

Baines Middle School Parent Teacher Organization Bylaws

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Article I: Name & Purposes

Section 1: Name. The name of this Organization shall be the Baines Middle School Parent Teacher Organization (hereinafter referred to as the “PTO”), a voluntary, non-profit unincorporated association which may, within the limits of applicable law, do all things necessary or desirable for the attainment of its stated purposes.

Section 2: Purpose. The purpose of the Organization is to provide support and enhancement of the education and welfare of the students of Baines Middle School and to promote open communication among administration, teachers, parents and community. The Organization exists exclusively to promote the recreational, charitable and educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future tax code (hereinafter “Internal Revenue Code”).

Article II: Policies

Section 1: Governance. The Organization is limited to promoting and assisting in the education and welfare of the children of Baines Middle School or any other authorized designee and will be developed through meetings, committees and projects.

Section 2: Endorsements. The PTO shall not engage, participate nor intervene in any activity or transaction which would result in the loss of its status as a tax exempt entity.

Section 3: Dissolution. Upon the dissolution of the Organization, after paying debts and obligations of the Organization, the remaining assets will be distributed to the school, one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954, according to district policy.

Section 4: Drawings/Contests: All Baines students regardless of parent/guardian affiliation with FBISD or Baines Middle School PTO will be eligible for all drawings, contests and other competitions sponsored by Baines Middle School PTO. Drawings will be done by neutral parties and in a public atmosphere.

Section 5: Baines Middle School Equipment/Property:

In an attempt to be fiscally responsible Baines Middle School PTO will only permit BMSPTO equipment/property to be used for Baines Middle School sponsored events/activities.

Article III: The Membership

Section 1: Eligibility. Membership in the PTO shall be open to those individuals who subscribe to its purpose and objectives, have expressed in written form their desire to be members and who are:

- a) Parents, grandparents or legal guardians of students enrolled in the School without regard to race, color, creed, national origin or religion.
- b) Members of the faculty, staff and their families without regard to race, color, creed, national origin or religion.
- c) Interested adults who do not qualify under a) or b) above, may petition its governing board ("The Board") to become members of the PTO.

Section 2: Annual Dues or Donations. The annual dues or donations for members shall be determined by the PTO.

Section 3: Members in Good Standing. Only current members in good standing shall have the privilege of making motions, voting or holding office. The Membership Chair shall maintain throughout the year a list of current members of the PTO.

Section 4: Additional Members. General enrollment of members shall be conducted annually at the beginning of each school year. Additional members shall be accepted at any time.

Article IV: Meetings

Section 1: General Meetings. General meetings of the members shall be held during the school year, day and time to be set annually. General meetings may be rescheduled by the PTO to avoid conflicts with holidays or other local meetings. The PTO shall conduct a minimum of two (2) General Meetings per school year.

Section 2: Board Meetings. Regularly scheduled meeting of the PTO shall be held monthly. Any items of business properly brought before the PTO may be transacted and voted on during such meetings.

Section 3: Special Meetings. Special meetings of the members may be called by the President at the request of a majority of the PTO, or at the request of five percent (5%) of the members, to transact any business which needs to be brought before the meeting.

Section 4: Notice. Three (3) day notice shall be required for any General, Special or Election meeting. Notice for all meetings shall indicate the time, date and place of the meeting. The meeting shall be called by means of posting or publication.

Section 5: Quorum and Manner of Voting. A quorum for General Meetings will be determined by counting twenty (20) current members on the PTO membership roster. Any item of business included in the agenda and properly brought before the meeting may be transacted and voted on during such meeting. The order of business to be followed during each meeting shall be determined by the President. Voting shall be by voice only unless either the President or Principal shall deem it necessary to have a vote by written ballot. If

a meeting of the general membership has been posted per Article IV, Section 4 and a quorum has not been met, the absent members votes will be counted as being in agreement with the PTO.

Article V: Elections

Section 1: The Nominating Committee: The Nominating Committee shall be a Standing Committee and shall be chaired by the Parliamentarian. The Nominating Committee shall be composed of the following:

- Current Year Parliamentarian
- Current Year PTO President
- Baines Middle School Principal
- Baines Middle School Faculty Representative
- One (1) current Baines Middle School PTO Board member
- One (1) representative from each Feeder Pattern Elementary School – when possible, preferably PTO President, VIPS representative or Other Board Member/Staff

The PTO Board shall make all required member appointments to the Nominating Committee no later than the conclusion of the third (3rd) nine weeks grading period. The Nominating Committee solicits candidates or recommendations to ensure there is at least one (1) qualified candidate for each position on the Board in order to present a slate of officers for election to the General Membership. The Nominating Committee will contact all persons nominated to confirm their willingness to serve. Service on the Nominating Committee does not exclude a person from seeking an office in the PTO.

Section 2: Elections. The Nominating Committee shall be responsible for recommending a nominee for election to each Executive designating the capacity in which each nominee has agreed to serve.

Section 3: Procedures. The election of Officers takes place prior to or during the last General Membership Meeting each school year. All voting members of the Organization may participate in the election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election will be resolved by written ballot.

Section 4: Term of Office. The term of each Officer is one year, beginning on July 1st and ending on June 30th. A person may be elected to the same office for a maximum of two (2) consecutive terms unless after all options have been exhausted in seeking a suitable replacement and none can be found, then a third (3) term may be deemed necessary with the guarantee that term be used to train a replacement for the following term.

Section 5: Removal from Office. Any officer may be removed from office at any time, with or without cause, by a majority vote of the entire PTO Board.

Section 6: Vacancies. The PTO Board fills any vacancy in office because of death, resignation, removal or inability to serve. However, should a vacancy occur in the office of

the President, the 1st Vice-President immediately assumes the office and the PTO Board fills the 1st Vice-President's vacancy.

Section 7: Quorum. The presence of one-half (1/2) plus one of the members of the Board shall constitute a quorum at any Business or Special meeting of the Board. All motions voted upon at any meeting of the PTO at which a quorum has been established and maintained throughout, shall be decided, except as otherwise provided in these Bylaws, by a majority of the PTO Board members present at the meeting. Each Officer position will be given one (1) vote even though more than one person can be elected to the position with the exception of 1st Vice President.

Section 8: Voting. A majority vote of the voting members of the PTO Board present at a meeting, at which a quorum has been established, shall be required for all action to be taken by the PTO Board.

Section 9: Email Voting. When a meeting is not physically possible, but regular Board business must be conducted, it may be necessary to conduct a Board vote via e-mail. The vote will be given proper notice, at least 24 hours, for a motion, second and discussion of the topic at hand (motion to be called for by the PTO President; time limits will allow for adequate and reasonable response time from all Board members). Once the discussion time period has ended, the President will call for a vote by email, with a time to respond clearly identified. Once the time allotment has passed, the President will tally the votes and post via email to all. At all times during this process, PTO members must respond with a "Reply All". Vote results will be posted on the PTO website within 12 hours and the vote will be recorded with minutes as a "Special Meeting" and as is required, will be voted on at the next regularly scheduled PTO Board meeting.

Section 10: Resignation. Any officer may resign by written notification to the President. Any member of the PTO Board missing two (2) meetings without notifying the President will be considered to have resigned.

Article VI: The Board

Section 1: Titles of Office. The members of the PTO Board shall consist of President, 1st Vice President of Fundraising, 2nd Vice President of Budget, Membership & Development Coordinator, VIPS Representative and Principal. The Principal, when unable to attend, may send his/her vote with the Assistant Principal.

Section 2: The President. The President shall be the Chief Executive Officer of the PTO and shall: a)if present, preside at all meetings of the members and the Board, b)be an ex officio member of all committees except the Nominating Committee, c)appoint with the advice and consent of the Board, the members and chairpersons of any special committees, d)have supervision of and general executive and administrative duties relating to the PTO subject to the control of the Board and e)implement the general directives, plans and policies formulated by the Board.

Section 3: 1st Vice President of Fundraising. The 1st Vice President of Fundraising shall: a)have such powers and responsibilities as may be determined by the President or the

Board, b)organize and direct all fundraising and c)perform other duties assigned by the President or the PTO Board. It is recommended that this shall be a position held by two people who share equally in the above mentioned responsibilities. In the case where two people occupy the position, both shall have a vote on all matters coming before the Board and the membership. In the absence of the President, the 1st Vice President of Fundraising shall perform the duties and exercise the authority of President. In the case where two people occupy the position, it is the discretion of the Board as to which will perform the duties and exercise the authority of the President.

Section 4: 2nd Vice President of Budget. The 2nd Vice President of Budget shall: a)have such powers and responsibilities as may be determined by the President or the Board, b)organize and direct the PTO budget, c)oversee the audit and d)perform other duties assigned by the President or the PTO Board.

Section 5: Membership and Development Coordinator. The Membership and Development Coordinator shall: a)be responsible for conducting at least one (1) annual Membership Drive of the PTO to commence at the beginning of the School year and conclude as deemed necessary by the Board, b)collect Membership dues of the PTO, c)review and update the PTO Voting Membership Roster as changes necessitate or as a minimum, prior to any meetings of the Board or General Membership, d)report monthly to the Secretary any changes to the Voting Membership Roster, prior to the aforementioned meetings, e)make the current Voting Membership Roster of the PTO available to the Board at all times and f)perform other duties assigned by the President of the PTO Board.

Section 6: VIPS Coordinator. The VIPS Coordinator shall: a)be responsible for coordinating the volunteer program within the School to meet the needs of the faculty, staff and students, b)act as a liaison between the School and the District and submit reports as required to the District and c)perform other duties assigned by the President or the PTO Board.

Section 7: Secretary. The Secretary shall: a)attend all meetings of the Members and the Board, b)record the minutes of those proceedings, c)distribute the minutes to all members of the Board within one (1) week and d)perform other duties assigned by the President or the PTO Board.

Section 8: Treasurer. The Treasurer shall: a)have custody of the funds, b)keep full and accurate accounts of receipts and disbursements in the books and records, c)deposit all funds in the name and to the credit of the PTO within a timely manner, d)present an accurate account of all transactions and a report on the financial condition of the PTO at each General and Board Meetings, e)prepare the financial books for audit, f)prepare and submit all required forms for income and sales taxes and f)perform other duties assigned by the President or the PTO Board.

Section 9: Publicist. The Publicist shall: a)be responsible for publicity for all events of the PTO, b)shall act as a liaison between the PTO and the media, c)shall keep the official history of the PTO, d)shall keep an annual record of all of the activities of the PTO and e)perform other duties assigned by the President or the PTO Board.

Section 10: Staff Appreciation Coordinator. The Staff Appreciation Coordinator shall: a)develop, implement and oversee programs approved by the PTO to show appreciation to

the School faculty and staff, such as, but not limited to, birthday celebrations, lunch and staff appreciation week and b)perform other duties assigned by the President or the PTO Board.

Section 11: Parliamentarian. The Parliamentarian shall: a)advise the presiding officer on questions of parliamentary procedure according to Robert's Rules of Order and these Bylaws, b)determine quorums, c)tabulate votes at all Board, General, Election and Special Meetings, d)maintain order at all Board meetings, e)keep the Bylaws and amendments in a designated book, f)act as chairman of the Nominating Committee and g)perform other duties assigned by the President or the PTO Board.

Section 12: Teacher Representative. The Teacher Representative shall: a)be chosen by the faculty or appointed by the Principal, b)shall attend PTO meetings and be willing to give faculty input to agenda items and c)perform other duties assigned by the President or the PTO Board.

Section 13: The Principal. The Principal, or his/her designated replacement, shall attend Board meetings and provide information to related agenda items.

Section 14: Boondoggle Coordinator. The Boondoggle Coordinator shall: a)plan and execute the annual Baines Boondoggle b)holds one vote and c)perform other duties assigned by the President or the PTO Board.

Article VII: Finances

Section 1: The Budget. The PTO Board shall present to the Membership during the last quarter of the school year, a budget of anticipated revenue and expenses for the next fiscal year, which shall run from July 1st until June 30th. This budget shall be used to guide the activities of the PTO during the year. Any deviation greater than twenty percent (20%) from the budget must be approved in advance by the Membership.

Section 2: Obligations. The PTO may authorize any PTO Board Member to enter into contracts or agreements for the purchase of materials or services on behalf of the PTO. The PTO Board Members shall not have the authority, however, to enter into such agreements on behalf of Baines Middle School or the Fort Bend Independent School District, nor should they present themselves as having such authority.

Section 3: Loans. No loans shall be made by the PTO to its Board Members or General Membership.

Section 4: Monetary Transactions. All checks, drafts or other orders for payment of money on behalf of the PTO shall be signed by the Treasurer and the President. In the event the President or the Treasurer is not available, the Parliamentarian may act as a signee. All funds raised by the PTO are for the sole use of the purposes of the Baines PTO.

Section 5: Deposit of Funds. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.

Section 6: Financial Report. The Treasurer shall present a financial report at each PTO Board Meeting and General Membership Meeting of the PTO and shall prepare a final report at the close of the year. The PTO Board shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct per Fort Bend Independent School District guidelines, shall sign a statement of that fact at the end of the report.

Section 7: Spending. Prior PTO Board approval is required for every expenditure over \$1000, including items approved in the budget.

Article VIII: Ad Hoc Committees

Ad Hoc Committees are created with approval of the PTO Board when new projects are instituted or needs are identified. These committees are not permanent and may be established and disbanded on an as needed basis. The Chairpersons of these committees may attend PTO Board Meetings but are considered non-voting members of the PTO Board.

Article IX: Amendments

These Bylaws may be amended at any General meeting of the members, at which a quorum is present and voting throughout, by a vote of two-thirds (2/3) of the members present at such meeting, provided the proposed amendment was posted on the PTO website five (5) days prior to the vote.

Article X: Parliamentary Authority

Robert's Rules of Order Revised shall govern this PTO in all cases to which they are applicable and in which they are consistent with these Bylaws.