

**DURHAM INTERMEDIATE SCHOOL
PARENT TEACHER ORGANIZATION
BY-LAWS**

ARTICLE I: NAME

The name of the organization shall be Durham Intermediate School Parent Teacher Organization (DIS PTO).

ARTICLE II: MISSION STATEMENT

The mission of the Durham Intermediate School PTO shall be to provide service and support to the students, faculty, and parents of Durham Intermediate in pursuit of excellence in academic achievement and personal development.

ARTICLE III: BASIC POLICIES

Section 1. The objective of the PTO shall be accomplished by developing and directing programs for the benefit of students, faculty, and parents in our school and by working 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 any connection with a commercial concern or with any partisan, religious, or political interest, or for any purpose other 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. Nor shall the administration seek to direct the activities of the PTO or control its policies. The goal of the PTO is to create a collaborative working relationship between the administration and the PTO.

ARTICLE IV: MEMBERSHIP & DUES

Section 1. Membership is open to all members of the DIS community upon payments of dues.

Section 2. The dues shall be determined by the Board serving DIS, and may be revised once annually with a 2/3 vote during a PTO meeting.

Section 3. The Membership Committee shall conduct the annual membership drive from August through September 30. Membership will be available on an ongoing basis for families new to DIS. Membership shall be valid for one school year and must be renewed each year to remain active.

Section 4. All board members must be members of the DIS PTO within two weeks of the first day of school of their term year.

Section 5. The membership roster is to be revealed to the Executive Committee only. A duplicate roster is to be kept. (One copy will be used for the directory and the other will remain with the Membership Chairman.)

ARTICLE V: MEETINGS

Section 1. The PTO Board meetings shall be held monthly with dates and times to be determined by the Board. General membership is welcome to attend the meetings. The goals of the PTO and a general budget will be determined at the beginning of the year and presented to the general membership.

Section 2. One percent of the current membership, including two Executive Committee members, shall constitute a quorum for the transaction of business.

Section 3. Special meetings of the organization and/or the Executive Committee may be called by the President or by a majority of the Executive Committee with a minimum of two days' notice.

ARTICLE VI: PTO BOARD AND THEIR ELECTIONS

Section 1. The Executive Committee of this organization shall be: The President, Vice President of Disbursements, Treasurer, Vice President of Communications, Vice President of Fundraising, and Recording Secretary. Executive Committee members shall serve a full year's term until successor is elected.

Section 2. The following is a list of current Appointed Committee Chairpersons to be referred to as the Board. The needs of the DIS PTO are constantly changing and Appointed Committees may be added or deleted at the discretion of the Executive Committee without having to constantly revise the by-laws.

Executive Board

President
Vice President of Disbursements
Treasurer
Vice President of Communications
Vice President of Fundraising
Recording Secretary/Parliamentarian

General Board

Assistant Treasurer
CEF Liaison
Christmas is for Children
Community Partners
Copy Room Volunteer Coordinator
Directory Data Entry
Disbursements Committee
Fall Fundraiser/Auction Committee
Fifth Grade Fun Night
Fine Arts Showcase
Fourth Grade Fun Night
Hospitality
Lost and Found Coordinator
Membership
Multicultural Fair Liaison
Parent Volunteer Coordinator

6th Grade Awards Ceremony Coordinator
Sixth Grade Fun Night
Spirit Shop
Teacher Appreciation Week
Treat Cart
Veteran's Day Assembly
Webmaster
Welcome

Ex-officio members of the Board shall be the DIS School Principal, Vice Principal, or his/her designated representative and teacher representatives from the fifth and sixth grade.

Section 3. The Nominating Committee will consist of one member of the Executive Committee, who will serve as chairman, two members for the current Board and two PTO members at large. There must be a minimum of three, and a maximum of five people who serve on the Nominating Committee. The Executive Committee will vote on the Nominating Committee members at the February meeting. The Nominating Committee shall meet regularly to gather nominations in an attempt to fill all available jobs in a timely fashion.

Section 4. A letter requesting names for nomination to the Board for the following year must be distributed in the end of February to all parents of children who are entering fifth and sixth grade the following year at Durham Intermediate School. The letter will state that all nominations must be received in writing by a specified deadline. Only members who have consented to serve, if elected, shall be eligible for nomination.

Section 5. Presentation of nominations shall be voted on at the April Board meeting. Nominations will be accepted from the floor for any unfilled positions at the April Board meeting.

Section 6. Board members are voted in and installed at the April meeting and will work with the existing Board through the end of the year, at which time they officially assume their duties.

Section 7. No officer or committee chair shall serve more than two consecutive years in the same capacity. One who has served more than one-half of a term shall be credited with having served a full year.

Section 8. In case of vacancy in an elected office, the Executive Committee shall fill the vacancy.

Section 9. Each 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 resignation.

Section 10. By two-thirds vote of the Executive Board, an Officer or Chairperson may be removed from office for the following reasons: failure to perform specified duties, failure to attend meetings on a regular basis, failure to participate in PTO sponsored projects and events, unethical or illegal conduct.

ARTICLE VII: DUTIES OF THE BOARD

The specific duties of Board members may be changed at the discretion of the Executive Board and will be revised in the by-laws each spring as needed.

Section 1. President: The President shall preside at all meetings of the organization and of the Executive Committee and shall be an ex-officio member of all committees except for the Nominating Committee. The

President shall have the authority to sign checks. Dual signature will be required over a certain dollar amount determined by the Board. The President shall represent the DIS PTO at various meetings and programs at the request of the school district and the DIS principal as the need arises. The President shall be in charge of Publicity for DIS.

Section 2. Vice President of Disbursements: The Vice President of Disbursements 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 of Disbursements will automatically fill the position and assume the job of both President and Vice President of Disbursements until the Executive Committee can appoint a new Vice President of Disbursements. The Vice President of Disbursements will coordinate with Counselor on Programs.

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.), receive all monies of the organization, render a separate monthly report to the Board and shall have the authority to sign checks. All PTO monies should be counted and deposited within a timely manner. The Treasurer is to keep and pass on permanent records to be passed on year after year.

Section 4. Vice President of Communications: The Vice President of Communications shall work with PTO Board to send PTO Post every week to parents, as well as sending updated information to the Webmaster. Vice President of Communications informs all parents of any special events and activities taking place in the classroom and the Vice President of Communications shall have all memos and plans approved by the Principal.

Section 5. Vice President of Fundraising: The Vice President of Fundraising shall be responsible for overseeing the planning and implementing of all Fall and Spring Fundraising efforts of the DIS PTO. The Vice President of Fundraising will negotiate all contracts with vendors and communicate all expectations to all Fall and Spring Fundraising committees and their chairperson(s). The Vice President of Fundraising will instruct the committee chairperson(s) in the proper handling procedures for collecting money, securing sponsorships and paperwork for all fundraisers and follow up on all procedures.

Section 6. Recording Secretary/Parliamentarian: The Recording Secretary shall record the minutes of all meetings of the organization and provide copies for each Board member within a timely manner following the Board meeting. The Recording Secretary will set up meetings for the old and new Board members who are exchanging jobs to ensure the transfer of all information is complete. The Parliamentarian shall have parliamentary authority at all Board meetings and shall make sure the organization is governed by Robert's Rules of Order, Revised, in all cases where applicable. The Recording Secretary will also be responsible for sending PTO correspondence and any additional gifts expressing congratulations, sympathy or cheer.

Section 7. Assistant Treasurer: The Assistant Treasurer for the current school year will follow the records through until the tax return is filed. The Assistant Treasurer shall be responsible for auditing the books and providing findings to the President by July 21st. The Assistant Treasurer shall complete the Federal tax return or see that it is completed along with any other required forms and mail to the IRS 90 days after the end of the Fiscal year (June 30). The Assistant Treasurer shall file with Texas State Comptroller's Office State Tax Returns as required at least annually due each year on the 20th day after the end of the Calendar year. The President and Assistant Treasurer will review the tax forms before they are filed. The Assistant Treasurer must ensure insurance coverage is renewed and maintained for the PTO. The Assistant Treasurer will assist the Treasurer in receipts and deposits of money as needed.

Section 8. CEF Liaison: The CEF Liaison shall serve as the resource chair between the DIS PTO and the Carroll Education Foundation for the Carroll Independent School District.

Section 9. Christmas is for Children: The Christmas is for Children Committee shall be responsible to work with the nonprofit (CIFC) to assign, distribute, and collect donations in November and early December.

Section 10. Community Partners: The Community Partners Chairman shall be responsible for presenting community partner programs to parents and for setting up enrollment for parents and merchants. The Community Partners Chairman should publicize and promote the community fundraising programs i.e. Box Tops for Education etc. in order to maximize profitability.

Section 11. Copy Room Volunteer Coordinator: The Copy Room Volunteer Coordinator shall work with the office staff to organize and schedule volunteers to do copying for the school staff and to monitor supply levels in the copy room.

Section 12. Directory: The Directory Chairman shall design the format to be used for the directory and shall work with the Membership Chairman to process PTO memberships and distribute directories. The Directory should be published in a timely manner and be distributed accordingly.

Section 13. Disbursements Committee: The Disbursement Committee shall be responsible for assisting the VP of Disbursements in ordering and delivering disbursement requests and items to the staff at DIS.

Section 14. Fall Fundraiser Committee: The Fall Fundraiser Committee shall be responsible for assisting the VP of Fundraising in organizing and carrying out the fall online auction items throughout the school year.

Section 15. Fifth Grade Fun Night Coordinator: The Fifth Grade Fun Night Coordinator shall be responsible for organizing two to three events for the fifth grade students.

Section 16. Fine Arts Showcase: The Fine Arts Showcase Coordinator shall be responsible for organizing the Fine Arts Showcase with the Music and Art Teachers.

Section 17. Fourth Grade Fun Night Coordinator: The Fourth Grade Fun Night Coordinator shall be responsible for organizing the fourth grade fun night.

Section 18. Graduation Coordinator: The Graduation Coordinator shall be responsible for organizing the sixth-grade graduation.

Section 19. Hospitality: The Hospitality Chairman shall be responsible for teacher luncheons and special functions throughout the year. The Chairman shall provide the Board with a list of dates and themes.

Section 20. Lost and Found Coordinator: The Lost and Found Coordinator shall be responsible for organizing lost and found items throughout the school year.

Section 21. Membership: The Membership Chairman sets up the membership drive, initiates a program to encourage membership, collects dues, orders all field trip shirts and volunteer nametags, and works with the Directory Chairman.

Section 22. Multicultural Fair Liaison: The Multicultural Fair Liaison shall be responsible for the planning, organizing, and implementing the Multicultural Fair with designated DIS Teachers in April.

Section 23. Parent Volunteer Coordinator: The Parent Volunteer Coordinator shall be in charge of recruiting and coordinating parents to help throughout the year in specific capacities and as the need arises. The Coordinator must keep a database of all volunteers and is required to disperse volunteer lists to all working committees in a timely manner. The Coordinators shall require one week's notice on all activities that require volunteers to ensure adequate participation.

Section 24. Sixth Grade Fun Night Coordinator: The Sixth Grade Fun Night Coordinator shall be responsible for organizing two to three after school social events for the sixth grade students.

Section 25: Spirit Shop: The Spirit Shop Committee shall be responsible for the design, order, delivery and sale of all Spirit Shop inventory. Members of this committee sell school related merchandise to students and parents as a fund raiser for Durham Intermediate School. Sales of these items will take place regularly throughout the school year.

Section 26. Teacher Appreciation Week Committee: The Teacher Appreciation Week Committee shall be responsible for the planning, organizing and implementing of all teacher appreciation activities during the assigned calendar Teacher Appreciation Week. These events may include but are not limited to appreciation breakfasts, lunches, coffees, and gifts.

Section 27. Treat Cart: The Treat Cart Chairman shall be in charge of teacher treat cart monthly and special functions throughout the year. The Chairman shall coordinate with the Board regarding dates.

Section 28. Veteran's Day Assembly: The Veteran's Day Assembly Chairman shall be responsible for the planning, organizing, and implementing the Veteran's Day Assembly program and reception in November.

Section 29. Webmaster: The Webmaster Chairman shall be responsible for updating the PTO website. The President and Vice President of Communications must approve everything prior to publication.

Section 30. Welcome: The Welcome Chairman shall work with DIS office staff to welcome new students and supply PTO information to new families. The Chairman will plan and host a welcome coffee for new parents at the beginning of the year and again throughout the year as needed.

ARTICLE VIII: DUTIES OF THE DISBURSEMENT COMMITTEE

Responsibility for disbursement requests shall rest with the Vice President of Disbursements and the Disbursement Committee. All requests will be presented to the Executive Board for review and approval. Those disbursements not exceeding \$500 may be approved by the Executive Board. Any requests exceeding \$500 will be taken to the general membership for review and approval.

ARTICLE IX: FINANCES

Section 1. 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 in advance.

Section 2. The President can approve expenditures for less than \$200.00 with notice to other Executive Board Members. The Executive Board can approve expenditures for less than \$500.00 with out the vote of the General Membership. General Membership must vote on all expenditures that exceed \$500.00 and are not in the budget. All expenditures must be recorded and presented at the next General Meeting.

ARTICLE X: PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order, Revised shall govern this organization.

ARTICLE XI: AMENDMENTS

These by-laws may be amended at any regular meeting of the General Board by a 2/3 vote of the membership present and voting provided that notice of the proposed amendments has been given at the previous meeting.

Originated May 2001

Amended February 2003

Amended 24th August 2004

Amended 13th October 2005

Amended 16th January 2006

Amended 20th March 2007

Amended 10th March 2009

Amended 7th February 2012

Amended 13th August 2013

Amended 20th January 2015

Amended 8th May 2019