

SFA Early Childhood Laboratory
Parent/Teacher Organization
Bylaws rev.04252022

I. NAME

The name of the organization shall be the ECHL Parent/Teacher Organization.

II. PURPOSE

The purpose of the ECHL PTO shall be to support the ECHL families, teachers, and staff in achieving their fullest potential by fostering a sense of support, pride, and enthusiasm for the school and promote communication between parents, teachers, and the community to enhance the educational environment for our children.

III. MEMBERSHIP

A. Regular Membership

Parents, legal guardians, adult family members of students who currently attend ECHL and all current teachers and staff of the ECHL shall be eligible for regular membership in the organization. Regular Members shall have the right to attend and participate in all meetings and activities of the organization. In the case of a vote, Regular Members who are current in the payment of annual dues, as established pursuant to Section X herein, shall be designated as Voting Members and shall have the right to vote on issues.

B. Honorary Membership

Honorary Membership may also be extended to other persons by a recommendation by ECHL leadership and vote of the Executive Committee. Honorary members do not have the right to hold officer positions or be committee chairs.

IV. MEETINGS

A. Regular Meetings

At least four open meetings of the organization shall be held during each school year. The time and place of the meetings shall be announced at least five (5) working days prior to the meeting. Further notice may be provided as determined by the Executive Committee.

B. Special Meetings

Additional meetings of the organization may be called, either by vote of the Executive Committee or by petition of a majority of the Voting Members. The time and place of all special meetings shall be announced at least five (5) working days prior to the meeting.

C. Quorum

Those persons present at a properly called Regular or Special Meeting shall be designated as a quorum and shall be entitled to act on behalf of the organization. There shall be a minimum of 3 voting members in attendance to constitute quorum.

D. Voting

A majority vote (more than 50%) of the Voting Members present at any meeting shall be required for all action to be taken by the organization. Voting in absentia is not permitted. The President shall not vote unless a vote by the Voting Members results in a tie. The President shall then cast the deciding vote. Such vote shall be considered to have created a majority vote under this section.

V. EXECUTIVE COMMITTEE/OFFICERS

A. President

The President shall be the principal executive officer of the organization and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee, and all meetings of the membership. The President shall vote only in the case of a tie. The President shall select and appoint the chairpersons of all Standing and Special Committees. To be eligible to serve as President, a person must have been a Voting Member of the organization for at least one year.

B. Vice President

The Vice President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The Vice President shall serve as Chair of the Bylaws Committee, liaison to Committee Chairpersons, and perform such other duties as are assigned by the President or the Executive Committee.

C. Secretary

The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of meetings, shall receive the list of Regular Members who have paid dues and prepare the official list of Voting Members, shall see that all notices are duly given in accordance with these Bylaws, maintain a roster of all Committees and their members, reserve the meeting room, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee.

D. Treasurer

The Treasurer shall be responsible for oversight of all PTO funds. Oversight should include, but is not limited to, tracking and monitoring all revenue received and expenses incurred. The Treasurer shall receive a monthly statement from ECHL or College of Education administrative staff and present a written financial report at each PTO regular meeting, and at other times as requested by the Executive Committee.

In preparation for the last PTO regular meeting of the year, the Treasurer will be present when the monthly statement is pulled from the institution's administrative software system (Banner) to ensure the validity of financial information presented. Treasurer will reconcile PTO financial records with Banner records and present a final financial report during the last regular meeting.

E. ECHL Teacher Representative

The Teacher Representative will be nominated and selected by the teachers and staff of the ECHL. This position will serve as a Voting Member of the Executive Committee and act as the liaison between the ECHL and the ECHL PTO.

F. ECHL Leadership

The ECHL Leadership position will be filled by the ECHL Director and will serve as an ex-officio Voting Member of the Executive Committee. Responsibilities of this position are to provide guidance and assure University policy and procedures are adhered to with regard to executive actions and activities hosted by the ECHL PTO.

VI. ELECTIONS

A. Procedure

The election of officers shall take place during the last Regular Meeting each year. All Voting Members of the organization may participate in the election. The Membership Committee shall present a slate of officers for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.

B. Terms of Office

The term of each officer shall be one year, beginning August 1 and ending on July 31 of each year. An Executive Committee member may be elected to the same or other committee position not to exceed consecutive two terms.

C. Selection

A majority vote (more than 50%) of the total votes cast by the Voting Members shall be necessary for the selection of an officer. Should no person receive a majority of the total votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.

Each individual shall be permitted to make a short statement prior to the run-off vote. The person receiving the largest number of votes shall be selected for the office in contention. In the event the vote results in a tie, the votes shall be re-cast. The standing President may allow the candidates to make another statement in their discretion.

D. Vacancies

Any vacancy in office because of resignation or inability to serve shall be filled by the Executive Committee for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the Vice President shall immediately assume the office. Should this result in a vacancy of the office of Vice President; the vacancy shall be filled by election at a called Special Meeting of the membership.

VII. EXECUTIVE COMMITTEES

A. General Powers

The Executive Committee shall manage the affairs, activities, and operation of the organization. The Executive Committee shall transact necessary business during the intervals between meetings. It may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and in general, conduct the business and activities of the organization.

B. Membership

The membership of the Executive Committee shall consist of the President, Vice- President, Secretary, Treasurer, ECHL Teacher/Staff Representative, and ECHL Leadership. Such individuals shall be considered “regular members” for the purposes of this section. The chairperson of all Standing Committees shall serve as ex-officio members and shall be entitled to vote on matters related specifically to their standing committee.

C. Meetings

Regular Meetings of the Executive Committee shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Committee. Adequate notice of all meetings shall be given to all members of the Executive Committee and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meetings should be announced to all Regular Members of the organization.

D. Quorum

A majority of the regular members (at least 4 members) of the Executive Committee shall constitute a quorum for the transaction of business.

E. Voting

The Executive Committee may only act where the majority of the members (at least 4 members), regular and ex- officio, of the Executive Committee have acted in a properly called meeting where quorum has been established.

VIII. STANDING AND SPECIAL COMMITTEES

A. Other Standing Committees

The Executive Committee may establish such other Standing Committees, as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees, with the exception of the Membership Committee, whose chairperson(s) are selected by the Voting Members. Volunteers shall be recruited for the standing committees. The Chairperson shall maintain a portfolio and report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

B. Special Committees

The President and/or the Executive Committee may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or on September 1 of each year, whichever occurs first. The President shall appoint the chairpersons of all Special Committees. The chairperson of this committee shall recruit more members for his or her committee. The Chairperson shall maintain a portfolio and report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

IX. FINANCES

A. Budget

The Executive Committee shall prepare a budget of anticipated revenue and expenses for the year. This budget shall to be presented and approved by membership at the first regular meeting. This budget shall be used to guide the activities of the ECHL PTO during the year. Any substantial deviation from the budget shall be provided in advance to the ECHL Leadership and approved by the membership.

B. Obligations

The Executive Committee may request in writing to the ECHL Leadership to enter into contracts or agreements for the purchase of materials or services. All contracts or agreements shall follow university policy in their approval. <https://www.sfasu.edu/policies/contracting-authority-1.3.pdf>

The Executive Committee may request in writing to the ECHL Leadership to apply for a grant for the purchase of materials or services. All grants shall be initiated and completed through the Office of Research and Sponsored Programs (ORSP).

C. Purchasing

Requests for purchases shall be submitted in writing to the Executive Committee and the ECHL Leadership. Following approval, a university approved officer or the ECHL Leadership will make purchases in accordance with university policy. <https://www.sfasu.edu/purchasing/118.asp>

D. Accounts

The Treasurer shall deposit all funds of the organization in university accounts through the ECHL.

E. Financial Reports

The Treasurer shall present a financial report based on university reports provided by the ECHL at each General Meeting of the organization and shall prepare a final report at the close of the year. All PTO financial reports are subject to be examined annually by the university's Audit Services for the purpose of complying with requirements of university policy.

X. MEMBERSHIP DUES

A. Amount

The organization shall authorize and collect membership dues through the ECHL Marketplace to be used for the operation of the organization. Any change in the amount of the dues shall be approved by a vote of the Voting Members acting in the manner prescribed in Section IV.D.

B. Financial Hardship

No Regular Member shall be denied the right to participate in the activities of the organization due to financial hardship.

XI. AMENDMENTS

These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by the Voting Members at any properly called Regular or Special Meeting. Amendments should be provided to university legal counsel for review. Amendments should be presented to the Voting Membership 14 days in advance of any vote before adoption is made at a Regular or Special Meeting.

XII. AUTHORITY

If any part of these Bylaws shall conflict with decisions, policies or procedures adopted by the ECHL, they shall be deemed null and void and the decision of ECHL shall, in all cases, control.

These Bylaws were adopted by the membership by a majority vote during a meeting properly called April 25, 2022, and shall take effect immediately after the review and approval by SFA General Counsel.

Presented to Voting Membership: April 25, 2022
Adopted by Voting Members: April 25, 2022
Sent to SFA General Counsel: April 25, 2022
Approved by SFA General Counsel: April 25, 2022