

PIN OAK MIDDLE SCHOOL PARENT TEACHER ORGANIZATION BYLAWS

I. General Provisions

A. Name

These Bylaws govern the affairs of PIN OAK MIDDLE SCHOOL (hereinafter “POMS”). The name of this organization shall be PIN OAK MIDDLE SCHOOL PARENT TEACHER ORGANIZATION (hereinafter “PTO”). The PTO shall have no affiliation with any local, state, or national organization with similar objectives.

B. Purpose

Section 1 - The purpose of the PTO is to support the mission of POMS and to foster excellence in education at POMS by supporting and enriching the activities and programs that promote a positive environment through the involvement of parents, school, and the community.

Section 2 – The policies of the PTO are established to maintain a tax-exempt status pursuant to section 501(c)(3) of the Internal Revenue Code.

Section 3 – The PTO shall be noncommercial, nonsectarian, and nonpartisan.

II. Membership

Section 1 – Any parent or guardian of a POMS’s student or any POMS’s administration, staff, and faculty member currently employed by POMS may become a PTO member.

Section 2 – Each member shall pay annual membership dues of no less than five dollars (\$5.00) to the PTO. Dues can be submitted throughout the fiscal year. There are no proration’s or refunds. Membership is not transferable or assignable.

Section 3 – Each individual, paid member of the PTO is entitled to one vote.

Section 4 – No member of the PTO may speak or write on behalf of the PTO unless authorized to do so by the President or Executive Board.

III. Executive Board

A. General Provisions

Section 1 – The Executive Board positions are: President, Principal, President Elect, President Emeritus, Vice-President of Communications, Vice-President of Activities, Vice-President of Development, Vice-President of School Store, Treasurer, Treasurer Elet, Vice-President of Budget and Finance, Recording Secretary, Corresponding Secretary, and Parliamentarian. These positions may be shared positions between individuals, thus acting equally as co-positions. Any two or more offices may be held by the same person except the offices of President, President Elect, Treasurer, and Vice-President of Budget and Finance.

Section 2 – Only members of the PTO in good standing are eligible to sit and vote on The Executive Board.

Section 3 – Positions shall be elected for a term of one year beginning on July 1 and ending on June 30. An individual may not serve more than three consecutive years in any one position on the Executive Board.

Section 4 – Each individual on the Executive Board is allowed one vote regardless of whether that individual is a co-position or holds more than one position on The Executive Board.

Section 5 – No officer shall be compensated by the PTO for their service.

Section 6 – No officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

B. Meetings

Section 1 – Meetings of the Executive Board and general PTO shall be held monthly during the school year. Meetings are subject to resetting by the Executive Board in the event of holidays or scheduling complications.

Section 2 - Regular meetings of the Executive Board shall be held prior to each regular meeting of the general PTO, the times and place to be fixed and publicized by the Executive Board at the first meeting of the year.

Section 3 – Special meetings of the Executive Board may be called by the President or by at least five (5) members of the Executive Board upon twenty-four (24) hours prior notice of the meeting.

Section 4 – Special general PTO meetings may be called by the Executive Board upon twenty-four (24) hour notice.

Section 5 – A majority of the Executive Board members shall constitute a quorum. Unless otherwise stated, a majority present allows the passage of a motion.

Section 6 – A quorum of the general membership shall be eight (8) members of the PTO. Unless otherwise stated, a majority present allows the passage of a motion.

Section 7 – Proxy votes, defined by the delegation of vote to another member, are not allowed. However, at any time, a vote may be cast by any form of communication at the President’s discretion as long as recorded appropriately by the Recording Secretary.

C. Nominations

Section 1 – A Nominating Committee will be formed with the President Elect as chairperson, President, and no fewer than three (3) additional members who the President Elect appoints. This committee will compile a slate of nominees through the following process and will present the slate to the Executive Board at the May meeting and then present to the general PTO on the May meeting.

Section 2 – The Nominating Committee shall be formed no later than March 15. By March 15, the Nominating Committee will publicize and open up nominations.

Section 3 – The slate of nominees shall be made known to the Executive Board at least twenty-four (24) hours before the May Executive Board meeting. Upon Executive Board approval, the approved slate of nominees shall then be made known to the general PTO who then must approve the slate.

Section 4 – The slate of nominees who must be elected by the Executive Board and general PTO shall consist of President, President Elect, Vice-President of Communications, Vice-President of Activities, Vice-President of Fundraising and Development, Vice-President of School Store, Treasurer, Treasurer Elect and Vice-President of Budget and Finance. All other Executive Board positions, including but not limited to Recording Secretary, Corresponding Secretary, and Parliamentarian, as well as all committee chairs and other positions are appointed by the President.

D. Vacancies

Section 1 - A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

Section 2 - In the event of an inability to fill a position, the duties of the vacant position will be distributed among other Executive Board members by the President

until the position is filled.

Section 3 – A vacancy in any appointed position shall be filled by the President at the President’s discretion.

E. Removals

An Elected Officer may be removed from office for failure to perform duties or for unethical or criminal behavior by a two-thirds (2/3) vote of the Executive Board.

F. Duties

Section 1 – All positions, including but not limited to Executive Board and any and all subcommittees, are to maintain a permanent portfolio to be delivered to their successor no later than ten (10) days following the last day of school. The portfolio must include a synopsis of their tenure, the past year’s budget, and the approved, upcoming year’s budget.

Section 2 – During the school year and as needed during the summer, each position with subcommittees must communicate with their subcommittee chairs monthly for the purpose of providing status report at the Executive Board meeting.

1. President

The President shall:

- a. Serve as liaison with the Principal
- b. In the event of a tie, cast the deciding vote
- c. Have signatory authority on checks
- d. Represent the PTO at the Shared Decision Making Committee
- e. Appoint special committees as needed
- f. Appoint chairs of special committees subject to the approval of the Executive Board
- g. Chair, appoint, and coordinate the Grants Committee
- h. Generate, coordinate, and maintain the master calendar
- i. Appoint financial audit committee pursuant to IV. C Section 1 below

2. President Emeritus

The immediate past president shall automatically serve on the Executive Board for an additional year, if available, in an advisory capacity to the President.

3. President Elect

President Elect shall:

- a. Perform all duties of the President in the President's absence, resignation, or inability to serve
 - b. Chair, appoint, and coordinate the Nominating Committee
 - c. Serve as President the following year
 - d. Have signatory authority on checks
 - e. Be a member of the Grants Committee
 - f. Work with New Student Orientation Coordinator for New Student Orientation
 - g. Work with school administrators and PTO School Supply Chairs to generate school supply list and promote pre-orders.
4. Vice-President of Communications shall chair and/or appoint the following committees:
- a. Publicity Committee - submit articles and photographs of interest to media
 - b. Website Committee - create and maintain the PTO website
 - c. PTO Newsletter Committee - maintain the PTO newsletter
5. Vice-President of Activities shall chair and/or appoint the following committees:
- a. Eighth Grade Activities Committee – plan and coordinate graduation parties and activities
 - b. Volunteer Coordinator – solicit and coordinate volunteers for PTO activities and maintain a volunteer database
 - c. Hospitality Committee – coordinate and staff refreshments at PTO functions
 - d. Staff Appreciation Committee – coordinate and provide benefits to the administrators, staff, and teachers
 - e. Beautification Committee – coordinate and maintain the exterior appearance of the school
 - f. Pin Oak Idol Committee – coordinate Pin Oak Idol
 - g. Pin Oak Middle School Mom's (POMS Mom's) – organize and coordinate social events to create community among POMS parents
6. Vice-President of Fundraising & Development shall chair and/or appoint the following committees:
- a. Directory Committee – produce the school directory
 - b. Retail Partnership Committee – coordinate with community retailers on incentives
 - c. Fall Event Committee – coordinate the fall event
 - d. Spring Event Committee – coordinate the spring event

- e. Membership Committee – conduct membership drive and maintain the membership database
 - f. Giving Tree Committee – coordinate donations and fabrication and installation of the Pin Oak Giving Tree
 - g. Bellaire Fun Run Committee – coordinate with Bellaire Fun Run organizers and promote Bellaire Fun Run at POMS
 - h. Technology Fund Committee – apply and solicit for technology grants and donations
 - i. Athletic Club Coordinator – liaison between POMS sports and coaches and the PTO.
7. Vice-President of School Store shall:
- a. Direct all activities of school store
 - b. Coordinate and direct activities and volunteers for Charger Camp
 - c. Ensure all money whether cash, checks, or notes be deposited weekly
 - d. Manage supply inventory
 - e. Manage store volunteers
 - f. Manage uniform inventory
8. Treasurer shall:
- a. Act as custodian of funds and securities and perform all banking activities of the PTO
 - b. Receive all funds of the PTO, including, but not limited to: donations, dues, fundraising sales, and contributions
 - c. Maintain up-to-date financial records of the PTO
 - d. Make disbursements in accordance with the budget adopted by the PTO
 - e. Complete all financial updates by the close of the fiscal year and provide a full year-end report
 - f. Submit all requested and required data and records for annual audit
 - g. Renew and submit annual premium for Directors and Officers insurance policy
 - h. Coordinate and cooperate to provide financial information to the third party auditors in IV below
 - i. Coordinate and communicate with Vice-President of Budget and Finance to perform duties
 - j. The Treasurer may designate a Purchasing Agent who is approved by the Executive Board. The Purchasing Agent shall coordinate with Treasurer to make approved grant and PTO purchases. The Purchasing Agent is not an Executive Board position but is an administrative assistant.

9. Treasurer Elect Shall:
 - a. Assist the Treasurer with banking matters and be authorized to sign on bank accounts
 - b. Perform all duties of the Treasurer in the Treasurer's absence, resignation, or inability to serve.
 - c. Serve as Treasurer the following year

10. Vice-President of Budget and Finance shall:
 - a. Prepare annual budget with input from the Executive Board and chairs
 - b. Reconcile bank account monthly
 - c. Provide year-to-date financials at each Executive Board, general PTO meeting, and at other times upon request of the Executive Board
 - d. By August 15 and upon request, provide financial details in writing to each committee chair and their overseeing vice-presidents
 - e. Oversee and implement the preparations, filings and payment of any and all local, state, and federal financial forms and/or taxes, including but not limited to state sales tax
 - f. Review Treasurer's email
 - g. Coordinate and communicate with donors, including but not limited to corporate sponsors, matching gifts, and designated funds that require special attention
 - h. Track payment of PTO grants
 - i. Verify and maintain corporate status and filings
 - j. Coordinate and cooperate to provide financial information to the Financial Audit Committee in IV. C. below
 - k. Coordinate and communicate with Treasurer to perform duties

11. Recording Secretary shall:
 - a. Give proper notice to all members of the Executive Board and general PTO of meetings
 - b. Keep an accurate permanent record of all meetings of the Executive Board and the general PTO and prepare and provide the minutes for each meeting
 - c. Prepare and timely distribute agenda for all Executive Board and general PTO meetings
 - d. Maintain and update archive of any and all minutes relating to PTO

12. Corresponding Secretary shall:
 - a. Maintain and update the official PTO letterhead

- b. Attend to the official correspondence of the PTO, including but not limited to gestures of appreciation and sympathy
- c. Coordinate with each committee chair to generate and send tax donation receipt letters and maintain a template thereof

13. Parliamentarian shall:

- a. Assist the presiding officer in maintaining order in all meetings
- b. Rule on any point of parliamentary procedure
- c. Serve as chair and appoint a special committee to amend Bylaws
- d. Direct that any and all bylaw revisions to be approved by Executive Board and general PTO

IV. Financial Policies

A. Financial Policies

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

Section 2 – All income to the PTO must be documented and submitted to the Treasurer within one week (7 days) of receipt, with the exception of HISD holidays. All funds received by the Treasurer must be deposited in the PTO bank account within ten (10) days.

Section 3 – Reimbursements for all expenses shall be submitted to the Treasurer within thirty (30) days of the incurred expense but at least seven (7) days after the last day of school. All reimbursement requests must be accompanied by a receipt and approved by the committee chair.

Section 4 – Two (2) of the three (3), including President, President Elect, and Treasurer, must sign off on all checks more than \$500. No signatory may sign off on any check to his or herself.

B. Budget

Section 1 – The Budget Committee consisting of the President, President Elect, and Vice-President of Budget and Finance shall meet to review and discuss the past year's budget and the future year's budget. The future year's budget agreed upon by this committee will be compiled by the Vice-President of Budget and Finance and will be proposed and approved at the May Executive Board meeting.

Section 2 – Any expenditure over the budget requires Executive Board approval.

C. Financial Audit Committee

Section 1 – The Financial Audit Committee, appointed by the President, shall be made up of no fewer than two (2) people who do not currently serve on the Executive Board and do not have signatory authority on any PTO financial accounts. The Financial Audit Committee shall audit the financial records of the PTO and prepare a fiscal year-end audit report due by the last day of school. Auditor cannot audit a year for which they prepared the books and records.

V. Amendments of Bylaws

Section 1 – Any and all alterations, amendments, or revisions must first be approved by a majority vote of the Executive Board; and then two-thirds (2/3) vote of the general PTO members present and constituting a quorum.

Section 2 - Notice of the proposed alterations, amendments, or revisions must be made available to the general PTO ten (10) days prior to the general PTO meeting.

VI. Dissolution

Section 1 – The PTO may be dissolved provided thirty (30) days notice is given to the general PTO membership, a vote is taken with a quorum present, and the vote is approved by a majority of those present.

Section 2 – Upon dissolution of the PTO, the remaining funds shall first be used to pay any and all outstanding debt and then the Executive Board shall determine by a majority vote how to spend the remaining funds.