. **Bohls Middle School**

 **PTO Bylaws**

**ARTICLE I - NAME, PURPOSE, MISSION STATEMENT**

**Section 1: NAME** - The name of the organization is Bohls Broncos PTO INC (Independent Nonprofit Corporation), Also referred to as Bohls PTO or Bohls Middle School PTO. The Bohls Middle School PTO is located at 5104 Pleasanton Parkway, Pflugerville, TX 78660.

**Section 2: PURPOSE** - The PTO is a nonprofit/nonpartisan organization that exists to enhance and support the educational, social, and emotional experiences at Bohls Middle School. We will strive to develop a closer connection between school, teacher and home by encouraging transparency, parental involvement, and enhancing the environment at Bohls Middle School through volunteering and fundraising.

Bohls PTO is a tax exempt organization under section 501(c)(3) of the Internal Revenue Code.

**Section 3: MISSION STATEMENT** - The Bohls Middle School Parent Teacher Organization (PTO) is a 501(c)(3) non-profit organization whose purpose is to strengthen, enhance, and encourage the educational and social environment of Bohls Middle School. Our goals are to complement the school curriculum with additional opportunities for students, teachers, and parents to learn, socialize, communicate, and grow.

**ARTICLE II - MEMBERSHIP**

**Section 1:** Membership shall be automatically granted to all parents/guardians of Bohls Middle School students, and all staff at Bohls Middle School. There are no membership dues. Members have voting privileges, consisting of one vote per household.

**ARTICLE III - OFFICERS**

**Section 1: EXECUTIVE BOARD** - The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer.

**Section 2: TERM OF OFFICE -** Voting shall take place by written ballot at the May PTO meeting. Officers shall be elected for a term of one calendar year (beginning July 1 and ending on the following June 30) by the general PTO Membership. An individual may serve as many years as they want to run as an Officer, as long as they are voted in. A person may hold only one Officer's position at a time. An Officer may also act as Chair of up to two Standing Committees. In the event the PTO fails to fill all Officer Positions at the May PTO meeting, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular meeting.

**Section 3: QUALIFICATIONS** **-** Any parent/guardian with an approved PfISD volunteer application.

**Section 4: DUTIES -**

Executive Board - Develop the Bohls PTO’s annual budget, establish and oversee committees to cocommitteesnduct the work of the Bohls PTO, establish fundraising programs, appoint special and committee chairs as needed, and approve unbudgeted expenditures. Bohls board members will not exceed a maximum spending limit of $300 per 30 days for unbudgeted items not brought before stakeholders at a regular board meeting.

President - Preside at monthly Bohls PTO meetings and twice annual Executive Board meetings, serve as the official representative of the Bohls PTO, and retain all official records of the Bohls PTO.

The president shall, in general, supervise all of the business and affairs of the PTO. The president shall preside at all regular meetings and exercise parliamentary control. The president shall provide oversight and serve as a member of all standing committees. The president shall in accordance with the requirements of these bylaws, set the agenda for regular meetings. The president may execute any checks, deeds, mortgages, bonds, contracts, or other instruments that the PTO has authorized to be executed.

However, the president may not execute instruments on behalf of the PTO if this power is expressly delegated to another officer or agent of the PTO by the members, these bylaws, or statute. Additional duties of the president include:

● ensuring that the vice president is kept sufficiently informed regarding PTO business;

● representing the PTO at citywide meetings or other meetings outside of the PTO, unless otherwise delegated to

another member of the PTO;

● assisting in the total coordination of all committees and the PTO as a whole;

● signing checks, notes, or other warrants in the absence of the treasurer; and

● ensuring that regular meetings are announced to the Bohls Middle School population at least one week in advance.

Vice President - Act as intermediary between committees and the Bohls PTO President, support board positions in their absence. Conduct meetings in the absence of the President. The vice president's duties are to support and assist the president as needed. The Vice president will act as parliamentarian to ensure that meetings and processes are conducted in accordance with Bohls PTO bylaws; advise on parliamentary procedures using Robert’s Rules of Order; bring current copy of Bohls PTO By-Laws to all meetings.

 Secretary - The secretary will perform or be responsible for the following duties:

● ensuring that minutes of all regular meetings are kept and a draft is made available to members in attendance within two weeks of the regular meeting;

● ensuring that minutes of all regular meetings are made available for public inspection following approval of those minutes by majority vote at the subsequent regular meeting by members that were in attendance

● setting up procedures for any elections held by the PTO, with the approval of the president, and keeping a record of all votes cast in such elections

● ensuring that all records, minutes of all regular meetings, roster of members to vote, and records of all votes are made available for public inspection; and record votes of yay or nay;

● ensuring that all reports, statements, certificates, and other documents of record are properly kept and filed.

Treasurer - Serve as custodian of the Bohls PTO’s finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial reports, file annual taxes by November 15th, uphold current 501(c)(3) status, provide documentation for any audit request, and hold all financial records.

Committee Chair of Social Media/Communications - Oversee the social media & communications committee. Manage communications and marketing for the Bohls PTO including, but not limited to Bohls PTO Facebook, cross posting announcements and events, relaying parent questions posted to president and respond accordingly, create event flyers, and reporting to the Bohls PTO executive board.

Committee Chair of Events - Oversee the events committee. Manage the coordination of dances, homecoming, Pfall Pfestival, decorations, any other event set during the school year, and report to the Bohls PTO executive board.

Committee Chair of Volunteers - Oversee the volunteer committee, coordinate volunteers for Bohls PTO events and school activities. Collect a list of volunteers and assure they are volunteers approved by PfISD. Monitor volunteer interest email and relay their info to specific committees as requested. Ensure that volunteer data is recorded and available to the Executive Board. Create volunteer specific sign up genius for each event requested. Work with executive board and committee chairs to assure volunteers are recruited for events. Report to the Bohls PTO executive board.

Committee Chair of Fundraising - Oversee the fundraising committee, manage the coordination of fundraising activities such as monthly spirit nights at local restaurants, annual auction, any other fundraising events set during the school year, and report to the Bohls PTO executive board.

Committee Chair of Merchandise - Oversee the merchandise committee, manage the POD (print on demand) online merchandise store, keep inventory of spirit items on hand, order inventory as needed. and report to the Bohls PTO executive board.

Committee Chair of Concessions - Oversee the concessions committee, manage the inventory, order inventory as needed, ensure volunteers are approved with PfISD, work with the volunteer chair to ensure all sporting events and any other events are covered, and report to the Bohls PTO executive board.

Teacher Liaison - Shall be a current teacher or staff member at Bohls Middle School, and shall serve as a liaison between the Bohls PTO and the school/staff/teachers.

**Section 5: Executive BOARD MEETINGS -** The Bohls PTO Executive Board shall meet twice annually during the school year, or at the discretion of the Bohls PTO President.

**Section 6: REMOVAL FROM OFFICE -** Any Officer can be removed from office, with cause, by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting. Examples of cause are an infraction of bylaws or an act which puts Bohls PTO in a severely negative light.

**Section 7: VACANCY -** In the case of a vacancy in the office of President, the Vice President shall serve notice to the Executive Board of the election to fill the vacancy of the President and shall conduct the election. A vacancy in any office other than President shall be filled by an affirmative vote of a majority of the remaining members of the Executive Board. In the interim, duties of any vacancy shall be assumed by the Executive Board.

**Section 8: NOMINATIONS -** A Bohls PTO general Membership meeting will be held to elect officers in the spring for the upcoming year. Nominated officers shall be presented by the Bohls PTO Board at this meeting. Additional nominations may be made from the floor of the meeting. All Bohls PTO members are eligible to nominate and shall consider all candidates for elected positions. The Bohls PTO will elect, by majority vote, each position of the Bohls Executive Board.

**ARTICLE IV - MEETINGS**

**Section 1: GENERAL PTO MEETINGS -** General PTO meetings shall be held to conduct the business of the Bohls PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board. Five (5) days’ notice is required to notify Bohls PTO members of all meetings, through all regular publicity channels available.

**Section 2: SPECIAL MEETINGS -** Special Meetings of the PTO - May be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) PTO members. Notice and objective must be made public 10 days in advance.

**Section 3: VOTING -** Each member in attendance at a Bohls PTO meeting is eligible to vote. Voting may take place by voice or, upon request, a written ballot, or show of hand. One vote per household. Absentee or proxy votes are not allowed.

**Section 4: QUORUM -** A minimum of four (4) Bohls PTO members to include at least two (2) Executive Board members must be present and voting to constitute a quorum.

**ARTICLE V - FINANCIAL POLICIES**

**Section 1: Use -** Bohls PTO funds shall be used for programs, events, and items that directly benefit the students of the school, as well as teacher appreciation events and teacher requests (mini grants).

**Section 2: Income -** All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds must be deposited into the PTO bank account within 4 business days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

**Section 3: Expenses -** Reimbursements for all expenses shall be made only after receipts for the expenditures have been documented and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 10 days of the purchase and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

**Section 4: Non-Budgeted Requests -** Non executive board members may submit monetary requests for non- budgeted items to the PTO at a monthly PTO meeting. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO. Advance notice of the upcoming vote shall be publicized to the PTO Membership at least 1 week prior to the vote.

**Section 5: Reporting -** All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. An updated financial report shall be made available at each PTO meeting.

**Section 6: FISCAL YEAR -** The fiscal year of the Bohls PTO begins July 1 and ends June 30 of the following year.

**Section 7: BANKING -** All funds shall be kept in the Bohls Middle School PTO checking account. Account signature authority will be given to two members of the Executive Board (normally the President and Treasurer). Funds are held at A+ Federal Credit Union. Checks written on behalf of Bohls Broncos PTO will require two signatures.

**Section 8: ENDING BALANCE -** The PTO is authorized to carry over funds for the following fiscal year. The annual carryover amount shall not exceed $40,000 without documentation as to need.

**Section 9: CONTRACTS -** Contract signing authority is limited to the Bohls PTO President upon Executive Board approval. No Officer or PTO member shall secure any contract in the name of the PTO without the approval to do so by vote of the Executive PTO members.

**Section 10: INSUFFICIENT FUNDS -** Any person who has written a check to the PTO that is returned for insufficient funds will receive a letter from the Bohls PTO asking for immediate payment by cash or money order, and will also incur a $30.00 fee on a case by case basis.

**ARTICLE VI - BYLAW AMENDMENTS**

**Section 1:** Amendments to the bylaws may be proposed by any Bohls PTO member. Amendments presented at a Bohls PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds approval of all members present and voting (including all executive board members) is required to adopt an amendment to the Bylaws. Bylaws shall be signed annually by executive board members only.

**ARTICLE VII - DISSOLUTION**

**Section 1:** In the event of dissolution of the Bohls PTO, any funds remaining shall be donated to Bohls Middle School.

**ARTICLE VIII - PARLIAMENTARY AUTHORITY**

**Section 1:** The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

**These bylaws were adopted on the 14th day of May, 2024.**

Signed in effect by:

Print Name: Tiana Jackson

Title: President

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: Amber Albright

Title: Vice President

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: Jennifer Mezei

Title: Treasurer

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: Jackie Chisenhall

Title: Secretary

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_