

# **BYLAWS**

## **WESTPHALIA PARENT TEACHER ORGANIZATION, INC.**

### **Article 1: Name**

The name of the organization shall be the Westphalia Parent Teacher Organization, Inc.

### **Article 2: Purpose and Goals**

Purpose: The purpose of the Westphalia PTO shall be to continually promote and provide assistance for a quality educational program at the Westphalia School.

The goals of the PTO are to:

1. Promote the educational welfare of our students in the home, school and community.
2. Provide the teachers, staff and students with programs, events and materials that enhance the curriculum and encourage school spirit.
3. Provide financial assistance for activities and services beyond that provided by the school district, in accordance with current accepted school policy.
4. Foster communication among parents/guardians, children, teachers, staff, elected school officials and the community.

### **Article 3: Policies**

1. The organization shall be noncommercial, nonsectarian and nonpartisan.
2. 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 partisan interest or of any purpose not appropriately related to the goals of the organization.
3. The organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) 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 in attempting to influence legislation by propaganda or otherwise.
4. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, officers, or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.
5. The PTO shall not seek to direct the administrative activities of the schools or to control its policies.
6. The PTO may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils; provided they make no commitment which binds their members' group.

### **Article 4: Offices**

The primary office of the Westphalia PTO shall be located at 124 County Road 3000, Lott, TX 76656.

## **Article 5: Members**

The membership of PTO shall be open to all parents, guardians/caregivers, teachers and staff of Westphalia School who subscribe to the objectives and policies of the PTO. Membership in the PTO is available to anyone without regard to race color, religion, or national origin.

## **Article 6: Meetings**

1. The PTO will conduct a minimum of six meetings per year to conduct business. Additional meetings may be convened as determined by the President.
2. A notice will be sent to each member stating the place, day and hour of the meeting. The notice shall be given in the most efficient and least expensive manner not less than 5 days before the date of the meeting.
3. The primary purpose of the regular meeting will be to conduct affairs of the PTO.
4. Three officers present at any meeting shall constitute a quorum for the transaction of business of the organization. In the event there is no quorum and a vote must be taken, a phone vote of the officers will be organized by the President or delegate. A quorum is required for all financial votes and changes to the bylaws.
5. Voting on any question or in any election shall be oral unless the presiding officer shall order that voting be by ballot. Each member, including all officers, staff members, teachers, parents and guardians shall have one vote.
6. A standard agenda will be used for the conduct of all meetings and consist of the following elements:
  - A. Call to Order
  - B. Old Business/approval of Minutes
  - C. Committee Reports
  - D. Treasurer's Report
  - E. New Business
  - F. Membership Discussion
  - G. Adjournment

## **Article 7: Officers and their Election**

1. The business and affairs of the PTO shall be managed by its Officers or appointed designee. All Officers shall share substantially in all duties which may be performed.
2. The number of Officers of the PTO shall be **five** (5). The Officers of the PTO shall consist of a President, Vice-President, Treasurer, Secretary and Historian.
3. Officers shall serve a term of two (2) years and/or until their successors are elected.
4. A person shall not be eligible to serve more than two (2) consecutive terms in the same office, unless there are no other candidates for that position.
5. Two members of the same household are not eligible to be on the board at the same time.
6. Outgoing officers will end their duties and new officers shall assume their duties following the election of new officers in September.

7. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by a majority vote of its Members for the unexpired portion of the term of his/her predecessor.
8. Elections for PTO Officers shall be held in September.
9. Officers can be removed from office with cause by a two-thirds majority vote of those present (assuming a quorum) at a regular meeting where previous notice has been given. Removal from office may occur when an Officer misses more than two consecutive meetings, fails to perform assigned duties, corruption, any act that brings dishonor to the organization or negates the goals of the organization.

#### **Article 8: Duties of Officers**

1. The President shall oversee the business and affairs of the PTO and to coordinate PTO activities with other Officers, special committees and the Principal of the Westphalia School. The President will set the agenda and preside over all regular and special meetings. The President shall perform all duties incident to the office of the Presidency and other such duties as, from time to time, may be assigned to him/her by vote of the Members.
2. The Vice-President shall assume the duties of the President in case of vacancy for any cause and shall assume the duties of President for such period as that officer for any reason may be unable to perform his/her official duties. When so acting, the Vice-President shall have all the powers and be subject to all the restrictions upon the President. The Vice-President shall in general perform all duties incident to the office of the Vice-Presidency and other duties as, from time to time, may be assigned to him/her by the President or by vote of the Members.
3. The Secretary shall keep the minutes of all regular and special meetings; insure that all notices are duly given in accordance with the provisions of these Bylaws; be custodian of the records of the PTO, including the Bylaws, agendas, meeting minutes, and correspondence; conduct PTO-related correspondence as requested by the President and, in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the president or by vote of the Members. Meeting minutes shall include the following:
  - A. The kind of meeting (regular or special)
  - B. The name of the organization
  - C. Date and place of the meeting
  - D. Presiding Officers and Secretary
  - E. Public comments
  - F. Name of member making and seconding each main motion
  - G. A summary of all reports
  - H. The signature of the Secretary
4. The Treasurer shall have charge and custody of and be responsible for all monies of the PTO; receive and give receipts for monies due and payable to the PTO; and deposit all such monies in the name of the PTO in such banks or other depositories as shall be selected in accordance with thee Bylaws. He/she shall keep an accurate record of receipts and expenditures, and shall pay out funds as authorized by the PTO. At every meeting the Treasurer shall provide a written financial report that the Secretary keeps with the minutes of the meeting. The Treasurer shall be responsible for the timely completion and submittal of any

other financial or tax records, reports or form. The Treasurer shall in general perform all duties as, from time to time, may be assigned by the President or by vote of the Members.

5. The Historian shall collect and preserve documents and photographs relating to the history of the organization.
6. All officers shall deliver to their successors official materials at the close of their service of office.

### **Article 9: Fiscal Year**

The fiscal year of the Westphalia PTO shall begin on August 1<sup>st</sup> and end on the following July 31<sup>st</sup>.

### **Article 10: Finances**

1. As a volunteer organization, the Westphalia PTO shall not pay or provide any remuneration to the Officers or its members for their volunteer service to the organization
2. Funds raised by the PTO shall remain in the PTO treasury and shall be used for the benefit of the students, parents and teachers of its school.
3. There shall be no commingling of Westphalia PTO funds with the personal, professional or business accounts of any individual, groups or businesses. This shall include the prohibition against providing Westphalia PTO funds as a loan to anyone for any purpose.
4. The Treasurer may not issue blank checks. In the few instances where amounts are not known in advance, a check may be issued only if the "Payee" is designated on the check.
5. A letter will be written to the payee of checks that are written to the PTO and returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount and the fees charged to the PTO by the bank for the check plus a fee of \$25 to the PTO. The check will be returned to the payee upon receipt of cash, money order or certified check.
6. The amounts entered on each check should be verified with a receipt for the transaction and the amount paid.
7. The receipt should be forwarded to the Treasurer for record keeping.
8. Authorized signatures on PTO checks shall include the Treasurer or the President. The signature on any check cannot be the payee. In the case of the treasurer needing reimbursement, the check must be signed by the President.
9. To be reimbursed from the PTO the receipt or invoice must be submitted to the Treasurer.
10. All reimbursement requests must be submitted within 30 days of the event and reimbursements will be issued within 2 weeks from submission of receipts.
11. Contract signing authority is limited to the President and Treasurer or an approved designee.

### **Article 11: Teacher Allotment**

1. During each school year, teachers will be allotted \$200.00 to be used to purchase supplies for their classroom.
2. To be reimbursed from the PTO the receipt or invoice must be submitted to the Treasurer.

3. All reimbursement requests must be submitted by March 31<sup>st</sup> of that school year and a check will be issued within 2 weeks from submission of receipts.

#### **Article 12: Amendments**

1. During each school year the library will be allotted \$1,500 to be used to purchase books.
2. To be reimbursed from the PTO the receipt or invoice must be submitted to the Treasurer.
3. All reimbursement requests must be submitted within 30 days of the event and reimbursements will be issued within 2 weeks from submission of receipts.

#### **Article 13: Amendments**

These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting.