
VYSEHRAD SCHOOL PTO BYLAWS

04/20/2023

Article I: Name

The name of this organization shall be the Parent Teacher Organization of Vysehrad School (hereinafter the "PTO" and its principle place of business shall be Vysehrad School, 595 County Road 182, Hallettsville, Tx. 77964

Article II: Purpose

This corporation is organized exclusively for charitable purposes under section 501(c)(3) of the Internal Revenue Code or corresponding section and is to enhance and support the educational experience at Vysehrad School, to develop a closer relationship between home and school, so that the parents and educators may cooperate intelligently in the training of the child, raise the educational standards of the school and further a spirit of cooperation among teachers, parents and residents of the community.

Article III: Membership

Section 1: Membership

Any parent or guardian of an enrolled Vysehrad School student or current Vysehrad School faculty or staff member who is interested in the purposes for which this organization is established and willing to uphold it's policies and subscribe to its by laws may become a member.

Section 2: Dues

There shall be no annual dues.

Article IV: Officers and Elections

Section 1: Officers

The officers shall be president, vice president, secretary, treasurer and public relations office as needed and available.

A. President. The president shall supervise all activities, execute all instruments on the Vysehrad PTO's behalf, preside at all meetings, call any meeting deemed necessary, and perform such duties usually inherent in such office.

B. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee the committees of this organization.

C. Secretary. The secretary shall keep all records of all meetings. The records are to be kept in a neat and orderly fashion. The secretary shall perform other acts as the president may direct.

D. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the PTO board. He or she will present a financial statement at every meeting and at other times of the year when requested by the PTO board and inform the PTO board of special financial problems and budget considerations. The treasurer shall be responsible for preparation and submission of all Federal and State compliance filings.

E. Public Relations. The public relations handles the creation and distribution of all PTO related media and marketing. This could include bulletins, newsletters, websites and social media correspondence.

In the event there is no public relations board member, these duties are distributed among active board members.

Section 2: Elections

Officer elections are to be held at the last meeting of the school year. Voting shall be done by voice vote. If more than one person is running for an office, the candidates are asked to leave the room and a vote by voice is taken by members present.

Section 3: Removal from Office

Officers can be removed from office with or without cause by a majority vote by members present at regular meeting.

Article V: Meetings

Section 1: Regular Meetings

Regular meetings of the organization shall be held on the Tuesday following the end of the six weeks at 6pm in the Vysehrad School Cafeteria.

Section 2: Special Meetings

Special Meetings may be called by the president, any two PTO board members, or any 5 general members submitting a written request to the secretary. Notice of special meeting shall be sent to members at least 48 hours prior to the meeting either by flyer, social media or phone call.

Article VI: Finances

Section 1: Fiscal Year

Fiscal year of Vysehrad School PTO shall begin on July 1st and end on June 30.

Section 2: Budget

A tentative budget shall be drafted and approved by the PTO over the summer for the following school year and presented at the first meeting.

Section 3: Expense Approval

All organization expenses shall be approved by the PTO board. Any request for expense in excess of \$250.00 (two hundred fifty

dollars) must be presented and voted on at an official meeting or special called meeting at the discretion of PTO board.

Section 4: Debit/Credit Card

To be used exclusively by the PTO president and treasurer for the express purpose of purchases on behalf of PTO where a Debit/Credit card is required.

Section 5: Dissolution

This organization may be dissolved with previous notice (14 calendar days) and a majority vote of a general membership meeting. Upon the dissolution of this corporation, any remaining funds should be used to pay any outstanding bills and, with the memberships approval, spent for the benefit of the school within the meaning of Section 501(c)3 of the Internal Revenue code or corresponding section of any future tax code.

Article VII: Amendments

Section 1: These bylaws must be reviewed at least every three years by current PTO board and reapproved by majority vote at the first general PTO meeting of the fiscal year.

Section 2: These bylaws may be amended at any regular or special meeting, providing the previous notice was given in writing at the prior meeting and then send to all members of the organization by the secretary. Notice may be given by email, postal mail, hard copy or fax. Amendments will be approved by a majority vote of those present, assuming a quorum is met. Three (3) members present shall constitute a quorum.

Article VIII: Conflict of Interest

No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to its members, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501 (c)(3). No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Service code or the corresponding section of any future federal tax code or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code or the corresponding section of any future federal tax code. Where conflict of interest may be thought to exist for a member, the member shall inform the Board and abstain from any inappropriate participation in the matter.