

COULSON TOUGH SCHOOL PARENT-TEACHER ORGANIZATION BY-LAWS

ARTICLE I – NAME

The name of this organization shall be Coulson Tough School Parent-Teacher Organization, hereinafter referred to as “Coulson Tough PTO”.

ARTICLE II – LOCATION

The location of the PTO shall be 11660 Crane Brook Drive, The Woodlands, Texas 77382 or any location established by the Board of Directors upon proper notice to the PTO members.

ARTICLE III – ARTICLES OF ORGANIZATION

The article of organization of Coulson Tough PTO shall include the by-laws of the organization exempting the charter year (also known as the year of formation). The organization shall be a local self-governing unit. Notwithstanding any other provision of these articles, this PTO shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (2) by an organization, contributions to which are deductible under Section 170 (C2) of the Internal Revenue Code. In the event of the dissolution of this PTO, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954 as from time to time amended.

ARTICLE IV – PURPOSE

Purpose of this PTO is:

- (a) To promote the welfare of children at Coulson Tough School
- (b) To foster cooperation between parents and teachers in the education of children at Coulson Tough School
- (c) To unite school and community efforts in securing for all children the best education; and
- (d) To engage in fundraising activities for the educational and recreational benefit of Coulson Tough School, its children, teachers, and staff as determined by the PTO and in accordance with these by-laws.

ARTICLE V – MEMBERSHIP AND DUES

Section 1. Membership

PTO membership shall be available to parents, grandparents and guardians of Coulson Tough students, the faculty and staff of Coulson Tough and other interested parties. Qualified persons shall be admitted to membership and administered under these by-laws and in educational programs and activities without regard to their race, color, national ethnic origin, sex, age, religion, handicap or status as a veteran.

Section 2. Voting Rights

The PTO shall have voting and nonvoting forms of membership. Voting memberships shall be based upon the payment of the annual dues as stated in Section 4 below. Only voting members shall be eligible to serve in any of the PTO's elective or appointed positions or to vote on any issues presented to the general membership. However, all members may attend and participate in any PTO meeting.

Section 3. Enrollment

The PTO shall conduct an annual enrollment of members but persons may be admitted to membership at any time.

Section 4. Dues

The annual dues of the PTO shall be \$20.00 per family, and shall entitle each registered member to one vote. Corporate business members shall be non-voting members of the PTO and may not hold elective or appointed positions. Annual memberships shall be:

Platinum(character) -	\$5,000
Platinum(Boosterhon) -	\$4,000
Platinum(field day) -	\$4,000
Gold -	\$1,500
Silver -	\$ 500
Bronze -	\$ 200
Titan -	\$ 50

Subsequent annual dues shall be determined on an annual basis by the Board of Directors for that term.

Section 5. Fiscal Year

The fiscal year for this PTO shall be July 1 through June 30.

ARTICLE VI – MEETINGS

Section 1. General PTO Meetings

- (a) A minimum of two (2) general PTO meetings shall be held for the purposes indicated:
 - (1) By October 15 for approval of the budget and informative purposes.
 - (2) In April for the introduction of new officers.
- (b) PTO members shall be notified not less than ten (10) school days prior to a general PTO meeting other than those shown above. Any change in a PTO general meeting date shall be issued to the membership not less than five (5) school days prior to the meeting date.
- (c) Action of the general membership shall be based on a motion, with a second, followed by a general discussion and vote. A quorum at a properly called meeting of the Coulson Tough PTO shall consist of those present at the meeting. A majority of the members present will be required to pass any business before the general assembly of the Coulson Tough PTO.

Section 2. Special Meetings

Special meetings of the PTO may be called by the President or by a majority of the Board of Directors. The purpose of the meeting, date, time and location shall be issued to the membership at least ten (10) school days prior to the meeting.

ARTICLE VII – OFFICERS AND DUTIES

Section 1. Officers

The Officers of the PTO shall be:

- (a) President
- (b) Vice-President – Fundraising
- (c) Vice-President – Programs
- (d) Vice-President – Membership
- (e) Secretary
- (f) Treasurer
- (g) Past President/Parliamentarian

Section 2. The President

- (a) Shall be a member of and chair the Board of Directors;

- (b) Shall preside at all meetings of the PTO and Board of Directors;
- (c) Shall coordinate the work of officers;
- (d) Shall be ex-officio member of all committees, except the Nominating Committee;
- (e) Shall interface as necessary with the Principal, teachers and administration;
and
- (f) Will oversee & monitor the following committees: Hospitality, Teacher Appreciation, Volunteer Coordinator, Community Services, & Health and Safety

Section 3. Vice-President – Fundraising

- (a) Shall be a member of the Board of Directors;
- (b) Shall, in the absence of the President; perform all his duties and responsibilities;
- (c) Act as an aide to the President;
- (d) Provide monthly updates to the President at least one week prior to the regularly scheduled Board Meeting; and
- (e) Shall chair all fundraising projects
- (f) Will oversee & monitor the following committee: Fundraising, Logo

Section 4. Vice-President—Programs

- (a) Shall be a member of the Board of Directors;
- (b) Shall be in charge of Enrichment Programs involving students, teachers, and/or parents of Coulson Tough School.
- (c) Will oversee & monitor the following committees: Environmental & Cultural Arts

Section 5. Vice-President—Membership

- (a) Shall be a member of the Board of Directors;
- (b) Shall send notices of meetings to all members;
- (c) Shall maintain current record of the names and addresses of members;
- (d) Shall conduct the annual membership campaign;
- (e) Shall oversee production of student directory;
- (f) Will oversee & monitor the following committees: Yearbook & Publicity.

Section 6. The Secretary

- (a) Shall be a member of the Board of directors;
- (b) Shall record and maintain the minutes of all meetings of the PTO and Board of Directors;
- (c) Shall maintain a current list of the officers and committee chairmen;
- (d) Shall reply to the PTO's correspondence;
- (e) Shall be responsible for official voting ballots;
- (f) Shall maintain a copy of the by-laws and all committee reports;

Section 7. The Treasurer

- (a) Shall be a member of the Board of Directors;
- (b) Shall account for all revenues and expenditures, and maintain an accurate and current record thereof that is readily available for the audit process.
- (c) Shall pay all expenses of the PTO when such payment has been duly authorized or approved by the Board of Directors and in accordance with the adopted budget;
- (d) Shall prepare and present a written financial statement at each PTO meeting or at any time when so directed by the President of the Board of Directors. An annual report shall be made at the final PTO meeting of the school year;
- (e) Should have an accounting, bookkeeping background because of the complexity of sales tax requirements;

Section. 8 Past President/Parliamentarian

- (a) Shall be a member of the Board of Directors;
- (b) Shall enforce the provisions of the by-laws;
- (c) Shall chair any by-law revision committees;
- (d) Shall chair the nominating committee and oversee all ballot voting;
- (e) Shall be the outgoing President except when he decides to serve for a second term. In this case the position shall be filled by election. It is preferred that this elected person has served on the Board of Directors for a minimum of 1 year.

ARTICLE VIII—STANDING COMMITTEES AND DUTIES

Section 1. Standing Committees

Standing Committees and their duties shall include but not be limited to:

- (a) Cultural Arts Committee-Shall develop a program to bring cultural arts programs into the school or take the children on field trips to experience such programs.
- (b) Publicity Committee-Shall be responsible for submitting to local newspapers, television stations or other media information about meetings, fundraising activities, important events and other items of interest to the public about the faculty, staff, students and PTO of Coulson Tough School. Shall be responsible for coordinating with the office secretary items that are to be placed in the Titan Tribune regarding PTO activities.
- (c) Hospitality Committee-Shall be responsible for providing refreshments at designated meetings as directed by the Board of Directors; prepare and distribute welcoming packets for new parent and students; assist the Kindergarten and Sixth Grade Teachers in organizing and conducting their graduation ceremonies.

- (d) Environmental Committee-Shall be responsible for campus landscaping, beautification of the school and recycling efforts at the school.
- (e) Fundraising Committee-Shall assist the VP of Fundraising in organizing and executing all fundraising activities for Coulson Tough School.
- (f) Volunteer Coordinator-Shall coordinate with administration and PTO Board the direction of the volunteer activities related to school functions.
- (g) Yearbook Committee-Shall be responsible for the publishing and sale of an annual yearbook for Coulson Tough School. Shall compile, record and maintain a history of school activities and achievements.
- (h) Community Services/Partner Share-Shall be responsible for all solicitation of donations from area businesses and their participation in school related activities; shall be the PTO contact for these businesses. This committee shall also develop and implement service projects for the children to provide to the community at large(ex: Sterling Ridge Village Association events).
- (i) Logo Committee-Shall be responsible for overseeing all logo items designed, delivered and distributed for Coulson Tough School.
- (j) Health/Safety Committee-Shall address bike path and traffic flow issues, as well as help with Red Ribbon Week and Fire Prevention Week.
- (k) Teacher Appreciation Committee-Shall organize events throughout the year that show appreciation for the teachers and staff of Coulson Tough.

Section 2. Qualifications

Only voting members of the PTO shall be eligible to serve as a chairman of Standing and Special Committees.

Section 3. Selection

The officers shall select the Standing Committee Chairmen within 30 days of their election. Notification of these appointments shall be given to the general membership before the end of the school year.

Section 4. Plans

Each Standing Committee Chairman shall furnish to the Board by September 15 a written plan of work and proposed budget. No committee work shall be conducted without the approval of the Board of Directors.

Section 5. Ad Hoc Committees

A Special Committee may be created and the Chairman appointed by the Board of Directors for performance of a special purpose. When the committee's final work and report are complete, the committee shall automatically cease to exist.

Section 6. Sunset Rule

The Board may terminate any committee when it no longer serves a useful purpose.

Section 7. Terms

No Committee Chairman shall be eligible to serve as chairman of the same committee for more than three (3) consecutive years without special approval by the Board of Directors.

Section 8. Transition

Upon expiration of the term of office or resignation, all directors shall turn over to their successors, all written records, books and other materials pertaining to the office ten (10) days after the installment of the successor officer(s) or by June 15th, whichever occurs first.

ARTICLE IX-BOARD OF DIRECTORS

Section 1. The Board of Directors shall be:

- (a) PTO Officers
- (b) Chairmen of the Standing Committees;
- (c) Principal of the school or administrator

Section 2. Board Duties

- (a) To transact necessary business in the intervals between PTO general meetings and such other business as may be referred to it by the PTO;
- (b) To create and terminate standing and special committees;
- (c) To prepare and present a budget for the fiscal year; budget subject to formal approval by general PTO membership at its first meeting;
- (d) To review and approve any plans presented by standing and special committees not included in the original budget;
- (e) To approve any matter involving the collection, raising or expenditure of money and/or donations within the limits of the approved budget;
- (f) To approve any proposed event sponsored by the PTO; and
- (g) To appoint the members of the audit committee.

Section 3. Board Meetings

The Board of Directors shall hold regular monthly meetings during its term of service at a time to be fixed by the Board at its first meeting of the year. Notification of the meeting date, time and location shall be given at least two (2) weeks in advance of the meeting date. Special meetings may be called by the President or a majority of Board members with notification of the meeting date, time and location given at least five (5) school days in advance of such meeting date. All Board meetings shall be open to the general membership, but only Directors shall have voting rights.

Section 4. Quorum

A majority of the Board of Directors shall constitute a quorum. Management decisions will be approved with a two-thirds vote.

Section 5. Member Renewal

Any Director missing two (2) consecutive board and/or General PTO membership meetings may be removed from office by a two-thirds vote of the Board. Directors shall contact the President prior to the meeting if he is unable to attend. Non-performance of duties could be cause for removal by a two-thirds vote of the Board of Directors. In the event of member Removal, the President, with majority consent of the Board, shall appoint a replacement.

Section 6. Conflict of Interest

Any Director should abstain from voting on any issue where he has a direct personal or financial interest and shall inform the Board of such interest.

ARTICLE X-ELECTION OF OFFICERS

Section 1. Qualifications

Each officer of the PTO Board of Directors shall be a voting member and it is preferred that they have served on the Board of Directors for a minimum of one (1) year.

Section 2. Election of Officers

- (a) Officers shall be elected by *viva voce* (voice vote) at the April general meeting and shall serve for term on one year, or until their successors are elected, with the term commencing July 1.
- (b) A person shall not be eligible to serve in the same office more than three consecutive years without a vote.

Section 3. The Nominating Committee

- (a) Shall be composed of a least five (5) members with two alternates available in the event a regular Member is unable to serve (always to be an odd number). The Board of Directors shall select the Members of the Nominating Committee by January 15th. The past president/parliamentarian shall serve as the chair of the nominating committee. The committee shall include two members from the current PTO Board, the Principal or his designated representative and two or four members from the PTO membership at large. A member of the Nominating Committee must resign from said committee if he allows his name to be placed in nomination for an elected Board position.
- (b) Shall notify the entire membership by February 1st of the upcoming election of officers. The committee shall also notify the general membership of all of the Committee positions with a description of the duties of each position. The general membership shall have 30 days within which to submit names for consideration.
- (c) Shall present a slate of eligible candidates for each elected office to the Board for approval. Following approval of the current PTO Board, the report of the Nominating Committee shall be made at the last meeting of the general membership at which point additional nominations may be received from the floor. Only individuals who have signified their consent to serve, if elected, shall be nominated for or elected to an office. A member of the nominating Committee must resign from the committee if he allows his name to be placed in nomination for an office. Only those persons who have previously served on the Board of Directors as an Officer or Standing Committee Chairman shall be eligible to be nominated for the office of President.
- (d) Shall provide the newly elected officers with a list of all interested candidates for the Standing Committee Chairman positions.

Section 4. Vacancies

A vacancy occurring in any office shall be filled for the balance of the term by a person elected by a majority vote of the Board of Directors, notice of such election having been given to the general membership. In case a vacancy occurs in the office of the President, the Vice President-Fundraising shall assume the office of President for the remainder of the term.

ARTICLE XI—AUDIT

The Board of Directors shall provide for an independent audit of the PTO's financial records at the close of the fiscal year or at any time at the direction of the Board of Directors.

ARTICLE XII—GENDER

The masculine gender used in these by-laws shall refer to both male and female members of the PTO.

ARTICLE XIII—AMENDMENT OF BY-LAWS

Section 1. Proposal

Any amendments to these by-laws shall be proposed in writing and shall be read at the general meeting. Members shall be notified 30 days in advance of the meeting date, time and location when the amendments shall be voted upon and where interested parties may obtain a copy of the amendment(s) prior to the meeting date.

Section 2. Voting

To be adopted, three-fourths (3/4) of the members present and voting at the meeting must approve such amendment(s).

Section 3. By-Law Revisions

A committee may be appointed by a majority vote of the members at a general meeting or by two-thirds vote of the Board of Directors to prepare and submit to the PTO a revised set of by-laws to substitute in its entirety the existing by-laws. Adoption of the revised by-laws shall be in accordance with the other provisions of this article.

ARTICLE XIV-POLICIES

The following are basic policies for this PTO:

- (a) The name of this PTO 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 interest or for any purpose not appropriately related to promotion of the objectives of this organization.
- (b) This PTO shall not participate in any way, directly or indirectly, in any political campaign on behalf of, or in opposition to, any candidate for public office or any political party or ideology.
- (c) Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they do not conflict with these by-laws.

Proposed Amendments to the Coulson Tough PTO By-Laws

Amendments will be voted on at general meeting, Thursday, April 16, 2015 at Coulson Tough School

1. We propose to amend Article X, Section 2 (a) by adding the underlined text (in accordance with Robert's Rules of Order):

Officers shall be elected by viva voce (voice vote) at the April general meeting and shall serve for a term of one year, or until their successors are elected, with the term commencing July 1.

2. We propose to amend Article X, Section 2 (b) in the following way:

A person shall not be eligible to serve in the same office more than three consecutive years without a vote.

Amendment to the Coulson Tough PTO By-laws:

Adopted and voted upon April 16, 2015

We propose to amend Article III by adding the underlined text (in accordance with Robert's Rules of Order)

The articles of organization of Coulson Tough PTO shall include the by-laws of the organization exempting the charter year (also known as the year of formation). The organization shall be a local self-governing unit and shall operate as a non-profit organization. Notwithstanding any other provision of these articles, this PTO shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from federal income tax under Section 501©(3) of the Internal Revenue Code, or (2) by an organization, contributions to which are deductible under Section 170 (C2) of the Internal Revenue Code.