

# **BYLAWS OF THE HAMILTON MIDDLE SCHOOL PARENT TEACHER ORGANIZATION**

## **ARTICLE I – NAME AND OFFICE**

The name of the organization shall be the Hamilton Middle School Parent Teacher Organization (HMS PTO). The principle office shall be at the Hamilton Middle School, 139 East 20<sup>th</sup> Street, Houston, Texas 77008.

## **ARTICLE II – PURPOSES**

The HMS PTO supports Hamilton Middle School by

- (a) Establishing and maintaining relationships among Hamilton’s parents, teachers, staff, administration, and community;
- (b) Serving as a service branch to the school by providing financial assistance and volunteers; and by
- (c) Sponsoring programs of interest to the Hamilton community.

## **ARTICLE III – BASIC POLICIES**

The following are basic policies of this organization:

- (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 in connection with any commercial concern or with any partisan interest, or for any purpose not appropriately related to 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 statements in any political campaign on behalf of, or in opposition to, any candidate for public office.
- (d) The organization shall work with the school to provide quality education for all students, and shall participate in the decision making process through the Hamilton Shared Decision Making Committee (“SDMC”).
- (e) In the event of the dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954 as from time to time amended.

## **ARTICLE IV – MEMBERSHIP**

Membership shall be made available to any individual who subscribes to the Purposes and Basic Policies of this organization, without regard to race, color, creed, or national origin.

The organization shall conduct annual enrollment of members, but persons may be admitted to membership at any time.

Membership dues shall be as determined by the PTO Board. The privilege of holding office, making motions, debating and voting shall be limited to members of the organization whose dues are not in arrears.

## **ARTICLE V – ORGANIZATION**

### **A. OFFICERS**

#### **1. Offices and Terms**

The officers of the organization shall consist of a President, Vice President(s), Treasurer and Secretary. At its discretion, the PTO Board may decide to have multiple vice presidents.

Officers shall serve no more than two (2) consecutive terms in the same office. One who has served more than one-half of a term shall be credited with having served that term.

#### **2. Elections and Vacancies**

At least one month before the annual meeting, the PTO Board shall select a nominating committee chair, who then recruits at least two other members to serve on the nominating committee. Current officers are ineligible to serve on the nominating committee. The nominating committee shall nominate an eligible person for each office to be filled and report its slate of officers at the Annual Meeting in May, at which time additional nominations may be made from the floor.

The officers shall be elected by a majority vote of the members present at the Annual Meeting; shall be installed at such; and shall serve for a term of one (1) year.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the PTO Board. In case a vacancy occurs in the office of President, the Vice President shall assume the Presidency.

#### **3. Duties of Officers**

All officers shall prepare an annual report summarizing the procedures used in the execution of all duties and activities associated with said office. These reports shall be submitted to the Historian at the May PTO Board meeting and shall be made available to the successors of the respective officers.

**President:** The Chief Officer of HMS PTO shall be the President. The President shall preside at all meetings of the organization and of the PTO Board; shall be a member ex-officio of all committees; and shall perform all other duties usually pertaining to the office.

**Vice President(s):** The Vice President shall assist the President in his/her duties, preside in his/her absence and assume the presidency in the event the President is unable to complete his/her term of office.

**Treasurer:** The Treasurer shall keep all records of financial transactions of the organization, shall keep accurate books of accounts, recording therein the sources and the amounts of all monies, funds, and securities in his/her custody, and showing disbursements made thereof. The Treasurer shall collect, receive, and receipt for all monies and securities paid to or contributed to the organization. Disbursements of monies for the organization shall require the signatures of two elected officers. The Treasurer's signature shall be required on all disbursements countersigned by one of the above, as recorded on the appropriate bank signature card. Contracts and other pertinent documents shall be co-signed by the President or Vice President and the Treasurer.

Each fall, the treasurer shall review with the PTO Board rules regarding cash receipts and disbursements and make recommendations to the PTO Board regarding bonding and handling of cash. If so decided by the committee, the Treasurer shall be bonded, with the cost of such bond to be paid by HMS PTO.

The Treasurer shall present a statement of account at every meeting of the organization and at other times when requested by the PTO Board, and shall make a full report at the Annual Meeting.

The Treasurer's account shall be examined annually by an Auditing Committee appointed by the PTO Board of not less than three (3) members who, satisfied that the Treasurer's Annual Report is correct, shall sign a statement of that fact at the end of the report. The Auditing Committee shall be appointed by the PTO Board at least two (2) weeks before the Annual Meeting. Their report is made to the PTO Board in June.

**Secretary:** The Secretary shall keep all written records of the organization, and shall attend all regular and called meetings and PTO Board meetings and record the proceedings. In the absence of the Secretary, the President shall appoint an acting recorder of the proceedings. To allow time for review of meeting minutes, the Secretary will provide PTO Board meeting minutes to the board members prior the subsequent PTO Board meeting. At the beginning of the each PTO meeting the board will vote to approve the prior meeting's minutes

The Secretary is to maintain a file with PTO Bylaws, meeting agendas and minutes as approved, which will serve as the official record of the HMS PTO, to be subsequently handed to each secretary and kept for a period required by the IRS (currently five years).

## B. PTO Board

### 1. **Composition**

The PTO Board shall be comprised of the elected officers; the chairpersons of the standing committees and a faculty representative, with voting rights, serving as a liaison at all PTO Board meetings. In addition, to foster a close working relationship with the HMS staff, the current HMS principal shall serve ex officio as a non-voting member of the PTO board.

## 2. Duties

The PTO Board shall have the responsibility for governing the organization. Its duties shall be to transact business between general membership meetings, and such other business as may be referred to it by the organization; to approve plans of work of standing committees; and to present reports at the General Membership meetings. The PTO Board determines membership dues, elects members to serve out unexpired terms of officers, considers bonding requirements for the treasurer and his or her recommendations for handling of cash, promulgates rules for handling of cash receipts and disbursements, appoints the auditing committee, creates standing committees and approves their work. In addition, each officer and the committee corporately is responsible for ensuring the PTO records are kept up to date and maintained for the period required by the Internal Revenue Service (currently five years).

## 3. PTO Board Quorum

A quorum shall consist of a majority of the officers present and voting, when adequate notice of the meeting has been given, adequate notice being at least three (3) calendar days prior to said meeting.

## 4. PTO Board Meetings

PTO Board meetings shall be held not less than six (6) times per school year. Special meetings of the PTO Board may be called by the President, or upon the written request of not less than one-third of the members of the PTO board.

### C. STANDING COMMITTEES

The PTO Board may create standing committees as required to promote objectives and interests of the organization. The PTO Board shall be responsible for defining committee functions. In the event any committee is no longer needed, it may be designed inactive by a majority vote of the PTO Board.

The chairpersons of the standing committees shall be appointed by the President . Only members of the organization shall be eligible to serve in an appointed position. No chair person shall serve in the same office for more than two (2) consecutive years. One who has served more than one-half of a term shall be credited with having served that term.

Chairpersons shall present written plans of work to the PTO Board, and all projects undertaken by these committees must have approval of the PTO Board.

## ARTICLE VI – GENERAL MEMBERSHIP MEETINGS

### A. REGULAR MEETINGS

The organization shall have at least three (3) regular meetings during the school year. At the fall meeting, the members shall be advised of the objectives of the organization and any specific goals for the coming year, and be offered the opportunity and encouraged to participate in committee activities. The Annual Meeting shall be the last regular meeting of the school year, to receive officer and committee reports, and to elect and install officers for the coming year.

Anyone wishing to bring business before the organization at a general meeting shall submit it in writing to the President at least forty-eight (48) hours prior to the next regularly scheduled PTO Board meeting.

**B. CALLED MEETINGS**

A called meeting of the organization shall be held upon receipt by the President of a written request signed by not less than twenty-five (25) members. The written request shall state the purpose for which the meeting is to be called.

The requested called meeting shall be held within thirty (30) calendar days following receipt of such written request. Only business pertaining to the stated purpose of the meeting shall be conducted at a called meeting.

The PTO Board may elect to consider several items of business at a called meeting, if calls for a meeting on these items of business have received in writing.

**C. QUORUM**

A quorum for general meetings shall consist of ten members, present and voting, provided proper notice, seven days, of the meeting has been given.

**ARTICLE VII – AMENDMENTS**

These bylaws may be amended by a two-thirds (2/3) vote of members present at any general meeting provided written notice has been sent to all members at least seven (7) days prior to the date of said meeting. The proposed amendment(s) or revisions must be distributed as widely as possible and made available in the main office.

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 (2/3) vote of the PTO Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

**ARTICLE VIII – FISCAL YEAR**

The fiscal year of this organization shall begin June 1<sup>st</sup> and end May 31<sup>st</sup>.