

**CARROLL HIGH SCHOOL/CARROLL SENIOR HIGH SCHOOL  
PARENT-TEACHER ORGANIZATION  
BYLAWS**

**ARTICLE I: NAME**

The name of the organization shall be Carroll High School/Carroll Senior High School (“CHS/CSHS”) Parent-Teacher Organization (“PTO”).

**ARTICLE II: MISSION STATEMENT**

The objective of the PTO shall be to support the students and faculty of CHS/CSHS in pursuit of academic excellence through donating volunteer hours, raising funds and providing a communication corridor and collaborative relationship between parents and school community.

The association is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501c (3) of the Internal Revenue Code.

**ARTICLE III: BASIC POLICIES**

**Section 1.** The objectives of the PTO shall be accomplished by directing programs for the benefit of students, parents and teachers in our school and shall be achieved by work in and around the school community.

**Section 2.** The name of the organization or the names of any members in their official capacities shall not be used in connection with any commercial concern or with any partisan, religious, or political interest, or for any other purpose than the regular work of the organization.

**Section 3.** This organization shall seek neither to direct the administrative activities of the school nor to control its policies.

**ARTICLE IV: MEMBERSHIP & DUES**

**Section 1.** PTO membership shall be restricted to families of CHS/CSHS students and members of the faculty and staff at CHS/CSHS.

**Section 2.** Dues shall be reviewed and determined by the PTO Board in the spring of each year. Dues may be revised, however, at any time with a 2/3 vote during an executive session of the Executive Board.

**Section 3.** An annual membership drive shall be conducted by the Membership Committee at the beginning of the school year. Membership will be available throughout the school year for families new to CHS/CSHS. Membership shall be valid for the current school year and must be renewed each year to remain active.

**Section 4.** All officers and committee chairpersons must be current members of the PTO as of September 30th of their term year.

**Section 5.** A current membership roster shall be maintained by the Membership Chairperson.

**ARTICLE V: MEETINGS**

**Section 1.** Dates and frequency of general meetings of the organization shall be determined by the Executive Board.

**Section 2.** Executive Board meetings shall be determined by the President with final approval from the Executive Board.

**Section 3.** One percent of the PTO general membership, including two Executive Board members, shall constitute a quorum for the transaction of business at PTO general meetings.

**Section 4.** Special meetings of the organization and/or the Executive Board may be called by the President or a majority of the Executive Board with a minimum of two days notice.

**Section 5.** The Executive Board and a representative from each committee are expected to attend each general PTO meeting to report updates, if any. If unable to attend, the President should be notified with such reports.

**ARTICLE VI: PTO BOARD MEMBERS AND THEIR ELECTIONS**

**Section 1.** The PTO Board shall consist of the Executive Board, Committee Chairpersons and the Standing Committee Chairpersons, as determined by the Executive Board.

**Section 2.** The Executive Board of this organization shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- Parliamentarian

**Section 3.** The following is a list of current PTO Committees. The needs of the PTO are constantly changing, and PTO Committees may be added or deleted at the discretion of the Executive Board without having to constantly revise the by-laws.

- Baccalaureate
- Craft Fair
- Directory
- Hospitality
- Membership
- New Parent/New Student
- Outreach
- Project Graduation
- Scholarships
- Teacher Appreciation Week
- Volunteer Coordinators

Web Master  
CEF PTO Liaisons

Ex-officio members of the PTO Board shall be the CHS/CSHS School Administrators.

**Section 4.** Standing committees shall be determined by the Executive Board and shall include, but not be limited to, Nominating Committee, Bylaws Review Committee, and Audit Committee.

**Section 5.** The Nominating Committee, consisting of five members, two from the Executive Board and three from the general membership, shall be appointed by the Executive Board in January. The chairperson shall be the Parliamentarian.

**Section 6.** Presentation of the Executive Board nominations shall be made at the ~~March~~ first general PTO meeting of the calendar year by the Nomination Committee Chair. In addition, the Nomination Chair will provide an update of vacant general board positions and accept nominations from the floor for consideration. Only members who have consented to serve, if elected, shall be eligible for nomination either by the committee or by the floor.

**Section 7.** The Nomination Committee Chair will present the final executive board slate at the next scheduled PTO Executive Board meeting to be voted on at the next general PTO board meeting following the presentation meeting noted in Section 6.

**Section 8.** Officers and Committee chairs shall presented at the final PTO general meeting of the school year. The newly elected Executive Board shall be installed at that same meeting. The incoming PTO board shall work with the existing PTO Board through the end of the month, at which time they officially assume their duties. (Exception: Treasurer will assume duties beginning July 1 to coordinate with start of fiscal year).

**Section 9.** An Executive Board member or Committee Chairperson shall not serve more than two consecutive years in the same capacity unless the Executive Board approves additional terms. One who has served more than one-half of a term shall be credited with having served a full year.

**Section 10.** In case of a vacancy of a PTO Board position, the replacement shall be determined by the Executive Board.

**Section 11.** Each PTO Board member shall keep all information and papers pertaining to his/her duties and will relinquish them to the PTO upon completion of a term or upon vacancy of the position. PTO Board members are expected to submit a written summary report to the President at the end of each school year.

## **ARTICLE VII: DUTIES OF EXECUTIVE OFFICERS**

**Section 1. President:** The President shall preside at all general meetings of the organization and of the Executive Board and shall be an ex-officio member of all committees except for the Nominating Committee. The President shall have the authority to sign checks. The President shall represent the PTO at various meetings and programs at the request of the school district and/or the CHS/CSHS principals as the need arises.

**Section 2. Vice President:** The Vice President shall be responsible for fulfilling all duties of the President in the absence of the President, as needed for the organization. Should the President's office become vacant, the

Vice President will automatically fill the position and assume the job of both President and Vice President, until a replacement for the Vice President can be determined by the Executive Board. The Vice President will work with the teachers and principals at each school to compile and present a teachers' needs list to be presented to the executive board for discussion, approval and the disbursement of PTO funds to CHS/CSHS. And also, the Vice President shall be the committee chair for the Senior Reception.

**Section 3. Treasurer:** The Treasurer shall be responsible for the implementation of proper internal controls relating to accounting procedures (i.e. documentation of expenditures, etc.), create the budget, receive all monies of the organization, render a monthly report to the PTO Board and general membership, and shall have the authority to sign checks. At the discretion of the Executive Board, an audit of the PTO financial records may be requested at any time. It is also the responsibility of the Treasurer to see that the necessary tax forms are filed with the IRS and the Texas State Comptroller's office, and facilitate proper insurance coverage for the organization annually.

**Section 4. Secretary:** The Secretary shall record the minutes of all General and Executive Board meetings, and provide copies for each Board Member within a timely manner following the PTO meetings. The Secretary will provide updated copies of the new board roster to district and school offices as appropriate. Copies of the general meeting minutes will be on file for public review.

**Section 5. Parliamentarian:** The Parliamentarian shall advise the Board on Parliamentary Procedure, shall make sure the organization is governed by maintaining Robert's Rules of Order, Revised, in all cases where applicable. In addition, the Parliamentarian shall maintain the current bylaws and update as deemed necessary by PTO approval. The Parliamentarian should have previous board experience to be qualified. The Parliamentarian shall serve as Chairman of the Nominating Committee.

#### **ARTICLE VIII: DUTIES OF PTSO COMMITTEE CHAIRPERSON**

**Section 1. Baccalaureate:** Shall be responsible for the planning, coordination, and execution of the Baccalaureate Service.

**Section 2. Craft Fair:** Shall prepare, promote, and execute the Craft Fair to benefit Project Graduation.

**Section 3. Directory:** Shall design the format to be used for the directory and work with the Membership Chairperson to process PTO memberships and distribute directories. The Directory Chairperson shall also be in charge of selecting a printing firm to publish the directory. Directory Chairperson should receive final approval for printing costs by Executive Board.

**Section 4. Hospitality:** Each campus shall have a separate chairperson and they shall be in charge of teacher luncheons throughout the year. The Chairpersons shall select a committee and provide the Executive Board with a list of dates and times.

**Section 5. Membership:** all work with the Directory Chairperson to process PTO Membership. This involves collecting PTO dues and maintaining the membership roster.

**Section 6. New Parent/New Student:** Organize and conduct information activities for new students and parents.

**Section 7. Outreach:** Shall be responsible for sending messages of condolence, congratulations, etc. as

needed to members of the CHS/CSHS community.

**Section 8. Project Graduation:** Coordinate, plan and execute activities leading up to and including Project Graduation.

**Section 9. Scholarships:** Shall facilitate with school counselors the scholarship selection process for PTO Members with graduating seniors and PTO Member teacher(s). Membership must be completed by November 1 of the current school year or within 30 days of enrollment for new student or 30 days of hire for newly hired teachers.

**Section 10. Teacher Appreciation:** Shall coordinate, plan and execute Teacher Appreciation Week for both campuses as needed.

**Section 11. Volunteer Coordinator(s):** Each campus shall have a separate chairperson and they shall be in charge of recruiting and coordinating parents to help throughout the year in specific capacities and as the need arises, for both school and PTO functions.

**Section 12. Web Master:** Shall be responsible to maintain, update or change a web site for the PTO.

**Section 13. CEF PTO Liaisons:** Each campus shall have a separate chairperson and they shall work with CEF, Carroll Education Foundation, to help coordinate events and activities between the foundation and CHS/CSHS. They will attend general sessions of the CEF board meetings as needed to discuss ways to partner and collaborate with CHS/CSHS. They will serve as an advocate for campus related needs, questions and concerns and discuss ways both organizations can partner on initiatives throughout the year.

## **ARTICLE IX: STANDING COMMITTEES**

**Section 1. Nominating:** See previous description of the committee, ARTICLE VI, Section 5.

**Section 2. Bylaws Review:** The Bylaw Review Committee is comprised of at least two Executive Board members and volunteers from the PTO membership, not excluding PTO Board members who wish to serve. The parliamentarian is responsible for coordinating the review each year and maintaining an updated version of the bylaws.

**Section 3. Audit:** The Audit Committee consists of three members of the PTO whose responsibility is to review annually the books of the Treasurer or in some cases more than once annually if the treasurer resigns before her term is complete or if the President and the members of the committee feel it is necessary to do so.

## **ARTICLE X: STANDING RULES**

**Section 1.** All non-budgeted disbursed funds, over the amount of \$500 must be approved by a majority vote of the PTO Board. Funds of \$500 and under may be disbursed upon approval by a majority vote of

the Executive Board.

**Section 2.** In case of time constraints, the President may present issues for vote via electronic-mail.

**Section 3.** Executive Board shall have the authority to make decisions in case of time constraints. A record of Executive Board votes will be recorded and presented at the next general PTO Board meeting.

**Section 4.** Any PTO member who is collecting money for PTO will be required to document any money transaction required for committee records. Monies shall be turned over to the Treasurer within seven (7) days for deposit. All receipts must be submitted by June 15<sup>th</sup> of the current school year in order to receive reimbursement. Sales tax will not be reimbursed.

**Section 5.** A minimum of \$3000 shall remain in the treasury at the end of the school year in order to begin the following year's work.

#### **ARTICLE XI: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Revised, shall govern this organization.

#### **ARTICLE XII: INSURANCE, BONDING, AND AUDITING**

Insurance coverage must be renewed each year and be maintained in current standing. The PTO must also be properly bonded through a licensed insurance bonding agency. The Treasurer's books will be audited by a committee appointed by the Executive Board. A fiscal year-end financial statement shall be presented to the Executive Board.

#### **ARTICLE XIII: AMENDMENTS**

These bylaws may be amended at any regular meeting of the PTO Board by a 2/3 vote of the Board Members present and voting, provided that prior notice of the proposed amendments has been given.

#### **ARTICLE XIV: DISSOLUTION CLAUSE**

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of the section 501 c(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

Amended May, 2017

Executive Officers at time of amendment:

President, Paige Jezek

Vice President, Tobin Osterberg

Secretary, Kathleen Cipriano

Treasurer, Jayne Carlisle

Parliamentarian, Margie Wedinger