

ROGER L. GALATAS ELEMENTARY SCHOOL

PARENT TEACHER ORGANIZATION

BYLAWS

ARTICLE I –DEFINITIONS

- “Administration” – The Principal & Assistant Principal at Galatas Elementary School.
- “Faculty and Staff” – The administrators, teachers, para-professionals, and other employees of Galatas Elementary School.
- “Executive Board” - The officers of the PTO.
- “Board” - The Board of the PTO, Officers and Standing Committee Chairs.
- “CISD” - The Conroe Independent School District.
- “CISD Parent Organization Guidelines – The CISD guide to help ensure that the PTO has complied with the District’s Board Policies and guidelines and federal and state regulations governing PTA/PTO/BOOSTER CLUBS.
- “Galatas” - The Roger L. Galatas Elementary School, 9001 Cochran’s Crossing Drive, The Woodlands, Texas, 77381
- “Galatas Gazette” - The Galatas Elementary School Newsletter.
- “Family” - Any parent, guardian, or other adult standing in loco parentis for a student at the school
- “PTO”- The Parent Teacher Organization of the Galatas Elementary School.

ARTICLE II – NAME and LOCATION

The name of this organization shall be Galatas Elementary Parent Teacher Organization. The location of the PTO shall be 9001 Cochran’s Crossing Drive, The Woodlands, TX 77381, or any location established by the Board of the PTO upon prior notice to the PTO members.

ARTICLE III – ARTICLES OF ORGANIZATION

The articles of organization of the PTO shall consist of the bylaws of the organization. The organization shall be a local, self-governing unit. Notwithstanding any other provision of these articles, this PTO shall not carry on any other activities that are not permitted to be carried on by an organization that is (A) exempt from Federal income tax under Section 503(c)(3) of the Internal Revenue Code, as amended (“Code”), or (B) able to receive contributions that are deductible under Section 170(c)(2) of the Code. In the event of the dissolution of the PTO, its assets shall be distributed for one or more of the exempt purposes specified in Section 50(c)(3) of the Code.

ARTICLE IV – PURPOSE OF THE PTO

The purpose of the PTO is to:

- (a) Promote the welfare of the children at, and support the mission of, Galatas, as expressed by its Administration, under the direction of the Principal;
- (b) Foster cooperation between families, Faculty and Staff for the purpose of educating the children at Galatas;
- (c) Unite school and community efforts in securing the best education for Galatas students; and,
- (d) Engage in fund raising activities for the educational and recreational benefit of the children, faculty and staff at Galatas, as determined by the PTO and in accordance with these bylaws.

ARTICLE V – MEMBERSHIP AND DUES

SECTION 1 – MEMBERSHIP

PTO membership shall be available to parents, grandparents and guardians of Galatas students, the Faculty and Staff, or other interested parties as determined by the Board. Qualified individuals shall be admitted to membership of the PTO, eligible for the benefits of, and participate in PTO activities without regard to his or her race, color, national or ethnic origin, sex, age, religion, handicap or status as a veteran. Only members shall be eligible to serve in any of the PTO’s elective or appointed positions or to vote on any issues presented to the general membership at General Meetings.

SECTION 2 – VOTING RIGHTS

Any PTO member shall have voting rights at PTO General Meetings. When the annual dues, set forth in Section 3 below, are paid in full, each person or Family of a student shall be entitled to one vote on PTO matters. PTO monthly Board Meetings and Special Meetings are held to conduct monthly PTO business and only board members in good standing are eligible to vote at these meetings. All PTO members may attend and participate in any PTO meeting.

SECTION 3 – DUES

The annual dues of the PTO shall be established by the Executive Board. The President of the PTO may waive or reduce the amount of dues paid by any person with the approval of the Executive Board. Members must have paid his or her annual dues to be considered a member with voting rights.

SECTION 4 – FISCAL YEAR

The fiscal year for the PTO shall be July 1 through June 30.

ARTICLE VI – MEETINGS

SECTION 1 – GENERAL MEETINGS

A minimum of two general PTO meetings that expressly include all PTO members shall be held during a school year. A general meeting shall include at least: (a) one meeting for the election of all officers of the PTO, except for the position of Parliamentarian; and (b) one meeting for the approval of the budget of the PTO. PTO members shall be notified at least 10 school days prior to scheduling any general meeting other than the two set forth above. PTO members shall be notified at least 5 school days in advance of any change in the date set for a general meeting. The members present and voting at a general PTO meeting shall constitute a quorum.

SECTION 2 – SPECIAL MEETINGS

Special meetings of the PTO may be called by the President or by a majority of the Board. The membership of the PTO must receive at least 5 school days prior notice of any such meeting; this notice shall describe the purpose of the meeting, its date, time and location.

ARTICLE VII – OFFICERS AND DUTIES

SECTION 1 - OFFICERS

The officers of the PTO shall be:

- (a) President;
- (b) First Vice President;
- (c) Second Vice President;
- (d) Third Vice President;
- (e) Secretary;
- (f) Treasurer;
- (g) Parliamentarian, and
- (h) President Elect if deemed necessary by the Board.

SECTION 2 – PRESIDENT

The President of the PTO shall:

- (a) be a member of the Board, and shall be the chairperson of the Board;
- (b) preside at all meetings of the PTO or the Board, unless he or she designates another PTO officer to do the same from time to time;
- (c) direct and coordinate the work of all PTO officers and, together with the Vice Presidents, determine the functions and activities of other PTO officers to the extent not set forth in these bylaws;

- (d) preside as the ex-officio member of all committees, except the Nominating Committee;
- (e) sign any vendor contract(s) that obligate(s) the PTO;
- (f) review and approve bank statements on a monthly basis; and
- (g) be a signatory on the PTO bank account.

SECTION 3 – FIRST VICE PRESIDENT (Programs and Educational Enrichment)

The First Vice President shall:

- (a) be a member of the Board;
- (b) substitute for and perform all of the duties and responsibilities of the President, if he or she is absent or incapable of doing so;
- (c) organize, direct and coordinate various educational enrichment programs for Galatas, including field trips for students;
- (d) together with the President, determine the functions and activities of other PTO officers to the extent not set forth in these bylaws; and
- (e) be a signatory on the PTO bank account.

SECTION 4 – SECOND VICE PRESIDENT (Fund-Raising)

The Second Vice President shall:

- (a) be a member of the Board;
- (b) organize, coordinate and act as chairperson of all committees engaged in fund-raising activities for the PTO, including at least one main fundraiser for the entire school community and any other secondary fund-raising events identified by the Board acting through the President or First Vice President;
- (c) report to, and obtain prior Board approval for, all significant decisions made by any committees involved in fund-raising on behalf of the PTO; and
- (d) be a signatory on the PTO bank account.

SECTION 5 – THIRD VICE PRESIDENT (Membership)

The Third Vice President shall:

- (a) be a member of the Board;
- (b) be responsible for organizing the membership of the PTO, by maintaining current records and contact information of existing members;
- (c) coordinate with the Student Directory chair to publish the Galatas Student Directory,
- (d) chair the membership Committee;
- (e) conduct an annual membership campaign; and
- (f) be a signatory on the PTO bank account.

SECTION 6 – FOURTH VICE PRESIDENT (Corporate Sponsorship)

The Fourth Vice President shall:

- (a) be a member of the Board;
- (b) be responsible for organizing and providing continuity for the business and community relationships between Galatas Elementary and both local and global business partners;
- (c) conduct an annual corporate sponsorship campaign to support membership, fall fundraiser, and spring fundraiser activities as well as establishing ongoing fundraising through spirit nights with local partners.
- (d) shall oversee collection of company match funds based on existing and potential programs initiated by employers of Galatas families.
- (e) will promote and provide access to global money-back programs such as Kroger, Amazon Smiles, and Box Tops.
- (f) be a signatory on the PTO bank account.

Summary: This position is the face of Galatas to our local and global business partnerships. Where VP –Membership is focused on the individual family/citizen/volunteer enrolled at Galatas, the VP of Corporate Partnership shall be our liaison between Galatas and local business owners (such as dentists, realtors, and small business owners) as well as chains, franchises, and global business partners (such as Exxon, Chevron, etc.)

SECTION 7 – SECRETARY

The Secretary shall:

- (a) be a member of the Board;
- (b) post notices of meetings for all members;
- (c) record and maintain the minutes of all meetings of the PTO and Board;
- (d) maintain a current list of officers, committee chairpersons and committee members;
- (e) reply to any correspondence to the PTO;
- (f) notify the President of all committee meetings;
- (g) maintain a copy of the bylaws and any published committee reports; and
- (h) be a signatory on the PTO bank account.

SECTION 8 – TREASURER

The Treasurer shall:

- (a) be a member of the Board;
- (b) account for all revenues and expenditures, and maintain an accurate and current record thereof;

- (c) pay all expenses of the PTO when such payment has been authorized or approved by the Board and is in accordance with the adopted budget;
- (d) prepare and present a written financial statement, that may be delivered electronically to the Board, at each PTO meeting or at any time when so directed by the President or Board;
- (e) be in compliance with the CISD Parent Group Guidelines for money handling procedures and duties of a treasurer;
- (f) have an accounting/bookkeeping background or similar experience (preferred);
- (g) oversee payment of PTO expenses using checks signed by the Executive Board members with the exception of the Treasurer. The Executive Board may be signers on the PTO bank account;
- (h) require submission of itemized statements with original receipts for reimbursement of personal expenses incurred on behalf of the PTO, unless an exception is made with the approval of two members of the Board;
- (i) require all money raised at fund raising events that has not been paid through the on-line store to be counted by a committee of at least two of the following people:
 - a. Chair of the fund-raising event;
 - b. Treasurer;
 - c. Board member; or
 - d. designated person who is acceptable to the Board;
- (j) be responsible for filing all applicable state or federal tax returns in a timely manner; and
- (k) provide the Principal and the PTO President with due dates for the tax returns.

SECTION 9 – The Assistant Treasurer

The Assistant Treasurer shall:

- (a) be a member of the Board;
- (b) account for all revenues and maintain an accurate and current record thereof;
- (c) be in compliance with the CISD Parent Group Guidelines for money handling procedures and duties of a treasurer;
- (d) have an accounting/bookkeeping background or similar experience (preferred);
- (e) require all money raised at fund raising events that has not been paid through the online store to be counted by a committee of at least two of the following people:
 - a. Chair of the fund-raising event;
 - b. Treasurer;
 - c. Board member; or
 - d. Designated person who is acceptable to the Board;
 - f. Be responsible for verifying the filing of applicable state or federal tax returns in a timely manner; and
 - g. Assist the treasurer in providing the Principal and the PTO President with due dates for the tax returns.

Summary: This is the 1st year of a (2) year position. The Assistant Treasurer shall be responsible for the making and recording of all deposits (accounts receivable) as well as preparing for and learning the 2nd

year responsibilities of Accounts Payable and Budget development and reporting. The Assistant Treasurer will shadow the Treasurer so that the transition from retiring to incoming treasurer will be seamless.

SECTION 10 – The Parliamentarian

The Parliamentarian shall attend all meetings of the PTO or its Board and advise the presiding officer about questions of parliamentary law and matters of procedure and be a signatory on the PTO bank account.

ARTICLE VIII - BOARD OF DIRECTORS

SECTION 1 - MEMBERSHIP

The Board shall consist of:

- (a) the officers of the PTO set forth in Article VII;
- (b) the Chairpersons of Standing or Special Committees set forth in Article IX.

SECTION 2 – BOARD DUTIES

The duties of the Board shall be to:

- (a) transact necessary business of the PTO in intervals between general meetings of the PTO, and such other business as may be referred to the Board;
- (b) create and terminate Standing Committees or Special Committees and the duties thereof, pursuant to Article IX;
- (c) review and approve plans and budgets presented by Standing Committees or Special Committees;
- (d) present or make available reports at the general meetings of the PTO;
- (e) prepare and present a budget for the PTO for the fiscal year;
- (f) approve any matter involving the collection, raising or expenditure of money and/or donations within the limits of the approved budget;
- (g) approve any proposed event sponsored by the PTO after obtaining approval from the Principal or designated representative; and
- (h) appoint the members of the financial review committee.

SECTION 3 – BOARD MEETINGS

The Board shall hold monthly meetings during its term of service at times fixed by the Board at its first meeting of the year. Notification of the meetings dates, times and locations shall be given to members of the Board at least 2 weeks in advance of such

meetings. Special meetings may be called by the President or a majority of Board members if notification of the date, time and location of such meetings is given at least five school days in advance.

SECTION 4 – QUORUM

A quorum is reached with the members of the Board present at a meeting and shall include the Principal or Principal’s designee.

SECTION 5 – MEMBER REMOVAL

Any Board member missing two consecutive Board and/or general PTO membership meetings may be removed from office by a two-thirds vote of the Board. Board Members shall contact the President prior to a meeting if unable to attend. Nonperformance of duties can be cause for removal by a two-thirds vote of the Board. In the event a member of the Board is removed from office, the President shall appoint a replacement with the consent of the Board.

SECTION 6 – CONFLICT OF INTEREST

Board members should abstain from voting on any issue where there is a direct personal or financial interest and shall inform the Board of such interest.

ARTICLE IX – STANDING COMMITTEES AND DUTIES

SECTION 1 – STANDING COMMITTEES

The Standing Committees and their duties shall consist of, but not be limited to, the following:

1. Beautification Committee – Shall be responsible for campus gardening and landscaping and for coordinating any projects that involve school grounds for gardening;
2. Corporate Sponsored Fund-Raisers Committee: Shall organize fund-raisers that are sponsored by corporations, such as the General Mills Box Tops, Corporate Cash-Back fund-raising programs, recycling programs, and Skate Night; will serve as a resource for donations for various events;
3. Educational Enrichment Committee: Shall help the First Vice President in organizing and coordinating programs designed to enhance, enrich and reinforce various educational topics;

4. Hospitality Committee: Shall provide refreshments at designated meetings as directed by the Board and coordinate with school Administration and the Special Events Committee, as needed and coordinate teacher appreciation;
5. Spirit Wear Committee: Shall organize and coordinate yearly T-shirt sales, including fourth grade T-shirts, and other shirts and items needed for special events such as Springetti and/or field day;
6. Marquee Committee: With Administration approval, shall post and update information on the school marquee;
7. PALS (Parents Assisting in Learning in School) Committee: Shall coordinate volunteer activities, in coordination with the Administration;
8. Health, Safety & Environment Committee: Shall research and plan programs for presentation to the students on matters such as drug awareness, bicycle and crossing safety, in consultation with the school counselor when appropriate;
9. School Supplies Committee: Shall organize the yearly school supply sale to parents, which shall include marketing, ordering and delivering supplies to the classrooms;
10. Special Events Committee: Shall create, organize and coordinate at least one family oriented event each school year;
11. Student Directory Committee: Shall organize and coordinate the annual publication of the student telephone directory and maintain and publicize directory updates;
12. Yearbook Committee: Shall coordinate the production and distribution of the Galatas yearbook;
13. PTO Newsletter: Shall coordinate the production of the PTO newsletter as determined by the President.

SECTION 2 – COMMITTEE MEMBERS

Only members of the PTO may serve on Special or Standing Committees. The officers of the Board shall select a representative for each Standing Committee deemed active for a given year within 30 days after the officers are elected. The Board shall notify the general PTO members about the Standing Committee representatives after their appointments.

SECTION 3 – COMMITTEE PLANS, BUDGETS & CONTRACTUAL OBLIGATIONS

Each incoming Standing or Special Committee Chair shall give a written plan of work, proposed budget, and estimated timing of cash flow for that Committee to the Board for approval by the date set by the Treasurer. This shall occur prior to the General Meeting

to approve the budget. No Standing or Special Committee work shall be conducted without the approval of the Board. In addition, no contractual obligation shall be made on behalf of the PTO without prior written approval of the PTO President.

SECTION 4 – SPECIAL COMMITTEES

The Board may create a Special Committee and designate its representative to perform a special purpose. When a Special Committee’s final work and report are complete, it shall automatically cease to exist.

SECTION 5 – SUNSET RULE

The Board may terminate any Standing or Special Committee when it no longer serves a useful purpose.

SECTION 6 – CHAIRPERSON’S TERM OF SERVICE

No Committee chairperson shall serve as chairperson of the same committee for more than two consecutive years, without Board approval. Service for one-half year or more shall constitute one full year of service.

SECTION 7 – TRANSITION

Upon expiration of the term of office or resignation, each Committee chair shall turn over to her or his successor all written materials pertaining to the Committee within ten days after the appointment of a successor Chairperson or by the last day of the school year, whichever occurs first.

ARTICLE X – ELECTION OF OFFICERS

SECTION 1 – QUALIFICATIONS

Each officer of the PTO shall be a voting member and, preferably, shall have served on the Board for at least one year.

SECTION 2 – ELECTION OF OFFICERS

- (a) All officers of the PTO, except the Parliamentarian, shall be elected by verbal vote at a general meeting, and shall serve for a term of one year commencing on July 1.
- (b) The Parliamentarian shall be appointed by the President, subject to the approval of the officers within thirty days after their election. If possible, the Parliamentarian should be the immediate past President.

- (c) All Standing Committee chairmen should be appointed by the newly elected officers within 30 days of the election of such officers.
- (d) A person shall not be eligible to serve in the same office more than two consecutive years without approval of the board. Service for one-half year or more shall constitute service for one year.

SECTION 3 – NOMINATING COMMITTEE

- (a) The Nominating Committee shall consist of at least five members, with two alternate available in case a regular member is not able to serve. The Nominating Committee shall always have an odd number of members. The Board shall select the members of the Nominating Committee no later than February 1st. No more than two Officers from the Board may serve on the Nominating Committee. Neither the President nor the Principal may serve on the Nominating Committee.
- (b) The Nominating Committee shall notify all PTO members of the upcoming election of officers. The general membership shall have 30 days within which to submit names for consideration.
- (c) The Nominating Committee shall nominate one eligible candidate for each office and shall report the nominees to the general membership at the election meeting at which time additional nominations may be received from the floor. Only individuals, who have signified their consent to serve, if elected, shall be nominated for or elected to an office. A member of the Nominating Committee must resign from the committee if he or she allows his or her name to be placed in nomination for an office.

SECTION 4 – VACANCIES

A vacancy occurring in any office shall be filled for the remaining term by a person elected by a majority vote of the Board. In case a vacancy occurs in the office of the President, the First Vice President shall assume the office of President for the remainder of the term only if another willing candidate is not found and approved by the majority vote of the Board.

ARTICLE XI – FINANCIAL REVIEW/INSURANCE

The Board shall appoint a Review Committee comprised of three (3) active members in good standing of the PTO to conduct a review of the financial records of the PTO. Appointments shall be completed prior to the end of the fiscal year. The review shall be conducted annually following the close of the fiscal year or at any time at the direction of the Board. The Review Committee shall have 30 days to review the accounts and prepare

the review report. The Review Committee should use the examples of Review Committee Reports included in the Conroe ISD Parent Organization Guidelines.

The PTO shall carry Fidelity Bond Insurance. Under this insurance, PTO funds are covered from embezzlement by anyone entrusted with PTO funds. Anyone found to misuse or embezzle PTO funds will be prosecuted.

The PTO shall have Commercial General Liability Insurance.

ARTICLE X11 – AMENDMENT OF BYLAWS

SECTION 1 - PROPOSAL

Any amendments to the Bylaws shall be proposed in writing at a Board meeting. Members shall be notified at least two weeks in advance of the meeting date, time and location of when the amendments shall be voted upon and where interested parties may obtain a copy of the amendment(s) prior to the meeting date.

SECTION 2 – VOTING

To be adopted, three-fourths (3/4) of the members present and voting must approve the amendment(s).

SECTION 3 – BYLAW REVISIONS

A committee may be appointed by a majority vote of the members at a general meeting or by two-thirds vote of the Board to prepare and submit to the PTO a revised set of Bylaws to substitute in its entirety the existing Bylaws. Adoption of the revised Bylaws shall be in accordance with the other provisions of this article.

ARTICLE XIII – POLICIES

The following are basic policies for this PTO:

The name of this PTO or names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of this organization.

The PTO recognizes CISD policies, guidelines and regulations and shall organize and function in a way that is consistent with CISD philosophy and objectives.

This PTO shall not participate in any way, directly or indirectly, in any political campaign on behalf of, or in opposition to, any candidate for public office or any political party or ideology.

The PTO shall follow the principles parliamentary law when conducting its meetings and business. Parliamentary law is based upon:

- the will of the majority;
- the right of the minority to be heard;
- the protection of the rights of absentees;
- courtesy and justice for all; and
- the consideration of one subject at a time.

Robert's Rules of Order – Newly Revised, should be used as reference to govern the organization in all cases which questions arise regarding parliamentary law.

The Treasurer and the Executive Board shall determine the amount of funds necessary to remain in the PTO bank account at the end of each fiscal year in order to begin the following year's work.

All notices of meetings shall be publicized in the Galatas Gazette and be distributed to Galatas families and Galatas administration (as defined in Article 1). That posting shall constitute official notice for any and all meetings.