

## BYLAWS

### *Albert Farine Elementary Parent Teacher Organization*

*July 2010*

#### *Article I **Name***

The name of this organization shall be the Albert Farine Elementary Parent Teacher Organization, also known as Farine PTO.

#### *Article II **Objectives-Mission***

- a) To promote the education and well-being of all children at home, in school, and in the community.
- b) To provide a forum for discussion and foster communication between parents, administrators, educators and the community.
- c) To enhance the educational facilities and opportunities for the students of Albert Farine Elementary School that is not otherwise provided for in the school budgets.
- d) To promote volunteer programs and resources for Albert Farine Elementary School.
- e) To sponsor projects and events for the benefit of Albert Farine Elementary School students.
- f) To raise funds as required to provide for all the above objectives.

#### *Article III **Policies***

- a)The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").
- b)The organization shall be noncommercial, nonsectarian, and nonpartisan.
- c) The name of the organization or the names of any members in their 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 Objects of the organization.
- d) The organization 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 in attempting to influence legislation by propaganda or otherwise.

e) The organization shall work with the school to provide quality education for all children and youth 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.

f) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private individuals except that the organization 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 II hereof.

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

h) Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of this PTO, the remaining assets shall be distributed to Albert Farine Elementary School. If the school ceases to exist, remaining PTO assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code to the Irving Independent School District for a public purpose.

#### *Article IV **Membership***

a) Any parent, guardian, or other person standing in place of a parent or direct relative of a child enrolled and attending Albert Farine Elementary School.

b) Each member of the licensed teaching staff and support staff working in at Albert Farine Elementary School.

c) Any member shall have the privilege of making motions and serving on committees.

d) A voting member shall be anyone who is a member in good standing according to Article IV, section a; and who pays a specified membership contribution no later than the end of the first general meeting of each school year.

e) Membership contribution amount will be determined by the Officers at the beginning of each school year.

e) The membership year will run from September 1 through August 31 of each year.

*Article V **Officers and their Election***

- a) The Officers of this organization shall be a President, Vice President, Secretary and a Treasurer.
- b) The Board of Directors (the "Board") will consist of the Officers and the Principal of Albert Farine Elementary or the Principal's designee.
- b) Officers shall be elected by the voting members present at a meeting of the organization designated by the Board.
- c) Any member is eligible to be an Officer but they must become voting members upon their election.
- d) Outgoing officers will end their duties and new officers shall assume their duties at the close of the fiscal year.
- e) Officers shall serve a term of one (1) year and/or until their successors are elected.
- f) A person shall not be eligible to serve more than two (2) consecutive terms in the same office, unless there are no other candidates for that position.
- g) Officers of this organization shall be elected in the following manner:
  - I. Nominations for Officers will be taken at a general meeting designated by the Board in the spring. People nominated must be a teacher on staff or have a child or be a direct relative of a child attending Albert Farine Elementary School.
  - II. Officer elections shall be held at the May PTO general meeting.
  - III. The PTO shall make available a nomination form/letter to all parents whose children attend Albert Farine Elementary School to give them the opportunity to nominate someone or themselves as an Officer. The form/letter will have the Election Day listed for them to attend the election meeting.
  - IV. Vacancies shall be filled by the appointment of the Board.
  - V. Removal from office may occur by a majority vote of the Board for, failure to perform assigned duties, corruption, or any act that brings dishonor to the organization or negates the objectives of the organization. Removal shall take place after the Board has met in an effort to discuss the problem and all attempts have been made to resolve the problem. Removal shall be done by a majority vote of the Board. No board member has the right to change any decision that the Board members made. If a Board member intentionally does

not follow thru with the decision of the board, it will result in removal from the Board.

*Article VI **Duties of Officers***

a) The President shall preside at all meetings of the organization and shall coordinate the work of the officers and committees, in order that the objectives and mission may be promoted.

b) The Vice President shall act as aid to the President and perform the duties of the President in the absence or inability to serve. The Vice President shall maintain a list of voting members of the Farine PTO.

c) The Secretary shall keep a permanent and accurate record of all meetings. Copies the current school year minutes will be available at each meeting. The secretary must have a current copy of the bylaws at each meeting. He/She shall conduct all correspondence as requested by the President.

d) The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the Bylaws. She/He shall present a financial statement at every meeting and at other times when requested by the board; and shall make a full report at the end of the current school year.

e) All officers shall perform the duties outlined above as well as any other duties prescribed in these bylaws; and such other duties as may be delegated to her/him.

f) All officers shall deliver to their successor official materials at the close of their service of office.

*Article VII **Meetings***

a) Public meetings will be held in September, October, January, February, March and May. Meeting dates and times will be published on the PTO website as well as PTO bulletin board on site at the school.

b) Date and/or time may be changed by the Board with proper notice given to members, not to be less than two days prior to the new date and/or time.

c) The Board can call an emergency meeting as needed with proper notice given to members, not to be less than two days prior to the proposed meeting date.

d) Three Board members present at any meeting shall constitute a quorum for the transaction of business of the organization.

*Article VIII **Parliamentary Authority***

a) The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Albert Farine Elementary PTO.

*Article IX **Fiscal Year***

a) The fiscal year of the Albert Farine Elementary PTO shall begin on July 1 and end on the following June 30.

*Article X **Funds/Budget***

a) Authorized signatures on PTO checks shall include the Treasurer, the President, the Vice-President, or the Secretary. The signature on any check cannot be the payee. In the case of an officer needing reimbursement, the check must be signed by another officer.

b) To be reimbursed from the PTO a reimbursement form along with the receipt or invoice must be stapled to the reimbursement form and submitted to the Treasurer. If it is not an item as written in the budget, the expenditure must be approved and signed by two officers and included in the minutes of a PTO board meeting.

c) Authorized signers on the PTO bank account will also have access to a bank debit card during their term in office. All charges to the debit card must be an item written in the budget or have received prior approval as documented in the minutes of a prior meeting. All receipts for debit purchases must be turned over to the treasurer within 20 days of purchase. An officer that does not comply with the rules and use of the debit card will immediately have their card revoked and cancelled.

d) Any officer who is also an Irving Independent School District employee shall not have check signing authority listed in Article X (a), (b), & (c) above.

e) There must be a minimum of \$200.00 in the bank account at all times.

f) All PTO financial and other pertinent records must be turned over to a new board treasurer within 20 business days from the date of the meeting referenced in Article V (d). The incoming and outgoing board members must make themselves available to sign and record the transfer of bank accounts. Financial records would include: bank account records, outstanding debt records, history of all transactions, receipts, and tax information. Other pertinent records include: date of contracted events, frequent contacts, willing volunteers information, sample forms/documents, PTO inventory, etc.

g) At the end of an event where monies have been collected, at least two PTO members in good standing should count the money, sign and date a cash control slip. The two members cannot be next of kin. One copy of the cash control slip will be kept with the deposit slip by the Treasurer.

h) PTO funds should go directly from the school to the bank for deposit. If the bank is not open, monies will be stored in the PTO safe located in the PTO closet until the bank is open for deposit.

i) A letter will be written to the payee of checks that are written to PTO and returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount and the fees charged to PTO by the bank for the check plus a fee of \$25 to the PTO. The check will be returned to the payee upon receipt of cash, money order, or certified check.

j) A budget will be created by the Treasurer prior to the first general meeting each school year. The budget will be discussed at that first meeting and must be approved at the second general meeting. All expenditures within the realm of the approved budget are authorized expenditures.

#### *Article XII **Amendments***

a) These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting.

#### *Article XIII **By-laws***

a) The by-laws of the Albert Farine Elementary Parent Teacher Organization will be reviewed periodically. A majority vote by board members and voting members present will constitute their acceptance.

These bylaws are adopted as prescribed on this date

August 13, 2010