

Rules and Regulations of
BURBANK MIDDLE SCHOOL PTO
315 Berry Rd Houston TX 77022
David S. Knittle, Principal

ARTICLE I- NAME, DESCRIPTION, AND PURPOSE

Section 1: NAME- The name of the organization shall be Burbank Middle School PTO. The organization is located at Burbank Middle School on 315 Berry Rd Houston, TX 77022.

Section 2: DESCRIPTION- The PTO is a non-profit organization with charitable, educational, and scientific goals, which include making contributions to other non-profit organizations according to section 501 (c)(3) of the Internal Revenue code.

Section 3: PURPOSE- The purposes of the PTO are to supplement and support the educational experience at Burbank Middle School, to help develop a better connection between school and home, and help maintain a good environment at school through volunteer work and monetary contributions.

ARTICLE II- MEMBERSHIP

Section 1: All parents and legal guardians of students at Burbank Middle School, all personnel, and all students at Burbank Middle School are automatically members of the PTO. All members have a right to vote, one vote per family.

ARTICLE III- OFFICIALS

Section 1: EXECUTIVE BOARD- The Executive Board is made up of the following members: President, Vice-President, Secretary, and Treasurer. Officer positions can be shared. The School Principal or his/her designee is a voting member of the Executive Board.

Section 2: TERM OF OFFICE- The term of office for all officers in one year, beginning immediately upon election, and ending upon officer election the following year.

Section 3: QUALIFICATIONS- Any member in good standing may become an officer of the PTO. Staff members may not be President or Vice-President.

Section 4: DUTIES

Executive Board- Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$100.00.

President- Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice-President- Oversee the Committee System of the PTO, assist the President, and chair meetings in the absence of the President.

Secretary- Record and distribute the minutes of all the Executive Board and General meetings, prepare the agendas for the meetings, hold the historical records of the PTO, maintain the PTO bulletin board, communicate important information to the Burbank Middle School webmaster for posting on the school's website, make flyers and other communications on behalf of the PTO.

Treasurer- Serve as custodian of the PTO finances, collect revenue, pay authorized expenses, report financial activities at the monthly meetings, prepare an end-of-year report, facilitate an annual audit, and hold all financial records.

Section 5: BOARD MEETINGS- The Executive Board shall meet monthly during the school year, or more often at the discretion of the President.

Section 6: REMOVAL- An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY- If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

ARTICLE IV-MEETINGS

Section 1: GENERAL PTO MEETINGS- General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING- Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3: QUORUM- Eight (8) members of the PTO present and voting constitutes quorum for the purpose of voting.

ARTICLE V- FINANCIAL POLICIES

Section 1: FISCAL YEAR- The fiscal year for the PTO begins August 1 and ends July 31 of the following year.

Section 2: BANKING- All funds shall be kept in a checking account in the name of Burbank Middle School PTO, requiring at least two signatures of the Executive Board and held at a local banking institution.

Section 3: REPORTING- All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account monthly and report all financial activity monthly. The PTO shall arrange for an independent review of its financial records each year.

Section 4: ENDING BALANCE- The organization shall have a minimum of \$100 in the treasury at the end of the year.

Section 5: CONTRACTS- Contract signing authority is limited to the President or the President's designee.

ARTICLE VI- BYLAW AMMENDMENTS

Amendments to the bylaws may be proposed to any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII- DISSOLUTION

In the event of the dissolution of the PTO, any funds remaining shall be donated to Burbank Middle School.

THESE BYLAWS WERE ADOPTED ON ___October 10, 2010_____