

Lamar High School Parent-Teacher Organization (PTO) Bylaws

Article I: Name

The name of this organization is the Lamar High School Parent-Teacher Organization (Lamar PTO), Houston, Texas.

Article II: Purposes

Section 1. The purposes for which the Lamar PTO is organized are:

- a. To promote the welfare of children and youth in home, school and community.
- b. To secure adequate laws for the care and protection of children and youth.
- c. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- d. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantage in physical mental and social education.

Section 2. The purposes of the Lamar PTO are promoted through an educational Program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article IV.

Section 3. The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501©(3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code").

Article III: Offices

Section 1. The principal office of the Lamar PTO shall be located in Houston, Harris County, Texas.

Section 2. The Lamar PTO shall have and continuously maintain in the State of Texas a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Cooperate Act. The registered office may be, but need not be, identical with the principal office of the Lamar PTO, and the address of the registered office may be changed from time to time by the Board of Directors.

Article IV: Basic Policies

The following are the basic policies of the Lamar PTO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the organization.
- c. The organization shall not—directly or indirectly—participate or intervene (in any way, including the publishing or distribution 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.
- d. The organization shall work with the Lamar High School and its School District, or the extent possible, to 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 other people to boards of education.
- e. The PTO may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils and may not commit the PTO to positions or any obligation(s) without the approval of the Board of Directors.
- f. 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 II hereof.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (1) by an organization except from Federal income tax under Section 501 © (3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170 © (2) of the Internal Revenue Code.
- h. Under 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 or more non-profit funds, foundations or organizations which have established their tax exempt status under Section 501 © (3) of the Internal Revenue Code, preferably an entity charged with the benefit of Lamar High School or its successors.

Article V: Members and Dues

Section 1. Membership in the Lamar PTO shall be made available without regard to race, color, creed or national origin to any parent or guardian of a student at Lamar High School and any staff member of Lamar High School. A child who has been enrolled as a student at Lamar High School who (a) temporarily is not attending Lamar and (b) intends to re-enroll as a student at Lamar is considered a student at Lamar High School for purposes of this Section.

Section 2. Lamar PTO may admit persons to membership at any time. Membership shall continue for the balance of the school year.

Section 3. Each member of Lamar PTO shall pay such annual dues to the PTO as may be prescribed by the PTO Board of Directors.

Section 4. Only members of the Lamar PTO shall be eligible to participate in the business meetings, serve in any elected or appointed position or vote on matters submitted to a vote of the members.

Article VI: Officers and Their Election

Section I. Each officer shall be a member of the Lamar PTO at the time of election to office. The Executive Board shall consider and make recommendations on questions regarding qualification to be elected or to continue to serve as an officer.

Section 2. Officers and their election:

- a. The officers of this organization shall consist of a president, a vice-president, a corresponding secretary, a recording secretary, a treasurer, a historian and a parliamentarian. These officers shall constitute the Lamar PTO Executive Board. The immediate past president shall serve as an advisor to the Executive Board.
- b. Officers, with the exception of the historian and parliamentarian shall be elected by a secret ballot in the month of March. However, if there is but one nominee for an office, election for that office shall be by voice vote.

- c. Officers shall assume their official duties following the close of the last general meeting during the school year and shall serve for a term of one year or until their successors are elected.
- d. No officer shall serve in the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.
- e. In order to be eligible for nomination as president or vice president, a person must be currently serving on the Board of Directors or must have served on the Board of Directors within the preceding three years.

Section 3. Nominating Committee:

- a. There shall be a nominating committee composed of five members and one alternate who shall be elected by plurality at a PTO general meeting at least one month prior to the election of officers. The committee shall elect its own chair.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at a PTO general meeting, at which time additional nominations may be made from the floor. The slate of officers shall be reported to the membership by posting them on the bulletin board of Lamar High School or other means chosen by the nominating committee at least one (1) week prior to the election.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to office.
- d. The president and vice president may serve as advisory members of the nominating committee.

Section 4. Vacancies

- a. A vacancy occurring in any elected office other than the office of president shall be filled for the unexpired term by a person elected by a majority vote of the Board of Directors. A vacancy in the office of president shall be filled by the vice president.
- b. The president shall post notice of the election to fill a vacancy at least one (1) week prior to the election. In case a vacancy occurs in the office of president, the vice-president shall post notice of the succession of the vice president to the office of president within one week after the vacancy occurs.

Section 5. Removal.

By two-thirds vote of the Board of Directors an officer or chair may be removed from office for failure to perform duties or whenever in the judgment of the Board of Directors the best interests of the Lamar PTO would be served by the removal. An officer or chair who misses three consecutive meetings may be removed from office.

Article VII: Duties of Officers

Section 1. The president shall:

- a. coordinate the work of the officers and committees of the organization 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 organization;
- d. appoint the historian and parliamentarian, subject to approval of the newly elected officers;
- e. appoint chairs of standing and special committees subject to approval of the officers;
- f. be authorized to sign on bank accounts (two authorized signatures shall be required on all checks over \$250.00);
- g. be a member ex-officio of all committees; and,
- h. perform such other duties as may be assigned by the organization.

Section 2. The vice-president shall:

- a. act as aid to the president;
- b. preside in the absence of the president;
- c. perform other duties as assigned by the president of the organization;
- d. be an ex-officio member of the Lamar Shared Decision Making Committee known as the Lamar Senate;
- e. serve on the PTO Budget Committee and attend PTO Budget Committee meetings;

- f. serve as an ex-officio member of the Lamar Magnet Board and attend Magnet Board meetings;
- g. be authorized to sign on bank accounts (two authorized signatures shall be required on all checks over \$250.00); and,
- h. consent to serve as president if nominated and elected for the following term.

Section 3. The recording secretary shall:

- a. record the minutes of all meetings of the organization;
- b. have a current copy of the bylaws;
- c. maintain a membership list as provided by the membership chair; and,
- d. perform other duties as assigned by the president of the organization.

Section 4. The corresponding secretary shall:

- a. notify Board members of regular and special meetings;
- b. be responsible for all correspondence of the organization; and,
- c. perform other duties as assigned by the president of the organization.

Section 5. The treasurer shall:

- a. have custody of all organization funds;
- b. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for the current and preceding five (5) years;
- c. make disbursements as authorized by the president, Board of Directors, or organization in accordance with the budget adopted by the organization;
- d. be authorized to sign on bank accounts (two authorized signatures shall be required on all checks over \$250.00);
- e. present a financial statement at PT general meetings, Board of directors meetings, and at other times when requested by the organization or Executive Board;

- f. make a full report at the meetings at which new officers assume their duties;
- g. submit books to an auditing committee as requested; and,
- h. consent to serve for two (2) terms as treasurer if nominated and elected to a second term.

Section 6. The historian shall act as the custodian of all records and materials pertinent to the history of the organization and shall compile and keep a record of events and activities of the organization.

Section 7. The parliamentarian shall attend all meetings of the organization and shall advise on matters of parliamentary procedure when requested.

Section 8. All officers shall:

- a. perform the duties outlined in these bylaws and those assigned from time to time; and,
- b. deliver to their successors or to the president all official materials within fifteen (15) days following the date on which their successors assume their duties.

Article VIII: PTO General Meetings

Section 1. General meetings of the Lamar PTO shall be held at times and dates to be established by the Lamar High School principal and PTO president prior to the beginning of the school year. Five (5) days notice shall be given if a change of meeting date is necessary.

Section 2. The election meeting shall be held in March.

Section 3. Twenty (20) members shall constitute a quorum for the transaction of business in any PTO general meeting.

Article IX: Board of Directors

Section 1. The Board of Directors shall consist of the officers of the PTO (also known as the Executive Board), the chairs and members of the standing committees, the principal of the school, or the principal's representative, at least one faculty member of Lamar High School selected by the principal, and the elected parent representatives to the Lamar Senate.

Section 2. The duties of the Board of Directors shall be to:

- a. transact necessary business in the intervals between PTO general meetings and such other business as may be referred to it by the organization.
- b. creat standing and special committees;
- c. approve the plans of work of all committee chairs;
- d. present a report at PTO general meetings;
- e. if considered necessary, appoint an auditing committee consisting of not fewer than three members to audit the treasurer's accounts;
- f. through its budget committee, prepare and submit to the organization a budget for the year; and,
- g. fill vacancies of officers.

Section 3. Meetings

- a. Regular meetings of the Board of Directors shall be held prior to each PTO general meeting. The corresponding secretary shall give Board members reasonable notice of the meetings.
- b. Twenty (20) members of the Board of Directors shall constitute a quorum,
- c. Special meetings of the Board of Directors may be called by the president or by a majority of the members of the board with five (5) days notice.

Article X: Standing and Special Committees

Section 1. Only members of the Lamar PTO shall be eligible to serve ina ny elective or appoinitive PTO Position.

Section 2. The Board of Directors may create such standing committees as it may deem necessary to promote the purposes and carry on the work of the organization. The term of each chair shall be one (1) year or until the selection of a successor.

Section 3. The newly elected president shall call a meeting of the executive board for the purpose of approving standing committee chairs.

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

Section 5. The chair of each standing committee shall present a plan of work to the Board of Directors for approval. No committee work shall be undertaken without the consent of the Board of Directors.

Section 6. The president shall have the power to appoint special committees subject to the approval of the Executive Board.

Section 7. The president shall be a member ex-officio of all committees.

Article XI: Lamar Senate

Section 1. Only members of the Lamar PTO shall be eligible to serve as the Lamar PTO parent representatives on the Lamar Senate or on any committees of the Senate. The Lamar PTO parent representatives on the Lamar Senate and PTO representative members of any Senate committees shall be elected by the PTO.

Section 2. Election of PTO Parent Representatives

- a. The election of the PTO parent representatives to the Lamar Senate shall be held in the month designated by the Houston Independent School District.
- b. The term shall be for two years.
- c. A representative shall not serve for more than one consecutive term.

Article XII: Fiscal Year

The fiscal year of this organization shall begin July 1st and end June 30th.

Article XIII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised, or as may be revised in the future, shall govern the Lamar PTO in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article XIV: Indemnification

This PTO shall indemnify any officer, Board members, or PTO member for any liabilities incurred as a result of their work on behalf o the PTO to the extent allowed by Texas Law.

Article XV: Amendments

Section 1. These bylaws may be amended at any PTO general meeting, provided a quorum is present, by a two-thirds vote of the members present and voting. Notice of the proposed amendment shall be given at the meeting prior to the meeting at which the vote on the amendment is taken.

Section 2. A committee may be appointed to submit an amendment to the bylaws by a majority vote at a PTO general meeting or by a two-thirds vote of the Board of Directors. The requirements for adoption of a revised set of bylaws shall be the same as for an amendment to the bylaws.

These bylaws were approved by at least two-thirds of the members present and voting at the general meeting of the Lamar High School Parent-Teacher Organization on

_____.

President

Date