

**Cross Timbers Elementary**  
**Parent Teacher Organization, Inc.**  
**By-laws, Revised October 10, 2023**

**Article I**

Name

The name of this organization is the Cross Timbers Elementary Parent Teacher Organization, Inc.

**Article II**

Articles of Incorporation

This organization exists as an incorporated, non-profit corporation of its members. Its "Articles of Incorporation" comprise the by-laws, as from time to time amended.

**Article III**

Purpose

The purposes of the corporation are:

- A. To promote better relationships between faculty and parents for a better understanding of the children.
- B. To provide voluntary assistance to the faculty and the school.
- C. To become knowledgeable concerning local school policies of education to promote high standards of school and home life advantageous to all children enrolled.
- D. To promote adequate laws for the care and protection of children and youth.
- E. To develop between Cross Timbers Elementary School and the public such united efforts as well secure for every child the highest advantages in education.

**Article IV**

Basic Policies

The following are basic policies of this corporation:

- A. The corporation shall be non-commercial, non-sectarian and non-partisan.
- B. The name of the corporation or the names of the members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest for any purpose not appropriately related to promotion of the purposes of the corporation.
- C. The corporation shall cooperate with schools to support the improvement of education.
- D. The corporation shall not participate in any way in any political campaign on behalf of or in opposition to any candidate for public office. Efforts by the corporation to influence legislation pertaining to child welfare or education must be approved by the PTO Executive Board (see F for description of PTO Executive Board.)

- E. The corporation may cooperate with other organizations and agencies concerned with child welfare, but persons representing the corporation in such matters shall make no commitments to bind the corporation.
- F. The PTO Executive Board consists of the President, Vice-President, Secretary, Treasurer and Co-treasurer, and the Principal.
- G. The corporation will be independent of all other city, state, or national organizations which are school and/or home oriented.
- H. In the event of dissolution of the corporation, its assets shall be expended in full by the PTO Executive Board in a way which is most beneficial to the school.
- I. Operating guidelines for PTO funds are as follows:
  - a. Any unappropriated funds in the PTO account on April 1 may be carried forward and must be appropriated during the next fiscal year.
  - b. A minimum of \$30,000 will be held in the PTO account for operating funds to begin the next school year.
  - c. Any purchases deemed “substantial” to be made by the PTO Executive Board must first be brought to the Principal and staff for approval. Once approved, the item will go to the general PTO members for a majority vote.
- J. In the event that a new elementary school district is formed within the Cross Timbers Elementary district, any remaining undesignated funds of the corporation will be divided between the new schools on a proportionate basis.
- K. Any activities relating to the school must be approved by the Principal.

**Article V**  
Membership

Any parent, guardian, or other adult standing in loco parentis for a student at the school may become a member and shall have voting rights upon membership. The principal, members of the school staff, and any teacher employed by the school may be a member and have voting rights upon membership.

**Article VI**  
PTO Executive Board  
Officers and Their Election

Section 1

- A. The officers of this corporation shall consist of a President, Vice-President, Secretary, Treasurer and Co-Treasurer. The officers must be elected from the current, active membership. An active member is one who participates in any PTO activities and/or attends PTO meetings regularly.
- B. Elections may be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an

office, a ballot vote shall be taken, the nominating committee chairperson shall be the President Elect. The members of the nominating committee shall be the general PTO members.

- C. All members present at the meeting shall vote on nominees for PTO Executive Board. If deemed necessary by the Principal, all teachers shall receive a ballot in their mailbox and school office staff will collect and tally votes. Results to be announced at following meeting.
- D. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate. They must have previously served on a PTO committee at Cross Timbers Elementary, but exceptions may be made at the discretion of the board.
- E. Officers are elected for one year and may serve no more than two consecutive terms in the same office.
- F. Relatives cannot hold positions of President and Treasurer during the same school year.
- G. Teachers may not at any time be Officers of the organization.

## Section 2

A vacancy occurring in the office shall be filled for any unexpired term by a person appointed by the PTO Executive Board and subject to the approval of the majority vote of those present at the next board meeting. In case a vacancy occurs in the office of President, the Vice-President shall serve out the unexpired term as President. In the event the Vice-President cannot serve, the President shall appoint a nominating committee to nominate a new President. If possible, the nominee should come from existing members of the PTO Executive Board. If the position cannot be filled by the PTO Executive Board, a nominee shall be chosen from the existing PTO members. The nomination shall be approved and elected at the next PTO meeting.

## Article VII

### Duties of Officers

#### Section 1

The President shall preside at all meetings of the corporation and of the PTO Executive Board, at which she/he may be present, shall coordinate the work of the officers and committees of the corporation in order that the purposes may be promoted. The President shall service as a member of the Budget Committee and shall perform such other duties as may be prescribed in these by-laws or assigned to her/him by the corporation or by the PTO Executive Board. The President shall be authorized to make expenditures of up to \$50.00 without consent of the PTO Executive Board.

#### Section 2

The Vice-President shall also be known as President-elect. The Vice-President shall act as aide to the President and shall perform the duties of the President in the absence or disability of the officer. The Vice-President shall serve as a member of the Budget Committee and shall person such other duties as

may be delegated to her/him by the corporation or the PTO Executive Board. The Vice-President shall assist the Treasurer and Co-Treasurer in carrying out duties of the Treasurer as deemed necessary. By assuming the role of President-elect, this role shall succeed to the office of President at the end of his/her term upon a confirmation vote during the elections of the PTO Executive Board in the Spring.

### Section 3

The Secretary shall record the minutes of all meetings of the general PTO and of the PTO Executive Board. The Secretary shall serve as a member of the Budget Committee and shall perform such other duties as may be delegated to her/him by the corporation or the PTO Executive Board. The secretary shall distribute the minutes of any meeting within 10 school days following the meeting via email to the Principal and PTO president.

### Section 4

The Treasurer and Co-Treasurer shall have custody of all the funds of the corporation, shall keep a full and accurate account of receipts and expenditures, and shall make disbursements in accordance with the approved financial report at every meeting of the corporation and at other times when requested by the PTO Executive Board and shall make a full report at the May meeting. The Treasurer shall be responsible for the maintenance of such books of account and records. The Treasurer and Co-Treasurer shall be present at all major fundraising events.

### Section 5

The President, Treasurer, and Co-Treasurer will be authorized to sign checks on all bank accounts with two signatures required on all checks. The Treasurer may also grant access to the organization's Square account to the Sprit Store committee chairman to process credit card transactions on an as needed basis.

### Section 6

For the protection of the Treasurer, the Treasurer's account shall be examined annually by the end of the fiscal year by an auditor or an auditing committee of 2 PTO Executive Board members and 2 active PTO members appointed by the President, who, satisfied that the annual report is correct, shall sign a statement of the fact at the end of the report. Thus, everyone is assured that the accounts are correct, and the Treasurer is relieved from any further responsibility.

### Section 7

All officers shall:

- A. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these by-laws and those assigned from time to time.
- B. Deliver to their successors all official materials at the end of May PTO meeting following selection of their successor. This includes recommendations and the job specifications for the succeeding year.

## **Article VIII** Meetings

## Section 1

The meetings of the PTO shall be held monthly, except for the month of December. All meetings are to be held during the school year and the time is to be fixed by the PTO Executive Board with help from the Principal. All current members are eligible to vote. It is recommended that at least two teacher representatives and the Principal or Vice Principal attend each general PTO meeting.

## Section 2

Special meetings of the PTO Executive Board may be called by the President. Special meetings of all PTO members may be called by the PTO Executive Board. When a special meeting cannot be called, ballot voting may be used for obtaining corporation approval of PTO Executive Board recommendations.

## Article IX

### Standing and Special Committees

#### Section 1

The PTO Executive Board may create special committees in addition to the standing committees as it may deem necessary to promote the purpose and carry on the work of the corporation. These would include committees such as budget, fundraising, nominating, and any other committees deemed necessary. The term of these committees shall be determined by the PTO Executive Board.

#### Section 2

The chairman of each standing committee shall present an end-of-year report listing recommendations for the new committee chairman to the PTO Executive Board. No committee work shall be undertaken without the consent of the PTO Executive Board. The standing committees are as follows:

- A. Art Pals
- B. Fall Fundraiser/Fun Run
- C. Family Fun Night
- D. Garden/Landscaping
- E. Holiday Store
- F. Classroom Coordinators
- G. Hospitality
- H. Lunch Pals
- I. Media Pals
- J. Music Pals
- K. Popcorn
- L. Promotions/Box Tops/Amazon Smile
- M. Publicity
- N. Service
- O. Spirit Store
- P. Spring Fundraiser
- Q. Teacher Pals

- R. T-shirts
- S. Veteran's Day
- T. Yearbook
- U. Counselor Pals/Angel Tree/Food Drive

Any of the committees may be inactive for a fiscal year and activated at the discretion of the PTO Executive Board. The PTO Executive Board may create new committees as deemed necessary.

### Section 3

The President shall be an Ex-Officio member of all committees. Ex-officio is defined as a member of a body (notably a board, committee, council) who is part of it by virtue of holding another office.

### Section 4

A vacancy in the position of a Committee Chairman shall be filled by an appointment by the PTO President.

### Section 5

A person may chair a committee for two years. In the event of a vacancy that cannot be filled for a particular committee the PTO Executive Board may consider a person to chair that committee for a third year. It will be at the discretion of the PTO Executive Board to decide the chairmen of each committee and how many years they may serve.

## Article X

The fiscal year of the corporation shall begin July 1 and end on the following June 30.

## Article XI

### Parliamentary Authority

Robert's Rules of Order Revised shall govern the corporation in all cases in which they are applicable and in which they are not in conflict with these by-laws.

## Article XII

### Amendments

These by-laws may be amended as deemed necessary by the PTO Executive Board throughout the fiscal year. The by-laws shall be reviewed at least once but may be amended no more than three times per fiscal year. Notice of proposed amendments must be given to current PTO members seven days prior to the next scheduled board meeting. Passage requires two-thirds vote of the PTO members present. If deemed necessary by the Principal, all teachers shall receive a ballot in their mailbox and school office staff will collect and tally votes. Results to be announced at following meeting.