coordinator(s); communications coordinator(s); staff appreciation coordinator(s). Two persons may share any office aside from president and vice president.

Section 2. Nominations.

A. Nominations are made by the special nominating committee as outlined in Article XI Section 3B.

B. A member in good standing may nominate themselves from the floor at the April PTO meeting.

Section 3. Election.

A. Officers and standing committee chairs shall be elected by a majority vote by paper or electronic ballot of the members present at the April PTO meeting.

B. Vote should be by paper or electronic ballot; however, if there is no more than one nominee per office, election may be by voice vote.

C. Only those persons who have signified their consent to serve shall be nominated or elected to office.

Section 4. Term of office.

A. The term of office is one (1) year and shall begin June 1 and end May 31.

B. No Elected PTO Board Member shall serve in the same office for more than two (2) consecutive terms, unless no other candidate is nominated or, an appointment by the president and vote by the Executive Committee is necessary due to unforeseen circumstances. One who has served more than one-half of a term shall be credited with having served that term.

Section 5. Elected PTO Board Members shall serve on the Board in accordance with Article X.

Section 6. Removal of Elected PTO Board Members.

A. An Elected PTO Board Member may be removed from office by a two-thirds (2/3) vote of The Elected PTO Board Members for reasons including but not limited to (a) failure to perform duties, (b) misconduct, or (c) missing three consecutive board meetings, unless special circumstances arise, with ten (10) days notice being given to the membership.

B. An Elected PTO Board Member may be removed from office by a two-thirds (2/3) vote of the members present, provided a quorum is present, at a meeting of members or a special meeting of the members called for that purpose with ten (10) days notice being given to the membership. The office vacancy so created shall be filled by majority vote of the members present at the same meeting, provided a quorum is present.

Section 7. Vacancy.

A. A vacancy in the office of president shall be filled for the unexpired term by the vice-president. Filling the newly vacated position shall be in accordance to Article VIII, Section 3B.

B. A vacancy occurring in any elected office, other than president, shall be filled for the unexpired term by a person from the membership appointed by a majority vote of The Elected PTO Board Members with three (3) days notice being given to the membership.

ARTICLE VIII The Elected PTO Board Members

Section 1. The Elected PTO Board Members shall exercise ordinary business judgment in managing the affairs of PTO. Acting in their official capacity, board members shall act in good faith and take actions they reasonably believe to be lawful and in the best interest of the Organization. In all other instances, The Elected PTO Board Members shall not take any action that they reasonably believe to be unlawful or in opposition to PTO's best interests. A board member shall not be liable if, in exercising due diligence, the Elected PTO Board Member acts in good faith relying on written financial and legal statements provided by an accountant or attorney that may be retained by PTO.

Section 2. Voting. Each position on the Elected PTO Board shall have one vote, except for the President as outlined in Article VIII, Section 3A.

Section 3. Duties of the Elected PTO Board Members. The Elected Board Members shall perform the duties as prescribed for the office in these bylaws.

A. Duties of the President. The President shall:

- i. Preside at all meetings of the Organization;
- ii. coordinate the work of the Elected PTO Board and committees of PTO such that the Purpose may be promoted;
- iii. confirm that a quorum is present before conducting any business at any meeting of PTO;

- iv. confirm the Faculty Representative, subject to the approval of Elected PTO Board Members;
- v. be authorized to sign on bank accounts (two of three authorized signatures shall be required on all checks over five hundred (500) dollars);
- vi. be authorized to sign contracts on behalf of the organization after approval by the Elected PTO Board and General PTO Membership, if applicable;
- vii. Be a member ex officio of all committees except the nominating and audit committees;
- viii. Represent PTO by attending district leadership meetings, campus advisory team meetings, and school board meetings as appropriate;
- ix. Serves as the primary liaison with the principal with the recommendation of a standing meeting;
- x. Prepare and submit a calendar for the year to PTO;
- xi. Comply with administrative requirements set forth by LTISD including but not limited to submitting budgets, audit findings, fundraising activities, and bylaws; and
- xii. Only casts a vote in case of a tie.

B. Duties of the Vice President. The Vice President shall:

- i. Preside at meetings in the absence of the president;
- ii. Assume the office of president for the unexpired term in the event of vacancy;
- iii. Be authorized to sign on bank accounts (two of three authorized signatures shall be required on all checks over five hundred (500) dollars);
- iv. Be authorized to sign contracts on behalf of the organization after approval by the Board; and
- v. Assist the president as needed.

C. Duties of the Secretary. The Secretary shall:

- i. Record and maintain the minutes of all meetings of PTO as required by the Records Retention and Storage Policy;

- ii. Prepare a standard agenda which will be used for the conduct of all meetings;
- iii. Review and sign financial information as required by insurance companies or other parties;
- iv. Handle any correspondence on behalf of PTO;
- v. In the event of the absence of the secretary, the president shall appoint an acting secretary for the meeting. The acting secretary shall be responsible for both recording and transcribing the minutes; and
- vi. Keep record of documents including but not limited to current bylaws for reference as needed. Upon completion of term, surrender all records in accordance to Article XI, Section 6.

D. Duties of the Treasurer(s). The Treasurer(s) shall:

- i. Have custody of all of the funds of PTO;
- ii. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks, and once his/her term is complete, deliver to Lake Pointe Elementary all such books and documents boxed appropriately for storage or according to Records Retention and Storage Policy;
- iii. Make disbursements in accordance with the budget adopted by PTO, standing rules and financial policies of PTO;
- iv. Be authorized to sign on bank accounts (two of three authorized signatures shall be required on all checks over five hundred (500) dollars);
- v. Sign contracts on behalf of PTO after approval by the Elected PTO Board Members and General Membership, if applicable;
- vi. Present a financial statement at general meetings, executive board meetings, and at other times when requested by the PTO or an Elected PTO Board Member;
- vii. Present the budget at the May membership meeting;

- viii. Be responsible for the maintenance of permanent books of account and records as shall be sufficient to establish the items of gross income (including dues collected from members), receipts, and disbursements;
- ix. Submit books to the auditing committee or a duly selected Certified Public Accountant as requested; and
- x. Ensure all tax returns are prepared and filed with due diligence.

E. Duties of Grade Level Representatives. K-2 Grade Level Representative and 3-5 Grade Level Representative shall:

- i. Represent all grade levels with one on behalf of the Kindergarten, First and Second Grades and the other on behalf of the Third, Fourth and Fifth Grades;
- ii. Each have one vote; and
- iii. Act as a liaison and facilitate communications between members (faculty, staff and parents) and The Elected PTO Board Members.

F. Duties of the Fundraising Coordinator(s). The Fundraising Coordinator(s) shall:

- i. Coordinate, track, and support all fundraising activities;
- ii. Preside at meetings in the absence of the president and vice-president; and
- iii. Recruit and appoint chairpersons for fundraising committees.

G. Duties of the Programs Coordinator(s). The Programs Coordinator(s) shall:

- i. Create and support extracurricular and curriculum-supported programming; and
- ii. Recruit and appoint chairpersons for programs committees.

H. Duties of the Communications Coordinator(s). The Communications Coordinator(s) shall:

- i. Coordinate information flow between PTO and the LPE community;

- ii. Recruit and appoint chairpersons for communications committees; and
- iii. Act as a liaison with local media.

I. Duties of the Staff Appreciation Coordinator(s). The Staff Appreciation Coordinator(s) shall:

- i. Organize events to appreciate LPE faculty and staff; and
- ii. Help coordinate faculty birthday celebrations as needed.

J. Duties of all Elected PTO Board Members. All Elected PTO Board Members shall:

- i. Perform the duties outlined in these bylaws and those assigned from time to time; and
- ii. Deliver to their successors or the president all official material within fifteen (15) days following the date at which their successors assume their duties.

ARTICLE IX

Other Members on PTO Board

Section 1. Principal of Lake Pointe Elementary shall be a member of the PTO Board.

Section 2. One faculty representative of Lake Pointe Elementary shall be a member of the PTO Board. The faculty representative shall be confirmed by the president subject to the approval of the Elected PTO Board Members at the September Board meeting.

Section 3. The Past President shall:

- A. Serve in an advisory role to assist Elected PTO Board Members as needed in their duties.
- B. Verify the bylaws are reviewed every other year and ensure necessary revisions are made as a result of such review.
- C. Ensure that the Elected PTO Board is conducting business in accordance with the overall Purposes of the PTO. Additionally, the past president will see to it that the Purpose is reviewed on an annual basis.

Section 4. These positions are non-voting advisory members of the Board.

ARTICLE X:
Meetings for The Elected PTO Board Members

Section 1. Duties of the Elected PTO Board shall be to:

- A. Transact necessary business between membership meetings in accordance to the Purpose of the Organization;
- B. Prepare reports and recommendations to be presented to the membership;
- C. Prepare and submit a budget to the membership;
- D. Approve the plans of work submitted by officers and committee chairpersons in accordance with Article XI, Section 5;
- E. Create financial policies in accordance to Article XII
- F. Create and dissolve standing and special committees and approve special committee chairpersons in accordance to Article XI;
- G. Fill vacancies of officers and committee chairpersons in accordance to Article VII, Section 7; and
- H. Review bylaws and revise as necessary in accordance to Article XVI.

Section 2. Meetings of the Elected PTO Board.

- A. The date and time of meetings shall be established by the president by the first day of the school year.
- B. Special meetings of the Board may be called at the request of the president or by a majority of the Elected PTO Board Members with three (3) days notice being given.
- C. Members may request new business to be included on a meeting agenda with five (5) day written notice submitted to the secretary of the Elected PTO Board.

Section 3. Quorum. A majority of filled positions of the Elected PTO Board shall constitute a quorum.

ARTICLE XI:
Committees and Chairpersons

Section 1. The Elected PTO Board may create and dissolve committees as it may deem necessary to promote the Purpose and carry on the work of PTO. Committee membership shall be open to any

individual who is a member in good standing and who subscribes to the Purpose and Basic Policies of PTO.

Section 2. Standing committees. Coordinators on the Elected PTO Board may recruit and appoint a chairperson to head each standing committee and recruit and appoint committee members.

A. Committee Chairpersons shall be members in good standing and support the Purpose and policies of PTO.

B. Authority. The Committee Chairperson(s) shall present work plans in the form most appropriate to the project (e.g. plans of work in accordance with Article XII, Section 5., meeting minutes, reports, budgets, drawings, etc.) to The Elected PTO Board Members for approval. No committee work shall be undertaken without the consent of the Elected PTO Board Members

C. Term. The term of a Chairperson appointment corresponds with the term of the specific committee. No Chairperson shall serve in the same position for more than two (2) consecutive terms. One who has served more than one-half of a term shall be credited with having served a full term. An exception to the term limit may be made in the event that no new individual accepts the position or in the event of filling a vacancy in accordance to Article XI, Section 2 E.

D. Removal. A chairperson may be removed from position by a two-thirds (2/3) vote of The Elected PTO Board Members for reasons including but not limited to (a) failure to perform duties, (b) misconduct, or (c) missing three consecutive committee meetings, unless special circumstances arise.

E. Vacancy. A vacancy occurring in any chairperson position shall be filled for the unexpired term by a person from the membership appointed by a majority vote of The Elected PTO Board Members.

Section 3. Special committees, including but not limited to the below identified committees. The term of all special committees shall begin with appointment by the Elected PTO Board and end when work is complete as evidenced by such Committee's final report or when dissolved by the Elected PTO Board.

A. Executive Committee. The Executive Committee shall consist of the president, vice president, treasurers, secretary of the Elected PTO Board Members.

B. Nominating Committee.

i. Purpose. A committee to nominate interested members to fill officer positions shall be appointed by the Elected PTO Board Members and be approved by a majority vote of the members present, provided a quorum is present.

ii. Composition. The committee shall consist of no fewer than three (3) members. No member shall automatically serve on this committee because of his or her office in the PTO or position in the school system. The president shall not

serve as a member of this committee. Formation of the Nominating Committee shall occur no later than sixty (60) days before elections.

iii. Eligibility.

- a. No more than one (1) of whom may be from the current board.
- b. No person shall serve as a member of the nominating committee for two consecutive terms.
- c. No person shall be eligible for election to the executive committee while serving on the nominating committee.
- d. The president and president-elect shall not serve as members of this committee.

iv. Duties. The nominating committee shall consider all candidates for elected positions who meet the requirements set forth by the Elected PTO Board; and shall submit only one name for each position to be filled.

- a. Report of the Nominating Committee. The findings of the Nominating Committee shall be reported at the Elected PTO Board meeting in March.

C. Audit Committee.

i. Purpose. A committee to audit the treasurer's accounts.

ii. Composition. Shall be appointed by the Executive Committee at the May meeting and be approved by a majority vote of the Elected PTO Board Members present, provided a quorum is present.

iii. Eligibility.

- a. The committee shall consist of no fewer than three (3) members who are not authorized signers and who are not related to or do not reside in the same household as an authorized signer.
- b. The president does not serve as a member of this committee.

iv. Appointment shall be made no later than thirty (30) days before the end of the fiscal year.

D. Bylaw Amendment Committee

i. Establishment based on Article XVII Section 3.

ii. Purpose. A committee to review and make changes to the current PTO Bylaws.

iii. Composition. The committee shall consist of the Past PTO President, one (1) PTO Member in good standing, and one (1) Elected PTO Board Member.

ARTICLE XII: Financial Policies

Section 1. The fiscal year of PTO shall begin July 1 and end June 30.

Section 2. A full year budget shall be presented for adoption by majority vote of the members present, provided a quorum is present, at the May membership meeting.

Section 3. Two authorized signatures shall be required on all checks over five hundred (500) dollars.

Section 4. The audit committee, formed in accordance to Article XI, Section 3 C., shall conduct the audit within the first one hundred twenty (120) days after the close of the fiscal year and shall present its findings at the October Elected PTO Board meeting after completion of the audit for adoption by majority vote of the members present, provided a quorum is present.

Section 5. Officers and committee chairpersons shall submit a Plan of Work to the president, vice-president and treasurer, as part of the budget process, for review and approval by the Elected PTO Board. Disbursements by the treasurer shall be in accordance with the approved budget and the appropriate plan of work, and according to the financial policies and standing rules of the PTO.

ARTICLE XIV: Parliamentary Authority

The rules contained in the current edition of “Robert’s Rules of Order Newly Revised” shall govern the PTO in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

ARTICLE XVI: Dissolution

Section 1. The Organization may be dissolved by a two-thirds vote of the members present, provided a quorum is present, at a special meeting of PTO.

Section 2. Written notice to the membership of the special meeting shall be given thirty (30) days prior to the meeting at which dissolution is to be voted upon.

Section 3. Upon the dissolution of PTO, after paying or adequately providing for the debts and obligations of the PTO, the remaining assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future tax code) according to a distribution plan approved by two-thirds vote of the members present, provided a quorum is present, at said special meeting of the PTO.

ARTICLE XVII: Amendments

Section 1. These Bylaws may be amended by a two-thirds vote of the members present, provided a quorum is present, at any regular or special meeting of the PTO.

Section 2. Section 2. Written notice to the membership of the proposed amendment shall be given thirty (30) days prior to the meeting at which the amendment is to be voted upon.

Section 3. Section 3. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a two-thirds (2/3) vote of The Elected PTO Board Members or by a majority vote of members present at a meeting of PTO, providing a quorum is present. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 4. Section 4. These Bylaws may be amended without requirement of member vote for the purposes of (a) complying with regulations for obtaining and maintaining non-profit status as defined by the U.S. Internal Revenue Service or the Texas Non-Profit Corporation Act or (b) bringing them into compliance with governmental entities. In these cases, notification of the amendments shall be given to the membership at the following membership meeting.