



FRIENDS OF TAMARRON ELEMENTARY

Article 1: Name and Description

Section 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.

Section 2. Description: The FOT is an independetly decision-making organization 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.

Article 2 : Goals and Purpose

The goal of FOT is to help achieve better lives for children through education and parent involvement. The purpose of the FOT is to aid and support the faculty, students, and community of Tamarron Elementary School. This is to be accomplished through volunteering of time and talents of FOT members, and financially, through fundraising efforts.

Article 3 : Policies

This organization shall support the students, teachers, and volunteers of Tamarron Elementary by engaging in fundraising activities, supporting student enrichment activities, providing a forum for staff, administration and student interaction, through school and community events. Promoting open communication between Tamarron Elementary School parents, administration, and staff. Providing educational and personal enrichment to the students and staff of Tamarron Elementary.



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Section 1: The FOT organization shall not discriminate based on age, sex, religion, or origin.

Section 2: 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.

Article 4: General Membership

All current school faculty members, parents, or guardians of a student who currently attends Tamarron Elementary are eligible for membership upon enrollment. No dues should be collected.

Section 1: Membership Rights:

Members shall have the right to attend and participate in all general membership meetings 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. All members have the rights to view the financial records by writing (via email or handwritten request) to the president. Once membership is confirmed, records will be made available within 3 business days.



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Article 5: Executive Board and Duties

The Executive Board shall consist of the following FOT executive officers: The President, Vice-President, Secretary, Treasurer(s), Fundraising Team, VIPS Coordinator(s), Historian(s), Communications Coordinator(s), and Hospitality Coordinator.

Policies :

1. The Executive Board, with collaboration with the school administration, shall plan activities, select fundraising projects, and disburse funds for student and faculty enrichment.
2. The Executive Board has the authority to create new officer positions and eliminate positions as needed.
3. The Executive Board shall meet monthly during the academic year to review the annual budget and plan for upcoming events.
4. The Executive Board shall agree in setting organization policies and updating the organization bylaws as necessary.
5. All Executive board members should sign a code of conduct, once they accept their position in the board to be kept on file by the secretary (The code of conduct should be received by the secretary within 15 days of each new member accepting their position)
6. An Executive board member may be removed by board vote for non attendance, deemed negligence of duties, or financial negligence of school or FOT funds.
7. An elected or incoming president or vice president should have been part of the executive board prior to and have served a full year term in another position.



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Section 1: Term of Service

Executive board members shall be elected for a term of two years. Only in the event that no one else wishes to serve, can the term be extended each year. The term of a board member ends on the last official day of school and begins the day after that. Current board members should provide training and materials to the newly elected or incoming board members by the first week of May.

Section 2 : Restrictions

A person may not hold more than one Executive member positions at a time unless approved by the board.

Section 3 : Vacancies

If an Executive board member, 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 before the end of the school year, 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 4 : Duties of Executive Board

A. President The President shall:



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- Be the Principal Executive Officer of the FOT organization.
- Serve as the primary contact for the principal
- In general, supervise, and oversee all activities of FOT.
- Preside over all FOT general meetings and executive board meetings.
- Approve the proposed agenda 2 days prior to all scheduled general meetings and executive board meetings.
- Has the authority to call special meetings as necessary to fulfill the duties of the executive board.
- Act as a liaison between the executive board, Tamarron administration, and the school district.
- 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. May also schedule and coordinate meetings with school administration as needed.
- Oversee all FOT committees and executive officers to ensure that the purpose of FOT is being promoted.
- Will ensure that all bylaws and policies are followed by members of the executive board.
- May assign duties and tasks to executive board members based on the officer's skill sets.
- Shall review all financial statements quarterly.
- Shall have access to the FOT checking account and all other financial platforms used by the FOT to conduct transactions.



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- Shall oversee the election process each year without bias.

The President is to serve a two year term. A new President must be within the current board.

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.
- Act as parliamentarian for general members and executive board meetings by maintaining order.
- 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.
- Assist with the election process each year.
- Be listed on the bank account.
- Oversee all committees assigned to him/her.

C. Secretary: The Secretary shall:

- Keep all records of the FOT, take and record meeting minutes
- List of any and all items voted on at all meetings
- Present minutes to the President for approval 3 days prior to Executive board meeting and prepare the agenda.
- Keeps a copy of the minutes, bylaws, signed Codes of Conduct, and any other necessary supplies, and brings them to meetings.
- Record attendance at every executive board meeting

D. Treasurer: The treasurer shall:



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- Receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board.
- He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board and make a full report at the end of the year.
- The treasurer is responsible for maintaining the organization's tax exempt status under section 501 (c)(3) and complying with all requirements.

E. Fundraising Team: The Directors of Fundraising shall:

- Be responsible for research and recommendation of fundraising ideas to the Executive Board.
- Are also responsible for all aspects of any fundraising event.
- Must present a spreadsheet of all previous fundraising events for the current school year by the last board meeting.
- Must present a tentative schedule of all fundraising events for the new school year by the first board meeting.
- All events & dates must be submitted to the President at least 30 days in advance, and all social media, flyers & advertisement must be submitted for approval two weeks prior to the event and then sent to the Communications as soon as these are approved.
- Must know and comply with LCISD fundraising policies.
- Shall oversee and coordinate all fundraising committees.
- Also oversee any other committee assigned to them and work closely with the VIPS coordinators to ensure smooth execution of events.



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F. VIPS Coordinator: The VIPS coordinators shall:

- Be responsible for determining the campus needs for volunteer services and for recruiting and training of parents interested in volunteering.
- Also responsible for scheduling of volunteers and volunteer programs, as well as scheduling of volunteers and making sure they are approved through the district raptor.
- Will also be responsible for organizing school events, such as but not limited to: Mother-son event, Father-daughter dance, Events planned for the year, etc.
- Creating additional committees for the Work Room, Office, Field Days, Special Programs or anything else the school needs help with.
- Will present a tentative event schedule for approval by the first meeting of the new school year.
- Must work closely with the Fundraising Directors to ensure smooth execution of events.
- Perform such other duties as may be delegated to him/her by the President.
- Oversee any other committees assigned to them.

G. CO-VIPS Coordinator: The Co-VIPs Coordinator shall:

- Create a Homeroom Parent Letter, Assign a Homeroom Parent (s) to each class, and appoint a Homeroom Parent Coordinator per grade level.
- Be responsible to prepare any notes and attend meetings with homeroom parents and admin prior to events.
- Organize and head a 5th Grade Committee to let parents know of the end of the year celebrations for 5th graders, as approved by admin and President.



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- The CO-VIPS Coordinator shall work closely with the VIPS Coordinator to make sure all events are happening to the schedule.

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 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 by the President.

I. CO-Historian: The CO-Historian shall:

- Assist the Historian in all tasks related to the yearbook and collect pictures of events.

J. Communications: Communications shall:

- Update the website and will make posts to all social media accounts to keep members updated.
- Create and update our bulletin board at the school located near the entrance of the building, aside of Nurse's office.
- Design all flyers for all FOT events and fundraisers.
- Post on all social Media of upcoming events or school information as approved by the President.



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K. Co-Communications: Co-Communications shall:

- Assist the communication coordinator with event flyers, bulletin board and social media websites.

L. Hospitality Coordinator: Hospitality Coordinator shall:

- Keep a calendar with all special celebration dates such as Admin Day, Custodian Day, Nurse's Day, etc.
- Create a basket idea or gift to give from FOT
- Keep a calendar of all staff birthdays to celebrate every month and decorate teachers' lounge.
- Be responsible to pick up cake and take to the school on birthday celebration days.

Section 5 : Summer Planning

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

Section 6 : Attendance

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



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Section 7 : 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 the next day following the end of the academic school year.

Section 8 : Eligibility

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

Section 9 : Nominations

Nominations for Officers' positions shall be submitted by the first April PTO meeting. Any member in good standing may become an Executive Board Member.

Section 10 : Elections

All Officers shall act in the best interest of the PTO. The election process shall take place as follows:

- A nomination form with position wanted and availability shall be created on a google doc and posted on the FOT social media.
- The deadline for the submission of nominees will be determined by the President but has to be before our May Board Meeting in order for a copy to be shared.
- If a nominee is unopposed, the nominee is elected.
- If a position is contested, an election must be held at the May general meeting or posted online for nomination.
- President will make a decision after nominations have been made and closed.



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- The outgoing President and outgoing VP shall schedule a meeting with the new board to discuss the job duties, hand over any necessary documentation, and discuss the bylaws and code of conduct.

Article 6: General Membership Meetings

Section 1: General PTO Meetings

General Membership meetings shall be held a minimum of 2 times per school year at a date and time predetermined 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 Executive Board Member elections shall take place. In the event that LCISD is not allowing meetings all meetings will be postponed or held via zoom.

Section 2 : 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.

Section 3 : 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 staff of Tamarron Elementary School. Two people will count all the money before it is deposited into the bank account. Any and all items that involve spending money over \$500 must be presented to the Executive Board for a vote.



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Section 4 : Income

All funds raised by FOT or on behalf of FOT shall be documented and submitted to our drive as documentation by the President or Treasurer. All funds received shall be deposited into the PTO bank account as soon as possible by the President or Treasurer. Each cash box will be counted by two individuals and signed off by them prior to providing the funds to the President or treasurer. A cash box tally sheet is located in our drive.

Section 5 : Expenses

Reimbursements for all expenses shall be made only after receipts for the expenditures have been documented, and approved by the PTO President or Treasurer. Treasurer will submit all requests for reimbursement to the President for approval. Reimbursement requests should be submitted to the PTO President or Treasurer and must be accompanied by a receipt. Any advance to cover expenses prior to a purchase must be approved by the President.

Section 6: Reporting

An updated financial report shall be made available to each PTO member at each PTO meeting. Each report will be available in the drive used for the PTO committee and a copy made available to any party upon request.

Section 7: Contracts

No Executive Member shall secure or enter 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 members +1.



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Section 8 : Cashbox Procedures

President or Treasurer will put no more than \$200 in cash in the box. Member(s) handling cash box(s) will count total collected at the end of the event. President and Vice President will sign off on the amount totaled in the box(s). If either one member is not available then President will assign one to sign off. President or Treasurer will then verify funds after the two-person count. The President or Treasurer can have a separate cash bag with \$500 worth of change at each event to make change for the cash boxes.

Article 7 : Conflicts of Interest

Section 1: If the Executive Board of FOT or an FOT committee 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 President and Executive Board for a resolution or voting on any decision with respect to the matter.

Article 8 : Amendments of Bylaws

Section 1: Proposed Amendments

An Executive Board Member may make a proposal for amendments to the bylaws but will have to be discussed during board meeting and voted on. Once agreed on, the change will be made official and updated on our Bylaws.

Article 9 : Dissolution

TIMBERWOLVES



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

I have read and accepted the Friends of Tamarron-PTO

ByLaws as stated above.

Executive Board Position:

Print name:

Signature:

Date:

****These bylaws were Updated ****