



**SARTARTIA MIDDLE SCHOOL  
PARENT TEACHER ORGANIZATION  
BYLAWS**

**ARTICLE I. GENERAL**

**SECTION 1. NAME.** The name of this organization is Sartartia Middle School Parent Teacher Organization [PTO].

**SECTION 2. PURPOSE.** The PTO has been established to promote the welfare and educational, vocational, and character development of students who attend the Sartartia Middle School [School] and to promote open communication between the administration, teachers and parents. The PTO shall not attempt to direct the administration or policies and activities of the School. The PTO is organized and shall be operated exclusively for charitable and educational purposes within the meaning of Section 501[c.] [3] of the Internal Revenue Code of 1986, as amended, concerning tax exempt organizations. No substantial part of the activities of the organization shall be the carrying on of propaganda, influencing legislation, nor participation in political campaigns for public office. The PTO shall not engage, participate, nor intervene in any activity or transaction that would result in the loss of its status as a tax-exempt entity.

**SECTION 3. POWERS.** In order to accomplish the foregoing purpose and to finance programs in support thereof, the PTO is empowered to solicit and accept membership dues and voluntary contributions, to receive, invest and distribute funds and to hold property in furtherance of its objectives. No part of the income or assets shall benefit any member or other individual or entity.

**ARTICLE II. MEMBERSHIP**

**SECTION 1. ELIGIBILITY.** Membership in the PTO shall be open to those individuals, who subscribe to its purpose, are duly registered (as determined by the Board), and who are parents, grandparents, legal guardians of students, or members of the faculty and staff.

**SECTION 2. ANNUAL DUES.** The annual dues for members of the PTO [Members] shall be determined annually and at its sole discretion, by the Board of Directions [Board], as defined in Article IV herein.

**SECTION 3. MEMBERS.** Only current members who are duly registered (when necessary) have the privilege of making motions, voting, holding office or serving on committees. The Membership Chairperson shall maintain (as determined by the Board) throughout the year, a list of the current members of the PTO.

**ARTICLE III. MEETINGS OF THE MEMBERS**

SECTION 1. GENERAL MEETINGS. These meetings of the members shall be held during the school year with day and time to be scheduled by the Board to avoid conflicts with holidays or other local meetings. There are to be at least, but not limited to, two general meetings during the school year.

SECTION 2. ELECTION MEETING. This meeting of the members shall be held during a general meeting in April or May of each year. The meeting shall be held for the purpose of electing Executive Officers and Standing Officers of the PTO, as defined in Article V and VI herein, and for the transaction of any other business that needs to be brought before the members (as determined by the Board).

SECTION 3. SPECIAL MEETINGS OF THE PTO MEMBERS. Special Meetings may be called by the President, at the request of the majority of the Board or at the request of five percent [5%] of the members, to transact any business, which needs to be brought before the members.

SECTION 4. NOTICE. Five [5] school days notice shall be required for any General, Special, or Election Meeting. Notice for all meetings shall indicate the time, date and place of the meeting. The meeting shall be called by means of posting on school property, by publication, by parent phone line, by e-mail, or posting on the school's website.

SECTION 5. QUORUM AND MANNER OF VOTING. The attendance of 10 [ten] current members of the PTO shall constitute a quorum at any meeting of the members. An item of business included in the agenda and properly brought before the meeting may be transacted and voted on during such meeting. The order of business to be followed during each meeting shall be determined by the President. The election of officers and all motions voted upon by members shall be decided, except as otherwise provided in these bylaws, by a majority of the voting members present at a meeting, provided a quorum is established and maintained throughout the meeting.

## **ARTICLE IV. THE BOARD OF DIRECTORS.**

SECTION 1. DUTIES. The property, affairs and business of the PTO shall be managed by its Board of Directors [Board] who shall set and determine the policies of the PTO. The Board shall have the power to adopt an annual budget, disperse funds, approve plans and programs to raise funds, and perform all other duties as may be necessary or desirable to carry out the stated purposes of the PTO.

SECTION 2. COMPOSITION. The Board shall consist of the Executive Officers and the Standing Officers of the PTO. A husband and wife may not be officers of the PTO at the same time, and an employee of Fort Bend ISD may not be an officer. The Principal of the School [Principal] shall serve as ex-officio member of the Board. The Principal shall provide input from the faculty and advise the Board of special needs of the students.

SECTION 3. THE NOMINATING COMMITTEE. During the General Meeting in February of each school year, the Board shall present nominees to serve on the Nominating Committee. The Nominating Committee members shall be elected by the members of the PTO and shall consist of the Principal and four members of the PTO. The Nominating Committee shall elect a chairperson from among its members. At the Election Meeting in April or May (as

determined by the Board), the Nominating Committee shall be responsible for recommending the nominee[s] for election to each office as described in Article V and VI herein. Nominations for each office shall be accepted from the members at large during the Election Meeting (as determined by the Board) following the report submitted by the Nominating Committee. All nominees shall personally consent to stand for election after being notified about their nomination by the Nominating Committee. The Nominating Committee is a standing committee of the PTO, not the Board; therefore, it is not governed by Article VI or VIII herein.

SECTION 4. ELECTIONS. The Executive Officers and the Standing Officers shall be elected during the Election Meeting (as determined by the Board) in April or May of each year. The Executive Officers and Standing Officers shall be elected by ballot unless there is only one [1] name placed in nomination for each position, whereupon the elections may be conducted by voice vote.

SECTION 5. TERM OF OFFICE. The Executive Officers and Standing Officers shall be elected at the Election Meeting (as determined by the Board) in April or May to serve in the capacity for one [1] year beginning July 1<sup>st</sup> ; due to the fiscal year ending June 30<sup>th</sup>.

SECTION 6. CONSECUTIVE TERMS. The members of the Board may serve for consecutive terms on the Board, but may not serve for more than two [2] terms as an officer in the same capacity.

SECTION 7. REMOVAL FROM OFFICE. A Board member who without cause fails to attend three [3] consecutive regular meetings of the Board may be removed from office by a majority vote of the Board. A Board member may otherwise be removed by a two-thirds [2/3] vote of the Board. Two [2] weeks prior to taking such action, the President or the Secretary shall send to the Board member being considered for removal, a notice of such action by “Registered Mail, Return Receipt Requested.” A Board member removal from office may appeal the decision of the Board to the members, beyond which there shall be no appeal

SECTION 8. VACANCIES. The Board may fill vacancies in its own membership. A Board member may resign at any time upon a two [2] weeks written notice to the Board. A quorum of the remaining members serving on the Board, may by a majority vote, appoint a successor, selected from among the members of the PTO, to serve the unexpired term of a Board member who resigns, is unable to serve, or is removed.

SECTION 9. REGULAR BOARD MEETINGS. Regular scheduled meetings of the Board shall be held throughout each year. Any items of business properly brought before a Regular Meeting of the Board may be transacted and voted on during such meetings.

SECTION 10. SPECIAL MEETINGS OF THE EXECUTIVE OFFICERS. Special Meetings of the Executive Officers may be called by the President or by the Secretary upon the request of any three [3] Board members, upon twenty-four [24] hours written or verbal notice indicating the time and place of the Special Meeting and the business to be transacted at such meeting.

SECTION 11. QUORUM AND MANNER OF VOTING. The presence of one-half [1/2] of the Board shall constitute a quorum at any Regular or Special Meeting of the Board. All motions voted upon at any meeting of the Board at which a quorum has been established and maintained throughout, shall be decided, except as otherwise provided in these bylaws, by a majority of the Board members present at the meeting.

## **ARTICLE V. EXECUTIVE OFFICERS**

SECTION 1. TITLES AND TERMS OF OFFICE. The Executive Officers of the PTO shall consist of President, Vice-President, Secretary, Treasurer, and Financial Secretary. All officers shall serve a term of office for one [1] school year.

SECTION 2. PRESIDENT. The President shall preside at all meetings of the members of the Board; be an ex-officio member without vote, of all committees except the Nominating Committee; appoint with the advice and consent of the Board, the chairpersons of any special committees; have supervision of an general executive and administration powers relating to the PTO, subject to the control of the Board; and implement the general directives, plans and policies formulated by the Board.

SECTION 3. VICE-PRESIDENT. The Vice-President shall have such powers and responsibilities as may be determined by the Board or the President. The Vice-President shall also ensure parliamentary procedure as described in Article IX, Section 6. In the absence of the President, the Vice-President shall perform the duties and exercise the authority of the President.  
(Rev. Approved: 10/14/08)

SECTION 4. SECRETARY. The Secretary shall attend all meetings of the members and the Board and record the minutes of those proceedings; maintain the bylaws and amendments in the minute book; have custody of all books and records pertaining to the business of the PTO except those of the Treasurer and Financial Secretary; conduct the correspondence of the PTO; notify the Board of all Board meetings; and perform other duties that may be assigned by the President or the Board.

SECTION 5. TREASURER. The Treasurer shall have custody of the funds that have been deposited in the name and to the credit of the PTO; keep full and accurate accounts of receipts and disbursements in the books and records; reconcile each bank statement in a timely manner, disburse the funds of the PTO upon authorization of the Board; present a statement of financial condition at each General Meeting of the members and the Board; present an accurate account of all transactions and a report on the financial condition of the PTO at the Election Meeting (as determined by the Board) each year and prepare and file the annual non-profit federal income tax return. The Treasurer without the approval of the Board may disburse those matters that have not been budgeted, and do not exceed one hundred dollars [\$100.00]. The Treasurer shall provide the financial books and records for the financial review and shall work with the Financial Secretary to prepare an annual budget to be approved by the Board. In the absence of the Treasurer, the Financial Secretary shall assume the duties of the Treasurer.

SECTION 6. FINANCIAL SECRETARY. The Financial Secretary shall have custody of funds to be deposited and shall deposit funds in a timely manner in the name and to the credit of the PTO; provide the Treasurer with an accurate accounting of receipts deposited, keep full and accurate records of receipts; present a statement of receipts at each General Meeting of the

Members and the Board and present an accurate account of all transactions and a report on the financial condition of the PTO at the Election Meeting (as determined by the Board) each year. The Financial Secretary will work with the Treasurer to prepare the financial books and records for the financial review and shall work with the Treasurer to prepare an annual budget to be approved by the Board. In the absence of the Treasurer, the Financial Secretary will be responsible for issuing charitable donation tax letter according to the requirements of the Internal Revenue Code of 1986, as amended.

## **ARTICLE VI. STANDING OFFICERS.**

**SECTION 1. STANDING OFFICERS.** The Standing Officers shall be elected by the members and shall be responsible for developing programs in support of the stated purposes of the PTO. Other members, as deemed necessary, of a Standing Officer's committee shall be appointed by the officer in charge of each committee. The Standing officers shall be the chairpersons of the following committees: VIPS, Ways and Means, 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> Grade Level Coordinators, Publicity, Membership, Hospitality, and Special Projects.

**SECTION 2. VIPS CHAIRPERSON(S).** Shall coordinate volunteers in compliance with the VIPS [Volunteers in Public Schools] program, as described in the FBISD Campus VIPS Coordinator Handbook, and perform other duties that may be assigned by the President or the Board.

**SECTION 3. WAYS AND MEANS CHAIRPERSON(S).** Shall act as chairperson(s) of the School-wide fundraiser(s), handle any auxiliary School-wide fundraiser(s), and provide accurate fundraisers' receipts to the Financial Secretary, and perform other duties that may be assigned by the President or the Board. As of 2007, examples of school-wide fundraisers are: "Paws for the Cause" and Candy Sales.

**SECTION 4. PUBLICITY CHAIRPERSON(S).** Shall provide information to the media as authorized by the President or the Board and perform other duties as assigned by the President or the Board.

**SECTION 5. DIRECTORY CHAIRPERSON(S).** Shall be in charge of assembling, printing and distributing of the school directory. Provide accurate receipts to the Financial Secretary and perform other duties that may be assigned by the President or the Board.

**SECTION 6. GRADE LEVEL COORDINATORS.** There shall be 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> Grade Level Coordinators, one person or a pair per grade level, to act as a liaison between the Board and the parents/teachers to assure that each grade level has an equal amount of assistance available and perform other duties as assigned by the President or the Board. Each Grade Level Coordinator is responsible for organizing, in conjunction with the Head Grade Level Teacher, their group of parent volunteers. 8<sup>th</sup> Grade Level Coordinator shall be responsible for Career Day and the 8<sup>th</sup> Grade Celebration.

**SECTION 7. HOSPITALITY CHAIRPERSON(S).** Shall serve as the official hostess of the PTO and be responsible for selecting chairpersons for projects approved by the Board, and perform other duties as assigned by the President or the Board.

**SECTION 8. SPECIAL PROJECTS CHAIRPERSON(S).** Shall be responsible for forming committees to implement any special projects approved by the Board and act as liaison between

those committees and the Board, and shall perform other duties that may be assigned by the President or the Board. Examples of special projects may include: FB Education Foundation Gala Gift Basket, ARC Gift Basket and honoring the faculty and staff for teacher appreciation week!

SECTION 9. 5K AND SILENT AUCTION CHAIRPERSON(S). Shall act as chairperson(s) of the community-wide 5K run and silent acution, They will execute the event with a representative from Sartartia Middle School, obtain sponosrs and provide accurate fundraisers' receipts to the Financial Secretary, and perform other duties that may be assigned by the President or the Board.

(approved 10/14/14)

## **ARTICLE VII. FACULTY REPRESENTATIVES.**

SECTION 1. FACULTY REPRESENTATIVES. There shall be Faculty Representative(s) who will act as a liaison between the faculty and the Board. The Faculty Representative(s) will act as an ex-officio member of the board and shall be appointed by the Principal.

## **ARTICLE VIII. AD HOC COMMITTEES.**

SECTION 1. AD HOC COMMITTEES. Ad Hoc Committees are committees created with the approval of the Board when new projects are instituted or needs are identified. These committees are not permanent and may be increased or decreased on an annual basis. Chairpersons of these committees are considered voting members of the Board.

## **ARTICLE IX.MISCELLANEOUS.**

SECTION 1. FISCAL YEAR. The fiscal year shall end on June 30<sup>th</sup> of each year.

SECTION 2. CHECKS AND DRAFTS. Checks and drafts or other orders for the payment of money issued in the name of the PTO shall be signed by two [2] different officers of the PTO, of whom, one may be either the Treasurer or Financial Secretary, but not both and approved in advance of issuance by the Board, except for those non-budgeted disbursements described in Article V, Section 5. Authorized check signatures on the PTO account shall be provided by the Executive Officers: President, Vice-President, Secretary, Treasurer, and Financial Secretary.

SECTION 3. FINANCIAL REVIEW. A financial review of the books and records of the PTO will be conducted and completed by July 31<sup>st</sup> each year. The Financial Review Committee shall consist of at least two [2] current PTO members selected by the Executive Officers. The Treasurer and Financial Secretary shall neither select nor serve on the Financial Review Committee; but will however, provide the Financial Review Committee with the financial books and records as described in Article V, Section 5 and 6. The Financial Review Committee will perform a financial review of the books and records of the PTO. A report will be issued stating the extent of their review and attesting to their findings during such review. It is recommended that an additional review take place at the close of school-wide fundraisers or at the discretion of the Board.

SECTION 4. DISPOSITION OF ALL ASSETS UPON DISSOLUTION. In the event of dissolution of the PTO, all outstanding bills shall be paid and all remaining property and assets of the PTO shall be distributed to the School or, if such disposition is not possible, to one or more PTO's that are qualified as an example organization under Section 501 [c] [3] of the Internal Revenue Code of 1986, as amended and that are selected by the Board. In no event shall the remaining property and assets of the PTO be distributed to any member(s) or other individual entity.

SECTION 5. AMENDMENTS. These bylaws may be amended at any General Meeting of the members, at which a quorum as defined in Article III, Section 5 is present throughout, by a vote of two-thirds [2/3] of the members present at such meeting, provided the proposed amendment was presented and discussed at the previous General Meeting. A notice of proposed changed will be posted at the School two [2] weeks prior to the vote.

SECTION 6. RULES OF ORDER. The rules contained in the latest revisions of "Robert Rules of Order" shall govern the parliamentary procedures followed during all meetings of the PTO.

These bylaws were approved and adopted by a majority vote of the PTO members present at the General Meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Attest:

Secretary:

President: