

Revision: Fall 2015

**Bylaws of the Cottonwood Creek Elementary School
Parent Teacher Organization**

**ARTICLE I
Name**

Section 1.01 Name of Organization

The name of the organization is COTTONWOOD CREEK ELEMENTARY PARENT TEACHER ORGANIZATION (hereafter referred to as PTO), Coppell, Texas. It is a local and independent unit organized by the parents and faculty of the school.

**ARTICLE II
Objectives**

Section 2.01 Objectives of the PTO

- a. To promote the welfare of children in home, school, and community.
- b. To develop between parents and educators, unified efforts that will secure for all, the highest advantages in physical, mental, and social education.
- c. To cultivate the closer relationship between parents and teachers in the education of children.
- d. To be organized for educational support, including the enhancement of, and contribution to, events that affect Cottonwood Creek Elementary School, Coppell, Texas.

**ARTICLE III
Basic Policies**

Section 3.01 Basic Policies of the PTO

- a. The PTO shall be non-commercial, non-sectarian, non-partisan.
- b. The PTO may cooperate with other groups concerned with child welfare. Persons representing the PTO in such matters shall make no commitments that bind the PTO.
- c. The PTO shall work with the school to provide quality educational support for all children.
- d. The PTO shall operate, for all purposes, on an accounting year that shall begin on

the first day of July and end on the thirtieth day of June each year. Prior to the first day of July, each year, the PTO President and the Treasurer shall develop the following year's fiscal line-item budget. This budget will be submitted to the Executive Council no later than the following August, to be voted on no later than the September Board meeting.

- e. All funds of the PTO, not otherwise employed, shall be deposited to the credit of the PTO in such depositories as the Board of Officers, by resolution, may select.
- f. The Board of Officers may accept, on behalf of the PTO, any contributions, gifts, bequests, or other device for the general purposes or a specific purpose of the PTO.
- g. The PTO shall keep accurate, complete books, records of accounts, and minutes of the proceedings of general meetings of the PTO and the meetings of the PTO Board of Officers.
- h. In the event of the dissolution of the PTO, its net assets shall be distributed as determined by the Board of Officers, but only to organizations organized and operated exclusively for educational purposes and shall, at the time, qualify as an exempt organization under section 501c, part (3) of the Internal Revenue Code of 1986 or any corresponding provision of any subsequent revenue law or laws.
- i. All checks, drafts, and other orders for the payment of money, or any evidence of indebtedness issued in the name of the PTO shall be signed by the

Treasurer. If

the amount of the check equals or exceeds \$2500, the check shall also be signed by the President or Vice President. The Treasurer shall not write any checks payable to him/herself without the signature of the President.

- j. The Treasurer shall present, at each General Meeting of the PTO, a full and clear statement of the business and the condition of the PTO. They shall

include a

reasonably detailed balance sheet and income statement.

- k. The Principal of Cottonwood Creek Elementary School, or its appointed representative, shall approve all communications sent out to the PTO General Membership or school population.
- l. The Treasurer's account shall be examined quarterly, or as often as deemed necessary, by the Board of Officers. The accounts shall be examined by an auditing committee of not less than three (3) members. A written report shall be provided two (2) weeks prior to the end of each quarter. See Article XIII.
- m. All collected money shall be turned over to the Treasurer or President within one week of its receipt, with the exception of special projects when collection procedures are determined by the Treasurer, President, and Fundraising Coordinator.
- n. Reimbursements are approved by the Treasurer, provided the appropriate reimbursement request form is used, all receipts are attached, and the expense does not exceed the budget line item that the expense is to be applied against. In the event the expense exceeds the budgeted amount, the President may approve the overage as long as the overage is fifty dollars (\$50) or less. The Board of Officers must approve any excess over fifty dollars. Expenses must be submitted within sixty (60) days of their incurrence.

- o. Teachers with students who desire a PTO directory but are not economically able to purchase one should contact the Principal, School Counselor, or School Nurse who will contact the Vice President in order to obtain the directory.

ARTICLE IV
Articles of Organization

Section 4.01 Definition

This PTO is organized exclusively for charitable and educational purposes within the meaning of section 501 c (3) of the Internal Revenue Code. This organization exists as an incorporated organization of its members.

Notwithstanding and other provisions of these articles, the PTO shall not carry on any other activities not permitted to be carried on by: a) an association exempt from federal income tax under section 501 c (3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law), or b) by an association, contributions to which are deductible under section 170 c (2) of the Internal Revenue Code of 1968 (or corresponding provision of any future United States Internal Revenue law).

Upon the dissolution of this association, 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 the future tax code, or shall be distributed to the federal government or to a state or local government for public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the organization is 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.

ARTICLE V
Membership and Dues

Section 5.01 Definition

Any individual, with children enrolled at Cottonwood Creek Elementary School or whom is employed at Cottonwood Creek, who subscribes to the objectives and basic policies of the PTO, may become a member, subject only to compliance with the provisions of these bylaws. Membership shall be available without regard to race, creed, or national origin.

Section 5.02 Enrollment

The PTO shall conduct an annual enrollment of members, but any individual defined in section 5.01, upon payment of dues, may be admitted to membership at any time.

Section 5.03 Participation

Only members who have paid their annual dues shall be eligible to participate in the PTO business meetings or to serve in any capacity in PTO selected offices or appointed committees.

Section 5.04 Dues

Prior to the annual membership drive, the annual dues shall be set by a majority vote of the Board of Officers.

**ARTICLE VI
Officers and Their Elections**

Section 6.01 Election of Officers

a. Officers shall assume their official duties June 1 to May 31, except for the Treasurer who shall serve from July 1 to June 30. Each officer shall serve a term of at least one (1) year. A person shall not be able to serve more than two (2) consecutive terms in the same office unless deemed necessary by the nominating committee.

- b. The PTO Board of Officers shall consist of:

President	Enrichment Program Coordinator
Vice President	Public Relations Coordinator
Secretary	Student Affairs Coordinator
Treasurer	Library Coordinator
Parliamentarian	Principal
Membership Coordinator	Faculty Representative
Volunteer Coordinator	Hospitality Coordinator
Fundraising Coordinator	Yearbook Coordinator
Technology Coordinator	Sustainability Coordinator
Dads Club Coordinator	
Site Based Decision Making (SBDM) Representative	

These officers shall be elected for a term of one (1) year (with the exception of President which shall be elected for two (2) years), by a majority voice vote of members present at the Spring General Meeting. Voting by ballot is optional, but still requires a majority vote of members present.

c. Assistants shall serve for a term of at least one (1) year and will not maintain voting privileges. Assistants shall not be required to attend PTO Board meetings, however, when they are attending, they will be allowed to participate in Board

discussions. Assistants will be required to inform the President or Secretary if they wish to address the PTO Board of Officers and will subsequently be placed on the agenda. Standing Committees shall follow the guidelines set forth in Article X.

Section 6.03 Filling Vacancies

In the event of a vacancy on the PTO Board of Officers, the position shall be filled for the remainder of the term by a person or persons, elected by a majority vote of the PTO Board of Officers. The President has the right to appoint an interim replacement. In the event of a vacancy in the office of the President, the Vice President shall complete the term as President.

Section 6.04 Additional Offices

The PTO Board of Officers shall have the power to create offices and committees as it deems necessary.

**ARTICLE VII
Officers, Committees, Assistants**

Section 7.01 President

The President shall preside at all Meetings of the PTO General Membership and of the Board of Officers. Responsibilities shall include but are not limited to: a) coordinating the work of the officers and committees of the PTO in order that the objectives may be promoted, b) set the agenda, send reminders, and conduct the meetings of the General Membership and the Board of Officers, c) attend or send a representative to all CISD Central PTO President meetings and give reports to the Board of Officers. The President shall cast the deciding vote in the event of a tie during decision-making proceedings. To be eligible for the position of President, a candidate must have had at least one year experience on the Cottonwood Creek PTO Board of Officers.

Section 7.02 Vice President

The Vice President shall assist the President as needed and serve in the President's absence. The Vice President shall work with the school counselor, school nurse, and/or principal in being an advocate for the well being of the children and their families of Cottonwood Creek Elementary School. Responsibilities include but are not limited to: Mentor programs, community service projects, etc.

Section 7.03 Secretary

The Secretary shall record the minutes of the PTO General Membership meeting and Board of Officers meeting. Responsibilities include but are not limited to: a) taking

attendance at all meetings, b) providing type-written minutes of the previous meeting to all PTO Board members, and c) handle all correspondence deemed necessary by the Board of Officers.

Section 7.04 Treasurer

The Treasurer shall be responsible for general bookkeeping, deposits, withdrawals, and issuing checks. Responsibilities include but are not limited to a) coordinating the handling of money for all major fundraisers, b) preparing a financial statement for each General Membership and Board of Officers meeting and an annual statement for the May General Membership meeting, c) preparing a budget for the Board of Officers approval, d) filing all necessary forms (990, etc.) with the IRS by November 15 of each year.

Section 7.05 Parliamentarian

The Parliamentarian shall maintain parliamentary authority during all PTO General Membership and Board of Officer meetings. The rules contained in the current edition of Roberts Rules of Order shall serve as the parliamentary authority. The Parliamentarian shall serve as Chairperson of the Tellers for elections and count a vote when requested by the presiding officer.

Section 7.06 Membership Coordinator

The Membership Coordinator shall promote enthusiasm among parents and teachers for joining the PTO. Responsibilities include but are not limited to a) distributing/collecting membership applications, b) organizing/maintaining a database of members, c) promoting a school-wide membership incentive program, d) compiling and publishing the annual student directory, e) soliciting various businesses for advertisements for the directory.

Section 7.07 Volunteer Coordinator

The Volunteer Coordinator shall recruit and organize volunteers for classroom needs and assist with volunteer recruiting for PTO and school sponsored events. Responsibilities include but are not limited to a) facilitating volunteer orientation, b) organizing/maintaining a volunteer database, c) assisting the President in filling PTO Board vacancies for the upcoming school year.

Section 7.08 Office Volunteer Coordinator

The Office Volunteer Coordinator shall coordinate all office volunteers to assist with daily clerical duties at the school. Responsibilities include but are not limited to a) answering phones, b) assisting with school pictures, c) copying/laminating/binding.

Section 7.09 Library Coordinator

The Library Coordinator shall work closely with the Cottonwood Creek librarian. Responsibilities include but are not limited to a) organize/schedule library volunteers, b) assist with the semi-annual book fairs.

Section 7.10 Hospitality Coordinator

PTO The Hospitality Coordinator shall oversee the Hospitality Committee which shall promote and coordinate "special" PTO functions which require tokens of appreciation from the membership (i.e. luncheons, refreshments, gift cards, back to school/end of school staff gifts). Responsibilities include but are not limited to a) Teacher Appreciation Week, b) Boohoo/Yahoo back to school breakfast, c) Public Schools week, d) Special Days.

Section 7.11 Fundraising Coordinator

 The Fundraising Coordinator shall promote and coordinate the annual fundraising projects for the Cottonwood Creek PTO. A yearly plan shall be submitted to the PTO Board of Officers for approval. The Fundraising Coordinator will oversee the Fundraising Committee. Fundraising projects include but are not limited to a) annual "Fun Run", b) family movie nights/events, c) auction for school naming rights (car loop, teacher parking spot, family parking spot, etc.) d) other special projects.

Section 7.12 Fundraising Committee

 The Fundraising Committee shall assist in the promotion and coordination of on-going fundraising projects which include but are not limited to a) Campbells Labels for Education, b) local store promotions, c) school supplies/spirit items, etc. The committee will assist the Fundraising Coordinator.

Section 7.13 Enrichment Program Coordinator

 The Enrichment Program Coordinator shall promote and coordinate assemblies to enhance the academic curriculum at Cottonwood Creek Elementary School. All program proposals must be submitted to the Principal and the Board of Officers for approval. Responsibilities include but are not limited to a) scheduling programs with presenters and faculty members, b) securing facilities, c) providing hospitality to presenters, etc.

Section 7.14 Student Affairs Coordinator

The Student Affairs Coordinator shall promote and coordinate programs that directly involve the students of Cottonwood Creek Elementary School. Responsibilities include but are not limited to a) Red Ribbon Week, b) Jump Rope for Heart.

Section 7.15 Public Relations Coordinator

The Public Relations Coordinator shall promote the daily school activities through various media publications (print, online, and digital). Responsibilities include but are not limited to a) newsletter, b) local newspaper publications and photographs, c) videotaping, d) social media sites (Facebook, Twitter, etc).

Section 7.16 Yearbook Coordinator

The Yearbook Coordinator shall promote and coordinate activities specifically around the publication of the school yearbook. Responsibilities include but are not limited to 2) coordinating the yearbook theme, b) grade-level contributors, c) publication, and d) sales.

Section 7.17 Technology Coordinator

The Technology Coordinator shall be responsible for the management of technology use within the PTO and making recommendations for the PTO expenditures on technology. Responsibilities include but are not limited to a) overseeing website content, b) member database, c) electronic newsletter and other communication avenues, d) online payment system and store.

Section 7.18 Site Based Decision Making (SBDM) Representative

The SBDM Representative shall represent the PTO Board of Officers as a member of the Cottonwood Creek Site Based Decision Making Committee. Responsibilities include but are not limited to a) attend monthly Coppell ISD school board meetings and CCE site base meetings, b) provide a general report to the Board of Officers on district and school news, etc.

Section 7.19 Faculty Representative

The Faculty Representative shall be a faculty or staff member of Cottonwood Creek Elementary School and shall act as a liaison between the PTO and the faculty to promote understanding and goodwill. The position shall be appointed by the Principal prior to the first meeting of the newly elected Board of Officers.

Section 7.20 Sustainability Coordinator

The Sustainability Coordinator shall oversee the Sustainability Committee which is responsible for encouraging a more “green” and sustainable practice through programs such as the school garden, Walk to School Wednesday, recycling and use of Earth-friendly materials, and outdoor environmentally-focused field trips.

Section 7.21 Dads Club Coordinator

The Dads Club Coordinator shall coordinate the Dads Posse, a group of Cottonwood Creek dads and grandfathers who assist with various school events such as Walk to School Wednesday, Special Friends Day, and any school activities that require “heavy lifting” such as set up for Field Day, Fun Runs, etc. Other responsibilities include but are not limited to a) repair/build items for teachers/staff, b) assist with Teacher Appreciation days, c) setup/tear down book fairs, d) food prep and serving at Breakfast, Books, and Buddies event at the book fair, e) assist teachers in classroom setup before school year begins, f) assist with Turkey Drive, g) assist with school garden.

Section 7.22 Book Fair Coordinator

The Book Fair Coordinator shall work with the Cottonwood Creek librarian in scheduling and conducting the semi-annual book fairs. Responsibilities include but are not limited to a) coordinating volunteers for cashiers, setup, and cleanup, and the Breakfast, Books, and Buddies event, b) providing an accurate money count and delivering all money to the Treasurer at the end of the book fair.

Section 7.23 Student Health Advisory Council (SHAC) Representative

The SHAC Representative shall be responsible for attending district-wide SHAC meetings and reporting on these in monthly PTO meetings. Responsibilities include but are not limited to a) look for ways to increase the health and welfare of CCE students and staff, b) assist in any “healthy” school-wide and community programs such as Walk to School Wednesday, project ACES, etc.

Section 7.24 Community Partners Representative

The Community Partners Representative shall be responsible for improving the partnership of CCE with various businesses in the community. Responsibilities include but are not limited to a) scheduling restaurant “give back” nights, b) school incentive programs (Amazon, Campbell's Labels for Education, Box tops, etc.)

Section 7.25 Communications Representative

The Communications Representative shall be responsible for compiling and sending the Weekly Watch, a weekly email sent to parents informing them of upcoming events at CCE.

Section 7.26 Field Day Coordinator

The Field Day Coordinator shall work with the PE teacher to schedule annual field day events. Shall also be responsible for production of grade-level and staff shirts.

Section 7.27 School Supply Coordinator

The School Supply Coordinator shall be responsible for setting up the webstore for online orders as well as communication to parents.

Section 7.28 Salad Bar Coordinator

The Salad Bar Coordinator shall coordinate volunteers for all lunch periods on salad bar days in the school cafeteria.

Section 7.29 Write a Check Coordinator

The Write a Check Coordinator shall coordinate and promote the annual write a check campaign to obtain funds for the PTO operating budget for that school year. This program normally runs for one week in September/October.

Section 7.30 Spirit Wear Coordinator

The Spirit Wear Coordinator shall coordinate the production and sale of CCE spirit wear items (shirts, bumper stickers, etc) to promote school spirit.

Section 7.31 Voting Privileges

Voting privileges are extended to the PTO Board of Officers as indicated in Article IV, Section 6.01. Each officer is allowed one (1) vote. In the event an Officer is not in attendance, a proxy (Board recognized assistant or committee member) may be designated. The proxy must be registered (in writing) and must be present to vote on behalf of the absent officer.

Section 7.32 Term of Office

All officers shall perform the responsibilities prescribed in and keep record for the next year's officers. An annual report shall be submitted at the Board of Officers Meeting in May. All officers shall be available for additional duties that are assigned from time to time.

They shall deliver to their successors, at the May board meeting, all official materials and

procedure notebook before the new offices assume their duties.

ARTICLE VIII PTO Board of Officers

Section 8.01 Executive Council

The Executive Council shall consist of: President, Vice President, Secretary, Treasurer, Parliamentarian, SBDM Representative.

Section 8.02 Responsibilities

- a. To transact all necessary business in the interim between PTO General Membership and PTO Board of Officers meetings.
- b. To work with the principal to designate the hour, place, and content/subject of all PTO General Membership meetings.

Section 8.03 Board of Officers

The PTO Board of Officers shall consist of: President, Vice President, Secretary, Treasurer, Coordinators: Membership, Volunteer, Library, Hospitality, Fundraising, Enrichment, Public Relations, Student Affairs, Yearbook, Technology, Sustainability, Dad's Club, SBDM Representative, Faculty Representative, Principal. Responsibilities include but are not limited to: a) attend monthly board meetings, b) plan yearly calendar of events, c) maintain current notebook.

Section 8.04 PTO Board Members

The PTO shall recognize assistants to officers and committees formed meet the needs of the organization as Board members. Voting privileges will not be extended.

Section 8.05 Regular Meeting

A regular meeting of the PTO Board of Officers shall be held each month, or when deemed necessary by the president. The PTO Board meetings shall be open to anyone who wishes to attend. A schedule of the meetings will be published in the school newsletter. See Article XIV for open forum policy.

Section 8.06 Electronic Voting

Voting may be accomplished by email as follows: All voting members shall be required to submit a "yea" or "nay" vote by email reply to two Board positions to be determined in the original voting email. A minimum of 48 hours will be given for the voting period. If a majority vote is not achieved within the 48 hour stated time period, then the time period must be extended to allow for more votes. A member's vote is not final until the close of

the voting period. On the request of three (3) Board members, the question shall be tabled until the next Board meeting. Email voting may not be used for the removal of a Board member.

Section 8.07 Special Meetings

A special meeting may be called by the President when deemed necessary or upon written request of at least three (3) Board Officers. The purpose(s) of the meeting shall be stated in the call or written notice. Business transacted at any special meeting of officers shall be limited to the purpose stated in the notice of the meeting. Except in the case of an emergency, three (3) days notice shall be given.

Section 8.08 Quorum

A simple majority of the Board of Officers present shall constitute a quorum.

Section 8.09 Dismissal from Office

Any PTO Board Officer (as outlined in Article VI, section 6.01) may be dismissed from office when a special meeting is called by three (3) or more Board Officers. This request must be submitted in writing to the appropriate party. Written notice of this meeting shall be sent to all Board Officers. The officer in question shall have the opportunity to present an explanation at this meeting. A 2/3 vote of the Executive Council is required to dismiss the officer from office.

**ARTICLE IX
General Membership Meetings**

Section 9.01 Meetings

The meetings of the PTO General Membership shall be held at least, but not limited to, two (2) times during the school year as scheduled by the PTO Board of Officers. See Article XIV for Open Forum Policy.

Section 9.02 Annual Meeting

The PTO General Membership Meeting in the Spring shall be known as the "Annual Meeting" and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 9.03 Quorum

A simple majority of the members present at a PTO General Membership meeting shall constitute a quorum.

Section 9.04 Special Meetings

Special/General Membership meetings may be called by the President of the Board of Officers. Meetings shall be called by written request of at least ten (10) members of the PTO. The purpose(s) of the meeting shall be stated in the call or written notice. Business transacted at any special meeting of officers shall be limited to the purpose stated in the notice of the meeting. Except in the case of an emergency, three (3) days notice shall be given.

**ARTICLE X
Special Committees**

Section 10.01 Definition

The Board of Officers may create board recognized committees, as it deems necessary, to promote the objectives and carry on the work of the PTO.

Section 10.02 Eligible Members

- a. Only members of the PTO are eligible to serve in elected or appointed positions.
- b. All committees shall have at least three (3) members.

Section 10.03 Special Committees

The power to form a special committee and appoint its members rests with the President with the approval of the Board of Officers.

Section 10.04 Consent for Activities

All committee work shall be limited to the purpose for which the committee was formed and approved by the Board of Officers.

**ARTICLE XI
Filling Board Member Vacancies**

Section 11.01 Procedures

- a. As each officer vacates his/her position at the end of the school year, he/she shall seek out an appropriate replacement.
- b. All upcoming vacancies shall be published in the Weekly Watch for all parents to consider.
- c. If an officer cannot find a suitable replacement, he/she shall work with the Volunteer Coordinator and/or President to find and contact candidates.

Section 11.02 Consent

Only persons who have signified their consent to serve and who are also members of the PTO shall be nominated or elected to an office.

**ARTICLE XII
Bylaw Amendment Policy**

Section 12.01 Definition

The PTO Bylaws shall be reviewed every two years by the President, Vice President, and Parliamentarian. Any revisions must then be submitted to the Board of Officers for a quorum approval.

Section 12.02 Bylaw Committee

A bylaw amendment request shall be submitted in writing to the Parliamentarian. The Parliamentarian and a committee of at least two (2) PTO Board Officers shall review the proposed changes and prepare them for presentation to the PTO Board of Officers. These changes shall be presented in writing no later than 72 hours prior to voting on the changes.

Section 12.03 Limitations of Bylaw Amendments

No amendment may be made to these bylaws that would alter the exclusively charitable and educational purposes of the PTO or that would cause benefit, other than reasonable reimbursement for expenses, for officers and members of the PTO.

**ARTICLE XIII
Auditing Committee**

Section 13.01 Definition

The Auditing Committee shall meet annually, or as often as deemed necessary, to review the Treasurer's books and records. The committee shall consist of: three (3) Board Officers (President, Vice President, and Secretary). If one of these Board members is unable to perform the audit, he/she will find a suitable replacement.

**ARTICLE XIV
Open Forum Policy**

Section 14.01 PTO Board Meetings

Anyone wishing to address the PTO Board of Officers shall contact the President at least 24 hours before the scheduled meeting. This will ensure that their name will appear on the agenda and a time slot will be allotted to them. The nature of the presentation shall be disclosed to the President. Open forum is not a vehicle to air grievances or for personal attacks on Board Officers, members, faculty or staff, nor is it a forum to address issues with Cottonwood Creek Elementary School or the Coppell Independent School District policies and curriculum.

Section 14.02 General Membership Meetings

Anyone wishing to address the PTO General Membership shall contact the President at least 24 hours before the scheduled meeting. This will ensure that their name will appear on the agenda and a time slot will be allotted to them. The nature of the presentation shall be disclosed to the President. Open forum is not a vehicle to air grievances or for personal attacks on Board Officers, members, faculty or staff, nor is it a forum to address issues with Cottonwood Creek Elementary School or the Coppell Independent School District policies and curriculum.

**ARTICLE XV
Parliamentary Authority**

Section 15.01 Definition

The parliamentary authority in all cases, unless otherwise stated in these bylaws, shall be Robert's Rules of Order.