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2009

Open to Public Inspection

Short Form

Return of Organization Exempt From Income Tax

Under section 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 \$500,000 and total assets less than \$1,250,000 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

Form 990-EZ

Department of the Treasury Internal Revenue Service

A For the 2009 calendar year, or tax year beginning July 1, 2009, and ending June 30, 2010

B Check if applicable:

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

Please use IRS label or print or type. See Specific Instructions.

C Name of organization

Will Davis PTA

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

5214 Duval Rd.

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

Austin, TX 78727-6613

D Employer identification number

74-2633169

E Telephone number

512-414-2580

F Group Exemption 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: www.daviddolphins.org

J Tax-exempt status (check only one) - [X] 501(c) (3) (Insert no.) [] 4947(a)(1) or [] 527

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

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 Form 990-EZ or Form 990 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 \$500,000 or more, file Form 990 instead of Form 990-EZ \$ 75330.74

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

Table with columns for Revenue, Expenses, and Net Assets. Rows include Contributions, program service revenue, membership dues, investment income, gross amount from sale of assets, special events, gross sales of inventory, other revenue, total revenue, grants and similar amounts paid, benefits paid to or for members, salaries, professional fees, occupancy, printing, other expenses, total expenses, excess or deficit, net assets at beginning/end of year, and total net assets.

Part II Balance Sheets. If Total assets on line 25, column (B) are \$1,250,000 or more, file Form 990 instead of Form 990-EZ.

(See the instructions for Part II.)

Table with columns (A) Beginning of year and (B) End of year. Rows include Cash, savings, and investments; Land and buildings; Other assets; Total assets; Total liabilities; Net assets or fund balances.

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

		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? 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 why the organization did not report the income on Form 990-T.		
a	Did the organization have unrelated business gross income of \$1,000 or more or was it subject to 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	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets 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 0		
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 outstanding at the end 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 ▶ 0 ; section 4912 ▶ 0 ; section 4955 ▶ 0		
b	Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or is it aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		✓
c	Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ 0		
d	Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ 0		
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 organization's books are in care of ▶ <u>Sharon Garduno</u> Telephone no. ▶ <u>512-414-2580</u> Located at ▶ <u>5214 Duval Rd.</u> ZIP + 4 ▶ <u>78727-6613</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 .		
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: ▶ _____		
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43 <input type="checkbox"/>		
44	Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ		✓
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		✓

Part VI Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only. All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 46-49b and complete the tables for lines 50 and 51.

- | | Yes | No |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| 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 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 47 Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 49a Did the organization make any transfers to an exempt non-charitable related organization? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b If "Yes," was the related organization a section 527 organization? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
- 50** Complete this table for the organization's 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
None				

f Total number of other employees paid over \$100,000 ▶ _____

51 Complete this table for the organization's 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
None		

d 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 ▶ Sharon Garduno Signature of officer Date 7/29/2010

▶ Sharon Garduno, Will Davis PTA Treasurer
Type or print name and title

Paid Preparer's Use Only

Preparer's signature ▶ _____ Date _____ Check if self-employed 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

2009

Department of the Treasury
Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

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

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Name of the organization Will Davis PTA	Employer identification number 74 2633169
---------------------------------------------------	-----------------------------------------------------

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: (For lines 1 through 11, check only one box.)

- 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)**.
- 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)**.
- 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 supported organization(s).

(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) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(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 through 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) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(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 2009 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2008 Schedule A, Part II, line 14	15	%
16a 33 1/3 % support test—2009. 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—2008. 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—2009. 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—2008. 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) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	18541.90	16806.47	16728.36	21634.46	24611.99	98323.18
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	80576.75	79580.32	78306.43	76608.74	75330.74	390402.98
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	99118.65	96386.79	95034.79	98243.20	99942.73	488726.16
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 \$5,000 or 1% of the amount on line 13 for the year	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.)						488726.16

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
9 Amounts from line 6	99118.65	96386.79	95034.79	98243.20	99942.73	488726.16
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	73.98	59.51	56.64	59.93	58.76	308.82
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	73.98	59.51	56.64	59.93	58.76	308.82
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.)	99192.63	96446.30	95091.43	98303.13	100001.49	489034.16

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 2009 (line 8, column (f) divided by line 13, column (f))	15	99.937 %
16 Public support percentage from 2008 Schedule A, Part III, line 15	16	100 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2009 (line 10c, column (f) divided by line 13, column (f))	17	0.06314 %
18 Investment income percentage from 2008 Schedule A, Part III, line 17	18	0 %

19a 33 1/3 % support tests—2009. 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—2008. 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 explanations required by Part II, line 10; Part II, line 17a or 17b; and Part III, line 12. Provide any other additional information. See instructions.

Area with horizontal dashed lines for supplemental information.

Part II Fundraising Events. Complete if the organization answered "Yes" to Form 990, Part IV, line 18, or reported more than \$15,000 on Form 990-EZ, line 6a. List events with gross receipts greater than \$5,000.

Revenue		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events
		Silent Auction (event type)	School Carnival (event type)	None (total number)	(add col (a) through col (c))
Revenue	1 Gross receipts	25014.58	12651.35		37665.93
	2 Less: Charitable contributions	4054.00	0		4054.00
	3 Gross income (line 1 minus line 2)	20960.58	12651.35		33611.93
Direct Expenses	4 Cash prizes				0
	5 Noncash prizes		511.56		511.56
	6 Rent/facility costs		140.00		140.00
	7 Food and beverages		766.37		766.37
	8 Entertainment	449.00	735.00		1184.00
	9 Other direct expenses	1091.03	486.01		1577.04
	10 Direct expense summary. Add lines 4 through 9 in column (d) ▶				(4178.97)
11 Net income summary. Combine line 3, column (d), and line 10 ▶				29432.96	

Part III Gaming. Complete if the organization answered "Yes" to Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

Revenue		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col (a) through col. (c))
Revenue	1 Gross revenue				
Direct Expenses	2 Cash prizes				
	3 Noncash prizes				
	4 Rent/facility costs				
	5 Other direct expenses				
	6 Volunteer labor	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	
	7 Direct expense summary. Add lines 2 through 5 in column (d) ▶				()
	8 Net gaming income summary. Combine line 1, column d, and line 7 ▶				

	Yes	No
9 Enter the state(s) in which the organization operates gaming activities: _____		
a Is the organization licensed to operate gaming activities in each of these states?	9a	
b If "No," explain: _____		
10a Were any of the organization's gaming licenses revoked, suspended or terminated during the tax year?	10a	
b If "Yes," explain: _____		
11 Does the organization operate gaming activities with nonmembers?	11	
12 Is the organization a grantor, beneficiary or trustee of a trust or a member of a partnership or other entity formed to administer charitable gaming?	12	

		Yes	No
13 Indicate the percentage of gaming activity operated in:	a The organization's facility		
	b An outside facility		
	13a %		
	13b %		
14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:			
Name ▶			
Address ▶			
15a Does the organization have a contract with a third party from whom the organization receives gaming revenue?			15a
b If "Yes," enter the amount of gaming revenue received by the organization ▶ \$ and the amount of gaming revenue retained by the third party ▶ \$			
c If "Yes," enter name and address of the third party:			
Name ▶			
Address ▶			
16 Gaming manager information:			
Name ▶			
Gaming manager compensation ▶ \$			
Description of services provided ▶			
<input type="checkbox"/> Director/officer <input type="checkbox"/> Employee <input type="checkbox"/> Independent contractor			
17 Mandatory distributions:			
a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license?			17a
b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$			

2009

Category	7/1/2009	Gifts	Dues	Investments	Revenue	Inventory
	6/30/2010	1	3	4	6a	7a
Income						
Designated Donations	2,541.47	2,541.47				
Bank Interest	58.76			58.76		
Bank Interest-Savings	0.00			0.00		
Local Dues	1,308.00		1,308.00			
5th Grade Play	633.51	383.51			250.00	
AR List Packet Income	3.00					3.00
Total Bookfair Income	6,756.54					6,756.54
Corporate Contributions Income	2,596.21	2,596.21				
Davis Disco Event	1,326.58	175.00			1,151.58	
Directory Ad Sales Income	2,830.00				2,830.00	
Dolphinfest Ticket Sales (Day of)	6,187.35				6,187.35	
Dolphinfest Ticket PreSales	6,464.00				6,464.00	
Ice Cream Social Income	282.52					282.52
Lighthouse Fund	12,019.80	12,019.80				
School Supply Income	16,530.79					16,530.79
Science Fair Income	85.91					85.91
Raffle	2,121.50				2,121.50	
Silent Auction	21,566.50	3,879.00			17,687.50	
Skating Party Income	1,709.00	1,709.00				
T-Shirt Income	6,737.00					6,737.00
Val-O-Grams	264.05					264.05
Yearbook Income	7,979.00					7,979.00

Total Inflows	100,001.49	23,303.99	1,308.00	58.76	36,691.93	38,638.81
		4,437.51	3	4	6a	7a
		6a				

Fundraising & Other Exp.	Professional Expenses	Publication & Postage Exp.	Direct Expenses	Cost of goods sold	Grants/Outreach
Line 16	Line 13	Line 15	6b	7b	10

Outflows

Designated Donations					
Accelerated Reader	599.25				599.25
Dolphinfest	225.00			225.00	
Jack-o-Lantern Jump Rope T-	250.00				250.00
Lego Kits	825.00				825.00
Saenz & Graeber Classroom	104.00				104.00
Val-o-Gram Profit	288.22				288.22
Designated Donations Carryover	0.00				0.00

Operational Expenses:

ACPTA Expenses	50.00	50.00			
Bank Charges	48.00	48.00			
Insurance & Bonding	370.00	370.00			
Miscellaneous Costs	0.00	0.00			
PTA Officer Training	81.00	81.00			
Publicity (PTales)	200.00	200.00			
Sales Tax Carryover	0.00	0.00			
SchoolPay Annual/Monthly Fees	605.41		605.41		
Service Recognition	163.90	163.90			
Supplies	2,521.99	114.11		2,407.88	

Outreach Expenses:

5th Grade Party	550.00				550.00
Academic Excellence @ Davis	0.00				0.00
Accelerated Reader	698.87				698.87
Appreciation	841.92				841.92
Art Room Supplies	798.02				798.02
Computer Lab Equipment & Supplies	3,882.98				3,882.98
Directory	1,136.34				1,136.34
Field Trips (Prev Student Welfare)	400.00				400.00
Hospitality	396.00				396.00
International Unit	993.30				993.30
Kinder Gardens	163.05				163.05
Landscape	500.00				500.00
Library	1,100.00				1,100.00
MARE	1,536.28				1,536.28
Math Tutoring	50.00				50.00
Music Supplies	349.05				349.05

New Teacher Funds	1,000.00	1000.00
Physical Ed. Supplies	329.94	329.94
PIE Support Expenses	18.06	18.06
Pre-Davis Outreach	44.23	44.23
Read Naturally	0.00	0.00
Robotics for Classroom	535.00	535.00
Safety Patrol	750.00	750.00
Science Fair	358.50	358.50
Science Lab Specialist	4,120.00	4120.00
Science Lab Supplies	618.94	618.94
Spanish Program	101.96	101.96
Sunshine Committee	65.00	65.00
T-Bar M Scholarships	800.00	800.00
Total Teacher Funds	7,439.79	7439.79
Technology Specialist	23,500.00	23500.00
Technology Specialist-Summer	1,200.00	1200.00
Website	39.50	39.50

Sales & Event Expenses						
5th Grade Play	165.95			165.95		
Bookfair Expenses	3,158.76				3,158.76	
Corporate Contributions	12.36		12.36			
Davis Disco Event	646.30			646.30		
DolphinFest Expenses						
Administrative	179.32			179.32		
AISD Staff	264.71			264.71		
Appreciation	0.00			0.00		
Booths	1,288.54			1,288.54		
Food	906.37			906.37		
Raffle	0.00			0.00		
Ice Cream Social Expenses	415.95				415.95	
Lighthouse Fund	158.33	4.77		153.56		
School Supply Expenses	14,700.00				14,700.00	
SilentAuction	893.73				893.73	
Skating Party Expenses	0.00	0.00				
T-Shirt Expenses	2,911.35				2,911.35	
Val-O-Gram	264.05				264.05	
Yearbook Expenses	6,952.03				6,952.03	

Total Outflows	93,566.25	1,031.78	605.41	2,573.80	4,569.92	28,402.14	56383.20
Excess or (deficit)	6,435.24	16	13	15	6b	7b	10
	18				6c	7c	

	Revenue/Op	Grants/	
	Expenses	Outreach	
	6a-6b	7a-7b	10

Total Revenue	58.76
Line 10a	24,611.99
Total Expenses	75,330.74
Line 1	99,942.73
Line 3	100,001.49
6,435.24	Line 6
18	Line 13

Schedule A
Part III

990-EZ Part III

2009

	Amount	Academic (Campus)	Academic (Staff)	Community	Comments
5th Grade Party	550.00			550.00	
Academic Excellence@Davis	0.00	0.00			Academic programs, instructional resources, faculty development
Accelerated Reader	698.87	698.87			
Appreciation	841.92			841.92	Teacher/Staff Appreciation
Art Room Supplies	798.02		798.02		
Computer Lab Equipment & Supplies	3,882.98	3,882.98			
Designated Donations					Robotics, classroom, AR, playground
Accelerated Reader	599.25	599.25			
Jack-o-Lantern Jump Rope T-shirt	250.00			250.00	
Lego Kits	825.00	825.00			
Saenz & Graeber Classroom	104.00		104.00		Special Writing Paper
Val-o-Gram Profit	288.22			288.22	Donation to Clinton/Bush Haiti Fund
Directory	1,136.34			1,136.34	School Directory given to all families
Field Trips (Prev. Student Welfare)	400.00	400.00			
Hospitality	396.00			396.00	
International Unit	993.30	993.30			
Kinder Gardens	163.05	163.05			
Landscape	500.00			500.00	
Library	1,100.00	1,100.00			
MARE	1,536.28	1,536.28			Manne Activities, Resources & Education
Math Tutoring	50.00	50.00			
Music Supplies	349.05		349.05		
Physical Ed Supplies	329.94		329.94		
PIE Support Expenses	18.06			18.06	Partners in Education
Pre-Davis Outreach	44.23			44.23	Welcome for new students/families
Read Naturally	0.00	0.00			
Robotics for Classroom	535.00	535.00			
Safety Patrol	750.00			750.00	
Science Fair	358.50			358.50	
Science Lab Specialist	4,120.00	4,120.00			
Science Lab Supplies	618.94	618.94			
Spanish Program	101.96	101.96			
Sunshine Committee	65.00			65.00	
TBarM	800.00	800.00			5th Grade Retreat
Teacher Funds	7,439.79		7,439.79		Classroom Supplies
New Teacher Funds	1,000.00		1,000.00		Classroom Supplies
Technology Specialist	23,500.00	23,500.00			Computer Lab Facilitator
Technology Specialist - Summer	1,200.00	1,200.00			
Website	39.50			39.50	
Totals	56,383.20	41,124.63	10,020.80	5,237.77	

56,383.20

2009

Category	7/1/2009	Gifts	Dues	Investments	Revenue	Inventory
	6/30/2010	1	3	4	6a	7a
Income						
Designated Donations	2,541.47	2,541.47				
Bank Interest	58.76			58.76		
Bank Interest-Savings	0.00			0.00		
Local Dues	1,308.00		1,308.00			
5th Grade Play	633.51	383.51			250.00	
AR List Packet Income	3.00					3.00
Total Bookfair Income	6,756.54					6,756.54
Corporate Contributions Income	2,596.21	2,596.21				
Davis Disco Event	1,326.58	175.00			1,151.58	
Directory Ad Sales Income	2,830.00				2,830.00	
Dolphinfest Ticket Sales (Day of)	6,187.35				6,187.35	
Dolphinfest Ticket PreSales	6,464.00				6,464.00	
Ice Cream Social Income	282.52					282.52
Lighthouse Fund	12,019.80	12,019.80				
School Supply Income	16,530.79					16,530.79
Science Fair Income	85.91					85.91
Raffle	2,121.50				2,121.50	
Silent Auction	21,566.50	3,879.00			17,687.50	
Skating Party Income	1,709.00	1,709.00				
T-Shirt Income	6,737.00					6,737.00
Val-O-Grams	264.05					264.05
Yearbook Income	7,979.00					7,979.00
Total Inflows	100,001.49	23,303.99	1,308.00	58.76	36,691.93	38,638.81
		4,437.51 6a	3	4	6a	7a
		Fundraising		Publication		
		& Other		& Postage		
		Exp.	Professiona	I Expenses	Direct	Cost of
		Line 16	Line 13	Exp.	Expenses	goods sold
				Line 15	6b	7b
						Grants/ Outreach
						10
Outflows						
Contingency	-224.68	-224.68				
Designated Donations						
Accelerated Reader	599.25					599.25
Dolphinfest	225.00				225.00	
Jack-o-Lantern Jump Rope T-	250.00					250.00
Lego Kits	825.00					825.00
Saenz & Graeber Classroom	104.00					104.00
Val-o-Gram Profit	288.22					288.22
Designated Donations Carryover	0.00					0.00
Operational Expenses						
ACPTA Expenses	50.00	50.00				
Bank Charges	48.00	48.00				
Insurance & Bonding	370.00	370.00				
Miscellaneous Costs	0.00	0.00				
PTA Officer Training	81.00	81.00				
Publicity (PTales)	200.00	200.00				
Sales Tax Carryover	0.00	0.00				
SchoolPay Annual/Monthly Fees	605.41		605.41			
Service Recognition	163.90	163.90				
Supplies	2,521.99	114.11		2407.88		
Outreach Expenses.						
5th Grade Party	550.00					550.00
Academic Excellence @ Davis	0.00					0.00
Accelerated Reader	698.87					698.87
Appreciation	841.92					841.92
Art Room Supplies	798.02					798.02
Computer Lab Equipment & Supplies	3,882.98					3,882.98
Directory	1,136.34					1,136.34
Field Trips (Prev. Student Welfare)	400.00					400.00
Hospitality	396.00					396.00
International Unit	993.30					993.30
Kinder Gardens	163.05					163.05
Landscape	500.00					500.00
Library	1,100.00					1,100.00
MARE	1,536.28					1,536.28
Math Tutoring	50.00					50.00

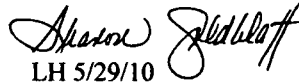
Music Supplies	349.05					349.05
New Teacher Funds	1,000.00					1000.00
Physical Ed Supplies	329.94					329.94
PIE Support Expenses	18.06					18.06
Pre-Davis Outreach	44.23					44.23
Read Naturally	0.00					0.00
Robotics for Classroom	535.00					535.00
Safety Patrol	750.00					750.00
Science Fair	358.50					358.50
Science Lab Specialist	4,120.00					4120.00
Science Lab Supplies	618.94					618.94
Spanish Program	101.96					101.96
Sunshine Committee	65.00					65.00
T-Bar M Scholarships	800.00					800.00
Total Teacher Funds	7,439.79					7439.79
Technology Specialist	23,500.00					23500.00
Technology Specialist-Summer	1,200.00					1200.00
Website	39.50					39.50

Passthrough Expenses:						
National PTA Dues	-6.25	-6.25				
Petty Cash	0.00	0.00				
Rental Deposits	0.00	0.00				
Sales Tax	-0.36	-0.36				
Other Passthrough Accounts	0.00	0.00				

Sales & Event Expenses:						
5th Grade Play	165.95			165.95		
Bookfair Expenses	3,158.76				3,158.76	
Corporate Contributions	12.36		12.36			
Davis Disco Event	646.30			646.30		
DolphinFest Expenses:						
Administrative	179.32			179.32		
AISD Staff	264.71			264.71		
Appreciation	0.00			0.00		
Booths	1,288.54			1,288.54		
Food	906.37			906.37		
Raffle	0.00			0.00		
Ice Cream Social Expenses	415.95				415.95	
Lighthouse Fund	158.33	4.77	153.56			
School Supply Expenses	14,700.00				14,700.00	
SilentAuction	893.73			893.73		
Skating Party Expenses	0.00	0.00				
T-Shirt Expenses	2,911.35				2,911.35	
Val-O-Gram	264.05				264.05	
Yearbook Expenses	6,952.03				6,952.03	

Total Outflows	93,334.96	800.49	605.41	2,573.80	4,569.92	28,402.14	56383.20
Excess or (deficit)	6,666.53	16	13	15	32,122.01	10,236.67	10

				Revenue/Op			Grants/
	Gifts	Dues	Investments	Expenses	Inventory	Outreach	
	1	3	4	6a-6b	7a-7b	10	


LH 5/29/10
Texas PTA President

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Will Davis Elementary PARENT TEACHER ASSOCIATION BYLAWS

*ARTICLE I: Name

The name of this organization is the Will Davis Elementary Parent Teacher Association (PTA), Area 6, Austin, Texas. It is a Local PTA organized under the authority of the Texas Congress of Parents and Teachers (Texas PTA), a branch of the National Congress of Parents and Teachers (National PTA).

*ARTICLE II: Articles of Organization ¹

The articles of organization of this Local PTA include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

*ARTICLE III: Purposes

Section 1. The Purposes of the Will Davis Elementary PTA, in common with those of the National PTA and the Texas PTA, are:

- a. To promote the welfare of children and youth in home, school, community and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

Section 2. The Purposes of the National PTA, the Texas PTA and this Local PTA are promoted through an advocacy and educational program directed toward parents, teachers and the general public; developed

* Articles or sections marked with a star (*) are requirements of the National PTA or Texas PTA. They do not require a vote of the association and should be incorporated promptly and verbatim into the Local PTA bylaws.

¹ In an incorporated organization the individual has additional protection for his personal assets against any lawsuits. The corporation entity provides this protection. In an unincorporated organization there is a greater potential for each and every member to be sued because there is no corporation entity. Protection against loss of funds can alternatively be gained if the PTA has sufficient officers and liability insurance. A lawyer or the office of the Secretary of State should be contacted for detailed information on the steps necessary to become an incorporated PTA.

1 through conferences, committees, projects and programs; and governed and qualified by the basic policies
2 set forth in Article IV.
3

4 Section 3. The organization is organized exclusively for the charitable, scientific, literary or educational
5 purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section
6 of any future federal tax code (hereinafter referred to as "Internal Revenue Code").
7

8 ***ARTICLE IV: Basic Policies**

9
10
11 The following are basic policies of this Local PTA in common with those of the National PTA and the
12 Texas PTA:
13

- 14 a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- 15
16 b. The organization shall work with the schools and community to provide quality education for all
17 children and youth and shall seek to participate in the decision-making process establishing
18 school policy, recognizing that the legal responsibility to make decisions has been delegated by
19 the people to boards of education, state education authorities and local education authorities.
- 20
21 c. The organization shall work to promote the health and welfare of children and youth and shall
22 seek to promote collaboration among parent, schools and the community at large.
- 23
24 d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to
25 its members, directors, trustees, officers or other private persons except that the organization shall
26 be authorized and empowered to pay reasonable compensation for services rendered and to make
27 payments and distributions in furtherance of the Purposes set forth in Article III hereof.
- 28
29 e. Notwithstanding any other provision of these articles, the organization shall not carry on any
30 other activities not permitted to be carried on (i) by an organization exempt from federal income
31 tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions
32 to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.
- 33
34 f. Upon the dissolution of this organization, after paying or adequately providing for the debts and
35 obligations of the organization, the remaining assets shall be distributed to one (1) or more
36 nonprofit funds, foundations or organizations which have established their tax exempt status
37 under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with
38 those of National PTA.
- 39
40 g. The organization or members in their official capacities shall not—directly or indirectly—
41 participate or intervene (in any way, including the publishing or distributing of statements) in any
42 political campaign on behalf of, or in opposition to, any candidate for public office; or devote
43 more than an insubstantial part of its activities to attempting to influence legislation by
44 propaganda or otherwise.
45
46

47 ***ARTICLE V: Constituent Organizations**

48
49 Section 1. The constituent organizations of National PTA include:
50

- a. branches of National PTA that have been established in the 50 states of the United States, the District of Columbia, the U.S. Virgin Islands and among schools for American dependents in Europe and the Pacific hereinafter called state PTAs;
- b. Local PTAs (Parent-Teacher Associations) or PTSAs (Parent-Teacher-Student Associations) organized under the authority of the state PTAs in organized areas; and
- c. Local PTAs/PTSAs organized under the direct authority of National PTA when there is no state PTA/PTSA.

Section 2. The national board of directors shall determine criteria for establishing constituent organizations and setting standards for continuing affiliation with National PTA.

Section 3. There shall be no proxy voting by any constituent organization of National PTA.

Section 4. The Purposes and basic policies of National PTA shall in every case also be the Purposes and basic policies of each constituent organization.

Section 5. Each constituent organization shall adopt bylaws for the government of the organization. Such bylaws shall not be in conflict with National PTA or Texas PTA bylaws. Such bylaws shall include an article on amendments and shall include a provision establishing a quorum.

***ARTICLE VI: Relationship with Texas PTA**

Section 1. This Local PTA shall be organized and chartered under the authority of the Texas PTA, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Texas PTA may in its bylaws prescribe. The Texas PTA shall issue to this Local PTA an appropriate charter evidencing the due organization and good standing of this Local PTA.

A Local PTA in good standing shall:

- a. adhere to the Purposes and basic policies of the PTA;
- b. have a minimum of twenty (20) members to retain membership in the Texas PTA;
- c. remits the national and state portions of dues for all dues received to the Texas PTA Office postmarked on or before October 15;
- d. have bylaws approved according to the procedures of the Texas PTA; and
- e. meet other criteria as may be prescribed by the Texas PTA.

Section 2. Local PTAs whose national and state portions of dues and names of all members enrolled shall be in the Texas PTA Office postmarked on or before October 15 to be considered a Local PTA in good standing and eligible for voting representation at state convention. Local PTAs whose national and state portions of dues are not paid by March 15 shall be dropped from the state roster.

Section 3. This Local PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization including, specifically, the number of its members, the dues collected from its members and the amount of dues

1 remitted to the Texas PTA. Such books of account and records shall at all reasonable times be open to
2 inspection by an authorized representative of the Texas PTA or the National PTA.
3

4 Section 4. The charter of this Local PTA shall be subject to withdrawal and the status as a Local PTA
5 shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the
6 Texas PTA.
7

8 Section 5. This Local PTA is obligated, upon withdrawal of its charter by the Texas PTA:
9

- 10 a. to yield up and surrender all of its books and records and all of its assets and property to the
11 Texas PTA or to such agency as may be designated by the Texas PTA, or to another Local PTA
12 organized under the authority of the Texas PTA;
13
- 14 b. to cease and desist from the further use of any name that implies or connotes association with the
15 National PTA or the Texas PTA; and
16
- 17 c. to carry out promptly, under the supervision and direction of the Texas PTA, all proceedings
18 necessary for the purpose of dissolving this Local PTA.
19

20 Section 6. A Local PTA considering dissolving its relationship with Texas PTA (and thereby National
21 PTA) shall follow the procedures for dissolution as adopted by the Texas PTA Board of Directors. These
22 procedures include but are not limited to:
23

- 24 a. a special called meeting of the membership with thirty (30) days notice;
25
- 26 b. a two-thirds (2/3) vote of the membership, a quorum having been established; and
27
- 28 c. notification of the state president at least forty-five (45) days in advance of such meeting.
29

30 Any Local PTA failing to follow the procedures may be required to forfeit all Local PTA books, records
31 and assets to Texas PTA.
32

33 Section 7. Each Local PTA shall include in its bylaws provisions corresponding to the provisions of such
34 of these bylaws as are identified by a star (*).
35
36

37 ***ARTICLE VII: Members and Dues**

38
39 Section 1. Every individual who is a member of this Local PTA is a member of the National PTA and the
40 Texas PTA and is entitled to all the benefits of such membership.
41

42 Section 2. Membership in PTA shall be open, without discrimination, to anyone who believes in and
43 supports the Mission and Purposes of National PTA.²
44

45 Section 3. This Local PTA shall conduct an annual enrollment of members, but may admit persons to
46 membership at any time.
47

48 Section 4. Only members of a Local PTA who have paid dues for the current membership year may
49 participate in the business of that association.³

² To be a member of Texas PTA, a student must be in the 9th grade or above.

1
2 Section 5. Each member of this Local PTA shall pay annual dues as follows: one dollar and seventy-five
3 cents (1.75) for National PTA dues, two dollars and twenty-five cents (2.25) for Texas PTA dues, and
4 three dollars (3.00) for the Local PTA dues.⁴
5

6 Section 6. The Texas and National PTA portions of the dues paid by each member of this Local PTA
7 shall be set aside by this Local PTA and remitted to the Texas PTA through such channels and at such
8 times as the Texas PTA bylaws may provide. Each state PTA shall pay to the National PTA the amount
9 of the national portion of dues paid by all members of Local PTAs in its area.⁵
10

11 Section 7. Names of members and national and state portions of dues received shall be sent to the Texas
12 PTA Office whenever members are enrolled in the organization.
13

14 Section 8. The members of the Texas PTA are the individual members of the Local PTAs whose names
15 are on file in the Texas PTA Office and for whom the national and state portions of dues have been
16 received by the Texas PTA. Individuals may expect their dues to be received in the Texas PTA Office
17 five (5) business days after being received by the Local PTA.⁶
18

19 Section 9. Honorary Life Members
20

- 21 a. An Honorary Life Membership in the Texas PTA may be awarded to any deserving person by a
22 Local, Council, Area or the Texas PTA upon submission of name of honoree and payment of a
23 fee. Such fees shall be made a part of the Texas PTA extension fund.
24
25 b. Life membership shall be honorary and shall carry neither the right to vote nor to hold office. A
26 life member may also become an all-inclusive member upon enrollment as a member in a Local
27 PTA.
28
29 c. A Texas Honorary Life Member may receive exemption from state portion of dues through one
30 (1) Local PTA only. The member shall be designated as a Texas Life Member when the Local
31 PTA annual membership list is sent to the Texas PTA Office.
32
33 d. The annual national portion of dues for a Texas Life Member shall be paid by said Texas Life
34 Member.
35
36
37

³ The membership year is October 15 through October 14. Dues paid after March 31 confer membership for the current and following membership year.

⁴ The total amount of Local PTA annual dues is obtained by adding the per member National PTA portion, the Texas PTA portion and the per member portion desired for Local PTA use.

⁵ The remittance to the Texas PTA shall be accompanied by a report in such form, as may be required by the Texas PTA, showing the name and address of the president of the PTA, the amount of dues collected during the period covered by the report and the number and names of the members of the PTA.

⁶ A list of members' names and dues shall be sent to the Texas PTA office before an individual is a PTA member.

*ARTICLE VIII: Officers and Their Election

1
2
3 Section 1. Each officer shall be a member of this Local PTA.⁷

4
5 Section 2. Officers and their election

- 6
7 a. The officers of this Local PTA shall be a president, one (1) vice president(s), a secretary, a
8 treasurer and a parliamentarian.
9
10 b. Officers, with the exception of the parliamentarian, shall be elected by ballot in the month of
11 March. However, if there is but one (1) nominee for an office, election for that office may be by
12 voice vote. The historian and parliamentarian shall be appointed by the president subject to the
13 approval of the newly elected officers.
14
15 c. An individual shall be a member of the Local PTA prior to taking office.
16
17 d. Officers shall assume their official duties following the close of the school year⁸ and shall serve a
18 term of one (1) year.⁹
19
20 e. No officer shall serve in the same office for more than two (2) consecutive terms. One who has
21 served more than one-half (1/2) of a term shall be credited with having served that term.
22

23 Section 3. Nominating Committee

- 24
25 a. There shall be a nominating committee elected by the membership at a regular meeting prior to
26 the election meeting. Elections shall be by plurality. The committee shall be composed of five
27 (5) members. Two (2) alternate(s) shall be elected to serve in the event a member is unable to
28 serve. The committee shall elect its own chairman immediately following the meeting.
29
30 b. No person shall serve two (2) consecutive years on the nominating committee.
31
32 c. The nominating committee shall nominate an eligible person¹⁰ for each office to be filled and
33 report its nominees at the election meeting in March at which time additional nominations may be
34 made from the floor. The report shall be publicized to the Local PTA membership through regular
35 publicity channels at least seven (7) days before the election meeting.
36
37 d. Only those persons who have signified their consent to serve if elected shall be nominated for or
38 elected to such office.

⁷ The question is frequently raised as to whether there is any age requirement for election as an officer of a PTA organization. The counsel of the Texas PTA has advised us that in his opinion:

“(a) In Texas the not-for-profit corporation laws do not specify an age qualification for persons who can serve as directors (members of the board of managers, etc.) of corporations.

“(b) Where there is no specification in the state corporation laws, a person should not be deemed to be eligible to serve as an officer unless the person is at an age at which he is competent to make contracts. Texas law does not specify at what age a person is competent to make contracts.”

⁸ PTAs that do not follow a traditional year schedule shall designate a calendar year in standing rules.

⁹ All positions not filled by election or appointment become vacant at the close of the school year.

¹⁰ The National PTA, the Texas PTA and their parliamentary authority recognize that only one (1) person shall be elected to serve in any one (1) office.

- 1
2 e. No member shall automatically serve on this committee because of his office in the Local PTA or
3 position in the school system.
4
5 f. The president does not serve as a member of this committee, nor does he appoint any member of
6 the committee.
7

8 **Section 4. Vacancies**
9

- 10 a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person
11 elected by a majority vote of the executive board, at least three (3) days notice of such election
12 having been given.
13
14 b. In the event a vacancy occurs in the office of president, the first vice president shall serve notice
15 to the executive board of the election.
16

17 **Section 5. Reason to remove**
18

19 By two-thirds (2/3) vote of the executive board, an officer or chairman may be removed from
20 office for failure to attend three (3) consecutive meetings, failure to perform duties, failure to sign
21 the adopted ethics/conflict of interest policy, or criminal misconduct or unethical behavior in PTA
22 business.
23
24

25 **ARTICLE IX: Duties of Officers**
26

27 **Section 1. The president shall:**
28

- 29 *a. coordinate the work of the officers and committees of the association in order that the Purposes
30 may be promoted;
31
32 *b. confirm that a quorum is present before conducting any business at any meeting of the
33 association;
34
35 *c. preside at all meetings of the association;
36
37 *d. appoint the historian and parliamentarian, subject to approval of the newly elected officers;
38
39 *e. appoint chairmen of special committees subject to approval of executive board;
40
41 *f. be authorized to sign on bank accounts;¹¹
42
43 *g. be authorized to sign contracts that have been approved by the executive board;
44
45 *h. be listed as the principal officer and be authorized to sign tax documents;
46
47 *i. confirm the executive board has reviewed and the membership has adopted the Texas PTA
48 PTA/PTSA Records Retention Policy annually;

¹¹ Two (2) signatures shall be required on all checks. Each Local PTA shall have at least three (3) authorized signers. Signers of the bank account shall not be related by blood nor marriage and shall not reside in the same household.

- 1
2 *j. call a meeting of the newly elected officers within thirty (30) days after the election meeting for
3 the purpose of approving appointments of standing committee chairmen and such other business
4 as becomes necessary;
5
6 *k. appoint a member, subject to the approval of the executive board, who is not authorized to sign
7 on the bank account to open, review, initial and date each bank statement;
8
9 *l. represent the Local PTA as a delegate to Council PTA (when the Local PTA is in membership
10 with Council PTA);
11
12 *m. file with the Council PTA secretary the names of delegates and alternates from this Local PTA by
13 the first regular Council PTA meeting and no later than October 1. A Local PTA joining or
14 making changes after October 1 shall submit any changes in writing prior to any regular meeting in
15 order to be eligible to vote;
16
17 *n. confirm that all officers are graduates of the current Texas PTA Leader Orientation or have
18 completed the course by October 15 after the election;
19
20 *o. send the names and addresses of the officers and chairmen to the Texas PTA office by May 1
21 each year;
22
23 *p. appoint the audit committee subject to the approval of the executive board; and
24
25 *q. serve as an ex-officio member of all committees except the nominating and audit committees.
26

27 Section 2. Vice President(s) ¹²

28 The vice president shall:

- 29
30 *a. act as aide-to-the-president; and
31
32 *b. preside in the absence of the president.
33
34

35 Section 3. The secretary shall: ¹³

- 36
37 *a. record the minutes of all meetings of the association;
38
39 *b. keep an accurate record of attendance at executive board meetings;
40
41 *c. be responsible for correspondence;
42
43 *d. collect and preserve documents relating the history of the association;
44
45 *e. present a written report to the association as the official history to be adopted at the annual
46 meeting;

¹² Vice presidents shall be named in order of precedence: first, second, third, etc. The first vice president shall be designated as the aide-to-the-president. Each additional vice president shall have specific administrative responsibilities, which shall be stated in the bylaws.

¹³ If both a recording and corresponding secretary are elected, the duties of the secretary shall be divided.

- 1
2 *f. have a current copy of the bylaws;
3
4 *g. maintain a list of the names of Local PTA officers who have completed the Texas PTA Leader
5 Orientation, with the dates each course was completed;
6
7 *h. maintain the records retention policy;
8
9 *i. maintain the adopted ethics/conflict of interest policy as signed by the current executive board
10 members; and
11
12 *j. maintain a membership list.¹⁴
13

14 Section 4. The treasurer shall:

- 15
16 *a. have custody of all the funds of the association;
17
18 *b. keep books of account and records including bank statements, receipts, budgets, invoices, paid
19 receipts and canceled checks in accordance with the records retention policy;
20
21 *c. make disbursements in accordance with the budget adopted by the association;
22
23 *d. sign on bank accounts;¹⁵
24
25 *e. present a financial report, both written and verbal, at every meeting of the Local PTA and as
26 requested by the executive board or the association;
27
28 *f. make a full report at the annual meeting;
29
30 *g. be responsible for the maintenance of such books of account and records as conform to the
31 requirements of Article VI, Section 3 of these bylaws;
32
33 *h. complete and file all necessary tax documents; and
34
35 *i. present books to the audit committee as requested.
36

37 Section 5. The parliamentarian shall:

- 38
39 *a. advise the presiding officer on questions of parliamentary procedure; and
40
41 *b. vote only when the vote is by ballot.
42

43 *Section 6. All officers shall:
44

¹⁴ PTA membership lists shall not be released to outside interests by Texas PTA, Area PTAs, Council PTAs or Local PTAs.

¹⁵ Two (2) signatures shall be required on all checks. Each Local PTA shall have at least three (3) authorized signers. Signers of the bank account shall not be related by blood nor marriage and shall not reside in the same household.

- 1 a. be a graduate of the Texas PTA Leader Orientation or complete the course by October 15 after
2 their election;
3
4 b. submit a Plan of Work to the executive board for approval;
5
6 c. have a current copy of the Local PTA bylaws; and
7
8 d. deliver to their successors or the president all official materials within fifteen (15) days following
9 the date at which their successors assume their duties.
10

11 **ARTICLE X: Meetings**

12 *Section 1. This association shall hold a minimum of three (3) meetings a year.
13

- 14
15 a. Regular meetings of the association shall be held in the months of September, November,
16 January, March and May, time and date to be established by executive board at its first meeting of
17 the year. Five (5) days notice shall be given if change of date is needed.¹⁶
18
19 b. The regular meeting held in March shall be the election meeting.
20
21 c. The annual meeting in May shall be for the purpose of receiving reports of officers and chairmen
22 and for any other necessary business.
23
24

25 Section 2. Special meetings of the Local PTA may be called by the president or by a majority of the
26 executive board, at least three (3) days notice having been given.
27

28 *Section 3. Ten (10) members shall constitute a quorum for the transaction of business in any meeting of
29 this association.¹⁷
30
31

32 **ARTICLE XI: Executive Board**

33 Section 1. The executive board shall consist of:
34

- 35
36 a. the officers of the association;
37
38 b. the chairmen of standing committees;
39
40 c. delegates to the Austin Council of PTA (ACPTA) and Campus Advisory Council (CAC); and
41
42 d. the principal of the school or a representative appointed by him.
43

¹⁶ It is suggested that the membership be notified through regular publicity channels of the date and time of all regular meetings following the first meeting of the executive board at which time this schedule is determined.

¹⁷ It is suggested that the quorum be set to reflect the number of members who could reasonably be expected at any business meeting. This should be a specific number (not percentage) of the total membership. Ten (10) members will be the least number accepted.

1 *Section 2. A Local PTA member shall not serve as a voting member of this executive board while
2 employed by, or under contract to this Local PTA.
3

4 Section 3. The duties of the executive board shall be to:
5

- 6 a. transact necessary business in the intervals between association meetings and such other business
7 as may be referred to it by the association;
- 8
- 9 b. present a report at the regular meetings of the association;
- 10
- 11 *c. approve the Plans of Work of all officers and committee chairmen;
- 12
- 13 *d. create standing and special committees;
- 14
- 15 *e. adopt the Texas PTA Council/Local PTA/PTSA Ethics/Conflict of Interest Policy annually;
- 16
- 17 *f. review the records retention policy annually;
- 18
- 19 *g. prepare and submit a budget for the year to the association for adoption;
- 20
- 21 h. approve routine bills within the limits of the budget; and
- 22
- 23 *i. fill vacancies of officers and chairmen.
24

25 Section 4. The duties of each board member shall be to:
26

- 27 *a. attend all meetings of the association;
- 28
- 29 *b. sign the ethics/conflict of interest policy, as adopted; and
- 30
- 31 *c. perform the duties outlined in these bylaws and those assigned by the president or membership
32 from time to time.
33

34 Section 5. Meetings
35

- 36 a. Regular meetings of the executive board shall be held prior to each regular meeting of the
37 association, the time to be determined by the board at its first meeting of the year.
38
- 39 *b. A majority of the executive board members shall constitute a quorum.¹⁸
40
- 41 c. Special meetings of the executive board may be called by the president or by a majority of the
42 members of the board, at least three (3) days notice being given.
43
44

45 **ARTICLE XII: Standing and Special Committees**

46

47 *Section 1. Only members of the association shall be eligible to serve in any elective or appointive
48 position.
49

¹⁸ In calculating a quorum, filled board positions rather than positions available will be counted.

1 *Section 2. The executive board may create such standing and special committees as it may deem
2 necessary to promote the Purposes and carry on the work of the association. The term of each chairman
3 shall be one (1) year or until the selection of a successor.
4

5 *Section 3. The newly elected president shall call a meeting of the incoming officers within thirty (30)
6 days after the election for the purpose of approving standing committee chairmen and such other business
7 as becomes necessary.¹⁹
8

9 *Section 4. No chairman shall serve in the same office for more than two (2) consecutive terms. One
10 who has served more than one-half (1/2) of a term shall be credited with having served that term.
11

12 *Section 5. All standing committee chairmen shall:

- 13 a. deliver to their successors or the president all official materials within fifteen (15) days following
14 the date at which their successors assume their duties;
- 15 b. present a Plan of Work to the executive board for approval. No committee work shall be
16 undertaken without this approval;²⁰
- 17 c. perform the duties outlined in these bylaws and those assigned by the president or membership
18 from time to time; and
- 19 d. have a current copy of the Local PTA bylaws.
20
21
22

23 *Section 6. The president shall be a member ex-officio of all committees except the nominating and audit
24 committees.
25

26 *Section 7. The quorum of any committee shall be a majority of its members.
27
28

31 **ARTICLE XIII: Council Membership**

32
33 Section 1. (Applies only to Local PTAs holding membership in a Council of PTAs, and shall correspond
34 to Council PTA bylaws.)²¹
35

- 36 a. The association shall be represented in meetings of the Austin City Council of Parent Teacher
37 Associations by the president or alternate, the principal or alternate and by two (2) delegate(s) or
38 alternate(s).²² All representatives to the Council PTA shall be members of the Local PTA they
39 represent.
40
- 41 b. Delegates and their alternates shall be elected by May.
42

¹⁹ Texas PTA does not recognize more than one (1) person serving in the same capacity; therefore, there are no co-chairmen.

²⁰ Three (3) written copies of the Plan of Work shall be submitted at the first executive board meeting.

²¹ If the Local PTA is in Council PTA membership, this Article XIII is necessary in the Local PTA bylaws. If the Local PTA is not in Council PTA membership, indicate "not applicable" and do not fill in the blanks.

²² The number of delegates shall correspond with the number stated in the Council PTA bylaws, Article VIII, Section 1.e.

1 c. Delegates to Austin City Council of PTAs shall serve for a term of one (1) year.
2

3 Section 2. This association shall pay annual dues of fifty dollars (50.00)²³ to the Austin City Council of
4 PTAs no later than October 15.
5
6

7 ***ARTICLE XIV: State Convention**

8
9 This Local PTA shall be represented at the annual meeting of the Texas PTA by the president or
10 appointed alternate and additional accredited delegates.
11

- 12 a. All delegates from this Local PTA to the Texas PTA Annual Convention shall be members of this
13 Local PTA.
14
15 b. Voting delegates and their alternates shall be appointed subject to the approval of the executive
16 board.
17
18

19 ***ARTICLE XV: Fiscal Year**

20
21 Section 1. The fiscal year of this association shall begin July 1 and end on the following June 30.
22

23 Section 2. An audit committee consisting of not less than three (3) members,²⁴ who are not authorized
24 signers, shall be appointed by the president subject to the approval of the executive board at least thirty
25 (30) days before the last meeting of the year.²⁵
26

27 Section 3. The audit committee report shall be adopted by the association.²⁶
28
29

30 ***ARTICLE XVI: Parliamentary Authority**

31
32 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the
33 National PTA and its constituent organizations in all cases in which they are applicable and in which they
34 are not in conflict with these bylaws, the bylaws of the Texas PTA, and the bylaws of the National PTA
35 or the articles of incorporation.
36
37

38 **ARTICLE XVII: Amendments**

39 *Section 1.
40

²³ The amount of dues shall correspond with the amount as stated in the Council PTA bylaws Article VII, Section 3.

²⁴ Members of the audit committee shall not be related by blood nor marriage and shall not reside in the same household as the authorized signers.

²⁵ An audit of the treasurer's accounts is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in the case of fraud.

²⁶ The audit report is adopted by a majority vote at the first regular meeting following the close of the school year.

- 1 a. These bylaws may be amended at any meeting of the association, provided a quorum is present,
2 by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment
3 shall have been given at the previous regular meeting or thirty (30) days prior to the meeting at
4 which the amendment is voted on.²⁷ The amendment shall be subject to approval of the Texas
5 PTA.
6
7 b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing
8 bylaws only by a majority vote at a meeting of the association, or by a two-thirds (2/3) vote of the
9 executive board. The procedure for action on amendments in *Section 1.a. should then be
10 followed.
11
12 c. After adoption by a two-thirds (2/3) vote at a meeting of the association, two (2) copies of bylaws
13 and standing rules as amended or revised shall be sent for approval to the Texas PTA, 408 W.
14 11th Street, Austin, Texas 78701-2113 or to the Texas PTA Web site at www.txpta.org.
15
16 d. A revision of the bylaws or any amendments shall go into effect when an approved copy is
17 returned by the Texas PTA.²⁸
18

19 *Section 2. This Local PTA shall submit a set of bylaws to the Texas PTA for review every five (5)
20 years.
21

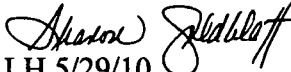
22 *Section 3. The adoption of an amendment to any provision of the bylaws of the Texas PTA identified
23 by a star (*) shall serve automatically and without the requirement of further action by the Local PTA to
24 amend its corresponding bylaws.
25

26
27 As adopted by the Texas PTA Board of Directors February 2009, to take effect July 2009.

²⁷ Each amendment to the bylaws shall be provided to the membership through the regular publicity channels thirty (30) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.

²⁸ If not approved, they must be corrected and resubmitted.

Standing Rules Approved By Order
of the Texas PTA Board of Directors


LH 5/29/10
Texas PTA President

Will Davis Elementary PTA Standing Rules

I. Financial Procedures

- A. As a member of the Texas PTA, the Will Davis Elementary PTA functions as a tax-exempt entity under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code.
- B. The treasurer, president and vice president, shall be authorized to sign Will Davis Elementary PTA checks. A check shall require two (2) signatures. No officer shall approve or sign a check that is being issued to him.
- C. The following insurance will be purchased annually:
 - 1. General liability insurance;
 - 2. Bond insurance for all persons on the bank's signature card;
 - 3. Property insurance (if applicable); and
 - 4. Officers' liability insurance.
- D. The Will Davis Elementary PTA will comply with all financial procedures as recommended by Texas PTA.
- E. The president, vice president and treasurer will have access to the Will Davis PTA bank account online User ID and Password to be able to view the current account balance and previous statements.
- F. The PTA president, or the designated alternate, will be reimbursed for expenses incurred by attending Texas PTA Summer Leadership Seminar, Texas PTA Annual Convention and Area 6 Spring Conference up to the amount in the budget. In the event there are funds remaining, they will be divided equally among all other executive board members who request reimbursement within thirty (30) days of the last day of the event. Mileage and per diem will be paid at the current Texas PTA rate.
- G. All Will Davis Elementary PTA officers will attend Austin City Council of PTAs' training and will be reimbursed for the cost of the training from the PTA.
- H. Anyone who writes a check to the Will Davis Elementary PTA with insufficient funds will be responsible for all charges incurred by this Local PTA in collection of funds relating the NSF check.

II. Dues

- A. Will Davis Elementary PTA will maintain membership in the Austin City Council of PTAs. Will Davis Elementary PTA will remit dues for at least twenty (20) members by October 15 to Texas PTA in order to remain a PTA in good standing with both Texas and National PTA.

III. Meetings

- A. PTA executive board meetings will be held on the second Thursday in the months of September, November, January, March and May. The PTA executive board meetings and the PTA regular meetings run back-to-back on the same night. Additional meetings may be called by the president as per the Will Davis Elementary Bylaws.
- B. If the PTA meeting has to be changed, sufficient notice, as per the Will Davis Elementary bylaws, will be given by notices posted on campus, as well as in the Wednesday communication folder and/or weekly Davis digest email.
- C. At each general meeting, the PTA president will appoint a committee of three (3) PTA members. In between general meetings, this committee will approve the minutes of the previous general meeting prior to the upcoming general meeting.

IV. Communication

- A. All school wide PTA communication, including the Davis digest email group, will be submitted to the PTA president or the Will Davis Elementary principal for review before it is sent out to the general population of Will Davis Elementary.
- B. The PTA president or Will Davis Elementary principal may choose to create a set of communication guidelines for such school wide PTA communications. If such guidelines exist, all school wide PTA communication following these guidelines may waive the need to have communication reviewed prior to distribution.
- C. The PTA president can choose to create an electronic newsletter that will be emailed to the Davis digest email as often as deemed necessary by the PTA president.
- D. The president can choose to ask the committee chairs for any "Sea Stars" to recognize in an upcoming newsletter. A Sea Star is a short thank you to a person or persons in the Davis community who has/have given assistance recently to Will Davis Elementary or its PTA.

V. PTA Representation

- A. PTA members, executive board members, volunteers, or committees shall not speak to school district personnel, the media, or the general public as representing the PTA unless authorized to do so by the president, the executive board, or the general assembly. The president is authorized to represent the PTA on all matters not otherwise restricted by the

Bylaws of this Local PTA or by specific executive board or general assembly action.

VI. General Policies for Standing Committees

- A. Each officer and standing committee chairman shall maintain a procedure book with the Plan of Work for his or her respective position as required by the Bylaws of this Local PTA. The procedure book can also include any notes, past publicity materials, instructional materials, or other helpful information. At the end of the officer or chairman's term, he or she will update the procedure book before passing it to his or her successor.
- B. At the discretion of the standing committee chair, other committee members could be asked to keep a separate procedure book. This is especially true of committee members with larger jobs or responsibilities for the committee. All procedure books used on behalf of Davis Elementary must follow the same policies as standing committee procedure books.

VII. Current Standing Committees

- A. Volunteer Committee – encourages and arranges participation by parents and interested citizens in school programs. The volunteer committee chair organizes volunteers for a variety of services, including homeroom parents, grade-level coordinators, special area coordinators and office support.
- B. ACPTA Representative – attends the Austin Council of PTA meetings and reports back from those meetings to the Davis PTA membership. The ACPTA Representative also attends the quarterly Anderson High School Vertical Team meetings.
- C. CAC Representative – attends Campus Advisory Council meetings and participates in the collaborative efforts of the principal, teachers, campus staff, district staff, parents, and community to set school goals and strategies.
- D. Enrichment Committee – works with teachers and school administration to run programs and events designed to enrich the curriculum and school experience for students at Will Davis Elementary. The chairman of this committee ensures that enrichment activities are effectively communicated and coordinated between school personnel, parents and PTA. The chairman does not necessarily run each of the enrichment events and programs, which can include but are not limited to:
 - 1. Enrichment programs for art, Spanish, international cultures, and gardening;
 - 2. Tutoring for reading and math, as well as programs like Accelerated Reader and Read Naturally;
 - 3. Curriculum enhancement events such as the Davis Science Fair and the school-wide "Ocean Week".

- E. School Supplies Committee – provides pre-packaged school supplies for sale as a convenience for parents. The sale is not a fundraiser. The committee takes orders in May and delivers the supply packages to students or teachers before the first day of school.
- F. Green Committee – tackles initiatives that foster environmental stewardship and sustainability practices at Davis and in the surrounding community. Programs can include, but are not limited to, paper recycling in classrooms, “green” campus enhancements (such as a garden club), community hazardous waste drives and solar energy education. This committee coordinates with the Davis PIE Committee when interacting with business and community partners.
- G. Fundraising Committee – raises money to finance expenditures of the Will Davis Elementary PTA. Fundraising events can include but are not limited to a “Davis Disco”, Book Fair, Box Tops campaign(s), “DolphinFest” school carnival, Silent Auction, and a donation drive (“Lighthouse Fund”). Other events can include Davis Skate Nights, the sale of Davis spirit t-shirts and “Val-o-Grams”. The chairman's main duty is to ensure that fundraising activities are effectively communicated and coordinated between school personnel, parents and PTA.. The chairman will serve as a liaison between the various fundraising events and the rest of the PTA membership, not to necessarily run each of the fundraising events. The chairman can also assist in research and development of fundraising possibilities.
- H. Membership Committee – conducts the PTA membership drive, collects membership dues, and maintains the membership records for our local and state PTA organizations.
- I. Appreciation Committee – coordinates breakfasts, luncheons and other expressions of appreciation for teachers, administrators and other staff throughout the school year.
- J. Hospitality Committee – arranges refreshments and acts as host for school functions and other special events, such as the Ice Cream Social, Kindergarten Round-Up and the Davis Science Fair.
- K. Welcome to Davis Committee – plans and carries out activities for incoming Davis kindergarteners and their families.
- L. Directory Committee – creates a school directory by mid-November of each school year. A copy of the directory is given to every Davis family.
- M. Yearbook Committee – creates a yearbook for the school year that includes: student pictures, school information, farewells to graduating 5th graders, and photographs of school events.
- N. Website Committee – works in conjunction with the school principal and PTA to keep the Davis website updated and to send the weekly Davis digest email.
- O. Partners in Education Committee (PIE Committee) –

1. Through the Partners in Education program, Will Davis Elementary develops and maintains beneficial relationships with business partners in the surrounding community. Business partners can donate to Davis and contributions can include volunteer assistance, goods, and services. Monetary donations, gift cards, and gift certificates can be accepted so long the proceeds are used for the good of the entire PTA membership.
 2. Will Davis Elementary PTA will provide support to the principal through the Partners in Education committee to cultivate and support these relationships.
 3. The chairman of the Partners in Education committee or the Will Davis Elementary principal shall approve contact with these partners.
- P. Sunshine Committee - provides support to current Will Davis Elementary students, families, faculty and staff during times of illness, death or life-changing circumstances. The following guidelines will be followed in all situations.
1. Hospitalization, broken bones, life-threatening illness or accident
 1. Student/teacher/staff member: card sent to student/teacher/staff member.
 2. Immediate family member of student/teacher/staff member: card sent to family
 2. Deaths
 1. Student/teacher/staff member or current PTA committee chair/current or former PTA officer/Giving Tree recipient: a book dedicated in the library in the deceased's name ordered by the vice president
 2. Family members of student/teacher/staff member: card sent to family
 3. Birth and marriages
 1. Teachers/staff members: card sent to teacher/staff member
 4. Tragedy (House fire, etc.)
 1. Teacher/staff member/student: offer assistance by coordinating meals
 5. Other life-changing circumstances
 1. Student/Teachers/staff members or immediate family members of a student/teacher/staff member: card sent

VIII. Special Committees

- A. The executive board may create special committees as needed, including but not limited to a Giving Tree committee, budget committee and audit committee.

IX. Recognition of Outgoing Officers' Service

- A. Any PTA Officer who has either finished two (2) terms or finished one (1) term and has not been re-elected, will be recognized at the May regular meeting.
- B. The PTA vice president is responsible for organizing the recognition.
- C. The PTA vice president is responsible for having the presidents' recognition plaque updated with the outgoing PTA president's name and year(s) of service.
- D. For each outgoing PTA officer, a book will be dedicated in the library in the officer's name listing the officer's title and the year(s). These books will be ordered by the vice president. The PTA vice president will work with the current librarian to ensure that the books purchased meet the criteria for Davis library books.

X. Retiring Teachers or Staff Members

- A. Will Davis Elementary PTA will purchase a book in the Davis library for a teacher or staff member retiring from Will Davis Elementary.
- B. The book will have the recipient's name, "Honored Teacher" or other title, as appropriate, and the years of service to Will Davis Elementary.
- C. The vice president is responsible for ordering the book. The PTA vice president will work with the current librarian to ensure that the books purchased meet the criteria for Davis library books.

XI. Giving Tree Award

- A. The Giving Tree Award, awarded by the Will Davis Elementary PTA, recognizes a parent, teacher, administrator, staff member or community member.
- B. The Giving Tree Award recipient is:
 - 1. A positive influence on the school;
 - 2. Involved in more than one (1) project and has done an outstanding job;
 - 3. Involved on a regular basis for more than one (1) year;
 - 4. Involved all year in a variety of activities;

5. Doing a noteworthy job in at least one (1) area and is available to help in other areas as well.
-
- C. The parliamentarian is the chairman of the Giving Tree special committee that is composed of past recipients who are current Davis PTA members, the principal, and the parliamentarian. The committee should be created by April 1st each year.
 - D. The Giving Tree Award is publicized through the Wednesday communication folders, the weekly Davis digest email and/or flyers posted on the campus.
 - E. Nominations are made by returning the nomination flyer to the Giving Tree committee. After reviewing nominations, the committee will select the recipient by vote. The Giving Tree committee may award more than one (1) award.
 - F. A Giving Tree recipient is announced at the May PTA regular meeting and will be awarded:
 1. Giving Tree certificate;
 2. A flower or small vase of flowers;
 3. A book dedicated in the library in the recipient's name ordered by the parliamentarian; and
 4. A charm or alternate item of similar value based on the recipient's gender or presumed preference.
 - G. Each recipient's name will be added to the Giving Tree plaque for permanent display in the school lobby.