

**Bylaws of the  
Richard J. Lee Elementary School  
Parent Teacher Organization**

**Article I  
NAME**

The name of the organization is Richard J. Lee Elementary Parent Teacher Organization (hereafter referred to as the PTO). It is a local and independent unit organized by the parents and faculty of Richard J. Lee Elementary School.

**Article II  
OBJECTIVES**

- a. To promote the welfare of children in home, school and community.
- b. To develop between parents and designers, united efforts that will secure for all, the highest advantages in physical, mental and social education.
- c. To cultivate a closer relationship between parents and designers in the education of children.
- d. To be organized for educational support, including the enhancement of, and contribution to, events that affect Richard J. Lee Elementary.

**Article III  
BASIC POLICIES**

- a. The PTO shall be non-commercial, non-sectarian, and non-partisan.
- b. The PTO may cooperate with other groups concerned with child welfare. Persons representing the PTO in such matters shall make no commitments that bind the PTO.
- c. The PTO shall work with the school to provide quality education support for all children.

**Section 3.01 ACCOUNTING YEAR**

The PTO shall operate, for all purposes, on an accounting year that shall begin on the first day of July and end on the thirtieth day of June each year.

**Section 3.02 DEPOSITS**

All funds of the PTO shall be deposited to the credit of the PTO in such depositories as the PTO Board by resolution, may select.

**Section 3.03 CONTRIBUTION TO PTO**

The Board of Officers may accept, on behalf of the PTO, any contributions, gifts, bequests, or other device for the general purposes or a specific purpose of the PTO.

**Section 3.04 RECORDS**

The PTO shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of the general meetings of the PTO and the meetings of the PTO Board.

### **Section 3.05 PAYMENTS**

All checks, drafts or other orders for the payment of money, or any evidence of indebtedness issued in the name of the PTO shall be signed by the Treasurer. All checks over \$250.00 to an individual person must be countersigned by the President, Vice President or Secretary. Checks over \$250.00 to a business require one signature.

### **Section 3.06 STATEMENT OF CONDITION**

The PTO Board shall present, at each annual meeting of the PTO, a full and clear statement of the business and condition of the PTO. The statement shall include a reasonably detailed balance sheet and income statement.

### **Section 3.07 DISSOLUTION**

In the event of the dissolution of the PTO, its net assets shall be distributed as determined by the PTO Board, but only to an organization organized and operated exclusively for educational purposes and which shall qualify, at the time, as an exempt organization or organization under section 501 (c) (3) of the Internal Revenue code of 1986 or any corresponding provision of any subsequent revenue law or laws.

### **Section 3.08 TREASURER'S ACCOUNT**

The Treasurer's account shall be examined annually, or as often as deemed necessary by the PTO Board. The account shall be examined by an auditing committee of not less than 3 members, appointed by the PTO Board, at least two weeks before the first meeting of the school year, typically held in August. Reimbursements will be approved by the Treasurer, provided the appropriate reimbursement request form is used, all receipts are attached, and the expense does not exceed the budgeted amount. In the event that the expenses exceed the budgeted amount, the President may approve the overage as long as the overage is \$50 or less. The Board must approve any amount over \$50. Expenses must be submitted 30 days within their incurrence.

### **Section 3.09 APPROVAL OF COMMUNICATION**

The Principal of Richard J. Lee Elementary School, or its appointed representative, shall approve all communications sent out to the PTO General Membership or school population.

### **Section 3.10 BOND REQUIREMENTS**

- a. The PTO must conduct an annual audit of the books by an audit committee or qualified accountant.
- b. The monthly bank reconciliation must be reviewed, signed and dated by someone who does not have authorization to sign checks.

**Article IV**  
**ARTICLES OF ORGANIZATION**

**Section 4.01 DEFINITION**

This PTO is organized exclusively for charitable and educational purposes within the meaning of section 501c (3) of the Internal Revenue Code. This organization exists as an incorporated organization of its members.

Notwithstanding any other provisions of these articles, the PTO shall not carry on any other activities not permitted to be carried on by: a)an association exempt form federal income tax under section 501 c (3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), or b) by an association, contributions to which are deductible under section 170 c (2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law).

**Article V**  
**MEMBERSHIP AND DUES**

**Section 5.01 DEFINITION**

Any individual with children enrolled at Richard J. Lee Elementary or who is employed at Richard J. Lee Elementary. Who subscribes to the objectives and basic policies of the PTO, may become a member, subject only to the compliance with the provisions of these by-laws. Membership shall be available without regard to race, creed or national origin.

**Section 5.02 ENROLLMENT**

The PTO shall conduct an annual enrollment of members, but any individual may be admitted to membership at any time upon payment of annual dues.

**Section 5.03 PARTICIPATION**

Only members who have paid annual dues shall be eligible to participate in PTO business meetings or to serve in any capacity in PTO elected offices or appointed positions.

**Section 5.04 DUES**

The annual dues shall be set by a majority vote of the PTO Board prior to the annual membership drive.

**Article VI**  
**OFFICER AND THEIR ELECTION**

**Section 6.01 ELECTION OFFICERS**

a. PTO Board members shall assume their official duties on June 1<sup>st</sup> and shall serve through the following May 31<sup>st</sup>, with the exception of the Treasurer, who shall serve from July 1<sup>st</sup> through the following June 30<sup>th</sup>. Each officer shall serve for a term of two years. A person shall not be eligible to serve more than two consecutive years in the same office unless approved by a simple majority of the PTO Board.

b. The PTO Board shall consist of:

- President**
- Vice President**
- Treasurer**
- Secretary**
- Parliamentarian**
- Webmaster**
- School Supplies Coordinator**
- Membership/Directory Coordinator**
- Spirit Wear Coordinator**
- Hospitality Coordinator**
- Room Parent Coordinator**
- Volunteer Coordinator**
- Yearbook Coordinator**
- Publicity Coordinator**
- Programs Coordinator**
- Fundraising- Community Partner**
- Fundraising- Box Tops**
- Fundraising- Write a Check**
- Health and Welfare Coordinator**
- Field Day Coordinator**
- Spring Carnival Coordinator**
- Fall Dance Coordinator**
- Teacher Appreciation Week Coordinator**
- Library/Book Fair Coordinator**
- Faculty Representative (2)**

These officers, except for the Faculty Representatives, shall be elected by a vote of majority of PTO members present at the regular April Annual meeting, for a term of Two (2) school years. Voting by ballot is optional but still requires a majority of PTO members present.

**Section 6.02 FILLING VACANCIES**

A vacancy occurring in any office shall be filled for the unexpired term by a person or persons elected by a majority vote of the remaining members of the PTO Board. The President has the right to appoint an interim replacement. In case of a vacancy in the office of the President, the Vice President shall serve in this capacity for the remaining term, and a new Vice President will be elected as set forth here in above.

### **Section 6.03 ADDITIONAL OFFICES**

The PTO Board shall have the power to create offices as it deems necessary by a majority vote of its members.

## **Article VII DUTIES OF OFFICERS & ASSISTANTS**

### **Section 7.01 President-**

The President shall preside at all the PTO Board and Annual meetings. He/She shall coordinate the work of the PTO board and committees in order that the objectives of the PTO may be promoted. He/She shall present the years activities for approval by the PTO Board and school Principal. He/She shall be authorized to sign checks in the absence of the Treasurer. The President shall be an ex- officio member of all committees. Attends the CISD PTO Presidents meetings once a month.

### **Section 7.02 Vice President-**

The Vice President shall preside at all the PTO Board and Annual meetings in the absence of the President. Coordinates programs for general meetings and responsible for printed programs, as required. Responsible for securing facility requests for PTO Board meetings. This position will also be the Chairperson of the Nominating Committee and oversee all PTO fundraising.

### **Section 7.03 Treasurer-**

The Treasurer shall be responsible for general bookkeeping, deposits, withdrawals and the issuance of checks. He/She shall also be responsible for coordinating the handling of money for the major fundraisers. He/She shall present a financial statement at every meeting of the PTO general body and PTO Board and prepare an annual report for the first meeting of the following year. The Treasurer also shall be responsible for filing form 990 with the Internal Revenue Service annually and any other form(s) that may be required. Checks made payable to the Treasurer must be signed by another authorized signatory. Authorized signatories are: President, Treasurer, Vice President and Secretary. All checks over \$250.00 to a person must have dual signatures. Checks over \$250.00 to a business require one signature.

### **Section 7.04 Secretary-**

The Secretary shall be responsible for recording minutes of all meetings (General Body and the PTO Board), contacts PTO Board to remind them of the meetings and takes attendance at the meetings. He/She shall provide type written minutes of the previous meeting to PTO Board members. Handles all correspondence deemed necessary by the PTO Board. He/She shall maintain PTO bylaws.

### **Section 7.05 Parliamentarian**

The Parliamentarian shall bring a copy of the PTO Bylaws to all meetings of the organization, advise the presiding officer on parliamentary procedure, rule on correct parliamentary procedure, when called upon, using Roberts Rules of Order as a guide. He/She shall review the bylaws annually and suggest revisions to the executive board, make updates to bylaws and standing rules as approved by the general membership, and submit updated bylaws for publication on the PTO website.

**Section 7.06 Webmaster**

He/She will be responsible for creating and electronically communicating to Lee staff and families the weekly school newsletter. He/She is also in charge of the Lee Elementary PTO Website and will be known as the Web Master.

**Section 7.07 School Supplies Coordinator-**

This coordinator is responsible for the school supply sale in August as a service to Lee parents. He/She is also responsible for working closely with school supply vendor, teachers & staff putting school supply list together. Other responsibilities include maintaining extra supplies (i.e. binder reminders, recorders, notebooks etc.).

**Section 7.08 Membership/Directory Coordinator**

The Membership Coordinator shall be responsible for creating enthusiasm among parents and teachers to join the PTO. He/She shall head the annual membership drive, distribute PTO membership forms, and track the return of said forms and payment of dues. Shall also be responsible for establishing and implementing incentive celebrations for students. Also responsible for capturing the membership information necessary to develop the school directory which is published by the PTO. Responsibilities include, but not limited to: compilation of the PTO membership data for publication and distribution to PTO members that are in good standing.

**Section 7.09 Spirit Wear Coordinator-**

The Spirit Wear coordinator is responsible for ordering, tracking inventory and selling LEE spirit wear and other spirit related items. This person will also be responsible for collecting all proceeds from spirit wear items and turning it in to PTO Treasurer.

**Section 7.10 Hospitality Coordinator-**

The Hospitality Coordinator will organize a back to school breakfast for the teachers/staff during their work week (before school starts), a holiday breakfast or lunch, and assist with Teacher Appreciation Week in the Spring. He/She will provide assistance with the BooHoo-Yahoo! Breakfast on the first day of classes. He/She shall coordinate a group of interested volunteers in the formation of a committee to distribute birthday and ½ birthday cards to staff, and provide small donated gifts to boost staff morale.

**Section 7.11 Room Parent Coordinator-**

The Room Parent Coordinator shall organize Room Parents for each classroom. He/She shall oversee the organization of teacher's birthday recognition, school parties, classroom duties, and Teacher/Staff appreciation days.

**Section 7.12 Volunteer Coordinator-**

The Volunteer Coordinator is responsible for creating, processing, distributing, and sorting volunteer signup sheets to be provided to the respective Board positions. All requests for volunteers for various events such as Field Day, Home Room Coordinators, etc. will be directed to this individual. He/She shall be responsible for working closely with the school Secretary in regard to organizing volunteers for Kindergarten Round-up (Spring), Office Volunteers, etc. Additional responsibility shall include organizing Background checks, which are required for CISD volunteers.

**Section 7.13 Yearbook Coordinator-**

The Yearbook Coordinator prepares the layout for the school yearbook and coordinates with publisher the printing of the yearbook. He/She is responsible for the sale of yearbook and establishing the sale price. Collects pictures and takes pictures for the yearbook and organizes the yearbook cover contest. Shall also be responsible for distributing the yearbooks to students, teachers, and staff members. Additional responsibilities will include the recording of yearbook sales and collecting all proceeds to be turned in to the PTO Treasurer.

**Section 7.14 Publicity Coordinator-**

The Publicity Coordinator shall be responsible for publicizing events of Lee Elementary so as to promote goodwill and community involvement. This individual is also responsible for developing a good working relationship with local newspaper personnel and submitting articles and/or photos to said personnel on a regular basis for publication.

**Section 7.15 Programs Coordinator-**

The Programs Coordinator shall research, organize, and manage enrichment programs and provide leadership as required. He/She shall bring programming and enrichment opportunities to the school that enhance the curriculum and/or provide cultural insight.

**Section 7.16 Fundraising- Community Partner-**

The Fundraising – Community Partners Coordinator is responsible for coordinating the effort for *local retailers and Local Restaurant Nights*. He/She is also responsible for communicating to the board and Lee families and staff regarding logistics for retailers and dates/times for restaurant nights. This communication can be done via the Latest at Lee. He/She shall identify, enroll in, and communicate Retailer Reward and donation programs.

**Section 7.17 Fundraising- Box Tops**

He/She is responsible for coordinating the effort for Box Tops for Educations. He/She is also responsible for collecting box tops and creating incentives for classrooms.

**Section 7.18 Fundraising- Write a Check-**

This position is responsible for overseeing the Write-A-Check Campaign. He/She shall create a Write-A-Check Campaign and prepare informational flyers via Peach Jar to be posted to solicit contributions. Also responsible for collecting funds and tracking participation for incentives.

**Section 7.19 Health and Welfare Coordinator-**

The Health & Welfare Coordinator works with the school Counselor, Nurse, and/or Principal to determine any PTO action needed in regard to the well-being of the children of Richard J. Lee Elementary School. He/She shall be responsible for working closely with the school Secretary to develop a plan for assisting staff with car line pick-up during the 1st week of school. Also responsible for coordinating Child Safety Awareness Programs such as, but not limited to: bicycle safety, helmet safety, safety patrol, and drug and alcohol prevention abuse programs. Shall be responsible for working closely with the President in response to any emergency situations relative to Richard J. Lee Elementary student and/or students that may require collections of gifts/donations (school supplies, field trips, etc.). Responsibilities will also include working with local officials in regard to community events relative to the “health and welfare” of Richard J. Lee Elementary

students. Any expenditure from the Benevolence Scholarship shall require PTO Board approval.

**Section 7.20 Field Day Coordinator-**

The Field Day Coordinator shall be responsible to organize a committee and work hand-in-hand with the P.E. Instructor(s) to coordinate the end-of-the-year Field Day activity.

**Section 7.21 Spring Carnival Coordinator-**

The Spring Carnival Coordinator will organize a committee and is responsible for coordinating the event and planning games, events, food and prizes. He/She shall supervise committee members in arranging volunteers and donations and planning the event.

**Section 7.22 Fall Dance Coordinator-**

The Fall Dance Coordinator will organize a committee and is responsible for coordinating the event and planning games, events, food and entertainment. He/She shall supervise committee members in arranging volunteers and donations and planning the event.

**Section 7.23 Teacher Appreciation Week Coordinator-**

The Teacher Appreciation Week Coordinator will conspire with the Room Parent Coordinator to provide special treats school staff and assist the PTO Hospitality chair with planning a teacher lunch.

**Section 7.24 Library/Book Fair Coordinator-**

The Library/Book Fair coordinator will work with the Media Specialist to meet the volunteer needs of the library and media center. He/She will serve as liaison between the Media Specialist and PTO Board.

**Section 7.25 Faculty Representative (2)**

The Faculty Representatives shall act as a liaison between the PTO and the faculty to promote understanding and goodwill. He/She shall communicate teacher and staff needs to the PTO Board. This position shall be selected by the Principal and/or faculty prior to the first meeting of the newly elected PTO Board.

**Section 7.20 ADDITIONAL DUTIES-**

Each officer shall perform duties prescribed and shall maintain a record for the following year's officers. Each officer shall submit on-going updates as required to keep the Board informed. Each officer shall also be available for additional duties that are assigned from time to time. Each officer shall deliver all official materials to his/her successor at the May PTO Board meeting before the new officers assume their duties, and also shall deliver a copy of such materials to the incoming President at that time.

**Section 7.21 VOTE**

Each PTO Board member shall have one vote.

**Section 7.22 PROXY**

At any meeting of members, a member who is entitled to a vote may vote by proxy executed in writing by that member.

## **Article VIII**

### **PTO BOARD**

#### **Section 8.01 PTO BOARD**

The PTO Board shall consist of:

President  
Vice President  
Treasurer  
Secretary  
Parliamentarian  
Webmaster  
School Supplies Coordinator  
Membership/Directory Coordinator  
Spirit Wear Coordinator  
Hospitality Coordinator  
Room Parent Coordinator  
Volunteer Coordinator  
Yearbook Coordinator  
Publicity Coordinator  
Programs Coordinator  
Fundraising- Community Partner  
Fundraising- Box Tops  
Fundraising- Write a Check  
Health and Welfare Coordinator  
Field Day Coordinator  
Spring Carnival Coordinator  
Fall Dance Coordinator  
Teacher Appreciation Week Coordinator  
Library/Book Fair Coordinator  
Faculty Representative (2)

#### **Section 8.02 DUTIES**

- a. To transact necessary business in the interim between PTO general body meetings.
- b. To prepare and submit for approval to the PTO general body a budget for the fiscal year.
- c. To approve and pay routine bills within the limits of the budget.
- d. To fix the hour and place of all PTO general body meetings.
- e. To make recommendations to the PTO general body.

### **Section 8.03 REGULAR MEETINGS**

A regular meeting of the PTO Board shall be held on the second Tuesday of each month or when deemed necessary by the President. The PTO Board meetings shall be open to anyone who wishes to attend. A schedule of the PTO Board meetings shall be published in the school newsletter. Anyone not on the PTO board but wishing to be on the agenda of the PTO Board meeting shall make their request known in advance of the meeting. The number of such open forum participants at any one meeting shall be limited to five (5) and each speaker shall be limited to a maximum of four (4) minutes to speak.

### **Section 8.04 SPECIAL MEETINGS**

Special meetings may be called by the President when deemed necessary or upon written request by at least three (3) PTO Board members. The purpose(s) of said meeting shall be stated in the call or written notice. Business transacted at any special meeting of members shall be limited to the purpose(s) stated in the notice of the meeting. Except in the case of an emergency, three (3) days notices shall be given.

### **Section 8.05 QUORUM**

A simple majority of the PTO Board shall constitute a quorum.

### **Section 8.06 PHONE VOTE/EMAIL VOTE**

Any subject requiring a vote of the PTO Board arising between regular meetings but which, in the opinion of the President, does not require discussion so as to warrant a special meeting being called, a phone vote may be conducted with the President and Secretary jointly conducting such calls. An e-mail vote may also be conducted giving the PTO Board members two (2) business days to respond. A majority vote of all the PTO Board members is required for phone or e-mail votes.

### **Section 8.07 DISMISSAL FROM OFFICE**

Any officer not performing his or her duties as outlined in the By-Laws in a manner or to a degree acceptable to the PTO Board or whose behavior is inappropriate such that the best interest of the PTO would be served by his/her removal may be recommended for removal by any member of the PTO Board of Richard J. Lee. He/She shall be excused from his/her duties upon the PTO board affirmative vote of two-thirds (2/3) of the Board members present and voting. Prior to any vote for removal, however, all PTO Board members, including the subject member, shall be given seven (7) days written notice of the recommendation for removal and the date, time, and location of such vote. Any vacancy created thereby shall be filled as soon as possible by the PTO Board as outlined in Section 6.02 of these By-Laws. This provision is not subject to a phone vote.

## **Article IX**

### **GENERAL BODY MEETINGS**

#### **Section 9.01 MEETING DATES**

The meeting of the PTO general body shall be held on the second Tuesday of the month during the school year as scheduled by the PTO Board.

#### **Section 9.02 ANNUAL MEETING**

The PTO general body meeting in April shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

#### **Section 9.03 QUORUM**

A simple majority of the PTO Board shall constitute a quorum.

#### **Section 10.04 SPECIAL MEETINGS**

Special general body PTO meetings may be called by the President of the PTO Board. Meetings shall be called upon written request by at least ten (10) members of the PTO. The purpose of said meeting shall be stated in the call or written notice. Business transacted at any special meeting or any discussion by PTO members shall be limited to the purpose stated in the notice of the meeting. Except in case of an emergency, three (3) days notice shall be given.

## **Article X**

### **STANDING & SPECIAL COMMITTEES**

#### **Section 10.01 COMMITTEE CREATION**

The PTO Board may create such standing committees, as it may deem necessary to promote the objectives and carry on the work of the PTO.

#### **Section 10.02 ELIGIBLE MEMBERS**

- a. Only members of the PTO are eligible to serve in elected or appointed positions.
- b. All standing and special committees shall have at least three (3) members.

### **Section 10.03    FORMATION OF SPECIAL COMMITTEES**

The power to form a special committee and appoint its members rests with the President upon approval of the PTO Board.

### **Section 10.04    CONSENT FOR ACTIVITIES**

No committee work shall be undertaken without the consent of the PTO Board.

## **Article XI**

### **NOMINATING COMMITTEE**

#### **Section 11.01    CONSTITUTION**

- a.     The Nominating Committee shall be composed of three (3) PTO Board members.
- b.     The Vice President shall serve in an advisory capacity on the Nominating Committee.
- c.     The Nominating Committee should be selected no later than February PTO board meeting.

#### **Section 11.02    DUTIES**

- a.     The Nominating Committee shall nominate an eligible person for each office to be filled and shall report its nominees at the March PTO Board meeting. Voting shall be done at the April general body PTO meeting.
- b.     The Nominating Committee shall solicit names from the general PTO membership to be included in the vote.

#### **Section 11.03    CONSENT**

Only those persons who are members of the PTO and have signified their consent to serve shall be nominated or elected to such office.

**ARTICLE XII**  
**AMENDMENTS**

**Section 12.01 AMENDMENT PROCEDURES**

These By-Laws may be amended at any meeting of the Board with a two-thirds (2/3) vote of the PTO Board members.

**Section 12.02 LIMITATIONS OF AMENDMENTS**

No amendment may be made to these By-Laws that would alter the exclusively charitable and educational purposes of the PTO or would cause benefit, other than reasonable reimbursement for expenses, for PTO Board and members of the PTO.