

Como-Pickton PTO Bylaws

Adopted: April 23, 2026

ARTICLE I – Name and Mission

The name of the Parent/Teacher Organization shall be Como-Pickton PTO. This nonprofit parent-teacher organization is dedicated to strengthening the relationship between home and school. Our mission is to support and enhance students' educational experiences by fostering collaboration among families, staff, and the community, and by creating opportunities for meaningful parent involvement.

ARTICLE II – Objectives

The objectives of the PTO are to:

- Foster open communication and a unified effort between educators and families.
 - Provide opportunities for parent and community involvement in the school.
 - Plan and implement events and programs that strengthen connections within the school community.
 - Create a welcoming and engaging environment for students, families, and staff.
 - Support students and school initiatives through fundraising and volunteer efforts.
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ARTICLE III – Membership and Dues

Section 1. Membership

Membership is open to all individuals who support the purposes of the Como-Pickton PTO, including parents, legal guardians, grandparents, school staff, and community members within Como-Pickton CISD.

Section 2. Voting Rights

Each member in good standing shall be entitled to one vote on all PTO matters requiring a vote. Voting rights are not restricted based on role within the school community.

Voting eligibility for all elections and business matters shall be governed by this section.

Section 3. Staff Participation

School employees, including teachers, administrators, and support staff, may serve as members of the PTO and participate in committees and general activities. However, staff members may not serve on the PTO Executive Board.

Section 4. Dues

Annual dues, if any, shall be determined by the Executive Board. If dues are established, the amount and payment guidelines will be communicated to members prior to the start of the membership year.

ARTICLE IV – Officers and Executive Board

Section 1. Officers

The officers of the PTO shall consist of a President, Vice President, Secretary, and Treasurer. All PTO members in good standing are eligible to hold office, provided they meet any additional eligibility requirements established by the PTO.

Section 2. Duties of Officers

President

The President shall serve as the chief executive officer of the PTO and shall provide leadership and guidance to ensure alignment with the organization's mission. The President should be prepared to dedicate approximately 2–4 hours per month to PTO meetings and related responsibilities.

The President's responsibilities shall include:

- Preside over all PTO Executive and General Membership meetings.
- Confer with the Principal prior to meetings as needed.
- Prepare meeting agendas and ensure organized and efficient meetings.

- Work with teachers and staff to assess needs and identify priorities.
- Attend district or school meetings as necessary to represent the PTO.
- Coordinate the creation of the upcoming school year calendar with the Principal and Board members.
- Serve as a liaison with the Site Council or comparable school advisory group.
- Coordinate elections of Board members.
- Coordinate the summer budget meeting.
- Arrange for an independent review of PTO financial records annually and ensure a written summary is prepared for the Executive Board.
- Vote only to break a tie.

Vice President

The Vice President shall assist the President in all duties and serve as acting President when the President is absent or unable to serve. The Vice President should be prepared to dedicate approximately 2–4 hours per month to PTO meetings and related responsibilities.

The Vice President’s responsibilities shall include:

- Preside over PTO Executive and General Membership meetings in the absence of the President.
- Assist the President with duties as needed.
- Take and distribute meeting minutes when the Secretary is absent.
- Organize childcare for PTO meetings and events when necessary.
- Lead special projects or committees as assigned by the Executive Board.

Secretary

The Secretary shall maintain accurate and permanent records of PTO business and communication. The Secretary should be prepared to dedicate approximately 2–4 hours per month to PTO meetings and related responsibilities.

The Secretary’s responsibilities shall include:

- Record minutes of Executive Board meetings and distribute them to Board members.
- Record minutes of General Membership meetings and distribute them to Board members.
- Maintain official PTO correspondence and records.
- Make meeting minutes available through the PTO’s approved communication method.

- Serve as timekeeper during General Membership meetings, if needed.

Treasurer

The Treasurer shall oversee the financial management of the PTO and maintain accurate records of all funds, receipts, and expenditures. The Treasurer should be prepared to dedicate approximately 4–6 hours per month to PTO meetings and related responsibilities.

The Treasurer's responsibilities shall include:

- Manage checking and savings accounts for the PTO.
- Receive, deposit, and record all money.
- Disburse funds in accordance with the approved budget or as authorized by the Executive Board.
- Work with the Executive Board to prepare the annual budget for the new school year.
- Present the budget and financial reports to the Executive Board and General Membership for approval.
- Maintain accurate records of all receipts and expenditures.
- Prepare year-end financial statements for review or audit.
- Monitor and renew tax-exempt status, as required.

Reimbursement Policy Clause

The Treasurer shall process reimbursements only for expenses that have been pre-approved by the Executive Board or fall within the approved budget.

All reimbursement requests must include an itemized receipt and be submitted within a timeframe established by the Executive Board. Reimbursements submitted without proper documentation or outside the approved timeframe may be denied.

Personal expenditures made without prior authorization are not guaranteed reimbursement.

Cash Handling Rules

The treasurer shall ensure that all cash collected for PTO activities is properly counted, documented, and deposited in a timely manner.

Whenever possible, cash collections shall be counted by at least two individuals and recorded using a written log or equivalent documentation.

Cash shall not be stored unsecured or held for extended periods outside of the PTO's designated financial storage or banking procedures.

All deposits shall be made intact and without substitution of personal funds.

Any discrepancy in cash handling must be reported to the Executive Board immediately.

The treasurer shall perform all duties in accordance with the financial policies outlined in Article IX.

Section 3. Executive Board

The Executive Board shall consist of the elected PTO officers (President, Vice President, Secretary, and Treasurer) and the school principal(s) and superintendent or their designees.

The Executive Board shall:

- Approve and schedule PTO programs and activities.
- Oversee PTO operations and planning.
- Make decisions regarding PTO actions by majority vote.
- Review proposals submitted by committees before implementation.

The Executive Board is the final approving authority for all PTO programs, expenditures, events, and fundraisers, unless authority is explicitly delegated in writing by the Executive Board.

The superintendent or designee serves in an oversight capacity to ensure compliance with Como-Pickton CISD policies, safety requirements, and applicable regulations.

The superintendent may request review, correction, or suspension when necessary for compliance or safety concerns.

Any such action should be communicated in writing to the Executive Board and will be subject to review and discussion with the PTO leadership for resolution when feasible.

This provision shall not replace or override the PTO's established removal procedure outlined in Article XI except in matters of legal, safety, or district policy compliance.

ARTICLE V – Elections and Terms of Office

Section 1. Procedure

Nominations for PTO Board positions shall be accepted at the April PTO meeting. Elections shall be held during the last General Membership meeting of the year, unless otherwise scheduled by the Executive Board.

All PTO members in good standing may submit nominations. Additional nominations may be made from the floor with the nominee's consent. Nominees must be current PTO members and must be approved on the Como-Pickton CISD volunteer list.

PTO Board elections shall be conducted by written ballot, electronic ballot, or another approved voting method as determined by the Executive Board. Voting eligibility shall follow the guidelines outlined in Article III.

In the event of a tie, a runoff vote shall be held using the same approved voting method.

If an office becomes vacant before the end of a term, the Executive Board may appoint a qualified member to serve in that position until the next regular election.

Section 2. Terms of Office

The term of office for each elected officer shall be one year. Officers are expected to serve a minimum of two consecutive terms when possible to promote continuity and stability within the PTO.

Elections for officer positions shall be held annually as outlined in these bylaws. Incumbent officers may choose to continue in their role and shall be included on the ballot. Any eligible PTO member may also be nominated to run for the same position.

In the event an officer chooses not to continue, resigns, or is unable to fulfill their duties, the Executive Board may appoint a qualified member to fill the position until the next regular election.

There is no limit to the number of terms an officer may serve, provided they are elected or re-elected in accordance with these bylaws.

ARTICLE VI – Committees

Standing committees may be established to support PTO planning and operations across Como-Pickton Elementary, Junior High, and High School. Each committee shall

operate under the direction of the Executive Board and serve in a supportive, planning, and coordination capacity for events, programs, and fundraisers specific to their campus level.

Standing committees may include:

- Elementary Committee
- Junior High Committee
- High School Committee

Each committee may consist of volunteers, parents or legal guardians, and appointed committee chairs. Committee chairs are appointed by the President with Executive Board approval.

Responsibilities of Standing Committees

- Plan and coordinate events and activities specific to their campus level.
- Support communication between families, staff, and PTO leadership.
- Assist in fundraising efforts and volunteer coordination.
- Ensure alignment with PTO goals and school policies.
- Present proposals and updates to the Executive Board for approval prior to implementation.

All committee actions are subject to Executive board approval as outlined in Article IV

Additional Coordinator Roles

The Executive Board may also appoint the following coordinator roles to support PTO operations:

Public Relations / Communications Coordinator

- Coordinate media coverage of PTO-sponsored events.
- Prepare and distribute PTO promotional flyers and signage.
- Provide information for the monthly school newsletter.
- Provide content and updates to the school's Webmaster or website team, as it pertains to PTO news, information, and events.

Site Volunteer Coordinator

- Recruit and place volunteers to support PTO-sponsored events.
- Maintain and update the volunteer event notebook or roster.
- Coordinate Volunteer Week or school-wide volunteer recognition efforts.

- Attend committee meetings as needed to support volunteer needs.

PTO Volunteer Coordinator

- Assist the Site Volunteer Coordinator in organizing and coordinating volunteers.
- Track volunteer hours and participation when requested.
- Help send thank-you notes or acknowledgments to volunteers and event facilitators.

These coordinator roles shall operate under the direction of the Executive Board and may be filled by PTO members in good standing. Each coordinator should be willing to dedicate approximately 2–4 hours per month for meetings and related responsibilities, with additional time as needed for events and coordination.

Project Committees

The Executive Board may form Project Committees as needed to carry out specific PTO projects or events. These committees may include:

- Fundraising groups, working to raise money for PTO expenditures.
- Community-building groups, which may or may not raise funds.
- Service-oriented groups, which focus on service without the primary goal of raising money.

Project Committees shall:

- Coordinate specific events or projects.
 - Report progress to the Executive Board and General Membership as requested.
 - Work with the Site and/or PTO Volunteer Coordinators as applicable.
 - Submit a final report upon completion of the project or event.
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ARTICLE VII – Meetings, Quorum, and Voting

Section 1. Meetings

The PTO shall hold regular General Membership meetings on the same day and at the same time each month, as determined by the Executive Board. Meetings may be moved or rescheduled due to school calendar conflicts, holidays, testing, weather, or other special circumstances.

Additional Executive Board meetings may be held as needed to conduct PTO business.

Special meetings may be called by the President, by a majority of the Executive Board, or by request of a reasonable number of PTO members, as determined by the Executive Board.

Notice of regular and special meetings shall be communicated to members in advance through approved PTO or school communication methods.

Meetings of the Executive Board and General Membership may be conducted in person or through electronic means, including video conferencing, telephone, or other communication platforms that allow participants to communicate simultaneously or asynchronously, as appropriate.

Official business may also be conducted through electronic communication, including email or other approved digital platforms, when timely action is required. Any actions taken electronically must be documented and included in the official meeting minutes or records.

Minutes and records of meetings conducted electronically shall be maintained in the same manner as in-person meetings and shall be considered official PTO records.

Electronic votes shall require a clear record of each member's response and shall be retained with the official PTO records.

Section 2. Quorum

A quorum for the transaction of business at a General Membership meeting shall consist of at least five (5) PTO members in good standing, including at least two (2) elected officers.

A quorum for Executive Board meetings shall consist of a majority of the elected officers and the superintendent.

No official business requiring a vote shall be conducted without a quorum.

Quorum requirements may not be suspended or modified except by amendment to these bylaws.

Section 3. Voting

Each member in good standing shall be entitled to one vote on PTO matters when a vote is required at a properly called meeting. Unless otherwise stated in these bylaws, actions shall be approved by a majority vote of members present and voting.

Voting eligibility shall be governed by Article III

ARTICLE VIII – Parliamentary Authority and Standing Rules

Section 1. Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order shall govern the PTO in all cases in which they are not inconsistent with these bylaws or with any special rules of order adopted by the PTO.

Section 2. Standing Rules

The Executive Board may adopt standing rules to cover routine matters of PTO operation, provided such rules do not conflict with these bylaws. Standing rules may address items such as meeting procedures, event guidelines, volunteer expectations, and other ongoing administrative matters.

Any standing rule adopted by the Executive Board may be presented to the membership as needed for review or approval, depending on the nature of the rule.

ARTICLE IX – Finances

All financial activities of the PTO shall be conducted in accordance with this Article. The Treasurer and Executive Board are responsible for ensuring compliance with these policies.

Section 1. Fiscal Year

The PTO fiscal year shall coincide with the school year, beginning on August 1 and ending on July 31, unless otherwise approved by the Executive Board.

Section 2. Budget

The PTO shall operate under an annual budget approved by the Executive Board and, when required, by the General Membership. The budget shall outline anticipated income, planned expenditures, and fundraising priorities for the fiscal year.

Any significant changes to the approved budget during the fiscal year shall be reported to the Executive Board and may be brought to the General Membership for approval if material in scope.

Section 3. Banking and Authorized Signers

All PTO funds shall be deposited in and disbursed from an account established in the name of the Como-Pickton PTO and linked to Como-Pickton CISD, as required by district policy. At least two authorized signers shall be required for all disbursements above an amount determined by the Executive Board.

Only the following individuals shall be listed as authorized signers on the PTO bank account:

- The PTO President
- The PTO Treasurer
- The Superintendent or their designee

No disbursement of funds shall be made without the approval of the Executive Board or without proper documentation consistent with PTO and district financial policies.

Section 4. Financial Records and Reports

The Treasurer shall maintain financial records in accordance with the responsibilities outlined in Article IV and the policies established in this Article.

All financial records shall be retained and made available for review in accordance with district and organizational requirements.

Section 5. Annual Financial Review

At the end of each fiscal year, the PTO financial records shall be reviewed or audited as required by district policy or as directed by the Executive Board. Any written summary or findings from this review shall be made available to the Executive Board and incoming Treasurer.

ARTICLE X – Amendments

The bylaws of the Como-Pickton PTO may be amended by a two-thirds vote of the members present and voting at a General Membership meeting, provided that the proposed amendment has been distributed to members in writing or via approved communication channels at least one meeting prior to the vote. Amendments shall not conflict with the bylaws or policies of Como-Pickton CISD.

ARTICLE XI – Removal from Executive Office

- A. An officer may be removed from office by a majority vote of the Executive Board, including the President, for failure to perform assigned duties, misconduct, dishonesty, or conduct that is contrary to the purpose and goals of the PTO.
 - B. Removal shall occur only after the Executive Board has met to discuss the matter and has made reasonable efforts to resolve the issue in a fair and constructive manner.
 - C. The officer in question shall be provided written notice of the action and of the Board's decision, and shall have the opportunity to respond prior to the final vote, when feasible.
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ARTICLE XII – Dissolution

If the Como-Pickton PTO is dissolved, the Executive Board shall ensure that all liabilities are paid and that any remaining assets are transferred to Como-Pickton CISD or to another nonprofit organization with a similar educational purpose, as approved by the Executive Board and in accordance with district and legal requirements. The PTO shall file any required dissolution or tax-related documents in a timely manner.

Executive Board Directory

- President: Chelsea Lankford
 - Vice President: Elyssa Boseman
 - Secretary: Cassi Vanderjagt
 - Treasurer: Hannah Garrett
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Signature Section

We, the undersigned, hereby adopt and approve the foregoing bylaws of the
Como-Pickton PTO:

President: _____

Date: _____

Vice President: _____

Date: _____

Secretary: _____

Date: _____

Treasurer: _____

Date: _____

Superintendant _____

Date: _____