

HALLSBURG ISD PARENT TEACHER ORGANIZATION BYLAWS

ARTICLE I

Name, Description, & Purpose

Section 1: NAME - The name of the organization shall be the Hallsburg Elementary Parent Teacher Organization (PTO). The PTO is located at Hallsburg ISD, 2313 Hallsburg Rd., Waco, Texas 76705.

Section 2: DESCRIPTION - The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE - The purpose of the PTO is to enhance and support the educational experience at Hallsburg ISD, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Hallsburg ISD through volunteer and financial support.

Article II Membership

Membership shall be automatically granted to all parents and guardians of Hallsburg ISD students, plus all staff of Hallsburg ISD and their spouses, and school board members. There are no membership dues. Members have voting privileges.

Article III Officers

Section 1: EXECUTIVE BOARD - The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Officer positions cannot be shared. The school Principal, or his/her designee, is a voting member of the Executive Board. Officer positions shall be filled by members who volunteer for such position and approved by a majority of the members present at the General PTO Meeting held in April. If more than one member should volunteer for an officer position, an election will be held by means determined by the Executive Board with all results to be approved by those members present at the General PTO Meeting held in April.

Section 2: TERM OF OFFICE - Officers shall assume their official duties following the close of the fiscal year and shall serve a term of one (1) year. The officers shall not serve more than two (2) consecutive terms in the same office. One who has served more than one-half (1/2) of a term shall be credited with having served that term.

Section 3: QUALIFICATIONS - Any PTO member in good standing may become an officer of the PTO. Upon inception of the PTO the officer positions will be filled by the acting officers of the Hallsburg Parent Teacher Association at each equivalent position.

Section 4: DUTIES

Executive Board: Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve recipient of scholarship awards, and approve by majority vote of the Board unbudgeted expenditures of no more than \$100.

President: The president shall:

1. coordinate the work of the officers and committees of the PTO in order that the Purposes may be promoted;
2. confirm that a quorum is present at all meetings of the PTO before conducting business;
3. preside at all meetings of the PTO;
4. be authorized to sign on bank accounts, unless prohibited by terms of employment;
5. be authorized to sign contracts approved by the executive board;
7. be listed as the principal officer and be authorized to sign tax documents, unless prohibited by terms of employment;

Vice President: The vice president shall:

1. serve as aide-to-the-president;
2. preside in the absence of the president;
3. communicate opportunity of scholarship award through regular communication channels prior to December 31st;
4. screen all scholarship applicants and present listing of qualified applicants to Executive Board prior to the April meeting.

Secretary: The secretary shall:

1. record and maintain the minutes of all meetings of the members and the Executive Board;
2. send, or cause to be sent, notice of meetings of the members and of the Executive Board;
3. be responsible for correspondence;
4. collect and preserve documents relating to the history of the PTO;
5. have a current copy of the bylaws;

Treasurer: The treasurer shall:

1. have custody of all the funds of the PTO;
2. present a written and verbal financial report at Executive Board and PTO meetings and as requested by the Executive Board;
3. maintain books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks;
4. make disbursements in accordance with the budget adopted by the PTO;
5. track and maintain record of balance in PTO Scholarship Fund;
6. be authorized to sign on bank accounts;
7. be authorized to sign tax documents, if the president is prohibited by terms of employment;
8. present a preliminary annual report, i.e. budget to actual, at the last PTO meeting; and
9. complete and file all necessary tax documents;

Section 5: BOARD MEETINGS – The Executive Board shall meet at least once every two months during the school year, or at the discretion of the President.

Section 6: REMOVAL - An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY - If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

Article IV MEETINGS

Section 1: GENERAL PTO MEETINGS - This PTO shall hold a minimum of three (3) meetings a year. Any meetings of the PTO shall be held during the school year with at least one meeting in April. The membership shall be notified through regular communication channels of the date and time of all PTO meetings following the first meeting of the executive board at which time this schedule is determined.

Section 2: VOTING - Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed. Voting may occur via electronic means as approved by the Executive Board.

Section 3: QUORUM - Ten (10) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE V FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO begins June 1 and ends May 31 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of Hallsburg Elementary Parent Teacher Organization, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity quarterly.

Section 4: ENDING BALANCE - The organization shall leave a minimum of \$500 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS - Authority to sign contracts is limited to the President or the President's designee.

ARTICLE VI SCHOLARSHIP AWARDS

Section 1: SCHOLARSHIP FUND – A minimum of three percent (3%) of fundraising proceeds will be designated for the PTO Scholarship Fund each year.

Section 2: AWARDS – The PTO will give a scholarship each year to seniors who attended Hallsburg ISD. The scholarships will be no more than the amount of \$500 each.

Section 3: REQUIREMENTS – Requirements for applying are as follows:

1. applicants must have attended Hallsburg ISD. Parents must have been members in good standing of the PTO when applicant attended Hallsburg;
2. applicants must submit two letters to the Executive Board by February 15 of the current year. The first letter shall be written by the applicant, stating: who they are, who their parents are, where they plan to attend school, when they plan to attend, how they plan to use the scholarship, and list any extra-curricular activities, honors, etc. The second letter must be a letter of recommendation from a teacher, principal, or superintendent of the school they currently attend;
3. the applicant must list any other scholarships they know they are to receive; and
4. the applicant must also send a transcript from their school with the application.

Section 4: APPROVAL – The seniors awarded the scholarships must be approved unanimously by the entire Executive Board.

ARTICLE VII Box Tops for Education Committee

Section 1: BOX TOPS FOR EDUCATION – A General Mills program to help support education, whereby, participants can collect Box Tops Clips found on hundreds of product packages to submit for earnings of up to \$20,000 cash per year beginning on March 2 of every year.

Section 2: AWARDS – Schools are issued checks twice each year, in December and April. The December check includes all Box Tops earnings accrued from March 2 to November 1 totaling \$20.00 or more. If the total is less than \$20.00, this amount will be carried over and paid in the April check. The April check includes Box Tops earnings accrued from November 2 through March 1.

Section 3: COMMITTEE – The Box Tops for Education Committee will be appointed annually or as needed by the President and will consist of the following officers:

1. Committee Chair – Responsible for mailing the Box Tops out every six weeks. Informing the PTA of the Box Top earnings;
2. Collection Person – This individual will collect and count all the Box Tops every six weeks; and
3. Data Entry Person - This individual will input all the data on the Box Top internet site every six weeks.

ARTICLE VIII BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members voting is required to adopt an amendment to the bylaws.

**ARTICLE IX
DISSOLUTION**

In the event of dissolution of the PTO, any funds remaining shall be donated to Hallsburg ISD.

**ARTICLE X
PARLIAMENTARY AUTHORITY**

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