

Prosper PTO Council Bylaws



Revised May 15, 2025
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Article I – Name

The name of each Prosper ISD PTO shall be the name of the school followed by Parent Teacher Organization (PTO).

Article II – Purpose and Policies

The PTO is organized for the purpose of supporting the education of children at Prosper ISD schools by fostering relationships among the school, parents, and staff members.

Section 1 – Policies

1. The organization shall be noncommercial, nonsectarian, and nonpartisan.
2. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
3. The organization shall not in any way, including the publishing or distribution of statements, directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. The organization shall not devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or other means.
4. The organization shall not enter into membership or cooperate with other organization except such organizations and agencies concerned with child welfare, and no PTO representative shall make a commitment that binds the group he or she represents, without approval from the Executive Board.
5. A voting member of the Executive Board or any committee who receives compensation, directly or indirectly, from the organization for goods or services is precluded from voting on matters pertaining to that member's compensation.
6. Notwithstanding any provision of the articles, the organization shall not carry out any other activities not permitted to be carried out:
 - a. By an organization exempt from Federal income tax under the 501(c)(3) of the Internal Revenue Code, or
 - b. By an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
7. Per IRS regulations, individual campus PTOs are allowed to donate to other 501(c)(3) organizations based on the common mission and service to the same Prosper ISD community. Examples include but are not limited to PISD Special Olympics, PISD Graduation Celebration, and Prosper Education Foundation.
8. Each organization may establish Campus Standing Rules for the purpose of providing more specific guidance necessary for operation of the PTO at that campus. In all cases, the Prosper PTO Council Bylaws supersede the Campus Standing Rules, if any conflict exists.
9. If a campus chooses to have Standing Rules, they shall be in written form, approved by the Executive Board, published, and filed with PTO Council.
10. Any Campus Standing Rules additions or changes related to Executive Board positions must be filed with PTO Council after Executive Board approval at least 14 days prior to the beginning of the nomination period in order for those additions/changes to apply to that election cycle.

Article III – Members

Section 1 – Membership

1. Membership in the PTO shall be made available without regard to race, color, creed, or national origin to any residents within the district's schools who are parents/guardians or any individual whose associated youth is a student at a Prosper ISD school and who subscribe to the purpose and basic policies of this organization.
2. The principal and staff employed at the school may also become members and have voting rights.
3. Community sponsors may become members, but they may not have voting rights and therefore may not serve on the Executive Board unless they are already a member through Article III, Section 1, items 1 or 2 above.
4. Regular memberships for parents/guardians are family/household memberships including the parent(s)/guardian(s) in that household as the members. The one household membership covers all children at that campus. The students are not considered members.
5. Memberships for grandparents/aunts/uncles/etc. are for those households with an associated youth referenced in 1. The same household rule applies as with regular memberships. Each membership includes both (if there are two) or one (if there is only one) adult in the household and covers all students at a particular campus.

Section 2 – Enrollment

The PTO shall conduct an annual enrollment of members but may admit persons to membership at any time.

Section 3 – Dues

1. Each PTO Membership requires annual enrollment to be paid to the school's PTO. The membership levels, costs, and incentives may be set by each campus PTO Executive Board.
2. Once dues are paid, a member is deemed an active member.
3. Membership is valid July 1-June 30 each year.

Article IV – Officers and Elections

Section 1 – Officers

The Executive Officers shall be, at a minimum, president, vice president, treasurer, and secretary.

1. The president shall:
 - a. Preside over meetings of the organization and Executive Board.
 - b. Serve as the primary contact for the principal.
 - c. Represent the organization at meetings outside the organization.
 - d. Serve as an *ex officio* member of all committees.
 - e. Coordinate the work of all the officers and committees so that the purpose of the organization is served.
2. The vice president shall:
 - a. Act as an aid to the president and perform the duties of the president in his/her absence or inability to serve.
 - b. Maintain all members' records and serve as Membership Committee Coordinator.
 - c. Perform such other duties as may be prescribed in these bylaws or as assigned to him/her by the organization or the Executive Board.
3. The treasurer shall:
 - a. Receive all funds of the organization.
 - b. Keep an accurate record of receipts, expenditures, disbursements, income, and bank account information.
 - c. Pay out funds in accordance with the approval of the Executive Board.

- d. Present a financial statement at every meeting and at other times of the year when requested by the Executive Board and make a full report at the end of the year.
 - e. Prepare and pay all sales taxes collected on the sale of spirit wear and other non-food items to the state.
 - f. Prepare and file or coordinate with a CPA for all required IRS paperwork including Form 990-N, 990-EZ, or 990.
 - g. Prepare an annual financial statement to be reviewed by a CPA or by the Audit Committee.
4. The secretary shall:
- a. Keep all records of the organization.
 - b. Take and record minutes.
 - c. Handle correspondence.
 - d. Ensure notices of meetings are sent to the membership.
 - e. Keep a copy of the minutes, bylaws, rules, and any other necessary supplies, and bring them to meetings.
 - f. Perform such other duties as may be prescribed in these bylaws or as assigned to him/her by the organization or the Executive Board.
5. The parliamentarian shall:
- a. Be optional, and if used, may be named as a member of the Executive Board, as directed by the president.
 - b. Verify meetings are conducted according to appropriate parliamentary procedure.
 - c. Elect to follow Robert's Rules of Order, if desired, to govern meetings when they are not in conflict with the Prosper PTO Council Bylaws or Campus Standing Rules.

Section 2 – Additional Officers per Campus Standing Rules

- 1. If a campus PTO chooses to establish additional Executive Board members which are elected and have full voting rights via Campus Standing Rules, a common nomenclature will be used with these additional positions for consistency and clarity. The detailed job descriptions may vary by campus, but the responsibilities for the minimum officers outlined above must either remain under those core positions or be reflected under the newly created position, if a core role is split.
- 2. There will remain only one individual in the position of President.
- 3. There will remain only one individual in the position of Treasurer.
- 4. If the position of Vice President is to be split (or officers covering any of the following areas are created), the positions will be established as two or more of the following, ensuring that the job description in Article IV, Section 1, item 2 above is reflected under the appropriate role, including a designation of which vice president will serve in the absence of the president:
 - a. Executive vice president
 - b. Vice president of membership
 - c. Vice president of fundraising
 - d. Vice president of hospitality
- 5. If it is determined that a campus would like to designate one officer to be responsible for communications, the core role of secretary would be split into two roles as follows, with additional responsibilities outlined as necessary in the Campus Standing Rules.
 - a. The recording secretary shall:
 - i. Keep all records of the organization.
 - ii. Take and record minutes.
 - iii. Keep a copy of the minutes, bylaws, rules, and any other necessary supplies, and bring them to meetings.

- iv. Perform such other duties as may be prescribed in these bylaws or as assigned to him/her by the organization or the Executive Board.
- b. The communications secretary shall:
 - i. Handle correspondence.
 - ii. Ensure notices of meetings are sent to the membership.
 - iii. Perform such other duties as may be prescribed in these bylaws or as assigned to him/her by the organization or the Executive Board.
- 6. The term coordinator is reserved for those individuals appointed by the Executive Board to lead various committees and events as outlined in Article VII, Section 2. These individuals are not voting members of the Executive Board based on the coordinator appointment alone. If a campus PTO determines that it is essential to establish voting Executive Board members beyond the core positions outlined in Article IV, Section 1, and these newly created positions are specifically responsible for areas beyond membership, fundraising, hospitality, and communications, they shall be titled [AREA] director (e.g. room parent director, school spirit director, etc.)

Section 3 – Eligibility

1. Members are eligible for office if they are standing members prior to the nomination period.
2. In the case where a PTO member is graduating to a secondary school or moving from one school in the district to another, that member is eligible for office in the new school.
3. Executive Officers and Committee Coordinators must pay membership dues before the end of the second fiscal month, or the first month after position appointment.
4. In the event that a board member from the current fiscal has been removed by Executive Board vote or has resigned from their board position they are not eligible to run for the following school year. With the exception of medical diagnosis, if a Executive Board member needs to resign to receive medical treatment then they are excluded from the one year sit out.

Section 4 – Terms of Office

1. Executive Officers are elected for a one-year term and may not serve more than two consecutive terms in the same office, with the exception of President that can be re-elected for three consecutive terms at the same campus. In the event of a vacancy on the ballot because no eligible member is nominated, the Nomination and Election Committee may nominate a person to fill that position, even if it means the position is held for a third consecutive term. In no case shall a person hold a position for more than three consecutive terms.
2. At any time during the school year, if an elected position is vacated and subsequently filled by board appointment, that will not be considered a complete year of service in that executive board position.
3. Each person elected shall hold only one elected office at a time.
4. Officers can only hold the position of President at one campus each school.

Section 5 – Election Process

1. Elections will be held before the school year ends and will follow the process below.
2. A Nomination and Election Committee shall be made up of at least 3 people and must be appointed by the Executive Board. Members of the Nomination and Election Committee shall not accept nominations for a Board position without first resigning from the Committee.
3. The following must be communicated to the membership at least 14 days before the beginning of the nomination period.
 - a. Date nomination submissions may begin
 - b. Deadline for nomination submissions
 - c. Dates nominees will be contacted by the Nomination and Election Committee
 - d. Dates when voting will take place

4. Nomination forms and voting ballots shall be in electronic form, coordinated by PTO Council, and distributed to members by individual PTOs for their own school, the secondary school being fed, and/or a new school to be established from a school or schools the following year.
5. Each Nominations and Election Committee will receive a copy of the current year membership roster as of the end of the day prior to the beginning of the nomination period from the home campus. Additional rosters may be needed from feeder schools or due to rezoning.
6. Nomination and Election Committee members will receive the nomination form and voting ballot results from PTO Council once the respective periods have ended.
7. Positions with no nominee at the beginning of the election period will remain empty on the ballot, with the exception of president which must have a valid nominee for that campus election and PTO operation to proceed. If a willing nominee for president cannot be found prior to the deadline to complete the ballot, an alternate and abbreviated election cycle will begin again starting with item 3 above. Other open positions will be filled according to Article IV, Section 8 once the new fiscal year begins.

Section 6 – Nominations

1. Nominations for each Executive Board position will be taken from the PTO membership.
 - a. A nomination form shall be sent only to current PTO members.
 - b. Nominees shall meet the qualifications determined Article IV, Section 3 above.
 - c. Members may nominate themselves or other members.
 - d. The Nomination and Election Committee will verify valid membership of the nominees and the individuals submitting the nominations.
 - e. Only nominated individuals who have been verified as eligible and qualified will be contacted for the opportunity to accept or decline the nomination.
 - f. Nominees may accept only one nominated position. Nominees will be made aware of all positions for which a nomination was received but cannot be provided the names or counts of other potential nominees, either for the same or other positions on the Executive Board. The potential nominee makes the decision to accept or decline the nomination based on personal interest and qualifications.
2. For any position without eligible nominees at the close of the nomination period, the Nomination and Election Committee may contact recommendations from campus administration and others in an effort to complete the ballot.
3. Any qualified nominee shall be included on the ballot.

Section 7 – Election Voting

1. Voters must be verified as eligible voters who have cast no more than one vote per paid membership per campus election.
2. Voters must be members prior to the beginning of the nomination period to be considered eligible voters.
3. In the case where a PTO member is graduating to a secondary school or moving from one school in the district to another, that member is eligible to vote in the election for the new school.
4. Votes shall be accepted only during the posted voting dates previously provided.
5. The Nomination and Election Committee will verify voters and count valid votes.
6. Once votes have been validated and counted, and before results are announced publicly, the Nomination and Election Committee will contact all nominees for contested races with the results via the appropriate method for the individual situation. The Nomination and Election Committee will then provide the results to campus administration and the current campus PTO president to make the announcement.

Section 8 – Vacancies

1. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the Executive Board.
2. In case of a vacancy in the office of president, the vice president shall fill the remaining term upon majority vote of the remaining members of the Executive Board. If a majority vote is not obtained, a general election must be held according to Article IV, Sections 5-7.

Section 9 – Reason to Remove

1. All affected individuals will meet with their campus principal or appointed staff member to discuss grievances. See Article X for details on the Grievance Resolution process.
2. By two-thirds vote of the Executive Board, any member of the Executive Board may be removed from office for failure to perform duties or for misconduct.
3. An Executive Board member who misses three consecutive meetings may be removed from office for failure to perform duties.

Article V – General Membership Meetings

Section 1 – General Meetings

1. General Membership Meetings of the organization shall be called at least once per semester.
2. Notice of the meeting shall be published to membership prior to the meeting.
3. Motions carry by majority vote of the members present, provided a quorum of at least the Executive Board is present (see Section 3.)
4. General Membership Meeting minutes and approved budget shall be made available to all members of the organization.

Section 2 – Special Meetings

Special meetings of the organization may be called by the president or by a majority vote of the Executive Board.

Section 3 – Quorum and Voting

1. Two-thirds of the Executive Board shall constitute a quorum for the transaction of business in any meeting of the organization.
2. Any motion may be carried by the majority of the members present if a quorum has been established.

Article VI – Executive Board

Section 1 – Membership

1. The Executive Board shall consist of, at a minimum, the Executive Officers as defined in Article IV, Section 1.
2. The Executive Board may be referred to as the Board or the Executive Board.
3. Prosper ISD employees may not hold the treasurer position, with the exception of Early Childhood Center(s).

Section 2 – Duties

The Executive Board shall:

1. Transact business between meetings in preparation for general meetings
2. Create Campus Standing Rules and policies, if needed
3. Create committees
4. Prepare and submit a budget to the membership for approval
5. Approve routine bills
6. Prepare reports
7. Make recommendations to the membership

Section 3 – Executive Board Meetings

1. Meetings shall be held monthly, at a time to be determined by the Executive Board.
2. Executive Board meeting minutes and current budget should be made available to all members of the organization.
3. There shall be a combined meeting of the outgoing and incoming Executive Boards before the end of the fiscal year. At such time, the outgoing executives will turn over their records to the newly elected officers.

Section 4 – Executive Board Authority

1. For existing PTOs, the new Executive Board authority to transact business begins July 1, with the start of the fiscal year.
2. For newly established PTOs, the new Executive Board authority to make plans begins once the election results are final and validated. The fiscal year for transacting business remains as stated in Article VIII, Section 4. (Examples of transacting business include but are not limited to establishing tax-exempt status with the IRS, making Executive Board position or coordinator appointments, finalizing the budget for member approval, and depositing or spending funds.)

Section 5 – Quorum and Voting

1. Two-thirds of the Executive Board shall constitute a quorum as defined in Article V, Section 3.
2. Any motion may be carried by the majority of the Executive Board members present if a quorum has been established.

Article VII – Committees

Section 1 – Committees

1. The Executive Board may form committees as needed for the planning of specific events or ongoing areas of operations.
2. No committee work shall be undertaken without the consent of the Executive Board.

Section 2 – Coordinator

If an event or area committee is established:

1. A committee chair/coordinator must be appointed by the Executive Board.
2. The coordinator(s) must be member(s) of the PTO at that campus.
3. Coordinator(s) are appointed for a one-year term and may not serve more than two consecutive terms on the same committee. However, if no other member volunteers to coordinate a committee, the term may be extended for an additional year.
4. Executive Board members may be appointed and serve as committee coordinators.
5. Committee chairs/coordinators may be asked to attend specific Executive Board meetings as needed to report on progress or to seek clarification from the Board.
6. The president shall act as an *ex officio* member of all committees.
7. See also Article IV, Section 2, item 6, regarding the term coordinator.

Article VIII – Finances

Section 1 – Budget

1. A tentative budget shall be drafted by the incoming president and treasurer for each school year, approved by the Executive Board, and approved by a majority vote of the members present at the first general meeting.
2. All items not in an approved budget require a majority vote by the Executive Board to establish a new category.
3. Increasing or adjusting the budget amount for a category must be approved by a majority vote of the Executive Board.
4. All voting on budget changes must be reflected in the meeting minutes.

Section 2 – Approval of Expenses

1. The Executive Board shall approve all expenses of the organization.
2. No funds raised at one school can be used for expenses at another school unless PTO Council approves. This excludes Seed Money.

Section 3 – Authorized Signatures

1. Two authorized signatures shall be required on each check over the amount of \$250.
2. Authorized signers shall be president and treasurer of the Executive Board but may also include vice president and secretary.
3. No one can sign a check to themselves.

Section 4 – Fiscal Year

The fiscal year shall be July 1 - June 30.

Section 5 – Expense Reimbursement

1. To receive reimbursement for any expenses, expenses must be budgeted and approved and an expense reimbursement request form must be completed.
2. The reimbursement form must be accompanied by receipts and submitted to the treasurer.
3. No sales tax will be reimbursed. All members who make purchases shall be provided the Tax Exempt Status Form in order to avoid paying sales tax out of pocket.
4. All board members completing a debit card transaction must fill out a debit card transaction form to facilitate proper categorization by the treasurer.
5. Anyone collecting cash or check(s) must fill out a deposit form.

Section 6 – Ending Balance

1. The organization shall leave a minimum of \$4,500 in the treasury at the end of each fiscal year.
2. No PTO may carry over more than \$6,500 in the treasury without PTO Council approval, which should be only in rare situations. Carry forward amounts above the maximum must be for a specific designated purpose and submitted for PTO Council approval by June 5.
3. Effective the 2025-2026 PTO fiscal year the minimum carryover balance shall be \$5,500, but no PTO shall carryover more than \$7,500 without PTO Council approval.

Section 7 – Audit Committee

1. The Executive Board shall appoint an Audit Committee or select a licensed CPA during Executive Board meeting in May.
2. The Audit Committee shall consist of no less than three members and shall review the annual financial statement and documentation prepared by the treasurer.
3. Once satisfied that the treasurer's annual financial statement is accurate and the Audit Committee members or the CPA shall sign a statement of that fact at the end of the report.
4. The audit report is to be completed by July 31, in preparation for the new fiscal year.

Section 8 – Contracts

Authority to sign contracts is limited to the president or the president's designee.

Section 9 – Seed Money

Upon the creation of a new PTO within the district, PTOs at the existing campuses will evenly distribute the Prosper PTO Council agreed-upon start-up funds of \$5,500.

Section 10 – Fundraising

1. All fundraisers must be submitted to the school principal for approval prior to being scheduled by the Executive Board.
2. Prosper ISD has directed that each PTO will host no more than one large school-wide fundraiser per school year. (Examples - Raise Craze, Fun Run, 5K, Readathon, etc.)
3. Passive fundraisers do not count as major fundraisers. (Examples - Kroger Community Rewards, Box Tops for Education, spirit nights/vendor percentage spent donations, spirit wear sales, sweet shacks, school stores, obtaining sponsorships, etc.)

4. Prosper ISD PTOs will not host PTO fundraisers that involve alcohol or gambling to minimize complications with the state, IRS, and offending campus populations within the district.

Section 11 – Annual Reporting

1. In order to protect the operations of the current and future PTOs, each campus PTO will submit the following to a PTO Council repository each year:
 - a. Approved budget by September 30, including July 1 beginning balance
 - b. Proof of insurance by September 30
 - c. Proof of 990-N, 990-EZ, or 990 filing by December 30
 - d. Proof of Texas sales taxes paid by January 30 (one payment for those filing annually, four payments for those filing quarterly)
 - e. Current budget vs. actuals as of April close
2. All PTO Council members will have access to this information for group transparency and assistance, but individual PTO Council members may volunteer to form subgroups for more detailed review, if necessary.

Article IX – Dissolution

Section 1 – PTO Dissolution

If a PTO should dissolve as a viable organization, all funds held by the organization will be divided among the remaining PTOs.

Section 2 – PTO Council Dissolution

If Prosper PTO Council dissolves, funds will become property of Prosper ISD.

Article X – Grievance Resolution

Section 1 – Grievance Procedure

The goal of the PISD PTO Council Grievance Procedure is to resolve issues as quickly and as efficiently as possible. The PTO exists for the purpose of supporting the education of children at Prosper ISD schools by fostering relationships among the school, parents, and staff members, and this should be foremost in mind when attempting to resolve disputes. It is encouraged to attempt to resolve concerns with each other or as a whole PTO through informal discussions. If informal resolution efforts are unsuccessful, the following grievance procedure may be initiated. For all non-financial matters, a grievance must be filed within 90 days of the incident that prompted the concern. In cases involving alleged misuse of PTO funds or financial fraud, the grievance must be filed within one year from the date the issue was discovered.

Parties seeking PTO Council Resolution should submit, in writing, to the President of the PTO Council, the following information. If the grievance is against the PTO Council President, submit to the PTO Council Vice President and Secretary. If the grievance is against the PTO Council Secretary, submit to the PTO Council President and Vice President.

1. Determine which PISD PTO bylaw(s) are applicable to your concern. Complete the PTO Resolution Grievance Form (Appendix A), hard copy or electronic, is accepted.
2. The PTO Council President will distribute the written PTO Council Resolution Request to the PTO Council Grievance Committee. This Committee will lead appropriate meetings or discussions about the matter within 15 business days of receipt of the PTO Council Resolution Request.
3. The PTO Council Grievance Committee will consist of the PTO Council President, the PTO Council Secretary, and a third PTO Council member. The third member of the PTO Council committee will be a current PTO President from within PISD. Ideally, this President will represent a feeder school associated with the campus involved in the grievance. If that is not possible, a PTO President with no formal conflict of interest from another campus will be

selected. (Conflict of Interest is as follows – this occurs when an individual’s personal interest – family, friendship, financial, or social factors – could compromise his or her judgement, decision, or actions). In cases where the grievant is a member of the PISD PTO Council Board, the committee will consist of the two remaining Council Board members. The third member will then be a current PTO President who does not represent a feeder school from the grievant feeder pattern, ensuring impartiality.

4. If a meeting with the grievant is necessary to elicit additional information, the PTO Council Grievance Committee will meet with the individual (within the 15-business day period).
 - a. The PTO Council Grievance Committee will decide whether the grievance has merit and needs to be addressed at the PTO Council level. To determine merit, there must be a violation of current PISD PTO Bylaws or contain matters relating to financial fraud or misuse of PTO funds.
 - i. If the Committee determines that the grievance has no merit or relates to a matter outside the scope of the Council because it is covered by other Prosper ISD policies or Texas law. A written letter stating this will be given to all parties involved in the grievance. By definition, the parties or person(s) against whom the grievance is filed and the grievant.
 - b. If the PTO Council Grievance Committee determines that the grievance has merit, falls within the Council’s authority, and is serious enough to justify the removal of one or more officers from the campus PTO Executive Board, the following procedure will be followed.
 - i. In this situation, the PTO Council Board will convene a meeting of the Prosper PTO Council, and the PTO Council Grievance Committee will present the grievance and the issue(s) for discussion. The actual Grievance Forms and backup documentation will be provided to PTO Council with a summary of grievances and names-redacted 10 days prior to this meeting. If the individual against whom the grievance was filed is a member of PTO Council, he/she may be called in to address the grievance if desired but will be excluded from the Council deliberation and vote.
 - ii. The Prosper PTO Council will vote on whether to follow the recommendation to remove the responsible party/parties from the position(s) on the local campus PTO Executive Board. The vote will be by secret ballot, counted by a PTO Council member not on the Grievance Committee and a PISD PTO Council Advisor.
 - iii. If not approved, an alternate Action Plan will be discussed and agreed by the Prosper PTO Council. The Plan of Action may include items for the PTO Council Grievance Committee, the local campus PTO Executive Board, the campus principal, the person(s) against whom the grievance is filed, and/or the grievant.
 - iv. If financial or misuse of PTO funds is one of its action items, the PTO Council Grievance Committee will monitor all parties and their compliance with the Plan of Action.
 - v. If approved, the remaining campus PTO Executive Board will vote to fill the empty position or if there are multiple Executive Board members who are removed, there will be a campus-wide special election overseen by the PTO Council Board and the PTO Council Grievance Committee within 15 business days of the removal of the Executive Board member(s).

- vi. In certain circumstances, independent arbitration may be part of the Plan of Action. In this case, the PTO Council Grievance Committee will identify and contract with a qualified, professional arbitrator. All fees and expenses associated with such arbitration will be borne by the involved campus PTO. In the unlikely event that legal action is required or recommended by the independent arbitrator, any associated legal fees will also be borne by the involved PTO.

Article XI – Amendments

Section 1 – Voting Majority

These bylaws may be amended at any meeting of the Prosper PTO Council by two-thirds vote of the members present and voting.

Section 2 – Email Approval

Amendments may also be approved via email, as described in Article XII.

Section 3 – Advance Communication

1. Any proposed changes must be communicated in advance of the meeting at which they will be voted.
2. If material changes are discussed at a meeting, the recommended changes must be communicated before the next meeting. The changes may be voted in at the following meeting or approved via email after all parties have been made aware of the intended changes.

Article XII – Conducting Business via Email

Section 1 – Allowable Email Voting

If a vote needs to occur and there is not time to hold a PTO Council or Executive Board meeting, email voting is allowed and can be done at any time.

Section 2 – Email Voting Rules

1. As with votes during a live meeting, email voting involves someone making a motion for the specific decision, someone seconding, and the remaining PTO Council or Executive Board members voting yes or no until a majority decision is reached.
2. A time limit for responses must be given, and members that vote must “reply all.”
3. Since the entire existing Executive Board or PTO Council is included on the message, all are considered present to establish the quorum. A majority needed is calculated from the whole existing board. The majority of the voting body carries the vote.

Section 3 – Email Voting Results Communication

Final vote results must be sent out to all the PTO Council or Executive Board members by email.

Section 4 – Email Voting Documentation

All email votes and the result must be documented by the Secretary as an addendum to the next regular Prosper PTO Council or Executive Board meeting minutes.

Article XIII – PTO Council Delegates

Section 1 – Membership

1. The Prosper PTO Council will be made up of the current presidents from each campus.
2. If a campus president cannot attend a meeting, an Executive Board member with sufficient knowledge and authority should be sent as a designee to vote on behalf of the organization.
3. PTO Council members serve for the corresponding fiscal year.

Section 2 – Meetings

1. PTO Council meetings will be held at least once a semester and once in late spring/early summer.

2. Council delegates will elect a president, vice president, and secretary at the late spring/summer meeting.
3. The PTO Council president will be selected from among returning or outgoing presidents. The vice president and secretary will be selected from among returning and new presidents.
4. The nominations and vote will be taken by secret ballot.
5. PTO Council officers will sign an ethics agreement. Failure to uphold the agreement will be addressed via the Grievance Process and may include removal from the position.
6. If no delegate from an organization's Executive Board attends, voting will be held and counted with that campus excluded from the Prosper PTO Council voting body.
7. Two-thirds of the Prosper PTO Council campuses shall constitute a quorum for the transaction of business in any Prosper PTO Council meeting.
8. Motions made will be carried by majority vote of those present once a quorum is established.


Section 3 – PTO Council Board

1. PTO Council Board Structure
 - a. President: Oversees all meeting and coordinates the council's activities.
 - b. Vice President: In the event the President cannot perform their duties, the VP will assume the role of President and the Secretary will assume the role of Vice President. Gather and reconcile required PTO documents. Assists the President as needed, particularly regarding the grievance process.
 - c. Secretary: In the event the Vice President cannot perform their duties, the Secretary will assume the role of Vice President and a new Secretary will be elected. Record meeting minutes and ensure record-keeping of meeting attendees. In the event of edits to the bylaws, the Secretary will facilitate the rewriting of the bylaws. Assist the President with the grievance process.

Section 4 – Purpose and Responsibilities of the PTO Council Board

1. Facilitate Three Meetings a Year
 - a. The Council will organize and run three formal meetings annually, which will cover range of important topics and updates.
1. Handle the Grievance Process as necessary and keep those files for confidentiality reasons.
2. Gather and Reconcile Required PTO Documents
 - a. The Council will collect and review critical documents for PISD PTO's each fiscal year.
 - i. Beginning and Ending Budget
 - ii. PTO Insurance
 - iii. 990 Tax Filings
4. The Council is responsible for managing the PTO election cycle. This includes:
 - a. Setting dates for nominations and voting.
 - b. Communicating procedures for candidacy.
 - c. Handling ballots in a fair and transparent manner.
5. The PTO Council Board will assist, upon request, when a district PTO board is facing a grievance of a board member. The PTO Council is in place to help gather answers to common and unique questions without overreach.

These bylaws were approved by the Prosper PTO Council on May 15, 2025, and govern all Prosper ISD PTOs.



Prosper PTO Council President Signature

5/15/2025

Date



Prosper PTO Council Vice President Signature

5/15/2025

Date



Prosper PTO Council Secretary Signature

5/15/2025

Date

Appendix A

PTO Local Resolution Grievance Form

Date of Submission:

Campus:

Name:

Contact Information:

Primary subject against whom the grievance is being filed:

What bylaw(s) have been violated, list Article and Section (attach supporting documentation):

Describe accurately the details of your grievance complaint (attach supporting documentation):

Describe attempts at informal resolution and the responses received (attach supporting documentation):

Describe accurately in detail the resolution requested: