

**BYLAWS AND ADDENDUM OF THE  
BEE CAVE ELEMENTARY PARENT TEACHER ORGANIZATION**

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## **SUMMARY OF CHANGES FOR BCE Bylaws and Addendum**

### Under Article VI: VOTING

- Number 5: Voting can take place via email if necessary.
- **PROPOSED CHANGE TO:**  
5: Voting may take place **via technology (i.e. email or group text)** if necessary.

### Under ADDENDUM 1: BCE PTO BOARD POSITIONS

- **President:** a. Shall have been a member of the Board of the BCE PTO for at least 2 years prior to running for election with 1 year in a financial capacity (defined as serving in a position on the PTO that manages a budget on the board).
- **PROPOSED CHANGE TO:**  
a. **It is recommended that this person shall** have been a member of the Board of the BCE PTO for at least **1 year prior to running for election with exposure to and knowledge of the BCE PTO Budget.**
- **Executive Vice President:** a. Shall have been a member of the Board of the BCE PTO for at least 1 year prior to running for election with 1 year in a financial capacity (defined as serving in a position on the PTO that manages a budget on the board).
- **PROPOSED CHANGE TO:**  
a. **It is recommended that this person shall** have been a member of the Board of the BCE PTO for at least 1 year prior to running for election **with exposure to and knowledge of the BCE PTO Budget.**
- **Treasurer** j. Must be proficient or have experience creating and maintaining spreadsheets.
- **PROPOSED CHANGE TO:**  
j. **Recommended to** be proficient or have experience **and exposure with** creating and maintaining spreadsheets.
- **Program Coordinator** a. Shall be responsible for coordinating the Tears N Cheers breakfast in August and the Family Night Event either in the spring or fall, to be determined by the Executive Board.
- **PROPOSED CHANGE TO:**  
**Remove this position altogether.**
- **Website Coordinator** a. Shall be responsible for updating and maintaining the PTO website. The website is the primary method for communication for the PTO and should be current and accessible.
- **PROPOSED CHANGE TO:**  
a. Shall be responsible for updating and maintaining the PTO website and **all PTO Social Media Pages (Facebook, Instagram etc)**. The website is the primary method for communication for the PTO and should be current and accessible.

- **Website Coordinator** b. Should be capable of working with current Webmaster software.
- **PROPOSED CHANGE TO:**  
b. Should be capable of working with current Webmaster software and know how to navigate and update social media platforms.
- **Track & Field Day Coordinator**
  - a. Shall be responsible for working with the PE Department and Homeroom Parent Coordinator to coordinate and manage the Spring Track & Field Day Event. Remove this position altogether as Wendy Daniels (our PE Instructor) handles this role in her curriculum and will reach out to PTO if she is in need of volunteers.
- **PROPOSED CHANGE TO:**  
c. Should be capable of working with current Webmaster software and know how to navigate and update social media platforms.
- **Carnival Chair** a. Will oversee and coordinate all aspects related to the PTO sponsored Carnival. b. Will oversee the following subcommittees: Logistics, Tickets, Volunteers, Games, Food and Prizes.
- **PROPOSED CHANGE TO:**  
Remove this position altogether as we no longer host a Carnival.
- **Auction Chair** a. Shall be responsible for coordination, planning and management of the silent auction portion of the annual Spring Carnival.
- **PROPOSED CHANGE TO:**
- **Change name to Adult Night Chair.** a. Shall be responsible for coordination, planning and management of the annual Adult Night event.