

Bylaws of the Randolph Field Independent School District Parent Teacher Organization

Article I – NAME

The name of the organization shall be the Randolph Field Independent School District (RFISD) Parent Teacher Organization (PTO), hereinafter referred to as the Randolph PTO.

Article II – PURPOSE

Section 1. The objectives of the PTO are:

- a. To promote welfare of children in the home, school, and community.
- b. To foster communication between families, teachers, and school staff.
- c. To develop unity between educators and families. Such united efforts will secure for all children and youth the highest advantages and opportunities in physical, mental, and social education.

Section 2. These objectives are promoted through a variety of programs including membership meetings, family-based activities, and communication tools.

Section 3. Federal Status. Randolph PTO 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 (referred to as “Internal Revenue Code”).

Article III – Basic Policies

Section 1. The PTO shall be noncommercial, nonsectarian, nonpartisan, and nonprofit. All monies raised shall be spent directly for the benefit of teachers, students, and staff.

Section 2. The PTO shall not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 3. The PTO shall work with the schools teaching and administrative staff as well as other organizations to provide quality education and programs for all children but shall not seek to participate in establishing school policy except through constructive dialogue with the Board of Education.

Section 4. The Constitution and Bylaws will be reviewed and voted upon by the General Membership at the first meeting of the academic year.

Section 5. There shall be two (2) signatures required on all contracts and binding agreements. One must be that of the President and the second will be that of another

elected officer or designated committee chair.

Section 6. It is not the purpose of the organization to consider personal grievances of teachers, parents, and students. These matters should be channeled through the appropriate administrative offices of the school or district.

Section 7. Commitment to inclusiveness and equity, knowledge of PTO, and professional expertise shall be the guiding principle for service in the Randolph PTO.

Section 8. In the event of the dissolution of the organization, its assets shall be used to purchase goods or materials for use by students, teachers, and all support staff of RFISD as recommended by a committee composed of the Principal(s) and at least three teachers.

Section 9. All non-consumable items purchased through PTO Funds shall remain as the property of the Randolph PTO and be located on campus.

Article IV – LEGAL STATUS

The PTO was voted and approved by the board to become a non-profit corporation with a body of dues paying members on the 5th of January 2023. Its articles of organization comprise these bylaws, as from time to time amended, and its articles of association. In the absence of separate articles of association, the bylaws shall be deemed to be the articles of the association. In the event of any conflict between these bylaws and the articles of association, these bylaws govern.

Article V – MEMBERSHIP

Section 1. Regular Membership. Any parent or legal guardian of a current RFISD student or all faculty and staff that have full-time employment at RFISD shall be eligible for membership in the Randolph PTO. Regular Members (i.e., those who have not paid annual membership dues) shall have the right to attend and participate in the meetings and activities of the Randolph PTO but shall not have the right to vote or to hold office.

Section 2. Voting Membership. All Regular Members who are current in the payment of annual dues, as established pursuant to Article V, Section 4 herein, as well as paying Faculty Members, shall be designated as Voting Members. Voting Members shall have the right to vote on all issues before the membership, to be a committee chair, to elect officers, and to hold elected office.

Section 3. The PTO will hold an annual membership drive. Members may be admitted at any time during an academic year. Membership is from August 1st to July 31st.

Section 4. Dues.

- a. Amount. The Randolph PTO shall authorize and collect membership dues to be used for the operation of the organization.
- b. Dues shall be established by the Executive Board. The 2023-2024 fees for

Voting Members will be \$10 for individuals or \$15 for families (a family is defined as two (2) adults living in the same household and will allow a vote for each defined adult). Any change in the amount of the dues shall be approved by a vote of the Voting Members acting in the manner described in Article VIII, Section 4.

- c. Financial Hardship. No Regular Member shall be denied the right to participate in the activities of the Randolph PTO or to become a Voting Member due to financial hardship. The Executive Board shall establish a procedure for alternative payments or waivers to ensure compliance of this policy.

Article VI – EXECUTIVE BOARD AND THEIR ELECTION

Section 1. Each officer shall be a Regular Member of the PTO.

Section 2. Minimum Requirements: At a minimum the offices of President and Secretary must be maintained by separate individuals. Two or more of any of the remaining offices may be held by the same individual.

Section 3. Officers: The Executive Board of the Randolph PTO shall consist of President, Elementary School Vice President, Middle and High (Secondary) School Vice President, Treasurer, Secretary, and Member at Large. The members of the Executive Board shall serve until the election and qualification of their successors.

Section 4. Elections and Terms:

- a) Officers shall be elected by secret ballot at the April meeting of the last year of their term. If there is only one nominee for any office, that officer may be elected by acclamation.
- b) Officers shall assume their official duties on 1 May of the school year in which they are elected and serve for a term of one year all offices ending after the end of the school year.
- c) In case of resignation, or vacancy, the Member-At-Large shall assume the duties of the vacated office until a successor is elected, except in the office of the President, the Elementary or Secondary Vice President shall serve the remainder of the term.
- d) The office of President may be held for up to three terms (of one year) by the same individual, but the individual(s) must be elected each year to the office by the general assembly. However, an individual may be elected to the offices of Vice President, Treasurer, Secretary, and Member-At-Large for as many consecutive terms as desired and elected by the general assembly.
- e) Only those persons who have consented to serve shall be nominated for an office.

- f) All officers shall deliver all official material to their successors not later than thirty (30) days after the conclusion of the school year.

Article VII – DUTIES OF THE EXECUTIVE BOARD OFFICERS

Section 1. President. The President shall:

- a) be the principal executive officer of the Randolph PTO and subject to the control of the Executive Board and the direction of the membership, shall in general supervise and control all of the activities of the Randolph PTO.
- b) be a member of the Executive Board and, when present, shall preside at all meetings of the Executive Board and all meetings of the membership.
- c) select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the Randolph PTO, with the exception of the Nominating Committee.
- d) serve as an authorized signatory of all Randolph PTO checks.
- e) be responsible for coordinating succession of the Executive Board and presenting a review of the prior year's activities to the newly elected President and to otherwise assist him/her as needed.

Section 2. Vice President, Elementary School. The Elementary Vice President shall:

- a) The Elementary School Vice President shall be a member of the Executive Board
- b) In the absence of the President, shall perform the duties of the President pertinent to the Randolph Elementary School.
- c) Oversee all standing and ad hoc committees pertinent to the Randolph Elementary School.
- d) Attend all administration meetings concerning PTO activities and be part of the communication chain for all events at their campus.
- e) Perform such other duties as are agreed upon by the Executive Board.

Section 3. Vice President, Secondary Schools. The Secondary Vice President shall:

- a) Be a member of the Executive Board.
- b) In the absence of the President, shall perform the duties of the President pertinent to the Randolph Secondary Schools.
- c) Oversee all standing and ad hoc committees pertinent to the Randolph

Secondary Schools.

- d) Attend all administration meetings concerning PTO activities and be part of the communication chain for all events at their campus
- e) Perform such other duties as are agreed upon by the Executive Board.

Section 4. Secretary. The Secretary shall:

- a) Be a member of the Executive Board.
- b) keep the minutes of the proceedings of the membership and the Executive Board.
- c) receive from the Treasurer the list of Regular Members who have paid dues and prepare the official list of Voting Members.
- d) coordination of all correspondence/communication is the responsibility of the Secretary to include email, website, and newsletter. The official internal communication tools used will be WhatsApp and email.
- e) Perform such other duties as are agreed upon by the Executive Board.

Section 5. Treasurer. The Treasurer shall:

- a) Be a member of the Executive Board.
- b) have custody of all the funds of the PTO; shall keep a full and accurate account of receipts and expenditures; and, in accordance with the budget adopted by the PTO, shall make disbursements as authorized by the General Membership or Executive Board.
- c) present a financial statement at every meeting of the PTO and at other times as requested by the Executive Board.
- d) collect all membership dues as are established by the Executive Board and shall certify to the Secretary an accurate list of the Voting Members of the Randolph PTO.
- e) ensure that an account is established and maintained at a financial institution offering the best and most suitable services to the PTO at the best and most competitive rates.
- f) Shall be responsible for the timely filing of appropriate IRS forms following each fiscal year and provide the school district with appropriate financial documentation at the end of every school year.

Section 6. Member at Large. The member at large shall:

- a) succeed to the office of Treasurer, Secretary, or Vice-President in the case of vacancy in that office and shall serve as such until the end of that term or until

another officer is elected.

b) will also coordinate committees and volunteers.

Section 7. Principals. The Principal(s) shall be appointed as the Executive Advisor:

a) will be invited to attend all general assembly, executive, and special meetings.

b) will consult with the organization on all PTO school activities and organizational projects.

c) will cast a vote only to break a tie.

d) If the Principal is unable to serve as Executive Advisor, the Principal will designate a member of the school staff to serve as the Executive Advisor.

Article VIII – EXECUTIVE BOARD

Section 1. Membership. The Executive Board shall consist of five/six (5/6) officers of the PTO. The members of the Executive Board shall serve until the election and qualification of their successors.

Section 2. General Duties.

a) To transact all necessary business in the intervals between PTO meetings and such other business as may be referred to it by the General Membership.

b) To create standing and special committees.

c) To approve the plans of work of the standing committees.

d) To present a report at PTO meetings.

e) To select an auditing committee to audit the Treasurer's accounts.

f) To prepare and submit a budget to the PTO for adoption.

g) To approve payments for routine bills within budget limits. term

h) To assign a secondary point of contact for Executive Board Members or Committee Chairs who are temporarily unavailable through their absence.

Section 3. Meetings. Regular meetings of the Executive Board shall be held during the year, the time and place to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Board. Adequate notice of all meetings shall be given to all members of the Executive Board and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meetings should be announced to all regular members of the Randolph PTO. Any Regular, Voting or Faculty Member may attend a meeting of the Executive Board but shall not be entitled to vote on matters before the body. The

Executive Board shall meet independently of the general assembly in addition to general meetings.

Section 4. Voting. The act of the majority of the Executive Board present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Board.

Section 5. Resignation and Removal.

a.) Resignation. Any Executive Board Member may resign at any time by giving written notice of such resignation to the remainder of the Executive Board.

b.) Removal. Any Regular Member, not excluding the Executive Board, may be removed from the organization for failure to fulfill his/her duties, is corrupt, or engages in any act/behavior that brings dishonor to or negates the purpose of this organization. Reasonable notice must be given as a warning before removal and must be a majority vote of the Executive Board.

Article IX – STANDING AND SPECIAL COMMITTEES

Section 1. Membership. Standing and Special Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The Executive Board may establish such standing committees as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees. Only Voting Members may serve as chairpersons. The chairperson of each committee shall recruit members for his or her committee from the master membership volunteer list. Any Regular or Voting Member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Board, which shall approve all plans of work.

a) Current Standing Committees may include, but not limited to:

1. Sunshine (Staff Appreciation)
2. Spirit
3. Book Fair
4. Donations

Section 3. Special Committees. The President and/or the Executive Committee may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed or at the conclusion of the school year, whichever occurs first. The President shall appoint the chairpersons of all Special Committees, with the exception of the Nominating Committee. Only Voting Members may serve as chairpersons. Any Regular or Voting Member may serve as a committee member. The Chairperson shall report the plans

and activities of the committee to the Executive Committee, which shall approve all such plans of work.

a) Current Special Committees include/ but not limited to include:

1. Nominating
2. Financial Audit
3. Fall Festival
4. Spring Festival

Section 4. Nominating Committee. The Nominating Committee shall be composed of three (3) persons who shall be selected by the Executive Board, with the exclusion of the President, no later than February of each year. The Principal(s), or a faculty representative appointed by the Principal(s), shall serve in an advisory capacity on the Nominating Committee. The committee shall carry out its responsibilities, as specified in Article XI.

Article X – MEETINGS

Section 1. General Membership Meetings. At least two (2) General Membership Meetings of the Randolph PTO shall be held during the school year. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting.

Section 2. Special Meetings. Additional meetings of the Randolph PTO may be called by a vote of the Executive Board or the petition of a majority of the Voting Members. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting.

Section 3. Quorum. Three members of the Executive Board present at any scheduled PTO meeting shall constitute a quorum necessary for the transaction of business. General membership meetings require a minimum of 10 eligible voting members to be present.

Section 4. Voting. A majority vote (more than half) of the Voting Members present at any meeting shall be required for all action to be taken by the Randolph PTO with the exception of the approval of the annual budget and amendments to the bylaws which shall require a two thirds vote of voting members present

Section 5. Agenda. The meeting agenda is set by the President in advance of the meeting in consultation with the Executive Board. The President shall approve any items to be placed on the agenda prior to the meeting.

Article XI – NOMINATIONS AND ELECTIONS

Section 1. Procedure. The election of officers shall take place at the Spring General Membership meeting each year. All Voting Members of the Randolph PTO may

participate in the election. The Nominating Committee shall present a slate of officers for election one month prior to the election date. At that meeting, further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot. In the event of a written ballot election, the voting polls will be open from 7:30 am – 5:00 pm. Voting Members will be verified and recorded at the time of vote by members of the Nominating Committee.

Section 2. Nominating Committee. The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of officer candidates to present for election by the membership. The committee shall verify a candidate's eligibility and confirm their willingness to serve.

Section 3. Eligibility. Members are eligible for office if they are Voting Members of good standing at least fourteen (14) calendar days before the nominating committee presents its slate.

Section 4. Selection. A majority (more than half) of votes cast by the Voting Members present shall be necessary for election. Should no person receive the majority of the votes cast, a runoff between the two (2) persons who received the largest number of votes shall immediately be held.

Section 5. Vacancies. Vacancy in any office because of death, resignation or inability to serve shall be filled by the Executive Board for the unexpired portion of the term.

Article XII – PARLIAMENTARY AUTHORITY.

Robert's Rule of Order Newly Revised (current edition) shall govern the PTO in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article XIII – FISCAL YEAR.

The fiscal year shall be August 1 through July 31.

Article XIV – FINANCES

Section 1. Budget. The Executive Board shall present to the membership at the first General Membership Meeting of the year, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Board during the year. Any substantial deviation from the budget must be approved in advance by the Executive Board.

Section 2. Obligations. The Executive Board may authorize any officer or officers to enter into contracts of agreements for the purchase of material or services on behalf of Randolph PTO. The officers shall not have the authority, however, to enter into such agreements on behalf of RFISD, nor should they hold themselves out as having such authority.

Section 3. Loans. No loans shall be made by the Randolph PTO to its officers or members.

Section 4. Commercial Paper. The Treasurer or President shall sign all checks, drafts or other orders for the payment of money on behalf of the Randolph PTO.

Section 5. Bank Deposits. The treasurer shall deposit all funds of the Randolph PTO to the credit of Randolph PTO in such banks, trust companies or other depositories as the Executive Board may select and shall make disbursements as authorized by the Executive Board in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum five (5) days from the receipt of the funds and/or orders of payment.

Section 6. Capital Expenses. Any expenditure over \$300 for fixed assets or enhancements must be approved by a vote of a quorum of the Voting Members of the PTO General Board. Any expenditure under \$300 must have the majority votes of the Executive Board. All fixed assets must be inventoried annually. Fixed assets are defined as durable items valued at or over \$100.

Section 7. Any money still in the treasury at the end of the fiscal year shall be carried over as available revenue for the next fiscal year. These funds shall be identified as “carry over revenue” in the Treasurer’s report. The Executive Board should endeavor to ensure at least \$15,000.00 remains from each fiscal year’s budget to be carried over to the next fiscal year.

Section 8. Financial Report. The Treasurer shall present a financial report at each General Membership meeting of the Randolph PTO and shall prepare a final report at the close of the school year. The Executive Board shall have the report and the accounts examined annually by an informal audit committee, who, if satisfied that the Treasurer’s annual report is correct, shall sign a statement of that fact at the end of the report. The end of year report must be submitted to the RFISD Administration for district records.

Section 9. Reimbursements. All reimbursement requests shall be presented with itemized receipts to the Treasurer by the next scheduled meeting, if not previously coordinated with the Treasurer. Reimbursements will be filed with the Treasurer and a check will be delivered by a paying entity of the board. No reimbursement checks will be written by the same individual who will be reimbursed.

Article XV – Dissolution

Section 1. The organization may be dissolved by a two-thirds vote of the Voting Members present at a regular or special meeting that has been noticed for such action with at least seven (7) days prior notice by the following means: in the school newsletter, on the PTO website, and by posting on the PTO bulletin board.

Upon dissolution of the organization, any remaining funds shall be used to first pay

any outstanding debts. Any remaining funds, with the membership's approval, shall be spent for the benefit of the school(s) and/or distributed to one or more nonprofit organizations which have been established as tax-exempt under Section 501(c)(3) of the Internal Revenue Code.

Article XVI - AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by two thirds vote of the Voting Members at any General Membership or Special Meeting, providing that prior notice was given in writing at least seven (7) days prior to the meeting.

Article XVII - AUTHORITY

If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the RFISD School Board, they shall be deemed null and void. The decision of the RFISD School Board shall, in all cases, control.

These Bylaws were adopted by a majority vote of the Executive Board, during a meeting properly called on January 5th 2023, at 0835 hours and shall take effect immediately.