

**GEORGE DAWSON MIDDLE SCHOOL (DMS)
PARENT-TEACHER-STUDENT ORGANIZATION (PTSO)**

By-Laws February 2020

ARTICLE I: NAME

The name of the organization shall be George Dawson Middle School Parent-Teacher-Student Organization (DMS PTSO).

ARTICLE II: MISSION STATEMENT

Section 1. The objective of the DMS PTSO shall be to provide service and support to the students and faculty of DMS through volunteering hours, raising funds and providing a communication corridor between parents and the school community. In addition to providing a caring, creative learning environment that promotes excellence, the DMS PTSO also fosters integrity and encourages each student to reach his or her academic, extracurricular and social potential at DMS.

Section 2. The purpose of the DMS PTSO is to promote an advocacy and educational program directed toward parents, teachers and the general public, developed through committees, projects and programs, governed and qualified by the basic policies set forth in Article III.

Section 3. The organization is formed exclusively for charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal code (hereinafter referred to as the “Internal Revenue Code”).

ARTICLE III: BASIC POLICIES

Section 1. The objectives of the PTSO shall be accomplished by implementing and directing programs for the benefit of students, parents and teachers in our school and shall be achieved by work in and around the school community.

Section 2. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan, religious, or political interest, or for any other purpose than the regular work of the organization.

Section 3. This organization shall seek neither to direct the administrative activities of the school nor to control its policies. Nor shall the PTSO allow the administration to direct the activities of the PTSO or control its policies. The goal of the PTSO is to create a collaborative working relationship between the administration and the PTSO.

ARTICLE IV: MEMBERSHIP AND DUES

Section 1. DMS PTSO membership shall be restricted to (1) parents and legal guardians of DMS students, and (2) members of the faculty and staff at DMS upon payment of dues.

Section 2. The dues shall be determined by the Executive Board serving DMS, and may be revised at any time with a 4/5 vote during an Executive Board meeting.

Section 3. An annual membership drive shall be conducted at the beginning of each school year (August/September). Membership will be available on an

ongoing basis for families new to DMS. Membership shall be valid for one school year and must be renewed each year to remain active.

Section 4. All officers and committee chairpersons must be paid members of the DMS PTSO.

ARTICLE V: MEETING AND VOTING

Section 1. The Executive Board shall determine the date and frequency of the General meetings of the organization. Meeting dates and times will be presented at the September General membership meeting.

Section 2. The Executive Board shall meet and hold meetings in accordance with the schedule of meetings which will be set prior to the beginning of the school year (“Executive Board Meetings”), or as needed. The President of DMS PTSO shall determine the date, time and location of Executive Board meetings with input from the Executive Board members and DMS Administration.

Section 3. ALL current DMS PTSO members are eligible to vote on motions raised in General meetings or electronic vote. One percent of the current membership, including two officers, shall constitute a quorum for the transaction of business at a General meeting or electronic vote.

Section 4. The President or a majority of the Executive Officers with a minimum of two days notice may call special meetings of the organization and/or the Executive Board.

Section 5. The Executive Board and a representative from each committee are expected to attend each General meeting to report committee updates. If unable to attend, the President should be notified with such reports.

ARTICLE VI: OFFICERS, COMMITTEE CHAIRS AND ELECTIONS

Section 1. The Executive Officers of this organization shall be:

- President
- Vice President
- Treasurer
- Recording/Corresponding Secretary
- Disbursements Officer

Section 2. The following is a list of current Appointed Committee Chairpersons. The needs of the DMS PTSO are constantly changing and Appointed Committees may be added or deleted at the discretion of the Executive Board without having to constantly revise the by-laws.

- Assistant Treasurer
- Beautification
- CEF Liaison
- Christmas is for Children
- Community Partners
- Concessions
- Events – Educational
- Events – Social
- Events – 8th Grade Celebration
- Hospitality
- Outreach
- PTSO Directory
- Teacher Appreciation Week
- Teacher Treats
- Volunteers – Dragon Camp/Back To School
- Volunteers – Office
- Welcome Committee

Section 3. Ex-officio members of the Board shall be the DMS School Principal and the Vice Principal(s).

Section 4. Executive Officers and Committee Chairpersons constitute the PTSO Board.

Section 5. Standing committees shall be determined by the Executive Officers and shall include, but not be limited to, Nominating Committee and Audit Committee.

Section 6. The Nominating Committee shall be comprised of two or three (2 or 3) existing DMS Board members, one of whom shall be the Vice President who will preside over the committee, and two or three (2 or 3) additional members representing the PTO from feeder school Eubanks Intermediate School (EIS). Consideration should be given to appoint at least one member originally from each elementary feeder school - (CES, OUES, RES). The President may participate in this committee; however, he or she may participate as a Member at Large (MAL) with no voting rights. The Nominating Committee shall be appointed by the Executive Board at the January Executive Board meeting and presented at the next General PTSO meeting.

The selected Nominating Committee shall solicit nominations for open positions in both DMS and Eubanks Intermediate School electronic newsletters. Initially, the nominating committee will solicit candidates for all open positions from DMS and 6th grade parents from EIS. If this initial solicitation does not produce a sufficient number of candidates, the Nominating Committee will directly contact individuals it believes would be qualified to hold existing open positions.

Section 7. The following provisions shall govern the eligibility of individuals to be officers or committee chairs of DMS PTSO Board:

- a) Executive Officer and Committee Chairs are elected for one year and may serve no more than two (2) consecutive terms in the same capacity unless the Executive Board approves additional terms. One who has served more than one-half of a term shall be credited with having served a full year.
- b) Only members who have consented to serve, if elected, shall be eligible for nomination either by the committee or by the floor.
- c) Members are eligible for office if they are members in good standing with EIS PTO or DMS PTSO at least 14 days before the Nominating Committee presents its slate.

Section 8. The Nominating Committee shall present the slate of nominees to the Executive Board at the March Executive Board meeting. Presentation and publication of nominations shall be at the March General meeting or electronically via the PTSO website and other DMS social media outlets, including the DMS weekly electronic newsletter, Facebook and Twitter.

Section 9. Election of PTSO Board (consisting of officers and committee chairpersons) shall be held at the April General PTSO meeting. The Nominating Committee shall present the nominees and accept nominations from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an officer or committee chair position, a written ballot vote shall be taken.

Sections 10. PTSO Board members shall be installed at the May General PTSO meeting and shall work with the existing PTSO Board through the end of the semester, at which time they officially assume their duties.

Section 11. In case of a vacancy in a PTSO Board position, the replacement shall be determined by the Executive Officers.

Section 12. Each PTSO Board member shall keep all information and papers pertaining to his/her duties and will relinquish them to PTSO upon completion of a term or upon resignation. PTSO Board members are expected to submit a written summary report to the President at the end of each school year, if requested.

ARTICLE VII: DUTIES OF EXECUTIVE OFFICERS

Section 1. President: The President shall preside at all Executive Board and General meetings of the organization and may fully participate in all committees except for the Nominating Committee, where the President is only eligible to be a Member at Large (MAL), with no voting privileges. The President shall have the authority to sign checks. The President shall appoint all special committees as the need arises. The President shall represent DMS PTSO at the President meetings held monthly during the school year, on the Campus Improvement Team (CIT), and at various meetings and programs at the request of the school district and/or DMS principal as the need arises. The President shall assist the Secretary in distributing pertinent PTSO information to the Dawson Tradition, school website, and on social media, as appropriate.

Section 2. Vice President: The Vice President shall be responsible for fulfilling all duties of the President in the absence of the President, as needed for the organization, and for serving as Parliamentarian at all DMS PTSO Executive Board and General meetings. As Parliamentarian, the Vice President shall have parliamentary authority, and shall make sure the organization is governed by maintaining Robert's Rules of Order, Revised, in all cases where applicable. Should the President's office become vacant, the Vice President will automatically fill the position and assume the job of both President and Vice President, until a replacement for the Vice President can be determined by the Executive Officers. The Vice President will chair the Nominating Committee in January and will represent the PTSO at District Advisory Committee (DAC) meetings when requested.

Section 3. Treasurer: The Treasurer shall be responsible for the implementation of proper internal controls relating to accounting procedures (i.e., documentation of expenditures, etc.), receive all monies of the organization, conform to CISD fundraising and fiscal guidelines, render a monthly report to the PTSO Executive Board and General Membership, and shall have the authority to sign checks. All PTSO monies shall be counted and deposited within a reasonable timeframe, but not to exceed more than 7 days of receipt. At the discretion of the Executive Officers, an audit of the PTSO financial records may be requested at any time, but should be performed at least annually. It is also the responsibility of the Treasurer to see that the necessary tax forms are filed with the IRS and the Texas State Comptroller's Office, and ensure proper insurance coverage for this organization annually.

Section 4. Recording/Corresponding Secretary: The Secretary shall record the minutes of all General Meetings and Executive Officers' Board Meetings. Executive Board meeting minutes should be typed and distributed by email to the officers within seven (7) days following the Executive meeting. General

PTSO meeting minutes will be published on the DMS PTSO website a minimum of two (2) days prior to the next scheduled general meeting. Five (5) copies of prior General PTSO meeting minutes should be made available for members to read at the General Meeting. Minutes must be approved at each PTSO General meeting. The Secretary will assist the other Executive Board members by preparing copies of agendas and reports for monthly meetings and ensuring PTSO information is included in The Dawson Tradition, school website, and on social media such as Facebook and Twitter as appropriate. In addition, the Secretary shall maintain the current by-laws and update as deemed necessary.

Section 5. Disbursements Officer: The Disbursements Officer shall be responsible for soliciting and receiving requests for DMS PTSO funds from DMS staff, administrators, and PTSO membership. The Disbursements Officer shall investigate purchase requests for their practicality and need to determine if they are a valid use of PTSO funds (money). The Disbursements Officer shall be responsible for receiving written proposals and requests for funds upon approval by the Principal, and then must consult with the Executive Board regarding the propriety of the request. The Disbursements Officer is responsible for placing the disbursement request on the agenda to be voted on at the next meeting of the Executive Board for approval of items under \$500 per Article IX, Section 3, and at the next meeting of the General membership or by electronic vote for items over \$500. Once PTSO Executive Board or General membership approves an item, the Disbursements Officer coordinates the purchase of the approved item(s) using CISD-approved vendors whenever possible. The Disbursements Officer will also represent the PTSO on the Student Health Advisory Committee (SHAC) when requested.

ARTICLE VIII: DUTIES OF PTSO COMMITTEE CHAIRPERSONS

Committee Chairpersons must communicate in writing via email to the DMS PTSO Treasurer requesting approval of any large or unusual purchases outside the normal committee functions in the amount of \$250 or higher. Requests should be received at a minimum of 5 working days prior to the desired purchase date. The Treasurer will determine if the request is within the approved budget, and seek appropriate approval if it is not.

Section 1. Assistant Treasurer: Chair assists the Treasurer in managing the monies of the organization. At the discretion of the Treasurer, responsibilities may include, but not be limited to, preparing monthly financial reports, issuing checks, and depositing monies. Chair may also assist in handling insurance matters and filing of tax forms.

Section 2. Beautification: Chair is responsible for maintaining the overall appearance of the grounds of DMS, especially the beds in front of the school and any other projects deemed important. Chair will liaise with student organizations seeking service hours to perform maintenance projects of the grounds.

Section 3. CEF Liaison: Chair will liaise between Carroll Education Foundation and DMS PTSO to share communication pertinent to both parties.

Section 4. Christmas is for Children: Chair(s) will act as the DMS school liaisons/coordinators for the entire Christmas is for Children initiative at DMS, working with the charitable agency.

Section 5. Community Partners: Chair will work with local and national online businesses who have been approved through the CISD Marketing

Department on fundraising projects such as Spirit Days and Reward programs, as well as coordinate Box Tops for Education.

Section 6. Concessions: Chair(s) will work with the Principal's office to purchase inventory for the concession stands, including ordering and restocking. Scheduling and selling such inventory is handled by DMS Office Administration or Athletics coaches.

Section 7. Events – Educational: Chair(s) will work to organize Career Day every other year and provide any assistance needed for the Geography and Spelling Bees. Work on Career Day begins at the end of the current school year, liaising with counselors to contact and invite speakers from existing list, plus identify new speakers to meet the needs of our students.

Section 8. Events – Social: Chair(s) will organize events, such as Dragon Bash, which includes sourcing and booking (after Executive Board approval) caterers, equipment rentals and entertainers, and scheduling of volunteers.

Section 9. Events – 8th Grade Celebration: Chair(s) will organize the event, which includes securing sponsors, marketing the event, booking entertainment, purchasing necessary supplies and materials, selling tickets and decorating.

Section 10. Hospitality: Chairs will be in charge of arranging for food, beverages and, on occasion, gift items, for PTSO-sponsored teacher luncheons, as well as coordinating and scheduling the parent volunteers who offer to prepare or purchase food for these luncheons. They will also coordinate the serving of the lunches on Teacher Luncheon days. The Chairs shall provide the Executive Officers with a list of dates and themes of the luncheons for inclusion in the calendar and submit updated reports of needs

and money spent from the hospitality budget if requested. Chairs may be requested to assist with other events such as Veteran's Day and School Board Appreciation.

Section 11. Outreach: Chair will serve as contact for DMS front office, DMS families and/or students with critical needs, and in times of extended illness and hardship. Duties might include providing meals, transportation, or other support. Chair shall work closely with school administrators to assess needs and assure privacy of all individuals and their families. In addition, Chair will oversee PTSO recognition of various teacher and staff appreciation events during the year and the celebration of staff milestones such as weddings and births.

Section 12. PTSO Directory: Chair will work closely with the PTSO Online Signup and Membership Chair and DMS Art teacher. Chair will be responsible for the input of data into PTSO Student Directory database using PTSO electronic information and school files to create the Student Directory. Chair will liaise with the Art teacher and principals to organize a directory art contest for the directory cover, with extra submissions to be included in the Student Directory. Chair will also organize distribution process of completed directory.

Section 13. Teacher Appreciation Week: Chair(s) will coordinate Teacher Appreciation Week (TAW) each spring, a weeklong event that includes teacher meals and daily deliveries of special treats to staff, working within a set budget. Chair(s) will notify Executive Board of planned activities one month prior to TAW.

Section 14. Teacher Treats: Working within a budget, the Chair(s) will provide a monthly “goodie” table which will be set up in the Staff Lunch Room. The schedule will be determined on a monthly basis to be coordinated with the campus administrator in charge of the yearly calendar and the the PTSO President. It is expected that the table will be set up and taken down by the Chair(s) within two school days.

Section 15. Technology: Chair will work closely with the executive board to ensure the DMS PTSO website is up-to-date. Chair will also work with the PTSO executive board at the close of the school year to prepare for annual electronic membership drive at the start of the new school year. Chair will be responsible for distributing registration information and volunteer signups to appropriate chairs and staff.

Section 16. Volunteers - Dragon Camp/Back To School (BTS): Chair will work late May/early June with the Principal’s office to determine volunteer needs for BTS activities which are held in August to welcome incoming students. Chair then recruits, schedules and directs volunteers.

Section 17. Volunteers – Office: Chair will work with Attendance Secretary and the Campus Secretary to recruit and schedule volunteers to staff the attendance and front offices. Work begins at the end of current school year to ensure schedule is in place for the beginning of the new school year.

Section 18. Welcome Committee: This committee is responsible for organizing a Welcome event (such as a coffee) at the beginning of the year for families new to CISD. A spring event should be held if necessary. Chairs will liaise with secretary to the counselors or CISD Administration each semester to obtain new student details.

ARTICLE IX: STANDING RULES AND FINANCES

Section 1. The fiscal year of DMS PTSO shall begin on July 1 and end on the following June 30.

Section 2. The Executive Board shall present to membership at September's General meeting a budget of anticipated revenue and expenses for the year beginning July 1. This budget shall be used to guide the activities of the Executive Board during the year and should be voted for approval by the general membership. At the discretion of the Executive Board, the Executive Board may present a summer budget to membership at the May General meeting for approval. A summer budget will allow the PTSO to pay for operational expenses during the summer months prior to the approval of the PTSO budget in September. These items include, but are not limited to, online subscriptions, Dragon Camp, Dragon Bash, and other back to school expenses, insurance expenses, teacher stipends, and teacher luncheon run by Hospitality in August.

Section 3. All non-budgeted disbursed funds over the amount of \$500 must be approved by a majority vote of the PTSO Board. Funds of \$500 and under may be disbursed upon approval by a majority of the Executive Officers.

Section 4. In case of time constraints, the President may present issues to the Executive Officers or PTSO Board for vote via email (E-VOTE) or an online survey.

Section 5. Executive Officers shall have the authority to make decisions in case of time constraints. A record of Executive Officer votes will be recorded and presented at the next General Board meeting.

Section 6. Allocations for DMS PTSO Student Sponsorship shall be budgeted and available to meet the school-related needs of students. Students qualifying for the Free Lunch Program would be eligible for assistance, as would other students identified by DMS counselors and anonymously presented to the Executive Board for approval. Examples of assistance include, but are not limited to, providing field trip fees, activity fees, and fees related to PTSO sponsored events (i.e., Dragon Bash).

Section 7. A minimum of \$7,000 shall remain in the treasury at the end of the school year in order to begin the following year's work. Teacher Appreciation Week and Hospitality donations up to \$500 may be carried over to the following fiscal year budget prior to budget being approved. These funds may be used for In-Service Day Activities/Luncheons requested by the school principal, prior to the approval of the PTSO budget at the first scheduled PTSO General meeting during the month of September.

Section 8. In order to ensure proper accounting for PTSO funds, all monetary donations, sales and other revenues must be deposited directly into the DMS PTSO bank account. Expenses may not be paid directly from cash receipts but must go through the Check Request process.

Section 9. All monetary donations, contributions, and sponsorships for any PTSO related events or programs are solicited once per year, through the annual PTSO registration process. Any other donations, contributions, or

sponsorships must be approved by the Executive Board before making the solicitation.

ARTICLE X: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised shall govern this organization.

ARTICLE XI: INSURANCE, BONDING AND AUDITING

Insurance and liability coverage (for Officers and Board Members) must be renewed each year and maintained current. All Executive Officers must be bonded under the blanket coverage. A committee appointed by the Executive Officers may audit the Treasurer's books at any time. A general audit should be performed annually at the close of the fiscal year, ideally between July and September. At the DMS PTSO Executive Board's discretion, a Certified Public Accountant may be contracted for services of reviewing the books and filing DMS PTSO 990 with the IRS. CISD Accounting Department should receive a copy of the DMS PTSO 990 by October 1. The Vice President of DMS PTSO or another Executive Officer designated by the President must review and approve reconciled monthly bank statements. The President may not designate himself or herself, or the Treasurer or Assistant Treasurer, for this responsibility.

ARTICLE XII: AMENDMENTS

These By-Laws may be amended at any regular or special meeting of the Executive Board by a 4/5 vote of the members present and voting, provided that previous notice was given in writing prior to the meeting.

Any prior approved votes shall not be overturned except by a majority of the Executive Officers.

ARTICLE XIII: DISSOLUTION CASE

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of the section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to state or local government, for a public purpose. Any such assets not disposed of shall be disposed of the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated for such purposes.

Amended February 5, 2020

Approved by vote _____President, Debbie LeBlanc

Vice President, Elizabeth Janning

Treasurer, Amy McCarrick

Recording Secretary, Karin Sherman

Disbursements Officer, Heather Gillett

President, Debbie LeBlanc

Vice President, Elizabeth Janning

Treasurer, Amy McCarrick

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Disbursements Officer, Heather Gillett

Witness

DMS PTSO By-Laws February 2020