

**CROSS TIMBERS ELEMENTARY
PARENT TEACHER ORGANIZATION, INC.
BY-LAWS, Revised July 10, 2015**

Article I

NAME:

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

Article II

Articles of Incorporation

The organization exists as an incorporated, non-profit corporation of its members. Its "Articles of Incorporation" comprise these 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 in order to promote high standards of school and home life advantageous to all children enrolled.
- D. To become knowledgeable about educational developments on city, state, and national levels.
- E. To promote adequate laws for the care and protection of children and youth.
- F. To develop between Cross Timbers Elementary School and the public such united efforts as will 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 any 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 Executive Board which consists of the President, Vice-President, Secretary, Treasurer and Co-Treasurer, the Principal, and the previous year's PTO President (if their child is still attending Cross Timbers Elementary) as Ex-Officio.
- 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 that bind the corporation.

- F. The corporation will be independent of all other city, state, or national organizations which are school and/or home oriented.
- G. In the event of dissolution of the corporation, its assets shall be expended in full by the Executive Board in a way which is most beneficial to the school.
- H. Operating guidelines for PTO funds are as follows:
 - 1. Any un-appropriated funds in the PTO account on April 1 may be carried forward and must be appropriated during the next fiscal year.
 - 2. A minimum of \$7500 will be held in the PTO account for operating funds to begin the next school year.
 - 3. At such time that un-appropriated funds in the PTO account reach \$22,000, the Budget Committee shall convene to consider appropriation of said funds.
- I. 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.
- J. Any activities relating to the school must be approved by the Principal.

Article V
Membership

Section 1

The membership of this corporation shall consist of the parents, grandparents, or guardians of children enrolled and attending Cross Timbers Elementary School and all administrators and teachers of the school's faculty. The corporation shall conduct an annual enrollment of members, but persons may be permitted to membership at any time.

Section 2

Dues will be set by the Executive Board and collected annually.

Article VI
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.
- B. Officers shall be elected annually in April by the general PTO membership after prior PTO Board approval.
- C. The offices of President, Vice-President, and Secretary shall assume their official duties on June 1st and shall serve for a term of one year. The Treasurer shall assume official duties at the beginning of the fiscal year and shall serve a term of one year.
- D. A person may serve two (2) consecutive terms in the same office.
- E. Only those persons who have signified their consent shall be nominated for or elected to such office.
- F. Relatives cannot hold the positions of President and Treasurer during the same school year.
- G. Teachers may not at anytime be Officers of the organization.

Section 2

- A. The Nominating Committee shall nominate a President in February and report its nominee to the PTO Board at the regular March meeting. The nominee for President shall participate in the remaining nominating process in a non-voting capacity.
- B. The Nominating Committee shall nominate at least one eligible person for each office to be filled and report its nominees to the corporation in April, at which time additional nominations may be made. A vote will be taken at a time selected by the President.

Section 3

A vacancy occurring in any office shall be filled for any unexpired term by a person appointed by the 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 as outlined in Article VI, Section 2A, to nominate a new President. If possible, nominee should come from existing members of the Executive Board. If the position cannot be filled from the Executive Board, a nominee shall be chosen from the existing PTO Board. The nomination shall be approved and elected at the next PTO Board Meeting.

Article VII Duties of Officers

Section 1

The President shall preside at all meetings of the corporation and of the 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 serve 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 Executive Board. The President shall be authorized to make expenditures of up to \$50.00 without consent of the Executive Board.

Section 2

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 member of the Budget Committee and shall perform such other duties as may be delegated to her/him by the corporation or the Executive Board. The Vice-President shall serve on the Teacher Training Grant Committee. The Vice-President shall assist the Treasurer in carrying out the duties of Treasurer as deemed necessary by the Executive Board.

Section 3

The Secretary shall record the minutes of all meetings of the Board and of the Executive Board and shall be present at all PTO Board Meetings and at all general PTO meetings. 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 Executive Board. The secretary shall distribute the minutes of any meeting within 10 school days following any meeting.

Section 4

The 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 budget or as authorized by the corporation or the Executive Board. The Treasurer shall present a financial report at every meeting of the corporation and at other times when requested by the 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 shall be present at all major fund raising events. The Treasurer shall be responsible for maintaining a current membership record.

Section 5

The President and Treasurer will be authorized to sign checks on all bank accounts with two signatures required on all checks.

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 not less than three PTO Board 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 material at the May Board Meeting following selection of their successor. This includes recommendations and the job specifications for the succeeding year.

Article VIII PTO Board

Section 1

- A. The PTO Board shall consist of the officers of the corporation, the chairmen of standing committees, the Principal of the school, and two (2) teacher representatives appointed by the Principal.
- B. The chairmen of the standing committees shall be selected by the nominating committee, approved by the PTO Board and voted on in April by the general PTO Membership.
- C. A standing committee chairman may designate a co-chairman at any time by advising the Secretary.

Section 2

The duties of the PTO Board shall be:

- A. To transact necessary business in the intervals between the corporation's meetings and such other businesses as may be referred to by the corporation.
- B. To create special committees and approve plans of work.
- C. To present a report at the Board Meetings of the corporation.
- D. A budget will be prepared by the Executive Board and also the fundraising chairman within one month after the fall fundraiser. This budget will be present to the PTO Board for approval and to the corporation for a vote. This budget will be for expenditures beyond the basic operating budget.
- E. Only Board members make motions and second the motions during the meetings.

Section 3

Voting members of the PTO Board shall consist of the Executive Board, teacher representatives, and committee chairmen as elected by the membership. A committee chairman may proxy a vote to a previously named committee co-chairman by reporting to the Secretary (prior to the meeting) that this co-chairman shall vote for the chairman at the designated meeting.

Article IX Meetings

Section 1

The meetings of the PTO shall be held on a monthly basis during the school year, the time to be fixed by the PTO Board. All paid members are eligible to vote.

Section 2

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

Article X Standing and Special Committees

Section 1

The 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. The term of these committees shall be determined by the Executive Board. These special committees shall include:

- A. By-Laws Committee – Shall consist of the President, Vice-President, Treasurer, Secretary and two other members of the Board.
- B. Nominating Committee – Shall consist of five members appointed by the President, at least three of which must be on the existing Board.
- C. Budget Committee – Shall consist of the Executive Board and the Fundraising Chairperson(s).
- D. Teacher Training Grant Committee – Shall consist of the Vice-President, the Principal and one teacher appointed by the Principal.
- E. Audit Committee – Shall consist of three Board members appointed by the President, not to include Executive Board members.
- F. Teacher Expenditure Committee – Shall consist of at least two Executive Board members, the two teacher representatives or their appointed replacements, and the Fundraising Chairperson(s).

Section 2

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

- A. Art Pals
- B. Box Tops
- C. Directory
- D. Fall Fundraiser
- E. Family Fun Night
- F. Garden
- G. Holiday Store
- H. Homeroom Parents
- I. Hospitality
- J. Lunch Pals
- K. Media Pals
- L. Music Pals
- M. Newcomers to Cross Timbers
- N. OKC Memorial Marathon

- O. PAWS newsletter
- P. Popcorn
- Q. Promotions
- R. Publicity
- S. Service
- T. Spirit Store
- U. Spring Fundraiser
- V. Teacher Pals
- W. T-shirts
- X. Yearbook

Each committee may have up to two (2) voting chairmen with the exception of the Fall and Spring Fundraising Committees which may have up to three (3) voting chairmen at the discretion of the nominating committee or current Board. Any of the committees may be inactive for a fiscal year and activated at the discretion of the Board.

Section 3

The President shall be an ex-officio member of all committees.

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 Executive Board may consider a person to chair that committee for a third year.

Article XI
Fiscal Year

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

Article XII
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 XIII
Amendments

These By-laws may be amended as deemed necessary by the Executive Board throughout the fiscal year. The By-laws shall be reviewed at least once, but may be amended no more than three (3) times per fiscal year. Notice of proposed amendments must be given to current PTO Board members seven (7) days prior to the next scheduled board meeting. Passage requires two-thirds (2/3) vote of the PTO Board members present.