

# **West Briar Middle School Parent Teacher Organization Bylaws**

## **ARTICLE I: NAME**

The name of this organization is the West Briar Middle School Parent Teacher Organization (PTO), Houston, TX.

## **ARTICLE II: ARTICLES OF ASSOCIATION**

The articles of association of the West Briar Middle School Parent Teacher Organization (PTO) includes the bylaws of this organization.

## **ARTICLE III: OBJECTIVES**

Section 1. The Objectives of the West Briar Middle School PTO shall be:

To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of West Briar Middle School students.

To develop between educators and parents such united efforts as will secure for all students the highest advantages in physical, mental, social, and spiritual education possible.

Section 2. The Objectives of the West Briar Middle School PTO are promoted through an education program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in ARTICLE IV.

Section 3. The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code (hereinafter "Internal Revenue Code.")

## **ARTICLE IV: BASIC POLICIES**

Section 1. This organization shall be noncommercial, nonsectarian, and nonpartisan.

Section 2. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a. commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.

Section 3. The organization shall no – directly or indirectly – participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 4. The organization shall work with the school to provide quality education for all students, and shall seek to participate in the decision-making process establishing school policy and practices, but shall seek neither to direct the administrative activities of the school nor to control its policies.

Section 5. The organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided its representative(s) makes no commitments that bind the group he/she represents.

Section 6. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the Objectives set forth in Article III hereof.

Section 7. In the event of the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be given to West Briar Middle School or in its absence, distributed to one or more non-profit funds, foundations or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code as from time to time amended.

#### ARTICLE V: MEMBERSHIP DUES

Section 1. This PTO shall conduct an annual enrollment of members, (dates to be determined by the Executive Board), but may admit persons to membership at any time.

Section 2. Any teacher, parent or guardian of a student attending West Briar Middle School who subscribes to the objectives and basic policies of the West Briar Middle School PTO may become a member of the organization, subject only to compliance with the provisions of the bylaws as from time to time amended.

Section 3. Membership in this PTO shall be made available without regard to race, color, creed or national origin.

Section 4. Every individual who is a member of this PTO is, by virtue of that fact, entitled to all benefits of such membership.

Section 5. Each member shall pay annual dues as determined by the Executive Board, to the organization, to run concurrent with the academic year.

Section 6. The annual dues shall be collected during the membership drive or at the time of admittance to membership in the organization, as applicable. Faculty membership is to be at a reduced fee as determined by the Executive Board and current membership dues.

Section 7. Only members of the organization shall be eligible to participate in the business meetings or serve in any elected or appointed position.

#### ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1. Each officer shall be a member of the West Briar Middle School PTO.

Section 2. Officers and their election:

- a. Officers of this organization shall consist of a President, a First Vice-President, a Second Vice-President, a Recording Secretary, a Corresponding Secretary, a Treasurer, and a Parliamentarian;

- b. Officers shall be elected at the annual May meeting of the general membership. However, if there is but one nominee for an office, election for that office shall be by voice vote;
- c. Officers shall hold office for one year, or until successors are elected. Any vacancy of an elective office shall be filled by a majority vote of the members of the Executive Board.
- d. No officer shall serve more than two consecutive terms in the same office. One who has served more than one-half of a term shall be credited with having served that term.

### Section 3. Nominating Committee:

- a. There shall be a nominating committee composed of seven members with every effort made to have at least one representative from all schools in the feeder pattern, as amended from time to time;
- b. Committee members shall be elected at the March meeting by the Executive Board. The committee shall elect its own chairperson immediately following this meeting;
- c. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the May meeting at which time additional nominations may be made from the floor;
- d. Only those persons who have signified their consent to serve if elected, shall be nominated for, or elected to office;
- e. No member shall automatically serve on this committee because of their office in the organization;
- f. The President does not serve as a member of this committee, nor does he/she appoint any member of the committee;
- g. Members of this committee shall not be barred from becoming nominees for office.

### Section 4. Vacancies

- a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, notice of such election having been given;
- b. In case of a vacancy occurs in the office of President, the First Vice President shall serve notice of the election.

### Section 5. Removal from office

- a. By two-thirds of the Executive Board, an officer or committee chairperson may be removed from office for failure to perform duties;
- b. An officer or committee chairperson who misses three consecutive meetings may be removed from office.

## ARTICLE VII: DUTIES OF OFFICERS

### Section 1. The President shall:

- a. Coordinate the work of the officers and committees of the organization in order that the objectives may be promoted;
- b. Confirm that a quorum is present before conducting any business at any meeting or the organization ;
- c. Preside at all meetings of the organization, with the exception of the nominating committee;
- d. Appoint chairperson(s) of special committees subject to approval of the Executive Board;
- e. Be authorized to sign on bank accounts. Two authorized signatures shall be required on all checks written for \$1000 or over.
- f. Call a meeting of the officers for the purpose of selecting standing committee chairperson(s).
- g. Be a member ex-officio of all committees except the nominating committee;
- h. Perform such other duties as may be prescribed in these bylaws or assigned by the organization; and
- i. The final duty of the President shall be to present copies of the bylaws to each newly elected or appointed member of the Executive Board at their first meeting in the presence of the outgoing Executive Board.

### Section 2. The First Vice-President shall:

- a. Act as an aid to the President;
- b. Preside in the absence of the President;
- c. Perform the duty of organizing the membership drive for the organization ; and
- d. Perform other duties as assigned by the President or organization.

### Section 3. The Second Vice-President shall:

- a. Preside in the absence of the President and the First Vice-President;
- b. Be responsible for fundraising activities of the organization;
- c. Perform other duties as assigned by the President or organization.

### Section 4. The Recording secretary shall:

- a. Record the minutes of all meetings of the organization;

- b. Have a current copy of the bylaws, as amended from time to time;
- c. Maintain a membership list; and
- d. Perform other duties as assigned by the President or organization.

Section 5. The Corresponding Secretary shall:

- a. Conduct the correspondence of the organization;
- b. Read and file all incoming communications and distribute copies of such to the appropriate officer(s);
- c. Perform the duties of the Recording Secretary in their absence; and
- d. Perform other duties as assigned by the President or organization.

Section 6. The Treasurer shall:

- a. Have custody of all funds of the organization;
- b. Keep books of accounts and records including bank statements, receipts, budgets, invoices, paid receipts, and canceled checks for five years;
- c. Make disbursements as authorized by the President, Executive Board or organization in accordance with the budget adopted by the organization, as may from time to time be amended;
- d. Sign on bank accounts. Two authorized signatures shall be required on all checks written for \$1000 or over.
- e. Present a financial statement at general meetings, Executive Board meetings and otherwise when requested by the organization or Executive Board; and
- f. Make a full report at the meeting which new officers assume their duties.

Section 7. The Parliamentarian shall:

- a. Be familiar with Parliamentary procedure;
- b. Shall advise on matters of parliamentary procedure when requested;
- c. Perform duties as assigned by the President; and
- d. Upon request of the President, and subject to Executive Board approval, may act as Legislative Liaison for the organization.

## ARTICLE VIII: MEETINGS

Section 1. Regular meetings of the organization shall be held in the months of September, December, March, and May, time and date to be established by the Executive Board at its first meeting of the year. Five days notice shall be given if change of date is needed.

Section 2. Special meetings of the organization may be called by the President or by a majority of the Executive Board, five days of notice having been given.

Section 3. The election meeting shall be held in May.

Section 4. The annual meeting shall be held in September.

Section 5. Quorum: A quorum shall constitute all members present at any general meeting. A simple majority of the quorum is needed to pass any measure at a general meeting.

Section 6. On all matters to be voted on by the membership, all members shall have one vote.

#### ARTICLE IX: EXECUTIVE BOARD

Section 1. The executive board shall consist of the officers of the organization, chairpersons of standing committees, the principal of the school or his/her designate, and faculty members, one to represent each grade level.

Section 2. The duties of the executive board shall be to:

- a. Transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
- b. Create and dissolve standing and special committees;
- c. Approve the plans of work of all officers and committee chairpersons;
- d. Present a report at the regular meetings of the organization;
- e. Appoint an audit committee (consisting of not less than two members) at least 30 days before the May meeting, to audit the treasurer's accounts;
- f. To prepare and submit a budget for the year to the organization for adoption;
- g. Approve routine bills within the limits of the budget; and
- h. Fill vacancies of officers and chairpersons.

Section 3. Meetings

- a. Regular meetings of this organization shall be held on dates as selected by the Executive Board, prior to each regular meeting of the year, but at least one week prior to the regular meetings.
- b. A majority of the Executive Board shall constitute a quorum.
- c. Special meetings of the Executive Board may be called by the President or a majority of the members of the Board, seven days notice being given.

## ARTICLE X: STANDING AND SPECIAL COMMITTEES

Section 1: Only members of the organizations shall be eligible to serve in any elective or appointive position.

Section 2: The Nominating Committee shall nominate eligible people to serve as chairpersons of the Standing Committees.

Section 3: The Executive Board may create such standing committees as it may deem necessary to promote the Objectives and carry on the work of the organization.

Section 4: The newly elected President shall call a meeting of the officers for the purpose of electing standing committee chairpersons.

Section 5: No chairperson shall serve the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

Section 6: The President shall have the power to appoint special committees subject to the approval of the Executive Board. Special committees shall be dissolved upon completion of the assigned task.

Section 7: The President shall be a member ex-officio of all committees, except the Nominating Committee.

Section 8: The standing committees of the West Briar Middle School PTO may include: VIPS, Membership, Fundraising, Publicity, School Store, Directory, Advertising, Hospitality, Teacher Appreciation, Community Relations, Classroom Representatives, Honors, and Special Projects.

## ARTICLE XI: AMENDMENTS

Section 1.

- a. These bylaws may be amended at any regular meeting of the organization, provided a quorum is present, by a two-thirds vote of the members present and voting. Notice of the proposed amendment shall have been given at the previous regular meeting or 30 days prior to the meeting at which the amendment is voted upon.
- b. A committee may be appointed to submit a revised set of bylaws only by a majority vote at a meeting of the organization, or by a two-thirds vote of the Executive Board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

## APPENDIX

1. In an incorporated organization the individual has additional protection for their personal assets against any law suits. 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. A lawyer or the Office of the State Comptroller should be contacted for detailed information on the steps necessary to become an incorporated entity.
2. The Parliamentarian has the same duty as the presiding officer to maintain a position of impartiality and therefore does not vote on any question except in the case of a ballot vote. If a member feels that he/she cannot properly forego his/her right to vote in order to serve as Parliamentarian, he/she should not accept that position. See the current edition of Robert's Rules of Order Newly Revised.
3. Copies of the bylaws currently in force within the organization shall be available, upon request, to all organizational members by the Corresponding Secretary no later than September 30 of each year.