



BYLAWS OF LAMAR PARENT TEACHER ORGANIZATION

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ARTICLE I – NAME AND OBJECTIVES

A. NAME

The name of this organization shall be **Lamar Parent Teacher Organization** or **Lamar PTO** (the “**Organization**”).

B. OBJECTIVES

1. To assist in coordinating parent efforts in supporting **Lamar Elementary School** (the “**School**”), its teaching staff, and its students.
2. To encourage and maintain communication between the School and home.
3. To engage in fundraising activities for the benefit of the School, its students, faculty, and staff, and to promote its objectives.

ARTICLE II –MEMBERSHIP, BOARD, OFFICERS, AND COMMITTEES

A. MEMBERSHIP

1. Membership shall be based upon the payment of annual dues to the Organization.
2. Only members shall be eligible to serve in any of the Organization's elective or appointive positions or vote on any issues presented to the general membership. However, all parents, grandparents, and guardians of School students and the School faculty and staff may attend and participate in the discussion at any Lamar PTO meeting.
3. Membership in the Organization shall be made available to all parents, grandparents, and guardians of School students and to School faculty and staff who subscribe to the objectives of the Organization without regard to race, color, creed, or national origin.
4. The Organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.
5. The **Lamar PTO Board** (the “**Board**”) shall determine the amount of dues to be charged for Lamar PTO membership.

B. LAMAR PTO BOARD

1. The Board shall consist of the Organization's officers, officer's assistants, standing committee chairpersons, and one or more teacher representative(s), each having one vote.
2. The Principal or an authorized representative shall be encouraged to attend meetings but shall not be a member of the Organization's Board.

C. ELECTED OFFICERS

1. Officers must be members of Lamar PTO.
2. The elected officers of the Organization shall consist of no more than the following:
 - a. Two (2) Presidents (Co-Presidents),
 - b. One or more Vice Presidents (each Vice President may have one (1) Co-Vice President),
 - c. One (1) Treasurer,
 - d. One (1) Parliamentarian, and
 - e. One (1) Secretary.
3. Each of the above-named positions may have an elected assistant.
4. The Officers shall be elected at the spring meeting of the Organization's general membership from a slate presented by a nominating committee (the "**Nominating Committee**").
 - a. The Nominating Committee shall consist of an odd number of at least five (5) but no more than seven (7) members selected by the current (i.e., outgoing) Board.
 - b. The Nominating Committee shall consist of the following members:
 - i. Two (2) members of the current Board,
 - ii. The Principal of the School or their designated representative, and
 - iii. Two (2) or four (4) members from the Organizations membership at large.
 - c. A member of the Nominating Committee must resign from said committee if they allow their name to be placed in nomination for an elected Board position.
 - d. The Nominating Committee shall:

- i. Provide an opportunity for the general membership to volunteer for service by sending home job descriptions of Officer positions and standing committee positions.
 - ii. Present a slate of names for Officers to the current Board for approval. Only candidates with prior Lamar PTO Board experience may be considered for President.
 - iii. Following the current Board's approval, the Nominating Committee's report (the "**Slate**") shall be made at the last meeting of the Organization's general membership.
 - iv. The Slate shall consist of only one nominee per elected position. An opportunity shall be given for nominations from the floor for each elected position. Only those who have consented to serve shall be eligible for nomination by the Nominating Committee or from the floor. Consent to serve given at the time of nomination from the floor is permitted under these Bylaws.
 - v. Provide the newly elected Officers with a list of all interested candidates for the standing committees.
- e. In performing its duties, the Nominating Committee shall:
 - i. Be impartial and fair;
 - ii. Consider the individual's qualifications and ability to perform the designated job as indicated by past volunteer experience or relevant activities.
 - iii. Strive to acquire new members while maintaining continuity with previous Board members.
5. A vacancy occurring in any Board position shall be filled for the unexpired term by a person selected by a majority vote of the Board. When the President's office is vacant, the President's duties shall be assumed by the Vice Presidents in order of succession (i.e., First Vice President, Second Vice President, Third Vice President).
6. No person shall be permitted to serve more than two (2) consecutive years in the same office without majority approval by ballot vote of the current Board. A person who has served more than one-half (1/2) of a term shall be credited with having served that term. **Officers shall assume their official duties on July 1.**

D. STANDING AND SPECIAL COMMITTEES

1. Committees and Committee Chairpersons
 - a. The Organization shall have both standing and special committees.
 - b. All members shall be eligible to serve on standing and special committees.
 - c. Each standing and special committee chairperson shall present a plan of work and budget to the Board for approval. No committee work shall be undertaken without the consent of the Board.
 - d. The Board may terminate any committee when it no longer serves a useful purpose.
 - e. No chairperson shall serve in the same office for more than two (2) consecutive years without majority approval by ballot vote of the current Board. A person who has served more than one-half (1/2) of a term shall be credited with having served that term.
 - f. Upon the earlier of the expiration of the term of office or resignation of the officeholder, each committee chairperson shall turn over to their successors, without delay, all records, books, documents, and other materials pertaining to the office. In no event shall this transfer happen later than July 1.
2. Standing committees
 - a. The Board shall create a minimum of six (6) standing committees to carry out the work of the Lamar PTO. Said committees may include but are not limited to the following: Fall Fundraiser, Spring Fundraiser, Carnival, Sponsorships, Yearbook, Fieldtrips, Diversity Appreciation, Social Media Management, and Volunteer Coordinator.
 - b. ***The newly elected officers shall appoint standing committee chairpersons by July 15. If those positions are not filled by July 15, they should be filled as soon as possible and no later than the Board's second meeting.*** All shall serve for the term of one (1) year or until successors are elected or appointed, whichever is later.
3. Special committees
 - a. A special committee may be created and appointed for a specific purpose. Examples of special committees include, but are not limited to, the following:
 - i. The Nominating Committee, see Article 2.C.4.
 - ii. The **Audit Committee**, a special committee, consisting of not less than three (3) members and presided over by the President, shall audit the Treasurer's accounts and books at the conclusion of each

fiscal year. Upon satisfaction that the Treasurer's report is correct, the Audit Committee shall sign a statement to this effect.

- iii. The **Budget Committee** is a special committee established by an incoming Board to prepare a budget, which expresses the expected activities, revenues, and expenses for the following fiscal year (the "**Budget**"). This budget should be completed at least one (1) month prior to the beginning of the following school year. The Budget Committee shall be chaired by the Treasurer and include, at a minimum, the President and First Vice President.
- b. When its work is complete, and its final report is submitted to and accepted by the Board, the committee ceases to exist.

ARTICLE III – BOARD RESPONSIBILITIES AND MEETINGS

A. BOARD RESPONSIBILITIES

1. The duties of the Board shall be to:
 - a. Transact necessary business in the intervals between meetings of the Lamar PTO general membership and such other business as may be referred to it by the Organization;
 - b. Approve a budget for the fiscal year;
 - c. Approve any matter involving the collection, raising, or expenditure of money or donations;
 - d. Create and approve plans of work for all standing and special committees;
 - e. Present or make available written reports of the Board's business at meetings of the Lamar PTO general membership;
 - f. Approve any proposed event or fundraiser sponsored by the Lamar PTO, prior approval for said event or fundraiser having been obtained from the Principal or their designated representative;
 - g. Appoint members of the Nominating, Budget, and Audit Committees;
 - h. Determine the amount of Lamar PTO membership dues; and
 - i. Approve the Standing Rules.
2. All Board members shall faithfully perform their duties. If an Officer or committee chairperson fails to attend two (2) consecutive meetings without due excuse, said position may be declared vacant by the President with the consent of the Board, and a replacement may be elected by the majority vote

- of the Board. Members of the Board are expected to notify the President prior to the Board Meetings if they will not be able to attend.
3. The Board shall have the authority to remove any member from their respective position who fails to abide by the Organization's policies as outlined in these Bylaws. Non-performance of duties may be a cause for removal from office.
 - a. Removal may be accomplished by a majority vote of the Board.
 - b. An appeal may be made to the Lamar PTO general membership, beyond which there is no appeal.
 - c. All such disciplinary action shall be preceded by notice given at least two (2) weeks in advance to all members of the Board. The member being considered for removal shall be notified by a form of mail with tracking.
 4. Members of the Board shall abstain from voting on an issue if they have any financial interest in the measure to be voted on.
 5. ***It will be the responsibility of the Board to keep complete records of all activities and pass these records in a coherent order to incoming Board members of each respective position by June 1.*** Lamar PTO will supply the means of this recordkeeping that will be consistent throughout the Organization.

B. BOARD MEETINGS

1. The Board shall meet once a month, on a day to be determined by the Board. Special meetings of the Board may be called by the President or the majority of the members of the Board.
2. At all meetings of the Board, half of the members plus one shall constitute a quorum.
3. Board meetings shall be open to all PTO members, but only Board members may vote.
4. Where votes are required, issues must be approved by the majority.
5. In an emergency, the President may take a vote by telephone, email, or other electronic conferencing programs provided the President reports at the next regular meeting on the outcome of that vote and the effort to contact Board members.

ARTICLE IV – OFFICER RESPONSIBILITIES

A. PRESIDENT

The President(s) shall:

1. Plan and preside at all meetings of the Lamar PTO;
2. Be a member ex officio of all committees;
3. Coordinate the work of the Officers and committees;
4. Interface as necessary with the Principal, teachers, and administration;
5. Actively participate in Lamar PTO fundraisers;
6. Have previously served on the Lamar PTO Board, preferably as a former President, Vice President, or Treasurer;
7. Ensure that newly elected Officers and all committee chairpersons are provided with any available historical information related to their duties;
8. Ensure that expectations are discussed, and guidance is provided to all Officers and committee chairpersons within a reasonable time of taking office; and
9. Perform other duties as delegated by the Board.

B. FIRST VICE PRESIDENT

The First Vice President shall:

- a. Be in charge of ways and means (i.e., the methods and resources of the Board in achieving its objectives);
- b. Preside in the absence of the President;
- c. Act as an aide to the President;
- d. Oversee and actively participate in all fundraising committees, including but not limited to the fall and spring fundraisers;
- e. Provide monthly updates to the President at least one (1) week prior to the regularly scheduled Board Meetings (as further defined in Article VII, Section 2)); and
- f. Perform other duties as delegated by the Board.

C. ADDITIONAL VICE PRESIDENTS

Additional Vice Presidents shall:

1. Be in charge of family programs and events and services involving students, teachers, parents, and guardians of students (e.g., back-to-school events, school supply sales, Math Night, Reading Night, etc.),
2. Oversee and actively participate in standing committees, which may include but are not limited to the following: Fall Fundraiser, Spring Fundraiser, Carnival, Sponsorships, Yearbook, Fieldtrips, Diversity Appreciation, Social Media Management, and Volunteer Coordinator;
3. Conduct at least one (1) yearly membership campaign;
4. Maintain a roster of all current members of Lamar PTO;
5. Provide monthly updates to the President at least one (1) week prior to the Board Meetings;
6. Actively participate in Lamar PTO fundraisers; and
7. Perform additional duties as delegated by the Board.

D. SECRETARY

The Secretary shall:

1. Record in a permanent record, physical or electronic, the minutes of all meetings of the Lamar PTO and PTO Board (the "Minutes");
2. Distribute the Minutes to the Board at least one (1) week prior to the Board Meetings;
3. Send out meeting notices and reminders prior to Board Meetings;
4. Maintain a roster of Officers and committee chairpersons; and
5. Ensure a copy of the Organization's current bylaws is provided to the newly elected officers and chairpersons.

E. TREASURER

The Treasurer shall:

1. Be responsible for maintaining an accurate record of all receipts and expenditures of the Lamar PTO;
2. Establish and ensure compliance with cash control procedures and related forms;
3. Disseminate forms to Board for a vote of approval;
4. Pay out funds as authorized by the Board;
5. Present a financial statement at Board Meetings and at other times as requested by the Board;
6. Make a full report at the final meeting of the school year to be recorded in a permanent record book;
7. Issue checks to be signed by the President and one (1) of two (2) elected officers as authorized in the Standing Rules;
8. ***Present a financial report to the Audit Committee for an annual inspection and ensure that the financial report and Audit Committee's statement are submitted to the Principal and other appropriate authorities no later than September 1;***
9. Ensure the preparation and filing of yearly tax-related forms with the IRS and Texas Comptroller;
10. Have prior bookkeeping and accounting experience, if possible, due to the complexities of sales tax regulations; and
11. Chair the Budget Committee.

F. PARLIAMENTARIAN

The Parliamentarian shall:

1. Be responsible for answering all questions concerning parliamentary procedure and law,
2. Enforce the provisions of the Bylaws,
3. Chair any Bylaws revision committee,
4. Oversee all ballot voting,
5. Possess a working knowledge of Robert's Rules of Order Newly Revised and the Lamar PTO Bylaws.

ARTICLE V – GENERAL MEMBERSHIP MEETINGS

A. MANDATORY MEETINGS

1. There shall be a minimum of two (2) general Lamar PTO meetings of Lamar PTO's general membership per school year, one in the fall and one in the spring.
2. The Fall Meeting shall be informative and social.
3. The Spring Meeting shall include the election of Officers.
4. All meetings of Lamar PTO's general membership must be approved by the Board.

B. SPECIAL MEETINGS

1. Special meetings of the Lamar PTO may be called by the President or by a majority of the Board with the date and the purpose of the meeting being given to the general membership not less than one (1) week prior to the called meeting.
2. Proper notice may be given using customary channels of communication.

C. ACTION OF THE GENERAL MEMBERSHIP

1. Action of the general membership shall be based on a motion, with a second, followed by a discussion and vote.
2. A quorum at a properly called meeting of the Organization shall consist of those present at the meeting.
3. A majority vote of the members present will be required to pass any business before the general assembly of all Lamar PTO members.

ARTICLE VI – AMENDMENTS

A. POSTING REQUIREMENT

Any amendments or revisions to these Bylaws shall be proposed in writing and posted at the School not less than two (2) weeks prior to the vote.

B. AMENDMENT APPROVAL

Any amendments or revisions to the existing Bylaws must be approved by a majority vote of all Lamar PTO members.

ARTICLE VII - POLICIES

A. GENERAL POLICIES

1. The Organization shall work with the School to provide quality education for all students and seek to participate in the decision-making process and establishment of school policy while also recognizing that the people have delegated the legal responsibility to make decisions to the State Board of Education.
2. The Organization shall be nonpartisan, non-commercial, and nonsectarian.
 - a. The Organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution of statements) in any political activity or campaign.
 - b. The Organization shall not lobby or devote more than an insubstantial part of its activities to attempting to influence legislation.
 - c. To avoid the appearance of impropriety or preference, Lamar PTO shall not accept monetary or in-kind donations from political parties or campaigns, partisan organizations, religious groups, or religion-affiliated organizations.
3. The name of the Organization, or the names of any members in their official capacities, shall not be used in connection with commercial or partisan interests or for any purpose not directly related to the promotion of the Organization.

4. Notwithstanding any other provisions of these Articles, the Organization shall not carry on any other activities not permitted to be carried by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code or by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.
5. Robert's Rules of Order Newly Revised shall govern the Organization in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

B. FISCAL POLICIES

1. No part of the funds of the Organization shall be distributed to its members, directors, officers, or any other persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make reasonable distributions and reimbursements in furtherance of the objectives outlined in Article I.B.
2. **The Organization's fiscal year shall begin June 1 and end May 31.**
3. The Organization shall pursue prosecution to the fullest extent under the law should any member misappropriate the Organization's funds.

Adopted by the members on _____, 2022.

 SECRETARY, 2022-2023

PRESENTED TO BOARD:	
APPROVED BY BOARD:	
POSTED AT SCHOOL:	
GENERAL ASSEMBLY VOTE:	