

**CLEBURNE EUBANKS INTERMEDIATE SCHOOL
PARENT-TEACHER ORGANIZATION
BYLAWS**

Revised August 2016

ARTICLE 1: NAME

The name of the organization shall be Cleburne Eubanks Intermediate Parent-Teacher Organization (EIS-PTO).

ARTICLE II: MISSION STATEMENT

Section 1. The objective of the Eubanks Intermediate School PTO shall be to support the students and faculty of EIS in pursuit of academic excellence through volunteer hours, raising funds and providing a communication corridor between parents and the school community.

Section 2. The purposes of the EIS PTO are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through committees, projects and programs; and governed and qualified by the basic policies set forth in Article III.

Section 3. The organization is formed exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as "Internal Revenue Code").

ARTICLE III: BASIC POLICIES

Section 1. The objectives of the PTO shall be accomplished by implementing and 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 any connection with a commercial concern or with any partisan, religious, or political interest, or for any other purpose than the regular work of the organization.

Section 3. All school wide correspondence sent out on behalf of the EIS PTO to the Eubanks parents, students and staff, via email or paper, must be approved by the Principal and/or Assistant Principal.

ARTICLE IV: MEMBERSHIP & DUES

Section 1. EIS-PTO membership shall be restricted to parents and legal guardians of EIS students and members of the faculty and staff at EIS.

Section 2. The dues shall be determined by the Executive Board serving EIS, and may be revised at any time with 6/7 vote during an Executive Board meeting.

Section 3. An annual membership drive shall be conducted by the Membership Committee from August through September. Membership will be available on an ongoing basis for families new to EIS Membership. Memberships shall be valid for one school year, and must be renewed each year to remain active.

Section 4. All officers and committee chairperson(s) must be current members of the EIS-PTO as of September 1st of their term year.

Section 5. The membership roster is to be revealed to the Executive Board only. A duplicate roster is to be given the secretary.

ARTICLE V: OFFICERS

The Officers of this organization shall be:

President
Vice President-Operations
Vice President-Volunteers
Vice President-Fundraising
Vice President-Disbursements
Treasurer
Secretary

ARTICLE VI: NOMINATIONS & ELECTIONS

Section 1. The Nominating Committee shall be comprised of two (2) existing Board members and a representative from each feeder school (Carroll Elementary, Old Union Elementary and Rockenbaugh Elementary).

- a. One of the two (2) required Board members shall be the Vice President-Operations who will preside over the Committee.
- b. The Nominating Committee shall nominate one (1) eligible person for each office to be filled and report its nominees to the regular general membership in April. Additional nominations may be made from the floor at the election meeting.

Section 2. The following provisions shall govern the eligibility of individuals to be officers of the EIS-PTO:

- a. No officer may be eligible to serve more than two consecutive terms in the same office unless the executive board approves additional terms.
- b. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

Section 3. Officers shall be elected in the months of April or May.

Section 4. The vote shall be conducted by ballot unless there is only one candidate for any office in which case election may be held by voice vote. A majority vote is sufficient to elect.

Section 5. Officers shall assume their official duties at the end of the school year and shall serve for a term of one year or until their successors are elected.

Section 6. In case a vacancy occurs in the office of President, the Vice President-Operations shall serve notice of the election. A vacancy occurring in any other elective position shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board, notice of such election having been given.

ARTICLE VII: DUTIES OF EXECUTIVE OFFICERS

Section 1. The President shall:

- a. Preside at all meetings of EIS-PTO;
- b. Serve as an ex-officio member of all committees except the nominating and audit committees;
- c. Coordinate the work of the officers and committees of the EIS-PTO in order that the purposes may be promoted;
- d. Appoint all special committees as the need arises;
- e. Represent the EIS-PTO at various meetings and programs at the request of the school district and the EIS Principal, as the need arises.

Section 2. The Vice President-Operations shall:

- a. Act as aide to the President;
- b. Perform the duties of the President in the President's absence or inability to serve;
- c. Serve as Parliamentarian at all EIS-PTO Executive Board and General meetings;
- d. Oversee the Bylaws Revision.
- e. Lead the nominating committee to fill PTO slate of positions.
- f. Oversee the following standing committees: Art Docent, Beautification, Christmas is for Children, Historian, Special Programs, First Day Packets, Campus T-Shirts, Audit Committee, Directory Database, Directory Ads, and SHAC Liaison.

Section 3. The Vice President-Volunteers shall:

- a. Recruit and coordinate parent volunteers and volunteer committees.
- b. Coordinate volunteer forms for beginning of year with website chair.
- c. Coordinate any campus volunteer drives.
- d. Schedule and coordinate a volunteer breakfast/coffee.
- e. Oversee the following standing committees: Café Coordinator, Homeroom Parent Coordinator, Hospitality, Outreach and Welcome, Special Events, Semester Celebrations, Teacher Appreciation Week, Copy Room Volunteer, Celebration of Fine Arts, Homeroom Coordinator and Front Desk Coordinator.

Section 4. The Vice President-Fundraising shall:

- a. Be responsible for leading the fundraising campaigns by EIS-PTO and provide support needed to the fundraising committees. This VP shall act as the contact person for all EIS fundraising activities and report back to membership.
- b. Oversee the following standing committees: Community Partners, Fundraising Initiative, Fun Nights, Online Auction, and Spirit Shop.

*At the discretion of the Vice President-Fundraising, this person can add or remove volunteer positions on this committee as deemed necessary with the board approval.

Section 5. The Vice President-Disbursements shall:

- a. Be responsible for soliciting and receiving disbursement requests for EIS-PTO funds from the EIS-PTO membership and EIS faculty and staff.
- b. Consult with the Principal regarding the requests.
- c. Consult with the Executive Board regarding the requests; ensuring no gift cards will be disbursed unless a specific need is being met.
- d. Work with Treasurer to ensure all costs related to each item are current and accurate
- e. Be responsible for placement of the disbursement requests on the agenda for the following general PTO meeting for vote by the general membership or coordinate with Secretary to post the disbursement requests on the PTO website for online voting.
- f. Recruit and oversee the disbursement committee, comprised of EIS-PTO members representing Carroll Elementary, Old Union Elementary and Rockenbaugh Elementary schools and respective grades.

Section 6. The Treasurer shall:

- a. Have custody of the funds and maintain a full and accurate account of the receipts and disbursements belonging to EIS-PTO.
- b. Make disbursements as authorized by the President, Executive Board, or the General membership in accordance with the budget adopted yearly by EIS-PTO.
- c. Provide a financial statement at each meeting.
- d. Present an annual report of the financial condition of the organization.
- e. Submit the books annually or upon change of officer for an audit by an Auditing Committee of no fewer than two members, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.
- f. Report the findings of the annual audit to the Executive Board.
- g. Be bonded for a sum sufficient to protect the unit from loss.
- h. Oversee the assistant treasurer.

Section 7. The Secretary shall:

- a. Keep a membership list.
- b. Line up speakers and/or presentations for monthly PTO meetings.
- c. Maintain the EIS-PTO's website.
- d. Communicate regularly with the PTO members via email or email software regarding current events at EIS, i.e. Special events, PTO meetings, etc.
- e. Coordinate with EIS personnel regarding weekly communication/newsletters.
- f. Coordinate social media sites for the PTO.
- g. Maintain the PTO master calendar.
- h. Send out thank you notes on behalf of the EIS Executive Board
- i. Coordinate online surveys and general PTO voting.
- j. Coordinate and publish the beginning of year membership/volunteer forms.

ARTICLE VIII: EXECUTIVE BOARD

Section 1. The members of the Executive Board shall be:

- a. elected officers
- b. Ex-officio members shall be the EIS School Principal, Assistant Principal, or his/her designated representative and a teacher representative.

Section 2. Duties of the Executive Board shall be to:

- a. Transact necessary business in the intervals between regular organization meetings and such other business as may be referred to it by the organization;
- b. Create special committees;
- c. Approve the plans of work of the Standing Committees;
- d. Report at the regular meetings of the organization;
- e. Appoint an Audit Committee at least one month prior to the end of the fiscal year to audit the Treasurer's accounts;
- f. Ensure a budget is prepared and submitted to the general organization for approval for the fiscal year;
- g. Approve and disburse spending up to \$500;
- h. Fill vacancies in elective and appointive positions; and
- i. Be bonded for a sum to protect the unit from loss.

Section 3. Any member of the Executive Board may be removed from the board for any reason by resolution adopted by 6/7 vote of the Executive Board.

Section 4. Regular meetings of the Executive Board shall be held with the date and time to be fixed by the Executive Board at its first meeting of the year.

Section 5. Special meetings of the Executive Board may be called by the President or when requested by two (2) members upon two (2) days' notice via email to each member of the Executive Board. No other business than that which is stated in the call shall be transacted at this meeting.

Section 6. At all meetings of the Executive Board, four (4) of the members of the Executive Board shall constitute a quorum for the transaction of business.

Section 7. Upon the expiration of the term of office or when individuals cease to hold an Executive Board position they shall be relieved of all duties and responsibilities. All records, books, and other materials pertaining to the position shall be turned over to the President and all funds pertaining to the position shall be returned to the Treasurer within 14 days.

ARTICLE IX: GENERAL MEMBERSHIP MEETINGS

Section 1. The Executive Board shall determine the date and frequency of General meetings of the organization. Meeting dates and times will be presented at the September General membership meeting. Thereafter, three (3) days notice shall be given to the membership of any change of date.

Section 3. For General meetings, one (1) percent of the current membership, including two officers, shall constitute a quorum for the transaction of business.

Section 4. Special meetings of the organization may be called by the President or a majority of the Executive Board with a minimum of two days notice. No other business than that which is stated in the call shall be transacted at this meeting.

ARTICLE X: FISCAL YEAR

The fiscal year of EIS-PTO shall begin on July 1 and end on the following June 30.

ARTICLE XI: DISSOLUTION CLAUSE

Section 1. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of 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.

Section 2. Procedure for dissolution:

- a. When a motion to disband is presented and seconded, it must be deferred for vote until the next meeting. All members must be notified by first class mail thirty (30) days prior to the meeting at which the vote will be taken on the motion to disband.
- b. At the next meeting the motion to disband is opened for discussion. A two-thirds (2/3) vote of members present and voting is required for the motion to be adopted.
- c. The books, records, and the unit's Charter shall be stored in the EIS library archive files.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rule of Order, Newly Revised, shall govern this organization in all cases in which they are applicable and in which they are not in conflict with the Articles of Incorporation.

ARTICLE XII: AMENDMENTS

Section 1. These bylaws may be amended at any regular General membership meeting of EIS-PTO by a two-thirds vote of those present and voting. Notice of proposed amendments must have been provided to the membership 1 week prior to the meeting.

Section 2. EIS-PTO may appoint a committee to submit a revised set of bylaws as a substitute for the existing bylaws. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Any prior approval votes shall not be overturned except by a majority of the Executive Board.

REVISED
August 2016

**CLEBURNE EUBANKS INTERMEDIATE SCHOOL
PARENT-TEACHER ORGANIZATION
STANDING RULES**

1. This Organization shall meet as presented at the September General Board meeting.
2. This Organization shall have the following standing committees:
 - A. Standing Committees:

Art Docent: This chairperson(s) shall be responsible for assisting the Art teacher with the coordination and delivery of the art program once a month. Training will be provided by an outside source twice a year. Volunteers who will assist in classroom will be recruited through online registration. This chair shall provide a regular update to the executive board through the VP-Operations.

Assistant Treasurer: The Assistant Treasurer shall assist the Treasurer and shall act as a liaison between the Treasurer and the Fundraising Committees. The Assistant Treasurer will help the Spirit Shop, including coordination with Spirit Shop Chairperson(s) to obtain money after each opening of the spirit shop as well as leave an agreed upon starting amount of money, and make sure the credit cards are updated by the Treasurer. The Assistant Treasurer is responsible for making deposits. The assistant shall provide regular updates to the executive board through the Treasurer.

Beautification: This chairperson(s) will be responsible for the aesthetic appearance of the exterior landscaping of EIS property. This chair shall provide a regular update to the executive board through the VP-Operations.

Cafeteria Coordinator: The chairperson(s) is responsible for scheduling volunteers to work in the café. Volunteers who assist in café will be recruited through online registration. This chair shall provide a regular update to the executive board through the VP-Volunteers.

Celebration of the Fine Arts: This chairperson(s) coordinates with the 3 departments involved: Art, Music and Choir. Assist Art Dept. with hanging art panels. Organize committee for pizza and ice cream sales the night of event. Promote the event via websites, flyer and/or weekly constant contact. Assist in taking down the art panels. This chair shall provide a regular update to the executive board through the VP-Volunteer.

Christmas is For Children: The chairperson(s) shall be responsible for organizing and delivering all of the gifts for the needy children at Christmas time. They work closely with agency to fulfill all the wish requests. Responsibility includes communication to EIS families and staff via weekly constant contact, website inclusion and handouts, if necessary. This chair shall provide a regular update to the executive board through the VP-Operations.

Community Partners: This chairperson(s) shall be responsible for coordinating the promotion and administrative handling of any community-based, product-based, or business-based partnership program (i.e.: label programs, grocery store incentives, and any other found by this chairperson). There are deadlines/timelines associated with each partnership that need to be considered when planning out the year. This chair shall provide a regular update to the executive board through the VP-Fundraising.

Copy Room Coordinator: This chairperson(s) shall be responsible for scheduling volunteers to work in the staff room making copies for EIS teachers. This chairperson will obtain a volunteer list from the VP Volunteers. This coordinator will need to compile a substitute list and provide the list to the secretary for posting to PTO website. This chair shall provide a regular update to the executive board through the VP-Volunteers.

Directory Database: This chairperson(s) shall design the format to be used for the directory and shall work with the Membership chairperson(s) to process PTO

memberships and distribute directories. The Directory Chairperson(s) shall work with the other participating schools in determining a printing firm to publish the directory. The district contact will provide the deadlines needed to get directories printed in a timely manner. This chair shall provide a regular update to the executive board through the VP-Operations.

Directory Ads: This chairperson(s) shall be responsible for working with the other participating schools within the district. A combined ad section is developed and is included in each school's directory. Jobs are assigned at the end of the school year and work is performed over the summer months. This chair shall provide a regular update to the executive board through the VP-Operations.

Encore and Special Services: This chairperson(s) will work with team leads to recognize staff birthdays, special events, holidays and year end. This chair shall provide a regular update to the executive board through the VP-Volunteers.

Front Desk Coordinator: This chairperson(s) shall be responsible for scheduling volunteers to work at the front office and lead an instructional meeting at the beginning of the year to train all front desk volunteers. The sub list will be compiled through the online registration. This chair shall provide a regular update to the executive board through the VP-Volunteers.

Fun Nights (5th and 6th Grade): This chairperson(s) shall plan one to three grade level events per year to take place at the school, usually on a Friday evening. This chair shall provide a regular update to the executive board through the VP-Fundraising.

Fundraising Initiative: This Chairperson(s) shall be responsible for the coordination and promotion for fundraising initiatives. They are also responsible for media alerts and communication to corresponding secretary for posting to constant contact and website. This chair shall provide a regular update to the executive board through the VP-Fundraising.

Historian: This Chairperson(s) is in charge of taking photos, or arranging for photos to be taken, of any PTO and/or school activities held at the school or in the community. The Chairperson(s) shall compile an annual scrapbook of any photos, published articles, and any other media involving school activities. This chair shall provide a regular update to the executive board through the Secretary.

Homeroom Coordinator(s) (5th and 6th Grade): This chairperson(s) shall be responsible for ensuring that each teacher has a capable Homeroom Parent assisting him/her. This committee informs all Homeroom Parents of any special events taking place in the classroom and coordinates activities and advises all HR Parents what their duties are. They work with the lead teachers to set up all HR Parents what their duties are. This chair shall provide a regular update to the executive board through the VP-Volunteers.

Hospitality: This Chairperson(s) shall be in charge of teacher luncheons, occurring no less than once per six weeks. This chairperson(s) may be responsible for Special Functions throughout the year, assisting with food for any staff special events. Budget would be tweaked if necessary to add these additional functions. This chair shall provide a regular update to the executive board through the VP-Volunteers.

Online Auction Coordinator: This chairperson(s) will be responsible for entering all online auction items for Fundraising team obtained by the VP-Fundraising and committee. This chair shall provide a regular update to the executive board through the VP-Fundraising.

Programs: This chairperson shall work with teachers and administration to bring enrichment programs to EIS for our students. This chairperson will work as a liaison between treasurer and teacher to secure the necessary funds needed for the program. In addition, this chairperson may be asked to support the teacher requests by researching programs, filling out paperwork and/or working directly with the program vendor. This chair will provide a regular update to the Executive Board through the VP-Operations.

SHAC Liaison: This chairperson shall be responsible for attending District Advisory Committee (DAC) and Student Health Advisory Committee (SHAC) meetings and reporting to the EIS PTO via updates at General meetings and/or through PTO newsletters. This chair shall provide a regular update to the executive board through the VP-Operations.

Semester Celebration Coordinator: This chair shall coordinate with administration to set small semester celebrations twice a year. EIS Staff selects students after each semester based on academics and behavior. This chair will lead committee to plan the snacks and treats for the celebration and attend the events to assist with set up and clean-up. This chairperson(s) shall provide a regular update to the executive board through the VP-Volunteers.

Special Events: This chairperson(s) will be responsible for planning special events and social activities for students and their families. Activities may include the Fall Family Picnic, Doughnuts for Dad, Muffins for Mom, and the Ice Cream Social. Responsibility includes communication to families and staff via constant contact, websites and handouts if necessary. This chair shall provide a regular update to the executive board through the VP-Operations.

Spirit Shop: Members of this committee sell school related merchandise to students and parents. Sales of these items take place regularly during the year at school functions. The chairperson of this committee is responsible for design, ordering, delivery and sales of all Spirit Shop inventory. This committee is responsible for communication regarding Spirit Shop openings and updates. This committee can also have two chairs. This chair shall provide a regular update to the executive board through the VP-Fundraising.

Teacher Appreciation Week: This chairperson(s) will be responsible for organizing all luncheons and activities related to Teacher Appreciation Week. Responsibility includes communication to the general PTO and staff all plans for the week. The TA Week committee will be recruited through online registration. This chair shall provide a regular update to the executive board through the VP-Volunteers.

Teacher Treats: This chairperson(s) shall coordinate the distribution of teacher treats and stocking the teacher lounge fridge three to four times a semester. This chairperson(s) shall provide a regular update to the executive board through the VP-Volunteers.

Welcome/Outreach: This committee greets all new families at EIS. They attend the new family registration prior to school starting. They present all new families with a packet containing school, PTO and community information. They will host a welcome breakfast at the beginning of the school year to formally welcome new and returning families. This committee will also serve as a contact for families and/or students with special needs and in times of extended illness and hardship. Duties may include providing meals, transportation, clothing and emotional support. The chairperson(s) will work closely with school administrators to assess needs and assure the privacy of individuals and their families. This chair shall provide a regular update to the executive board through the VP-Volunteers.

- B. Special Committees:
 - Audit
 - Budget
 - Bylaw Revision
 - Disbursement
 - Nominating
 - C. In the event the Chair position of any of the above Committees is vacant, the fate of the Committee for the year is determined by the Executive Board.
 - D. The term of each Chairperson shall be one (1) year or until the selection of his/her successor.
3. All Officers and Chairpersons are expected to:
- A. Have in their files a copy of the current Bylaws and Standing Rules.
 - B. Attend all General Board meetings. If unable to attend, chair must notify the President or one of the other Officers.
 - C. Submit a copy of an estimated itemized annual budget to the Treasurer at a date determined by the Treasurer and President.
 - D. Submit a **Year End Report** to the President by the May Annual meeting.
 - E. Retain all materials accumulated during each term as well as any records received from a predecessor. Records more than five (5) years old may be discarded at the discretion of the Chairperson and/or Executive Board, except President, Vice Presidents, Secretary and Treasurer who will retain records for seven (7) years.

- F. Deliver all inventory and procedure books to successor by June 30th.
 - 1) The Treasurer shall turn over the books at the close of fiscal year ending June 30th.
- G. When requesting reimbursement for purchases, submit a *Check Request*, with receipts to the Treasurer.
 - 1) The Treasurer will reimburse all reasonable expenses, excluding sales tax, up to the Committee's approved budget.
- 4. In addition to his/her day to day duties, the Treasurer shall:
 - A. Present a proposed budget at the first Executive Board meeting of the school year. He/she shall then present the proposed budget at the first General meeting of the school year for membership approval.
 - B. Pay, upon receipt, the notices of liability insurance and bonding.
 - 1) Those who have check signing privileges shall be bonded (Treasurer and President).
 - C. Determine the carryover balance for the next fiscal year by estimating funds necessary to run operations through the first fundraiser.
 - D. See that the necessary tax forms are filed with the IRS and the Texas State Comptroller's office.
 - E. Every September, submit a copy of the previous school year's 990 Statement and Income Statement to the CISD Accounting Department.
- 5. The Secretary shall:
 - A. Have a copy of the minutes available for the membership at all General meetings.
 - B. Request, at his/her discretion, motions to be submitted in writing.
 - C. Advise the President as to whether there is a quorum at the General meetings.
 - D. Provide copies of the previous month's minutes for each Executive Board member within a timely manner following the Board meetings.
- 6. Nominating Committee
 - A. The President shall not be a member of the Nominating Committee. *Refer also to Bylaws Article V, Section 1.*
 - B. Interested persons seeking an Executive Board position should notify the VP Operations; however, in the event the Nominating Committee does not find a qualified candidate among those candidates, the Nominating Committee reserves the right to seek other candidates.
 - C. Copies of the Bylaws, Standing Rules, duties of officers and nomination forms shall be made available at the committee's meetings.
- 7. Audit Committee
 - A. The current President and Treasurer shall not be members of the Audit Committee.
 - B. Form an Audit Committee every year. The Committee shall consist of a current Executive Board member, incoming Treasurer and President, if applicable, and two current EIS-PTO members. A fiscal year-end financial statement shall be presented to the Executive Board.
- 8. Bylaws shall be reviewed at least every three (3) years.
- 9. These Standing Rules may be amended or rescinded at any meeting by a 6/7 vote of the Executive Board. Additional Standing Rules may be adopted at any meeting by a majority vote of the Executive Board. Standing Rules can be suspended for the duration of any session by a majority vote of the Executive Board. The Bylaws of this Organization supersede the Standing Rules and there shall be no issues included in these Standing Rules that will be in conflict with the Bylaws.