

BYLAWS OF THE PARENT & TEACHER ORGANIZATION OF LAKEWAY ELEMENTARY SCHOOL

ARTICLE I. NAME

ARTICLE II. PURPOSE

ARTICLE III. BASIC POLICIES

ARTICLE IV. GENERAL MEMBERSHIP

ARTICLE V. EXECUTIVE OFFICERS AND THEIR ELECTION

ARTICLE VI. DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF THE EXECUTIVE BOARD

ARTICLE VII. GENERAL MEMBERSHIP MEETINGS AND SPECIAL MEETINGS

ARTICLE VIII. THE EXECUTIVE BOARD AND EXECUTIVE BOARD MEETINGS

ARTICLE IX. COMMITTEES

ARTICLE X. FINANCES

ARTICLE XI. PARLIAMENTARY AUTHORITY

ARTICLE XII. AMENDMENTS

ARTICLE I. NAME

The name of this organization shall be the Parent and Teachers Organization of Lakeway Elementary School “LWE PTO.”

ARTICLE II. PURPOSE

The purpose of this organization shall be to aid the students, faculty and staff of Lakeway Elementary School by providing support for their educational and recreational needs, and to promote open communication and foster relationships between the administration, staff, parents and the community.

ARTICLE III. BASIC POLICIES

Section 1. This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code.

Section 2. This organization shall be non-commercial, nonsectarian, and nonpartisan. The name of the organization or the names of any members in their official capacities shall not be used

to endorse or promote a commercial concern or in connection with any particular partisan interest or for any purpose not appropriately related to the promotion of the purpose of the organization.

Section 3. The organization shall not, directly or indirectly, participate or intervene, in any way, in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 4. In the event of the dissolution of this organization, and subject to Article X, Section 8, any funds remaining in the treasury shall be donated to Lakeway Elementary School to be used for the benefit of the school.

ARTICLE IV. GENERAL MEMBERSHIP

Any Lakeway Elementary parent, guardian, or staff member who supports the purpose and basic policies of the organization, as set forth in its bylaws, will be considered a member and have voting rights. Membership in the organization shall be available without regard to gender, race, color, creed, religion or national origin. Holding office, making motions, and voting shall be limited to members of the organization.

ARTICLE V. EXECUTIVE OFFICERS AND THEIR ELECTION

Section 1. Officers of this organization shall consist of President, Vice President, Vice President of Fundraising, Volunteer Coordinator, Community Relations Coordinator, Campus Coordinator, Grade Level Coordinator, and Treasurer. It is a requirement that all officers be both available to fulfill their respective duties and be present to support the organization's two (2) major fundraisers.

Section 2. Nominations for officers shall be made by a Nominating Committee of at least three (3) members appointed by the Executive Board. It shall be the duty of this Committee to nominate candidates for each of the elected offices and present the slate in March to the general membership, at least two (2) weeks prior to the April election. Additional nominations may be made by the membership at large. The consent of each candidate must be obtained before his or her name is placed on the nomination.

Section 3. Officers shall be elected by ballot at the April meeting. At that meeting, nominations may be made from the floor and will be considered "write-in candidates" on the ballot and will receive no public announcement. If there is one (1) candidate for each office, voting shall be by voice. The outgoing Executive Board and the newly elected officers shall have a combined regular meeting at the end of the school year to provide an orderly transfer of responsibility. New officers shall assume their official duties on the first Monday following the last day of school (according to the LTISD academic calendar).

Section 4. Officers shall serve for a term of one (1) year. No officer of the organization shall hold more than one (1) elected office at a time or shall be eligible to hold the same office for more than two (2) consecutive years unless the Nominating Committee is unsuccessful in

finding another candidate. Eligibility for the office of President requires at least one (1) year of service on the board of the organization.

- Section 5. A vacancy occurring in an office shall be filled by a majority vote of the members present at the next general membership meeting; previous notice of such election shall be given. If a general membership meeting is not scheduled within thirty (30) days of such vacancy, the Executive Board shall have the option of nominating and electing a candidate for such office at their next meeting.
- Section 6. Officers can be removed from their officer position with or without cause by two-thirds (2/3) vote of the Executive Board.

ARTICLE VI. DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF THE EXECUTIVE BOARD

- Section 1. The President shall:
- a. Preside at all meetings of the organization and the Executive Board;
 - b. Be the official spokesperson and service as primary contact for the principal;
 - c. Coordinate the work of the officers and committees of the organization in order that the purpose may be promoted;
 - d. Approve chairpersons for all committees and serve as an ex-officio member of all committees, except Nominating Committee;
 - e. Create and publish the annual PTO calendar by the first regular meeting of the school year;
 - f. Deliver to the successor of the office, all records in his/her possession by the school year end;
 - g. Submit a written report detailing the responsibilities of this role and any recommendations to the future board by school year end;
 - h. Have previously served on the LWE PTO Executive Board in an officer position;
 - i. Have contract and check-signing authority; and
 - j. Perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.
- Section 2. The Vice-President shall:
- a. Aide the President;
 - b. Perform the duties of the President in the event of that officer's absence or inability to serve;
 - c. Manage recruitment and provide oversight of the Nominating Committee;
 - d. Serve as Parliamentarian;
 - e. Coordinate the work of the committees of the organization designated under this role by the Executive Board;
 - f. Deliver to the successor in office, all records in his/her possession by the school year end;
 - g. Submit a written report detailing responsibilities of this role and any recommendation to the future board by school year end; and

- h. Perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 3. The Volunteer Coordinator shall:

- a. Aid the President;
- b. Act as coordinator and recruiter of volunteer resources and recommend chairpersons for all committees;
- c. Coordinate the work of the committees of the organization designated under this role by the Executive Board;
- d. Deliver to the successor in office, all records in his/her possession by the school year end;
- e. Submit a written report detailing the responsibilities of this role and any recommendations to the future board by school year end; and
- f. Perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 4. The Vice President of Fundraising shall:

- a. Aid the President
- b. Act as coordinator of all fundraising events and activities;
- c. Coordinate the work of the committees of the organization designated under this role by the Executive Board, if any;
- d. Deliver to the successor in office, all records in his/her possession by the school year end;
- e. Submit a written report detailing the responsibilities of this role and recommendations to the future board by school year end; and
- f. Perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 5. The Community Relations Coordinator shall:

- a. Aid the President;
- b. Act as coordinator of all programs and special events that involve the community, including new family welcoming activities;
- c. Coordinate the work of committees of the organization designated under this role by the Executive Board, if any;
- d. Deliver to the successor in office, all records in his/her possession by the school year end;
- e. Submit a written report detailing the responsibilities of this role and any recommendations to the future board by school year end.
- f. Perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 6. The Campus Coordinator shall:

- a. Aid the President;
- b. Act as the coordinator of all campus events, activities, and facilities pertaining to the PTO;
- c. Coordinate the work of the committees of this organization designate under this role by the Executive Board;
- d. Deliver to the successor in office, all records in his/her possession by the school year end;
- e. Submit a written report detailing the responsibilities of this role and any recommendations to the future board by school year end; and
- f. Perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 7. The Grade Level Coordinator shall:

- a. Aid the President;
- b. Act as liaison between the parents, staff and Executive Board concerning Kindergarten through 5th grades, IST, Art, Music, GT, and Physical Education Departments. This will include maintaining communication between all staff, parents, and the Board, and coordinating PTO activities with the above-mentioned group;
- c. Coordinate the work of the committees of this organization designated under this role by the Executive Board;
- g. Deliver to the successor in office, all records in his/her possession by the school year end;
- h. Submit a written report detailing the responsibilities of this role and any recommendations to the future board by school year end; and
- i. Perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 8. The Secretary shall:

- a. Record, transcribe, copy and distribute minutes of all meetings of this organization and Executive Board;
- b. Prepare the agenda per the President, handle correspondence and send notices of meetings to the membership;
- c. Maintain the PTO Website, including updates and the calendar;
- d. Be the custodian of all official books, records, correspondence, meeting notices, programs, announcements, and documents, except the financial books and records;
- e. Coordinate the work of the committees of this organization designated under this role by the Executive Board, if any;
- f. Deliver to the successor in office, all records in his/her possession by the school year end;
- g. Submit a written report detailing the responsibilities of this role and any recommendations to the future board by school year end; and

- h. Perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 9. The Treasurer shall:

- a. Receive and disburse all funds of the organization;
- b. Keep accurate records of receipts and expenditures;
- c. Present a statement of account at every meeting of the organization and Executive Board;
- d. Finalize year-end financial reports within 1 month after fiscal year end;
- e. Create and manage an Audit Committee, to which the books of this organization are submitted to annually, who if satisfied that the books are correct, shall sign a statement of that fact and file this report with the Treasurer's books to LTISD or any other required tax agencies;
- f. Provide tax documents as requested by this organization's tax preparation firm. Review and approve annual filings as prepared by such tax preparation firm, as required by the Internal Revenue Service or other tax agencies;
- g. Renew the PTO insurance and website registration each year or as required;
- h. Deliver to the successor in office, all records in his/her possession by the school year end;
- i. Submit a written report detailing the responsibilities of this role and any recommendations to the future board by school year end; and
- j. Perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

ARTICLE VII. GENERAL MEMBERSHIP MEETINGS AND SPECIAL MEETINGS

Section 1. The organization shall hold general membership meetings during the school year. Such meetings shall be held not less than every other month during the school year. The dates, time, and place of such meetings will be determined by the Executive Board in accordance with the school calendar. Notice of these meetings shall be made known to the general membership of the organization.

Section 2. The general membership meeting in April shall be known as the annual meeting for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3. Special Meetings of the organization may be called by the President or by a majority of the Executive Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days' notice shall be given.

Section 4. A majority of those present at the general membership meetings, including Executive officers, shall constitute a quorum. If a quorum exists, the membership, which includes the Executive Officers, shall be entitled to act on behalf of this organization.

ARTICLE VIII. THE EXECUTIVE BOARD AND EXECUTIVE BOARD MEETINGS

- Section 1. The Executive Board shall consist of the above elected officers. The Principal of the school will serve in an advisory capacity, as the faculty and staff's representative.
- Section 2. The duties of the Executive Boards shall be:
- a. To transact necessary business in the intervals between the general membership meetings and such other business as may be referred to it by the organization's members;
 - b. To approve the plans of work of any Standing and Special Committees;
 - c. To approve the annual budget and any amendments to the budget;
 - d. Attend all meetings of the organization;
 - e. To approve and participate in the organization fundraisers; and
 - f. To perform such other duties as specified in these bylaws or by vote of the organization's members.
- Section 3. The Executive Board shall meet monthly to conduct business of the organization. The dates, time, and place of the meetings will be determined by the Executive Board. Special meetings of the Executive Board may be called by the President or shall be called by written request of five (5) or more members. Five (5) members of the Executive Board shall constitute a quorum.
- Section 4. Upon expiration of term of office or in case of resignation, each elected or appointed officer and committee chairperson shall turn over to the President, without delay, all books, records, materials, and money(s) pertaining to such office.

ARTICLE IX. COMMITTEES

- Section 1. Committees shall be established by the Executive Board as needed to promote the purpose and interests of the organization. The need for specific committees will be reviewed annually.
- Section 2. Committees may consist of members and board members, with the President acting as an ex officio member of all committees.
- Section 3. Committee chairpersons do not have signature authority on contracts or checks.

ARTICLE X. FINANCES

- Section 1. A tentative budget shall be drafted by the end of the fiscal year (August 1st through July 31st) for the following school year and approved by the majority of the members present.
- Section 2. The Treasurer shall keep accurate records of any disbursements, income and bank account information.
- Section 3. Expense requests that fall within line-item budgets are approved by Treasurer and/or Principal if such relates to teacher/administrator requests. In the event the request is over budget, the Executive Board must vote to approve such request, as long as funds are

available to be pulled from another budget line item that has available and unplanned funds for use.

- Section 4. Two (2) authorized signatures shall be required on each check. Authorized signers shall be: 1) Treasurer, and 2) President or Vice President.
- Section 5. The Treasurer shall present the financial books that the end of the fiscal year to be reviewed by the Audit Committee. The committee should consist of at least two (2) current board members that do not have check signing authority; and one (1) incoming board member. The committee may not include either the outgoing or incoming Treasurer.
- Section 6. To be reimbursed by the PTO, a Reimbursement Request Form, along with the receipt or invoice, must be submitted to the Treasurer. Requests for reimbursement will be honored within 45 days of the date of purchase.
- Section 7. Any funds collected by the PTO should go directly to the bank for deposit. If the bank is not open, monies should be stored in the PTO cash box until the next banking day.
- Section 8. Upon dissolution of the organization any remaining funds should be used to pay outstanding bills. The remainder, if any, shall be spent for the benefit of Lakeway Elementary, with the membership's approval.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are consistent with these bylaws.

ARTICLE XII. AMENDMENTS

These bylaws may be amended at any general membership meeting of this organization, by a two-thirds (2/3) vote of those present, provided that the amendment has been submitted in writing to the membership prior to such meeting.