

**LAKE POINTE ELEMENTARY PARENT-TEACHER ORGANIZATION
ARTICLES OF ASSOCIATION**

ARTICLE I: Name

The name of this Organization is the Lake Pointe Elementary Parent-Teacher Organization (LPE PTO).

ARTICLE II: Article of Organization

This Organization is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Notwithstanding any other provision of these articles, the Organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under Section 105(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law).

ARTICLE III: Objectives

The objective of this Organization shall be to enrich the education of the students of Lake Pointe Elementary by supporting the school with the resources of its members; including volunteer and financial support while also promoting open communication between staff, faculty and parents.

ARTICLE IV: Basic Policies

- Section 1. The Organization shall be noncommercial, nonsectarian, and nonpartisan.
- Section 2. The name of the Organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objectives of the Organization.
- Section 3. The Organization shall not--directly or indirectly--participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- Section 4. The Organization shall work with the schools to provide quality education for all students, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- Section 5. No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers or other private persons except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set forth in Article III hereof.
- Section 6. Upon the dissolution of this Organization, after paying or adequately providing for the debts and obligations of the Organization, the remaining 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 any future tax code), or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of Travis County, 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: Members and Dues

- Section 1. Membership in this Organization is open to:

- a. any parent, guardian, or relative who has a child enrolled in Lake Pointe Elementary,
- b. any parent, guardian, or relative who reasonably expects to have a child enrolled in Lake Pointe Elementary within twelve months,
- c. any administration, staff or faculty member of Lake Pointe Elementary,
- d. any member of the community with a supporting interest in the Objectives of the Organization

Section 2. Membership in this Organization shall be made available without regard to race, color, creed, sex, religion, or national origin, under such rules and regulations as may be prescribed in the bylaws of this Organization, to any individual who meets the criteria in Section 1 above, and who subscribes to the Objectives and Basic Policies of the Organization.

Section 3. This Organization shall conduct an annual enrollment of members, but may admit persons to membership at any time.

Section 4. Each member of this Organization shall pay annual dues.

Section 5. The Executive Board shall determine annual dues in May of each year according to the needs of the Organization.

Section 6. No individual (family) shall be denied membership due to financial hardship. The principal of Lake Pointe Elementary shall have the discretion to use money out of the Counselors Fund for the prescribed membership dues.

Section 7. Holding office, being appointed, making motions and voting shall be limited to members of the organization whose annual dues have been paid, waived or whose membership has otherwise been accepted in accordance with Article V, Section 6.

ARTICLE VI: Offices and Their Election

Section 1. Each officer shall be a member in good standing and support the Goals and Objectives of this Organization.

Section 2. Officers and their election:

- a. The elected officers of this organization shall consist of a president, five vice- presidents (of fundraising, membership, volunteers, programs and communications), a secretary, a treasurer, -grade level representatives and staff appreciation. Two persons may share any office, thus becoming co-officers, other than treasurer and grade level representatives. There shall be no fewer than seven (7) offices on the Executive Board.
- b. Officers shall be elected by a majority vote by ballot of the members present at the April general meeting. The Nominating Committee (see below) will prepare the ballot. However, if there is but one nominee for an office, election for that office may be by voice vote.
- c. Officers shall assume their official duties June 1st and shall serve a term of one year ending May 31st.
- d. Elected officers shall serve on the Executive Board, as described in Article X.
- e. No officer shall serve in the same office for more than two consecutive terms, unless no other candidate is nominated or, an appointment by the president and vote by the Executive Board is necessary due to unforeseen circumstances. One who has served more than one-half of a term shall be credited with having served that term.

Section 3. Nominating committee:

- a. There shall be a nominating committee of volunteers from the general body at a general meeting at least one month prior to the election of officers. The committee shall be composed of three (3) members who are in good standing. No member who has an intention of running for any office should serve on the nominating committee. It is recommended that at least one of these members be a former Executive Board member.
- b. The nominating committee shall make every effort to find nominees that represent the diversity of the membership of Lake Pointe Elementary. The nominating committee shall nominate at least one eligible person for each office to be filled and report its nominees at the general meeting in April. Additional nominations may be made from the floor. Members in good standing may nominate themselves.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- d. No member shall automatically serve on this committee because of his office in the unit or position in the school system.
- e. The president does not serve as a member of this committee, nor does he or she appoint any member of the committee.

Section 4. Vacancies:

- a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the members present at the next general meeting, notice of such election having been given.
- b. In case a vacancy occurs in the office of president, the Vice President of Membership and/or Communications shall serve notice of the election.

ARTICLE VII: Duties of Officers

Section 1. The President shall:

- a. coordinate the work of the officers and committees of the Organization in order that the Objectives may be promoted;
- b. confirm that a quorum is present before conducting any business at any meeting of the Organization;
- c. preside at all meetings of the Organization;
- d. confirm the Faculty Representatives, subject to the approval of newly elected officers;
- e. appoint chairmen of special committees subject to approval of newly elected officers;
- f. be authorized to sign on bank accounts (two of three authorized signatures shall be required on all checks over five hundred (500) dollars);
- g. call a meeting of the officers for the purpose of selecting standing committee chairmen;
- h. be a member ex officio of all committees except the nominating and audit committees.
- i. Attend school board meetings, district leadership meetings and campus advisory team meetings as a representative of the LPE PTO;
- j. serves as the primary liaison with the principal with the recommendation of a standing meeting;
- k. prepare and submit a budget for the year to the Organization for adoption;
- l. prepare and submit a calendar for the year to the Organization;

- m. comply with requirements set forth by the Lake Travis Independent School District which may include submitting past budget, current proposed annual budget, audit findings, fundraising activities, and/or bylaws.

Section 2. The Vice Presidents:

The Vice President of Fundraising shall:

- a. preside at meetings in the absence of the president;
- b. coordinate, track, and support all fundraising activities; and
- c. be authorized to sign on bank accounts (two of three authorized signatures shall be required on all checks over five hundred (500) dollars)

The Vice President of Membership shall:

- a. preside at meetings in the absence of the president and vice president of fundraising;
- b. maintain a membership list and database
- c. coordinate the annual membership drive;
- d. plan and set up all general meetings to draw attendance including (but not limited to) arranging for speakers, presentation, or programs of interest
- e. coordinate projects in service to the Organization membership including (but not limited to) the annual Membership planner and the welcome wagon committee.

The Vice President of Volunteers shall:

- a. preside at meetings in the absence of the president, vice presidents of fundraising and membership ;
- b. coordinate all volunteer resources and support district initiative to track volunteer hours
- c. manage all volunteer forms: and
- e. coordinate volunteer appreciation activities

The Vice President of Programs shall:

- a. preside at meetings in the absence of the president, vice presidents of fundraising, membership, and volunteers;
- b. create and support extracurricular and curriculum-supported programming

The Vice President of Communications shall:

- a. preside at meetings in the absence of the president, vice president of fundraising, vice president of membership, vice president of volunteers and vice president of programs;
- b. coordinate information flow between PTO and the LPE community; and
- c. act as a liaison with local media;

Section 3. The Secretary shall:

- a. record and maintain the minutes of all meetings of the Organization for seven (7) years to be posted on the PTO website and in the school safe ;

- b. handle any correspondence on behalf of the Organization;
- c. prepare a standard agenda which will be used for the conduct of all meetings;
- d. in the event of the absence of the secretary, the president shall appoint an acting secretary for the meeting. The acting secretary shall be responsible for both recording and transcribing the minutes; and
- e. maintain a current copy of the bylaws.

Section 4. The Treasurer shall:

- a. have custody of all of the funds of the Organization;
- b. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks, and once his/her term is complete, deliver to Lake Pointe Elementary all such books and documents boxed appropriately for storage for seven years;
- c. make disbursements in accordance with the budget adopted by the Organization or approved by a majority of the members at a duly called meeting as outlined in Article IX of these Bylaws;
- d. sign on bank accounts (two of three authorized signatures shall be required on all checks over five hundred (500) dollars);
- e. present a financial statement at general meetings, executive board meetings, and at other times when requested by the Organization or executive board;
- f. make full report at the annual meeting (Article IX, Section 4);
- g. be responsible for the maintenance of permanent books of account and records as shall be sufficient to establish the items of gross income (including dues collected from members), receipts, and disbursement;
- h. submit books to the auditing committee or a duly selected Certified Public Accountant as requested; and
- i. ensure all tax returns are prepared and filed with due diligence.

Section 5. Staff Appreciation shall:

- a. Organizes events to appreciate LPE faculty and staff;

Section 6. Two Grade Level Representatives shall:

- a. represent all grade levels with one on behalf of the Kindergarten - Second Grades and the other the Third - Fifth Grades
- b. share one vote
- c. act as a liaison and facilitate communications between members (faculty, staff and parents) and the Executive Board

Section 7. All officers shall:

- a. perform the duties outlined in these bylaws and those assigned from time to time, and
- b. deliver to their successors or the president all official material within fifteen (15) days following the date at which their successors assume their duties.

ARTICLE VIII: Other PTO Representatives

Section 1. Principal of Lake Pointe Elementary

Section 2. Faculty Representatives:

- a. Two faculty representatives shall be confirmed by the president subject to the approval of the newly elected officers.

Section 3. Past President:

- a. The past president shall serve in an advisory role to assist PTO Officers as needed in their duties.
- b. The past president shall verify the bylaws are reviewed every other year and ensure necessary revisions are made as a result of that review.
- c. The past president shall ensure that PTO Executive Board is conducting business in accordance with the overall Goals and Objectives of the PTO. Additionally, the past president will see to it that the Goals and Objectives are reviewed on an annual basis.

ARTICLE IX: General Meetings

Section 1. General meetings of the Organization shall be held no less than four times during the school year. The time and date of such meetings will be established by executive board at its first meeting of the year. Written notice of all meetings shall be issued by the school to the children to be carried home to their parents/guardians. Five (5) days' notice shall be given if change of date is needed.

The first meeting of the first school year that Lake Pointe Elementary is opened will be held within 30 days of the first day of the school year. All persons eligible for membership in this Organization are allowed to attend and participate in that first meeting and will be given the opportunity to join the Organization prior to any votes being taken.

Section 2. Special meetings of the Organization may be called by the president or by a majority of the Executive Board, five (5) days written notice having been given. Special meetings of the Organization shall be called at the request of members of the Organization upon written petition signed by a simple majority of the members, five days written notice having been given.

Section 3. The Organization shall hold an Annual Meeting in April for the purpose of the election of officers. Notice of the Annual Meeting shall be given to the members at least thirty days prior to the meeting.

Section 4. Ten (10) members shall constitute a quorum for the transaction of business in any meeting of this Organization.

ARTICLE X: Executive Board

Section 1. The Executive Board shall consist of the elected officers of the Organization.

Section 2. For the purposes of any vote of the Executive Board, each office shall share one vote.

Section 3. The duties of the Executive Board shall be to:

- a. transact necessary business in the intervals between general meetings and such other business as may be referred to it by the Organization;
- b. create standing and special committees;
- c. approve the plans of work of all officers and committee chairmen;
- d. present a report at the general meetings of the Organization;

- e. appoint an auditing committee consisting of not less than three members, who are not authorized signers, at least thirty (30) days before the last day of school, to audit the treasurer's accounts;
- f. review the prepared budget for the year;
- g. approve routine bills within the limits of the budget; and
- h. fill vacancies of officers and chairmen.

Section 4. Removal of a Executive Board member:

- a. An elected officer or any chairman may be removed from office for failure to perform duties or misconduct by two-thirds (2/3) vote of the Executive Board. An elected officer or any chairman who misses three consecutive Executive Board meetings may be removed from office unless special circumstances arise. Thirty (30) days advanced written notice must be given to the general membership prior to any such removal from office.
- b. Any elected or appointed Executive Board member may be removed by concurrence of two-thirds (2/3) of the votes of the entire membership present at a general meeting of the members or a special meeting of the members called for that purpose, provided thirty (30) days advanced written notice is given of any such vote to remove a Executive Board member from office. The vacancy on the Executive Board so created shall be filled by the members of the Organization at the same meeting by a majority vote.

Section 5. The Executive Board shall exercise ordinary business judgment in managing the affairs of the Organization. Acting in their official capacity, Executive Board members shall act in good faith and take actions they reasonably believe to be lawful and in the best interests of the Organization. In all other instances, the Executive Board shall not take any action that they reasonably believe to be unlawful or in opposition to the Organization's best interests. A Executive Board Member shall not be liable if, in exercising due diligence, the Executive Board member acts in good faith relying on written financial and legal statements provided by an accountant or attorney that may be retained by the Organization.

Section 6. Executive Board Meetings

- a. General meetings of the Executive Board shall be held prior to each general meeting, the time to be fixed by the Executive Board at its first meeting of the year.
- b. A majority of the offices of the Executive Board shall constitute a quorum.
- c. Special meetings of the Executive Board may be called by the president or by a majority of the offices of the Executive Board, three (3) days notice being given.

ARTICLE XI: Standing and Special Committees

Section 1. Only members of the Organization shall be eligible to serve in any elective or appointive position.

Section 2. The Executive Board may create such standing committees as it may deem necessary to promote the Objectives and carry on the work of the Organization. The term of each chairman shall be one (1) year or until May 31, whichever occurs sooner.

Section 3. Standing committee chairmen shall be appointed by the Executive Board. The president shall call a meeting of the officers for the purpose of appointing such chairmen.

Section 4. No chairman shall serve in the same office for more than two consecutive terms without approval of the members of the Organization at a general meeting. One who has served more than one-half of a term shall be credited with having served that term.

Section 5. The chairman of each standing committee shall present monthly plans of work which should be in the form most appropriate to the project (i.e meeting minutes, reports, drawings, etc) to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

- Section 6. The president shall have the power to appoint special committees subject to the approval of the Executive Board. Special committees are created for a specific purpose and automatically cease to exist when its work is completed, as evidenced by its final report, or when dissolved by the Executive Board.
- Section 7. The president shall be a member ex-officio of all committees except the nominating and audit committees.
- Section 8. Any member in good standing who supports the Objectives and Policies of the Organization may serve on any committee. Committee members shall support the policies and procedures established by the committee.

ARTICLE XII: Fiscal Year

- Section 1. The fiscal year of this Organization shall begin July 1 and end June 30.
- Section 2. An auditing committee of not less than three (3) members, who are not authorized signers, shall be appointed by the Executive Board at least thirty (30) days before the last meeting of the year.
- Section 3. The audit committee report shall be adopted by the Organization.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Organization in all cases in which they are applicable in which they are not in conflict with these Bylaws.

ARTICLE XIV: AMENDMENTS

- Section 1. These Bylaws may be amended at any general meeting of the Organization, provided a quorum is present, by a two-thirds vote of the members present and voting. Written notice of the proposed amendment shall have been given 30 days prior to the meeting at which the amendment is voted upon.
- Section 2. These Bylaws may be amended from time to time for the purpose of bringing them into compliance with governmental entities without requirement of any vote of the members. In this case, notification of the amendments shall be given to the general membership at the next general meeting.
- Section 3. These Bylaws may be amended to comply with regulations for obtaining and maintaining non-profit status as defined by the U.S. Internal Revenue Service or the Texas Non-Profit Corporation Act, without requirement of any vote by the members. In this case, notification of the amendments shall be given to the general membership at the next general meeting.
- Section 4. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the Organization, or by a two-thirds (2/3) vote of the Executive Board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.