

By-Laws of the Sienna Crossing Elementary Parent-Teacher Organization (PTO)

ARTICLE I NAME AND PURPOSE

Section 1-1. Name. The name of the organization shall be the Sienna Crossing Elementary Parent-Teacher Organization (local PTO), hereby known as the “Organization”, a self-governing unit.

Section 1-2. Purpose. The purpose of the Organization shall be to aid in the education and welfare of the students of Sienna Crossing Elementary by providing support for their educational and recreational needs, and to promote open communication between the school administration, teachers and parents.

ARTICLE II POLICIES

Section 2-1. Governance. The purpose of this Organization shall be limited to promoting and assisting in the education and welfare of the children of Sienna Crossing Elementary School or any other authorized designee, and will be developed through meetings, committees and projects. The Organization shall not seek to direct the administrative activities of the school or to control the school’s policies.

Section 2-2. Endorsements. The Organization shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise or political candidate shall be endorsed by the Organization in any way, including the publishing or distributing of statements. The name of the Organization or the names of the Organization’s Officers, in their official capacities, shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose except the regular work of the Organization.

Section 2-3. Co-Operation. The Organization may cooperate with other organizations and agencies such as, but not limited to, conference groups or coordinating councils, provided the Organization’s representative(s) make no commitments that bind the Organization.

Section 2-4. Oversight. All programs, fundraising activities, major expenditures for the school, and budgets are subject to the approval of the Principal of Sienna Crossing Elementary.

Section 2-5. PTO Seed Money. In the event of the opening of a new school which draws from the Sienna Crossing Elementary population, the Organization may provide seed money to help establish a non- profit parent-teacher organization at the new campus.

ARTICLE III MEMBERSHIP

Section 3-1. Regular. All parents and/or legal guardians of students who currently attend Sienna Crossing Elementary and all current faculty and staff of Sienna Crossing Elementary, without regard to race, color, creed or national origin, shall be Regular Members of the Organization. Regular Members shall have the right to attend and participate in all meetings and activities of the Organization, but shall not have the right to vote on issues, to elect officers, or to hold office.

Section 3-2. Voting. All Regular Members who are current in the payment of annual dues shall be designated as Voting Members. Voting Members shall have the right to vote on all issues before the Membership, to elect Officers, and to hold office.

Section 3-3. Admittance. Persons may join the Organization at any time during the year. However, no dues will be prorated.

ARTICLE IV MEETINGS

Section 4-1. Regular Meetings. At least two General Membership Meetings of the Organization shall be held during each school year. The PTO Board has the authority to schedule Regular Meetings. The time and place of the meetings shall be announced in written form and placed in an area with reasonable public access, including, without limitation, the foyer of the school or posted on the school's front entrance doors. The meeting announcement shall be posted at least five (5) school days prior to the meeting and the meeting shall be held in a facility that accommodates all Voting Members present for the meeting.

Section 4-2. Special Meetings. Additional General Membership Special Meetings of the Organization may be called by the President, by majority vote of the PTO Board, or by petition of a majority of the Voting Members. The time and place of all Special Meetings shall be announced at least three (3) days prior to the meeting. Notice of the meeting shall be announced in the same manner as a Regular Meeting as set forth in Section 5-1. The meeting shall be held in a facility that accommodates all Voting Members present for the meeting.

Section 4-3. Quorum. A minimum of thirty (30) Voting Members present at a properly called General Membership or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the Organization.

Section 4-4. Voting. A majority vote of the Voting Members present at any General Membership Regular or Special Meeting shall be required for approval of any action presented by the Board to the Membership with the exception of revisions and amendments to the By-Laws, which require a 2/3 vote for approval.

ARTICLE V DUTIES OF PTO BOARD

Section 5-1. President. The President shall be the principal Executive Officer of the Organization and, subject to the control of the PTO Board and the direction of the Membership, shall in general supervise all of the activities of the Organization. The President shall oversee financial records and disbursements to assure Principal's guidelines, district rules, and local, state and federal laws are strictly followed. The President shall be a member of the PTO Board and, when present, shall preside at all meetings of the PTO Board and all meetings of the Membership. The President shall vote only in the case of a tie in a vote of the PTO Board or the Membership. The President shall be an ex-officio member of all committees of the Organization. To be eligible to serve as President, a person must have been a Voting Member of the Organization for at least one-year.

Section 5-2. 1st Vice-President. The 1st Vice-President shall be a member of the PTO Board and, in the absence of the President, shall perform the duties of the President. The 1st Vice-President shall chair the Budget Committee to prepare the Organization's draft annual budget for consideration by the PTO Board and shall convene the Audit Committee for the purposes of conducting the financial audit. The 1st Vice-President shall perform such other duties as are assigned by the President or the PTO Board. To be eligible to serve as 1st Vice-President, a person must have been a Voting Member of the Organization for at least one-year.

Section 5-3. 2nd Vice-President. The 2nd Vice-President shall be a member of the PTO Board. The 2nd Vice-President shall oversee all fundraising activities approved by the PTO Board. The 2nd Vice-President shall co-chair the Membership Committee. The 2nd Vice-President shall perform such other duties as may be assigned by the President or the PTO Board.

Section 5-4. Secretary. The Secretary shall be a member of the PTO Board. The Secretary shall keep the minutes of the proceedings of the Membership and the PTO Board, shall maintain an official list of Voting Members, shall see that all notices are duly given in accordance with these By-Laws and, shall in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the PTO Board.

Section 5-5. Treasurer. The Treasurer shall be a member of the PTO Board. The Treasurer shall have charge of and be responsible for all funds of the Organization and 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 PTO Board. The Treasurer shall make disbursements as authorized by the PTO Board in accordance with the budget adopted by the Membership. The Treasurer, or Treasurer's designee as approved by the PTO Board, shall present a written financial report at each PTO Board Meeting and General Membership Meeting and at other times as requested by the PTO Board. The Treasurer shall complete and submit all financial reports and all non-profit income tax returns and sales tax reporting as required by local, state, and federal laws. Furthermore, the Treasurer shall perform other duties as may be assigned by the President or the PTO Board.

Section 5-6. Publicist. The Publicist shall be a member of the PTO Board. The Publicist shall be responsible for publicity for all events of the Organization, and shall act as a liaison between the PTO and the media. The Publicist shall keep the official history of the Organization and shall keep an annual record of all of the activities of the Organization. Additionally, the Publicist shall perform such other duties as may be assigned by the President or the PTO Board.

Section 5-7. Parliamentarian. The Parliamentarian shall be a member of the PTO Board. The Parliamentarian shall chair the By-Laws Revision Committee, if created by the PTO Board, and shall upon request by the presiding Officer, rule upon matters of procedure at PTO Board meetings and meetings of the general Membership. The Parliamentarian shall chair the Nominating Committee, and furthermore, shall perform such other duties as may be assigned by the President or the PTO Board.

Section 5-8. Volunteers in Public Schools (VIPS) Coordinator. The VIPS Coordinator shall be a member of the PTO Board. The VIPS Coordinator shall be responsible for recruitment programs and activities for volunteers. The VIPS Coordinator or Designee shall attend monthly district VIPS meetings. The VIPS Coordinator shall be responsible for working with Grade Level Team Leaders (faculty) to establish volunteer needs, appoint Grade Level Coordinators, select Room Parents and plan class parties. The VIPS Coordinator shall manage the VIPS workroom to see that proper materials are available, and schedule volunteer workers. The VIPS Coordinator shall perform such other duties as may be assigned by the President or the PTO Board. The VIPS Coordinator shall be responsible for coordinating the mentoring program.

Section 5-9. Educational Enrichment Coordinator. The Educational Enrichment Coordinator shall be a member of the PTO Board. The Educational Enrichment Coordinator shall be responsible for field trips, assemblies, and programs including special family programs. The Educational Enrichment Coordinator shall perform such other duties as may be assigned by the President or the PTO Board.

Section 5-10. Staff Appreciation Coordinator. The Staff Appreciation Coordinator shall be a member of the PTO Board. The Staff Appreciation Coordinator shall develop, implement, and oversee programs approved by the PTO Board to show appreciation to the school staff; such as but not limited to, birthday luncheons, cards, lunch and recess duty relief, staff appreciation week, etc. The Staff Appreciation Coordinator shall perform such other duties as may be assigned by the President or the PTO Board.

Section 5-11. Gator Palooza Chair. The Gator Palooza Chair shall be a member of the PTO Board. The Gator Palooza Chair shall develop, implement, and oversee all Gator Palooza activities approved by the PTO Board. The Gator Palooza Chair shall perform such other duties as may be assigned by the President or the PTO Board.

Section 5-12: Principal. The Principal, or his/her designated replacement, shall attend Board meetings and provide information to related agenda items.

Section 5-13. Faculty Representative. The Faculty Representative shall: a) be chosen by the faculty or appointed by the Principal, b) shall attend PTO Board meetings and be willing to provide faculty input to agenda items, and c) perform other duties assigned by the President or PTO Board.

ARTICLE VI ELECTIONS

Section 6-1. Procedure. The election of Officers shall take place during a General Membership Meeting held during the last quarter of the school year. All Voting Members of 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, if non-contested, may be by voice vote. Any contested election shall be by written ballot.

Section 6-2. Term of Office. The term of each Officer shall be one year, beginning on July 1st and ending on June 30th. A person may be elected to the same office for a maximum of two (2) consecutive terms. If an eligible candidate cannot be found to fill a specific Board Position, that Board Position Term of Office may be extended to a limit of three (3) consecutive terms with board approval.

Section 6-3. Nominating Committee. The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as Officers. The Committee shall prepare a slate of Officers to present for election by the Membership. The Committee shall contact all persons who will be nominated to confirm their willingness to serve. The Committee shall verify that all nominees are Voting Members and otherwise eligible to serve in the office.

Section 6-4. Election. A majority of the votes cast by the Voting 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.

Section 6-5. Vacancies. The PTO Board shall fill any vacancy in office because of death, resignation, removal, inability to serve, or the Nominating Committee's inability to secure a candidate prior to the General Membership approval of the Slate of Officers. However, should a vacancy occur in the office of the President, the 1st Vice-President shall immediately assume the office until a replacement can be elected at the next meeting of the Membership of the Organization.

ARTICLE VII PTO BOARD

Section 7-1. Elected Positions. The Elected Officers of the Organization shall consist of a President, 1st Vice- President, 2nd Vice-President, Secretary, Treasurer, Parliamentarian, Publicist, VIPS Coordinator, Educational Enrichment Coordinator, Staff Appreciation Coordinator and Gator Palooza Chair. Two persons may be nominated for and elected to fill any single position at the discretion of the Nominating Committee. The Nominating Committee shall have full discretion to recommend to the PTO Board and the PTO Board shall have full discretion to approve or disapprove, acceptance of one or more persons nominated for a single Officer position. If more than one persons are properly nominated and elected for a single Officer position, both persons shall be given all of the rights and responsibilities of the office as enumerated herein with the exception of voting rights.

Section 7-2. General Powers. The PTO Board shall manage the affairs, activities and operation of the Organization. The PTO 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.

Section 7-3. Membership. The Voting Membership of the PTO Board shall consist of the Elected Officers, Principal, and no less than two (2) or more than three (3) faculty representatives selected by the faculty. The Assistant Principal of the school and the chairpersons of all Standing Committees shall serve as ex-officio members and shall not be entitled to vote. The Principal, when unable to attend, can send his/her vote with the Assistant Principal. All Elected Officers must qualify as a Voting Member of the PTO for the duration of their term.

Section 7-4. Meetings. Regular meetings of the PTO Board shall be held monthly during the school year, the time to be established at the first meeting of the year and be voted on at the first board meeting. Special Meetings of the PTO Board may be called by the President, or by a majority of the PTO Board. Adequate notice of all meetings shall be given to all members of the PTO Board and, in the absence of an emergency, at least five (5) school days in advance. Notice of the meetings should be announced to all Members of the Organization in the same manner as set forth in Section V.A. above. Any Regular or Voting Member may attend a meeting of the PTO Board.

Section 7-5. Quorum. A majority of the voting members of the PTO Board shall constitute a quorum for the transaction of business.

Section 7-6. Voting. A majority vote of the voting members of the PTO Board present at a meeting, at which a quorum has been established, shall be required for all action to be taken by the PTO Board. Each Elected Officer position and the Faculty Representative position will be given one (1) vote even though more than one person can hold the position. In the event that more than one person is elected to an Elected Officer position or appointed to the Faculty Representative position, and an agreement cannot be reached between the two individuals concerning how the position's vote shall be cast, neither person shall cast a vote and shall abstain from voting on the issue(s) in question.

Section 7-7. Email Voting. When a meeting is not physically possible, but regular Board business must be conducted, it may be necessary to conduct a Board vote via e-mail. The vote will be given proper notice with a time limit established for a motion, second and discussion of the topic at hand (motion to be called for by the PTO President; time limits will allow for adequate and reasonable response time from all Board members). Once the discussion time period has ended, the President will call for a vote by email, with a time to respond by clearly identified. Once the time allotment has passed, the President will tally the votes and post via email to all. At all times during this process, Board members must respond with a "Reply All." Vote results will be posted on the PTO website with 12 hours and the vote will be recorded with minutes as a "Special Meeting" and as is required, will be voted on at the next regularly scheduled PTO Board meeting.

Section 7-8. Removal. Any Officer may be removed from office at any time, with or without cause, by a majority vote of the entire PTO Board.

Section 7-9. Resignation. Any officer may resign by written notification to the Secretary. In case the Secretary resigns written notification will be sent to the President. Any member of the PTO Board missing two (2) meetings without notifying the President, Secretary, or Parliamentarian will be considered to have resigned.

ARTICLE VIII STANDING AND SPECIAL COMMITTEES

Section 8-1. Nominating Committee. The Nominating Committee shall be a Standing Committee and shall be chaired by the Parliamentarian. The Nominating Committee shall be composed of the Parliamentarian, President, Principal, and a faculty representative. In addition, the Nominating Committee membership shall include two (2) non-PTO Board members and one (1) current VIPs PTO Board member, all of which shall be appointed by the PTO Board. The PTO Board shall make all required member appointments to the Nominating Committee no later than the conclusion of the third (3rd) nine (9) weeks grading period. The committee shall carry out its responsibilities, as specified in Section 6-3.

Section 8-2. Membership Committee. The Membership Committee shall be a Standing Committee and shall be co-chaired by the Secretary and 2nd Vice-President. The Membership Committee shall be responsible for conducting at least one (1) annual membership drive of the Organization to commence at the beginning of the school year and conclude as deemed necessary by the Membership Committee. The Membership Committee shall collect membership dues of the Organization. The Membership Committee shall review and update the Organization's Voting Membership roster as changes necessitate or as a minimum, prior to the regularly scheduled monthly meetings of the PTO Board, any General Membership Meeting or any Special Meeting of the Organization. The Membership Committee shall report monthly to the Secretary any changes to the Voting Membership roster, prior to the aforementioned meetings. The Membership Committee shall make the current Voting Membership roster of the Organization available to the PTO Board at all times.

Section 8-3. Audit Committee. The VP1 shall appoint, subject to the approval of the PTO Board, an Audit Committee consisting of not less than three (3) members, who are not authorized signers on the PTO bank account. Members of the Audit Committee shall not be related by blood or marriage and shall not reside in the same household as the authorized signers. Financial audit shall be performed at the end of a fiscal year or at any time deemed necessary by the President or at the written request of three (3) or more Voting Members.

Section 8-4. Budget Committee. The VP1 shall convene a Budget Committee consisting of the

Principal, President, VP1, and Treasurer for the purposes of drafting the Organization's annual budget for consideration by the PTO Board.

Section 8-5. Other Standing Committees. The PTO Board may establish such other Standing Committees, as it deems necessary and advisable. The Officers of the PTO Board shall appoint the Chairpersons of all Standing Committees, who shall serve as ex-officio members of the PTO Board. The term of office for each Chairperson of each Standing Committee shall run concurrent with the President's term of office. Only Voting Members may serve as Chairpersons. The Chairperson of each committee shall recruit the members for his or her committee. Any Voting or Regular Member may serve as a committee member. The Chairperson shall report the plans and activities of the Committee to the PTO Board, which must approve all such reports.

Section 8-6. Special Committees. The President and/or the PTO Board may create Special Committees. 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, or on June 30th of each year, whichever occurs first. The President may choose on June 1st but not after June 30th, to extend the term of the Special Committee an additional twelve (12) months. The PTO Board shall appoint the Chairpersons of all Special Committees. Only Voting Members may serve as Chairpersons. Any Voting or Regular Member may serve as a committee member. The Chairperson shall report the plans and activities of the Committee to the PTO Board, which must approve all such reports.

ARTICLE IX FINANCES

Section 9-1. Budget. The PTO Board shall present to the Membership during the last quarter of the school year, a budget of anticipated revenue and expenses for the next fiscal year, which shall run from July 1st until June 30th. This budget shall be used to guide the activities of the PTO Board during the year. Any deviation greater than twenty percent (20%) from the budget must be approved in advance by the Voting Membership.

Section 9-2. Obligations. The PTO Board may authorize any Officer or Officers to enter into contracts or agreements for the purchase of materials or services on behalf of the Organization. The Officers shall not have the authority, however, to enter into such agreements on behalf of Sienna Crossing Elementary or the Ft. Bend Independent School District, nor should they present themselves as having such authority.

Section 9-3. Loans. No loans shall be made by the Organization to its Officers or Members.

Section 9-4. Commercial Paper. All checks, drafts, or other orders for the payment of money on behalf of the Organization shall be signed by the Treasurer and the President. In the event the President or Treasurer is not available, the Parliamentarian may act as a signee. For every expenditure over \$1,000, PTO Board approval is required, including items approved in the budget. If the president or parliamentarian is unable to be a check signer, another officer authorized in writing by the PTO board may take their place.

Section 9-5. Deposit of Funds. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.

Section 9-6. Financial Report. The Treasurer shall present a financial report at each PTO Board Meeting and General Membership Meeting of the Organization and shall prepare a final report at the close of the year. The PTO Board shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct per Ft. Bend Independent School District guidelines, shall sign a statement of that fact at the end of the report.

ARTICLE X MEMBERSHIP DUES

Section 10-1. Amount. The Organization shall authorize and collect membership dues to be used for the operation of the Organization. Any change in the amount of the dues shall be approved by a vote of the PTO Board.

Section 10-2. Financial Hardship. No Regular Member shall be denied the right to participate in the activities of the Organization or to become a Voting Member due to financial hardship. The PTO Board shall establish a procedure for alternative payments or waivers to ensure compliance with this policy.

ARTICLE XI AMENDMENTS

These By-Laws may be amended, or repealed, and new By-Laws may be adopted by a vote of at least two-thirds (2/3) of the Voting Members present at any Regular or Special Meeting. Notice of proposed changes shall be clearly stated in the meeting notice.

**ARTICLE XII
AUTHORITY**

If any part of these By-Laws conflicts with the decisions, policies or procedures adopted by the Ft. Bend Independent School District, they shall be deemed null and void and the decision of the Ft. Bend Independent School District shall, in all cases, control.

**ARTICLE XIII
DISSOLUTION**

In the event of the dissolution of the Organization, its assets shall be distributed for one or more of the exempt purposes specified in section 501(C) (3) of the Internal Revenue Code of 1954 as from time to time amended.

**ARTICLE XIV
PARLIAMENTARY AUTHORITY**

Robert’s Rules of Order Revised shall govern this Organization in all cases to which they are applicable and in which they are consistent with these By-Laws.

Any future amendments to these By-Laws shall be noted in this section after approval.

14-1. These By-Laws were adopted by the Membership with a 2/3 or greater vote during a properly called meeting on May 23, 2002.

14-2. These By-laws were revised by the Membership with a 2/3 greater vote during a properly called meeting on April 13, 2006.

14-3. These By-laws were revised by the Membership with a 2/3 greater vote during a properly called meeting on March 25, 2010.

14-4. These By-laws were revised by the Membership with 2/3 greater vote during a properly called meeting on March 8, 2012.

14-5. These By-laws were revised by the Membership with 2/3 greater vote during a properly called meeting on May 30th, 2013.

14-6. These By-laws were revised by the Membership with 2/3 greater vote during a properly called meeting on Sept. 19th, 2013.

14-7. These By-laws were revised by the Membership with 2/3 greater vote during a properly called meeting on May 14, 2015.

14-8. These By-laws were revised by the Membership with 2/3 greater vote during a properly called meeting on September 14, 2016.

14-9. These By-laws were revised by the Membership with 2/3 greater vote during a properly called meeting on April 25, 2019.