

# **Bylaws of the Richardson Elementary Parent Teacher Association**

## **NAME**

The name shall be Richardson Elementary Parent Teacher Association hereafter referred to as Richardson PTA.

## **MISSION STATEMENT**

The Richardson PTA consists of all the students' parents or guardians and is a nonprofit, school-based organization. The main objectives are:

- To enrich our children's education with items such as assemblies, artist in residence, AV/computer equipment, sports equipment, birthday books, and field trip expenses, such as transportation.
- To facilitate communication between Richardson staff and parents about information regarding the district, the Principal, the staff, the building, classrooms, fundraising and volunteer opportunities.
- To ensure that Richardson PTA projects and policies enhance the students' education.

## **ORGANIZATION**

Under the direction of the Officer Committee, the Richardson PTA holds scheduled meetings as needed throughout the school year. Meetings of the Richardson PTA shall be held at a regular time and place as designated by the current Officer Committee at the beginning of each school year.

## **MEMBERSHIP**

**General Membership:** All parents and or legal guardians of students who currently attend Richardson Elementary shall be considered members in the organization. General members shall have the right to attend and participate in all meetings and activities of the organization, but shall not have the right to vote on matters except election of officers. There will be no membership fee to join.

**Richardson PTA Officers Committee:** The positions of President, Secretary and Treasurer are all determined by election of the General membership. An Officer must have a child currently enrolled at Richardson. Any of the offices can be co-chaired. The Officers shall approve the other chairman of all standing committees, and shall plan to oversee the yearly program in keeping with the objectives of the Richardson PTA.

**President:** The President shall function as executive head of the organization and shall call and preside over the meetings of the membership. The President shall prepare the meeting agenda, invite speakers to attend, and obtain committee updates. They shall work with the Treasurer as needed to create and monitor the Richardson PTA Funds budget; speak on behalf of the Richardson PTA at events such as teacher staff meetings and kindergarten information night and promote Richardson PTA events.

**Treasurer:** The Treasurer shall monitor the Richardson PTA Funds budget, write out checks and distribute the funds or expenses to appropriate staff and volunteers (e.g. School Store, Fundraiser, Yearbook and Carnival). They shall deposit incoming funds into the bank as needed, gather input and coordinate expenses and distribution of funds with the other Richardson PTA officers. They shall attend monthly Richardson PTA meetings and provide information regarding the budget.

**Secretary:** Attend Richardson PTA meeting and take minutes, prepare minutes as a draft and have the Principal and other Richardson PTA officers review it so that you can prepare a final copy to be copied and distributed to all parents. They shall keep attendance records for all meetings. They shall work with the President and Treasurer to create and monitor the Richardson PTA Funds Budget.

## **ELECTIONS**

The Officers and general membership are encouraged to submit nominations to the Officer Committee. All current faculty and staff at Richardson are also encouraged to submit nominations. All parent/guardian members of the Richardson PTA are eligible for nomination to the Richardson PTA Officer Committee. Nominations will be open and should be received by the Officer Committee through the Friday before the May Richardson PTA meeting. All

nominations must be received in writing. Officers, who wish to continue in their current positions or seek another position, must submit their intentions in writing. The election of the nominated Officers (President, Treasurer, and Secretary) shall be by ballot at the May General Richardson PTA meeting. Candidates shall be elected by a simple majority vote of the counted ballots.

### **OFFICER OBLIGATIONS**

Officers shall assume their official duties at the end of the May Richards PTA meeting and shall serve for a term of one year. If the office of President should fall vacant, a successor will be elected at the next Richardson PTA meeting. Vacancies in any position, other than that of the President, shall be filled for a period of the unexpired term by recommendation of the President with a simple majority vote of the Officer Committee. If there is a person in a leadership role who, at the discretion of the Officer Committee, has caused damage to the reputation or relationships of the Richardson PTA, or is judged to be ineffective at the position, they may be voted out of such position by a simple majority vote of the Officer Committee. All out-going Richardson PTA Officers will meet with their respective incoming Richardson PTA Officers and turn over all related materials as soon as possible after the May Richardson PTA Meeting. Each Richardson PTA officer shall have one vote. The Fund-Raising Chair position shall also have one vote.

### **FISCAL POLICIES**

The Treasurer in accordance with sound accounting practices keeps the books and accounts of the organization. A copy of the current financial report shall be kept on file and will be made available to the general membership on request. The budget is to be written and voted upon by the Richardson PTA Officers Committee. Each Richardson PTA Officer shall have one vote. The Fund-Raising Chair position shall also have one vote. Revisions to the budget can be approved by a simple majority vote of the Officer Committee. Any surplus of funds remaining at the end of the school year will be rolled over into the next Richardson PTA school year budget. In the event that the Richardson PTA is dissolved, its assets shall be given over to the Principal to be used specifically for the students at his/her discretion.