

BYLAWS
Donald Leonetti Elementary Parent
Teacher Organization (DLE PTO)

ARTICLE I: NAME AND PURPOSES

Section 1.01. Name. The name of this Organization is Donald Leonetti Elementary Parent Teacher Organization, hereby known as “DLE PTO.” DLE PTO is a self-governing unit. The business address of DLE PTO is 9119 Hwy 6 Ste. 230 #416 Missouri City, TX 77459. The physical address is: 1757 Waters Lake Blvd. Missouri City, TX 77459.

Section 1.02. Purpose. The mission of the Donald Leonetti Elementary Parent Teacher Organization is to provide support and enhancement of the education and welfare of our students and to promote open communication among the administration, teachers, parents and community. The DLE PTO exists exclusively to promote charitable and educational purposes within the meaning of Section 501(c)3 of the Internal Revenue Code or corresponding section of any future tax code (hereinafter “Internal Revenue Code.”) The DLE PTO federal tax identification number is 82-2320994.

ARTICLE II: POLICIES

Section 2.01. Governance. The DLE PTO is limited to promoting and assisting in the education and welfare of the children of Donald Leonetti Elementary or any other authorized designee and will be developed through meetings, committees, and projects. The DLE PTO shall be self-governing, self-supporting, non-commercial, non-sectarian, nonprofit and non-partisan, and shall seek neither to direct the administrative activities of the Fort Bend Independent School District nor to control its policies.

Section 2.02. Authority. The DLE PTO shall abide by, and be held to, regulations administered by the Fort Bend Independent School District Booster Club Manual, the Fort Bend Independent School District’s policies and procedures, the University Interscholastic League (UIL) guidelines, the Office of the Comptroller of Texas, the Texas Secretary of State and the Internal Revenue Service’s guidelines. If any part of these bylaws conflicts with the decisions, policies, or procedures adopted by those listed above, they will be deemed null and void.

Section 2.03. Parliamentary Authority. Robert’s Rules of Order Revised will be used in governing this DLE PTO in all applicable cases and as consistent with these bylaws.

Section 2.04. Endorsements. No commercial enterprise or political candidate shall be endorsed by the DLE PTO or its Officers in their official capacities.

Section 2.05. Dissolution. Upon the dissolution of the DLE PTO, after paying debts and obligations of the DLE PTO, the remaining assets will be distributed exclusively to the program

funds of the Leonetti campus; which would align with the provisions of Section (c)(3) of the Internal Revenue Code. No officer or member shall be entitled to share in the distribution of any of the assets on the dissolution of the DLE PTO.

Section 2.06. PTO Seed Money. In the event of the opening of a new school that draws from the Donald Leonetti Elementary population, the DLE PTO may provide seed money to help establish a non-profit parent-teacher organization at the new campus.

Section 2.07. Assets & Compensation. No part of the net earning of the DLE PTO shall benefit any officer or member of the DLE PTO, except those in financial hardship as defined by these bylaws.) No officer or member shall receive compensation for any service he or she may render to the DLE PTO. All members may be reimbursed for actual expenses incurred in the performance of their duties.

Section 2.08 Confidentiality. All DLE PTO members will understand that all information obtained (written, verbal, or other form) about PTO members, school staff, students, and other associate organizations must remain confidential. Known information shall not be released prior to being publicly shared by school staff and/or DLE PTO, as allowable by the law. All elected PTO Board members and designated chairs must sign an electronic understanding of this policy. Volunteers will confirm agreement upon sign up for volunteer duties.

ARTICLE III: MEMBERSHIP

Section 3.01. General Membership Qualifications. All parents and/or legal guardians of students who currently attend Donald Leonetti Elementary, and all current staff of Donald Leonetti Elementary, without regard to race, color, creed, or national origin, are eligible members of the DLE PTO. All members must abide by the DLE PTO bylaws and confidentiality agreement.

Section 3.02. Regular. Regular Members are qualified through payment of dues, which is collected through a \$10 minimum donation during the fall fundraiser, or as families join the program. Eligibility is based on dues per family per school year. Regular Members have the right to attend all meetings and activities of the DLE PTO. Regular members will vote to approve the slate of officers and budget as presented in the spring general membership meeting. A maximum of one member shall be granted to each family unit, meaning a family unit is defined as one vote per household. Regular members do not have the right to vote on general business during monthly board meetings. Executive, Board, and Chair members must meet regular membership qualifications.

Section 3.03. Executive. The executive committee shall consist of the President, Vice President, Treasurer, and Secretary. Ideally this group of officers will have served in a board or chair position for one year prior to holding office, and must be a regular member in good standing. The executive board is key to decision making for the DLE PTO and can often vote on topics and needs of the DLE PTO when in between scheduled board meetings. Shall this occur, the determined vote shall be recorded in the minutes of the next meeting of the PTO Board.

Section 3.04. Board. Board members are the managing oversight of the DLE PTO and consist of the Executive Committee, as well as Parliamentarian, VIPS Coordinator, Student Activities Coordinator, Educational Enrichment Coordinator, Publicity Coordinator, Staff Appreciation Coordinator, and a Teacher Representative. Any regular member in good standing is eligible to serve as an officer, or board member, of the DLE PTO. Each board role is outlined in Article VI.

Section 3.05. Chair. Chairpersons shall serve in support of the DLE PTO. Each chairperson will assume the responsibility of the duties as outlined in Article VII and maintain communication with the proper board authority. Chairpersons will hold the same voting capacity as regular members. The DLE PTO Executive Board may fill chair positions and committees, based on needs throughout the school year.

Section 3.06 Financial Hardship. No Regular Member will be denied the right to participate in the activities of the DLE PTO or to become a Voting Member due to financial hardship. The PTO Board will establish a procedure for alternative payments or waivers to ensure compliance with this policy.

ARTICLE IV: ELECTIONS

Section 4.01. Procedure. Interested parties must complete a nomination form to exhibit an application for a board appointed position. The Nomination Committee, under direction of the Parliamentarian, reviews and provides a determined slate of nominations to the DLE PTO President and Principal of DLE for a review. If accepted, the Board will vote, with quorum, prior to the last General Membership meeting of the school year for final approval. The final Board slate will be presented to all Regular Members of the DLE PTO for adoption. Newly appointed board members will begin duties by May 1 of the current school year, allowing for successful transition to occur.

Section 4.02. Nominating Committee. A Nominating Committee will be selected by the Parliamentarian and reviewed by the Executive Board. The Nominating Committee consists of: the current Teacher Representative, two (2) DLE parents from the general community, an outgoing Board member, and a former Board member. This team is responsible for receiving all suggestions for persons to serve as Board Members, and are required to keep the nominations confidential. The Parliamentarian shall contact all persons who will be nominated to confirm their willingness and eligibility to serve, prior to presenting nominees to the Nomination Committee. The Nomination Committee will then work together to choose the best fit for each Board position. Decisions will be based on factors including, but not limited to: candidate's personal experience, history within the school community, prior involvement with the PTO, role interest and their availability to serve. In the case that more than one teacher representative is nominated, the Principal will select which teacher shall serve on the DLE PTO Board. A final slate of officers will be prepared by the committee to present for approval from the Principal and PTO President, PTO Board, and finally taken to the Parliamentarian for formal election by the Membership. The Nominating Committee shall have full discretion to recommend a slate to the PTO Board. All Board positions are subject to the Nominating Committee's approval.

Section 4.03. Elections of Board. The proposed slate of Board Members is presented at the last

General Membership Meeting each school year. It is then shared for an electronic vote to reach the majority of regular members. The election of the slate, if non-contested, must meet quorum and may be by voice, electronic, or written ballot. Further nominations received from the floor, or any contested election, will be resolved by written/electronic ballot immediately after the meeting. The final slate of officers will then be presented by all PTO publications.

Section 4.04. Term of Office. The official term of duties for each Board and Chair Member is one year, with the exception of President, which is a two-year term. Each term begins July 1 and ends June 30; however on-boarding begins May 1 of the elected year in order to assist in a successful transition. A person may be elected, by the Nomination Committee, to the same office for a maximum of two (2) consecutive terms. If an eligible candidate cannot be found to fill a specific Board Position, that Board Position Term of Office may be extended to a limit of three (3) consecutive terms with board approval.

Section 4.05. Vacancies. The PTO Board may choose to fill any vacancy in office because of death, resignation, removal or inability to serve. Additionally, with board approval, duties of the vacated position can be divided among the remaining officers through the remainder of the term. Should a vacancy occur in the office of the President, the Vice-President immediately assumes the office and the PTO Board fills the Vice-President vacancy.

Section 4.06. Removal. The PTO Board, with a two-thirds (2/3) vote, may remove a board or chair member from office for failure to comply with any of the following: lack of attendance at three (3) board meetings without notification, failure to perform assigned duties, failure to sign and/or abide by the bylaws set forth by the DLE PTO, or for any criminal misconduct or unethical behavior in connection with PTO business.

Section 4.07. Resignation. Any Officer may resign by written notification to the Parliamentarian. In the case that the Parliamentarian resigns, written notification will be sent to the President. Any member of the PTO Board missing three (3) board meetings without notifying via email to the President, Secretary, or Parliamentarian, will be considered to have resigned.

Section 4.08. On-boarding. Each Board position will be named no later than May 1, with the intention that on-boarding can take place prior to the end of the academic year. The Parliamentarian will ensure that each incoming Board member has completed a background check, has access to the electronic database and email accounts, and has a full understanding of their position. It will be expected that every Board member thoroughly reads the bylaws and signs in agreement. A mandatory on-boarding meeting will be held in person for all board members to gain a general understanding of their duties and responsibilities. Connections will be made between outgoing and incoming board members to ensure a streamlined transition. It is the expectation that board members will then connect with the assigned chairs to familiarize them with processes and expectations.

ARTICLE V: MEETINGS

Section 5.01. General Membership Meetings. At least two General Membership Meetings of the DLE PTO will be held during Fall and Spring each school year. The PTO Board has the authority to schedule General Membership Meetings; typically aligning with campus Open

House events. The time and place of the meetings will be announced to all General members.

Section 5.02. Board Meetings. Regular meetings of the PTO Board are held monthly during the school year, the time and place to be established at the first meeting of the year. Board members are required to attend. Robert's Rules of Order Revised will be used in governing board meetings. Special Meetings of the PTO Board may be called by the President or by a majority of the PTO Board.

Section 5.03. Quorum. A majority of Regular Members present at a properly called General Membership Meeting, or a majority response to an electronic voting system in which all Regular Members have been given the opportunity to vote, designates a quorum and is entitled to take action regarding the slate or budget of the DLE PTO. In the same sense, a majority vote of the present board members during a monthly Board Meeting, will constitute action to be taken by the PTO Board, except for removal of an officer as indicated in section 3.06. No voting by proxy will be allowed for any type of voting.

Section 5.04. Emergency Voting. In an emergency situation, the PTO Board may vote by phone, email, or other electronic means if authorized by the President. Members shall have at least twenty-four (24) hours to cast their vote. A quorum is required for adoption, and the vote shall be recorded in the minutes of the next meeting of the PTO Board.

Section 5.05. Special Meeting. If, in any case, the executive board or two thirds (2/3) of board members choose to call a special meeting, notice will be given at least two (2) days in advance to each board member, via electronic communication.

ARTICLE VI: BOARD POSITIONS

Section 6.01. Board Responsibilities. The responsibility of the board is to manage and direct the affairs, activities, property and operation of the DLE PTO in accordance with the DLE PTO mission. The board may create Standing and Special Committees, approve the plans and work of these committees, present reports and recommendations, and prepare and submit a budget for approval. These members will be allowed to vote during monthly board meetings, as well as general membership meetings.

Section 6.02. Board Roles.

The **President** is a member of the executive committee and the principal executive officer of the DLE PTO. The President is subject to the control of the PTO Board and the direction of the Membership. The President is an *ex-officio* member of all committees of the DLE PTO, except the Nominating Committee, and votes only in the case of a tie in matters of the PTO Board or Membership. In general, the President reviews and approves all activities, events, and special projects of the DLE PTO. Only the President shall sign and manage contracts with outside vendors, businesses, or providers. The President shall oversee financial records and disbursements in concert with the Treasurer to ensure the Principal's guidelines, district rules, and ensure compliance with applicable local, state, and federal laws. The President or designee shall make every effort to attend FBISD Board of Trustee, Collaborative Communities, and

Campus Based Leadership Team meetings.

The **Vice-President** is a member of the executive committee and shall oversee all fundraising activities including but not limited to: corporate sponsorship relations, company match programs, retail donation accounts and major fundraising activities and events such as Palooza, Boosterthon, spirit nights, spirit events, and school supplies. Additionally, the VP will perform other duties as assigned by the President or the PTO Board. The VP works hand-in-hand with the Treasurer on budgeting, processing of reimbursements, making deposits on a weekly basis (daily, if monies on hand exceed \$250), and seeking grant opportunities, to ensure the Principal's guidelines, district rules, and ensures compliance with applicable local, state and federal laws. He/She shall perform the duties of the President, when needed, and it is intended to place the Vice President in the role of President when his/her term has expired.

The **Treasurer** is a member of the executive committee and shall serve as the primary budget and finance committee member. The Treasurer processes all financial transactions, processes and co-signs checks, and makes disbursements as authorized by the PTO Board in accordance with the budget adopted by the Membership. He/she will maintain an accurate and detailed account of all monies received and disbursed via QuickBooks, and keep records reconciled with bank statements at all times. Any discrepancies will be resolved with the bank within thirty (30) days of month end. A written financial report will be presented by the Treasurer, at each monthly PTO Board Meeting, General Membership Meetings and at other times as requested by the PTO Board. Other duties include working closely with the 3rd party CPA firm to file sales tax reports as required by the comptroller's office, and annual IRS tax reports 4.5 months after the DLE PTO's year end. Finally, the Treasurer will prepare a complete audit report with accompanied records to the audit committee at year end; the Treasurer will then submit a reviewed annual audit to the FBISD Internal Auditor by Sept 1 each year. Additional duties may be assigned by the President or the PTO Board.

The **Secretary** is a member of the executive committee and shall maintain the record of the meetings and record all business transacted at each meeting of the DLE PTO, as well as meetings of any executive board meetings in a prescribed format. The Secretary must make available general meeting minutes within seven (7) days; these minutes should be distributed to the board for approval, and any corrections need to be emailed to the secretary within seven (7) days; then posted to the Donald Leonetti Elementary PTO website within thirty (30) days. The Secretary will also maintain records of attendance at each board meeting, manage a list of all PTO general members, and retrieve and disperse mailings. In addition, the Secretary may assist the Treasurer with reviewing the DLE PTO Audit at year end.

The **VIPS Coordinator** is responsible for recruitment, management and duties of VIPS (Volunteers in Public Schools) on the campus. The coordinator shall instill a process to monitor background checks of volunteers, create opportunities and market them to the school community. It is the responsibility of this position to monitor SignUp Genius lists and ensure that volunteer opportunities are filled. The VIPS Coordinator oversees the Grade Level/Room Parent Chair, Shared Dreams and Dedicated Volunteers; as well as manages the VIPS room, to ensure it is stocked and organized. He/She also nominates and recognizes a dedicated and honorable individual for VIPS of the Month and VIPS of the Year. The VIPS Coordinator shall be expected to attend the FBISD Collaborative Communities meetings, or send another member when unable. The VIPS Coordinator collects and submits all volunteer hours to the district. It is imperative that the VIPS Coordinator stay in strong communication with the front office staff to create a seamless process.

The **Student Activities Coordinator** shall plan and implement activities to encourage parent and student involvement on campus. Events include, but are not limited to: Back to School Events and Orientations, 5th Grade Promotion Celebrations, School Store, Field Day, and other special events, such as Veteran's Day Breakfast and Family Events as decided by the board and approved by administration.

The **Educational Enrichment Coordinator** shall be responsible for bridging educational opportunities between the teachers and families we serve. This includes, but is not limited to, managing and overseeing: Field Trips, Teacher Classroom Supply Grants and Lead Teacher Grade Level Grants, All Pro Dads, Curriculum Nights, and other in-house assemblies as requested by administration.

The **Publicity Coordinator** is responsible for marketing of all events of the DLE PTO and acts as liaison between the PTO Board and the media platforms, including the PTO Website, Facebook, Instagram, digital displays, and the weekly newsletter: PawPrints. The Publicity team coordinates marketing materials for specific projects and fundraising as necessary, including meeting with respective parties, understanding the vision and creating a feasible timeline in which to develop materials. The Publicity Coordinator also oversees the Yearbook Team and together they collect photos to be used in marketing. Prior to publication, the Publicity Coordinator must sign off on all public communications, and ensure the wording is approved by the Principal.

The **Parliamentarian** shall maintain the records of approved bylaws and any standing committee rules. The Parliamentarian works with the Executive committee to update DLE PTO bylaws to reflect growing needs of the DLE PTO, as necessary, and present bylaw changes and/or additions to the DLE Board members for vote approval with quorum. The Parliamentarian role is to rule upon matters of procedure at PTO Board meetings and meetings of the general Membership. The Parliamentarian shall monitor member transitions out of the board role, have a clear understanding of positions becoming available, and continually recruit and coordinate on-boarding of new board and chair members. The Parliamentarian may assist the Treasurer with reviewing the DLE PTO Audit at year end.

The **Staff Appreciation Coordinator** shall manage a team to create, implement and oversee initiatives to show appreciation of the school staff. Events include: Teacher Planning Luncheon in August, Mid-Year Gifts in January, and Staff Appreciation Week in May. Additional

initiatives may include: monthly birthday treats, occasional luncheons, celebrations for role-specific appreciation days, and management of Staff Favorite Lists posted on the website.

The **Teacher Representative** will serve as a liaison between the DLE Teachers and the PTO. The Teacher Board Member must be a fair representative of the DLE teacher community and bring forth ideas to help build the PTO mission, share needs/desires of the teachers, support the relations between parents and teachers, serve on the Nomination Committee, and provide feedback on programming of the PTO.

ARTICLE VII: CHAIR POSITIONS

Section 7.01. Chair Responsibilities. It is the purpose of each chair position to complete the duties outlined for the specified role. Each chairperson will actively report to the applicable board member as outlined in Article VI. Chair positions may change based on the needs of the school and are appointed by the Executive Board.

Section 7.02. Fundraising Chairs.

The **Community Relations Chair** will procure business sponsorships, establish and maintain relationships with business sponsors, and provide opportunities for involvement for business sponsors throughout the year at DLE PTO events. The Community Relations Chair will be responsible for sending written gratitude to each business sponsor for the initial donation and any donations for school events/functions. The Community Relations Chair will report to the Vice President.

The **Palooza Chair** will plan and execute the fall DLE PTO fundraising campaign. It is the responsibility of this position to communicate regularly with the Vice President throughout the event. The specific duties include, but are not limited to, organization and execution of the campaign, financial goal setting and assessment, adhering to guidelines and restrictions, and carrying out event responsibilities. It is also expected that the chairperson will be actively available throughout the campaign to communicate with the DLE PTO Board and Chairs, teachers, and Leonetti Elementary School families. The Palooza Chair will send a list of general members to the Secretary for record keeping. Specific tasks of the position will be outlined with the Vice President.

The **Boosterthon Chair** will oversee the planning and execution of Boosterthon, the DLE PTO spring fundraiser. It is the responsibility of the Boosterthon chair to communicate with administrators, the Vice President, and the designated representative provided by Boosterthon to ensure effective communication, plan of action, fundraising goals, and guidelines are followed. It is expected that the Boosterthon chairperson be available throughout the campaign as well as attend the Boosterthon event. Specific tasks of the position will be outlined with the Vice President.

The **School Supplies Chair** is responsible for securing the vendor for pre-boxed school supplies, working with team leaders to provide a list of supplies needed per grade level, and verifying that the school supply packs are correct for each grade. The chairperson

will promote school supply sales within the school community. This chairperson will work with the Vice President to ensure that all channels are covered in planning and execution, and that the pack of school supplies is approved by the DLE PTO board.

The ***Spirit Wear Chair*** designs and orders Leonetti Elementary spirit wear. It is the responsibility of the Spirit Wear Chairperson to communicate all costs with the Vice President, who will seek DLE PTO Board approval on designs and finances. The Spirit Wear Chair shall organize the distribution and sale of spirit wear, as well as ongoing marketing of the spirit wear sales and the online school store. As inventory is remaining, the chairperson may be asked to sell merchandise at various times throughout the year.

Section 7.03. VIPS Chairs.

The ***Grade Level Coordinator / Room Parent Chair (GLC/RP Chair)*** recruits Grade Level Coordinators to serve for the school year. These assignments should be verified prior to August 1. This chairperson shall work with Grade Level Coordinators (GLCs) to recruit, assign, and train room parents. This person will communicate with the Grade Level Coordinators and room parents throughout the year, including working with GLCs to plan two grade level parties throughout the school year.

The ***Shared Dreams Chair*** is to be the campus liaison between Fort Bend Independent School District's Shared Dreams program and Leonetti Elementary. The chairperson will attend quarterly meetings for program updates, communicate current donation needs and program data to the Leonetti community, and will host a variety of donation drives in support of Deeds for Donald and the Holiday Cheer Program.

Section 7.04. Student Activities Chairpersons.

The ***Family Event Chair*** coordinates events specifically related to student/parent school involvement including, but not limited to, fall family night, Veterans Day breakfast, spring family event, etc. Special events chairs are required to work within allotted budget, school guidelines, and restrictions. The special events chairs will also communicate consistently with the Student Activities Coordinator to ensure proper planning of events. The chairperson leading specific functions are responsible for being in attendance of the event.

The ***School Store Chair*** shall assist in running the school store at its designated times and will work directly with the Student Activities Coordinator to ensure that the school store is falling within the parameters set by administration as well as by the executive board of DLE PTO. The chairperson will manage inventory, request items to order, and stock the store with merchandise paid for by DLE PTO. It is the responsibility of the School Store Chairperson to stay within the budget set by DLE PTO, report all earnings, and track spending. The chairperson is responsible for working school store shifts as needed.

The ***Field Day Chair*** serves in the planning and execution of Leonetti Elementary's annual field day. The chairperson will communicate directly with the Physical Education teacher(s) as well as the necessary campus administrator. The Field Day Chair will also

assist the Volunteer Chair in coordinating parent volunteers for the event. The Field Day chairperson assumes the responsibility of following the planning timeline, securing vendors, initiating contracts, working within the predetermined budget, and communicating closely with the Student Activities Coordinator. This person will also be present at the on-campus field day event to assist vendors, direct volunteers, and manage the event throughout the day.

The **5th Grade Promotion Chair** shall serve in the planning and execution of the 5th grade celebration events. The chair is responsible for compiling a planning committee to handle areas such as food, decor, ceremony needs, and event volunteers as outlined by the 5th grade Team Lead. This chairperson will operate within the predetermined event budget.

Section 7.05. Educational Enrichment Chair

The **All Pro Dads Chair** is responsible for recruiting father figures during the beginning of the year events, and facilitates 5-7 breakfast conversations per year. The program shall function within the guidelines set forth by the administration as well as the national All Pro Dads program. The chairperson will communicate directly with the Educational Enrichment Coordinator to ensure proper involvement of volunteers and management of the budget.

Section 7.06. Publicity Chairs.

The **Social Media Chair** is responsible for organizing the schedule of posts on all social media platforms with appropriate timing for critical events. The Social Media chair will work in coordination with the Paw Prints Chair, assist in guiding the grade level pages admins, follow the PTO calendar to ensure posts are shared timely and with prior approval of the Publicity Coordinator.

It is the role of the **Paw Prints Chair** to create and publish DLE PTO's weekly e-newsletter. The chairperson will work in coordination with the Social Media Chair and follow the PTO calendar to ensure newsletter updates are shared timely and with prior approval of the Publicity Coordinator.

The **Graphic Design Chair** supports the publicity team in creating fliers, marketing materials and graphics that are consistent with the DLE PTO logos, colors and branding. This position often works with other members on the PTO to support fundraising initiatives, special events, recruitment, or other volunteer needs.

The **Yearbook Chair** coordinates the process of creating and distributing the annual yearbook. Duties include collecting pictures of students, teachers, staff and school events, managing a relationship with the yearbook publishing company, and marketing the sales of yearbooks.

ARTICLE VIII: FINANCIAL ADMINISTRATION

Section 8.01. Budget. Annually the DLE PTO Board will present an anticipated budget for the upcoming fiscal year, running July 1 through June 30. The slated budget will be voted on in the final general membership meeting held by the DLE PTO. The forecasted budget is to include expected revenue and expenses and will guide the activities and decisions of the DLE PTO Board throughout the covered year. Deviations to line items during the fiscal year will be voted on by the DLE PTO Board.

Section 8.02. Loans. No loans shall be made by or on behalf of the DLE PTO.

Section 8.03. Payments, Contracts, etc. All payments and insurance certificates shall be signed by at least (2) of these officers: President, Vice President, or Treasurer. Any financial reimbursement must be in line with the current budget and signed by the Treasurer and Vice President. Expenditures that exceed the line item budget amount must be approved by vote through the DLE PTO Executive Committee. Any necessary contracts shall be signed by the President.

Section 8.04. Operating Funds. Operating funds must be maintained in a bank account. All deposits and/or disbursements shall be made within a maximum of seven (7) days from the receipt of the funds and/or orders of payment. The Treasurer shall maintain a physical copy of all deposits, provided by the Vice President.

Section 8.05. Financial Report. The Treasurer provides a financial report of operating funds at each DLE PTO Board Meeting and General Membership Meeting. A final financial report will be provided to the DLE PTO Board. See Article VI, Section 6.02 for annual audit guidelines.

Section 8.06. Group Exemption. This nonprofit organization will qualify as a tax-exempt organization under the provisions of Section 501(c)3 of the Internal Revenue Code and its Regulations as they now exist.

ARTICLE IV: AMENDMENTS

Section 9.01. Changes. These bylaws may be altered, amended or repealed, and new bylaws may be adopted at any time. A By-Law Committee composed of the Parliamentarian and the Executive Committee may propose the suggested changes, and they must be approved with a quorum at Regular or Special Meeting. Notice of alterations, amendments, or proposed substitute bylaws must have been read or distributed to all Board Members present at the previous regular meeting. Such action may be made at a special meeting held at least ten (10) days after the regular meeting at which the reading or distribution was made. Proposed changes will be clearly stated in the next meeting minutes.

Any future amendments to these bylaws shall be noted in this section after approval.

9.02 Revision. These bylaws were adopted by the Membership with a 2/3 or greater vote during a properly called meeting on May 18, 2017.

9.03 Revision. These bylaws were revised by the Membership with a 2/3 or greater vote during a properly called meeting on May 10, 2018.

9.04 Revision. These bylaws were revised by the Membership with a 2/3 or greater vote during a properly called meeting on May 9, 2019.

9.05 Revision. These bylaws were revised by the Membership with 2/3 or greater vote during a properly called meeting on December 8, 2022.

9.06 Revision. These bylaws were revised by the Membership with 2/3 or greater vote during a properly called meeting on May 11, 2023.

9.07 Revision. These bylaws were revised by the Membership with 2/3 or greater vote following a properly called meeting on February 8, 2024.