

**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, staff, 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, guardians, 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 current 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 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. The fundraising committees may give their reports to the VP-Fundraising.

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 specific non-budgeted items (as disbursements as listed on the budget) and By-Law amendments. (Includes email votes and/or online votes submitted via an online platform, for example Constant Contact or Wufoo.) Items are passed with a 51% vote.

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 - Disbursements
Vice-President - Fundraising
Treasurer
Recording Secretary/Parliamentarian
Communications Officer
Executive Advisor

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

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

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. The President shall be responsible for notifying the Executive Board of Executive Board Meetings.

Section 2. VICE-PRESIDENT - DISBURSEMENTS– 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.

Section 3. VICE-PRESIDENT-FUNDRAISING – This Vice-President shall oversee the committees responsible for Fundraising Events, Auction, Community Partners, Spirit Shop, Pavers 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 in a timely manner 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. 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/Parliamentarian – The Recording Secretary shall record the minutes of all General Meetings and Executive Board Meetings, and Disbursement 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. A copy of the Disbursement Minutes shall be provided to the Disbursement Committee in a timely manner following each meeting. Recording Secretary shall maintain the CES-PTO By-Laws. The Recording Secretary shall have parliamentary authority and shall ensure that the CES-PTO is governed according to *Robert’s Rules of Order Newly Revised*. The Recording Secretary shall keep all records of the CES PTO account log-in and password information.

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

Section 7. EXECUTIVE ADVISOR – The past President shall act as an Advisor to the Board the year following their presidency.

Section 8. ASSISTANT TREASURER – The Assistant Treasurer shall assist the Treasurer and will be responsible for depositing and recording all money collected for the CES-PTO.

Section 9. BEAUTIFICATION – The Beautification Chairperson(s) will oversee the keeping of the exterior grounds of CES within a budget to be provided.

Section 10. CARROLL EDUCATION FOUNDATION (CEF) LIAISON – 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. The Liaison works with CEF to coordinate events and activities and 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, spirit nights at local restaurants, grocery store incentives and any other program that may become available from time to time).

Section 12. DAD’S CLUB – The CES Dad 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, breakfasts with speakers, sport tailgates, fundraising, etc.

Section 13. DIRECTORY/Membership – The Directory/Membership Chairperson(s) shall design the format of the directory, select an online website to publish and distribute the directory ensuring appropriate sponsors appear on the website in a timely manner. The Chairperson(s) shall work with the president to organize an annual membership drive of CES families, faculty and staff and shall process CES PTO Memberships. In addition, they will forward volunteer lists to appropriate committees throughout the school year.

Section 14. 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 Event, picnics, dances, etc.

Section 15. FUNDRAISING EVENT – The Fundraising Event Chairperson(s) shall be responsible for the coordination, promotion and implementation of a fundraising event.

Section 16. HOMEROOM PARENT – Homeroom Parent Chairperson(s) shall be responsible for securing grade level Homeroom Parents and providing them with classroom party, special event and classroom volunteer procedures. The Homeroom Party Chairperson’s(s) duties include planning parties for each grade level, coordinating effective communication between teachers and families, and assisting in the training of classroom volunteers. Homeroom Parent Chairperson(s) will help facilitate the efforts of the Art Volunteer Coordinator and the Music Volunteer Coordinator. 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 regarding Classroom Events. A member of the Homeroom Parent Chairperson(s)

will be assigned the role of Gift Coordinator. The sole role of the Gift Coordinator is to purchase gifts for teacher and staff birthdays and other staff gifts using the gift funds.

Section 17. HOSPITALITY – The Hospitality Chairperson(s) shall be in charge of monthly teacher luncheons and special CES-PTO sponsored functions throughout the year.

Section 18. OUTREACH – The Outreach Chairperson(s) shall be responsible for coordinating principal approved charitable undertakings throughout the year.

Section 19. PROGRAMS – The Programs Chairperson(s) shall be responsible for planning Principal-approved programs for CES students and the CES-PTO.

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 in addition to maintaining an online storefront. The Spirit Shop Chairperson(s) will follow the principal- approved operating hours for CES.

Section 22. FUNDRAISING AUCTION – The Fundraising Auction Chairperson(s) shall be responsible for the coordination, promotion and implementation of the Auction.

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 STAFF APPRECIATION WEEK – This committee will be responsible for organizing events for Teacher Staff Appreciation Week.

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

Section 26. WELCOME - The Welcome Committee Chairperson(s) shall work with the Membership Chair and CES office staff to welcome new students and supply PTO information to families wanting to connect. The committee will plan and host a welcome event for parents at the beginning of the school year and other events throughout the year as needed and approved by the Principal and Executive Board.

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

Section 28. EX-OFFICIO MEMBER – VICE-PRINCIPAL – The Vice-Principal of CES shall be an ex-officio member of the Executive Board.

Section 29. EX-OFFICIO MEMBER- TEACHER REPRESENTATIVE(S) – The Teacher Representative(s) shall be the teacher or staff 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- Disbursements 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 non-budgeted expense or disbursement checks, as necessary, up to \$500.00 without the vote of the entire CES-PTO Board.

Section 3. The Vice-President- Disbursement 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 Vice-President- Disbursement 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 Vice-President- Disbursement will then prepare the Disbursement Proposal Packet, as defined below, for the CES-PTO to vote on the proposals.

Section 4. The Disbursement Committee shall be comprised of the Executive Board, and the following fundraising chairpersons: Community Partners, Directory/Membership, Fundraising Event, Pavers, Spirit Shop, Fundraising Auction, 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 at least five CES-PTO Board members, including one Executive Board member not seeking the office of President for the following year. The one Executive Board member shall also act as the Nominating Committee Chairperson. The Nominating Committee shall be appointed by the Executive Board at the January General meeting. The Nominating Committee shall meet regularly to prepare the slate of nominations.

Section 2. Any parent or guardian 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 1st 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. In the event an Executive Board position is not filled by a current CES PTO Board Member, a non-CES PTO Board member may serve an Executive Board position with a unanimous vote of the Executive Officers of the Board.

Section 4. Nominations shall be presented to the Executive Board at least two weeks prior to the March General Meeting. Presentation and publication of nominations shall be at the March 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. In the event that a position is not filled, a CES-PTO Board member may serve a third year in the same position with a unanimous vote of the Executive Officers of the Board.

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. Added a 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

Amended March 26, 2019 – Added third year option for board positions

Amended August 2019 - Updated grammar inconsistencies, spelling & footer dates. Updated the Article VIII section alphabetically.

Amended August 2020 - Added the position of Exec Advisor to the board. Welcome Committee added. Updated Homeroom Parents Committee description. Updated Spirit Shop responsibilities. Updated Article VI: Voting, Section 3 verbiage on online voting formats.

Amended September 2020 - Updated Article V: Meetings, Section 4 to include VP Fundraising committee reports. Updated Article VII: CES-PTO Board Members VP President to include Disbursements & Parliamentarian. Modified Article VIII: Responsibilities of the CES-Board: VP President, Secretary, Assistant Treasurer, Dad’s Club, Community Partners, Membership, Programs and Reviewing Communications Officer and Directory. Modified Article IX: Disbursement of CES-PTO Funds Sections 1-4. Updated Article X: Elections.

Amended August 2021- Updated Article VIII: RESPONSIBILITIES OF THE CES-PTO BOARD: Section 30 amended to teacher or staff liaison.

Amended September 2022 - Combined Membership and Directory Chair position, moved parliamentary duties from VP Disbursements to Recording Secretary, updated homeroom parents to reflect the combining of the party coordinator and the volunteer coordinator role, increased the dollar amount that the Exec Board can vote on from \$250 to \$500, and gave the executive board the authority to vote in a non-CES PTO Board member to serve unfilled exec positions with a unanimous vote.