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Short Form

Return of Organization Exempt From Income Tax

OMB No. 1545-1150

2008

Form 990-EZ

Under sections 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$1,000,000 and total assets less than \$2,500,000 at the end of the year may use this form.

The organization may have to use a copy of this return to satisfy state reporting requirements.

Department of the Treasury Internal Revenue Service

A For the 2008 calendar year, or tax year beginning July 1, 2008, and ending June 30, 20 09

B Check if applicable:

- Address change
Name change
Initial return
Termination
Amended return
Application pending

Please use this label or print or type the specific instructions.

C Name of organization

Valley Ranch PTO c/o Valley Ranch Elementary

Number and street (or P.O. box, if mail is not delivered to street address) Room/suite

9699 Rodeo Dr

City or town, state or country, and ZIP + 4

Irving, TX 75063-6488

D Employer identification number

75 ; 2654447

E Telephone number

(214) 496-8500

F Group Exemption Number

Number . . .

Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

G Accounting method: [X] Cash [] Accrual Other (specify)

I Website: http://www.vrepto.com

H Check [X] if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

J Organization type (check only one) - [X] 501(c) (3) (insert no.) [] 4947(a)(1) or [] 527

K Check [] if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A return is not required, but if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts; if \$1,000,000 or more, file Form 990 instead of Form 990-EZ. \$ 68,316.04

Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions for Part I.)

Table with 21 rows for Revenue, Expenses, and Net Assets. Includes handwritten notes like 'RECEIVED FEB 05 2010' and 'Interest accrued from last year'.

Balance Sheets. If Total assets on line 25, column (B) are \$2,500,000 or more, file Form 990 instead of Form 990-EZ.

(See the instructions for Part II.)

Balance Sheet table with columns (A) Beginning of year and (B) End of year. Rows 22-27.

SCANNED FEB 17 2010

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Part V Other Information (Note the statement requirements in the instructions for Part VI.)

		Yes	No
33	Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity		✓
34	Were any changes made to the organizing or governing documents but not reported to the IRS? If "Yes," attach a conformed copy of the changes	✓	
35	If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining your reason for not reporting the income on Form 990-T.		
a	Did the organization have unrelated business gross income of \$1,000 or more or section 6033(e) notice, reporting, and proxy tax requirements?		✓
b	If "Yes," has it filed a tax return on Form 990-T for this year?		✓
36	Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," complete applicable parts of Schedule N		✓
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions. ▶ 37a		
b	Did the organization file Form 1120-POL for this year?		✓
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still unpaid at the start of the period covered by this return?		✓
b	If "Yes," complete Schedule L, Part II and enter the total amount involved	38b	
39	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on line 9	39a	
b	Gross receipts, included on line 9, for public use of club facilities	39b	
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ _____ ; section 4912 ▶ _____ ; section 4955 ▶ _____		
b	Section 501(c)(3) and (4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If "Yes," complete Schedule L, Part I		✓
c	Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ _____		
d	Enter amount of tax on line 40c reimbursed by the organization ▶ _____		
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T.		✓
41	List the states with which a copy of this return is filed. ▶ _____		
42a	The books are in care of ▶ <u>Treasurer</u> Telephone no. ▶ (214) <u>496-8500</u> Located at ▶ <u>9800 Rodeo Dr, Irving, TX</u> ZIP + 4 ▶ <u>75063-6488</u>		
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: ▶ _____ See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.	42b	✓
c	At any time during the calendar year, did the organization maintain an office outside of the U.S.? If "Yes," enter the name of the foreign country: ▶ _____	42c	✓
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041—Check here <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43		
44	Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ	44	✓
45	Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ	45	✓

Part VI Section 501(c)(3) organizations only. All section 501(c)(3) organizations must answer questions 46-49 and complete the tables for lines 50 and 51.

- | | Yes | No |
|-----|-----|----|
| 46 | | ✓ |
| 47 | | ✓ |
| 48 | | ✓ |
| 49a | | ✓ |
| 49b | | ✓ |
- 46 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I
- 47 Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II
- 48 Is the organization operating a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E
- 49a Did the organization make any transfers to an exempt non-charitable related organization?
- b If "Yes," was the related organization(s) a section 527 organization?
- 50 Complete this table for the five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
Total number of other employees paid over \$100,000 ▶				

51 Complete this table for the five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
Total number of other independent contractors each receiving over \$100,000 . . ▶		

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here Signature of officer *Laura Blevins* Date 12/21/10

Type or print name and title. Laura Blevins, Treasurer

Paid Preparer's Use Only	Preparer's signature ▶	Date	Check if self-employed <input type="checkbox"/>	Preparer's Identifying Number (See instructions)
	Firm's name (or yours if self-employed), address, and ZIP + 4 ▶	EIN ▶	Phone no. ▶ ()	

May the IRS discuss this return with the preparer shown above? See instructions Yes No

SCHEDULE A
(Form 990 or 990-EZ)

Public Charity Status and Public Support

OMB No. 1545-0047

2008

Open to Public Inspection

To be completed by all section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts.

▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

Department of the Treasury
Internal Revenue Service

Name of the organization

Valley Ranch Elementary PTO

Employer identification number

75 : 2654447

Part I Reason for Public Charity Status (All organizations must complete this part.) (see instructions)

The organization is not a private foundation because it is: (Please check only one organization.)

- 1 A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
- 2 A school described in section 170(b)(1)(A)(ii). (Attach Schedule E.)
- 3 A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii). (Attach Schedule H.)
- 4 A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 8 A community trust described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 9 An organization that normally receives: (1) more than 33 1/3 % of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3 % of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Complete Part III.)
- 10 An organization organized and operated exclusively to test for public safety. See section 509(a)(4). (see instructions)
- 11 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box that describes the type of supporting organization and complete lines 11e through 11h.
 - a Type I
 - b Type II
 - c Type III—Functionally integrated
 - d Type III—Other
- e By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).
- f If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box
- g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?
 - (i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?
 - (ii) A family member of a person described in (i) above?
 - (iii) A 35% controlled entity of a person described in (i) or (ii) above?

	Yes	No
11g(i)		
11g(ii)		
11g(iii)		

h Provide the following information about the organizations the organization supports.

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-9 above or IRC section (see instructions))	(iv) Is the organization in col. (i) listed in your governing document?		(v) Did you notify the organization in col. (i) of your support?		(vi) Is the organization in col. (i) organized in the U.S.?		(vii) Amount of support
			Yes	No	Yes	No	Yes	No	
Total									

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
 (Complete only if you checked the box on line 5, 7, or 8 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1-3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ▶ <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2008 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2007 Schedule A, Part IV-A, line 26f	15	%
16a 33 1/3 % support test—2008. If the organization did not check the box on line 13, and line 14 is 33 1/3 % or more, check this box and stop here. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>		
b 33 1/3 % support test—2007. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3 % or more, check this box and stop here. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>		
17a 10%-facts-and-circumstances test—2008. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>		
b 10%-facts-and-circumstances test—2007. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ <input type="checkbox"/>		

Part III Support Schedule for Organizations Described in Section 509(a)(2)
 (Complete only if you checked the box on line 9 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	14,116.50	15,681.00	14,377.00	14,843.00	15,815.21	74,832.71
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	29,781.42	42,436.54	49,812.46	48,973.00	52,331.36	223,334.78
3 Gross receipts from activities that are not an unrelated trade or business under section 513	0	0	0	0	0	0
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	0	0	0	0	0	0
5 The value of services or facilities furnished by a governmental unit to the organization without charge	0	0	0	0	0	0
6 Total. Add lines 1-5	43,897.92	58,117.54	64,189.46	63,816.00	68,146.57	298,167.49
7a Amounts included on lines 1, 2, and 3 received from disqualified persons	0	0	0	0	0	0
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of 1% of the total of lines 9, 10c, 11, and 12 for the year or \$5,000	0	0	0	0	0	0
c Add lines 7a and 7b	0	0	0	0	0	0
8 Public support (Subtract line 7c from line 6.)						298,167.49

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
9 Amounts from line 6	43,897.92	58,117.54	64,189.46	63,816.00	68,146.57	298,167.49
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	83.05	104.71	158.08	143.91	169.47	659.22
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975	0	0	0	0	0	0
c Add lines 10a and 10b	83.05	104.71	158.08	143.91	169.47	659.22
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on	0	0	0	0	0	0
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)	0	0	0	0	0	0
13 Total support. (Add lines 9, 10c, 11, and 12.)						298,826.71

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

Section C. Computation of Public Support Percentage

15 Public support percentage for 2008 (line 8, column (f) divided by line 13, column (f))	15	99.8 %
16 Public support percentage from 2007 Schedule A, Part IV-A, line 27g	16	99.8 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2008 (line 10c, column (f) divided by line 13, column (f))	17	.2 %
18 Investment income percentage from 2007 Schedule A, Part IV-A, line 27h	18	.2 %

19a 33 1/3 % support tests—2008. If the organization did not check the box on line 14, and line 15 is more than 33 1/3 %, and line 17 is not more than 33 1/3 %, check this box and stop here. The organization qualifies as a publicly supported organization

b 33 1/3 % support tests—2007. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3 %, and line 18 is not more than 33 1/3 %, check this box and stop here. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV **Supplemental Information.** Complete this part to provide the explanation required by Part II, line 10; Part II, line 17a or 17b; or Part III, line 12. Provide any other additional information. (see instructions)

Area with horizontal dashed lines for supplemental information.

By-Laws of Valley Ranch Elementary Parent Teacher Organization (PTO)

ARTICLE I NAME

The name of this organization is **VALLEY RANCH ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION** (hereafter referred to as the "PTO"). It is a local and independent unit organized by the parents and faculty of Valley Ranch Elementary School, Coppell Independent School District, 9800 Rodeo Drive, Irving, Texas 75063.

ARTICLE II OBJECTIVES

The objectives of the PTO are as follows:

- a. To promote the welfare of children in home, school, and community.
- b. To develop between parents and educators united efforts that will secure for all the highest advantages in physical, mental, and social education.
- c. To cultivate a closer relationship between parents and teachers in the education of children.
- d. To be organized exclusively for educational purposes, including the enhancement of and contribution to events that affect Valley Ranch Elementary School.

ARTICLE III BASIC POLICIES

The basic policies of the PTO are as follows:

- a. The PTO shall be non-commercial, non-sectarian, and non-partisan.
- b. The PTO may cooperate with other groups concerned with child welfare. Persons representing the PTO in such matters shall make no commitments that bind the PTO.
- c. The PTO shall work with the school to provide quality education for all children.
- d. The PTO shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office or devote more than a minimal portion of its activities in attempting to influence legislation by propaganda or otherwise.

ARTICLE IV STANDING RULES

The standing rules of the PTO are as follows:

Section 4.01 ACCOUNTING YEAR

The PTO shall operate, for all purposes, on an accounting year basis that shall begin on the first day of July and end the thirtieth day of June each year.

Section 4.02 RECORDS

The PTO shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of the general meetings of the PTO and the meetings of the PTO Board.

Section 4.03 DEPOSITS

All funds of the PTO shall be deposited to the credit of the PTO in such depositories as the PTO Board, by resolution, may select.

Section 4.04 PAYMENT OF INDEBTEDNESS

All checks, drafts, or other orders for the payment of money, or any evidence of indebtedness issued in the name of the PTO shall be signed by the Treasurer. Any such instrument that exceeds \$250.00, and is payable to an entity other than a vendor, must be countersigned by the President or in the absence of the President, the Assistant Treasurer of the PTO.

Section 4.05 STATEMENT OF CONDITION

The PTO Board shall present, at each annual meeting of the PTO, a full and clear statement of the business and condition of the PTO. The statement shall include a reasonably detailed balance sheet and income statement.

Section 4.06 TREASURER'S ACCOUNT

The Treasurer's account shall be examined annually, or as often as deemed necessary, by the PTO Board. The account shall be examined by an auditing committee of not less than three (3) members, appointed by the PTO Board, at least two (2) weeks before the first meeting of the school year, typically held in August.

Section 4.07 DISSOLUTION

In the event of dissolution of the PTO, its net assets shall be distributed as determined by the PTO Board, but only to an organization or organizations organized and operated exclusively for the educational purpose and which shall qualify, at the time, as an exempt organization or organizations under section 501(c) (3) of the Internal Revenue Code of 1986 or any corresponding provision of any subsequent Internal Revenue law or laws.

Section 4.08 CONTRIBUTIONS TO PTO

The PTO Board may accept, on behalf of the PTO, any contribution, gift, bequest, or other device for the general purpose, or for any specific purpose, of the PTO.

Section 4.09 DONATIONS BY THE PTO

In the event of death of a student or staff member at Valley Ranch Elementary or at another school in the Coppell Independent School District, the PTO may donate an appropriate gift in memory of that person, the cost of such gift not to exceed \$60.00.

Section 4.10 APPROVAL OF COMMUNICATIONS

The Principal of Valley Ranch Elementary, or his/her appointed representatives and the CISD Communications Department, shall approve all communications sent out to the PTO general body.

Section 4.11 BOND REQUIREMENTS

- a. The PTO must conduct an annual audit of the books by an audit committee or qualified accountant.
- b. The monthly bank reconciliation must be reviewed, signed and dated, by someone who does not have authorization to sign checks.

**ARTICLE V
ARTICLES OF ORGANIZATION**

This PTO is organized exclusively for charitable and educational purpose within the meaning of section 501 (c)(3) of the Internal Revenue Code. This organization exists as an unincorporated organization of its members.

Notwithstanding any other provision of these Articles, the PTO shall not carry on any other activities not permitted to be carried on by: (a) an association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law or laws) or (b) by an association, the contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law or laws).

ARTICLE VI MEMBERSHIP & DUES

Section 6.01 DEFINITION OF MEMBERSHIP

Any individual who subscribes to the objectives and basic policies of the PTO may become a member, subject only to compliance with the provisions of these By-Laws. Membership shall be available without regard to race, creed, or national origin.

Section 6.02 ENROLLMENT

The PTO shall conduct an annual enrollment of members, but any individual may be admitted to membership at any time upon payment of annual dues.

Section 6.03 PARTICIPATION

Only members who have paid annual dues shall be eligible to participate in PTO business meetings or to serve in any capacity in PTO elected offices or appointed positions.

Section 6.04 DUES

The annual dues shall be set by a majority vote of the PTO Board, prior to the annual membership drive.

ARTICLE VII OFFICERS AND THEIR ELECTION

Section 7.01 ELECTION OFFICERS

- a. PTO Board members shall assume their official duties on June 1st and shall serve through the following May 31st, with the exception of the Treasurer, who shall serve from July 1st through the following June 30th. Each officer shall serve for a term of one (1) year. A person shall not be eligible to serve more than two (2) consecutive terms in the same office unless approved by a simple majority of the PTO Board
- b. The PTO Board of the PTO shall consist of:
 - President**
 - Vice-President**
 - Secretary**
 - Treasurer**
 - Parliamentarian**
 - Health & Welfare Coordinator**
 - Hospitality Coordinator**
 - Membership/Directory/Welcome Packets Coordinators**
 - Publicity/Newsletter/Historian Coordinators**
 - Yearbook Coordinator**
 - Programs Coordinator**
 - Projects/Fundraising Coordinators – Write a Check**
 - Projects/Fundraising Coordinators – School Supplies**
 - Projects/Fundraising Coordinators – Community Partners**
 - Projects/Fundraising Coordinators – Holiday Shop**
 - Projects/Fundraising Coordinators – Spirit Wear**
 - Volunteer Coordinator**
 - Room Parent Coordinator**
 - Field Day Coordinator**
 - Multi-Cultural Coordinator**
 - Library Coordinator**
 - Valentine Carnival Coordinator**
 - Marquee Sign Committee**
 - Gardener**
 - Faculty Representative – (2)**

These officers, except for the Faculty Representatives, shall be elected by a voice vote of a majority of PTO members present at the regular April Annual meeting, for a term of one (1) school year. Voting by ballot is optional but still requires a majority vote of PTO members present.

Section 7.02 FILLING VACANCIES

A vacancy occurring in any office shall be filled for the unexpired term by a person or persons elected by a majority vote of the remaining members of the PTO Board. The President has the right to appoint an interim replacement. In case of a vacancy in the office of the President, the Vice-President shall serve in this capacity for the remaining term, and a new Vice-President will be elected as set forth herein above.

Section 7.03 ADDITIONAL OFFICES

The PTO Board shall have the power to create offices, as it deems necessary by a majority vote of its members.

**ARTICLE VIII
DUTIES OF OFFICERS & ASSISTANTS**

Section 8.01 PRESIDENT

The President shall preside at all the PTO Board and Annual meetings. He/she shall coordinate the work of the PTO board and committees in order that the objectives of the PTO may be promoted. He/she shall present the year's activities for approval by the PTO Board and school Principal. He/she shall be authorized to sign checks in the absence of the Treasurer. The President shall be an ex-officio member of all committees. Attends the CISD PTO Presidents meetings once a month.

Section 8.02 VICE-PRESIDENT

The Vice-President shall preside at the PTO Board and Annual meetings in the absence of the President. Coordinates programs for the General meetings and responsible for printed programs, as required. Responsible for securing facility requests for PTO Board meetings.

Section 8.03 SECRETARY

The Secretary shall be responsible for recording minutes of all meetings (General Body and PTO Board), contacts PTO Board to remind them of the meetings, and takes attendance at all meetings. He/she shall provide typewritten minutes of the previous meeting to PTO Board members, posts minutes on the school bulletin board. Handles all correspondences deemed necessary by the PTO Board.

Section 8.04 TREASURER

The Treasurer shall be responsible for general bookkeeping, deposits, withdrawals and the issuance of checks. He/she shall also be responsible for coordinating the handling of money for the major fundraisers. He/she shall present a financial statement at every meeting of the PTO general body and PTO Board and prepare an annual report for the first meeting of the following year. The Treasurer also shall be responsible for filing form 990 with the Internal Revenue Service annually and any other form(s) that may be required. Checks made payable to the Treasurer must be signed by another authorized signatory. Authorized signatories are: President, Treasurer and Assistant Treasurer. Checks exceeding \$250.00 to any entity other than a vendor shall require two (2) signatures as noted in Article IV, Section 4.04 of these By-Laws.

Section 8.05 PARLIAMENTARIAN

The Parliamentarian shall be responsible to advise any member on questions regarding parliamentary law or method of procedures when requested. He/she shall serve as Chairperson of the Tellers for elections and count a vote when requested by the presiding officer. The rules contained in the current edition of *Robert's Rules of Order* serve as parliamentary authority.

Section 8.06 HEALTH & WELFARE COORDINATOR

The Health & Welfare Coordinator works with the school Counselor, Nurse, and/or Principal to determine any PTO action needed in regard to the well-being of the children of Valley Ranch Elementary School. He/she shall be responsible for working closely with the school Secretary to develop a plan for assisting staff with car line pick-up during the 1st week of school. Also responsible for coordinating Child Safety Awareness Programs such as, but not limited to: bicycle safety, helmet safety, safety patrol, and drug and

alcohol prevention abuse programs. Shall be responsible for working closely with the President in response to any emergency situations relative to Valley Ranch Elementary student and/or teacher/staff (death in the family, hospitalization, etc.) Oversees projects for those less fortunate VRE students that may require collections of gifts/donations (school supplies, Sky Ranch, etc.). Responsibilities will also include working with local officials in regard to community events relative to the "health and welfare" of Valley Ranch Elementary students. Any expenditure from the Benevolence Scholarship shall require Executive Board approval if in excess of \$60.00.

Section 8.07 HOSPITALITY COORDINATOR

The Hospitality Coordinator shall be responsible for coordinating assistants for hospitality related activities and special PTO events requiring refreshments and/or food. Some special PTO events will include the 1st day of school BooHoo/Yahoo Breakfast for parents, Teacher Luncheons, Spring Open House, offering/organizing assistance for teachers/students dealing with illness or death in family and others duties as requested and allowed by the PTO by-laws.

Section 8.08 MEMBERSHIP COORDINATOR

The Membership Coordinator shall be responsible for creating enthusiasm among parents and teachers to join the PTO. He/she shall head the annual membership drive, distribute PTO membership forms, and track the return of said forms and payment of dues. Shall also be responsible for establishing and implementing incentive parties for students such as pizza and/or ice cream parties. Also responsible for capturing the membership information necessary to develop the school directory which is published by the PTO. Responsibilities include, but not limited to: Compilation of the PTO membership data for publication and distribution to PTO members that are in good standing.

PTO Welcome Packets – He/she shall prepare the packets for new student enrollment. The packets should include: PTO membership information, volunteer sign-up sheets, t-shirt/school supply information, PTO Board member list, a list of Home Room Parents, and the most recent PTO newsletter. They are to be kept in the office for the secretary to hand out. Kinder packets will need to be put together for Kinder Round-Up in the spring.

Section 8.09 PUBLICITY/NEWSLETTER/HISTORIAN COORDINATOR

The Publicity/Historian shall be responsible for publicizing events of Valley Ranch Elementary so as to promote goodwill and community involvement. This individual is also responsible for developing a good working relationship with local newspaper personnel and submitting articles and/or photos to said personnel on a regular basis for publication.

Newsletter – Prepares and distributes the school newsletter. Solicit articles from various committees, and school staff for the newsletter.

Historian – Collects photos and newspaper articles related to Valley Ranch Elementary to update VRE Scrapbook and photo albums in the office.

Publicity – Coordinates newspaper articles and general publicity for the school.

Section 8.10 YEARBOOK COORDINATOR

The Yearbook Coordinator prepares the layout for the school yearbook and coordinates with publisher the printing of the yearbook. He/she is responsible for the sale of yearbook and establishing the sale price. Collects pictures and takes pictures for the yearbook and organizes the yearbook cover contest. Shall also be responsible for distributing the yearbooks to students, teachers, and staff members. Additional responsibilities will include the recording of yearbook sales and collecting all proceeds to be turned in to the PTO Treasurer.

Section 8.11 PROGRAMS COORDINATOR

The Programs Coordinator is responsible for coordinating enrichment programs, as deemed necessary by the school Principal and PTO Board, for the students, including programs such as field trips and in school programs that deal with educational development.

Section 8.12 PROJECTS/FUNDRAISING COORDINATOR – WRITE-A-CHECK

The Projects/Fundraising Coordinator – Write a Check is responsible for overseeing the Write-A-Check Campaign. He/she shall prepare and brief the Write-A-Check Campaign plans to the PTO population. Prepare information flyers to solicit contributions. Also responsible for developing and maintaining a

database to track and report contributions. Additional responsibilities will include establishing milestone goals for incentive awards by class, students, and/or grade.

Section 8.13 PROJECTS/FUNDRAISING COORDINATOR – SCHOOL SUPPLIES

The Projects/Fundraising Coordinator – School Supplies is responsible for the school supply sale in August as a service to VRE parents. He/she is also responsible for working closely with school supply vendor, teachers & staff putting school supply list together. Other responsibilities include maintaining extra supplies (i.e. binder reminders, recorders, notebooks etc.).

Section 8.14 PROJECTS/FUNDRAISING COORDINATOR – COMMUNITY PARTNERS

The Projects/Fundraising Coordinator – Community Partners is responsible for coordinating the effort for Box Tops for Education and Local Restaurant Nights. He/she is also responsible for distributing flyers, collecting box tops and creating incentives for classrooms.

Section 8.15 PROJECTS/FUNDRAISING COORDINATOR – HOLIDAY SHOP

The Projects/Fundraising Coordinator – Holiday Shop is responsible for coordinating the annual Holiday Shop. He/she is responsible for maintaining inventory, advertising, recruiting volunteers and scheduling preview and sale times for classes.

Section 8.16 PROJECTS/FUNDRAISING COORDINATOR – SPIRIT WEAR

The Projects/Fundraising Coordinator – Spirit Wear is responsible for ordering, tracking inventory and selling VRE spirit wear and other spirit related items.

Section 8.17 VOLUNTEER COORDINATOR

The Volunteer Coordinator is responsible for creating, processing, distributing, and sorting volunteer sign-up sheets to be provided to the respective Board positions. All requests for volunteers for various events such as Field Day, Home Room Coordinators, etc. will be directed to this individual. He/she shall be responsible for working closely with the school Secretary in regard to organizing volunteers for Kindergarten Round-up (Spring), Office Volunteers, etc. Shall also be responsible to distribute general volunteer forms in August and Lunch/Recess Volunteer forms. Additional responsibility shall include organizing Background checks, which are required for CISD volunteers.

Section 8.18 ROOM PARENT COORDINATOR

The Room Parent Coordinator shall organize Room Parents for each classroom. He/she will be required to organize a training meeting for the Room Parents to go over the rules of the school volunteers as well as Room Parent duties and responsibilities. He/she shall oversee the organization of school parties, classroom duties, and Teacher/Staff appreciation days (this list of days is available through the school Secretary). Shall provide all Room Parents with a list of classroom volunteers approved by CISD. In the event a classroom is in need of a replacement Room Parent (i.e. a parent moves) will help coordinate the effort to find another Room Parent.

Section 8.19 FIELD DAY COORDINATOR

The Field Day Coordinator shall be responsible to organize a committee and work hand-in-hand with the P.E. Instructor(s) to coordinate the end-of-the-year Field Day activity.

Section 8.20 MULTI-CULTURAL COORDINATOR

The Multi-Cultural Coordinator shall be responsible for assisting with educational development and social/cultural differences at Valley Ranch Elementary. Shall also be responsible for assisting with the Multi-Cultural Day/Night.

Section 8.21 LIBRARY COORDINATOR

The Library Coordinator responsibilities include working closely with the Librarian on Book Fairs and other library activities. Shall also be responsible to help coordinate library volunteers.

Section 8.22 VALENTINE CARNIVAL COORDINATOR

The Valentine Carnival Coordinator is responsible for coordinating the annual Valentine Carnival. He/she is responsible for organizing games, food and activities, scheduling entertainment, and recruiting volunteers.

Section 8.23 MARQUEE SIGN COMMITTEE

Members of the Marquee Sign Committee shall be responsible for maintaining the schedule of events and birthdays to be displayed on the Marquee Sign. Members shall also be responsible for changing information on the sign on a weekly basis or as needed.

Section 8.24 GARDENER

He/she shall be responsible for providing assistance to the Assistant Principal for Earth Day activities.

Section 8.25 FACULTY REPRESENTATIVE – (2)

The Faculty Representatives shall act as a liaison between the PTO and the faculty to promote understanding and goodwill. He/she shall communicate teacher and staff needs to the PTO Board. This position shall be selected by the Principal and/or faculty prior to the first meeting of the newly elected PTO Board.

Section 8.26 ADDITIONAL DUTIES

Each officer shall perform duties prescribed and shall maintain a record for the following year's officers. Each officer shall submit on-going updates as required to keep the Board informed. Each officer shall also be available for additional duties that are assigned from time to time. Each officer shall deliver all official materials to his/her successor at the May PTO Board meeting before the new officers assume their duties, and also shall deliver a copy of such materials to the incoming President at that time.

Section 8.27 VOTE

Each PTO Board member shall have one vote.

Section 8.28 PROXY

At any meeting of members, a member who is entitled to a vote may vote by proxy executed in writing by that member.

ARTICLE IX PTO BOARD

Section 9.01 PTO BOARD

The PTO Board shall consist of: President, Vice-President, Secretary, Treasurer, Parliamentarian, Health & Welfare Coordinator, Hospitality Coordinator, Membership/Directory Coordinator, Publicity/Newsletter/Historian Coordinator, Yearbook Coordinator, Programs Coordinator, Projects/Fundraising Coordinator – Write-A-Check, Projects/Fundraising Coordinator – School Supplies, Projects/Fundraising Coordinator – Community Partners, Projects/Fundraising Coordinator – Holiday Shop, Projects/Fundraising Coordinator – Spirit Wear, Volunteer Coordinator, Room Parent Coordinator, Field Day Coordinator, Multi-Cultural Coordinator, Library Coordinator, Valentine Carnival Coordinator, Marquee Sign Committee, Gardener, and the Faculty Representatives.

Section 9.02 DUTIES

- a. To transact necessary business in the interim between PTO general body meetings.
- b. To prepare and submit for approval to the PTO general body a budget for the fiscal year.
- c. To approve and pay routine bills within the limits of the budget.
- d. To fix the hour and place of all PTO general body meetings.
- e. To make recommendations to the PTO general body.

Section 9.03 REGULAR MEETINGS

A regular meeting of the PTO Board shall be held on the first Tuesday of each month or when deemed necessary by the President. The PTO Board meetings shall be open to anyone who wishes to attend. A schedule of the PTO Board meetings shall be published in the school newsletter. Anyone not on the PTO board but wishing to be on the agenda of the PTO Board meeting shall make their request known in advance of the meeting. The number of such open forum participants at any one meeting shall be limited to five (5) and each speaker shall be limited to a maximum of four (4) minutes to speak.

Section 9.04 SPECIAL MEETINGS

Special meetings may be called by the President when deemed necessary or upon written request by at least three (3) PTO Board members. The purpose(s) of said meeting shall be stated in the call or written notice. Business transacted at any special meeting of members shall be limited to the purpose(s) stated in the notice of the meeting. Except in the case of an emergency, three (3) days notices shall be given.

Section 9.05 QUORUM

A simple majority of the PTO Board shall constitute a quorum.

Section 9.06 PHONE VOTE/E-MAIL VOTE

Any subject requiring a vote of the PTO Board arising between regular meetings but which, in the opinion of the President, does not require discussion so as to warrant a special meeting being called, a phone vote may be conducted with the President and Parliamentarian jointly conducting such calls. An e-mail vote may also be conducted giving the PTO Board members five (5) days to respond. A majority vote of all the PTO Board members is required for phone or e-mail votes.

Section 9.07 DISMISSAL FROM OFFICE

Any officer not performing his or her duties as outlined in the By-Laws in a manner or to a degree acceptable to the PTO Board or whose behavior is inappropriate such that the best interest of the PTO would be served by his/her removal may be recommended for removal by any member of the PTO Board of Valley Ranch Elementary, shall be excused from his/her duties upon the PTO board affirmative vote of two-thirds (2/3) of the Board members present and voting. Prior to any vote for removal, however, all PTO Board members, including the subject member, shall be given seven (7) days written notice of the recommendation for removal and the date, time, and location of such vote. Any vacancy created thereby shall be filled as soon as possible by the PTO Board as outlined in Section 7.02 of these By-Laws. This provision is not subject to a phone vote.

**ARTICLE X
GENERAL BODY MEETINGS**

Section 10.01 MEETING DATES

The meeting of the PTO general body shall be held on the first Tuesday of the month during the school year as scheduled by the PTO Board.

Section 10.02 ANNUAL MEETING

The PTO general body meeting in April shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 10.03 QUORUM

The members present at a general PTO meeting shall constitute quorum.

Section 10.04 SPECIAL MEETINGS

Special general body PTO meetings may be called by the President of the PTO Board. Meetings shall be called upon written request by at least ten (10) members of the PTO. The purpose of said meeting shall be stated in the call or written notice. Business transacted at any special meeting or any discussion by PTO members shall be limited to the purpose stated in the notice of the meeting. Except in case of an emergency, three (3) days notice shall be given.

**ARTICLE XI
STANDING & SPECIAL COMMITTEES**

Section 11.01 COMMITTEE CREATION

The PTO Board may create such standing committees, as it may deem necessary to promote the objectives and carry on the work of the PTO.

Section 11.02 ELIGIBLE MEMBERS

a. Only members of the PTO are eligible to serve in elected or appointed positions.

- b. All standing and special committees shall have at least three (3) members.

Section 11.03 FORMATION OF SPECIAL COMMITTEES

The power to form a special committee and appoint its members rests with the President upon approval of the PTO Board.

Section 11.04 CONSENT FOR ACTIVITIES

No committee work shall be undertaken without the consent of the PTO Board.

ARTICLE XII

NOMINATING COMMITTEE

Section 12.01 CONSTITUTION

- a. The Nominating Committee shall be composed of three (3) PTO Board members.
- b. The President shall serve in an advisory capacity on the Nominating Committee.
- c. The Nominating Committee should be selected no later than February PTO board meeting.

Section 12.02 DUTIES

- a. The Nominating Committee shall nominate an eligible person for each office to be filled and shall report its nominees at the March PTO Board meeting. Voting shall be done at the April general body PTO meeting.
- b. The Nominating Committee shall solicit names from the general PTO membership to be included in the vote.

Section 12.03 CONSENT

Only those persons who are members of the PTO and have signified their consent to serve shall be nominated or elected to such office.

**ARTICLE XIII
AMENDMENTS**

Section 13.01 AMENDMENT PROCEDURE

These By-Laws may be amended at any meeting of the Executive Board with a two-thirds (2/3) vote of the PTO Board members present. PTO Board members may vote by written proxy given to the Parliamentarian prior to the meeting.

Section 13.03 LIMITATIONS OF AMENDMENTS

No amendment may be made to these By-Laws that would alter the exclusively charitable and educational purposes of the PTO or would cause benefit, other than reasonable reimbursement for expenses, for PTO Board and members of the PTO.

**ARTICLE XIV
PARLIAMENTARY AUTHORITY**

The parliamentary procedure authority shall be the current edition of Robert's Rules of Order, unless an alternate authority is selected by a majority vote of the PTO Board.