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ARTICLE I – NAME

The name of this organization shall be named Ruby L. Thompson Elementary (RLT) Parent-Teacher Organization (PTO): herein referred to as the PTO. The PTO is located at: 6121 Tierwester Street, Houston, Texas 77021.

ARTICLE II – MISSION STATEMENT

To promote and nurture the social, emotional and academic well being of students at Ruby L. Thompson by:

1. Sponsoring activities that encourage parents, teachers and students involvement.
2. Providing financial support for programs funded outside of the annual school budget.

ARTICLE III – POLICIES

Section 1: The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2: The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

Section 3: The name of the PTO and the names of any of its members in their official capacities shall not be used in connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission Statement of the PTO.

Section 4: The PTO may cooperate with other PTOs within the same school district that have similar goals and interests.

Section 5: The PTO shall process all check reimbursement within 5 business days of receipt of an invoice, with an attached reimbursement form which has been approved by an officer.

Section 6: All PTO possessions/property inclusive of but not limited to merchandise, equipment, and records shall be kept in a secured location at RLT at all times.

Section 7: The PTO bank account shall have a minimum of three authorized signers on record at the bank and there shall be two authorized signers on all checks.

Section 8: Anytime PTO monies are counted there shall be at least two Executive Board members present.

Section 9: Any request for PTO resources shall be in writing and submitted at least 2 weeks in advance to allow approval from the Executive Board.

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Section 10: Any person volunteering at a PTO event or serving in an official PTO position must have the following approved by the Houston Independent School District (HISD).

- A criminal history background check by registering online at: www.houstonisd.org/vipslogin and presenting your photo ID to the Volunteer Coordinator at RLT Elementary school.

ARTICLE IV – FISCAL YEAR

The fiscal year of the PTO shall begin on July 1st and end on the following June 30th.

ARTICLE V – MEMBERSHIP & DUES

Section 1: Membership. Any parent or guardian of a student at the School, the Principal, or any teacher currently employed at the School may become a PTO Member. In addition, members of the RLT community and Business Owners may become members. An annual enrollment of members shall be conducted each fall of the new school year. Additional members shall be accepted at any time.

Section 2: Dues. Each member shall pay annual membership dues of ten dollars (\$10.00) to the PTO. Only members in good standing (who have paid their annual dues at least 14 calendar days prior to a PTO meeting) shall be eligible to vote or serve on the Executive Board. Dues paid shall be good through the current fiscal year of the PTO which shall end on June 30th. In addition, it can be decided by the Executive Board if there is an increase or decrease in membership dues without Amendment to the Bylaws.

Section 3: Vote. Members in good standing shall have one vote. Voting may take place by voice or, upon request, by written ballot.

ARTICLE VI – OFFICERS

Section 1: Officers. The Officers shall consist of an elected President, Vice President, Secretary, Treasurer and Standing Committee Chairpersons.

Section 2: Eligibility. Only Members in good standing (who have paid their annual dues at least 14 calendar days prior to a PTO meeting) shall be eligible to serve in any Officer position.

Section 3: Nominations & Elections. Nominations for Officers positions shall be submitted at the April PTO meeting by the Nominating Committee. At this meeting, additional nominations may also be made by the PTO membership. Officers shall be elected to serve for a term of two years: President, Vice President, Treasurer, Secretary, Parliamentarian and any other officers. If there is but one nominee for any office, it shall be in order to move that the secretary cast the elective ballot of the organization for the nominee.

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Section 4: Term of Service. Voting shall take place by written ballot at the May PTO meeting. Officers shall be elected for a term of two calendar years (a calendar year begins July 1st and ending on the following June 30th) by the general PTO Membership. An individual may not serve more than two consecutive terms as an Officer. A person may hold only one Officer's position at a time. An Officer may also act as Chair of up to two Standing Committees.

Section 5: Vacancy. In the event the PTO fails to fill all Officer Positions at the May PTO meeting, the incumbent of the expiring term may remain in office for one additional term or until an election of a new official at any regular meeting. The incumbent may not serve more than two consecutive terms in an official position unless the Nominating Committee cannot find a replacement. In the event a vacancy occurs in any office, the unexpired term shall be filled by a person elected by a majority vote of the remaining members of the Executive Board, notice of such election having been given. In case a vacancy occurs in the office of President, the Vice-President shall serve notice of the election.

Section 6: Effective Date of Official Duties. All Officers shall act in the best interest of the PTO and shall assume their official duties following the close of the school year, having been installed at the last regular PTO meeting, and shall serve for a term of two calendar years or until the installation of their successors.

Section 7: Compensation. No Officer shall be compensated by the PTO for their service.

Section 8: Attendance. Each Officer shall attend the Executive Board and monthly PTO meetings. Any members of the Executive Board missing three consecutive meetings (Executive or Regular), without notifying the Executive Committee automatically vacates the office.

Section 9: Committee Service. Each Officer is expected to serve on a minimum of one committee.

Section 10: Contracts & Purchases. No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the Executive Board. Any approved purchases must be made within the budgetary restrictions.

Section 11: Removal from Office. Any Officer can be removed from office, with or without cause, by a majority vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting. The Officer must be notified of his removal immediately and in writing. The vacant office shall then be filled by the Executive Board by a majority vote.

Section 12: Nomination of Incoming Chairpersons. Each Officer shall assist in the nomination of incoming Chairpersons of the Standing Committees.

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ARTICLE VII – OFFICER DUTIES

Section 1: President

The President shall

1. Preside over all meetings of the PTO and of the Executive Board at which he/she may be present.
2. Prepare each meeting's agenda.
3. Be a member, ex officio of all committees, except a committee to elect the Executive Board.
4. Assist in the total coordination of all committees and the PTO as a whole.
5. Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.
6. Sign checks, notes, etc. in the absence of the Treasurer.
7. Appoint Special Committees as needed.
8. Confirm that the PTO meeting has been announced to the School population at least one week in advance of that meeting.
9. Secure the location for all meetings.

Section 2: Vice President

The Vice President shall

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Notify the principal to announce the monthly PTO meeting on the electronic call system at least one week prior to the meeting.
3. Contact Administration to announce the PTO meeting on the school marquee and any other daily announcements pertaining to the PTO.
4. Oversee the Wednesday folders (making sure flyers are ready/available on Tuesday's).
5. The Vice President shall also perform any other duties as prescribed by the President.

Section 3: Secretary

The Secretary shall

1. Record the minutes of the meetings of the Executive Board and PTO and forward copies to each Executive Board member within two weeks of the recorded meeting.
2. Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting.
3. Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at the School: they should be made available upon request to any Committee Chair planning a similar event and turned over to the next Secretary to hold this position.

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4. Hold a copy of the PTO Bylaws, Parliamentary Procedures, and current Membership list and make each available upon request to any PTO Member at any PTO or Executive Board meeting.
5. Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.
6. The Secretary shall receive and distribute all correspondence of the PTO and Executive Board and report it to the organization.

Section 4: Treasurer

The Treasurer shall

1. Act as custodian of funds and perform all banking activities of the PTO.
2. Maintain up-to-date, accurate financial records of the PTO.
3. Receive all funds of the PTO, including but not limited to, donations, dues, fundraising sales and contributions.
4. Provide a written and oral financial report of all expenditures with receipts attached, at each PTO and Executive Board meeting and at other times upon request of the Executive Board.
5. Audit all invoices and receipts submitted for payments or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Executive Board.
6. Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)3 status, as applicable, and maintain accurate records of such.
7. Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.
8. Submit all requested/required financial data relating to PTO operations to the bank auditor annually in August, who satisfied that the Treasurer's annual report is correct shall sign a statement of that fact at the end of the report.

Section 5: Nominating Committee

The Nominating Committee shall

1. There shall be a Nominating Committee composed of a Chair and at least two members. Any individual currently in an officer position up for election cannot serve on the Nominating Committee except the Chair.
2. Publicize PTO positions and recruit volunteers to fill open Executive Board positions for the upcoming school year.
3. Work with the Executive Board and Committee Chairs to prepare a list of nominees to be included on the annual election ballot at the April PTO meeting. The Nominating Committee shall nominate at least one eligible person for each office to be filled and nominations may also be made from the floor at the April PTO meeting. This list shall

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be completed, and publicized to all PTO members two weeks prior to the April meeting.

4. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such officer.

Section 6: All Officers

All Officers shall

1. All officers shall perform the duties prescribed in the parliamentary authority in addition to those outlined in these Bylaws and those assigned from time to time by the Executive Board.
2. All officers shall attend regular meetings of this organization.
3. All officers shall hold only one elected PTO office at a time.
4. All officers shall deliver to their successors all official material not later than ten (10 days) following the close of the school year, with the exception of the Treasurer who has until August 1st.

ARTICLE VIII – EXECUTIVE BOARD

Section 1: Executive Board. The Executive Board shall consist of the Officers of the PTO, the School Principal/Assistant Principal, a Staff Representative, and the Chairpersons of any Standing Committees. Members shall serve until their successors are installed. Newly elected officers shall attend all Executive Board meetings held after their election. All committee members may attend PTO Executive Board meetings, with only the Chairperson casting a vote.

Section 2: Principal & Staff Representative. The Principal and the Staff Representative shall each have one vote. The Principal acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures. The Staff Representative acts as a liaison between the School Staff and the PTO.

Section 3: Duties. The Executive Board shall conduct necessary business in preparation for the regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership at the first regular PTO meeting of the fiscal year; create Standing Committees and Special Committees; promote the plans of work of the Standing Committees; present a report at the regular meeting of the organization and approve routine bills within the limits of the budget.

ARTICLE IX – MEETINGS

Section 1: Regular Meetings of the PTO. Shall be held the second (2nd) Tuesday of every month except during the months of July, August and December at the School at a date and

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time pre-established by the Executive Board. Dates and times of the monthly meetings shall be presented by the President at the first regular meeting of the school year.

Section 2: Executive Board Meetings. Shall be held monthly on Thursday, two weeks before the General Body PTO meeting or on a date mutually agreed upon by the Officers.

Section 3: Special Meeting of the PTO. With ample notice having been given, may be called (or unnecessary meetings cancelled) by the President or by a majority of the members of the Executive Board.

Section 4: Quorum. Majority Board shall constitute a quorum for the transaction of business in any meeting of the organization or for any vote to take place.

Section 5: The privilege of holding office, introducing motions, and voting shall be limited to members whose current dues are not in arrears.

Section 6: The newly elected Executive Board shall meet at least once between July 1st and the first PTO meeting of the upcoming fiscal year for the purpose of preparing a balanced budget proposal which shall be presented at the first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget.

Section 7: Final PTO Meeting. The final PTO meeting shall take place in June.

ARTICLE X – FUNDS

Section 1: Use. PTO funds shall be used for programs, events, and items that directly benefit the students of the School, with the exception of the annual Staff Appreciation events.

Section 2: Income. All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 7 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within 4 business days of receipt by the Treasurer.

Section 3: Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to end of the fiscal year, whichever comes first, and must be accompanied by a receipt.

Section 4: Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO.

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Section 5: Reporting. The Treasury report shall be made available in printed form to each PTO member at each PTO meeting.

Section 6: Carry-Over. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board.

ARTICLE XI – COMMITTEES

Section 1: Standing Committees. The following Standing Committees shall exist for the purpose of carrying out a specific set of relative duties: Fundraising, Hospitality, Telephone and Nominating. Additional Special Committees may be formed at any time either at the request of the President or by a majority vote of the PTO membership.

Section 2: Chairpersons. Chairpersons of Standing Committees shall be elected annually by the PTO membership. Nominations shall be submitted at the April PTO meeting. Elections shall take place at the May PTO meeting. An Officer may also act as Chair of up to two Standing Committees.

Section 3: The Chairperson of each committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board. No special project may be undertaken without the approval of the organization.

Section 4: Records. The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs.

Section 5: Committee Members. The power to form Special Committees and appoint their members rests with the Executive Board, subject to the approval of the organization. Since a Special Committee is formed and appointed for a specific purpose, it automatically goes out of existence when its work is finished and its final report is received.

Section 6: Contracts & Purchases. No Committee Chair shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO Executive Board members. Any approved purchase must be made within the budgetary restrictions.

Section 7: Term of Service. A person may not serve as the Chairperson of the same committee longer than one term. In the event the Chairperson position is not filled, the incumbent of the expiring term may remain in office for one additional term or until an election of a new Chairperson at any regular PTO meeting.

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Section 8: Attendance. Committee Chairpersons shall attend Executive Board and monthly PTO meetings to report on the activities of his/her committee.

Section 9: Each Standing Committee Chair shall assist in the nomination of the incoming Chairperson of their respective committee.

ARTICLE XII – COMMITTEE DUTIES

Section 1: Fundraising Chair

The Fundraising Chair shall:

1. Research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the Executive Board.
2. Prepare and execute fundraising projects as approved by the Executive Board.
3. Solicit volunteers to assist with each Fundraiser.
4. Report all fundraising activities, expenses, and profits at each monthly PTO meeting.
5. Maintain confidential records of all contributions.
6. Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.
7. Oversee and execute the Savings Programs (i.e. Box Tops, Campbell's Labels for Education, Tyson Project A+, Giant A + School Rewards, Target Take Charge of Education, etc).
8. Check acceptance policies and procedures.
 - Require all checks to include the name, address and telephone number of the person signing the check.
 - Accept only checks with a current date, do not accept post-dated or pre-dated checks.
 - Accept only checks with the correct written amount.
 - RLT PTO will require the check writer to pay any bank charges, when a check is not honored.
 - Refuse to accept additional checks from people who have written bad checks and not made restitution in a timely manner. Restitution should include paying any bank charges due.
 - The check writer will be notified by phone and a letter will be either sent home with student in a sealed envelope or mailed directly to address provided on the check.
 - Restitution should be paid in cash or money order to RLT PTO within 10 days of notice.
 - If a student has an outstanding balance, he or she will not be able to participate again unless cash is paid up front prior to items being distributed.
9. A donation receipt is available upon request and available by the PTO Treasurer.

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Section 2: Hospitality Chair

The Hospitality Chair shall:

1. Coordinate and implement Student events within the approved budget.
2. Coordinate and implement Staff Events within the approved budget.

Section 3: Nominating Chair

The Nominating Chair shall:

1. Publicize PTO positions and recruit volunteers to fill open Executive Board positions for the upcoming school year.
2. The Chair of the Nominating Committee shall become familiar with the duties of the elected officers and observe the personnel throughout the year for the purpose of finding candidates' best fitted to be nominated to serve.
3. Work with the Executive Board and Committee Chairs to prepare a list of nominees to be included on the annual election ballot at the April PTO meeting. The Nominating Committee shall nominate at least one eligible person for each office to be filled and at which time nominations may be made from the floor at the April PTO meeting. This list shall be completed, and publicized to all PTO members at least two weeks prior to the April meeting.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

Section 1: Rules. The rules contained in **Robert's Rules of Order Newly Revised (RONR)**, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

Section 2: Bylaws Amendment. These Bylaws may be amended at any regular meeting under the following conditions (also, the requirements for the adoption of a revised set of Bylaws shall be the same as in the case of an amendment).

- A majority vote of the members present and voting at a meeting of the organization, provided notice of the proposed amendment is not in conflict with the required articles prescribed in the Bylaws **OR** a Special Committee may be appointed to submit a revised set of Bylaws as a substitute of existing Bylaws only by a majority vote at a meeting of the organization, or by a two-thirds vote of the Executive Board. **And**
- At least 14 calendar days prior notice shall be given to the PTO membership that a vote will be taken at the next scheduled Regular PTO meeting. **And**
- A quorum is met at the meeting and the revision request is approved by a majority vote of those present.

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- All approved amendments or revised set of Bylaws shall become effective immediately and recorded by the Secretary.

ARTICLE XIV – DISSOLUTION

Section 1: Dissolution. The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met) and the request is approved by a majority vote of those present.

Section 2: Remaining Funds. Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

- A vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students, or
- The remaining funds be held in escrow by the Principal for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the direction of the Principal.

Board Approved 04/07/2016

Bylaw Committee: Stephanie Drumgoole and Dorothy Brown