

**Debakey HSHP Parent Teacher Organization
Constitution and Bylaws**

Article I: Name

The name of this organization shall be the DeBakey HSHP Parent Teacher Organization (hereafter referred to as “PTO”) and it shall have no affiliation with any local, state, or national organization with similar objectives.

Article II: Purpose

- Section 1: To foster a better understanding of the learning process through communication among parent(s)/guardian(s), faculty/staff, and school community.
- Section 2: To encourage interaction between family and school in meeting the needs of children.
- Section 3: To serve as a source of support for the school administration, faculty, and staff with volunteer and financial assistance to meet the particular needs of the various programs on campus.
- Section 4: To cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school and shall not seek to control its policies.
- Section 5: To promote goodwill and support for the school in the community at large.
- Section 6: To raise funds from the community for the benefit of the students, teachers, and the school.

Article III: Tax-Exempt Organization

- Section 1: The PTO is organized exclusively for educational purposes and qualifies as an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue law).

Article IV: Membership and Dues

- Section 1: PTO Membership shall be open to all parent(s) or legal guardian(s) of a child enrolled at DeBakey HSHP, and any teacher, administrator or staff member.
- Section 2: An annual drive for Membership shall be conducted in the fall semester on a school-wide basis, but new members may join at any time.
- Section 3: The annual dues for Membership shall be set by the Executive Committee.
- Section 4: A registered member in good standing shall be in compliance with the bylaws and shall serve in any elected or appointed position or vote on matters submitted to a vote of the membership.

Article V: Officers

- Section 1: The officers of this organization shall, hereafter identified and included in the “Executive Committee:” President, 1st Vice President, 2nd Vice-President, 3rd Vice-President, Treasurer, Secretary, and Parliamentarian. Each Officer should serve a one-year term, and if re-elected can serve two-year term. If the organization decides on Co-Chairs, then the Co-Chairs can serve staggering years. Each officer shall serve no more than two years.
- Section 2: These officers shall be elected every year at a spring Meeting no later than April. Their term of office shall begin immediately after the May Meeting.
- Section 3: A nominee or nominees for each office shall be found by the Nominating Committee. The Chairperson and all members of the Nominating Committee shall be appointed by the President(s).
- a) The Committee shall be as representative of the school population as is possible. The Committee shall consist of five (5) PTO members, including parents, the Principal or Principal’s Designee, and Faculty Representative.
 - b) The first duty of the Nominating Committee Chairperson shall be to notify the Membership of the identity of the Committee and the date of the initial meeting, which shall be at least three (3) weeks prior to the election meeting.
 - c) The slate of officers selected by this Committee shall be made known to the Membership of the organization in writing at least one (1) week prior to the election meeting.
 - d) The Nominating Committee shall recommend Committee Chairs to be appointed by the President(s) for other slots on the Board insofar as they are able.
- Section 4: At the Election Meeting, additional nominations may be made from the floor. Voting shall be by secret ballot. A simple majority of those present that are PTO members and voting shall be required to elect.
- Section 5: If an office becomes vacant, the Executive Committee shall appoint a person to fill that vacancy.

Article VI: Duties of Officers

- Section 1: **The President(s) shall:**
- a) Coordinate the work of the officers and committees of the organization in order that its purposes may be promoted;
 - b) Confirm that the defined quorum is present before conducting any business requiring a vote at any meeting of the DeBakey PTO General

Membership and the DeBakey PTO Executive Committee and Board of Directors;

- c) Prepare agendas for and preside at all meetings of the DeBakey PTO General Membership and the DeBakey PTO Executive Committee and Board of Directors;
- d) Notify Executive Board members of Regular, Special and Emergency meetings, unless the president delegates this task to the secretary;
- e) Appoint chairs of standing and special committees with the ratification of the Executive Board;
- f) Be authorized to sign on bank accounts (two authorized signatures shall be required on all checks over, \$1,000.00) unless said expense in excess of \$1,000.00 has received prior approval by the Executive Board);
- g) In the absence of the Treasurer and/or Assistant Treasurer, the President(s) shall be empowered as a second signer on checks for the organization.
- h) Be an ex-officio member of all committees with the exception of the nominating committee.
- i) Make recommendations to the principal for the parent members of the Shared Decision Making Committee;
- j) Keep a current copy of the DeBakey PTO bylaws.

Section 2: The **1st Vice President(s)** shall be responsible for coordinating all fundraising efforts. S/he or they shall act for the President(s), if absent, and perform such other duties as may be assigned by the President(s).

Section 3: The **2nd Vice President(s)** shall be responsible for all PTO communications including:

- a) Maintain the website and event calendar
- b) Ensure notifications of forms are being sent to appropriate Board Members
- c) Keep PTO database updated in Mailchimp
- d) Send news emails to parents at least monthly during the school year
- e) Manage the PTO emails and Google Drive via Google Admin
- f) Act for the President(s) and 1st Vice President, if absent, and perform such other duties as may be assigned by the President(s).

Section 4: The **3rd Vice President(s)** shall coordinate all volunteer activities within the school, including attending training sessions, keeping records of volunteer activities, and organizing volunteers for different events. S/he or they shall act for the President(s), if the President, 1st and 2nd Vice President(s) are absent, and perform such other duties as may be assigned by the President(s).

Section 5: **The Treasurer shall:**

- a) Oversee all DeBakey PTO organizational funds and, if requested, have access to all bank accounts of the DeBakey PTO;
- b) Keep books of account and records for the DeBakey PTO organizational funds, including bank statements, receipts, budgets, invoices, and paid receipts for the current and preceding five (5) years;
- c) Be authorized to sign on bank accounts (two authorized signatures shall be required on all checks over \$1,000.00 unless said expense in excess of \$1,000.00 has received prior approval by the Executive Board);
- d) Present a financial statement at PTO General Membership meetings, Executive Board meetings, and at other times when requested by the DeBakey PTO or its Executive Board;
- e) Oversee filing of all forms required by the Internal Revenue Service or other governmental agency;
- f) Keep a current copy of the DeBakey PTO bylaws;
- g) Submit the books to the auditing committee.

Section 6: **The Secretary shall:**

- a) Record the minutes of all meetings of the Executive Board and General Membership and present the minutes to the President to review before its posted on the PTO website.
- b) The Secretary shall prepare for distribution before each meeting, and shall answer all correspondence. The Secretary shall send out notices of all called meetings, and of other meetings when necessary.
- c) Maintain the DeBakey PTO minute book;
- d) Keep a current copy of the DeBakey PTO bylaws;

Section 7: **The parliamentarian shall:**

- a) Plan to attend all scheduled meetings of the Executive Board and the General Membership and designate a member with the approval of the President to assume the duties of the parliamentarian for any meeting the parliamentarian cannot attend;
- b) Confirm that a defined quorum is present before conducting any business requiring a vote at any meeting of the DeBakey PTO General Membership and the DeBakey PTO Executive Board.
- c) Advise on matters of parliamentary procedure when requested;
- d) Serve on the bylaws committee when one is created;
- e) Keep a most recently revised copy of Robert's Rules of Order; and
- f) Keep a copy of the current DeBakey PTO bylaws and bring it to all meetings of the Executive Board and General Membership

g) Shall remain impartial and therefore does not make motions, participate in debates or vote on any item.

Article VII: The Executive Committee

- Section 1: The Executive Committee shall consist of the elected Officers of the organization.
- Section 2: The Executive Committee shall have the power to act for the organization in an emergency. A report of all such actions shall be rendered to the Board at its next regular meeting.
- Section 3: The Executive committee will meet only as needed. A simple majority of the Executive Committee shall constitute a quorum. (Note: see Board of Directors meetings below.)

Article VIII: Board of Directors

- Section 1: The Board of Directors (hereafter referred to as "Board") shall consist of the Executive Committee, and all current standing Committee Chairs
- Section 2: All Committee Chairs shall be defined by the guidelines provided to the Nominating Committee by the current Board. Responsibilities of the Board shall include but not be limited to the following:
- a) The board shall approve the general annual program of activities and initiatives;
 - b) The board shall review and approve annual budget including revenue and expenses, to be approved by the PTO members at a regular meeting;
 - c) The board shall review and approve proposals from Members for expenditures; and
 - d) The board shall approve Chairs of Standing Committees.
- Section 3: A quorum shall consist of at least five (5) members of the board present at Board of Directors' meetings, at least two (2) of whom are members of the Executive Committee.
- Section 4: Any Officer may be removed by a two-thirds (2/3) majority vote of a quorum of the Board of Directors whenever, in its judgment, the best interests of the PTO are served by the removal. If an Officer has more than three (3) consecutive unexcused absences from an Executive Committee meeting, that Officer may be removed from office. Due notice in writing must be provided to the Officer by the President(s) no later than twenty-four (24) hours before such proceedings.

Article IX: Finance and Accounting Policies

- Section 1: The PTO fiscal year shall begin on the first day of August and end on the last day of July of the following year.
- Section 2: The Board shall approve a proposed Budget no later than September, to be voted on by members at the October Membership meeting.
- Section 3: The Executive Committee shall designate a financial institution into which all PTO funds will be deposited. Signature cards must be on file at designated financial institution and updated annually.
- Section 4: a) Two authorized signatures shall be required on all requested forms.
b) Authorized signatories shall be the President(s) and Treasurer.
c) A check payable to one of the Authorized Signatories cannot be signed by that individual.
- Section 5: Any and all checks and related financial information shall be in possession and maintenance of the Treasurer.
- Section 6: A board member without signatures on the check will be designated each year to reconcile PTO bank account quarterly.

Article X: Meetings

- Section 1: **Membership Meetings**
- a) There shall be eight (8) monthly meetings, whose schedule is set by the Executive Committee prior to the end of the preceding school year.
- b) Notice of these meetings shall be distributed school-wide at the beginning of the school year.
- c) These meetings shall be open to anyone within the Debakey HSHP community who wants to attend. Only PTO Members in good standing shall be eligible to introduce motions, debate, and vote at the Membership meetings.
- d) Each member is entitled to one (1) vote.
- e) No member may cast a vote by Proxy.
- f) No member may submit a vote by email or text message.
- g) When necessary, other Meetings may be called by the President, a simple majority of the Executive Committee, or upon written request by twenty (20) members.
- i. Notice of meetings shall be given to the membership in writing at least one week in advance.
- h) A quorum shall consist of a majority of members in attendance at meetings.
- i) The purpose of the meetings is the approval of the annual budget, the nomination and election of Officers, and the adoption or amendment of the Constitution and Bylaws, as well as general assistance in the operation of the organization.
- Section 2: **Board of Directors Meetings**

- a) Board of Directors (hereafter referred to as “Board”) meetings shall be held a minimum of four (4) times during the year.
 - i. Dates for the upcoming year will be set prior to the end of the preceding school year.
 - ii. No Board meeting will be held during the month of July.
 - iii. A Board meeting date may be changed by a majority vote of the Executive Committee with a one (1) week notice given to the members of the Board.
- b) Board meetings shall be open to the Executive Committee, the Board of Directors, and those requested by the Board.
- c) A quorum shall consist of five (5) members of the organization, at least two (2) of whom are members of the Executive Committee.

Article XI: Suggested Order of Business

- I. Call to Order by President
- II. Principal’s Report
- III. Approval of the Minutes from the previous meeting
- IV. President’s Report
- V. Treasurer’s Report
- VI. 1st Vice President’s Report
- VII. 2nd Vice President’s Report
- VIII. 3rd Vice President’s Report
- IX. Committee Reports as needed
- X. Unfinished Business
- XI. New Business
- XII. Adjournment

Article XII: Amendments and Parliamentary Authority

Section 1: The Constitution and Bylaws of this organization may be amended at any meeting by a two-thirds (2/3) vote of the membership present, provided the membership has been given seven (7) days written notice of the meeting and Proposed Amendments.

Section 2: The rules contained in Robert’s Rules of Order Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Article XIII: Administrative Approval

A School Administrator shall approve all organizational activities and communications to be distributed prior to implementation.