



# SUGAR LAND MIDDLE SCHOOL PARENT TEACHER ORGANIZATION BYLAWS

## **ARTICLE I: Name**

The name of this organization is the Sugar Land Middle School Parent Teacher Organization ("SLMS PTO" or "PTO").

## **ARTICLE III: Purposes**

The PTO is organized exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended ("Code"). The purpose or purposes for which are:

- a. To sponsor and promote activities for the students and teachers of Sugar Land Middle School.
- b. To sponsor improvements and supplies as needed for the school for the benefit of the students and teachers.
- c. To solicit and disburse funds to be used to support the above purposes.

## **ARTICLE III: Basic Policies**

The following are basic policies of this PTO:

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The organization shall work with the schools and community to help provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities and local education authorities.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration among parent, schools and the community at large.
- d. 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 Purposes set forth in Article III hereof.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an



organization, contributions to which are deductible under Section 170 (c)(3) of the Internal Revenue Code.

- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one (1) or more nonprofit funds, foundations or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of Sugar Land Middle School.
- g. The organization or members in their official capacities shall not-directly or indirectly participate or intervene (in any way, including the publishing or distributing 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.

#### **ARTICLE IV: Members and Dues**

Section 1. Every individual who is a member of this PTO is entitled to participate in General PTO Meetings and discussions.

Section 2. Membership in the PTO shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of the SLMS PTO.

Section 3. This PTO shall conduct an annual enrollment of members, but may admit persons to membership at any time.

Section 4. All members of this PTO for the current membership year may participate in the business of this PTO.

Section 5. Membership will be valid for one school year and members must reapply for membership every school year.

Section 6. Membership may be revoked at any time by a vote of the PTO Board.

#### **ARTICLE V: Officers and Their Election**

Section 1. Each officer shall be a member of this PTO.

Section 2. Officers and their election:

- a. The officers of this PTO shall be a President, one (1) Vice President, a Secretary, and a Treasurer.
- b. Officers shall be elected by ballot in the month of May. However, if there is but one (1) nominee for an office, election for that office may be by voice vote.



- c. Officers shall assume their official duties following the close of the school year and shall serve a term of one (1) year.
- d. No officer shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

### Section 3. 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, at least three (3) days notice of such election having been given.
- b. In the event a vacancy occurs in the office of President, the first Vice President shall serve notice to the executive board of the election.

### Section 4. Reason to remove:

By two thirds (2/3) vote of the executive board an officer or chairman shall be removed from office for failure to perform duties, criminal misconduct or unethical behavior in PTO business.

## **ARTICLE VI: Duties of Officers**

### Section I. The President shall:

- a. coordinate the work of the officers and committees of the PTO in order that the Purposes may be promoted;
- b. confirm that a quorum is present before conducting any business at any meeting of the organization,
- c. preside at all meetings of the PTO;
- d. appoint chairmen of special committees subject to approval of executive board;
- e. be authorized to sign on bank accounts;
- f. be authorized to sign contracts that have been approved by the executive board;
- g. call a meeting of the newly elected officers within thirty (30) days after the election meeting for the purpose of approving appointments of standing committee chairmen and such other business as becomes necessary;
- h. appoint a member, subject to the approval of the executive board, who is not authorized to sign on the bank account to open, review, initial and date each bank statement;
- i. appoint the audit committee subject to the approval of the executive board; and
- j. serve as an ex-officio member of all committees except the nominating and audit committees.

### Section 2. The Vice President shall:

- a. act as aide-to-the-President; and



- b. preside in the absence of the President.

Section 3. The Secretary shall:

- a. record the minutes of all meetings of the PTO;
- b. keep an accurate record of attendance at PTO Board meetings;
- c. be responsible for correspondence;
- d. collect and preserve documents relating the history of the PTO;
- e. have a current copy of the bylaws;

Section 4. The Treasurer shall:

- a. have custody of all the funds of the PTO,
- b. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy;
- c. make disbursements in accordance with the budget adopted by the PTO;
- d. sign on bank accounts;
- e. present a financial report, both written and verbal, at every meeting of the PTO and as requested by the executive board or the voting body;
- f. make a full report at the annual meeting;
- g. be responsible for the maintenance of such books of account and records as conform to the requirements of Article VI, Section 2 of these bylaws;
- h. complete and file all necessary tax documents; and
- i. present books to the audit committee as requested.

Section 5. All officers shall:

- a. have a current copy of the PTO bylaws;
- b. perform the duties outlined in these bylaws and those assigned from time to time; and
- c. deliver to their successors or the President all official materials within fifteen (15) days following the date at which their successors assume their duties.

**ARTICLE VII: Meetings**

Section 1. This PTO shall hold a minimum of three (3) meetings a year.

Section 2. Special meetings of the PTO may be called by the President or by a majority of the executive board, at least three (3) days notice having been given.

Section 3. Four (4) members shall constitute a quorum for the transaction of business in any meeting of this organization.



### **ARTICLE VIII: Executive Board**

Section Members of the executive board shall consist of:

- a. Voting Members:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Membership Chair
  - Fundraising Chair
- b. Non-Voting Members:
  - Chairmen of special committees
  - The Principal of the school
  - one additional school representative

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

- a. transact necessary business in the intervals between PTO meetings and such other business as may be referred to it by the organization;
- b. present a report at the regular meetings of the PTO;
- c. approve the Plans of Work of all officers and committee chairmen;
- d. create standing and special committees;
- e. adopt a conflict of interest policy annually;
- f. prepare and submit a budget for the year to the PTO for adoption;
- g. approve routine bills within the limits of the budget; and
- h. fill vacancies of officers and chairmen.

Section 3. Meetings

- a. Regular meetings of the executive board shall be held prior to each regular organization meeting, the time to be determined by the board at its first meeting of the year.
- b. Four (4) voting members of the executive board shall constitute a quorum.
- c. Special meetings of the executive board may be called by the president or by a majority of the members of the board, at least three (3) days notice being given.

### **ARTICLE IX: Standing and Special Committees**

Section 1. Only members of the organization shall be eligible to serve in any elected or appointive position.



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

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

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

Section 5. All standing committee chairmen shall:

- a. deliver to their successors or the President all official materials within fifteen (15) days following the date at which their successors assume their duties;
- b. present a Plan of Work to the executive board for approval. No committee work shall be undertaken without this approval; and
- c. have a current copy of the PTO bylaws.
- d. In calculating a quorum, filled board positions rather than positions available will be counted.

Section 6. The President shall be a member ex-officio of all committees except the nominating and audit committees.

Section 7. The quorum of any committee shall be a majority of its members.

#### **ARTICLE X: Fiscal Year**

Section 1. The fiscal year of this organization shall begin July 1 and end on the following June 30.

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

Section 3. The audit committee report shall be adopted by the organization.

#### **ARTICLE XI: Amendments**

Section 1.



- a. These bylaws may be amended at any meeting of the board, provided a quorum is present, by two thirds (2/3) vote of the members present and voting.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by a two-thirds vote of the executive board. The procedure for action on amendments in Section 1.a. should then be followed.
- c. A revision of the bylaws or any amendments shall go into effect after the vote is passed.