

Horn Academy Parent Teacher Organization (PTO)

Bylaws

Article I – Name

The name of the organization shall be the Horn Academy Parent Teacher Organization (PTO), in Bellaire, Texas.

Article II – Articles of Organization

The organization is a nonprofit corporation chartered in the State of Texas on April 1, 2003. See Articles of Incorporation of Horn Academy PTO, Appendix 1.

Article III – Purpose

The purpose of Horn Academy PTO is:

- a. to support and enhance the educational experience at Horn Academy by fundraising and organizing school and family activities; and
- b. to strengthen the relationship between home and school by promoting and encouraging communications and good relationships among parents, teachers, administration, and the community.

Article IV – Members

Section 1. Any staff, faculty, parent, guardian or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights fourteen (14) days after dues have been paid.

Section 2. The amount of dues will be established by the executive board and will be stated in the standing rules.

Section 3. The Horn Academy PTO shall conduct an annual enrollment of members, but may admit persons to membership at any time.

Section 4. No member of the PTO may speak or write on behalf of the PTO to school district personnel or media, unless authorized to do so by the president, principal, executive board or general membership.

Article V – Officers and Elections

Section 1. Officers. The officers shall be a president, four (4) vice presidents, secretary, treasurer, treasurer-elect, and parliamentarian. All officers shall submit a plan of work to the executive board for approval, attend all meetings of the organization, perform duties outlined in these bylaws and others that may be assigned, and deliver to their successors all official material including all year-end committee and officer reports as required within thirty (30) days following the date at which their successors assume their duties.

a. President. The president shall:

- prepare the agenda for meetings of the organization and executive board;
- confirm that a quorum is present before conducting any business at any meeting of the organization;
- preside over meetings of the organization and executive board;
- appoint the parliamentarian, subject to approval of the newly elected officers;
- appoint chairpersons of standing and special committees, subject to approval of executive board;
- be authorized to sign on bank accounts but not on a check made out to him/her;
- serve as the primary contact for the principal;
- represent the organization at the Shared Decision-Making Committee (SDMC);
- serve as an ex-officio member of all committees except the auditing and nominating committees;
- coordinate the work of all the officers and committees in order that the purpose of the organization be served;
- vote only if the vote is by ballot or if there is a tie; and
- perform such other duties as may be prescribed in these bylaws or assigned by the organization.

b. First Vice President. The first vice president shall:

- oversee a group of committees related to PTO administration, program planning, and internal school communication as defined in the standing rules;
- represent those committees to the executive board and communicate relevant information from the executive board to committee chairs as needed;
- be authorized to sign on bank accounts but not on a check made out to him/her;
- serve as an aide to the president;
- preside in the absence of the president;
- serve as president-elect, and thus be president for the following school year; and
- perform other duties as assigned by the president or organization.

c. Second Vice President. The second vice president shall:

- oversee a group of committees related to fundraising as defined in the standing rules;
- represent those committees to the executive board and communicate relevant information from the executive board to committee chairs as needed;
- preside in the absence of the president and first vice president; and
- perform other duties as assigned by the president or organization.

d. Third Vice President. The third vice president shall:

- oversee a group of committees related to volunteer activities as defined in the standing rules;
- represent those committees to the executive board and communicate relevant information from the executive board to committee chairs as needed;
- preside in the absence of the president and first and second vice presidents; and
- perform other duties as assigned by the president or organization.

e. Fourth Vice President. The fourth vice president shall:

- oversee a group of committees related to school administration, community involvement, and external publicity as defined in the standing rules;
- represent those committees to the executive board and communicate relevant information from the executive board to committee chairs as needed;
- serve as liaison to the executive board for school-related enrichment programs and activities
- submit press releases regarding school activities to the media, as approved by the president and principal;
- preside in the absence of the president and first, second and third vice presidents; and
- perform other duties as assigned by the president or organization.

f. Secretary. The secretary shall:

- keep all records of the organization;
- take, record, and distribute minutes of general membership and executive board meetings of the organization
- handle correspondence;
- be authorized to sign on bank accounts but not on a check made out to him/her;
- keep a copy of the minutes book, bylaws, rules, membership list, plans of work and any other necessary supplies, and bring them to meetings; and
- perform other duties as assigned by the president or organization.

g. Treasurer. The treasurer shall:

- review all deposits of funds of the organization;
- keep an accurate record of disbursements, income, and bank account information for the past seven (7) years;
- pay out funds in accordance with the approval of the executive board or general membership and subject to the limits of the budget;
- be authorized to sign on bank accounts but not on a check made out to him/her;
- present a financial statement at every meeting and at other times of the year when requested by the executive board;
- ensure that all Texas state sales taxes are reported and paid in a timely manner;
- ensure that IRS Form 990 is filed in a timely manner every year;
- make a full report at the annual meeting; and
- perform other duties as assigned by the president or organization.

h. Treasurer-Elect. The treasurer-elect shall:

- serve as an aide to the treasurer;
- be treasurer for the following school year;
- assist in formulation of the budget;
- be authorized to sign on bank accounts but not on a check made out to him/her;
- gather receipts and requests for submission to the treasurer;
- manage the PTO bank accounts, as directed by the treasurer;
- receive and review the general ledger activity of the organization with the treasurer;
- present financial statements at meetings in the absence of the treasurer; and
- perform other duties as assigned by the treasurer or organization.

i. Parliamentarian. The parliamentarian shall:

- bring a copy of the Horn Academy PTO bylaws and the latest edition of *Robert's Rules of Order, Newly Revised* to all meetings of the organization;
- advise the presiding officer on parliamentary procedure;
- review the bylaws annually and suggest revisions to the executive board;
- make updates to bylaws and standing rules as approved by the general membership;
- distribute copies of the bylaws to all new officers and committee chairs; and
- vote only when the vote is by ballot.

Section 2. Nominations and Elections. Elections will be held during the organization's general membership meeting in February of each year. The nominating committee shall be elected by the general membership at the January general membership meeting. The nominating committee shall select candidates for the following executive board officer positions: first vice president, second vice president, third vice president, fourth vice president, secretary, and treasurer-elect, all of whom have consented to serve if elected. The slate shall be presented in writing to the executive board at its February meeting and then to general membership at least seven (7) days prior to its February meeting. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken. Election of officers shall be by majority approval. The offices of president and treasurer will be filled by the first vice president and treasurer-elect, respectively, and therefore elections for these positions will generally not be necessary. However, the president or treasurer must be elected if there is no first vice president or treasurer-elect, respectively.

Section 3. Eligibility. Members are eligible to be nominated for office if they are members in good standing at least fourteen (14) calendar days before the nominating committee presents its slate. To be eligible to serve as first vice president, a person must have been a PTO member for at least six (6) months, and shall not be an employee of Horn Academy.

Section 4. Terms of office. Officers are elected for fifteen (15) month terms and may serve no more than three (3) consecutive terms in the same office. The term of a board officer shall be from April 1 to June 30. A person who has served more than one-half of a term shall be credited with having served that term. Each person elected shall hold only one board office at a time.

Section 5. Vacancies. If there is a vacancy in the office of president, the first vice president will become the president. At the next regularly scheduled general membership meeting, a new first vice president will be elected. If there is a vacancy in the office of treasurer, the treasurer-elect will become the treasurer. At the next regularly scheduled general membership meeting, a new treasurer-elect will be elected. Vacancies in other elected board positions will be filled by election at the next regularly scheduled general membership meeting.

Section 6. Removal from office. Officers can be removed from office for failure to perform duties, unethical behavior, or criminal misconduct by a two-thirds vote of those present at a general membership meeting where previous notice has been given.

Article VI – Meetings

Section 1. General membership meetings. There will be six (6) general membership meetings held in the months of September, October, January, February, April and May. Officers will be elected at the February general membership meeting. The annual meeting will be held at the May general membership meeting. The annual meeting is for receiving reports and conducting other business that shall arise.

Section 2. Special general membership meetings. Special general membership meetings may be called by the president, any two (2) members of the executive board, or five (5) members submitting a written notice sent to the members at least seven (7) days prior to the meeting.

Section 3. Quorum. The quorum for a general membership meeting shall be fifteen (15) members of the organization. A quorum is necessary for purposes of voting or to legally transact business. Members need to be present in person at the meeting in order to be counted toward the quorum.

Article VII – Executive Board

Section 1. Membership. The executive board shall consist of the officers, standing committee chairpersons, principal, and teacher liaison.

Section 2. Duties. The duties of the executive board shall be to:

- a. transact business between general membership meetings and other such business as may be referred to it by the organization or these bylaws;
- b. create standing rules and policies;
- c. create standing and special committees;
- d. approve appointments of committee chairpersons and the parliamentarian;
- e. approve the plans of work of all officers, committee chairpersons, and liaisons;
- f. meet with all respective incoming and outgoing committee chairs in April or May
- g. present a report at general membership meetings;
- h. prepare recommendations for the general membership;
- i. prepare and submit a budget for the year to the general membership for adoption;
- j. approve routine expenditures and other payments within the limits of the budget and no greater than \$1,000;

- k. nominate an audit committee of not less than three (3) members, who are not authorized signers, at least thirty (30) days before the initial meeting of the school year, to audit the previous year treasurer's accounts; and
- l. fill vacancies of officers and committee chairpersons.

Section 3. Meetings.

- a. Regular meetings of the executive board shall be held monthly.
- b. Special meetings of the executive board may be called by the president or a majority of the board, with three (3) days notice.
- c. Any member of the organization may attend a meeting of the executive board, although those who are not members of the board shall not be entitled to vote at that meeting.

Section 4. Quorum. Greater than fifty percent of the board members constitute a quorum. A quorum is necessary for purposes of voting or to legally transact business. Vacant board positions will not be considered when calculating the quorum. Members need to be present in person or via conference phone line at the meeting in order to be counted toward the quorum.

Section 5 (a). Voting. Approval by a majority of the board members present is necessary before any proposed action is taken by the board, unless otherwise permitted by Article VII, Section 5 (b). Voting is performed by a show of hands, but may be performed by ballot at the request of any board member. The president does not vote on motions unless there is a tie, in which case he/she places the deciding vote. The president and parliamentarian may participate on ballot votes.

Section 5 (b). Email Voting. Email voting by the board will only be used for special circumstances.

The stipulations are as follows:

- There is a 48-hour deadline for responses (votes)
- Any necessary documentation for consideration will be scanned and attached to the emails so that all of the documentation may be viewed by the entire board
- The Teacher Liaison will not vote on Scholarship Requests to prevent bias
- When responding you must REPLY TO ALL; if not replying to all, the vote will be discounted
- If anyone asks to meet in person for more discussion, the issue can no longer be voted on via email
- Votes require 100% participation and 100% approval; otherwise, the motion has to be discussed in person
- Copies of the email threads will be kept in the Secretary's binder for our record keeping needs.

Section 6. Members who disagree with an executive board decision may request the opportunity to present the issue to the general membership for a vote.

Section 7. Removal and vacancies. See Article V, Sections 4, 5 and 6.

Article VIII – Committees and Liaison Positions

Section 1. Chairpersons and Liaisons. Only members as defined in Article IV are eligible to serve in any elected or appointed position. The term of each chairperson or liaison shall be fifteen (15) months beginning April 1 and ending June 30 of the following year.

Section 2. Committee members. Other than the chairperson, committee members are not required to be members of the PTO. The president shall be an ex-officio member of all committees, except the nominating and audit committees.

Section 3. Standing committees. Standing committees shall be held by the PTO, as defined in the standing rules. Standing committee chairpersons are members of the executive board. If there are two co-chairs of a standing committee, only one may participate in a board vote.

Section 4. Special committees. Special committees shall be held by the organization, as defined in the standing rules. Special committees shall cease to exist when their particular task is complete, or on the last day of the school year. Special committees are represented to the board by their assigned vice presidents. Special committee chairpersons are not required to attend executive board meetings unless requested by the president or the executive board.

Section 5. Plans of work. Each committee chairperson and liaison shall present a plan of work to the executive board for approval in May. No committee or liaison work shall be undertaken without the consent of the executive board.

Section 6. Reports. Special committee chairpersons and liaisons who are not on the board will report to their assigned vice presidents monthly until that committee ceases to exist. Standing committee chairpersons will report at board meetings.

Section 7. The board may appoint additional committees as needed.

Section 8. Termination of duties. Committee chairpersons and liaisons can be relieved of their duties for failure to perform duties, unethical behavior, or criminal misconduct by a two-thirds vote of those present at a executive board meeting where previous notice has been given.

Article IX – Finances

Section 1. The fiscal year shall begin July 1 and end June 30.

Section 2. A budget for the entire fiscal year shall be drafted in June for the following school year and approved by the executive board in August, and then by the general membership at the first meeting of the school year.

Section 3. Two authorized signatures shall be required on each check, except for internal transfers (intra-bank) between PTO accounts, and EFT payments from the PTO account to vendors. Such transfers and EFT payments must be initiated by an authorized signer with pre-approval of the

treasurer. Authorized signers shall be the president, first vice president, treasurer, treasurer-elect and secretary. A check payable to one of the authorized signers may not be signed by that person.

Section 4. The treasurer shall prepare a financial statement at the end of the fiscal year to be reviewed by the audit committee.

Section 5. The audit will be completed by the October executive board meeting of the school year unless otherwise approved by the executive board, and approved by the general membership at its October meeting of the school year. All monies raised revert back to the PTO general accounts.

Article X – Parliamentary Authority

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern meetings when they are not in conflict with the organization's bylaws.

Article XI – Standing Rules

The attached standing rules provide further details on how these bylaws are to be executed.

Article XII – Amendments

Section 1. These bylaws may be amended at any general membership meeting providing that written notice of the proposed changes is given to the general membership thirty (30) days prior to the meeting. Amendments will be approved by a two-thirds vote of those present.

Section 2. Standing rules may be amended by a majority vote of the executive board providing that written notice of the proposed changes is given to the executive board seven (7) days prior to the meeting.

Article XIII – Dissolution

Section 1. The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at a general membership meeting.

Section 2. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of Horn Academy or as further defined in Article X of the attached Articles of Incorporation.

Horn Academy Parent Teacher Organization (PTO)

Standing Rules

I. Meetings

1. General membership meetings shall be held in the months of September, October, January, February, April and May. on the third Tuesday of the month.
2. Executive board meetings shall be held on the first Thursday of each month.
3. Dates for general membership meetings and executive board meetings shall be set and announced by the executive board at the beginning of the school year.
4. New Business Items must be submitted in writing to the President no later than the Thursday prior to each General Membership Meeting.
5. General Membership Meeting Agendas will be distributed to all Horn parents, faculty and staff on the day of the meeting.

II. Standing Committees

Standing committee chairpersons are members of the board. The PTO has the following standing committees:

1. Community Relations: Communicate on a regular basis with pertinent community groups such as HISD, the City of Bellaire, and Harris County that materially affect Horn Academy. Relate important opportunities and issues to Horn PTO and recommend action.
 - a. Chamber of Commerce Liaison. The Community Relations Chair shall be the primary contact between the PTO and the Greater Southwest Houston Chamber of Commerce, as long as the PTO maintains a membership with that organization. The Chamber of Commerce liaison will forward chamber communications to PTO members, participate in chamber networking opportunities, and encourage other PTO members to participate in chamber networking opportunities.
2. Community Fundraising Manager: Lead efforts on behalf of Horn Academy to identify and secure financial sponsorship from the community for Horn Academy PTO and its activities, coordinating with the 2nd Vice President and specific fundraising committees.

III. Special Committees

Special committees are represented to the board by their assigned vice presidents, as defined below.

1. First Vice President Group, responsible for PTO administration, program planning, and internal school communication:
 - a. Audit: Review treasurer's report and all financial records of the year and present a report to the executive board and the general membership to be approved at the October meeting.

The committee shall consist of not less than three (3) members, who are not authorized signers, and shall be nominated by the executive board and approved at the last general membership meeting of the school year.

- b. Budget: Prepare and recommend a budget for the approval of the executive board and the general membership at the first meeting of the school year. The budget committee should be chaired by the treasurer, and shall consist, at a minimum, of the treasurer, the treasurer-elect, the principal, the president, and the first vice president.
 - c. Communication: Produce weekly issues of the “Horn Notes” bulletin. Update and maintain the Horn PTO website.
 - d. Directory: Produce Horn directory in the fall, to include student contact information and advertising.
 - e. Fifth Grade Coordinator: Coordinate fifth grade end-of-year activities.
 - f. Master Plan: Solicit, review and make recommendations regarding financial requests to the PTO in excess of \$2,500. Recommendations will be submitted first to the executive board and then to the general membership for approval. The committee will follow through on all approved projects to ensure that these projects are satisfactorily completed. The committee shall consist of at least the master plan committee chairperson, the principal, the president, the first vice president, two teacher representatives, and two parents who are not board members.
 - g. Membership: Encourage an informed and participating membership by enrolling parents, teachers and staff. Organize membership drive, and maintain membership records. Arrange programs to increase attendance at general membership meetings. Announce the general membership meetings at least seven (7) days in advance in the form of emails, signs, and reminders.
 - h. Nominating: Select candidates for the following executive board officer positions: first vice president, second vice president, third vice president, fourth vice president, secretary, and treasurer-elect. Present the slate in writing to the executive board at its February meeting and then to general membership at least seven (7) days prior to its February meeting. The committee shall consist of five (5) members and two (2) alternates, to be elected at the January general membership meeting. The president may not be a member of the nominating committee. Members of the nominating committee may also be presented as candidates for election. No member may serve on the nominating committee for two consecutive years.
 - i. Yearbook: Coordinate production and sale of annual school yearbook.
2. Second Vice President Group, responsible for fundraising activities:
- a. Sounds of Success Campaign: Organize the charitable contribution campaign to run throughout the school year.

- b. Entertainment Books: Organize entertainment book sales in early fall.
 - c. Refreshments: Carry out the sale of snow cones and other food items as fundraising events.
 - d. Spaghetti Supper: Organize a spaghetti supper in the fall.
 - e. Carnival: Organize an annual carnival.
 - f. Sally Foster or other similar vendor: Organize fall fundraising efforts.
3. Third Vice President Group, responsible for volunteer activities:
- a. Campus Beautification. Organize projects to improve the appearance of the school campus and playgrounds.
 - b. Dad's Club: Increase participation by fathers through the hosting of activities and support of PTO events.
 - c. Hospitality: Create welcoming atmosphere at PTO meetings. Arrange social functions, such as kindergarten welcome and teacher in-service breakfasts. Assist in coordination with President, with all teacher appreciation projects.
 - d. Room Representative: Serve as liaison between room representatives and school and PTO administration. Coordinate classroom activities with PTO activities.
 - e. Partners at Learning: Coordinate tutoring program.
 - f. VIPS: Coordinate PTO and school-wide volunteer activities.
 - g. Library. Coordinate with the school librarian to organize events and volunteer activities in support of the library, including fall and spring book fairs.
 - h. School Supplies: Organize the annual sale of school supplies. Coordinate grade level needs in conjunction with teacher input.
 - i. Uniforms: Organize ordering and distribution of school uniforms.
4. Fourth Vice President Group, responsible for matters related to school administration, community involvement, and external publicity:
- a. Grants: Research and apply for grant funding to support Horn programs and activities.
 - b. Horn Helping Hands: Coordinate parent and child involvement in community service projects.
 - c. Incentives: Coordinate incentive programs to encourage students and teachers.

- d. Partners in Education: Coordinate local business sponsorship and support of Horn funds and activities. Oversee school rebate programs.
- e. Scholarship: Provide PTO scholarships to faculty for training and educational opportunities according to PTO policy. The committee shall consist of the scholarship committee chairperson, the fourth vice president, one (1) general member of the PTO, and the principal as a nonvoting member. No one may serve on the committee who expects to apply for a scholarship. The Scholarship Committee is temporarily suspended and operation will fall under the jurisdiction of the Executive Board. The Teacher Liaison will abstain from voting on scholarships.
- f. The Market at Horn: Organize other committees to be present at the Meet-The-Teacher days and Kindergarten Round-Up to allow parents to do “one-stop shopping” and sign up for various PTO activities and donate to fundraisers at one time.
- g. Traffic Management Committee: Coordinate and manage pedestrian, bicycle, and automobile traffic flow and control on school property

IV. Liaisons

- 1. Teacher Liaison. The teachers of Horn Academy will appoint a teacher representative to serve on the PTO executive board as a teacher liaison.
- 2. SDMC Representative. The PTO president serves as a representative on the Horn Academy Shared Decision-Making Committee. The president may delegate this role to one of the vice presidents, so long as (i) the designation is made prior to the first meeting of the SDMC, (ii) the principal is notified prior to the first meeting of the SDMC, and (iii) such designation extends for the entire school year.

V. Minutes and Reports

- 1. Plans of work. All officers, committee chairpersons and PTO liaisons shall prepare and present a plan of work to the executive board for approval in May. Plans of work must be approved before any committee action can be taken. Plans of work will contain the following components:

- PTO title or position
- Name and contact information
- Overall goal or responsibility
- Specific action steps
- Budget
- Resources used
- Evaluation process
- Committee members, if known/appropriate

2. Committee and officer reports. Special committee chairpersons must report to their assigned vice presidents monthly, before the board meeting. Vice presidents, standing committee chairpersons, and the treasurer will report at each board meeting.
3. Executive board minutes. Minutes of the PTO executive board, recorded by the secretary, will be written in a bound book with numbered pages. Executive board minutes and general membership meeting minutes are to be written in separate books. A electronic version of the minutes will be provided to all board members within seven (7) days of meetings for review and approval at the next executive board meeting.
4. General meeting minutes. Minutes of the PTO general membership meetings, recorded by the secretary, will be written in a bound book with numbered pages. Executive board minutes and general membership meeting minutes are to be written in separate books. A typed draft version of the minutes will be posted in the school lobby and on the PTO Website no later than ten (10) days following the meeting.
5. Approval of final minutes. The president shall appoint a committee of no fewer than three (3) persons who had been in attendance at the May executive board meeting to approve the minutes of that meeting. The president shall also appoint a committee of no fewer than three (3) persons who had been in attendance at the last general membership meeting of the year to approve the minutes of that meeting.
6. Procedure books. All officers, committee chairpersons and PTO liaisons shall prepare and maintain a procedure book that contains the approved plan of work, relevant notes and materials, an annual report, and a copy of these bylaws. This book, and any other relevant materials shall be given to his/her successor, the assigned vice president, or the president within thirty (30) days after the new officers and committee chairpersons have assumed their duties in April, or within 14 (fourteen) days following the completion of a special committee's function.

VI. Finances

1. The annual membership fee shall be \$5 per person. In the event of the enrollment of a member late in the year, dues will not be prorated.
2. Payment of all PTO expenses shall be by check or EFT. No blank checks will be issued.
3. Expenditures for committees need to be approved by the chairperson of the committee before the treasurer will reimburse the expense. Expenses should never be paid with cash from an event or other committee activity.
4. Cash receipts must be counted by two PTO members, and both should sign the cash receipts form verifying the amount.
5. Authorized signers on the PTO account will collect funds, complete operational paperwork, and make deposits to the PTO bank account immediately following an event or activity that generates funds. Deposit documentation and cash and check summary sheets must be given to the treasurer immediately after deposits are made. Money should never be deposited into

personal or school accounts, left on the school property other than in the lockbox, or left in an unsecured location.

6. Documentation regarding internal transfers (intra-bank) between PTO accounts must be provided to the treasurer within one banking day after the transfer is initiated.
7. General liability, fidelity bond, and officer's liability insurance coverage shall be purchased annually by the PTO and maintained in the permanent records.
8. Expenses over \$1000 not covered in the budget will require majority approval at a general membership meeting.
9. Gifts and incentives that are covered in the budget must not exceed \$50 per recipient, and must be approved by at least two of the principal, PTO president, or first vice president.
10. Expenditures for gifts and incentives not covered in the budget will require majority approval at a general membership meeting.
11. Reimbursements will only be paid for expenses incurred in the current or previous fiscal year.
12. Expenses for items or services requiring contracts longer than one (1) year will require majority approval at a general membership meeting.
13. The treasurer will ensure that at least \$5000 will be carried over for the next fiscal year to maintain the account and provide funds for summer and start-up activities.
14. All efforts shall be made to spend monies above the minimum carryover by the end of the current fiscal year, unless the general membership has approved carryover for a specific use during subsequent fiscal years.