

Macario Garcia Middle School

Parent Teacher Organization By-Laws

Article One: General

Section 1. Name

The name of the organization shall be Macario Garcia Middle School PTO. The address of the School is: 18550 Old Richmond Rd., Sugar Land, TX 77498.

Section 2. Purchase

The PTO has been established to promote the welfare and educational, vocational, and character development of students who attend Macario Garcia Middle School and to develop and maintain a forum for parents, teachers, and citizens within the community interested in the advancement of those purposes. The PTO shall not attempt to direct the administration or policies and activities of 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 which would result in the loss of its status as a tax exempt entity.

Section 3. Powers

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

Article Two: Membership

Section 1. Eligibility

Membership in the PTO shall be open to those individuals who subscribe to its purpose and objectives, are duly registered as hereinafter provided, and who are:

- (a) Parents, grandparents, or legal guardians of students enrolled in the School.
- (b) Members of the faculty, staff, and their families

Section 2. Annual Dues

The annual dues for members shall be determined by the Board of Directors at its sole discretion.

Section 3. Members

Only current members who are duly registered have the privilege of making motions, voting, holding office or serving on committees. The Membership Coordinator shall maintain throughout the year a list of the current members of PTO.

Article Three: Meeting of Members

Section 1. General Meetings

These meetings of the members shall be held during the school year, day, and time to be scheduled by the Board of Directors to avoid conflicts with holidays or other local meetings.

Section 2. Election Meeting

This meeting of the members shall be held during the general meeting in 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 5 and Article 6 of these By-Laws, and for the transaction of any other business properly brought before the meeting.

Section 3. Special Meeting

Special meetings may be called by the President at the request of the majority of the Board of Directors, or at the request of five percent of the members, to transact any business which needs to be brought before the members.

Section 4. Notice

Five 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 or publication. A simple majority of the members of the Board of Directors must be present.

Section 5. Quorum and Manner of Voting

The attendance of two-thirds ($\frac{2}{3}$) of the current members of the PTO Board shall constitute a quorum at any meeting of the members. Any 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 the members shall be decided, except as otherwise provided in these By-Laws, by a majority of the voting members present at a meeting provided a quorum is established and maintained throughout the meeting.

Article Four: The Board of Directors

Section 1. Duties

The property, affairs, and business of the PTO shall be managed by its Board of Directors who shall set and determine the policy of the PTO. The board shall have the power to adopt an annual budget, disburse 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. The Principal of the School shall serve as an 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. Elections

The Officers shall be elected by the members during the Election Meeting in May of each year. The Officers shall be elected by simple majority vote. Voting for the election of Officers shall be done by ballot vote via Forms, and the ballot shall be sent to Members the morning of the Election for completion prior to the

time of the Board Election Meeting.

Section 4. Term of Office

The Executive Officers and Standing Officers shall be elected at the Election Meeting in May to serve in the capacity for one year beginning at the last regular Board of Directors meeting of the academic year.

Section 5. Consecutive Terms

The members of the Board may serve for consecutive terms on the Board. However, they may not serve more than two (2) years as an officer in the same capacity. However, a member of the Board after serving consecutive terms may be nominated and elected in a different capacity. Officers may continue to serve consecutive terms in the same capacity provided that additional terms beyond the two (2) consecutive terms are uncontested by any other Member or Officer requesting to be nominated and elected to the position, and provided that said Member or Officer will have a student attending Macario Garcia Middle School in the year for which they have been nominated. All officers must be re-nominated and re-elected for each term they serve.

Section 6. Removal from Office

A Board Member who fails to attend three consecutive Regular Meetings of the Board may be removed by a majority vote of the Board. A Board member may otherwise be removed from office by a two-thirds vote of the board. Two weeks prior to taking such action, the President or Secretary shall send to the Board member being considered for removal notice of such action by "registered Mail, Return Receipt Requested". A board member removed from office may appeal the decision of the board to PTO members, beyond which there shall be no appeal.

Section 7. Vacancies

The board may fill vacancies in its own membership. A board member may resign at any time upon written notice to the board. The remaining members serving on the board, even though less than a quorum, may be a majority vote to appoint a successor, selected from among the members of the PTI, to serve the unexpired term of a board member who resigns, is unable to serve, or is removed.

Section 8. Regular Board Meetings

Regularly scheduled meetings of the board shall be held each year. Any items of business properly brought before a regular meeting of the board may be transacted and voted on during such meeting.

Section 9. Special Meetings

Special meetings of the Executive Officers may be called by the President or by the Secretary upon the request of any three board members, upon twenty-four hours written or verbal notice indicating the time and place of the Special Meeting and the business to be transacted at such meeting.

Section 10. Quorum and Manner of Voting

The presence of two-thirds ($\frac{2}{3}$) of the current members of the PTO Board shall constitute a quorum at any Regular or Special meeting of the board. All motions voted upon at any meeting at the board at which a quorum has been established and maintained throughout, shall be decided, except as otherwise provided in these By-Law, by a majority of the voting members present at a meeting provided a quorum is established and maintained throughout the meeting.

Article Five: Executive Officers

Section 1. Titles and Terms of Office

The Executive Officers of the PTO shall consist of the President, four Vice Presidents, Secretary, and a Treasurer. All officers shall serve a term of office for one academic year.

Section 2. President

The President shall preside at all meeting of the members and the Board; be an ex officer 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 and general executive and administrative 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. The First Vice President

The First Vice President shall have such powers and responsibilities as may be determined by the Board or the President. The First Vice President shall attend school board meetings and provide accurate information to the organization on decisions and developments from those meetings. In the absence of the President, the Vice President, the Vice President shall perform the duties and exercise the authority of the President.

Section 4. The Second Vice President

In the absence of the preceding officers, the Second Vice President shall preside and perform the duties of the President. The second Vice President shall act as VIPS Coordinator and perform other duties that may be assigned by the President or the Board.

Section 5. The Third Vice President

In the absence of the preceding officers, the Third Vice President shall preside and perform the duties of those officers. The Third Vice President shall act as Chairperson of the Schoolwide Fundraiser and perform other duties that may be assigned by the President or the Board.

Section 6. The Fourth Vice President

In the absence of the preceding officers, the Fourth Vice President shall preside and perform the duties of those officers. The Fourth Vice President shall act as a Chairperson of General Fundraiser, exclusive of the Schoolwide Fundraisers performed by the Third Vice President, and perform other duties that may be assigned by the President or the Board.

Section 7. Secretary

The Secretary shall attend all meetings of the members and the Board and record the minutes of those proceedings; maintain a list of the names and addresses of members; maintain the By-laws and amendments in a minute book; have custody of all books and records pertaining to the business of the organization except those of the Treasurer conduct the correspondence of the organization; notify the Board of all Board meetings; and perform other duties that may be assigned by the President or the Board.

Section 8. The Treasurer

The Treasurer shall have custody of the funds; keep full and accurate accounts of receipts and disbursements in the books and records. Deposit all funds in the name and to credit of the POT upon authorization of the Board; present a statement of condition 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 each year. Those matters that have not been budgeted, and do not exceed one hundred dollars, may be dispersed by the Treasurer without the approval of the Board. The Treasurer shall prepare the financial books for the audit and shall prepare an annual budget to be approved by the Board.

Article Six: Standing Officers

Section 1. Standing Officers

The Standing Officers of the PTO shall be elected by the members of the PTO and shall be responsible for developing programs in support of the stated purpose of the PTO. Other members, as deemed necessary, of a standing Officers committee shall be appointed by the officer in charge of each committee. The Standing Officers shall be the chairpersons of the following committees: Hospitality, Historian, Communications, Team Coordinator, Faculty Representative, Eighth Grade Recognition, and

Special Projects Coordinator.

Section 2. Hospitality Committee

The Hospitality Committee shall serve as the official hostesses of the PTO and shall be led by the Hospitality Coordinator(s). It will be responsible for selecting chairpersons for projects approved by the Board.

Section 3. Communication Committee

The Communications Committee shall be led by the Media Coordinator and shall share school events on social media and be responsible for publicizing school events.

Section 4. Eighth Grade Celebration Committee

The Eighth Grade Celebration Committee shall be led by the Programs Coordinator and shall be responsible for planning, coordinating, and implementing an appropriate recognition event for eighth grade students.

Article Seven: Ad Hoc Committees

Section 1. Ad Hoc Committees

Ad Hoc Committees are committees created with 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 Eight: Miscellaneous

Section 1. Fiscal Year

The Fiscal Year shall end on June 30 of each year.

Section 2. Checks and Drafts

Checks and drafts or other orders for the payment of money issued in the name of this PTO shall be signed by two officers of the PTO and approved in advance of issuance by the Board, except for those non budgeted disbursements described in article 5, Section 8.

Section 3. Audit

An audit of the books and records of the PTO will be conducted and completed by July 31 each year. The audit committee shall consist of at least two current PTO members selected by the Executive Officers. The audit committee must be satisfied that the Treasurer's annual report is correct. They shall sign a statement of fact at the end of the report.

Section 4. Disposition of 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 which is qualified as an exempt organization under Section 501(C)(3) of the internal revenue code of 1986, as Amended, and which is selected by the Board. In no event shall the remaining property and assets of the PTO be distributed to any member or other individual entity.

Section 5. Amendments

These By-Laws may be amended at any General Meeting of the members, at which a quorum as defined in Article 3, Section 5, is present and voting throughout, by a vote of two-thirds ($\frac{2}{3}$) of members present at such meeting, provided the proposed amendment was presented and discussed at the previous General Meeting. A notice of proposed changes will be shared with Officers and Members two weeks prior to

the vote.

Section 6. Rules of Order

The rules contained in the latest revisions of “Robert’s Rules of Order” shall govern the procedures followed during all meetings of the PTO.

These By-Laws were approved and adopted by a majority vote of PTO members present at the general meeting held on the _____.

Attest:

Secretary