

**DURHAM INTERMEDIATE SCHOOL
PARENT-TEACHER ORGANIZATION
BY-LAWS**

ARTICLE I: NAME

The name of the organization shall be Durham Intermediate School Parent-Teacher Organization (DIS-PTO).

ARTICLE II: MISSION STATEMENT

The mission of the Durham Intermediate School PTO shall be to provide service and support to the students, faculty, and parents of Durham Intermediate in pursuit of excellence in academic achievement and personal development.

ARTICLE III: BASIC POLICIES

Section 1. The objectives of the PTO shall be accomplished by developing and directing programs for the benefit of students, faculty, and parents in our school and by working in and around the school community.

Section 2. The name of the organization, or the names of any members in their official capacities, shall not be used in any connection with a commercial concern or with any partisan, religious, or political interest, or for any purpose other than the regular work of the organization.

Section 3. This organization shall seek neither to direct the administrative activities of the school nor to control its policies. Nor shall the administration seek to direct the activities of the PTO or control its policies. The goal of the PTO is to create a collaborative working relationship between the administration and the PTO.

ARTICLE IV: MEMBERSHIP & DUES

Section 1. Membership is open to all members of the DIS community upon payment of dues.

Section 2. The dues shall be determined by the Board serving DIS, and may be revised once annually with a 2/3 vote during a PTO meeting.

Section 3. The Membership Committee shall conduct the annual membership drive from August through September 30. Membership will be available on an ongoing basis for

families new to DIS. Membership shall be valid for one school year and must be renewed each year to remain active.

Section 4. All board members must be members of the DIS-PTO within two weeks of the first day of school of their term year.

Section 5. The membership roster is to be revealed to the Executive Committee only. A duplicate roster is to be kept. (One copy will be used for the directory and the other will remain with the Membership Chairman.)

ARTICLE V: MEETINGS

Section 1. The PTO Board meetings shall be held monthly with dates and times to be determined by the Board. General membership is welcome to attend these meetings. The goals of the PTO and a general budget will be determined at the beginning of the year and presented to the general membership.

Section 2. One percent of the current membership, including two Executive Committee members, shall constitute a quorum for the transaction of business.

Section 3. Special meetings of the organization and/or the Executive Committee may be called by the President or by a majority of the Executive Committee with a minimum of two days' notice.

ARTICE VI: PTO BOARD AND THEIR ELECTIONS

Section 1. The Executive Committee of this organization shall be:

The President, Vice President, Treasurer, Programs, Vice President of Fundraising and Recording Secretary. Executive Committee members shall serve a full year's term.

Section 2. The following is a list of current Appointed Committee Chairpersons to be referred to as the Board. The needs of the DIS-PTO are constantly changing and Appointed Committees may be added or deleted at the discretion of the Executive Committee without having to constantly revise the by-laws.

President
Vice President of Disbursements
Vice President of Fundraising
Treasurer
Programs
Recording Secretary/Parliamentarian

Art Docent
Assistant Treasurer
Communications
Community Partners
Copy Room Volunteer Coordinator
Directory
Directory Advertising
Fall Fundraiser
Homeroom Coordinator
Hospitality
Landscaping
Membership
Newsletter
Parent Volunteer Coordinator
Publicity
Spirit Shop
Spring Fundraiser
Welcome

Ex-officio members of the Board shall be the DIS School Principal, Vice Principal, or his/her designated representative and teacher representatives from the fifth and sixth grades.

Section 3. The Nominating Committee will consist of one member of the Executive Committee, who will serve as chairman, two members of the current Board and two PTO members at large. There must be a minimum of three, and a maximum of five people who serve on the Nominating Committee. The Executive Committee will vote on the Nominating Committee members at the February Meeting. The Nominating Committee shall meet regularly to gather nominations and attempt to fill all available jobs in a timely fashion.

Section 4. A letter requesting names for nomination to the Board for the following year must be distributed in early March to all parents of children who are entering fifth and sixth grade the following year at Durham Intermediate School. The letter will state that all nominations must be received in writing by a specified deadline. Only members who have consented to serve, if elected, shall be eligible for nomination.

Section 5. The Nominating Committee shall present nominated candidates to the Executive Committee at least one week prior to the March Board meeting. The nominations shall be publicized for the general membership in March. Presentation of nominations shall be voted on at the April Board meeting. Nominations will be accepted from the floor only for any unfilled positions at the April Board Meeting.

Section 6. Board members are voted in and installed at the April meeting and will work with the existing Board through the end of the school year, at which time they officially assume their duties.

Section 7. No officer or committee chair shall serve more than two consecutive years in the same capacity. One who has served more than one-half of a term shall be credited with having served a full year.

Section 8. In case of a vacancy in an elected office, the Executive Committee shall fill the vacancy.

Section 9. Each Board member shall keep all information and papers pertaining to his/her duties and will relinquish them to the PTO upon completion of a term or upon resignation.

ARTICLE VII: DUTIES OF THE BOARD

The specific duties of Board members may be changed at the discretion of the Executive Board and will be revised in the by-laws each spring as needed.

Section 1. President: The President shall preside at all meetings of the organization and of the Executive Committee and shall be an ex-officio member of all committees except for the Nominating Committee. The President shall have the authority to sign checks. Dual signatures will be required over a certain dollar amount determined by the Board. The President, with the help of the Executive Committee, shall appoint all special committees as the need arises. The President shall represent the DIS-PTO at various meetings and programs at the request of the school district and the DIS principal as the need arises.

Section 2. Vice President: The Vice President shall be responsible for fulfilling all duties of the President in the absence of the President, as needed for the organization. Should the President's office become vacant, the Vice President will automatically fill the position and assume the job of both President and Vice President until the Executive Committee can appoint a new Vice President. The Vice President will be the Disbursement Committee Chairman and will be responsible for sending out a letter to teachers and parents asking for disbursement requests.

Section 3. Treasurer: The Treasurer shall be responsible for the implementation of proper internal controls relating to accounting procedures (i.e. documentation of expenditures, etc.), receive all monies of the organization, render a separate monthly report to the Board and shall have the authority to sign checks. All PTO monies should be counted and deposited within a timely manner. The Treasurer is to keep and pass on permanent records to be passed on year after year.

Section 4. Programs: The Programs Chairman shall be responsible for planning programs for students and for general membership meetings. The Chairman must set up

quality programs and speakers, first and foremost, for the student's benefit. The Chairman must also secure facilities to support these programs. At times, the Programs Chairman may be asked to write proposals for grants to subsidize funding by outside organizations with or without the assistance of a teacher. The Programs Chairman will also organize volunteers to prepare activities for National Red Ribbon Week.

Section 5. Fundraising: The Fundraising Chairperson shall be responsible for the planning and implementing of the Fall and Spring Fundraising efforts of the DIS PTO. The Chairperson will negotiate all contracts with vendors and communicate all expectations to the Fall and Spring Fundraising committees and their chairperson(s). The Chairperson will instruct the committee chairperson(s) in the proper handling procedures for collecting money and paperwork for all fundraisers and follow up on all procedures.

Section 6. Recording Secretary/Parliamentarian: The Recording Secretary shall record the minutes of all meetings of the organization and provide copies for each Board member within a timely manner following the Board meetings. The Recording Secretary will set up meetings for the old and new Board members who are exchanging jobs to ensure the transfer of all information is complete. The Parliamentarian shall have parliamentary authority at all Board meetings, and shall make sure the organization is governed by Robert's Rules of Order, Revised, in all cases where applicable. The Recording Secretary will also be responsible for sending PTO correspondence and any additional gifts expressing congratulations, sympathy or cheer.

Section 7. Art Docent: The Art Docent Chairman shall be responsible for training and organizing volunteers to do art history lessons. The Chairman will work with the Art teacher to organize and schedule Art Docent days.

Section 8 Assistant Treasurer: The Assistant Treasurer for the current school year will follow the records through until the tax return is filed. The Assistant Treasurer shall be responsible for auditing the books and providing findings to the President by July 21st. The Assistant Treasurer shall complete the Federal tax return, or see that it is completed along with any other required forms and mail to the IRS 90 days after the end of the Fiscal Year (June 30). The Assistant Treasurer shall file with the Texas State Comptroller's Office State Tax Returns as required at least annually due each year on the 20th day after the end of the Calendar year. The President and Assistant Treasurer will review the tax forms before they are filed. The Assistant Treasurer must ensure insurance coverage is renewed and maintained for the PTO. The Assistant Treasurer will assist the Treasurer in receipts and deposits of money as needed.

Section 9. Communications: The Communications Chairman shall work with the Principal and PTO Board to send e-mail correspondence to parents as needed.

Section 10. Community Partners: The Community Partners Chairman shall be responsible for presenting community partner programs to parents and for setting up enrollment for parents and merchants. The Community Partners Chairman should

publicize and promote the community fundraising programs i.e. Kroger, Albertson's, Box Tops for Education etc. in order to maximize profitability.

Section 11. Copy Room Volunteer Coordinator: The Copy Room Volunteer Coordinator shall work with the office staff to organize and schedule volunteers to do copying for the school staff and to monitor supply levels in the copy room.

Section 12. Directory: The Directory Chairman shall design the format to be used for the directory and shall work with the Membership Chairman to process PTO memberships and distribute directories. The Directory Chairman shall also be in charge of selecting a printing company to publish the directory. The Directory should be published in a timely manner and be distributed accordingly.

Section 13 Directory Advertising: The Directory Advertising Chairman shall work with the Directory Chairman to secure advertising for the directory.

Section 14. Fall Fundraiser: The Fall Fundraiser Chairman shall be responsible for the Fall Fundraiser in its entirety.

Secton 15. Fifth Grade fun Night Coordinator: The Fifth Grade Fun Night Coordinator shall be responsible for organizing two events for the fifth grade students in its entirety.

Section 16 Homeroom Coordinator: The Homeroom Coordinator shall be responsible for ensuring that each teacher has a capable homeroom parent assisting the teacher, coordinating parties for each grade level, and collecting party fees. The Homeroom Coordinator informs all homeroom parents of any special events taking place in the classroom and coordinates the activities. The Homeroom Coordinator shall have all plans and memos approved by the principal.

Section 17. Hospitality: The Hospitality Chairman shall be in charge of teacher luncheons and special functions throughout the year. The Chairman shall provide the Board with a list of dates and themes. In addition, this committee will provide refreshments at the PTO general meetings.

Section 18. Landscaping: The Landscape Chairman works with the Durham Elementary Landscape Chairman to ensure that both schools are well kept and presentable.

Section 19. Membership: The Membership Chairman sets up the membership drive, initiates a program to encourage membership, collects dues, and works with the Directory Chairman.

Section 20 Newsletter: The Newsletter Chairman shall be responsible for creating and distributing a newsletter for DIS. The principal must approve the newsletter prior to publication and distribution. The Board shall determine the frequency of the newsletter.

Section 21. Parent Volunteer Coordinators: The Parent Volunteer Coordinators shall be in charge of recruiting and coordinating parents to help throughout the year in specific capacities and as the need arises. The Coordinators must keep a database of all volunteers and is required to disperse volunteer lists to all working committees in a timely manner. The Coordinators shall require one week's notice on all activities that require volunteers to ensure adequate participation.

Section 22. Publicity: The Publicity Chairman shall contact appropriate newspapers and the PTO Newsletter Chairman concerning all special events at Durham Intermediate School. The Chairman shall keep the CISD Public Information Officer advised of such events. The Chairman shall be responsible for maintaining and updating the PTO bulletin boards and changing the marquee to publicize upcoming events.

Section 23. Sixth Grade Fun Night Coordinator: The Sixth Grade Fun Night Coordinator shall be responsible for organizing two events for the sixth grade students in its entirety.

Section 24. Spirit Shop: The Spirit Shop Chairman shall be responsible for the design, orders, delivery and sales of all Spirit Shop inventory. Members of this committee sell school related merchandise to students and parents. Sales of these items take place regularly during the year.

Section 25. Spring Fundraiser: The Spring Fundraiser Chairman shall be responsible for the Spring Fundraiser in its entirety.

Section 26. Welcome: The Welcome Chairman shall work with DIS office staff to welcome new students and supply PTO information to new families. The Chairman will plan and host a welcome coffee for new parents at the beginning of the year and again throughout the year as needed.

ARTICLE VIII: DUTIES OF THE DISBURSEMENT COMMITTEE

Responsibility for Disbursement Requests shall rest with the Vice President. The Executive Board shall act as the Disbursement Committee. They shall receive, review and present written proposals and requests for funds to the Executive Board and the General Membership.

ARTICLE IX: FINANCES

Section 1. The Executive Board shall present to the membership at the May General meeting a budget of anticipated revenue and expenses for the year beginning July 1. This budget shall be used to guide the activities of the Executive Board during the year. The General Membership must approve any substantial deviation from the budget in advance.

Section 2. The President can approve expenditure for less than \$200.00, with notice (via e-mail) to other executive Board Members. The Executive Board can approve expenditure for less than \$500.00 without the vote of the General Membership. General Membership must vote on all expenditure that exceed \$500.00 and are not approved in the budget. All expenditures must be recorded and presented at the next General Meeting.

ARTICLE X: PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order, Revised shall govern this organization.

ARTICLE XI: AMENDMENTS

These by-laws may be amended at any regular meeting of the Board by a 2/3 vote of the members present and voting provided that notice of the proposed amendments has been given at the previous meeting.

Originated May 2001

Amended February 2003

Amended 24th August 2004

Amended 13th October 2005

Amended 16th January 2006

Amended 20th March 2007

Amended 10th March 2009