

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

Section 2. The purposes of the Lamar PTO are promoted through an educational program directed toward 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: Basic Policies.

Section 3. The Lamar PTO is organized exclusively for charitable, scientific, literary or educational purposes within the meaning of Section 501©(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, as required by the Texas Non-Profit Corporate Act. 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 shall work with Lamar High School and the Houston Independent School District (HISD) to provide quality education for all children and youth. The Lamar PTO shall seek to participate in the decision-making process to establish school policy, recognizing that the legal responsibility for the decision-making process belongs to the local and state boards of education.

Section 5. 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 Board of Directors. Such approval shall require a 2/3 (two thirds) vote of the members of the Board attending and voting when a quorum is present.

Section 6. 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 Board of Directors. Such approval shall require a 2/3 (two thirds) vote of members of the Board attending and voting when a quorum is present.

Section 7. 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 © (3) of the Internal Revenue Code, or (2) by an organization whose contributions are deductible under Section 170 © (2) of the Internal Revenue Code.

Section 8. 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 © (3) of the Internal Revenue Code, preferably an entity charged with the benefit of Lamar High School or its successors.

Section 9: 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 Board of Directors business shall be 20 members in attendance; and

- c. A quorum for conducting Lamar PTO Executive Board business shall be a majority.

Article V: Members and Dues

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 staff member of Lamar High School. A child who has been enrolled as a student at Lamar High School who (a) temporarily is not attending Lamar and (b) intends to re-enroll as a student at Lamar is considered a student at Lamar High School for purposes of this Section.

Section 2. Membership in the Lamar PTO is renewed annually. The term of membership runs from October 1st of one year to September 30th 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 of Lamar PTO shall pay such annual dues to the PTO as may be prescribed by the PTO Board of Directors.

Section 4. Only members of the Lamar PTO shall serve in any elected or appointed position or vote on matters submitted to a vote of the membership.

Article VI: The Executive Board

Section 1. Officers

- a. The officers of the Lamar PTO shall consist of a president, a president-elect, a corresponding secretary, a recording secretary, a treasurer, a parliamentarian, and a resource and development coordinator. These officers shall constitute the Lamar PTO Executive Board. The immediate past president may serve as an ex-officio member of the Executive Board.

Section 2. Election of Officers

- a. Each officer shall be a member of the Lamar PTO at the time of election to office. The current Executive Board shall consider and make recommendations regarding qualification to be newly elected or to continue to serve as an officer;
- b. Officers shall be elected by a majority vote of members present and voting at the last general membership meeting of the academic year;
- c. The term of office for the Executive Board, the Board of Directors, and committee members shall begin on the last day of the spring semester of every year and end one day prior to the last day of the spring semester of the following year;
- d. No officer shall serve in the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited with having served that term;

- e. In order to be eligible for nomination as president or president-elect, a person must be currently serving on the Board of Directors or must have served on the Board of Directors within the preceding five years;
- f. The nominating committee shall be composed of five (5) members and one (1) alternate;
- g. The nominating committee shall be proposed by the Executive Board and shall be elected by a majority of members present and voting at a General Membership meeting at least one month prior to the election of officers;
- h. The nominating committee shall elect its own chair;
- i. The nominating committee shall nominate one eligible person for each office to be filled and report its nominees at a Lamar PTO General Membership meeting. Additional nominations may be made from the floor. The slate of officers shall be reported to the membership by posting them on the Lamar PTO bulletin board at Lamar High School or by other means chosen by the nominating committee at least one (1) week prior to the election;
- j. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to office; and
- k. The president and president-elect may serve as nonvoting advisory members of the nominating committee.

Section 3. Vacancies

- 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 the president-elect shall be filled for the unexpired term by a candidate elected by a 2/3 (two-thirds) vote of the members attending and voting at a General Membership meeting. The Executive Board shall be responsible for collecting nominations of candidates from members of the Executive Board and the Board of Directors prior to the General Membership meeting. A 2/3 (two-thirds) vote of the members present and voting at the Board of Directors meeting 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;
- c. A vacancy in the offices of corresponding secretary, recording secretary, treasurer, or resource and development coordinator shall be filled by a 2/3 (two thirds) vote of members present and voting at a Board of Directors Meeting;
- d. A vacancy in the office of parliamentarian shall be filled for the unexpired term by appointment by the president;
- e. The president shall post notice of the election to fill a vacancy at least one (1) week prior to the election. In the case of vacancy occurring in the office of president, the president-elect shall post notice of the succession of the president-elect to the office of president within one (1) week after the vacancy occurs.

Section 4. Removal of Officers or Committee Chairs.

- a. By 2/3 (two-thirds) vote of the members attending and voting at a Board of Directors meeting, an officer or chair may be removed from office for failure to perform duties or whenever, in the judgment of the Board of Directors, the best interests of the Lamar PTO would be served by the removal;
- b. An officer or chair that misses three consecutive meetings may be removed from office.

Article VII: Duties of Officers

Section 1. The president shall:

- a. Coordinate the work of the officers and committees of the organization in order that its purposes may be promoted;
- b. Confirm that the defined quorum is present before conducting any business requiring a vote at any meeting of the Lamar PTO General Membership, the Lamar PTO Board of Directors and the Lamar PTO Executive Board;
- c. Preside at all meetings of the Lamar PTO General Membership, the Lamar PTO Board of Directors and the Lamar PTO Executive Board;
- d. Appoint chairs of standing and special committees with the ratification of the Executive Board;
- e. Be authorized to sign on bank accounts (two authorized signatures shall be required on all checks over \$1,000.00 unless said expense in excess of \$1,000.00 has received prior approval by the Executive Board);
- f. Be 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;
- g. Perform such other duties as may be assigned by the Lamar PTO; and
- h. Keep a current copy of the Lamar PTO bylaws.

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. Perform other duties as assigned by the president of the Lamar PTO;
- e. Be an ex-officio member of the Lamar Shared Decision Making Committee;
- f. Serve on the PTO Budget Committee and attend PTO Budget Committee meetings;
- g. Be authorized to sign on bank accounts of the Lamar PTO (two authorized signatures shall be required on all checks over \$1,000.00 unless said expense in excess of \$1,000.00 has received prior approval of the Executive Board); and
- h. Keep a current copy of the Lamar PTO bylaws.

Section 3. The corresponding secretary shall:

- a. Notify Board members of regular and special meetings;
- b. Handle the correspondence of the organization as assigned by the president;
- c. Perform other duties as assigned by the president of the organization; and
- d. Keep a current copy of the Lamar PTO bylaws.

Section 4. The recording secretary shall:

- a. Record the minutes of all meetings of the Executive Board, Board of Directors 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 Board of Directors to assume the duties of the recording secretary for that meeting;
- b. Keep a current copy of the Lamar PTO bylaws;
- c. Keep a membership list as provided by the membership chair; and
- d. Perform other duties as assigned by the president of the organization.

Section 5. The treasurer shall:

- a. Serve a two (2) year term as treasurer;
- b. Oversee all Lamar PTO organizational funds and, if requested, have access to all bank accounts of the Lamar PTO;
- c. 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;
- d. Make disbursements as authorized by the president, Board of Directors, or Lamar PTO in accordance with the budget adopted by the organization;
- e. Be authorized to sign on bank accounts (two authorized signatures shall be required on all checks over \$1,000.00 unless said expense in excess of \$1,000.00 has received prior approval by the Executive Board);
- f. Present a financial statement at PTO General Membership meetings, Board of directors meetings, and at other times when requested by the Lamar PTO or its Executive Board;
- g. Oversee filing of all forms required by the Internal Revenue Service or other governmental agency;
- h. Keep a current copy of the Lamar PTO bylaws; and
- i. Submit books to an auditing committee as requested.

Section 6. The parliamentarian shall:

- a. Plan to attend all scheduled meetings of the Executive Board, Board of Directors 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. Advise on matters of parliamentary procedure when requested;
- c. Keep a most recently revised copy of Robert's Rules of Order; and
- d. Keep a copy of the current Lamar PTO bylaws.

Section 7. The Resource and Development Coordinator shall:

- a. Coordinate Lamar PTO fundraising committees and activities; and
- b. Keep a copy of the current Lamar PTO bylaws.

Section 8. 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 VIII: 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.

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. Emergency meetings may be called from time to time to vote on issues which cannot be postponed until the next regularly scheduled meeting. If possible, five (5) days notice shall be given for all emergency meetings. The most effective means of communication to the membership available at the time shall be used to notify the membership of emergency meetings. The president and the president-elect shall determine the most effective means of communication.

Section 4. The annual election of the Executive Board members for a school year shall be held during the last regularly scheduled General Membership meeting of the previous school year.

Article IX: Board of Directors

Section 1. The Board of Directors shall consist of the officers of the PTO (also known as the Executive Board), the standing committee chairs and standing committee members,

special committee chairs and special committee members, the principal of the school or the principal's representative, at least one Lamar High School faculty member selected by the principal, and the elected parent representatives to the Lamar Shared Decision Making Committee.

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

- a. Transact necessary business in the intervals between General Membership meetings and such other business as may be referred to the Board of Directors by the General Membership and/or the Executive Board;
- b. Present a report at General Membership meetings as requested by the president;
- c. If considered necessary, appoint an auditing committee consisting of not fewer than three (3) members to audit the treasurer's accounts and/or the accounts of standing and special committees;
- d. Through its budget committee, prepare and submit to the organization a budget for the year; and
- e. Fill vacancies of officers.

Section 3. Meetings

- a. Regular meetings of the Board of Directors shall be held prior to each PTO General Membership meeting. The corresponding secretary shall give Board of Directors members reasonable notice of the meetings; and
- b. Special meetings of the Board of Directors may be called by the president or by a majority of the members of the board with five (5) days notice.

Section 4. Term of Office

- a. The term of office for Board of Directors members shall begin on the last day of the spring semester of every calendar year and end one day prior to the last day of the spring semester of the following year.

Article X: Standing and Special Committees

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

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 chairmen to serve on the Board of Directors at any time, appointment in any one term shall not automatically carry over to the next.

Section 3. The president may create special committees for nonrecurring 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 the last day of the spring semester of every calendar year and end one day prior to the last day of the spring semester of the following year; and
- b. The term of each special committee shall conclude upon resolution of the issues it was assigned to address or one day prior to the last day of the spring semester of the current academic year, whichever comes first.

Section 5. The chair of each standing and special committee, or his/her designee, shall attend Board of Directors meetings. At the request of the president or the Board of Directors, 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. The president shall be an ex-officio member of all standing and special committees with the exception of the nominating committee on which the president may serve as a nonvoting advisory member.

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. Election of PTO Parent Representatives

- a. The election of the PTO parent representatives to the Lamar SDMC shall be held at the same time as the election of the Lamar PTO executive board unless otherwise required by HISD;
- b. The term shall be for two (2) years commencing and ending on dates to be determined by the SDMC; and
- c. A representative shall not serve for more than one consecutive term.

Article XII: Fiscal Year

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

Article XIII: Parliamentary 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, Board member, 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 at any PTO General Membership meeting, provided a quorum is present, by a majority vote of the members present and voting.

Section 2. Notice of any proposed amendments or revisions to the by-laws shall be given by the president at the meeting prior to the meeting at which the vote on the amendments/revisions is taken.

Section 3. A committee may be appointed to submit amendments or revisions to the bylaws by a majority vote of the members in attendance and voting at a PTO General Membership meeting or by a 2/3 (two-thirds) vote of the members in attendance and voting at a Board of Directors meeting.

These bylaws were approved unanimously at the Lamar General Membership Meeting held October 6, 2008.

Cynthia J. Lange, President

Date