



STEPHEN F. AUSTIN
ELEMENTARY
PARENT TEACHER
ORGANIZATION (AES PTO)
LAMAR CONSOLIDATED
INDEPENDENT SCHOOL
DISTRICT
RICHMOND, TEXAS

Bylaws

**Stephen F. Austin Elementary Parent Teacher Organization, Inc. (AES PTO) Bylaws
Effective – March 2025**

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Article One: Name and Organization

Section 1: Organization Name

The name of this organization is the Stephen F. Austin Elementary Parent Teacher Organization, Inc., also known as the Austin PTO or the AES PTO. It serves the Stephen F. Austin Elementary School located at 1630 Pitts Road, Richmond, Texas, 77406 in the Lamar Consolidated Independent School District (LCISD).

Section 2: Articles of Organization

The “articles of organization” of this organization include:

- a) The approved bylaws to govern the AES PTO
- b) The certificate of incorporation

Article Two: Purpose, Benefits and Basic Policies

Section 1: Purpose of the Organization

The purpose of the AES PTO is to serve as a bridge between parents, teachers, and the school to foster collaboration and enhance educational experience for students. This can be accomplished through the following activities, events, and programs:

- a) **Building Community:** Creating a strong, supportive network among parents, teachers, and school staff.
- b) **Supporting Education:** Organizing events, programs, and resources that benefit students academically and socially.
- c) **Fundraising:** Raising funds to provide financial support for school needs, such as supplies, equipment, or extracurricular activities.
- d) **Advocating for Students:** Representing the interests of students and their families, often providing feedback or input to school administration.
- e) **Encouraging Parent Involvement:** Promoting opportunities for parents to actively participate in their child’s education and school activities.

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Section 2: Benefits of a Parent Teacher Organization

Students and families can gain significant benefits from the involvement and activities hosted, sponsored, or supported by a PTO:

- a) **Enhanced Learning Opportunities:** Organizing fundraisers for educational programs, tools, and resources like STEM kits, art supplies, or field trips, enriching the overall learning experience.
- b) **Stronger Sense of Community:** PTO-led events bring families, teachers, and students together, fostering a welcoming and supportive school environment.
- c) **Access to Extracurricular Activities:** Supporting clubs, sports, or after-school programs that allow students to explore their passions and develop new skills.
- d) **Improved School Facilities:** Contributing to facility upgrades, such as better playground equipment, libraries, or technology that directly benefit students' day-to-day experiences.
- e) **Boosted Confidence and Social Skills:** Participation in PTO-sponsored events encourages students to engage with peers and adults, helping them build confidence and communication skills.
- f) **Celebrations and Rewards:** From organizing student appreciation events to recognizing academic and personal achievements.

Section 3: Basic Policies

- A. The AES PTO is not designated as a 501(c) 3 organization as recognized within the meaning of Section 501(c) (3) of the Internal Revenue Code.
- B. The organization:
 - a. Should be non-commercial, nonsectarian, and nonpartisan. The name of the organization or names of any members in official capacities shall not be used in connection with or to endorse or promote any partisan or commercial interest nor for any purpose other than required to accomplish the work of the PTO.
 - b. Should not directly or indirectly participate or intervene in any way (including publishing or distributing 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 in attempting to influence legislation by any means.
 - c. Will not distribute earnings to its members, officers, directors, trustees, or other private parties. The PTO shall be authorized and empowered to pay reasonable compensation for services rendered or to make reimbursements for expenses paid in furtherance of the purpose of the PTO as approved by the school administration, executive board, and its members.
 - d. Will not seek to direct the administrative activities of the school or to control its policies; Members may make known their opinion in such matters to the administration as an individual not representing the AES PTO.
 - e. The PTO shall operate within the guidelines set forth by the Lamar Consolidated Independent School District.
 - f. The PTO may cooperate with other organizations and agencies concerned with child welfare, however, people representing the organization in such matters shall make no commitments that bind the organization.

Article Three: Executive Board and Officers

Teachers or staff currently employed by the school or LCISD cannot hold Executive Board positions. They can be considered for Chair positions and Teacher Representative at the discretion of the Principal and District.

Section 1: Executive Board Positions:

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Treasurer
- 5) Vice President of Fundraising
- 6) Principal/Assistant Principal
- 7) Teacher Representatives

Section 2: Executive Board Roles and Responsibilities

- A. Responsibilities include:
 - a) Oversee PTO finances including preparing the annual budget, managing monthly finances, and approving funding for major improvements, programs, and activities.
 - a) Establish and oversee committees and volunteers to conduct work of the PTO.
 - b) Transact business between meetings in preparation for general and monthly meetings.
 - c) Create guidelines and policies.
 - d) Uphold values and traditions of Stephen F. Austin Elementary
 - e) Represent the school according to the code of conduct and as good stewards and citizens of the community.

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Section 3: Role Descriptions

In addition to the duties listed below, each officer will perform other tasks as assigned by the President. For a detailed description of the role, description, and qualifications, refer to Appendix C: **Executive Board Detailed Roles and Responsibilities**.

Board Detailed Roles and Responsibilities.

- 1) **President:** The President serves as the primary leader and representative of the AES PTO, guiding its mission to foster a collaborative relationship between parents, teachers, and the school community. This role requires strong leadership, organizational skills, and a passion for community engagement.
- 2) **Vice President:** The Vice President supports the President and assumes presidential duties when needed. This role strengthens school-wide engagement by growing membership, coordinating volunteer efforts, and recognizing contributions across the community. The VP works closely with Grade Level Coordinators to ensure classroom and grade-level volunteer needs are met, fostering a welcoming, organized, and collaborative environment for all families.
- 3) **Secretary:** The Secretary ensures accurate, organized communication within the PTO by recording and maintaining meeting minutes, managing official documents, and supporting clear information flow between the board, parents, and staff. This role keeps records up to date, tracks votes and decisions, and assists with correspondence as needed to maintain transparency and smooth PTO operations.
- 4) **Vice President of Fundraising:** The Vice President of Fundraising identifies and organizes fundraising opportunities that support school programs, events, and initiatives. This role leads community-focused efforts such as spirit nights, silent auctions, the Moonwalk Fun Run, and Penny Wars. The vice president shall assist the president and perform the president's duties in her or his absence or inability to serve. The vice president shall also oversee the committees of this organization.
- 5) **Treasurer:** serves as the financial backbone the AES PTO, managing its funds responsibly and ensuring financial transparency. This role is critical in maintaining the organization's fiscal health and requires strong organizational and record-keeping skills.
- 6) **Principal/Assistant Principal:** The principal serves on the board to advise regarding matters of the school needs and activities, school district and policies.
- 7) **Teacher Representatives:** Designated by the principal to serve on the PTO as liaisons between the teachers and PTO. Representatives are asked to attend the general meetings and be in contact with the executive board.

Article Four: Chair Positions and Grade Level Coordinators

Section 1: Roles

Chair Positions:

- 1) Decorating
- 2) Staff and Student Appreciation
- 3) Yearbook
- 4) Social Media
- 5) Spirit Merchandise
- 6) Event Chairperson (as needed)

Grade Level Coordinators:

- 1) ESCE and Kindergarten
- 2) First and Second Grade
- 3) Third and Fourth Grade
- 4) Fifth Grade

Section 2: Responsibilities

- Chairpersons lead and manage specific committees within the PTO to ensure the successful execution of their assigned initiatives. They serve as key contributors to the organization's goals by overseeing planning, communication, and collaboration within their area of focus.
- An event chairperson manages specific school events, such as a carnival or book fair. The President will invite board members to volunteer for these roles during planning sessions or meetings. They will also support the chairperson as the secondary leader. If no chairperson is identified, the responsibility defaults to the President.
- Grade Level Coordinators consult with teachers on classroom and grade needs. They organize classroom volunteers, coordinate field trips, assist with grade programs and activities, and oversee specific requests.

Section 3: Role Descriptions:

In addition to the duties listed below, each Chair Position and Grade Level Coordinator will perform other tasks as assigned by the President. For a detailed description of the role, description, and qualifications, refer to Appendix D: Chairpersons Detailed Roles and Responsibilities and Appendix E: Grade Level Coordinator Detailed Roles and Responsibilities.

- 1) Decorating Chairperson: Enhances the visual appeal of the school environment and creates a welcoming and festive atmosphere for AES PTO programs, events, and initiatives. This creative role requires an eye for design, organizational skills, and the ability to inspire and coordinate a team of volunteers.
- 2) Staff and Student Appreciation Chairperson: Fosters a positive and supportive school culture by organizing initiatives to recognize and celebrate the demanding work of staff and the accomplishments of students. This role requires creativity, strong organizational skills, and a passion for building morale and community spirit.
- 3) Yearbook Chairperson: Oversees the creation and production of the school yearbook, ensuring it reflects the memories and achievements of the school community. This role requires strong

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organizational skills, creativity, and attention to detail to deliver a high-quality, cherished keepsake.

- 4) **Social Media Chairperson:** Manages the PTO’s online communication by creating and sharing timely updates about events, initiatives, and volunteer opportunities through all informative platforms. This role works with board members and committees to gather content and promote a positive, connected school community.
- 5) **Spirit Merchandise Chairperson:** Works with the PTO Board on merchandise selection and design. Oversees ordering, inventory, and distribution of spirit wear and school-branded items. Coordinates with vendors and supports PTO events by ensuring families have access to fun, high-quality spirit merchandise.
- 6) **Event Chairperson:** a temporary role for specific events and activities. The person is responsible for planning, organizing, and overseeing events that bring the school community together. This role requires strong organizational skills, creativity, and the ability to lead a team of volunteers to deliver memorable and impactful events. The preference is to have an AES PTO Board member to assume the role. If no chairperson is identified, the responsibility defaults to the President.
- 7) **Grade Level Coordinators:** serves as the primary liaison between the AES PTO and the teachers in their assigned grade, ensuring effective communication and support for grade-specific activities and programs. This role requires strong organizational skills, proactive communication, and a collaborative approach to enhance the overall experience for students, teachers, and parents.

Article Five: Participation and Expectations

All members of the AES PTO are encouraged to actively participate in meetings, events, and initiatives that support the mission of fostering collaboration between parents, teachers, and the school community. Members are expected to uphold the organization’s values, contribute their time and skills when possible, and respect the roles and responsibilities outlined in the bylaws. Participation may include attending a minimum number of meetings, volunteering for committees or events, and contributing ideas or feedback to promote the success of PTO activities. Members are also expected to maintain a positive, inclusive, and respectful attitude in all interactions to ensure a welcoming environment for everyone involved.

Teachers or staff currently employed by the school or LCISD cannot hold Executive Board positions. They can be considered for Chair or Grade Level Coordinator positions and Teacher Representative at the discretion of the Principal and District.

Section 1: Board Candidates and Elections

- 1) **Election Schedule and Process:**
 - Notification of election is stated in the third nine weeks General Meeting.
 - Schedule is established by the President and Executive Board
 - Schedule should allow for four to five weeks of candidate submission.

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- The written ballot is finalized and submitted to Principal for approval.
 - Create and distribute ballot to current PTO members and allow 7 days of electronic voting using the survey form on PTBoard.
 - Distribution to current year PTO members using the membership roster from PTBoard.
 - By the seventh day, confirmation ballot is closed on PTBoard. President export results and share with Executive Board for review.
 - Identify any discrepancies or concerns (i.e., non-member votes, duplicate votes, or any anomalies).
 - Create announcement of new board and send it to Principal for confirmation.
 - After confirmation, email the elected candidates a notification of their position and request confirmation and acceptance of their role.
 - Following confirmation by incoming board members, announce it at the fourth nine-week General meeting. The meeting should be held no later than the third week in April.
- 2) Executive Board Eligibility Requirements:
- To qualify for an Executive Board position, a candidate must have previously served on the AES PTO Board as either a chairperson or a Grade Level Coordinator during the current or prior school year. This requirement ensures leadership continuity, promotes organizational knowledge, and strengthens collaborative decision-making within the board.
- 3) Candidate Interest Form and Profile:
- Create and/or update the Candidate interest form stored on AES PTO Gmail forms.
 - Form should be published and open to acceptance candidates.
 - Candidates are asked to complete their profile and photo for the electronic ballot.
 - Candidates may submit for more than one position. They may only hold one position.
 - At the candidate submission deadline, the President will contact all candidates to confirm they want to proceed with their name on the ballot.
- 4) Voting Method:
- Electronic voting using PTBoard (or similar tool) is the primary method of electing Board members.
 - Select the option to create and/or update a previously used ballot from the survey form.
 - The form is emailed from the AES PTO Gmail address to all current members as identified in PTBoard Membership.
 - Members have 7 days to vote. The form should be set to automatically close on the seventh day.
- 5) Confirmation of Results:
- President will export results and share with the Executive Board.
 - The board should evaluate non-member votes, duplicate votes, or other irregularities. Any irregularities should be reported and removed from the total votes.
 - The board should determine if a candidate was elected to more than one position. If a candidate was elected to multiple positions, then President will contact the candidate to discuss which position they would like to accept. Based on their answer, the election results will be modified. If there was a second candidate interested in the same position as the candidate elected multiple positions, then the second candidate would be elected

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to the position.

- All elected candidates will be emailed a notification of the election and asked to confirm their position within five days of the election results. If they do not reply by the given time limit, then the position will be vacated if there is no other candidate or the candidate with the second most votes.

6) **Announcement of Incoming Board:**

- 1) President will create the incoming board roster and share with the Principal for review and approval.
- 2) The incoming board roster will be distributed to the current AES PTO board, current PTO members and incoming board members. This includes sharing on social media.
- 3) Incoming board members will be invited to the next board planning meeting.

Section 2: Position Term

- The term of the office for the executive board and chairperson is one year, beginning on July 1 and ending on June 30.
- Officers may hold the same position for two consecutive years.
- If an officer is interested in a third or more consecutive year, then a notification must be given to the Principal/Assistant Principal for approval. If they do not approve, then the Executive Board must hold a vote to allow the officer to be added to the ballot for consideration.

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Section 2: Board Meetings and Schedule

Types of Meetings:

- 1) Monthly Planning Meetings will be held on the second Tuesday of each month to ensure consistency and ease of scheduling for members. Each meeting will be no more than 90 minutes.
 - Meetings will be in person at a designated location or via conference call.
 - The meeting agenda is created by President and will be shared in advance to encourage preparation and engagement.
 - Regardless of the format, meetings will follow a structured approach to facilitate productive discussions, decision-making, and updates on PTO activities.
 - Members are encouraged to attend and participate actively to support the organization's mission and goals.
 - Members will confirm the meeting schedule at the summer planning meeting and agree on the format. At each meeting, the calendar should be reviewed to determine if there are any schedule conflicts with school or district events. Attending members will agree to changing the date and/or format. The Secretary will communicate the change and update the calendar.
 - Rescheduling monthly planning meetings within 48 hours should be approved by the entire board and only in unavoidable circumstances.

- 2) General Meetings will be held once every nine weeks. Unless otherwise agreed, the format will be a conference call and will last no longer than 60 minutes.
 - General meeting notices and agenda are posted and shared with current PTO members at least two weeks prior to the meeting.
 - Meeting minutes are posted no later than one week following the meeting.

- 3) Executive Board Meetings are held as needed with the executive board members.
 - Executive members will agree during the summer planning session if regular meetings are needed and the frequency and format.
 - Any executive board member can request a meeting. However, the topic and agenda must be shared. Based on the nature of the discussion, an agreement will be made if meeting minutes are needed. In some cases, the discussion may involve confidential topics related to Board or PTO members.

- 4) Summer Planning Meetings: allow the incoming board to meet and make plans for the upcoming year. The President will recommend dates and times to hold the planning meetings and develop the agenda.
 - Planning sessions should accommodate as many incoming board members as possible including the availability of the Principal and Assistant Principal.
 - Dates should be discussed before the current school year ends. Location for the meeting can be determined by the board (i.e., use of the school, local restaurant, library, board members' home).

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- 5) School Administration Planning Meetings are held with the principal to plan, agree, and discuss the PTO activities and events. This could include approval on fundraisers or similar activities.
 - The President is the primary contact for the Principal, Assistant Principal, School Administrative Assistant and Receptionist. Unless delegated by President or acting as the Event Chairperson.
 - Board Members may request meetings with the school administration if there is a concern regarding executive board members or any other topics of concern.
 - The President will share any information with the AES PTO as appropriate.

- 6) Special Meetings are meetings scheduled outside of the regular meeting schedule to address urgent matters, specific issues, or topics requiring immediate attention. These meetings may be called by the President, a majority of the PTO board or the request of the Principal.
 - Special meetings are convened to focus on specific agenda items that cannot wait until the next regularly scheduled meeting.
 - Adequate notice must be provided to all members, typically including the time, date, location, and purpose of the meeting.
 - Like monthly planning meetings, special meetings can occur in person or via conference call, depending on what is most accessible for participants.
 - The meeting will be limited to the designated agenda items, ensuring a focused and efficient discussion.

- 7) Emergency Board Meetings is a meeting convened at short notice to address urgent or unforeseen matters that require immediate attention and decision-making by the AES PTO board. These meetings are intended for situations that cannot wait until the next scheduled board or general meeting due to their time-sensitive nature.
 - Focused solely on addressing specific emergencies or urgent matters at hand. This might include crises affecting PTO events, financial concerns, or issues impacting the school community.
 - Efforts are made to notify all board members as promptly as possible, using methods like email, or GroupMe. The notice includes the reason for the meeting, time, and location (in-person or virtual).
 - Attendance of board members is crucial to ensure quorum, enabling effective discussions and decision-making.
 - The meeting agenda is restricted to the urgent issue(s) requiring immediate resolution to keep discussions focused and efficient.
 - Minutes are recorded to document decisions made during the meeting, ensuring transparency and accountability.

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Section 3: Attendance and Participation

Attendance Expectations:

Regular attendance at AES PTO meetings is encouraged to ensure active participation and engagement in the organization's initiatives. AES PTO Board members are expected to attend meetings to stay informed about upcoming events, contribute to decision-making processes, and provide input that supports the PTO's mission. Consistent attendance helps foster a collaborative environment, strengthen community connections, and ensure transparency and inclusiveness in discussions. Members are encouraged to make every effort to participate and to communicate with the board if unable to attend regularly.

- 1) Board members should attend monthly, general, and special meetings. Up to two absences per year are accepted.
- 2) Board members are expected to respond to calendar invitations to indicate their attendance.
- 3) Attendance will be documented at each scheduled meeting.
- 4) Exceeding two absences or missing a meeting may result in removal from the board.
- 5) Board members are asked to provide any updates or news to an executive board member to speak on your behalf.

Participation Expectations:

Board members are requested to participate in PTO sponsored activities and events. Participation can be defined as in-person or offsite:

- 1) in-person is attending activity/event at the requested date/time
- 2) offsite is helping with tasks that support the activity/event when the Board member cannot be present (i.e., sharing posts, print outs, prep work, etc.). Board members are not expected to attend all activities or events.
- 3) Contribution of ideas, feedback, or responses to requests

Board members are expected to:

- Respond to activity and event invitations to confirm their availability and participation within three days of the invitation/sign up being posted or shared.
- Modify their meeting response up to two days before the date of the activity or event. If a board member does not show up (no show) for their scheduled time/date/activity or event, then they could forfeit their board position. Patterns of cancellations or changes in participation by a Board member should be addressed by the Executive Board
- Communicate with the activity/event lead if their participation changes.

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Section 4: Board Vacancies and Removal from the Board

Board members of the AES PTO may be removed from their position for cause, including but not limited to, failure to fulfill their responsibilities, misconduct, or violation of school or district policies. The removal process is designed to ensure fairness, transparency, and alignment with the PTO's bylaws.

Grounds for Removal:

- a) Violation of PTO Bylaws, school, or district policies.
- b) Actions or behavior that compromise the integrity or mission of the PTO, or violate the Code of Conduct or Conflict of Interest Policy
- c) Persistent failure to attend meetings or perform assigned duties without reasonable cause.

Process for Removal:

- a) **Call for a Special Meeting:** A special meeting to discuss the removal of a board member can be initiated by the President, a majority of the board, or as outlined in the bylaws. An option will be given to the member to resign from the position rather than hosting a special meeting and vote.
- b) **Presentation of Cause:** During the meeting, the reasons for the proposed removal must be presented clearly and supported by relevant evidence or documentation. The board member in question will be given an opportunity to respond to the concerns or allegations.
- c) **Discussion and Voting:** After both sides have been heard, the matter will be discussed by the board members present at the meeting. A vote will then be taken to determine whether the board member should be removed. Removal typically requires a two-thirds majority vote of the present members.
- d) **Notification:** The board member will be notified of the final decision in writing. If the member is removed, the AES PTO will follow the process outlined in the bylaws to fill the vacant position.

Note: The AES PTO is committed to maintaining a fair and respectful process for addressing such matters, ensuring that decisions are made with the organization's best interests in mind.

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Section 5: Board Position Vacancies

In the event of a vacant position on the AES PTO board, whether due to a lack of candidates during elections or the removal or resignation of an officer, the PTO will take steps to ensure the vacancy is filled promptly and effectively to maintain organizational efficiency.

Filling Vacant Positions:

- a) Appointment by the Board: Vacant positions may be temporarily filled by a majority vote of the PTO board. The appointee will serve until the next general membership meeting or until a special election can be held.
- b) Special Election: A special election may be organized to allow general members to nominate and vote on candidates to fill the position.
- c) Call for Volunteers: The AES PTO will actively solicit interest from general members by announcing the vacancy through communication. The announcement will include a description of the role's responsibilities and qualifications.
- d) Temporary Redistribution of Duties: Until the vacancy is filled, the board may redistribute the responsibilities of the vacant position among current officers or committees to ensure continuity of PTO operations.
- e) Lack of Candidates: If no candidates are identified, the position may remain vacant. The board will continue efforts to recruit a suitable individual, emphasizing the importance of the role and encouraging participation from the school community.
- f) The AES PTO is not required to fill every board or chair position each year. If a vacancy occurs, the Executive Board may determine that the responsibilities of the unfilled position can be reasonably absorbed by existing board members. This provision ensures ethical and efficient operations when volunteer availability is limited. If the Executive Board decides the vacancy must be filled, the matter will be put to a vote of the entire board. Reference Article Five, Section 1A for candidate eligibility requirements.

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Section 6: Transition to Incoming Board

The transition to a new, incoming board following a general election is a critical process that ensures the continuity and success of the AES PTO. Outgoing board members are expected to provide comprehensive support and guidance to incoming members, fostering a smooth and efficient transfer of responsibilities.

Key Transition Expectations:

- a) Documentation Transfer: Outgoing board members must provide all relevant documentation, including meeting minutes, financial records, event plans, and bylaws, to their successors. Electronic and physical files should be organized and handed over by June 30.
- b) Knowledge Sharing: Outgoing members are expected to offer a thorough overview of their roles and responsibilities, including ongoing projects, deadlines, and key contacts.
- c) Access Transfer: Ensure that incoming board members receive access to PTO resources, such as email accounts, social media platforms, financial systems, and any other tools used in their roles.
- d) Orientation and Training: Outgoing members are encouraged to assist in onboarding their successors by walking them through processes, policies, and current initiatives at the summer planning session.
- e) Gratitude and Team Spirit: The PTO will take the opportunity to recognize and thank outgoing members for their contributions while welcoming the new board with enthusiasm and encouragement.

Article Six: PTO Membership and Volunteering

Section 1: Definition of PTO Member

- 1) Any parent, guardian or adult associated with a student enrolled at Stephen F. Austin Elementary in the current school year may join as a general member of the AES PTO.
- 2) Staff, faculty, and administration actively employed at Stephen F. Austin Elementary may join as a general member of the AES PTO. The Principal or LCISD may determine exceptions.
- 3) Membership is per household. For example, if a parent joins the PTO as a general member for their three students, then all students are PTO members.
- 4) A household may join the PTO during the annual membership drive, which begins at the start of the school year, or at any time until the end of February. Membership forms will close in March.

Section 2: PTO Membership Benefits

Being a member of the AES PTO offers a variety of benefits for parents, teachers, and the entire school community. Membership not only helps you contribute to positive changes in the school but also makes you an integral part of a community striving for the success and well-being of its students.

For Parents:

- **Active Involvement:** Join efforts to directly enhance your child's school environment and educational experience.
- **Building Connections:** Develop meaningful relationships with teachers, staff, and other parents within the school community.
- **Learning Opportunities:** Gain insight into school operations, policies, and decision-making processes.
- **Having a Voice:** Participate in discussions and contribute to decisions about programs and initiatives that impact the school.

For Teachers:

- **Support System:** Receive additional resources and assistance for classroom activities, projects, and student programs.
- **Collaboration:** Work with parents to identify and address school needs, ensuring students thrive academically and socially.
- **Appreciation:** Benefit from recognition and appreciation initiatives that acknowledge their hard work and dedication.

For Students and the School:

- **Enhanced Programs:** AES PTO often fund extracurricular activities, field trips, and special programs that enrich students' learning experiences.
- **Improved Resources:** Fundraising efforts provide additional materials, supplies, or upgrades to school facilities.
- **Community Building:** PTOs create a supportive and inclusive school environment by fostering relationships among parents, teachers, and students.

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Section 3: PTO Member Opportunities and Volunteering

- 1) PTO Members will be invited to general meetings and requested to participate in voting at general meetings concerning AES PTO activities, events, budget, expenses, and other items as specified in the general meeting agenda. Each household is entitled to one vote.
- 2) PTO Members may receive discounts on activities and events sponsored by the AES PTO.
- 3) PTO Members may get advanced notice of upcoming volunteer opportunities and exclusive events such as silent auction items or student experiences.
- 4) PTO Membership is not required to volunteer for activities and events.

Section 4: PTO Membership Dues

- 1) To receive the benefits as noted in PTO Member Opportunities and Volunteering, membership dues are submitted. The general membership campaign is a fundraiser with all proceeds supporting the students.
- 2) The annual general membership drive will start at the beginning of the school year and close by the end of September.
- 3) Membership dues are \$20 per family/household and \$10 per teacher/staff member.
- 4) Member dues must be paid at least 14 days before a PTO general meeting to be considered a member in good standing with voting rights. If dues are not paid, then the member is not eligible to vote and is not eligible for any board or chair position.
- 5) Due amounts are established by the executive board. If an increase is deemed necessary, then a motion will be raised and voted on. If approved, the change would take effect at the beginning of the next school year.
- 6) AES PTO Board members are required to pay membership dues each year.

Section 5: Volunteer Requirements

- 1) Members are not required or expected to volunteer for events or activities.
- 2) Volunteering is encouraged and appreciated regardless of your membership status or standing.
- 3) PTO Membership is not required to volunteer for activities and events.

Article Seven: Financial Responsibility

The financial policies and procedures outlined in this section are designed to ensure AES PTO maintains transparency, accountability, and responsible stewardship of its funds. These guidelines establish clear expectations for managing the organization’s financial resources, including budgeting, record-keeping, and reporting, in compliance with applicable laws and regulations. By adhering to these policies, the AES PTO aims to support its mission effectively while fostering trust among members and the broader school community.

Section 1: Budgeting:

- a) **Annual Budget Creation:** The Treasurer, in collaboration with the AES PTO board, is responsible for drafting an annual budget to align with the organization’s goals and priorities. The proposed budget must be reviewed, approved, and adopted by the general membership at the beginning of the fiscal year.
- b) **Expense Allocation:** All planned expenditure must be clearly outlined in the budget to ensure transparency and accountability.
- c) **Fiscal Year:** begins on September 1 and ends on August 31, which aligns with the LCISD fiscal year.
- d) **Minimum Balance in Primary Account:** The executive board should leave a minimum of \$20,000 in the treasury at the end of each fiscal year. If the amount is less than stated, it should be discussed and documented.

Section 2: Record-Keeping:

- a) **Accurate Financial Records:** Maintain an electronic and physical system of records, including receipts, invoices, and bank statements, to document all financial transactions.
- b) **Financial Reporting:** Provide regular financial updates to the board and general membership, including detailed income and expense reports.
- c) **Retention Policy:** All financial records must be securely stored and retained in compliance with legal requirements and for audit purposes.

Section 3: Fundraisers, Contracts and Vendor Engagements:

- a) **Agreements, contracts, or similar legal documents** that commit the AES PTO and/or school to a service, fundraiser or other activity must be presented to the Executive Board for review before a signature. Prior approval may be needed from the Principal to request an agreement, contract, or similar legal document.
- b) **Contracts and Vendor Materials:** All agreements are stored and retained. The President is the only AES PTO representative that may sign a contract.
- c) **All fundraisers require approval from the Principal.** The President will present the fundraiser in writing to the Principal for approval.

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Section 4: Bank Account Management:

- a) **Authorized Signatories:** Ensure that at least two executive board members, including the Treasurer and President, are authorized signatories on the AES PTO bank account.
- b) **Bank Reconciliation:** Conduct monthly reconciliations of the bank account to verify accuracy and identify discrepancies.

Section 5: Fundraising Oversight:

- a) **Tracking Income:** Record and track funds raised through events and fundraising activities.
- b) **Deposit Procedures:** Ensure all funds are deposited promptly and accurately into the AES PTO bank account, with proper documentation.

Section 6: Expense Management:

- a) **Reimbursement Process:** Train board members on the reimbursement policy, requiring submission of receipts and approval by authorized board members. Reimbursement requests must be submitted within 10 days of the purchase. If the reimbursement request is after the 10 days, then the treasurer must contact the president to request approval for an extension.
- b) **Approval of Expenditures:** All non-budgeted expenses must be approved by the board and, if applicable, by the general membership.
- c) The President and Treasurer have Check Signing Authority:
 - 1. One signature for \$50 or less.
 - 2. Two signatures for amounts of \$51 or higher.
 - 3. Check signers cannot also be a check requestor.
- d) Each transaction should include a debit or deposit form including support materials like quotes, receipts, deposit slips, or statements. Any missing items should be noted and escalated to the president for resolution.
- e) Anytime money is collected, two members must be present to count and sign a collection form. One Executive board member needs to be one of the two members. A count sheet should be used.

Section 7: Financial Audits and Reviews:

- a) **Annual Audit:** Conduct an annual audit or review of the PTO's financial records, either internally by a designated committee or externally by an independent auditor, to ensure accuracy and compliance.
- b) **Audit Findings:** Present the audit report to the general membership and address any identified issues.

Section 8: Tax Compliance:

- a) **Filing Requirements:** Ensure timely preparation and submission of any required tax forms, such as the IRS Form 990 for nonprofit organizations.
- b) **Compliance with Laws:** Adhere to all local, state, and federal regulations regarding nonprofit fiscal management.

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Section 9: Transparency and Accessibility:

- a) **Access to Records:** Allow general members to review financial records upon request, in accordance with the organization’s policies and privacy considerations.
- b) **Meeting Reports:** Present detailed financial reports during PTO meetings to keep members informed of the organization’s fiscal status.

Section 10: Emergency Fund Management:

- a) **Reserve Funds:** Maintain an emergency fund or reserve to cover unexpected expenses or financial shortfalls. The fund will be separate bank account. The minimum should be discussed at the beginning of the fiscal year.
- b) **Emergency Fund Use:** Establish a policy for accessing and replenishing the reserve, requiring board approval for disbursements.

Section 11: Dissolution of the Organization:

If the AES PTO must be dissolved, this process will be managed in a transparent, legal, and organized manner to ensure all remaining obligations are met and resources are responsibly distributed. The following steps outline the procedure for the dissolution of the AES PTO:

- 1) **Board Resolution:** A formal resolution to dissolve the PTO must be introduced and approved by the AES PTO board. This resolution will outline the reasons for dissolution and ensure that all necessary steps are initiated.
- 2) **Membership Approval:** A special meeting must be called to present the resolution for dissolution to the general membership. Written notice of the meeting, including the reason for dissolution, must be provided in advance as per the organization’s bylaws. The dissolution must be approved by a vote of the general membership, following the voting procedures outlined in the bylaws (e.g., a two-thirds majority).
- 3) **Financial Settlement:** The Treasurer will finalize all financial obligations, including outstanding debts, bills, and contracts. A final financial report will be prepared to ensure transparency and accountability.
- 4) **Asset Distribution:** Any remaining funds or assets after settling debts must be distributed in accordance with the AES PTO bylaws and LCISD policies. Typically, the remaining resources are donated to the school.
- 5) **Legal and Administrative Requirements:** Notify the IRS and relevant state authorities about the dissolution and file any required paperwork, such as final tax returns and articles of dissolution. Cancel any PTO-related accounts, such as bank accounts, insurance policies, and vendor contracts.
- 6) **Communication:** Inform all stakeholders, including school administrators, teachers, parents, and community partners, about the dissolution and the steps being taken to finalize the process.
- 7) **Record Keeping:** Maintain a detailed record of the dissolution process, including meeting minutes, financial statements, and communications.
- 8) **Final Report:** Prepare and present a final report on membership, summarizing the dissolution process and how remaining assets were distributed.

Article Eight: Conflict of Interest Policy

Section 1: Purpose

The purpose of this conflict-of-interest policy is to safeguard the interests of the AES PTO, when considering transactions or arrangements that could benefit the private interests of an officer or member, or that might lead to an excessive benefit transaction. This policy is designed to complement, not replace, any applicable state and federal laws governing conflicts of interest for nonprofit and charitable organizations. A situation where an individual's personal interests, relationships, or affiliations could interfere with their ability to make impartial decisions on behalf of an organization.

Section 2: Definitions

- A. **Interested Person:** Any director, principal officer, or committee member with board-delegated powers who has a direct or indirect financial interest.
- B. **Personal Interest:** A personal interest includes any financial, professional, or personal relationship or benefit that could influence an individual's judgment or decisions in their organizational role. This may involve investments, family ties, friendships, or affiliations that might conflict with the organization's best interests.
- C. **Financial Interest:** A person has a financial interest if they have, through business, investment, or family. Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial. Financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3: Procedures

- 1. **Duty to Disclose** – In connection with any actual or conflict of interest, an interested person must disclose the existence of the personal or financial interest and be given the opportunity to disclose all material facts to the AES PTO Executive Board, Chairpersons, and school administration.
- 2. **Determining Whether a Conflict of Interest Exists** – After disclosure of the personal or financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the AES PTO Executive Board, Chairpersons and school administration to determine if a conflict of interest exists and vote on how to proceed.
- 3. **Procedures for Addressing the Conflict of Interest** –
 - a) An interested person must present a statement regarding the matter to the AES Executive Board at a meeting to discuss the potential conflict. But the interested person must leave before discussion and vote on conflicts of interest.
 - b) If appropriate, the AES PTO President and school administration will appoint an impartial person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c) After conducting due diligence, the AES PTO Executive Board, Chairpersons, and school administration will determine whether the organization can secure a more beneficial transaction or arrangement from another person or entity that does not present a conflict of interest.
 - d) If no conflict of interest exists, the AES PTO Executive Board, Chairpersons, and school administration will vote on whether the transaction is beneficial and fair. The majority vote will determine if it proceeds.

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4. Violations of the Conflicts of Interest Policy –

- a. If the AES PTO Executive Board, Chairpersons, and school administration has reasonable cause to believe a member has failed to disclose actual or conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the committee determines the member has failed to disclose an actual or conflict of interest, it shall take appropriate corrective action.

Section 4: Records of the Proceedings

A record of the special meeting and presentation will be documented and contain:

- a) Name of the Interested Party, the AES PTO Executive Board, Chairpersons, and school administration and any other persons in attendance.
- b) Description of personal or financial interest and associated findings and information
- c) Decision administration if a conflict exists or not.
- d) A record of any votes taken in connection with the proceedings.

Section 5: Annual Conflict of Interest Policy Acknowledgement

Each AES PTO Board Member is required annually to sign a statement which affirms such a person:

- a) Having received a copy of the conflict-of-interest policy,
- b) Has read and understand the policy,
- c) Has agreed to comply with the policy, and
- d) Understands how to submit a notification of a potential conflict of interest.

Article Nine: Standard Meeting Rules

AES PTO often follow Robert’s Rules of Order or similar parliamentary procedures to ensure that meetings are organized, efficient, and democratic. Below is an outline of common meeting rules based on Robert’s Rules of Order, customized for PTOs:

Key Principles:

1. **Order and Fairness:** Meetings are conducted in an orderly fashion, allowing everyone to have an opportunity to contribute while ensuring that discussions stay focused and productive.
2. **Majority Rule with Minority Rights:** Decisions are made by majority vote, but minority opinions are respected and given a chance to be expressed.
3. **Equality:** All members have equal rights, privileges, and obligations during meetings.

Typical Meeting Structure:

1. **Agenda:** Developed by the President and shared with before planning meetings and posted for general PTO meetings. The format is to be decided by the President at the summer planning meetings.
2. **Call to Order:** The President or Chairperson formally opens the meeting at the scheduled time and ensures a quorum (minimum number of members required to conduct official business) is present.
3. **Announcements:** Members share relevant news, updates, or upcoming events.
4. **Reports:** Officers and committee chairs provide updates on their areas of responsibility, such as financial reports, fundraising updates, or upcoming events.
5. **Old Business:** Discussion and resolution of topics or motions that were introduced in previous meetings but not yet finalized.
6. **New Business:** Introduction and discussion of new proposals, ideas, or concerns. Motions may be made, discussed, and voted on.
7. **Adjournment:** The meeting concludes with a formal motion to adjourn, seconded and approved by the members present.

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Common Meeting Rules:

1. **Making a Motion:** To propose a decision or action, a member must "make a motion," such as "I move that we allocate \$500 for the school carnival." The motion must be seconded by another member before it can be discussed.
2. **Debate and Discussion:** Once a motion is seconded, members may discuss it with the Chairperson ensuring that everyone who wishes to speak has an opportunity. Comments should remain relevant to the motion.
3. **Amendments:** A member can propose an amendment to the motion, such as changing the amount or adding details. Amendments must also be seconded and voted on before the main motion is voted on.
4. **Voting:** After discussion, the Chairperson calls for a vote. Voting can be conducted by voice, show of hands, or ballot, depending on the situation and bylaws.
5. **Quorum:** No decisions can be made unless a quorum is present.
6. **Point of Order:** If a member believes meeting rules are not being followed, they may raise a "point of order" to request clarification or correction.
7. **Tabling a Motion:** If more information is needed or further discussion is not possible now, a motion may be tabled, meaning postponed until a future meeting.

Quorum Guidelines

A good quorum is set to ensure that enough members are present at a meeting to make decisions that reflect the collective interest of the group, without making it difficult to achieve attendance.

1. For the AES PTO: A quorum for planning meetings usually consists of a majority (more than 50%) of the elected board members. For example, if there are seven board members, at least four must be present to constitute a quorum.

2. For General PTO Membership Meetings: A quorum is **10% of the total membership** or a minimum of **ten active members**, whichever is greater. The Vice President will notify the Secretary the membership total to determine the quorum requirements if a vote is needed at a meeting.

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Article Ten: Amendments

These bylaws can be amended at any general or special meeting if prior written notice is given at the previous meeting and sent to all members by the secretary. Amendments can be approved in a meeting based on quorum rules or via email to current PTO members. Document changes below and update within 30 days of approval, then share with PTO members.

Date Approved (Voted On)	Who Approved	Article/Section	Description of change	Modified By	Date Modified	Bylaws Shared/Posted
February 21, 2023	PTO Board and Members	Article 5: Officers	Executive Board members: <ul style="list-style-type: none"> Co-President (Fall) Co-President (Spring) VP of Communications VP of Fundraising Vice President of Membership & Volunteers Treasurer 	J. Petty	May 2023	Yes
		Article Six: Chair Positions and Committees	Consolidated Chair Positions: <ul style="list-style-type: none"> Decorating Staff & Student Appreciation Yearbook Removed social media and Spirit Merch.	J. Petty	May 2023	Yes
		Article Six: Chair Positions and Committees	Consolidated Grade Level Coordinators: <ul style="list-style-type: none"> PreK, ESCE & Kinder 1st & 2nd Combined. 3rd & 4th Combined. 5th Grade 	J. Petty	May 2023	Yes
		Article Six: Meetings	Mandatory attendance at Monthly Planning Meetings and Four General PTO Meetings (16 meetings) for one-year board term. Allowance for board members to miss two meetings within the year. More than two absences and/or any no show to a meeting, board members could be removed from the board.	J. Petty	May 2023	Yes
		Article Six: Meetings	Board Meeting format options to include Zoom or In-Person.	J. Petty	May 2023	Yes
		New	Board Member Activity and Event Participation Expectations	J. Petty	May 2023	Yes
		New	Introduction of Safety Patrol as a Committee and Volunteer Group			
September 17, 2024	PTO Board and Members	Article Seven: Finances	Change PTO fiscal year to match with school: Change from July to June to September to August	J. Petty	February 2025	Yes

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March 5, 2025	N/A	Complete revision	Introduction of modern statements, policies, and procedures. Review and editing of formatting and reorganization of table of contents.	J. Petty	March 5, 2025	
April 16, 2025	PTO Board and Members	Article Five: Section 2	Modified General Meeting scheduled to note once every nine weeks on a date agreed by the board.	J. Petty	July 3, 2025	
April 16, 2025	PTO Board and Members	Article Six: Section 3	Removed three membership levels, and reduced to one and changed dues to \$20	J. Petty	July 3, 2025	
January 13, 2026	PTO Board and Members	Article Five: New Section	Added Executive Board Eligibility Requirement	J. Urbanek	February 2, 2026	
January 13, 2026	PTO Board and Members	Article Three: Section 1	Officer Title Clarification & Board Hierarchy Reorganization. Replaced: <ul style="list-style-type: none"> • Co-President • Co-President • Vice President of Communications With: <ul style="list-style-type: none"> • President • Vice President • Secretary 	J. Urbanek	February 2, 2026	
January 13, 2026	PTO Board and Members	Article Four: Section 1 & Appendix C	Updated Chair Positions & Grade Level Coordinators Added: <ul style="list-style-type: none"> • Social Media Chairperson • Spirit Merchandise Chairperson Updated Role Descriptions for: <ul style="list-style-type: none"> • President • Vice President • Social Media Chairperson • Spirit Merchandise Chairperson 	J. Urbanek	February 2, 2026	
January 13, 2026	PTO Board and Members	Article Five: Section 5	Optional Board Position Filling	J. Urbanek	February 2, 2026	

Appendix A: Conflict of Interest Agreement

Annual Conflict of Interest Policy Acknowledgement

Each officer, chairperson, and committee member with governing board powers annually must sign a statement affirming compliance with the Conflict-of-Interest Policy.

Each AES PTO Board Member is required annually to sign a statement which affirms such a person:

- Having received a copy of the conflict-of-interest policy,
- Has read and understand the policy,
- Has agreed to comply with the policy, and
- Understands how to submit a notification of a potential conflict of interest.

By signing this agreement, you acknowledge and agree to adhere to the policy as outlined.

Printed Name	Board Title
Signature	Date

Appendix B: AES PTO Code of Conduct Acknowledgement

As members of the AES PTO Board, we have a responsibility to support the students, teachers, administration, and staff of Stephen F. Austin Elementary School. As a PTO Board Member, we are committed to promoting the education and enrichment of our Austin Astronauts with integrity and honesty, and to upholding the values and traditions of this community. This is the collective duty of all PTO Members and Volunteers.

As a PTO Member, I will:

- Attend meetings as often as possible and participate in discussions.
- Ensure the funds are appropriately used to achieve the goals of the organization and are keeping the wishes of our donors.
- Use the organization resources only for their intended purposes.
- Declare any conflicts of interest (real or apparent) between my personal/professional life and abstain from voting or participating whenever appropriate.
- Honor the confidentiality and privacy of all members of our community including parents, students, faculty, administrators, and the public.
- Conform all actions to the requirements of the law and ethical principles.
- Treat Austin Elementary staff, PTO members, volunteers, and vendors respectfully always

The Code of Conduct applies to all interactions, both in-person and online. Violations will be reviewed by the Executive Board, which will take appropriate action.

Printed Name	Signature
PTO Executive Board Use Only	Date

Appendix C: Executive Board Detailed Roles and Responsibilities

President – Role Description

The President serves as the primary leader and representative of the AES PTO, guiding its mission to foster a collaborative relationship between parents, teachers, and the school community.

This role requires strong leadership, organizational skills, and a passion for community engagement. This role is perfect for someone who is a natural leader and enthusiastic about making a meaningful impact on their school community.

Responsibilities:

- **Leadership and Oversight:** Preside over all PTO meetings, set agendas in collaboration with the board, and facilitate productive discussions to achieve the organization's goals.
- **Strategic Planning:** Work with the PTO board and members to establish annual objectives and initiatives that support the school's needs and priorities.
- **Representation:** Serve as the primary spokesperson for the PTO, acting as a liaison between the school administration, teachers, and parents to build strong relationships and open communication.
- **Team Building:** Foster a collaborative and inclusive environment within the PTO, empowering board members and volunteers to take on active roles and responsibilities.
- **Problem-Solving:** Address and resolve any challenges or conflicts that arise within the organization to maintain a positive and productive atmosphere.
- **Compliance and Governance:** Ensure the PTO operates within its bylaws and comply with local, state, and federal regulations for nonprofit organizations.
- **Event Support:** Oversee major PTO events and initiatives, support committees and volunteers to ensure their success.
- **Financial Oversight:** Collaborate with the Treasurer to review financial reports and budgets, ensuring transparency and responsible use of funds.
- **Communication:** Keep the membership informed by providing updates on activities, initiatives, and opportunities for involvement.

Qualifications:

- Strong leadership and public speaking skills.
- Ability to organize and delegate tasks effectively.
- Excellent interpersonal and communication abilities.
- Passion for enhancing the school community and fostering partnerships.
- Previous involvement in PTO activities or similar organizations (preferred but not required).

Vice President – Role Description

The Vice President plays a key leadership role in strengthening the PTO by supporting the President, fostering community engagement, and ensuring that membership and volunteer efforts thrive. This position assists the President and assumes presidential duties when needed. The Vice President also oversees PTO committees, helping them stay organized, supported, and aligned with the PTO's mission. With a focus on welcoming families, growing membership, and coordinating volunteers, the VP helps create a positive, inclusive environment where every contribution is valued.

Responsibilities

- **Membership Growth and Engagement:** Promote PTO membership through outreach, clear communication of the PTO's mission, and highlighting the benefits of participation.
- **Volunteer Recruitment and Coordination:** Identify volunteer needs for events and programs, recruit volunteers, and maintain an organized volunteer database.
- **Volunteer Support:** Serve as the primary point of contact for volunteers, offering guidance, resources, and clear expectations.
- **Volunteer Appreciation:** Plan and execute an annual Volunteer Appreciation Event to celebrate contributions throughout the year.
- **Community Building:** Cultivate a welcoming, inclusive environment for new and returning members, encouraging active involvement in PTO initiatives.
- **Committee Oversight:** Support and guide PTO committees, ensuring they have direction, resources, and alignment with organizational goals.
- **Leadership Support:** Assist the President with leadership duties and perform presidential responsibilities in their absence or inability to serve.
- **Reporting and Collaboration:** Provide regular updates to the board on membership, volunteer activity, and committee progress; collaborate with PTO leaders to support schoolwide goals.
- **Membership Records:** Maintain accurate, up-to-date membership records, including enrollment details and dues payments when applicable.

Qualifications

- Strong communication and interpersonal skills.
- Ability to organize and coordinate events and activities effectively.
- Enthusiasm for community engagement and collaboration.
- Experience with databases or record-keeping tools (preferred but not required).
- Commitment to the mission and values of the PTO.

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Vice President of Fundraising – Role Description

The Vice President of Fundraising for AES PTO identifies and organizes fundraising opportunities. This role involves leading efforts to support programs, events, and initiatives through creative and effective communication with the school community and external stakeholders. Examples include school spirit nights, silent auctions, Moonwalk Fun Run, and Penny Wars. The vice president shall assist the president and perform the president's duties in her or his absence or inability to serve. The vice president shall also oversee the committees of this organization. This role is ideal for someone who is enthusiastic about making a difference in the school community and enjoys rallying support for meaningful causes.

Responsibilities:

- **Fundraising Strategy and Planning:** Develop and implement a comprehensive fundraising plan aligned with the PTO's goals and priorities. Identify new and innovative fundraising opportunities.
- **Campaign Management:** Organize and oversee fundraising events, campaigns, and initiatives, ensuring their successful execution from start to finish.
- **Community Engagement:** Build relationships with parents, teachers, local businesses, and sponsors to encourage participation in and support for fundraising activities.
- **Volunteer Coordination:** Recruit, train, and manage volunteers to assist with fundraising events and activities. Ensure effective collaboration and delegation of tasks.
- **Budget Oversight:** Collaborate closely with the Treasurer to track fundraising income and expenses. Ensure all efforts align with budgetary goals and organizational transparency.
- **Communication:** Promote fundraising efforts through newsletters, social media, and other communication channels. Keep the PTO informed of progress and results.
- **Collaboration:** Partner with other board members, committees, and school administration to align fundraising efforts with the broader goals and needs of the PTO and school.

Qualifications:

- Strong organizational and project management skills.
- Excellent communication and interpersonal abilities.
- Creativity and enthusiasm for community-building activities.
- Experience in fundraising, event planning, or related fields (preferred but not required).
- A commitment to the mission and values of the PTO.

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Secretary – Role Description

The Secretary plays a vital role in ensuring clear, accurate, and organized communication within the PTO. This position is responsible for maintaining official records, documenting meeting proceedings, and supporting smooth information flow between the board, parents, and school staff. The Secretary helps uphold transparency, keeps historical documentation accessible, and contributes to the overall effectiveness of the organization.

Responsibilities

- **Meeting Minutes:** Record, prepare, and distribute accurate minutes for all PTO meetings, including attendance, motions, votes, and action items.
- **Record Keeping:** Maintain organized files of meeting minutes, bylaws, amendments, committee reports, and other official PTO documents.
- **Correspondence:** Assist with PTO communications such as email notices, meeting reminders, and formal letters as needed.
- **Documentation Management:** Ensure all PTO decisions and records are properly archived and accessible to the board.
- **Support to the President:** Assist the President and perform presidential duties in their absence or inability to serve.
- **Committee Oversight Support:** Help coordinate communication with committee chairs and ensure documentation from committees is collected and filed.
- **Information Updates:** Provide updated meeting minutes and documentation for inclusion on the PTO website or other communication channels (managed by others).

Qualifications

- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to manage documentation and maintain accurate records.
- Comfort working collaboratively with board members and committee leads.
- A commitment to transparency, community involvement, and the PTO's mission.

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Treasurer – Role Description

The Treasurer serves as the financial backbone the AES PTO, managing its funds responsibly and ensuring financial transparency. This role is critical in maintaining the organization’s fiscal health and requires strong organizational and record-keeping skills. This role is ideal for someone with a knack for numbers and dedication to supporting the PTO’s financial integrity.

Responsibilities:

- **Financial Management:** Oversee all financial transactions, including the collection, deposit, and disbursement of funds, while maintaining accurate records of income and expenses.
- **Budget Preparation:** Collaborate with the executive board to develop an annual budget, ensuring alignment with the PTO’s goals and priorities.
- **Reporting:** Provide regular financial updates to the PTO board and general membership, including detailed reports on balances, income, and expenditures.
- **Record Maintenance:** Maintain an organized and secure electronic system of financial records, ensuring that all documents are up-to-date and easily accessible for audits or reviews.
- **Compliance:** Ensure compliance with local, state, and federal financial regulations, including filing required tax forms and documentation for nonprofit organizations.
- **Fund Monitoring:** Track and monitor funds raised through events and initiatives to ensure proper allocation and usage.
- **Bank Reconciliation:** Reconcile bank statements monthly to verify accuracy and ensure all transactions are accounted for.
- **Policy Adherence:** Uphold and enforce financial policies and procedures established by the PTO.

Qualifications:

- Strong fiscal management and organizational skills.
- Experience with budgeting, bookkeeping, or financial software (preferred but not required).
- Attention to detail and the ability to maintain accurate records.
- Proficiency in electronic record-keeping tools (e.g., spreadsheets or accounting software).
- Commitment to upholding the mission and values of the PTO.

Appendix D: Chairpersons Detailed Roles and Responsibilities

Decorating Chairperson – Role Description

The Decorating Chairperson enhances the visual appeal of the school environment and creates a welcoming and festive atmosphere for AES PTO programs, events, and initiatives. This creative role requires an eye for design, organizational skills, and the ability to inspire and coordinate a team of volunteers. This role is perfect for someone who enjoys bringing ideas to life through visual creativity and thrives on adding a distinctive touch to PTO events and initiatives.

Responsibilities:

- **Bulletin Boards:**
 - Design and update PTO bulletin boards regularly to reflect current programs, events, and achievements.
- **Event and Program Decorations:**
 - Plan, create, and set up decorations for PTO-sponsored events, such as dances, fundraisers, and teacher appreciation days.
 - Ensure decorations align with the theme and purpose of each event, contributing to a positive and memorable experience.
- **Collaboration:**
 - Work closely with other PTO board members and committees to understand decoration needs and priorities.
- **Volunteer Management:**
 - Recruit, organize, and lead a team of volunteers to assist with decorating projects.
 - Delegate tasks effectively and ensure the timely completion of decoration setups.
- **Supplies and Budget:**
 - Maintain an inventory of decorating supplies and coordinate with the Treasurer to adhere to the allocated budget for decorations.
 - Purchase additional materials as needed, ensuring cost-effectiveness.

Qualifications:

- Creativity and an eye for detail.
- Strong organizational and planning skills.
- Ability to work collaboratively and lead a team.
- Resourcefulness in sourcing and utilizing materials.

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Staff and Student Appreciation Chairperson – Role Description

The Staff and Student Appreciation Chairperson fosters a positive and supportive school culture by organizing initiatives to recognize and celebrate the challenging work of staff and the accomplishments of students. This role requires creativity, strong organizational skills, and a passion for building morale and community spirit. This role is perfect for someone who loves spreading joy and building a sense of gratitude and pride within the school community.

Responsibilities:

- **Staff Appreciation Events:**
 - Plan and coordinate events or gestures to honor teachers, administrators, and school staff, such as Teacher Appreciation Week, holiday celebrations, or staff luncheons.
 - Arrange thoughtful tokens of appreciation, like thank-you cards, gifts, or treats, in collaboration with the PTO and volunteers.
- **Student Recognition Programs:**
 - Collaborate with the school counselor and coaches to support recognition activities like award ceremonies, “Student of the Month” programs, or small celebratory events.
- **Event Coordination:**
 - Manage the coordination of appreciation events, including scheduling, setup, and cleanup, as well as coordinating any necessary supplies or resources.
- **Collaboration:**
 - Partner with school administration to align appreciation efforts.
 - Communicate regularly with the PTO board to share plans and seek input or approval as needed.
- **Budget Oversight:**
 - Collaborate with the Treasurer to stay within the allocated budget for appreciation activities and maintain accurate records of expenses.
- **Volunteer Engagement:**
 - Recruit and organize volunteers to assist with planning and executing appreciation events and initiatives.

Qualifications:

- Creativity and enthusiasm for planning events and recognition initiatives.
- Strong organizational and communication skills.
- A positive and community-oriented mindset.
- Ability to work collaboratively and manage multiple tasks effectively.

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Yearbook Chairperson – Role Description

The Yearbook Chairperson oversees the creation and production of the school yearbook, ensuring it reflects the memories and achievements of the school community. This role requires strong organizational skills, creativity, and attention to detail to deliver a high-quality, cherished keepsake. This role is ideal for someone who loves combining creativity and teamwork to create a legacy for the school community.

Responsibilities:

Planning and Organization:

- Develop a timeline for yearbook production, including deadlines for content submission, design, and final publication.
- Collaborate with the PTO and school staff to outline the vision, theme, and layout of the yearbook.
- Coordinate the album of photos, stories, and information from students, teachers, staff, and parents.
- Ensure a broad representation of events, activities, and student achievements throughout the year.
- Make sure key school events are photographed and documented for inclusion in the yearbook by either overseeing it personally or coordinating volunteers.

Design and Layout:

- Oversee the design and layout process, either by managing a design team or working directly with yearbook production software.
- Review and approve pages to maintain consistency and quality in the design.

Vendor Coordination:

- Work with the yearbook publishing company to ensure timely production and delivery of the final product.

Promotion and Sales:

- Develop and execute a plan to promote the yearbook, including pre-order opportunities and distribution processes.

Quality Assurance:

- Proofread and review all content to ensure accuracy, professionalism, and adherence to the school's values and standards.

Qualifications:

- Strong organizational and project management skills.
- Creativity and attention to detail.
- Experience with design software or tools (preferred but not required).
- Excellent communication and leadership abilities.
- Passion for capturing and preserving school memories.

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Social Media Chairperson – Role Description

The Social Media Chairperson leads the PTO's digital communication efforts, ensuring families stay informed, engaged, and connected to school life. This role manages the PTO's online presence across approved platforms, creates compelling content, and helps build a positive, inclusive community voice. The chairperson works closely with board members and committee leads to share accurate information, highlight achievements, and promote events that strengthen school spirit.

Responsibilities

Content & Communication

- Develop and maintain a consistent posting schedule across PTO social media platforms.
- Create engaging posts that promote events, fundraisers, volunteer opportunities, and school celebrations.
- Capture or collect photos, quotes, and stories that showcase school culture and community involvement.
- Ensure all messaging is accurate, timely, and aligned with PTO goals and school guidelines.

Community Engagement

- Monitor comments, messages, and interactions, responding professionally and directing questions to the appropriate board member when needed.
- Foster a welcoming, positive online environment that reflects the PTO's mission and values.
- Highlight volunteers, staff, and student achievements to build community pride.

Collaboration & Coordination

- Partner with the PTO President(s), committee chairs, and school administration to gather information and confirm details before posting.
- Support event committees by creating promotional graphics, countdowns, reminders, and recap posts.
- Maintain a shared content calendar to coordinate messaging with other PTO communication channels.

Brand & Compliance

- Uphold PTO branding guidelines, including tone, visual style, and privacy expectations.
- Follow school policies regarding student images and permissions.
- Ensure posts reflect inclusivity, accuracy, and professionalism.

Qualifications

- Strong written communication skills with an eye for clarity, tone, and audience engagement.
- Familiarity with major social media platforms (e.g., Facebook, Instagram) and basic posting best practices.
- Ability to create simple graphics or visuals using tools such as Canva (preferred but not required).
- Organized and reliable, with the ability to manage multiple posts and deadlines.
- Collaborative mindset and willingness to work closely with PTO leadership and school staff.
- Commitment to promoting a positive, supportive school community.

Social Media Chairperson – Role Description

The Spirit Merchandise Chairperson oversees the planning, production, and distribution of school spirit wear and branded merchandise throughout the year. This role ensures families have access to fun, high-quality items that build school pride and support PTO fundraising goals. The chairperson collaborates with vendors, manages inventory, coordinates sales, and works closely with the PTO Board to align merchandise offerings with school events, themes, and community needs.

Responsibilities

Product Planning & Design

- Select spirit wear and merchandise items that reflect school culture, seasonal needs, and community preferences.
- Work with vendors or designers to create appealing, on-brand artwork and product concepts.
- Present options and recommendations to the PTO Board for approval.
- Coordinate special-edition items for events, holidays, or fundraisers.

Vendor & Order Management

- Obtain quotes, compare pricing, and manage relationships with approved vendors.
- Oversee ordering timelines to ensure merchandise arrives before key events or sales windows.
- Review proofs, samples, and final products for quality and accuracy.
- Track invoices and communicate with the Treasurer regarding payments.

Inventory & Distribution

- Maintain organized inventory records, including quantities, sizes, and restock needs.
- Coordinate distribution methods such as on-campus pickup, classroom delivery, or event-day sales.
- Set up and manage merchandise tables at school events, including volunteers when needed.
- Monitor stock levels and plan restocks or clearance sales as appropriate.

Sales & Promotion

- Collaborate with the Social Media Chair and Communications team to promote merchandise launches, restocks, and special sales.
- Provide clear product descriptions, pricing, and ordering instructions for families.
- Support online store management if applicable (e.g., updating listings, tracking orders).

Collaboration & Compliance

- Work closely with the PTO Board and school administration to ensure merchandise aligns with school branding and policies.
- Coordinate with event committees to match merchandise offerings to themes or fundraising goals.
- Uphold PTO financial procedures, including documentation, receipts, and reporting.

Qualifications

- Strong organizational skills and attention to detail.
- Ability to manage timelines, inventory, and multiple product cycles.
- Comfort working with vendors, reviewing proofs, and making design decisions.
- Basic familiarity with merchandise platforms or online stores (helpful but not required).
- Creative eye for design, color, and branding.
- Clear communication skills and a collaborative mindset.
- Reliability and follow-through, especially during peak sales periods.

Event Chairperson – Role Description

The Event Chairperson is a temporary role for specific events and activities. The person is responsible for planning, organizing, and overseeing events that bring the school community together. This role requires strong organizational skills, creativity, and the ability to lead a team of volunteers to deliver memorable and impactful events. The preference is to have an AES PTO Board member to assume the role. If no chairperson is identified, the responsibility defaults to the President. This role is ideal for someone who loves event planning and thrives on bringing people together in meaningful ways.

Responsibilities:

Event Planning:

- Develop event plans, including timelines, goals, and budgets, in collaboration with the AES PTO.
- Ensure events align with the PTO's mission and support the school community.
- Manage all aspects of event planning, such as location arrangements and supplies.
- Coordinate event details to ensure smooth and successful execution.
- Partner with the Treasurer to maintain budget compliance and with the Communications Chairperson to promote events effectively.

Volunteer Recruitment and Leadership:

- Recruit and organize volunteers to assist with event planning and execution.
- Delegate tasks effectively and provide clear guidance to ensure all roles are filled and responsibilities are met.

Event Day Oversight:

- Lead the setup, management, and teardown of events.

Post-Event Reporting:

- Evaluate the success of events by gathering feedback and tracking participation or fundraising results.
- Share insights and suggestions for future improvements with the PTO board.

Qualifications:

- Strong organizational and multitasking abilities.
- Creativity and enthusiasm for planning events.
- Excellent communication and leadership skills.
- Ability to work collaboratively in a team environment.
- Dedication to fostering community and supporting the PTO's mission.

Appendix E: Grade Level Coordinator Detailed Roles and Responsibilities

The Grade Level Coordinator serves as the primary liaison between the AES PTO and the teachers in their assigned grade, ensuring effective communication and support for grade-specific activities and programs. This role requires strong organizational skills, proactive communication, and a collaborative approach to enhance the overall experience for students, teachers, and parents. This role is perfect for someone who enjoys being hands-on in supporting teachers and creating enriching experiences for students.

Responsibilities:

- Primary Contact for Teachers:
 - Serve as the primary contact for teachers in the assigned grade, addressing their needs and requests related to PTO-supported programs and activities.
- Support for Grade Activities:
 - Assist teachers in planning and coordinating grade-specific programs, events, and activities, such as field trips, celebrations, or projects.
 - Ensure the necessary resources, volunteers, and supplies are available to support these activities.
- Volunteer Coordination:
 - Recruit, organize, and oversee parent volunteers to assist with grade-level programs and events.
 - Provide clear communication and guidance to volunteers to ensure tasks are completed effectively.
- Collaboration with PTO Board:
 - Report grade-level needs, plans, and activities to the PTO board to secure support or approval as needed.
 - Work closely with other PTO board members and committees to align grade-level efforts with broader organizational goals.
- Facilitate Communication:
 - Function as a bridge between teachers and parents, sharing information about upcoming events, volunteer opportunities, or special projects.
 - Ensure timely and effective communication to keep everyone informed and engaged.
- Event Day Support:
 - Be present at grade-level events to provide on-the-ground support, ensuring activities run smoothly and addressing any immediate needs.

Qualifications:

- Strong organizational and communication skills.
- Ability to collaborate and build positive relationships with teachers, parents, and students.
- Commitment to supporting the school's mission and fostering a sense of community.
- Enthusiasm for coordinating and assisting with grade-level programs.