

# **ADOLPHUS ELEMENTARY PTO BYLAWS**

Revised 10/08/2019

## **ARTICLE I: NAME AND ORGANIZATION**

### Section 1.

The correct name of this organization is Judge James C. Adolphus Elementary PTO (hereinafter Adolphus PTO). It serves Judge James C. Adolphus Elementary School located at 7910 Winston Ranch Parkway, Richmond, TX 77406.

### Section 2.

The “Articles of Organization” of Adolphus PTO include (a) the approved by-laws of Adolphus PTO and (b) the Charter.

## **ARTICLE II: PURPOSE AND POLICIES**

### Section 1: Purpose

The purpose of this organization is to promote academic and social enrichment of Adolphus Elementary students in the community, home, and school.

### Section 2: Basic Policies

The organization is organized exclusively for the charitable, scientific, literary, or educational purposes with the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code (hereinafter “Internal Revenue Code”) and operates solely as a Non-Profit Organization. Adolphus PTO shall not carry on any activities not permitted to be carried on by (a) an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) any organization whose contributions are deductible under Section 170(c)(2) of the Internal Revenue Code.

The organization shall not sponsor or publicly support any political candidate.

No commercial enterprise or political candidate shall be endorsed by the organization.

Any income or profit of the organization must be used solely to carry out its legal purposes and cannot be distributed to its members. Adolphus PTO shall, however, be authorized and empowered

to pay reasonable compensation for services rendered or to make reimbursements for expenses paid in furtherance of the purpose of Adolphus PTO.

This organization shall not seek directly the administrative activities of the school or to control its policies, but may express its opinion to the administration concerning school activities and policies.

Upon dissolution of Adolphus PTO, after paying or adequately providing for all debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations or organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

### **ARTICLE III: MEMBERSHIP AND DUES**

#### Section 1.

General membership in the organization shall be limited to the parents and/or guardians of the students enrolled, to the faculty of Adolphus Elementary School and to all interested adults who subscribe to the purpose and policies of Adolphus PTO.

Adolphus PTO shall conduct an annual membership drive, but persons may be admitted to membership at any time.

Only members of Adolphus PTO shall be eligible to participate in the business meetings or to serve in any of Adolphus PTO's elective or appointed positions.

Dues shall be collected from each member. Dues are set annually by the elected Board of Directors.

In order to be nominated for a position on the board or place a vote for board members during the annual election you must be a paid member of Adolphus PTO by March 1.

## **ARTICLE IV: EXECUTIVE BOARD**

### Section 1. Executive Board Members and their Voting Privileges

Voting members of the executive board shall include the elected officers of the organization and the principal of the school.

The executive board shall also include teacher representatives (to be appointed by the principal of the school or by special appointment of the general membership) and the chairmen of the standing committees.

### Section 2. Duties of the Executive Board

Duties of the Executive Board shall be:

- To transact necessary business of the Adolphus PTO between meetings and such other business as may be referred to it by the organization. Voting may be done in person at a special board meeting, personal polling, or email. Voting done between board meetings must be incorporated into the minutes of the next regular board meeting. The President and Secretary will be responsible for tabulation and reporting votes done by personal polling and/or email or online.
- To create standing and ad-hoc committees as it may deem necessary to promote the work of Adolphus PTO.
- To present a report of Adolphus PTO activities and business at the meetings of the organization.
- To prepare a budget for the fiscal year (which shall be determined by the student school year) and to approve routine bills within the limits of that budget.
- To select a three-member committee to audit the Treasurer's accounts and records. This is to occur annually. If the review committee is satisfied that the Treasurer's annual report is correct, they shall sign a statement reporting that all accounts and reports are in order. The elected Board of Directors shall appoint this review committee at least two weeks prior to the last day of school. The treasurer is not permitted to be part of the audit committee.

### Section 3. Meetings of the Executive Board

The Executive Board (also referred to as Board of Directors) shall meet at least once a month during the student school year. The time of these meetings shall be fixed by the board at its first meeting of the year. Additional meetings of the board may be called by the President or by majority of the members of the board. Chairmen of all standing committees and ad-hoc committees shall attend board meetings.

## **ARTICLE V: OFFICERS AND THEIR ELECTION**

### Section 1.

Each officer shall be a member of Adolphus PTO. Only parents and/or guardians of Adolphus Elementary students may serve in elected positions.

### Section 2. Officers and Their Election

The elected officers of this organization shall consist of the following in order of succession: Any of the following offices may be co-chaired.

President

Vice

President

Treasurer

Secretary

Membership Coordinator

Historian

Volunteer Coordinator

The officers shall be elected annually by the general membership at the May meeting (or other meeting as designated by the Board of Directors). Only Adolphus PTO members, who have paid their dues by the March meeting, are eligible for nomination to the Board. Officers shall serve for a term of one year. No officer shall be eligible for the same office for more than two consecutive terms. If more than one-half of the term has been served, it shall count as a full term. The term will begin the day after the last official day of the student school year in which the officer was elected. The term will end on the last official day of the student school year for which the officer was elected.

In the event that no one runs for a said office, the officer holding the position is eligible to run for the position again, even if they have fulfilled their two-year term. In this event, the officer can only hold the office for no more than three consecutive terms.

### Section 3. The Nominating Committee

A nominating committee of three members appointed by the President shall make nominations for officers, including nominations received from current Adolphus PTO members. No current officers may serve on the nominating committee. The committee shall elect its own chairperson. The committee shall be formed at the March General Adolphus PTO meeting date, as set by the Adolphus PTO Board.

The nominating committee shall nominate an eligible person for each office to be filled, and report its nominees to the membership at the April general meeting, as set by Adolphus PTO Board. The nominating committee may report nominations by email or text notification, or at the general meeting. The consent of each candidate must be obtained before his or her name may be placed in nomination.

If a nominee is running unopposed, then a vote by ballot is not required for that position. He or she will be deemed elected by acclamation.

Any vacancy occurring in an office shall be filled by a majority vote by the Board of Directors.

An officer or chairman may be removed from office by a two-thirds vote of the Executive Board for failure to perform duties. Missing three consecutive board meetings shall be sufficient cause for removal from office.

## **ARTICLE VI: DUTIES OF OFFICERS**

### Section 1.

**The President** shall preside at all meetings of the Organization and of the Board of Directors, shall be a member ex-officio of all committees except nominating committee. The President shall perform all duties prescribed by these by-laws or assigned to him or her by the organization or executive board. The President shall coordinate the work of the officers and committees. This position requires previous service on the board unless no other candidate is available.

### Section 2.

**The Vice President** shall act for the President in the absence of that officer and shall perform such other duties as may be designated by the Board of Directors. This position requires previous service on the board unless no other candidate is available.

### Section 3.

**The Treasurer** shall receive all monies of the Organization, shall keep an accurate record of receipts and expenditures and shall pay out funds as authorized by the elected Board of Directors upon orders signed by the President. The Treasurer shall present a statement of account at every meeting of the Organization and at other times when requested by the Board of Directors and shall make a full report at the annual meeting.

Section 4.

**The Secretary** shall keep correct records of all meetings of the Organization and the Board of Directors and shall perform such other duties that may be designated by the Board of Directors. All minutes will be permanently recorded, signed by the Secretary and the original stored in a file or binder on school property.

Section 5.

**The Membership Coordinator** shall be responsible for the annual membership drive, for helping generate member interest in the PTO activities and for keeping an updated membership file stored on school property. He or she shall also perform such other duties as may be designated by the Board of Directors.

Section 6.

**The Historian** shall compile and keep records of all activities and achievements of Adolphus PTO and make historical facts available to the Officers and Chairmen upon request. He or she shall also perform such other duties as may be designated by the Board of Directors. The Historian will also serve as the Yearbook Committee Head.

Section 7.

**The Volunteer Coordinator** shall be responsible for organizing and coordinating volunteers of the school as needed by the faculty and staff of Adolphus Elementary. He or she shall operate within the guidelines set forth by the Lamar Consolidated Independent School District Volunteer Program. He or she shall also perform such other duties as designed by the Board of Directors.

Section 8.

**The Principal** of Adolphus Elementary shall serve on the board to advise the board regarding matters of school needs and activities and school and district policies.

Section 9.

**The Teacher Representative** shall serve on the board as liaison between the teachers and Adolphus PTO. They shall perform all duties as are assigned to them by the Board of Directors.

Section 10:

All officers and chairmen shall deliver to their successors all official material and/or equipment at the time the new officers assume their duties.

Regarding the transition of the treasurer position: Because the fiscal year ends on June 30, the outgoing treasurer and incoming treasurer will consent to work jointly to complete all year-end documents, including the audit and any IRS documentation.

Section 11.

Any single purchase of \$100.00 or more must be approved by the Adolphus Elementary PTO Board, prior to the purchase being made. All Teacher/Staff requests must include a Request Form and must be signed by the Principal before the Board can vote.

## **ARTICLE VII: MEETINGS**

Section 1.

During the school year, meetings shall be held and shall be open to all Adolphus PTO members. They shall be scheduled at a time voted upon by the Executive Board of Adolphus PTO. In months where this causes a conflict with school and/or other holidays, the Executive Board shall determine an alternate day. There shall be at least two General Membership meetings held during the school year with meetings during the first six weeks of the school year, March, and April, as mandatory. A transition meeting of the old and new board will also be held during the month of May.

Section 2.

Other meetings may be held at the discretion of the Board of Directors or by petition of the membership.

## **ARTICLE VIII: RULES OF ORDER**

### Section 1.

It shall be the practice of Adolphus PTO to follow parliamentary procedures during meetings of the organization.

### Section 2.

Five elected members present shall constitute a quorum for the purposes of conducting business at any Board Meeting or other special meeting called by the President and/or petition of the membership.

### Section 3.

Fifteen members present shall constitute a quorum for General Membership Meetings.

## **ARTICLE IX: AMENDMENTS**

These by-laws may be amended by a two-thirds vote of the members present and voting at a General Membership Meeting.



By signing below, I acknowledge I have received a copy of the 2019-2020 Adolphus PTO By Laws.

|  | Signature              | Date     |
|--|------------------------|----------|
| Leticia Brown, President               | <u>Leticia Brown</u>   | 11/4/19  |
| Kristi Falkenhagen, Vice President     | <u>Kristi Falk</u>     | 11/4/19  |
| Heather Owens, Treasurer               | <u>Heather Owens</u>   | 11-4-19  |
| Rebecca Keasler, Secretary             | <u>Rebecca Keasler</u> | 11/12/19 |
| Nicole Tindall, Membership Coordinator | <u>Nicole Tindall</u>  | 11/12/19 |
| Erika Walker, Volunteer Coordinator    | <u>Erika Walker</u>    | 11/21/19 |
| Roz Barber, Co-Historian               | <u>Roz Barber</u>      | 11/21/19 |
| Kristyn Belter, Co-Historian           | <u>Kristyn Belter</u>  | 11/12/19 |
| Gwen Kalkomey, Co-Historian            | <u>Gwen Kalkomey</u>   | 11/12/19 |