

*Sharpstown International School*  
*Parent Teacher Organization (PTO)*

Bylaws  
Adopted October 3, 2011

**ARTICLE I: Name**

The name of the organization is the Sharpstown International School Parent Teacher Organization (SIS PTO),  
c/o 8330 Triola Lane, Houston, TX 77036

**ARTICLE II: Articles of Association**

The articles of association of the SIS PTO include the bylaws of this organization.

**ARTICLE III: Objectives and Purpose**

Section 1. The objectives and purpose of the SIS PTO shall be:

- a. To enrich and enhance the education of the students.
- b. To strengthen communication between parents, administrators, teachers, and staff.
- c. To promote a global community by sponsoring and supporting activities of Sharpstown International School.

Section 2. The objectives and purpose of the SIS PTO are promoted through an educational program directed towards 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 purposes within the meaning of Section 501 C (3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code (hereinafter Internal Revenue Code).

**ARTICLE IV: Basic Policies**

Section 1. The organization shall be non-commercial, non-sectarian, and nonpartisan.

Section 2. 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 purpose of the organization.

Section 3. 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, candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 4. The SIS PTO shall work with Sharpstown International School and Houston Independent School District (HISD) to provide quality education for all students and shall seek to participate in the decision-making process establishing school and district policy, recognizing the legal responsibility to make decisions has been delegated by the people to the HISD Board of Education.

Section 5. The SIS PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the SIS PTO in such matters shall make no commitments that bind the organization.

Section 6. No part of the net earnings of the organization shall insure 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 objectives and purposes set forth in Article III hereof.

Section 7. In the event of the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to the Sharpstown International School Activity Fund account.

#### **ARTICLE IV: Officers and Their Election**

Section 1. Each officer shall be a member of the SIS PTO and have a student attending SIS.

Section 2. Officers and their election:

- a. The officers of the organization shall consist of the President, a Vice-President, a Recording Secretary, and a Treasurer.
- b. Officers shall be elected annually in April, by ballot, for a term of one year. However, if there be but one nominee (or set of nominees) for any offices, it shall be in order to move that the Recording Secretary cast an election ballot for the organization. The elected officers shall perform the duties of offices as provided in Article V and other duties as required by the bylaws.
- c. Nominations for office shall be solicited from the general membership. A slate of officers shall be prepared by the officers of the organization and the principal. The slate shall consist of a minimum of one nominee, who has given their consent to serve, for each office to be filled. Officers elected shall assume their duties the first Monday of May.

Section 3. Vacancies in office shall be filled by appointment by the Executive Committee to complete the unexpired term.

Section 4. Removal from Office

- a. By two-thirds vote of the Executive Committee, an officer or committee chairperson may be removed from office for failure to perform duties.

#### **ARTICLE V: Duties of the Officers**

Section 1. The President shall:

- a. Preside at all meetings of the association and the Executive Committee and shall be ex-officio member of all committees.
- b. Coordinate the work of the officers and committees of the organization in order that the objectives and purposes may be promoted.
- c. Be authorized to sign on bank accounts. Two of three authorized signatures shall be required on all checks.
- d. Perform such other duties as may be prescribed in these bylaws or assigned by the organization.

Section 2. The Vice-President shall:

- a. Preside in the absence of the President.
- b. Perform duties assigned by the President.
- c. Serve as volunteer coordinator for the organization, recruiting and keeping a list of volunteers; and act as activity/fundraiser coordinator.

Section 3. The Recording Secretary shall:

- a. Keep in the minutes an accurate record of all meetings of the organization and of the Executive Committee.
- b. Notify members of their election to office.
- c. Maintain a membership list.
- d. Perform such duties as may be delegated to the office.
- e. Keep a copy of the bylaws available at all times.
- f. Minutes shall be distributed to members of the Executive Committee and posted on the SIS PTO link on the SMS website.

Section 4. The Treasurer shall:

- a. Receive all monies of the organization and shall keep an accurate record of receipts and expenditures and shall pay out funds only in such manner as authorized by the organization. Monies appropriated in the budget may be paid out on action of the Executive Committee, which bills need not be presented to the organization as a whole. All other itemized bills shall be presented to the Executive Committee and the organization for approval. All bills shall be filed with the Treasurer.
- b. A checking account for the organization will be established at a local bank. Authorization and signatures for the account will include the President, Vice-President, Secretary and Treasurer. Two (2) signatures from two (2) members of the Executive Committee will be required on all checks written. Any checks written to a board member, for any reason, may not include the individual's signature as one of the two signatures required. Online banking, debit, and credit cards are prohibited. Bank statements shall be sent to the school address and opened by the Principal or President.
- c. The Treasurer shall submit the financial records of the organization for an annual audit to a special committee appointed by the President.

**ARTICLE VI: Executive Committee**

Section 1. The Executive Committee shall consist of the Elected Officers of the organization, the chairpersons of each standing committee, the principal or principal designee, and a faculty/staff representative.

Section 2. The duties of the Executive Committee shall be to:

- a. Transact necessary business between organization meetings and such other business as may be referred to it by the organization.
- b. Host a minimum of four (4) general session meetings. A quorum shall consist of a majority of the Executive Committee present and voting (minimum of 3).
- c. Special meetings of the Executive Committee may be called by the President or by a quorum of the Executive Committee (as defined above).
- d. Reassign budget monies not spent during the year.

**ARTICLE VII: Standing Committees**

Section 1. Only members of the organization shall be eligible to serve in any elective or appointive position.

Section 2. The Executive Committee may create such standing committees as it may deem necessary to promote the purpose of the organization and carry on the work of the organization. Such committees may include, but are not required or limited to:

- a. Auditing Committee: Conducts a regular audit of the organization's financial records.
- b. Courtesy/Hospitality: Provides refreshments as needed and purchases appropriate gifts when necessary for faculty, staff, and families.

- c. Teacher Wish List Committee: Fundraising will go toward the purchase of needed instructional materials.
- d. Staff Appreciation: Organizes Teacher Appreciation, Paraprofessional/Support Staff Appreciation, Secretary Appreciation, Nurse Appreciation, and other staff recognitions days.
- e. Graduation Committee: Provide fundraising and assistance to graduation ceremony.
- f. Dance Committee: Organizes dances.
- g. Membership Committee: Promotes membership to the organization.
- h. Concession Committee: Organizes concession sales at home volleyball, football, and basketball games.

Section 3. The chairpersons of standing committees shall be appointed by the Executive Committee for a term of one (1) year or until the selection of a successor, not to exceed three consecutive years.

- a. The chairperson of each committee shall present a plan of work to the Executive Committee or to the general organization for approval.
- b. The chair of each committee will collect receipts/bills and submit to the Treasurer for disposition.
- c. No committee work may be undertaken without the consent of the Executive Committee or of the general organization.

### **ARTICLE VIII: Membership and Dues**

Section 1. Membership in the SIS PTO shall be made available without regard to race, sex, creed or national origin.

Section 2. Membership categories shall include, but not be limited to SIS family units, SIS faculty and staff, and other interested individuals.

Section 3. The SIS PTO shall conduct an annual enrollment of members, but persons may be admitted to membership at any time. The annual expiration date for membership shall be the first day of school for the following school year.

Section 4. Each member of the SIS PTO shall pay such annual dues to said organization as may be prescribed by the organization.

Section 5. A "Sustaining Membership" class is established for the sole purpose of allowing individuals, businesses, and organizations to provide additional financial support to the SIS PTO. Rights, benefits, privileges, levels of membership and dues shall be determined from time to time by the Executive Committee. Sustaining members shall have no vote but may be called upon from time to time to provide advice and guidance to the organization.

### **ARTICLE IX: Meetings**

Section 1. Four meetings will be held each year; dates and times shall be decided by the Executive Committee. Special meetings may be called by the Executive Committee or by a majority of the members of the organization.

Section 2. The privilege of holding office, introducing actions and voting shall be limited to the members of the organization.

Section 3. A minimum of three (3) officers shall constitute a quorum at any meeting of the organization.

Section 4. All active members have one (1) vote.

## **ARTICLE X: Fiscal Year/Fiscal Policies**

Section 1. The fiscal year of this organization shall begin on May 1 each year and end on April 30 of each year.

Section 2. The books and accounts of the organization shall be kept in accordance with sound accounting practices and shall be examined annually by an auditing committee of not fewer than two (2) members, comprised of the President-Elect and a member at large to be determined by the President. Who, satisfied the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

Section 3. The president of the organization may authorize disbursements not to exceed \$100 per month in addition to budgeted items without prior approval of the Executive Committee.

## **ARTICLE XI: Disbanding Organization**

If the SIS PTO wishes to disband, it must proceed in the following manner:

Section 1. The SIS PTO shall adopt a resolution recommending the organization be dissolved and directing the questions of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice must be made stating the purpose of such a meeting is to consider the advisability of dissolving the organization and shall be made available to each member entitled to vote at such a meeting at least thirty (30) days prior to the date of such meeting.

Section 2. Only those persons who were members in good standing of the SIS PTO on the date of the adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of the dissolution.

Section 3. Approval of the dissolution of the SIS PTO shall require the affirmative vote of at least three-quarters (3/4) of the members who are entitled to vote at the special meeting, and who are present and voting at such meeting, with a quorum having been established in accordance with the bylaws.

Section 4. Any remaining funds will be distributed as per Article III (G).

## **XII: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the SMS PTO and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with the bylaws or articles of the organization.

## **ARTICLE XIII: Amendments**

Section 1. The bylaws may be amended at any meeting of the general organization by a two-thirds (2/3) vote of the member present and voting, provided that notice of the proposed amendment has been given at least seven (7) days prior to the meeting at which the amendment is voted upon, providing a quorum has been established in accordance with the bylaws.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the general organization or by a two-thirds (2/3) vote of the Executive Committee, providing the quorum has been established. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.