

Bylaws

The Lamar High School Parent-Teacher Organization

Article I: NAME

Section 1. The name of this organization is the Lamar High School Parent-Teacher Organization (hereinafter Lamar PTO), Houston, Texas.

Article II: PURPOSES

Section 1. The purposes of the Lamar PTO are:

- a. To bring into closer relation the home and the school so that parents and teachers may cooperate in the education of children and youth, and develop united efforts between educators and the general public that will promote excellence in education;
- b. To promote volunteerism in the school;
- c. To raise funds from membership and the community for the benefit of the students, teachers, and the school; and
- d. To promote the welfare of children and youth in the home, school, and community.

Section 2. The Lamar PTO is organized exclusively for charitable, scientific, literary or educational 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 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. 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 Lamar PTO Executive Board.

Article IV: BASIC POLICIES

Section 1. The Lamar PTO shall be noncommercial, nonsectarian, and nonpartisan.

Section 2. The name of the Lamar PTO or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern in connection with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the Lamar PTO.

Section 3. The Lamar PTO shall not, directly or indirectly, participate or intervene in any way, in any political campaign on behalf of, or in opposition to, any candidate for public office, including the publication or distribution of statements, or devote any more than an insubstantial amount of time to attempting to influence legislation.

Section 4. The Lamar PTO may cooperate with other organizations and agencies active in child welfare such as conference groups or coordinating councils; however, it may not commit the Lamar PTO to any positions or obligation(s) without the approval of the Executive Board. Such approval shall require a two thirds (2/3) vote of the members of the Board attending and voting when a quorum is present.

Section 5. No part of the net earnings of the Lamar PTO 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 upon approval of the Executive Board. Such approval shall require a two thirds (2/3) vote of members of the Board attending and voting when a quorum is present.

Section 6. Notwithstanding any other provision of these Articles, the Lamar PTO shall not conduct any other activities not permitted to be conducted (1) by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or (2) by an organization whose contributions are deductible under Section 170 (c) (2) of the Internal Revenue Code.

Section 7. In the event of the dissolution of the Lamar PTO, after paying or adequately providing for the debts and obligations of the Lamar PTO, 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 (c) (3) of the Internal Revenue Code, preferably an entity charged with the benefit of Lamar High School or its successors.

Section 8: Quorum

- a. A quorum for the purposes of conducting Lamar PTO General Membership business shall be 20 members in attendance.
- b. A quorum for conducting Lamar PTO Executive Board business shall be a majority of the voting members of the Executive Board in attendance.

Article V: MEMBERS

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-member of Lamar High School faculty and staff.

Section 2. Membership in the Lamar PTO is renewed annually. The term of membership runs from August 1 of one year to July 31 of the following year. While the Lamar PTO may admit persons to membership at any time, membership for any one term shall not automatically carry over to the next.

Section 3. Each member shall be eligible to participate and vote in the general meeting of Lamar PTO. Members are eligible to serve in any elected or appointed position within the Lamar PTO.

Article VI: THE EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers of the Lamar PTO as stated in Article VII.

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

- a. Transact necessary business in the intervals between General Membership meetings and such other business as may be referred to the Executive Board by the General Membership;
- b. Present reports and recommendations at General Membership meetings as requested by the President; and
- c. Remove and fill vacancies of officers and chairs.

Section 3. Meetings of the Executive Board

- a. Regular meetings of the Executive Board shall be held prior to each PTO General Membership meeting, and Special meetings shall be held as necessary to transact business in the intervals between General Membership meetings.
- b. Additional Meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board. Special meetings may be called with a minimum of five (5) days' notice and Emergency meeting may be called with a minimum of twenty-four (24) hours' notice. The most effective means of communication to notify the Executive Board and/or General Membership at the time shall be determined by the President and President-Elect.
- c. Action by the Executive Board may be taken without a meeting by means of a remote electronic communications system provided that all persons entitled to participate consent to that format, and all persons participating in such a meeting can hear one another. Such participation shall constitute presence in person at such meeting for the

purposes of determining if a quorum is present. Consent in writing shall set forth the action taken if it is signed by a sufficient number of Executive Board members as would be necessary to take that action at a meeting which all the Executive Board members were present and voting. The consent must state the date of each signature. The signature pages shall be affixed to the written consent document and included in the minute book of the PTO to reflect the action taken.

- d. Members of the Executive Board may not vote by proxy.

Section 4. Term of Office

- a. The term of office for Executive Board members shall match the fiscal year of the Lamar PTO, except for the Class Chairs which serve until the last day of the fiscal year of Senior year.

Article VII: OFFICERS AND THEIR ELECTION

Section 1. Officers

- a. The Officers of the Lamar PTO shall consist of a President, President-Elect, Recording Secretary, Treasurer, Treasurer-Elect, Vice President of Communications, Vice President of Teacher Wish List, Vice President of Membership, Vice President Corporate Fundraising, Parliamentarian, and two Chairs for each of the Senior, Junior, Sophomore, and Freshman Class Committees. The Parliamentarian shall serve as a non-voting member of the Executive Board. The immediate past President and the Principal of Lamar High School or designee may serve as ex-officio, non-voting members of the Executive Board.

Section 2. Election of Officers

- a. Each officer shall be a parent or guardian of a current Lamar High School student;
- b. A Nominating Committee shall submit a slate of officers at the last Executive Board meeting and then the last General Meeting of the academic year;
- c. Officers shall be elected by a majority vote of members present, voting and constituting a quorum at the last General Membership meeting of the academic year; and
- d. No officer shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half of a term shall be credited with having served that term. Notwithstanding the foregoing, an officer may serve in the same office for more than two (2) consecutive terms if the Board determines that no other qualified candidates are available to fill a particular office.

Section 3. Vacancies in Offices

- a. A vacancy occurring in the office of President shall be filled for the unexpired term by the President-Elect.
- b. A vacancy occurring in the office of President-Elect and all other offices of the

- Executive Board shall be filled by a two-thirds (2/3) vote of the members present,
- c. voting and constituting a quorum at an Executive Board Meeting until the next General Meeting. The Executive Board shall be responsible for collecting nominations of candidates for vacant positions prior to the next General Membership meeting. A two-thirds (2/3) vote of the members of the Executive Board shall be required to endorse a candidate submitted to members attending the General Membership meeting. Nominations shall be accepted from the floor of the General Membership meeting prior to calling for a final vote.

Section 4. Removal of Officers or Committee Chairs

- a. By two-thirds (2/3) vote of the members present, voting and constituting a quorum at an Executive Board meeting, an officer or chair may be removed from office for failure to perform duties, unethical or criminal behavior, or absences from 3 consecutive Executive Board Meetings.

Article VIII: DUTIES OF OFFICERS

Section 1. The President shall:

- a. Ensure that the work of the officers and committees promote the organization's purposes;
- b. Prepare agendas for and preside at all meetings of the Lamar PTO General Membership and the Lamar PTO Executive Board;
- c. Notify Executive Board members of Regular, Special, and Emergency meetings, unless the President delegates this task to another officer;
- d. Appoint chairs of standing and special committees with the ratification of the Executive Board;
- e. Have signatory authority on bank accounts of the Lamar PTO;
- f. Serve as an ex-officio member of all committees with the exception of the Nominating Committee on which the President may serve as a nonvoting advisory member; and
- g. Select the parent members for the Lamar Shared Decision-Making Committee.

Section 2. The President-Elect shall:

- a. Act as an aide to the President;
- b. Preside in the absence of the President;
- c. Consent to serve as President the following year;
- d. Serve as an ex-officio member of the Lamar Shared Decision-Making Committee;
- e. Serve on the Budget Committee;
- f. Serve as Chairman of the Nominating Committee;
- g. Oversee and assist the Chairs of the Senior, Junior, Sophomore and Freshman Classes; and
- h. Have signatory authority on bank accounts of the Lamar PTO.

Section 3. The Recording Secretary shall:

- a. Record the minutes of all meetings of the Executive Board and General Membership and present the minutes to the President within 10 days of the meeting. In the event the Recording Secretary cannot attend a meeting, he/she must designate a member of the Executive Board to assume the duties of the Recording Secretary for that meeting;
- b. In the event of a vote by the Executive Board by written consent, affix the consenting signatures to the written consent document and include the written consent document in the minute book for the PTO to reflect the action taken; and
- c. Maintain the Lamar PTO minute book.

Section 4. The Treasurer shall:

- a. Oversee all Lamar PTO organizational funds and Chair the Budget Committee;
- b. Keep books of account and records for the Lamar PTO organizational funds, including bank statements, receipts, budgets, invoices, and paid receipts for the current and preceding five (5) years;
- c. Make disbursements as authorized by the President, Executive Board, or Lamar PTO in accordance with the budget adopted by the organization;
- d. Have signatory authority on bank accounts of the Lamar PTO;
- e. Present a financial statement at PTO General Membership meetings, Executive Board meetings, and at other times when requested by the Lamar PTO or its Executive Board;
- f. Oversee filing of all forms required by the Internal Revenue Service or other governmental agency; and
- g. Submit books to an auditing committee as requested.

Section 5. The Treasurer-Elect shall:

- a. Monitor the affinity programs;
- b. Manage the special funding programs;
- c. Consent to serve as Treasurer the following year;
- d. Serve on the Budget Committee; and
- e. Serve as Chair of the Internal Financial Review Committee.

Section 6. The Vice President of Communications shall:

- a. Promote Lamar PTO meetings and events through the Lamar PTO web page and social media; and
- b. Share Lamar and HISD information through the Lamar PTO web page and social media.

Section 7. The Vice President of Teacher Wish List shall:

- a. Coordinate the Teacher Wish List program and present a list of Principal-approved wish list items to the Executive Board for review and approval to purchase or reimburse Lamar purchases.

Section 8. The Vice President of Membership shall:

- a. Oversee the collection of PTO membership donations and maintain a list of current members.

Section 9. The Vice President of Corporate Fundraising shall:

- a. Solicit donations and sponsorships from local businesses, foundations and other corporate entities;
- b. Draft annual list of sponsorship donation levels and manage implementation and fulfillment of same;
- c. Develop and maintain relationships with sponsors to encourage continued giving; and
- d. Work with Class Chairs to solicit and manage underwriting opportunities for PTO related events.

Section 10. The Parliamentarian shall:

- a. Plan to attend all scheduled meetings of the Executive Board and the General Membership and designate a member with the approval of the President to assume the duties of the Parliamentarian for any meeting the Parliamentarian cannot attend;
- b. Confirm that a defined quorum is present before conducting any business requiring a vote at any meeting of the Lamar PTO General Membership and the Lamar PTO Executive Board;
- c. Advise on matters of parliamentary procedure when requested;
- d. Serve on the Bylaws committee when one is created;
- e. Bring a copy of Robert's Rules of Order; and
- f. Keep a copy of the current Lamar PTO bylaws and bring it to all meetings of the Executive Board and general Membership.

Section 11: The Chairs of the Senior, Junior, Sophomore, and Freshman Classes shall:

- a. Organize a four (4) year plan to raise funds to support Senior class activities;
- b. Plan events and activities to foster Lamar community engagement and promote parent involvement;
- c. Plan and implement PTO funded Senior activities (Senior Chairs); and
- d. Plan student events and activities to foster Lamar student community engagement.

Section 12: All officers shall:

- a. Perform the duties outlined in these Bylaws and other duties 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 IX: Lamar PTO General Membership Meetings

Section 1. Regularly scheduled General Membership meetings of the Lamar PTO shall be held at times and dates to be established by the Lamar High School Principal and Lamar PTO President prior to the beginning of the school year. There shall be at least two (2) General Membership meetings in the Fall, and two (2) in the Spring.

Section 2. A minimum of five (5) days' notice shall be given if a change of meeting date is necessary. The most effective means of communication to the membership available at the time shall be used to notify the membership of rescheduled meetings. The President and the President-Elect shall determine the most effective means of communication.

Section 3. A vote of a majority of the voting members of the General Membership who are present at a meeting at which a quorum is present shall be the act of the General Membership unless the vote of a greater percentage is required by the Articles of Incorporation or these Bylaws.

Section 4. Members of the General Membership may not vote by proxy.

Section 5. The annual election of the PTO officers for a school year shall be held during the last regularly scheduled General Membership meeting of the previous school year. A vote to approve the budget for a school year shall be held during the first regularly scheduled General Membership meeting of that school year.

Article X: STANDING AND SPECIAL COMMITTEES

Section 1. Only members of the Lamar PTO shall be eligible to serve in any elected or appointed Lamar PTO position. Notwithstanding the foregoing, parents or guardians of incoming Lamar students may be elected to serve in an elected or appointed position for any school year in which such parents or guardians have a child enrolled in Lamar High School.

Section 2. The President may create such standing committees for long term and/or recurring projects as the President may deem necessary to promote the purposes and carry on the work of the Lamar PTO. While the President of the Lamar PTO may establish new committees and appoint Chairs at any time, appointment in any one term shall not carry over to the next.

Section 3. The President may create special committees for non-recurring short term or emergency projects as he/she may deem necessary to carry out the business of the Lamar PTO.

Section 4. Term of Office

- a. The term of office of each standing committee shall begin on July 1 and end on June 30 of the following year.
- b. The term of each special committee shall conclude upon resolution of the issues it was assigned to address or July 31 of the current academic year, whichever comes first.

Section 5. The chair of each standing and special committee, or his/her designee, shall attend General Membership meetings. At the request of the President or the Executive Board, the chair shall provide a report of the goals and activities of the committee.

Section 6. The chair of each standing committee shall compile a notebook with job description, correspondence and suggestions for the next year's chair.

Section 7. The chair of each standing or special committee is accountable to the Executive Board.

Section 8. Internal Financial Review Committee

- a. The Treasurer-Elect shall serve as Chair of the Internal Financial Review Committee.
- b. The committee shall consist of not fewer than three (3) members appointed by the Treasurer-Elect and approved by the Executive Board to review the Treasurer's accounts and the accounts of standing and special committees.
- c. Signatories on the PTO's accounts may serve only as non-voting members of the Internal Financial Review committee.
- d. The committee shall review the PTO's books and records and make a report to the Executive Board and the General Membership at the second General Membership meeting of the school year.

Section 9. Budget Committee

- a. The Budget Committee shall present an annual operating budget for the approval of the Executive Board and general membership.
- b. The Treasurer shall serve as Chair of the Budget Committee and the committee shall consist of the President, President-Elect, Treasurer, and Treasurer-Elect.
- c. The budget shall be approved by the Executive Board at the first Executive Board meeting of the year and then submitted for approval by the General Membership at the first General Membership meeting of the year.

Section 10: Nominating Committee

- a. The Nominating Committee shall be composed of five (5) members and one (1) alternate, all of whom are members of the PTO.
- b. The Executive Board shall propose the members of the committee.
- c. The Nominating Committee shall be elected by a majority of members present, voting and constituting a quorum at a General Membership meeting at least one month prior to the election of officers.
- d. The President may serve as non-voting advisory members.
- e. The President-Elect shall serve as chair of this committee.
- f. The Nominating Committee shall nominate one eligible person for each office to be filled, and the slate of officers to be nominated shall be reported to the Executive Board at the last Executive Board meeting.
- g. The Executive Board shall vote to approve the slate.

- h. The Nominating Committee shall present its nominees to the General Membership by posting the slate on the Lamar PTO Website or by other means chosen by the nominating committee at least one (1) week prior to the election.
- i. The Nominating Committee shall present its nominees at the last General Membership meeting of the year, at which time additional nominations may also be made from the floor.
- j. The election of officers shall then be made at this last General Membership meeting of the year.
- k. Only persons who have signified their consent to serve if elected shall be nominated for or elected to office.

Article XI: LAMAR SHARED DECISION-MAKING COMMITTEE (SDMC)

Section 1. Only members of the Lamar PTO shall be eligible to serve as the Lamar PTO parent representatives on the SDMC.

Section 2. Selection of PTO Parent Representatives

- a. Four PTO members shall serve on the Lamar SDMC with staggered two-year terms;
- b. The President shall select two (2) Lamar PTO members to serve on the Lamar SDMC, one of which is a magnet/transfer parent and the other of which is a zoned parent;
- c. The term shall be for two (2) years commencing and ending on dates to be determined by the SDMC; and
- d. A representative shall not serve for more than one term.

Article XII: FINANCES

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

Section 2. The President, President-Elect, and Treasurer shall have signatory authority on all PTO bank accounts.

Section 3. Two authorized signatures shall be required on all checks over \$4,000.00 unless said expenses in excess of \$4,000.00 has received prior approval by the Executive Board.

Article XIII: PARLIAMENTARIAN 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 and/or the laws of government.

Article XIV: INDEMNIFICATION

To the extent allowed by law, the PTO shall indemnify any officer or PTO member for any liability incurred as a result of their work on behalf of the PTO.

Article XV: AMENDMENTS AND REVISIONS

Section 1. These Bylaws may be amended or revised by a two-thirds (2/3) vote of the members present, voting and constituting a quorum at a General Membership meeting, provided that the proposed amendment has been approved by the Executive Board.

Section 2. Notice of any proposed amendments or revisions to the By-laws shall be given by the President by posting such revisions on the Lamar PTO Website one (1) week prior to the meeting at which the vote on the amendments/revisions is taken.

Section 3. A committee may be appointed by the President to submit amendments or revisions to the Bylaws.

ADOPTED MAY 24, 2022