Mahaffey Elementary School
Parent Teacher Organization By-laws

Article One
Name and Location

Section 1. Name. The name of this organization shall be the Mahaffey Elementary School Parent Teacher Organization, also referred to as PTO Mahaffey.

Section 2. Location. All meetings of the Officers may be held at such places within the Klein I.S.D. as the Officers may designate.

Article Two
Purpose and Structure

Section 1. Purposes. This corporation is organized exclusively for charitable, literary, and educational purposes as defined in Section 501 (c)(3) of the Internal Revenue Code. The purposes of the Corporation include raising funds and purchasing personal property and services to be used by students and faculty of local schools; providing volunteers for educational activities at local schools; engaging in other charitable, civic, or educational activities that will contribute to the public education of the community; and exercising other powers conferred by the laws of Texas on nonprofit corporations.

This Corporation shall be self-governing, self-supporting, non-commercial, non-sectarian, nonprofit and nonpartisan, and shall seek neither to direct the administrative activities of the Klein Independent School District nor to control its policies.

No part of the net earnings of the Corporation shall inure to the benefit of any director of the Corporation, officer of the Corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation affecting one or more of its purposes); and no director, officer or any private individual shall be entitled to share in the distribution of any of the corporate assets on the dissolution of the Corporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

The Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended, or by an organization, contributions to which are deductible under 170 (c)(2) of the Internal Revenue Code and Regulations as they now exist or as they may hereafter be amended.

The Corporation shall observe the following regulations: Klein Independent School District Parent Organization Guidelines and all local, state, and federal laws which apply to nonprofit organizations.

Upon dissolution of the Corporation or the winding up of its affairs, the assets of the Corporation shall be distributed exclusively to charitable organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may be amended.

The Corporation is organized pursuant to the Texas Nonprofit Corporation Act and does not contemplate pecuniary gain or profit and is organized for nonprofit purposes which are consistent with the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may be hereafter amended.

Article Three
Membership

Section 1. Membership. Membership in this organization is open to any person who is a parent, guardian, or adult relative of a child or children enrolled at Mahaffey Elementary or a faculty or staff member of the school, and who will uphold the policies of this organization and agree to its By-laws. A maximum of one (1) membership shall be granted to each family unit. Sponsorships of families are permitted.

Section 2. Qualifications. Eligible persons shall become members by paying the prescribed membership dues per family unit per school year. Upon payment of dues, a member shall be considered in good standing and shall be entitled to vote, be an officer and be entitled to any of the privileges as a member of this organization.

Section 3. Membership Drive. An annual membership drive shall be conducted as early in the school year as possible with additional members accepted at any time.

Section 4. Dues. Annual dues shall be assessed in such amounts as determined by the Executive Board. Dues shall be payable at the beginning of the fiscal year.

Article Four
Nominating Procedures and Elections

Section 1. Executive Officers.

A. The officers of this organization shall be President, Vice-President, Volunteer Coordinator, Secretary, Treasurer, and Parliamentarian. The officers shall serve as presiding officer in the succession of order given, if required.

B. Officers shall be elected and installed at the Spring General Meeting. Their term shall run July 1 through June 30.

Section 2. Nominating Committee.

A. There shall be a nominating committee consisting of five (5) members. One (1) shall be the Principal, one (1) shall be the Volunteer Coordinator, and three (3) shall be assigned by principal, consisting of one (1) additional Executive Board member and two (2) from the organization during the spring semester. Following this, all approved volunteers will be notified of any open positions if they are interested.

B. The Presidential Nominee shall have served on the Executive Board for the major portion of the previous term or have had other previous Parent-Teacher Group Experience: i.e. office holder, standing committee member, or as approved by the principal.

C. The nominating committee shall present one (1) nominee for each office and present this slate at the Spring General Meeting.
D. Following the presentation of the slate, an opportunity will be given for nominations from the floor.
E. If there is only one (1) nominee for each office, the entire slate shall be elected by acclamation.
F. Only members who have consented to serve, if elected, shall be eligible for nomination, either by the nominating committee or from the floor. All nominees must be members in good standing.

Section 3. Qualifications. Any member in good standing is eligible to serve on the Executive Board or as a Committee Coordinator.

Section 4. Vacancies. Vacancies in any office, except the office of President, shall be filled by a majority vote of the remaining members of the Executive Board.

A vacancy occurring in the office of President is filled by the Vice-President, with the vacancy in the office of the latter filled by the above procedure.

Section 5. Term. Each elected officer shall serve a term of one (1) year, not to exceed two (2) years being the maximum term limit for a position as deemed fit by the board under advisement of administration. The term is to be served the entire year, however, the elected officer may be removed by the principal or president at any time during the year if he/she deems fit. Any committee officer or active member may make a motion to remove elected officers with a reasonable purpose. The motion may be supported by executive board members and members with a majority vote in favor of.

Article Five
Executive Officers and Duties

Section 1. Powers. The Board shall be the governing body of the organization and shall manage, control, and direct the affairs and property of the Organization. Those holding an officer position will support the school in a positive manner.

Section 2. President. The President shall:

A. Preside at all meetings of the organization and of the Executive Board
B. Act as an ex-officio member of all committees
C. Coordinate the work of the officers and committees in order that the objectives may be promoted
D. Coordinate the work so that the necessary reports are timely made to the appropriate State and Federal agencies
E. Appoint an Auditing Committee of not less than three (3) members plus the past Treasurer and the Treasurer-elect. President must be present, plus one executive officer, plus one committee member.
F. Plan programs in consultation with the school administration
G. Be a signer on all bank accounts held by organization; the President and Treasurer must approve all volunteers handling money
H. Create special committees and appoint coordinators of same

I. Perform such duties as deemed necessary by the Officers

Section 3. Vice-President. The Vice-President shall:

A. Assume the duties of the President in the event of the President's inability to serve
B. Serve as Coordinator of Membership and all Fundraising
C. Collect and count money from the Membership Drive and deliver said money to the Treasurer
D. Promote membership throughout the year
E. Maintain a list of names and addresses, including email addresses, of all members of organization
F. Appoint a committee to assist with Fundraising
G. Perform other duties as deemed necessary by the Officers

Section 4. Volunteer Coordinator. The Volunteer Coordinator shall:

A. Maintain accurate volunteer database and hours log based on required District training
B. Organize, coordinate and facilitate volunteer meet and greet and receptions
C. Coordinate Mahaffey Volunteer Program and volunteer opportunities
D. Notify Executive Board of meetings and activities in Klein Volunteer Organization
E. Works with school administration, Organization Executive Board, Committee Coordinators, and Klein Central office
F. Reports volunteer hours to Executive Board at each meeting, as well to the school administration monthly
G. Maintain name tags, sign in sheets, and carries out any volunteer recognitions
H. Provides each committee with accurate volunteer list
I. Informs potential volunteers of required new volunteer application and background check procedures
J. Notifies each volunteer upon approval of Klein Volunteer status
K. Perform other duties as deemed necessary by the Officers

Section 5. Bilingual Volunteer Coordinator. The Bilingual Volunteer Coordinator shall:

A. Report to and work with Volunteer Coordinator
B. Translate and communicate with bilingual community
C. Provides Volunteer Coordinator with volunteer list
D. Perform other duties as deemed necessary by the Officers

Section 6. Secretary. The Secretary shall:

A. Record the minutes of all meetings of the Organization, and furnish a copy of such minutes to the Executive Board within one (1) week following the meeting
B. Keep roll of the members of the Executive Board
C. Take care of all correspondence relating to the Board itself
D. Collect and compile all minutes of the year and provide to treasurer for audit
E. Catalog and supervise the property of the organization twice yearly
F. Perform other duties as deemed necessary by the Officers

Section 8. Treasurer. The Treasurer shall:

A. Be the Financial Officer of the Organization
B. Present a budget on behalf of the Executive Board at the first General Meeting and as requested
C. Receive all monies of the organization and deposit said monies in a bank designated by the Executive Board in the name of the Organization
D. The Treasurer and President must approve all volunteers handling money; a board member must be present when money is present
E. All monies collected by the Organization shall remain on campus until deposits are made; deposits shall be made in a timely manner
F. Keep an accurate record of receipts and expenditures, reconcile the checkbooks monthly and provide a monthly transaction report including a reconciliation statement at each monthly meeting.
G. Pay out funds, with proper vouchers, in accordance with the approved budget. All checks must be signed by two (2) of the three (3) members approved by the Executive Board
H. Prepare all required State Sales Tax and Federal Tax returns on behalf of Organization
I. Present the accounts for annual examination by Auditing Committee at end of fiscal year
J. Sit on Auditing Committee
K. Perform other duties as deemed necessary by the Officers

Section 9. Parliamentarian. The Parliamentarian shall:
A. Attend all meetings of the Executive Board and the Organization and advise the presiding officer in matters of parliamentary procedure based on Robert's Rules of Order, Newly Revised
B. Review annually the membership policies to ensure compliance with the non-discriminatory membership requirements set Articles of Incorporation and shall report all findings to the Board
C. Keep a yearly memory book of the Organization's activities
D. Notify school webmaster of any changes to PTO Mahaffey website to ensure accurate, up to date information
E. Correspond with Social Media Chairperson
F. Perform other duties as deemed necessary by the Officers

Section 10. Duties and Performance. All Officers shall perform the duties prescribed in the parliamentary authority, in addition to those outlined in these By-laws and those assigned from time to time. They shall deliver to their successors all official materials at the final Executive Board Meeting.

Article Six
Standing Committees

Section 1. Appointment. The President shall appoint, with approval of the elected officers, Committee Coordinators.

Section 2. Attendance. All Committee Coordinators shall attend all Board meetings, however do not have a voting position on the Executive Board.

Section 3. Standing Committees. Standing Committees are as follows:

A. Corporate Rewards Liaison: Coordinator is responsible for

a. Collection and submission of BoxTops for Education labels, Kroger Loyalty Program, Community Coffee, AmazonSmile, and any other similar collection for cash program requested by the Executive Board.
b. To conduct any contest or reward program to aid in the collection/use of said programs
c. Provide any funds received to Treasurer for deposit, and report amounts to Executive Board

B. Fifth Grade Appreciation: Coordinator is responsible for

a. Assign a planning committee
b. Working with Mahaffey administration in planning and facilitating the Fifth Grade Appreciation Party
c. Ordering, designing and distributing Fifth Grade T-shirts and/or Memory Books per the direction of 5th grade teachers

C. Kindergarten Coordinator: Coordinators are responsible for

a. Coordinate the end of the year ceremony
b. Working with Kindergarten teachers coordinating caps and slide show for kindergarten graduation

D. Grade Level Coordinator: Coordinators are responsible for

c. Coordinate the work of grade level volunteers
d. Plan and facilitate class parties
e. Coordinate parent donations as needed by Executive Board

E. Hospitality: Coordinator is responsible for

a. Thanksgiving Food Drive and Share the Blessings, including planning, collections and delivery of food
b. Plan and facilitate all staff appreciation activities throughout the year
c. Coordinate with Teacher Appreciation Committee

F. Library: Coordinator is responsible for

a. Working with Librarian to coordinate and fill a Library Volunteer Schedule
b. Coordinate volunteers for setup of Book Fair
c. Facilitating Book Corner and Maker Space with Librarian

G. Spirit Night: Coordinator is responsible for

a. Scheduling monthly spirit nights with approval from principal, and should be presented to Executive Board as early in the school year as possible
b. Marketing spirit activities, spirit items and provide follow-up communication with vendors
c. Providing Treasurer with funds received and reporting amounts to Executive Board

H. Teacher Appreciation: Coordinator is responsible for

a. Recognizing staff birthdays
b. Planning and facilitating Teacher Appreciation Week
c. Coordinating various “holiday” gifts, i.e. K cups for lounge
d. Plan should be presented to Executive Board
e. Coordinate with Hospitality Coordinator

I. Watch D.O.G.S.: Coordinator is responsible for

a. Maintaining accurate Watch D.O.G.S. calendar, and supply to school webmaster to be posted on website. Notify Social Media Coordinator
b. Plan, coordinate and facilitate two (2) recruitment events per year, however volunteers can be added throughout the year
c. Coordinate with the Volunteer Coordinator that all Watch D.O.G.S. are cleared volunteers through the Klein Volunteer System
d. Notify Watch D.O.G.S. prior to volunteer day to inform of rules, and guidelines.
e. Ensure all volunteer hours are given to Volunteer Coordinator
f. Coordinate the sales and distribution of any shirts, tags, and/or pictures, etc. Provide any funds received to Treasurer

g. Collect Survey results quarterly. Provide results to Executive Board
h. Organize Watch D.O.G.S. volunteers for any other Organization function as needed.

J. Moms In Prayer: Coordinator is responsible for
a. Lead prayer group and See You at the Pole
b. Maintain a confidential communication with principal for prayer requests

K. Scotties Helping Scotties: Coordinator is responsible for
a. Organizing set up, distribution and gathering of Teacher Help Baskets
b. Set the calendar for Helping Hands Work Days

L. Welcoming Committee: Coordinator is responsible for
a. Draft a letter to new Mahaffey Elementary families providing PTO membership and volunteer information
b. Follow-up with a phone call to the new family

M. Social Media: Coordinator is responsible for
a. Facilitate PTO Mahaffey website link from school website
b. Create informative posts on Facebook, Twitter, etc. for members and volunteers. All posts must be approved by the principal and president

Section 4. Other Committees.

A. Auditing Committee: There shall be an auditing committee consisting of not less than three (3) members. The members shall be the past Treasurer,plus the Treasurer-Elect, and the President, plus one executive officer, plus one committee member. This committee shall examine the accounts and Final Treasurer's Report. They shall attach a signed statement regarding the condition of the accounts to the Final Report, prior to acceptance of the books by the Treasurer-Elect. Final Report shall be submitted to the President, Principal, and Klein District Office no later than July 31 each year

B. Nominating Committee: There shall be a nominating committee consisting of five (5) members. One (1) shall be the Principal, one (1) shall be the Volunteer Coordinator, and three (3) shall be assigned by principal, consisting of one (1) additional Executive Board member and two (2) from organization during the spring semester.

C. Special Committee: Special Committees shall be created when necessary by the President who shall appoint the Coordinator.

Article 7
Executive Board

Section 1. Executive Board. The Executive Board shall consist of the elected officers, coordinators of standing committees, the principal of Mahaffey Elementary School or a representative appointed by the Principal, and a Faculty Representative.

Section 2. Duties. The duties of the Executive Board shall be:
A. To transact necessary business as may be referred to by the Organization
B. To present a report of the works of the Organization at the General Meetings
C. Prepare and submit to the Organization, for approval, a budget for the fiscal year
D. To act for the Organization in any emergency

Section 3. Meetings. Regular meetings of the Executive Board shall be held monthly during the school year, and a time is to be fixed by the Board at its first meeting of the year. Special Meetings of the Executive Board may be called by the President or a majority of the Board Members. All Board meetings are open to the public. Agenda items should be submitted to the

President one week prior to the meeting. A minimum of seven (7) members shall constitute quorum. All Executive Board members are required to attend monthly Executive Board meetings.

Section 4. Power of Executive Board. The Executive Board shall have the power to appropriate and disburse funds of the Organization according to the approved budget. Any monies disbursed outside the parameters of the budget will be presented, along with an amended budget, for approval at the next General Meeting.

Section 5. General Rules.
A. Two (2) absences from an Executive Board meeting without good cause shall be deemed a resignation.
B. Married couples may serve as co-coordinators of committees or hold office jointly, but shall have only one (1) vote on the Executive Board.
C. Robert's Rules of Order, Newly Revised shall be parliamentary authority for this organization and shall govern any procedure, not outlined in writing, in these by-laws.
D. Any potential donation to this Organization must be submitted in writing, with its intended purpose, for approval by the Executive Board. Once a donation is accepted and approved by the Executive Board of this organization, the donation becomes the property of Mahaffey Elementary Parent Teacher Organization. The Executive Board can, at its discretion, make appropriate changes to the budget without approval from the General Membership.

Article 8
General Meetings

Section 1. Number of Meetings. There shall be at least two (2) General Meetings of the membership year. Other General Meetings may be called by the Executive Board or by written request signed by two-thirds majority of the general membership, provided a thirty (30) day notice be provided to the Board.

Section 2. Budget. The budget shall be presented to the membership at the first General Meeting

Section 3. Quorum. A quorum constitutes thirty (30) members

Section 4. Voting. Each qualified family unit, as described in Article 3, Section 2 of these By-laws, shall have the right to cast one (1) vote in any matter at any General Meeting. The decision of a majority of the voting members present at a meeting at which a quorum is established will be binding on the organization, unless provisions of these By-laws require greater vote.

Section 5. Proxy. No voting by proxy will be allowed.

Article 9
General Provisions

Section 1. Fiscal Year. The Fiscal Year of this organization shall be July 1 through June 30 of the following calendar year.

Section 2. Operating Funds. Operating funds shall be maintained in a general fund, and an accounting of such funds shall be presented at all General Membership and Regular Executive Board Meetings. Monies in excess of those needed for general operations may be invested at the discretion of the Executive Board.

Section 3. Annual Statement. The Executive Board shall present at each annual meeting, or when called for by vote of the members at any General or Special Membership Meeting a full and clear statement of the condition of the organization.

Section 4. Review of By-laws. These By-laws shall be reviewed every two (2) years by the executive board prior to end of school year. They will be voted on at the end of year General Assembly meeting to go into effect the following fiscal year.

Section 5. Group Exemption. This nonprofit organization will qualify as a tax-exempt organization under the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may be amended by becoming a subordinate under the IRS group exemption of Klein Support Groups, Inc.

Article 10
Dissolution

This organization may be dissolved by a two-thirds (2/3) vote of the membership in person or by proxy, provided a thirty (30) day notice be given to the membership. Written notice and a copy of the motion to dissolve must be delivered to the President sixty (60) days prior to the General Meeting at which it will be brought to the floor. Two (2) notices shall be sent by the Executive Board to all members in good standing, one (1) with the children and one (1) via US Postal Service. Upon dissolution, all assets and records shall become the property of Mahaffey Elementary School.

Article 11
Amendments

Section 1. Amendments to By-laws. These By-laws may be altered, amended, or repealed and new By-laws may be adopted by a majority of the Directors, provided that such alterations, amendments, or proposed substitute By-laws have been read or distributed to all Officers present at the previous regular meeting or such action may be made at a special meeting held at least ten (10) days after the regular meeting at which the reading or distribution was made.

Section 2. Amendments to the Articles of Incorporations. The Officers shall adopt a resolution setting forth any proposed amendment to the Articles of Incorporation, which, if approved by a majority of the Officers, shall be again submitted for a vote at the next regular meeting of the Officers.

Certificate of Secretary

I certify that I am the duly elected and acting secretary of the Mahaffey Elementary Parent Teacher Organization and that these By-laws constitute the corporation's By-Laws. The By-laws were duly adopted at a meeting of the Executive Board held on _____.

Dated:_____

Secretary of the Corporation