

**BYLAWS**  
FRIENDSWOOD HIGH SCHOOL  
PARENT-TEACHER ORGANIZATION  
REVISED FEBRUARY 2018

**ARTICLE I - NAME**

The name of this organization is the Friendswood High School Parent-Teacher Organization, Friendswood, Texas (hereinafter referred to as the "Organization").

**ARTICLE II - ARTICLES OF ORGANIZATION**

The Organization exists as an unincorporated association of its voluntary members. In the event of any conflict between these bylaws and any other document of the Organization, if any, these bylaws shall govern.

**ARTICLE III - OBJECTIVES**

- Section 1. The objectives of the Organization are:
- a. To promote the welfare of children and youth in home, school, and community.
  - b. To bring into closer relation -- the home, the school, and the community; that they may cooperate intelligently in the optimum development of each student.
  - c. To facilitate communication between students, teachers, and parents/guardians.

**ARTICLE IV - BASIC POLICIES**

- Section 1. The following are basic policies of the Organization:
- a. The Organization shall be non-commercial, non-sectarian, non-partisan, and non-profit.
  - b. The name of the Organization or the names of any members in their official capacities shall not be used in any connection with a commercial or profit-making concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the Organization.
  - c. The Organization 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 in attempting to influence legislation by propaganda or otherwise.
  - d. The Organization may 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.
  - e. The Organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Organization in such matters shall make no commitments that bind the Organization.

## **ARTICLE V - FINANCIAL AND ACCOUNTING**

- Section 1. The Executive Board (see Article X, Section 1), shall decide all matters pertaining to the finances of the Organization and shall deposit all monies received to the credit of the Organization in the account designated by the Executive Board. All financial decisions made shall be reported at the next meeting and documented in the minutes.
- Section 2. All checks written or withdrawals made by the Organization must be co-signed by two of the following officers: President, Vice-President, Secretary, Treasurer or Parliamentarian. The five officers shall submit new signature cards to the bank upon assumption of responsibilities.
- Section 3. The Principal shall have access to view bank records.
- Section 4. The Executive Board shall not permit the solicitation of funds in the name of the Organization unless all of the funds so raised are placed in the account designated by the Executive Board in the name of the Organization.
- Section 5. No officer, committee chair, or member of the Organization shall receive, directly or indirectly, a salary or compensation from the Organization for services rendered related to his/her position as officer, committee chair, or member.
- Section 6. The fiscal year of the Organization shall begin on the first day of July and shall end on the last day of June of the following year.
- Section 7. A review of the bookkeeping by an accounting professional shall be performed annually, and must be completed within forty-five (45) days of the fiscal year.
- Section 8. Any pertinent tax forms must be filed in accordance with the federal laws. The annual electronic filing deadline for small exempt organizations currently is the 15<sup>th</sup> day of the 5<sup>th</sup> month after the close of the tax year, unless revised by the IRS.
- Section 9. The Organization shall ensure a minimum \$5,000 balance in the account at the end of the fiscal year.

## **ARTICLE VI - MEMBERSHIP AND DUES**

- Section 1. Any parent/guardian who has a student enrolled at Friendswood High School may become a member of the Organization. Faculty and staff members at Friendswood High School are eligible for membership.

Membership in the Organization shall be available without regard to race, gender, color, creed, or national origin.

- Section 2. The Organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.
- Section 3. Only members in good standing of the Organization shall be eligible to hold office, introduce motions, debate and vote. A member in good standing shall be in compliance with these bylaws and current with annual dues. Non-members may attend meetings of the Organization.
- Section 4. The annual dues of the Organization shall be set by the Executive Board of the Organization and shall be reviewed annually. Dues will be assessed per parent/guardian, faculty, or staff member.
- Section 5. An honorary life membership in the Organization may be given patrons who have performed sustained, outstanding services. A majority vote of the Executive Board is required. The honorary member shall pay no dues but shall have full membership rights.

#### **ARTICLE VII – MEETINGS**

- Section 1. Regular meetings of the Organization shall be held monthly, on the same day and at the same time each month, to be determined by the Executive Board; unless a change is approved by the Executive Board and posted fourteen (14) days in advance. Notice of meetings shall be made available to members of the Organization in such a manner as the Executive Board may direct.
- Section 2. Eight (8) members shall constitute a quorum for the transaction of business in any regular or special meeting of the Organization. Of these eight (8) members, at least two (2) must be officers and two (2) must be additional board members.
- Section 3. Regular meetings of the Executive Board shall be held monthly, on the same day and at the same time each month, to be determined by the Executive Board. A majority of the members of the Executive Board may constitute a quorum.
- Section 4. Special meetings of the Organization may be called by the Executive Board and notice of such meetings shall be given at least two (2) days in advance.
- Section 5. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board. A majority of the members of the Executive Board may constitute a quorum.

## **ARTICLE VIII - OFFICERS AND THEIR ELECTION**

- Section 1. The Officers of the Organization shall consist of a President, Vice President, Secretary, Treasurer and Parliamentarian. These Officers shall be elected annually for a term of one (1) fiscal year. A member may serve no more than two (2) consecutive terms in the same office. Each officer elected shall hold only one (1) office at a time.
- a. No member shall serve more than three (3) consecutive years as an officer.
  - b. Extension of tenure over the term limits to a position requires a unanimous vote by the Executive Board at a scheduled or called meeting.
- Section 2. There shall be a Nominating Committee consisting of at least three (3) members; two (2) to be selected by the Executive Board and one (1) faculty member and/or one (1) member-at-large to be selected by the Principal. Those members of the Nominating Committee shall be eligible to serve as Standing Committee Chairpersons but may not serve as an Officer.
- Section 3. The Nominating Committee shall select a candidate for each office and present the slate at a meeting held one (1) month (March) prior to the election (April). At that meeting, nominations may also be made from the floor. All nominations from the floor shall be approved by the Nominating Committee.
- The Nominating Committee shall give notice to the membership, at least fourteen (14) days prior to the election, of the candidate(s) for each office to be filled. Once posted, the slate is closed unless an office has no candidate.
- Section 4. Only those nominees who have consented to serve, if elected, shall be eligible for nomination.
- Section 5. The election shall be held at the second-to-last regular meeting of the school year (April). If a slate is presented, voting shall be by voice vote. If more than one person is running for an office, a ballot vote shall be taken. The Nominating Committee shall appoint two tellers to count the vote, when needed.
- Section 6. The newly elected officers shall be installed at the last meeting of the school year (May). At that time, Officers and Standing Committee Chairpersons, except for the Treasurer, shall submit to their successor a written report of the manner in which their office or committee has been conducted, along with any permanent records. The newly elected officers shall assume their duties and responsibilities July 1<sup>st</sup> of that year.

Section 7. If there is a vacancy in the office of President, the Vice President will become the President. At the next regular meeting of the Organization, a new Vice President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting of the Organization. Nomination for any office shall come from a majority vote of the Executive Board.

Section 8. Removal from Office. Officers can be removed from office with or without cause by a two-thirds vote of those members present (assuming a quorum) at a meeting of the Organization where previous notice has been given.

## **ARTICLE IX - DUTIES OF OFFICERS**

The Officers shall perform duties as may be prescribed by these bylaws or assigned by the Organization or by the Executive Board.

Section 1. The President shall preside over meetings of the Organization and Executive Board, serve as the primary contact for the Principal, represent the Organization at meetings outside the Organization, serve as an ex-officio member of all committees except the Nominating Committee, and coordinate the work of all the officers and committees so that the purpose of the Organization is served.

Section 2. The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve.

Section 3. The Secretary shall keep all records of the Organization, take and record minutes, prepare the agenda, handle correspondence, and ensure posting of upcoming meetings and agenda to the membership. The Secretary also keeps a copy of the minutes book and brings them to meetings. The Secretary shall ensure the posting of the regular meeting minutes on the PTO webpage. The Secretary, with the assistance of the membership committee chair, shall note the presence of a quorum in the minutes.

Section 4. The Treasurer shall receive all funds of the Organization, keep an accurate record of receipts and expenditures and pay out funds by check in accordance with the approval of the Executive Board. The Treasurer shall retain five (5) years of financial records.

The Treasurer shall present a statement of account at every meeting of the Organization and at other times when requested by the Executive Board and shall make a full report at the final meeting of the year. The Treasurer shall ensure the posting of the fiscal year budget and the monthly statement of account on the PTO webpage.

Section 5. The Parliamentarian shall be ready at all times to express an opinion on parliamentary procedures when requested by the presiding officer and shall keep a Robert's Rules of Order available as reference.

## **ARTICLE X - EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of the Officers of the Organization, the Standing Committee Chairpersons, and the Principal of the School and/or his/her representative. The Principal and/or his/her representative shall be continual members of the Executive Board.

Section 2. The duties of the Officers and/or Standing Committee Chairpersons shall be:

- a. To transact necessary business in the interval between regular Organization meetings and other such business as may be referred to it by the Organization.
- b. To create committees as necessary.
- c. To approve the plans of work for all committees; monitor the activities of these committees.
- d. To present a report at the regular meetings of the Organization.
- e. To adopt or amend by majority vote of the Executive Board such Standing Rules of Order as are necessary to conduct business but which are not in conflict with these bylaws.
- f. To prepare and submit to the Organization for approval a budget for the fiscal year.
- g. To approve routine bills within the limits of the budget.
- h. To approve expenditures up to the limits of the discretionary fund budget without an Executive Board vote, if deemed necessary by the President or the Vice President in the absence of the President. The Executive Board shall be advised of such expenditures.
- i. To appoint an accounting professional at least once a year to professionally review the bookkeeping of the Organization.

Section 3. In the event any member of the Executive Board is absent from three (3) consecutive meetings of the Executive Board, the Executive Board may, at its option, declare such office vacant. Due notice in writing (which could be via e-mail) shall be given the member by the Secretary before the vacancy shall be filled.

## **ARTICLE XI - STANDING COMMITTEES**

Section 1. The President shall appoint, with the approval of the Executive Board, the chairpersons of all committees as well as any special committees deemed necessary by the Executive Board.

Section 2. The following committees shall be held by the Organization: Membership, Volunteers, Hospitality, Fundraising, Student Success, Academic Banquet, Behind the Scenes, and Scholarship.

Section 3. All Standing Committee Chairpersons shall perform the duties of their position as well as those assigned by the Executive Board.

## **ARTICLE XII - DISSOLUTION**

Section 1. The Organization may be dissolved with previous notice (14 days) and a two-thirds vote of those members present (assuming a quorum) at a meeting of the Organization.

Section 2. **Distribution of Property upon Dissolution**  
Upon dissolution of the Organization and after all outstanding debts and claims have been satisfied, the Executive Board shall donate the property of the Organization to Friendswood High School.

## **ARTICLE XIII - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall govern the Organization with respect to rules or situations not specifically addressed in these bylaws or any Standing Rules of Order.

## **ARTICLE XIV - AMENDMENTS**

Section 1. 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 requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 2. These bylaws may be amended at any regular meeting of the Organization by a two-thirds vote of the members present (assuming a quorum), provided that notice of the proposed amendment shall have been given, in such a manner as the Executive Board may direct, at least fourteen (14) days prior to voting.

Section 3. **MONEY HANDLING:**

The cashbox shall be kept by the Treasurer at all times and be made accessible to the President (or Executive Board) for review as needed. For any fundraising or selling events, the Treasurer is responsible for the verification of the amount of cash before and after the sales. This verification must be witnessed by another PTO member. If the Treasurer cannot be present in person, the cashbox content must be counted when collected from the Treasurer and the amount recorded accurately.

At the end of the day, the cashbox must be verified and all cash counted by two PTO members then returned to the Treasurer with the new amount.

The Treasurer will have the responsibility of checking the cash and notifying the President of any discrepancies within 48 hours."

Section 4. All flyers, print ads, and forms need to be approved by the principal before publishing.