

Bylaws

Of the

Randolph Field ISD

Parent Teacher Organization

Article I – NAME

The name of the organization shall be the Randolph Field ISD Parent Teacher Organization, hereinafter referred to as the Randolph PTO.

Article II – PURPOSE

The purpose of the Randolph PTO shall be to aid the students, faculty and staff of RFISD schools in their educational and recreational needs. Through fundraising and family activities, we will promote an open communication between the administration, faculty, parents and the community to enhance our childrens' educational environment.

Article III – LEGAL STATUS

The Randolph PTO is organized 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.

Article IV – MEMBERSHIP

Section 1. Regular Membership. Any parent, guardian or other adult standing in loco parentis of a student, teachers, administrators, and others in our military community interested in furthering the purpose of this organization 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 IV, Section 4 herein, as well as Faculty Members, shall be designated as Voting Members. Voting Members shall have the right to vote on all issues before the membership, to elect officers and to hold office.

Section 3. Faculty Membership. All faculty, administrators and staff, who are employed full-time at RFISD and are current in the payment of annual dues, shall be eligible for membership. Faculty members shall have the right to attend and participate in all meetings and activities of Randolph PTO. Faculty members have the right to vote on all issues before the membership and to elect officers.

Section 4. Dues.

- a. Amount.** The Randolph PTO shall authorize and collect membership dues to be used for the operation of the organization. Dues shall be established by the

Executive Board. 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.

b. 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 Committee shall establish a procedure for alternative payments or waivers to insure compliance of this policy.

Article V – OFFICERS

Section 1. Officers. The officers of the Executive Board of the Randolph PTO shall consist of President, Vice President, Treasurer, Secretary and Volunteer Coordinator(s).

- a. President.** The President shall be the principal executive officer of the Randolph PTO and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the Randolph PTO. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President shall 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. The President shall serve as an authorized signatory of all Randolph PTO checks. The President shall 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.
- b. Vice President.** The Vice President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The Vice President shall perform such other duties as are agreed upon by the Executive Committee.
- c. Secretary.** The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, shall receive from the Treasurer the list of Regular Members who have paid dues and prepare the official list of Voting Members, shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be agreed upon by the Executive Committee.
- d. Treasurer.** The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the Randolph PTO, shall receive and give receipts for monies due and payable to the Randolph PTO and shall deposit such funds in such banks or other organizations as are selected by the Executive Committee. The Treasurer

shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budget adopted by the membership. The Treasurer shall 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. The Treasurer shall present a written financial report at each General Membership Meeting, at other times as requested by the Executive Committee and present a full report at the end of the year to be provided to the general membership and to the Chief Financial Officer of the Randolph Field ISD office. The Treasurer shall serve as an authorized signatory of all Randolph PTO checks.

- e. **Volunteer Coordinator(s).** The Volunteer Coordinator(s) shall be a member of the Executive Committee. The Volunteer Coordinator(s) shall organize the master volunteer list, coordinate volunteers for all Randolph PTO and school related events, as agreed upon by the Executive Committee or by RFISD Administrators. The Volunteer Coordinator(s) shall coordinate volunteers, but *not necessarily* chair events scheduled for the elementary and/or secondary campuses.
- f. Principals at RFISD retain final approval or veto power of any function, if said function will interfere with procedures, policy and or the best interest of RFISD.

Article VI – EXECUTIVE COMMITTEE

Section 1. Membership. The Executive Committee shall consist of the Executive Board officers. The principal(s), the Faculty Advisor(s) appointed by the principal(s) and Standing Committee chairs shall serve as ex-officio members and shall be entitled to vote.

Section 2. General Duties. The affairs, activities and operation of the Randolph PTO shall be managed by the Executive Committee. The Executive Committee shall transact necessary business during the intervals between the General Membership meetings and such other business as may be referred to it by the membership or by these Bylaws. The Executive Committee may create Standing and Special Committees, approve the plans and work of the Standing and Special Committees, present reports and recommendations at the General Membership meetings, prepare and submit a budget to the membership for approval and, in general, conduct the business and activities of the Randolph PTO.

Section 3. Meetings. Regular meetings of the Executive Committee 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 Committee. Adequate notice of all meetings shall be given to all members of the

Executive Committee 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 Committee but shall not be entitled to vote on matters before the body.

Section 4. Voting. The act of the majority of the regular and ex-officio members of the Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee.

Article VII – 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 Committee may establish such standing committees as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees. Current Standing Committees include Sunshine, Redemption Programs, Historian, Yearbook, AR Program, Book Fair(s), Website and Newsletter. Those who chair Standing Committees shall serve as ex-officio members of the Executive Committee. 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.

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 and Audit 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. Nominating Committee.** The Nominating Committee shall be composed of three (3) persons who shall be selected by the Executive Committee, with the exclusion of the President, no later than March 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 IX.

- b. Audit Committee.** The Audit Committee shall consist of no fewer than three (3) persons who shall be selected by the Executive Committee, with the exclusion of the President and the Treasurer, and may include not more than one Executive Board member. The Audit Committee shall perform an audit of the financial records as specified in Article X, Section 7, annually or at any other time upon the request of the Executive Committee.

Article VIII – MEETINGS

Section 1. General Membership Meetings. At least four (4) 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 Committee 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. A quorum constitutes ten (10) members of the organization. If a quorum is not present but at least three (3) members of the Executive Committee are present, then any business of the organization may be transacted other than election of officers, approval of the annual budget, or amendments to the Bylaws.

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. Meeting Procedure. Rules contained in *Robert's Rules of Order Newly Revised* shall govern the Randolph PTO in all cases which they are applicable, and in which they are not in conflict with these Bylaws.

Section 6. 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 IX – 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. Term of Office. Officers are elected for one year, beginning June 1 of each school year, and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 3. 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 4. 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 5. 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 run-off 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 X – FINANCES

Section 1. Budget. The Executive Committee 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 Committee during the year. Any substantial deviation from the budget must be approved in advance by the Voting Membership.

Section 2. Obligations. The Executive Committee 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 and 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 Committee may select and shall make disbursements as authorized by the Executive Committee 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 the Executive Committee. All fixed assets must be inventoried annually.

Section 7. 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 Committee shall have the report and the accounts examined annually by an auditor or 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 Chief Financial Officer of RFISD Administration for district records.

Section 8. Dissolution. 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 PTO 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.

Section 9. Fiscal Year. The fiscal year shall coordinate with the school year calendar.

Article XI - AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a 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 XII - 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 Voting Membership, during a meeting properly called on *November 17, 2008* and shall take effect immediately.