

BY-LAWS

of the

Walnut Grove Elementary School

Parent Teacher Organization

ARTICLE I – NAME

The name of this organization shall be the Walnut Grove Elementary School Parent Teacher Organization (P.T.O.)

ARTICLE II - PURPOSE

The purpose of this organization shall be to promote the welfare of our children and to enrich their school environment by:

- a.) Providing school volunteer programs;
- b.) Participating in fund raising activities as determined by the P.T.O. General Membership;
- c.) Providing support for the educational and recreational needs of WGES students with funds raised through fund raising activities;
- d.) Promoting open communication between administration, teachers and parents

ARTICLE III – GENERAL MEMBERSHIP

- a.) Members – all parents and/or legal guardians of students who currently attend Walnut Grove Elementary School shall be eligible for membership in the organization. Members who are current in the payment of annual dues shall have the right to participate in all meetings and activities of the organization, have the right to vote on all issues before the membership, elect officers, and to hold office.
- b.) Honorary Members – All current faculty and staff of WGES shall have the right to participate in the organization as Honorary Members. Honorary Members shall have the same rights as Members without the responsibility of annual dues.
- c.) The organization shall collect dues annually. Dues are to be used for the operation of the organization and cost of directory. The Members shall vote on any change in the amount of dues.
- d.) Membership shall not be denied due to financial hardship. The Executive Board shall establish a procedure for alternative payments or waivers to insure compliance with this policy.

ARTICLE IV – MEETINGS

- a.) Meetings – General meetings of the P.T.O. members shall be held monthly, September through May. These meetings shall be open to all members of the P.T.O.
- b.) Voting – all members of WGES P.T.O. shall be the voting body of this organization. The President shall vote only in the event of a tie.
- c.) A majority vote of the Voting Members present shall be required for all action to be taken by the organization.
- d.) Time and place of meetings shall be announced 7 days prior to the meeting.
- e.) Special meetings of the organization may be called, either by vote of the Executive Board or by petition of a majority of the Members.
- f.) Those persons present at a properly called General Meeting or Special Meeting shall be designated as a Quorum and shall be entitled to take action on behalf of the organization.

ARTICLE V – PARLIAMENTARIAN AUTHORITY

The rules contained in *Robert's Rule of Order*, The Classic Manual of Parliamentary Procedure, shall govern the P.T.O. in all cases where they are not inconsistent with these By-Laws and in any Standing Rules the P.T.O. may adopt.

ARTICLE VI – ELECTIONS

- a.) The election of Executive Board Members shall take place at the April General Meeting each year. All members in the organization may participate in the election. The Nominating Committee shall present a slate of officers for election. Further nominations may be received from the floor. The election of the slate, in a non-contested election, may be by voiced vote. Any contested election shall be by written ballot.
- b.) Terms of office should commence at the May General Membership Meeting. The term of an Executive Board Member should not exceed a 2-year term, unless there is a majority vote by the General Membership. President shall not exceed a 3 – year term; first serving as President Elect, President, and finally Advisor, unless there is a majority vote by the General Membership.
- c.) The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as Executive Board Members. The Committee shall contact all persons who will be nominated to confirm their willingness to serve. The Committee shall insure that all nominees are Members and otherwise eligible to serve on the Executive Board.
- d.) The Nominating Committee consisting of 5 Members shall be nominated from the floor and voted on at the March General Meeting. The President Elect shall serve as Chair of the Nominating Committee. The Advisor (Past President) and 3 other General P.T.O. Members will make up the rest of the committee.
- e.) Majority of the votes cast by the Members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.
- f.) The Executive Board for the remainder of the term shall fill any vacancy in office. However, should a vacancy occur in the office of President, the President Elect immediately assumes the office of President. Should a vacancy occur in the office of President Elect for any reason, the vacancy shall be filled by election at the next regular meeting of the membership, consistent with the procedures established herein.

ARTICLE VII – THE BOARD

The board shall consist of the Executive Board, Campus Representatives, and all Committee Chairpersons. All board members should attend the monthly Membership meetings.

ARTICLE VIII – EXECUTIVE BOARD

- a.) The Executive Board shall consist of the elected officers: President, President Elect, Vice President Fundraising, Vice President Communication, Vice President Parent Volunteers, Vice President Community, Treasurer, Recording Secretary and Advisor (Past President).
- b.) The general powers of the Executive Board include, but are not limited to the affairs, activities and operation of the organization. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these By-Laws. It may create Standing and Special Committees, approve the plans and work of Standing and Special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and in general, conduct the business and activities of the organization.

ARTICLE IX – DUTIES OF OFFICERS

- a.) The President shall be the principal executive officer of the Organization and, subject to the control of the Executive Board and the direction of the Membership, shall in general supervise and control all of the activities of the organization. The President shall preside at all the Executive Board Meetings and the General Membership meetings. The President shall vote only in the case of a tie.
- b.) The President Elect shall assume the duties of the President in his/her absence. The President Elect shall perform such other duties as are assigned by the President. The President Elect shall oversee the Nominating Committee. The President Elect, after having served as President Elect for one year, shall automatically become President of the organization.
- c.) The Vice President of Fundraising shall be responsible for overseeing the raising of funds to meet the budgetary needs of the P.T.O..
- d.) The Vice President of Communication shall be responsible for promoting open communication between administration, teachers and parents of WGES.

- e.) The Vice President of Parent Volunteers shall be responsible for supporting the coordination of all parent volunteers for Classroom as well as Encore Teachers. He / she will communicate with each Grade Level Coordinator and Encore Volunteer Coordinator.
- f.) The Vice President of Community shall be responsible for programs, projects and events that enhance the WGES community.
- g.) The Treasurer shall have charge of and be responsible for all funds of the organization. The Treasurer shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Board. The Treasurer shall make disbursements as authorized by the President, Executive Board or the General Membership in accordance with the budget adopted by the Membership. The Treasurer shall collect all membership dues as are established by the organization and shall certify to the Recording Secretary an accurate list of the Voting Members. The Treasurer shall present a written financial report at each General Membership Meeting and at other times as requested by the Executive Board.
- g) Recording Secretary shall record all minutes of the proceedings of the membership and Executive Board, shall receive from the Treasurer the list of Regular Members who have paid dues and prepare the official list of Voting Members, and shall see that all notices are duly given in accordance with these By-Laws. The Recording Secretary shall act as the organization's Parliamentarian. As Parliamentarian the Recording Secretary shall advise the President and other officers, committees, and members in matters of parliamentary procedure and help him or her conduct meetings based on four basic principles of parliamentary law:
 - a. Courtesy and justice to all
 - b. Consider one thing at a time
 - c. The minority must be heard
 - d. The majority must prevail

As Parliamentarian, the Recording Secretary also shall maintain a position of objectivity and impartiality, shall not misrepresent facts or rules and shall distinguish between personal and professional views. The Recording Secretary shall act as the Organization's Parliamentarian following *Robert's Rules of Order*.
- h) Past President shall act as an Advisor to the Board the year following their presidency, unless there is a majority vote by general membership.

ARTICLE X – THE SCHOOL REPRESENTATIVES

- a.) The Principal shall provide consultation of the Executive Board regarding organizational decisions and policy making, shall communicate administrative decisions to the Board, shall advise the Board of educational issues, and shall provide continuity to P.T.O. procedures from year to year. The Principal shall have a non-voting position on the board.
- b.) The Campus Representatives shall provide a liaison between teachers and the Regular Members, shall submit requests of the teachers to the P.T.O. General Membership and shall communicate decisions to the school staff. The Campus Representative shall attend all monthly meetings of the General Membership and shall have voting privileges.

ARTICLE XI – STANDING AND SPECIAL COMMITTEES

- a.) The current Standing committees can include, but are not limited to: Fundraising Committees, Grade Level Coordinators, Assistant Treasurer, Christmas is for Children, Community Events, Community Partners, Copy Room, Nominating Committee, Corresponding Secretary, Directory, Membership, Welcome, Office Volunteer Coordinator, Yearbook, Landscape, Donuts with Dad, Mornings with Mom, Volunteer Coordinators for PE, Science, Music, Quest, Art, and Life Skills, Spirit Shop, Hospitality, Library Coordinator, Recycling Coordinator, and Talent Show.
- b.) The Nominating Committee shall appoint all Chairpersons for the committees and the Chairperson shall recruit members for his or her committee.
- c.) The Executive Board shall give the approval and formation of Standing and Special Committees. These committees shall be open to all members of the P.T.O.. These By-Laws and Robert's Rules of Order shall govern the Committees.
- d.) All Committee Chairpersons should transition their duties to incoming chairs with a 1 page "Best Practices" document.
- e.) Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed. The President shall appoint the Chairperson(s) of all Special Committees.
- f.) The President shall be an ex-officio member of all committees of the organization.

ARTICLE XII – FINANCES

- a.) The Executive Board shall present to the Membership at the May General meeting a budget of anticipated revenue and expenses for the year beginning July 1. This budget shall be used to guide the activities of the Executive Board during the year. The General Membership must approve any substantial deviation from the budget that is not offset by the net budget line item in advance.
- b.) The Executive Board can approve expenditures for less than \$500.00 without the vote of the General Membership. General Membership must vote on all expenditures that exceed \$500.00 and are not in the approved budget.
- c.) The President can approve expenditures without the vote of the Executive Board for amounts less than \$200.00 for items not in the approved budget provided the President notify the Executive Board of the disbursement expense as soon as possible.
- d.) The P.T.O. President shall work closely with the school Principal and seek approval for expenditures when necessary.
- e.) To request P.T.O. funds for a special project, the P.T.O. request shall be submitted to the P.T.O. President.

ARTICLE XIII – MISCELLANEOUS

AMENDMENTS: These By-Laws may be altered, amended, or repealed and the Members at any Regular or Special meeting may adopt new By-Laws.

AUTHORITY: If any part of these By-Laws shall conflict with the decisions, policies, or procedures adopted by the CISD School Board, they shall be deemed null and void and the decision of the CISD School Board shall, in all cases, control.

These By-Laws were adopted by the membership by a majority vote during a meeting properly called on February 6, 2018, and shall take effect immediately.