



Tamarron Elementary School
Parent Teacher Organization Bylaws

Article 1: Name

The name of the organization shall be Friends of Tamarron PTO, which may also be referred to as the FOT. The organization is located in Fort bend County at Tamarron Elementary, 29616 Rileys Ridge, Katy, TX 77494.

Article 2: Philosophy

The non-profit organization, Friends of Tamarron PTO, works to improve the learning opportunities for all students of Tamarron Elementary. It is a partnership between families, faculty and administration that requires the commitment of all sides to accomplish its goals.

Article 3: Purpose and Mission Statement

The non-profit organization, Friends of Tamarron PTO, is organized for the purpose of supporting and enhancing the educational experiences of the students, faculty, and parents at Tamarron elementary. To accomplish this goal FOT members will volunteer their time to: Foster the relationship between administration, faculty, students, parents and community; Encourage open communication; and engage in fundraising activities to financially support programs and events not funded by the annual school budget.

Article 4: Policies

This organization shall support the students, parents, administration, and faculty of Tamarron Elementary by: Engaging in fundraising activities; Supporting student enrichment activities; Providing a forum for parent, faculty, administration and student interaction through school and community events; Promoting open communication between Tamarron Elementary School parents, administration, faculty, and the community; Providing education and personal enrichment to the students and faculty of Tamarron Elementary.

Section 1: The FOT organization is organized and shall operate exclusively for the charitable and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code concerning tax-exempt

organizations.

Section 2: The FOT organization shall be an autonomous, independent decision-making group that works cooperatively with Tamarron Elementary School staff and administration to support quality education for all students.

Section 3: The FOT organization shall be nonpartisan, non-sectarian, and non-commercial.

Section 4: The FOT organization shall not discriminate based on age, sex, creed, or national origin.

Section 5: The FOT organization shall not directly or indirectly participate in or intervene in politics in any way, including but not limited to publishing or distributing statements or literature on behalf of any political campaign or candidate for public office, endorsing any candidate, or endorsing any political issues. This shall include using any of the FOT electronic media accounts for such purposes. Nor shall FOT devote any part of its activities to attempt to influence legislation.

Section 6: The FOT organization may support the Board of Education's annual quality education for all students.

Section 7: The FOT organization and/or the names of any of the executive board, acting in their official capacity as an FOT Executive Officer, shall not be used in connection with any commercial concern, with any partisan interests, or for any reason not appropriately related to promoting the purpose of FOT as set forth in Article 3.

Section 8: FOT shall not engage in any other activities not permitted by an organization exempt from Federal Income Tax under 501 (c)(3), or (b) by an organization, contribution to which are deductible under Section 170 (c) (3) of the Internal Revenue Code.

Article 6: General Membership, Annual Dues, and Rights

Section 1: Membership Eligibility: All current school faculty members, parents, grandparents, guardians or other adult standing in loco parentis for a student who currently attends Tamarron Elementary are eligible for membership upon payment of the annual PTO dues. Membership is effective upon receipt of the annual membership dues.

Section 2: Annual Membership Dues:

The annual membership dues shall be set annually by the Executive Board and shall be published to the

PTO website by August 1st of each year. Any proposed changes to the membership dues shall be presented to the Executive Board for review and vote. Dues may only be modified by majority vote of the Executive Board. Majority vote is defined as half of the Executive Board +1. Annual membership dues are to be paid by the first general membership meeting of the school year or upon registration as a new member. Annual Membership dues will not be discounted for members who join the organization after the first general membership meeting.

Section 3: Membership Registration:

Each member of FOT is required to register as a member of the PTO by completing a paper form at a membership drive or completing the online registration on the PTO website and making a \$10 payment.

Section 4: Membership Rights:

Members shall have the right to attend and participate in all general membership meetings, activities, and annual elections. Each general member shall have one vote for the purpose of elections and motions proposed by the FOT Executive Board during general membership meetings. Paid members have the rights to view the financial records by writing (via email or handwritten request) to the treasurer. Once membership is confirmed, records will be made available within 3 business days.

Section 5: Membership Recruitment: FOT shall conduct an initial enrollment drive through meetings and other activities, as determined by the Executive Board, at the beginning of each academic school year. However, members may be admitted at any time throughout the academic year.

Article 7: Executive Board

The Executive Board shall consist of the following FOT executive officers: The President, Vice-President, Secretary, Treasurer, Fundraising Directors, VIPS Coordinators, Historian, Membership Coordinator and Communications Coordinator.

Section 1: The Executive Board shall manage the property and have general supervision of the affairs of FOT.

Section 2: The Executive Board, with collaboration with the school administration, shall plan activities, select fundraising projects, and disburse funds for student and faculty enrichment.

Section 3: The Executive Board has the authority to create new officer positions as needed and to eliminate positions as needed.

Section 4: The Executive Board shall meet monthly during the academic year to review the annual budget,
Friends of Tamarron PTO- Bylaws

disperse funds, approve fundraising plans and events, approve student and faculty enrichment events, and to perform all other duties necessary to carry out the purpose of FOT

Section 5: The Executive Board shall be responsible for setting organization policies and updating the organization bylaws as necessary.

Article 8: Executive Officers

Section 1: Elections

Executive officers are elected positions. Elections for Executive Officers shall be held, as needed, at the last general membership meeting of the academic year

Section 2: Term of Service

Executive Officers shall be elected for a term of two fiscal years. The fiscal year begins July 1st and ends on June 30th of the following year.

Section 3: Term Limits

No Executive Officer shall be eligible to serve in the same executive position for more than two consecutive terms unless no one else wishes to serve in that position. In the event that no one else wishes to serve in that position, the Executive Officer's term can be extended by one fiscal year.

Section 4: Newly Elected Officers

Newly elected executive officers shall assume their official duties on July 1st, the year of the election, and serve for a term of two fiscal years. The FOT fiscal year is July 1st to June 30th of the following year.

Section 4: Restrictions

A person may not hold more than one Executive Officer Position at a time.

Section 5: Compensation and Profits

Executive Officers shall not be compensated monetarily or with goods for his or her service. Executive Officers shall not profit financially from any activity sponsored by the FOT organization.

Section 6: Vacancies

In the event that an Executive Officer, other than the President or Vice-President, vacates their position prior

to the end of the academic year, the Executive Board is responsible for selecting a general member to fill the vacancy. At the next regularly scheduled Executive Board Meeting, the Executive Board shall review any nominees and approve, by majority vote, a general member to fill the vacancy. If a vacancy occurs in the office of the President, the Vice-President shall assume the office of the President until the end of the President's term. In the event there is a vacancy in the office of the Vice-President, the Executive Board shall nominate and elect, by majority vote, an existing board member to fill the vacancy until the end of the academic year.

Section 7: Removal from Office

An Executive Officer can be removed from office by majority vote from present members at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least three (3) days prior to the meeting.

Article 9: Duties of Executive Officers

Section 1: Summer Planning

Executive Officers shall attend all appropriate planning meetings during the summer prior to the start of the next school year.

Section 2: Attendance

Executive board members shall attend all executive board meetings, general membership meetings, and fundraising events hosted by Friends of Tamarron, unless otherwise communicated absence at least 2 weeks prior. Executive officers who fail to attend 3 consecutive meetings or events may be subject to removal by the Executive Board.

Section 3: Training Newly Elected Officers

The President and Vice-President shall meet with the newly elected officers to review the position requirements and expectations before the newly elected officer assumes their duties on July 1st.

Section 4: Office Specific Duties

- A. President:** The President shall be the Principal Executive Officer of the FOT organization and is a member of the executive board. The President shall in general, supervise, and oversee all activities of FOT. The President shall preside over all FOT general membership meetings and executive board meetings. The President shall approve the proposed agenda 2 days prior to all regularly scheduled general meetings and executive board meetings. The President also has the authority to call special meetings as necessary to

fulfill the duties of the executive board. The President shall act as a liaison between the executive board, Tamarron administration, and the school district. The President shall schedule and coordinate an annual meeting with the school principal at the beginning of or prior to each academic year, to review and approve the activity calendar for the upcoming school year and to gather information about the future needs of the school. The President shall also schedule and coordinate meetings with school administration as needed. The President shall oversee all FOT committees and executive officers to ensure that the purpose of FOT is being promoted. The President will ensure that all bylaws and policies are followed by members of the executive board. The President may assign duties and tasks to executive officers based on the officer's skill sets. The President shall review all financial statements quarterly. The President shall have access to the FOT checking account and all other financial platforms used by the FOT to conduct business. The President shall oversee the election process each year without bias.

- B. Vice-President:** The Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence, resignation, disability, or inability to serve. The Vice-President shall act as parliamentarian for all general membership and executive board meetings by maintaining order. The Vice-President is responsible for ensuring that the basic principles of parliamentary procedure are followed, the meeting follows the agenda, and that only one matter is considered at the time. The Vice-President shall promote courtesy, justice, impartiality, and equality in all meetings. The Vice-President shall also assist with the election process each year. The Vice-President shall work side by side with the Treasurer to reconcile monthly financials and assist the treasurer as needed. The Vice-President shall be listed on the bank account along the Treasurer. The Vice-President shall update and run the friendsoftamarron.com website. The Vice-President shall also oversee all committees assigned to him/her.
- C. Secretary:** The Secretary shall maintain complete and accurate records of the PTO, including the bylaws, minutes, transaction records, contracts, correspondence, yearly bills and other FOT related documents. Records shall be stored in a secure location and shall be made available upon request of any member of the organization. Past records shall be maintained for a minimum of five fiscal years. The Secretary shall record the minutes of all general membership and executive board meetings of FOT. The Secretary shall maintain a list of any and all items voted on at all meetings. Meeting minutes are to be presented at the following executive board meeting for approval and posted on the FOT website within seven days of approval. The secretary will create the monthly board meeting agendas and the agendas for the general membership meeting. The secretary is to send the proposed agendas to the President for review and approval seven days prior to the scheduled meeting. The secretary will send the approved agenda to all board members or general membership members five days prior to the meetings. The Secretary is to take roster at each meeting and record all members in attendance. The Secretary shall create an FOT monthly

newsletter to be sent out by the second Thursday of each month; this newsletter must be sent to the principal for approval and distribution by the Tuesday before. The secretary shall also oversee any committees assigned to him or her.

D. **Treasurer:** The treasurer shall have control of all the organization's funds (including but not limited to, donations, and fundraising sales and contributions) and shall perform all banking duties. The treasurer shall keep a full, current, and accurate account of all organization receipts and expenditures. The Treasurer shall prepare a budget, with the assistance of the Vice-President, in April of each year. The budget shall be presented at the executive board meeting in May of each year after President's initial approval. The principal budget is to be reviewed and incorporated as necessary. The complete budget shall be reviewed and approved by majority vote of the Executive Board at the final scheduled board meeting of the school year. The treasurer shall ensure that the budget adopted by FOT is followed. The treasurer shall make disbursements as authorized by the President of the Executive Board. The treasurer shall present a financial statement every executive board meeting and general membership meeting. The treasurer shall make financial statements available upon request of any executive officer or general member. The treasurer shall work closely with the Vice-President to reconcile financial information on a monthly basis to ensure transparency and accuracy. The treasurer shall prepare a year-end financial statement by May 30th of each year. If a new treasurer has been elected for the upcoming school year, the treasurer shall transfer all bank account information and financial information to the newly elected treasurer by June 30th. The treasurer is responsible for maintaining the organization's tax-exempt status under section 501 (c)(3) and complying with all requirements. The treasurer shall completely and timely file all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)3 status, as applicable with the assistance of an accountant; and maintain accurate records of such. The treasurer shall audit all invoices and receipts submitted for payment or reimbursement to ensure that each request is in compliance with FOT policies. The treasurer shall pay all bills and disburse funds as approved and authorized by the executive board. The treasurer may act as a purchasing agent for the organization. The Treasurer shall send reimbursement to executive board members and other members who submit an eligible receipt for approved purchases within 7 days of the purchase. The treasurer shall perform such other duties as may be delegated to him/her. The treasurer shall oversee the committees assigned to him/her. The treasurer shall be designated on the organization's bank signature card, along with the Vice-President, and shall have access to all of the organization's bank records. The treasurer shall hold onto the FOT debit card in a secure lockbox. The vice president will hold onto the keys for the lockbox. The debit card will be used to make purchases over \$150.00 on behalf of FOT with the executive board's permission. The treasurer is elected to a two-year term.

E. Fundraising Director: The Directors of Fundraising shall be responsible for research and recommendation of fundraising ideas to the Executive Board. The Fundraising Directors are also responsible for all aspects of any fundraising event. The Fundraising Directors must present fundraising recommendations to the board for vote. The Fundraising Directors must present a schedule of all previous fundraising events for the current school year by the last board meeting. The Fundraising Directors must present a tentative schedule of all fundraising events for the new school year by the first board meeting. All events & dates must be approved by the principal and board members at least 30 days in advance, and all social media, flyers & advertisement must be submitted for approval two weeks prior to roll out of event, and to the Secretary as soon as these are approved. The Fundraising Directors must know and comply with LCISD fundraising policies. The Fundraising Directors shall perform such other duties as may be delegated to him/her. The Fundraising Directors shall oversee and coordinate all fundraising committees. The Fundraising Directors shall also oversee any other committee assigned to them and work closely with the VIPS coordinators to ensure smooth execution of events. The Fundraising Directors are elected to a two-year term.

F. VIPS Coordinator: The VIPS coordinators shall be responsible for the determining the campus needs for volunteer services and for recruiting and training of parents interested in volunteer programs. The VIPS Coordinators are also responsible for scheduling of volunteers and volunteer programs, as well as scheduling of volunteers and coordinating with the district. The VIPS Coordinators will also be responsible for organizing school events, such as but not limited to: Mother-son event, Father-daughter dance, Winter parties, End of year parties, etc., and creating additional committees, such as but not limited to: Work Room, Office, Field Days, Special Programs, Bulletin Boards, Welcome Committee, and Hospitality. The VIPS Coordinators will present a schedule of the past events for the current year by the last board meeting of current school year. VIPS Coordinators will present a tentative event schedule for approval by the first meeting of the new school year. The VIPS Coordinators must work closely with the Fundraising Directors to ensure smooth execution of events. The VIPS Coordinator shall perform such other duties as may be delegated to him/her. The VIPS Coordinator shall oversee any other committees assigned to them. The VIPS Coordinators are elected to a two-year term.

G. CO-VIPS Coordinator: The CO-VIPS Coordinators shall create a Homeroom Parent Committee and appoint a Homeroom Parent Coordinator per grade level. They will be responsible for organizing

and holding meetings with homeroom parents prior to events. The CO-VIPS Coordinator shall work closely with the VIPS Coordinator to make sure all events are happening according to the schedule. The CO-VIPS Coordinators are elected to a two-year term.

H. Historian: The Historians shall be responsible for recording all major activities of Tamarron Elementary and preparing a yearbook to be kept at the school and made available for sale. The Historian will make sure to gather all media from the necessary members assigned to specific events. The Historian will be over the yearbook committee and work with the VIPS to assure a good account of the school year is captured. The Historians shall perform such other duties as maybe delegated to him/her. The Historians shall oversee the committees assigned to him/her. The Historian shall be elected to a two-year term.

I. Membership Coordinator: Help recruit PTO members with an annual membership drive, manage PTO membership list, volunteers to chair events and volunteers at events. The membership coordinator shall act as a liaison between members, volunteers and the executive board. The Membership Coordinator will work closely helping VIPS in the gathering and oversight of the Room Mom volunteers. The Membership Coordinator is elected to a two-year term.

J. Communication Coordinator: The Communication Coordinator shall: work alongside with the VP to update the website and will make posts to all social media accounts to keep members updated. The communication coordinator will also assist the secretary with the newsletter. The Communication Coordinator shall design all flyers for all FOT events and fundraisers. The Communication Coordinator is elected to a two-year term.

Section 5: Eligibility

An Officer of FOT must be the parent or legal guardian of a student enrolled at Tamarron Elementary during the year in which the officer serves.

Section 6: Nominations

Nominations for Officers' positions shall be submitted by the first May PTO meeting. Any member in good standing may become an officer.

Section 7: Elections

All Officers shall act in the best interest of the PTO.

Article 10: General Membership Meetings

Section 1: General PTO Meetings

General Membership meetings shall be held a minimum of 4 times per school year at a date and time pre-determined by the Executive Board at the beginning of the school year. The last regularly scheduled general membership meeting of the school year shall be the meeting at which annual reports shall be read and officer elections shall take place. In the event that LCISD is not allowing meetings or there is a current increase in covid numbers, all meetings will be postponed or held via zoom.

Section 2: Voting

Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not applicable.

Section 3: Quorum.

The presence of five (5) executive officers and one general member constitutes a quorum for the purpose of voting in a general membership meeting.

Article 11: Fiscal Policies

Section 1: Fiscal Year

The fiscal year for the FOT organization begins on July 1st and ends on June 30th of the following year.

Section 2: Use of PTO Funds

Organization funds shall be used only for the purpose of funding programs, events, donations, and items that directly benefit the students, administration, and faculty of Tamarron Elementary School. Two people will count all money before deposited into the bank account. Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the executive board.

Section 3: Income

All funds raised by FOT or on behalf of FOT shall be documented and submitted to the Treasurer within 3 days of receipt. All funds received by the Treasurer shall be deposited into the PTO bank account within 3 days of

receipt. Separate deposit receipts should be maintained for funds received from each unique fundraising event. Each cash box will be counted by two individuals and signed off by them prior to providing the funds to the treasurer.

Section 4: Expenses

Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Treasurer will submit all requests for reimbursement to the Vice President for approval. No member is allowed to self-reimburse. Reimbursement requests should be submitted to the PTO Treasurer within 7 days of the incurred expense or by 10 days after the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any advance to cover expenses prior to a purchase must be documented in detail and paid with a check. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

Section 5: Non-Budgeted Requests

Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO. The Executive Board shall be allowed to input and agree on all non-planned requests made by school officials if it is requiring the immediate need of funding. All requests should be sent directly to the FOT main email.

Section 6: Reporting

An updated financial report shall be made available to each PTO member at each PTO meeting. An annual report will be due at the end of each fiscal year and provided to the PTO committee and made available to any party upon request.

Section 7: Carry-Over

The PTO is authorized to carry over funds for the following fiscal year. Funds will be in excess of \$1,500 for the main FOT account and \$500 for the 5th grade sub-account.

Section 8: Contracts

No Officer shall secure or enter into any contract in the name of FOT without the approval of the Executive Board. Approval by the Executive Board requires a majority vote. A majority vote is defined as half of the officers +1.

Section 9: Cashbox Procedures

Treasurer will put no more than \$175 in cash in the box. The member handling the cash box must sign off on the amount received in front of the treasurer. All transactions performed using the funds in the box are to be documented. Member(s) handling cash box(s) will count total collected at the end of the event. Two members will sign off on amount totaled in the box(s). Treasurer will then verify funds after the two-person count. Funds are then to be deposited into the FOT bank account per previously mentioned timelines. The Treasurer can have a sperate cash bag with \$500 worth of change at each event to make change for the cash boxes.

Article 12: Conflicts of Interest

Section 1: If the Executive Board of FOT or an FOT committee chair has a financial interest that conflicts with the interest of the FOT organization, the individual must bring the potential conflict to the attention of the Executive Board and refrain from deliberating or voting on any decision with respect to the matter.

Section 2: No Executive Board or Committee Chair of FOT shall make a personal profit from any FOT and or Tamarron Elementary activity. Donations may be made by an Executive Board Member on his/her name or business name and can be publicly acknowledged, however, no money should be paid to any Executive Board Member for any services rendered for any FOT activities or events performed by said Executive Board member or business owned by him/her.

Section 3: Executive board members cannot use any information gathered for FOT business for personal use during or after their term on the FOT executive board.

Article 13: Amendments of Bylaws

Section 1: Proposed Amendments

Any general member of FOT or executive officer may make a written or oral proposal for amendments to the bylaws.

Section 2: Comments and Suggestions

Proposed amendments should be placed on the agenda for the next scheduled general membership meeting and the floor shall be open to comments and suggestions by the general members.

Section 3: Vote on Proposed Amendments

The executive board should review the proposed amendment and the comments/suggestions at the next scheduled board meeting. The executive board shall vote on the proposed amendments. Amendments must be
Friends of Tamarron PTO- Bylaws

approved by a majority vote of the Executive Board. Majority vote is defined as half of the executive officers +1 executive officer.

Section 4: Announcing Results of the Vote

The executive board should announce the results of the vote at the following general membership meeting.

Section 5: Modification of the Bylaws

The bylaws will be modified to reflect the amendments and published on the FOT website within seven days of the general membership meeting.

Article 14: Dissolution

Upon dissolution of this organization, all funds left in the Treasury shall be used solely for Tamarron Elementary School at the discretion of FOT.

These bylaws were adopted on December 3, 2021

January 5, 2022