

**CARROLL ELEMENTARY SCHOOL
PARENT-TEACHER ORGANIZATION
BY-LAWS
As Amended**

ARTICLE I: NAME OF ORGANIZATION

The name of the organization shall be Carroll Elementary School Parent-Teacher Organization (“CES-PTO”).

ARTICLE II: MISSION STATEMENT

The mission of the CES-PTO shall be to support the students and faculty of Carroll Elementary School (“CES”) in pursuit of academic excellence through volunteer hours, raising funds, and providing a communication corridor between parents, faculty and the school community.

The CES-PTO is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501c (3) of the Internal Revenue Code.

ARTICLE III: BASIC POLICIES

Section 1. The objectives of the CES-PTO shall be accomplished by directing programs for the benefit of students, parents, and faculty of CES, and shall be achieved by work in and around the school community.

Section 2. The name CES-PTO or the names of any members of the CES-PTO, as defined below, shall not be used in any connection with a commercial concern or with any partisan, religious, or political interest, or for any other purpose than the regular work of the CES-PTO.

Section 3. The CES-PTO shall seek neither to direct the administrative activities of CES nor to control the policies of CES.

ARTICLE IV: MEMBERSHIP and DUES

Section 1. CES-PTO membership shall be restricted to families, faculty and staff of CES.

Section 2. CES-PTO membership dues shall be determined by the CES-PTO Executive Board, as defined in Article VII, Section 1, and may be revised at any time with a 2/3 vote of the Executive Board.

Section 3. The Membership Committee shall conduct a membership drive August through September 30 each year. Membership will be available on an ongoing basis for families new to CES. Membership shall be valid for one school year and must be renewed each year to remain active.

Section 4. The Executive Board and the CES-PTO Chairperson(s), as defined in Article VII, Section 2, must be current members of the CES-PTO as of September 1st of their term year.

Section 5. Members of CES-PTO include the Executive Board, the CES-PTO Chairperson(s), the CES-PTO Ex-Officio Members and all other eligible persons who have paid the annual dues.

Section 6. The membership roster is to be provided to the Executive Board by the Membership Chairperson(s). A copy of the membership roster will be provided for the CES-PTO directory and a copy will remain with the Membership Chairperson(s).

ARTICLE V: MEETINGS

Section 1. The Executive Board shall determine the dates and frequency of CES-PTO meetings (“General Meetings”). General Meetings are open to the public.

Section 2. The Executive Board shall meet monthly, or as needed (“Executive Board Meetings”). The President of the CES-PTO shall determine the dates and times of Executive Board Meetings.

Section 3. The President of the CES-PTO may call a special meeting of the membership or of the Executive Board with a minimum of two days notice.

Section 4. The Executive Board and a representative from each committee are expected to attend each General Meeting to report committee updates. If unable to attend, the President should be notified with such reports.

ARTICLE VI: VOTING

Section 1. All current CES-PTO members are eligible to vote on motions raised in General Meetings.

Section 2. One percent of the CES-PTO membership, including two Executive Board members, shall constitute a quorum for the transaction of business at a General Meeting.

Section 3. Written ballots will be used for voting on the disbursement of non-budgeted items and By-Law amendments. (Includes email votes and/or online votes submitted via Constant Contact.)

Section 4. The by-laws may be amended at a meeting of the CES-PTO Board by a 2/3 vote of the CES-PTO Board present and voting, provided that prior notice of the proposed amendments has been provided.

ARTICLE VII: CES-PTO BOARD MEMBERS

Section 1. The Executive Board of the CES-PTO shall be:

President
Vice-President/Parliamentarian
Vice-President - Fundraising
Treasurer
Recording Secretary
Communications Officer

Section 2. The CES-PTO Chairperson(s) shall include, but not be limited to the following:

Assistant Treasurer
Beautification
Carroll Education Foundation (CEF) Liaison
Community Partners
Dad's Club
Directory
Events
Fall Fundraiser
Homeroom Parent
Hospitality
Membership
Outreach
Programs
Publicity
Spirit Shop
Spring Fundraiser
Student Activities
Teacher Appreciation Week
Website

Section 3. The CES-PTO Ex-Officio Members shall be:

CES Principal or his/her designated representative

CES Vice Principal
Teacher Representative

Section 4. The Executive Board, the CES-PTO Chairperson(s) and the CES-PTO Ex-Officio Members shall constitute the CES-PTO Board.

ARTICLE VIII: RESPONSIBILITIES OF THE CES-PTO BOARD

Section 1. **PRESIDENT** – The President shall preside over all General Meetings and all Executive Board Meetings and shall be an ex-officio member of all CES-PTO committees. The President shall appoint any and all special committees as the need arises. The President shall represent the CES-PTO at various meetings and programs at the request of the school district and the CES Principal.

Section 2. **VICE-PRESIDENT/PARLIMENTARIAN** – The Vice President shall be responsible for fulfilling all duties of the President in the absence of the President. Should the President’s office become vacant during the current term, the Vice-President will automatically fill the position of President and assume the job of both President and Vice-President until the Executive Board appoints a new Vice-President. The vice-President shall serve as the Chairperson of the Disbursement Committee. The Vice President shall have parliamentary authority and shall ensure that the CES-PTO is governed according to *Robert’s Rules of Order Newly Revised*.

Section 3. **VICE-PRESIDENT-FUNDRAISING** – This vice president shall oversee the committees responsible for the Fall Fundraiser, Spring Fundraiser, Community Partners, Spirit Shop and any other fundraisers initiated by the CES PTO. This vice president will provide any support needed to the fundraising committees and ensure that these committees regularly report to the Vice President-Fundraising.

Section 4. **TREASURER** – The Treasurer shall be responsible for the implementation of proper internal accounting controls. The Treasurer shall account for all funds received by the CES-PTO within 48 hours of receipt and provide a monthly financial report to the CES-PTO. The Treasurer will timely file the appropriate tax forms with the IRS and Texas State Office of the Comptroller. The Treasurer shall ensure that proper insurance coverage is in place for the CES-PTO at all times. A fiscal year-end statement shall be presented to the President annually on or before July 31st. At the discretion of the Executive Board, an audit of the CES-PTO financial records may be requested at any time.

Section 5. **RECORDING SECRETARY** – The Recording Secretary shall record the minutes of all General Meetings and Executive Board Meetings. A copy of the minutes for the General Meetings shall be provided to each member of the CES-PTO Board in a timely manner following each meeting. A copy of the Executive Board Minutes shall be provided to the Executive Board in a timely manner following each meeting. The Recording Secretary shall maintain the CES-PTO By-Laws.

Section 6. COMMUNICATIONS OFFICER – The Communications Officer shall be responsible for all communications pertaining to CES-PTO Board matters and for maintaining an e-mail list of the CES-PTO membership. The Communications Officer shall be responsible for notifying the Executive Board and the CES-PTO Board of Executive Board Meetings and General Meetings.

Section 7. ASSISTANT TREASURER – The Assistant Treasurer shall assist the Treasurer and shall act as a liaison between the Treasurer and the Fundraising Committees.

Section 8. BEAUTIFICATION – The Beautification Chairperson(s) will oversee the keeping of the exterior grounds of CES within a budget to be provided.

Section 9. DAD’S CLUB – The CES Dad’s Club will work to support camaraderie among the Dads of CES students by organizing events for fathers and their children; activities may include, but are not limited to, pancake breakfasts, camp outs, fundraising, etc.

Section 10. CARROLL EDUCATION FOUNDATION (CEF) LIASION – The CEF Liaison works with Carroll Education Foundation by representing CES. This person is responsible for attending board meetings as needed and reporting information back to our board. Works with CEF to coordinate events and activities. Serves as an advocate for campus related needs.

Section 11. COMMUNITY PARTNERS – The Community Partners Chairperson(s) shall be responsible for the coordination, promotion, and administration of any community-based, product-based or business-based partnership program (i.e. label programs, grocery store incentives and any other program that may become available from time to time).

Section 12. DIRECTORY – The Directory Chairperson(s) shall design the format of the directory, select a printing firm to publish the directory, solicit and secure advertisement sales from previous contacts as well as new contacts, local merchants and service providers, and ensure that the printing firm is provided with the appropriate information to produce the directory in a timely manner. The Directory Chairperson(s) shall also work with the Membership Chairperson(s) to process CES-PTO memberships and distribute directories.

Section 13. EVENTS - The Events Chairperson(s) is responsible for coordinating CES PTO special events as approved by the Principal and Executive Board. Events may include Back to School fun night, picnics, dances, etc.

Section 14. FALL FUNDRAISING EVENT – The Fall Fundraising Event Chairperson(s) shall be responsible for the coordination, promotion and implementation of a fall fundraising event.

Section 15. HOMEROOM PARENT – The Homeroom Parent Chairperson(s) shall be responsible for securing grade level coordinators to be in charge of the homeroom parents for each classroom and providing the grade level coordinators with classroom party, special event and classroom volunteer (collectively, “Classroom Events”) procedures. The Homeroom Parent Chairperson(s) will obtain the required, written approvals from the Principal and be the liaison between the faculty and the grade level coordinators with regard to Classroom Events. The homeroom Parent Chairperson(s) will ensure that CES-PTO funds are collected and disbursed for Classroom Events.

Section 16. HOSPITALITY – The Hospitality Chairperson(s) shall be in charge of monthly teacher luncheons and special CES-PTO sponsored functions throughout the year.

Section 17. MEMBERSHIP – The Membership Chairperson(s) shall organize an annual membership drive of CES families, faculty and staff and work with the Directory Chairperson(s) to process CES-PTO memberships. Is also responsible for maintaining supplies in CES workroom and forwarding volunteer lists to appropriate committees throughout the school year.

Section 18. OUTREACH – The Outreach Chairperson(s) shall be responsible for coordination charitable endeavors throughout the year. The Outreach Chairperson(s) shall communicate with and obtain approval from the Principal with regard to all charitable undertakings.

Section 19. PROGRAMS – The Programs Chairperson(s) shall be responsible for planning Principal-approved programs for CES students and the CES-PTO. The Programs Chairperson(s) may be called upon to write grant proposals for funding by outside organizations.

Section 20. PUBLICITY – The Publicity Chairperson(s) shall work with local media and school communications to publicize and promote CES and CES-PTO sponsored events through press releases, photos and maintenance of the CES-PTO bulletin board. The Publicity Chairperson(s) shall keep the Carroll Independent School District Director of Communications apprised of publicity communications.

Section 21. SPIRIT SHOP – The Spirit Shop Chairperson(s) shall coordinate and manage the sale of school related merchandise. The Spirit Shop will be open during school hours for a minimum of one day per month. The Spirit Shop Chairperson(s) will communicate with the Principal regarding operation hours.

Section 22. SPRING FUNDRAISING EVENT – The Spring Fundraising Event Chairperson(s) shall be responsible for the coordination, promotion and implementation of a spring fundraising event.

Section 23. STUDENT ACTIVITIES – The Student Activities Chairperson(s) shall coordinate CES-PTO sponsored activities including, but not limited to, work with the CES librarian to coordinate library volunteers, oversee birthday book program, and assist with coordinating volunteers for book fairs.

Section 24. TEACHER APPRECIATION WEEK – This committee will be responsible for organizing events for Teacher Appreciation Week.

Section 25. WEBSITE – This individual will be in charge of maintaining the www.cespto.com website.

Section 26. EX-OFFICIO MEMBER – PRINCIPAL – The Principal of CES shall be an ex-officio member of the Executive Board.

Section 27. EX-OFFICIO MEMBER – VICE-PRINCIPAL – The Vice-Principal of CES shall be an ex-officio member of the Executive Board.

Section 28. EX-OFFICIO MEMBER- TEACHER REPRESENTATIVE(S) – The Teacher Representative(s) shall be the faculty liaison to the CES-PTO, shall communicate with the Executive Board the ideas and goals of the faculty and shall be an ex-officio member of the Executive Board.

ARTICLE IX: DISBURSEMENT OF CES-PTO FUNDS

Section 1. The President, the Vice-President, and the Treasurer shall have authority to sign checks on behalf of the CES-PTO.

Section 2. The Executive Board has the authority to approve expense or disbursement checks, as necessary, up to \$250.00 without the vote of the entire CES-PTO Board.

Section 3. The Disbursement Chairperson shall solicit written proposals for the disbursement of CES-PTO funds from the CES-PTO members and the CES faculty and administration. The written proposals will be reviewed by the Disbursement Chairman and the Principal to determine which proposals will be considered for funding. The viable proposals will then be presented to the Disbursement Committee, as defined below, for consideration and research. The Disbursement Chairperson will distribute the Disbursement Proposal Packet, as defined below, to the CES-PTO members prior to the General Meeting at which the CES-PTO will vote on the proposals.

Section 4. The Disbursement Committee shall be comprised of the Executive Board, the following fundraising chairpersons: Community Partners, Directory, Fall Fundraiser, Membership, Spirit Shop, Spring Fundraiser, Student Activities, and may include two CES-PTO members, at large, from each grade level. The Disbursement Committee will research the proposals and determine which proposals will be presented to the CES-PTO for approval. The Disbursement Committee will compile a Disbursement Proposal Packet, including, but not limited to (1) a detailed description of each proposal including the benefit provided to CES (2) the cost of each proposal (3) persons to contact with questions concerning each proposal and (4) an estimated time of completion or implementation of each proposal.

ARTICLE X: ELECTIONS

Section 1. The Nominating Committee shall be comprised of five CES-PTO Board members, including one Executive Board member not seeking the office of President for the following year. The Nominating Committee shall be appointed by the Executive Board at the January General meeting. The Nominating Committee shall select a chairperson and meet regularly to prepare the slate of nominations.

Section 2. Any parent of a CES student may submit his/her name for nomination to serve on the CES-PTO Board for the following school year. Nominations will be accepted through March 15th of the current school year. Only persons, who have consented to serve on the CES-PTO Board, if selected, shall be eligible for nomination.

Section 3. Only persons who have prior service on the CES-PTO Board shall be eligible to hold an Executive Board office.

Section 4. Nominations shall be presented to the Executive Board at least two weeks prior to the April General Meeting. Presentation and publication of nominations shall be at the April General Meeting.

Section 5. CES-PTO Board members will be voted in at the May General Meeting. Outgoing and incoming CES-PTO Board members shall work together through the end of the school year.

Section 6. CES-PTO Board members shall serve no more than two consecutive years in the same capacity. Any CES-PTO Board member serving more than one-half of a term shall be credited with having served a full year.

Section 7. Any vacancy on the CES-PTO Board shall be filled by the Executive Board.

Section 8. Each CES-PTO Board member shall keep all information and papers pertaining to his/her duties and will relinquish the papers to the CES-PTO upon completion of a term or upon resignation.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern this organization.

ARTICLE XII: INSURANCE and BONDING

Insurance coverage (for officers, directors and liability) must be renewed each year and maintained current. The Treasurer must also be properly bonded through a licensed insurance bonding agency.

First written in 1996.

Amended April 12, 2005 – Beautification added

Amended January 15, 2008 – Student Activities modified

Amended February 12, 2008 – President modified

Amended March 11, 2008 – Dad's Club added

Amended March 31, 2014 – Removed Parent Volunteers and Newsletter committees.

Added Website committee. Updated Membership responsibilities. Add new committee (Teacher Appreciation Week). Changed date that treasurer must present year-end statement to the president to “on or before July 31st”.

Amended April 4, 2017 – Added the position of CEF Liaison to the board

Amended April 3, 2018 – Added the positions of VP-Fundraising and Events