

**Pershing Middle School  
Parents and Teachers Organization  
Bylaws Adopted May 11, 2004 (revised October 2018)**

**Article I – Name**

The name of the organization shall be the Pershing Middle School Parents and Teachers Organization (Pershing PTO) in Houston, Texas. It shall have no affiliation with any state or national organization with similar objectives.

**Article II – Purpose**

**Section A.** The purpose of the Pershing PTO is to support and enhance the educational experience at Pershing Middle School working to:

1. strengthen the relationship between home and school;
2. promote and encourage communication among families, parents, teachers and administration;
3. serve as a source of support for the school with volunteer and financial assistance; and
4. foster goodwill and support for the school in the community at-large

**Section B.** The objectives of the Pershing PTO shall be promoted through programs directed toward parents, students, teachers, staff, and the general public; developed through committees, projects and programs; and governed and qualified by the basic policies set forth in the articles below.

**Section C.** The Pershing PTO shall operate exclusively for charitable, educational, scientific and literary purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

**Article III – Policies**

The following are basic policies of the Pershing Middle School PTO:

- A. The Pershing PTO shall be noncommercial, nonsectarian, nonpartisan, and nonprofit.
- B. The Pershing PTO shall cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school, and shall not seek to control the administrative policies of the school.
- C. The name of the Pershing PTO and the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the Pershing PTO.
- D. The Pershing PTO shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, nor devote more than insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- E. 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(s), principal, executive board or general membership.

#### **Article IV – Membership and Dues**

**Section A.** Any school staff or faculty member and any parent, guardian or other adult standing in loco parentis for a student at the school may upon payment of annual dues become a member of the Pershing PTO. Membership shall be available without regard to race, creed, religion or national origin.

**Section B.** The Pershing PTO shall conduct an annual enrollment of members, but may admit persons to membership at any time.

**Section C.** The amount of the annual dues of the Pershing PTO shall be established by the Executive Board and shall be reviewed annually. Dues will be assessed per family, per teacher, or per staff member.

**Section D.** Only members in good standing of the Pershing PTO shall be eligible to participate in its business meetings or to serve in any of its elected or appointed positions. A member in good standing shall be in compliance with these bylaws and current with annual dues.

#### **Article V – Officers**

**Section A.** The organization shall function under the general guidance and direction of the Executive Board. The Executive Board consists of the following positions:

President(s)

President-elect

Vice President of Membership

Vice President of Fundraising

Vice President of Communications

Vice President of Outreach/Recruiting

Vice President of School Store

Treasurer

Assistant Treasurer

Secretary

Shared Decision Making Representatives (Two positions)

Parliamentarian – Appointed by President Elect

HISD Liaison – Appointed by President Elect

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

1. Attend Executive and Regular meetings on a consistent basis,
2. Transact necessary business in the intervals between meetings of the organization and such other business as needed;
3. Create standing and special committees;
4. Present a report at the regular meetings of the organization;

5. Maintain a description, plan and materials to be handed to successor;
6. Fill vacancies of officers and chairmen pursuant to Article VI, Section B.

### **Section C. Nominations**

A Nominating Committee of five (5) members shall be elected in January. This committee shall be comprised of two members of the Executive Board, two members of the general PTO and the Parliamentarian. The Parliamentarian shall serve as the chair of the Committee. The Nominating Committee shall solicit nominations for the Executive Board from the general membership by written announcement. Nominees selected by the Nominating Committee shall have given consent to nomination prior to nomination, and shall be members in good standing of the Pershing PTO. The Nominating Committee shall announce its proposed slate at the March meeting, if possible, and in any event shall post its proposed slate at least seven (7) days prior to the April meeting at which the elections will be held. Posting may be achieved through the PTO email. If an office requires two persons, two names shall be submitted. Additional nominations for any position may be submitted from the floor at the March meeting following the Nominating Committee's announcement of a proposed slate. All such additional nominees must also be members in good standing of the Pershing PTO.

### **Section D. Meetings:**

1. Regular meetings of the Executive Board shall be held prior to each regular meeting of the organization. The time, dates and location shall be determined by the Executive Board at the first meeting of the year.
2. A Majority (2/3rds) of the Executive Board shall constitute a quorum.
3. Special meetings of the Executive Board may be called by the President(s) or by a majority of the members of the Executive Board.

## **Article VI: Officer Elections**

### **Section A. Elections:**

1. The officers of this organization shall consist of the President(s), five Vice Presidents, Secretary, Treasurer and Assistant Treasurer, Parliamentarian and the two (2) Shared Decision Making Committee Representatives.
2. Officers, with the exception of Parliamentarian and HISD Liaison, shall be elected by ballot in the month of April. The election for each office shall be by ballot, unless there is only one candidate for a particular office, in which case election for that office may be by voice vote upon motion from the floor. In the event that the entire slate proposed by the Nominating Committee is unopposed, the election of the entire slate may also be by a single voice vote upon motion from the floor. When needed, the Nominating Committee Chair shall appoint tellers to count the vote. Nominees shall be elected to office by a majority vote of those present and voting and constituting a quorum.
3. Newly elected officers shall assume their duties on July 1. The Parliamentarian and HISD Liaison are appointed by the President(s) elect subject to the approval of the newly elected officers.
4. Officers shall assume their official duties following the close of the school year and shall serve a term of one year or until their successors are elected.

5. President and President-elect terms are limited to one year terms. No officer shall serve in the same office for more than two consecutive terms.

**Section B. Vacancies:**

1. A vacancy shall be declared in any seat on the Executive Board upon death or upon receipt of written resignation from the officer or upon removal of the officer pursuant to Article VI Section C.
2. If the office of President is vacated for any reason, the 1<sup>st</sup> Vice President (Membership and Volunteers) can succeed to the office of President until the Executive Board can meet to elect a new President. The Executive Board may elect by majority vote one of the Vice Presidents to succeed to the office of President for the unexpired portion of that term. Vacancies in other elected offices shall be filled by a majority vote of the remaining members of the Executive Board.

**Section C. Reason to Remove:**

By two thirds vote of the Executive Board, an officer or chairman may be removed from office for failure to perform duties or misconduct. Failure to attend three (3) consecutive meetings of the Executive Board may, at the option of the Executive Board, be grounds for removal. Due notice in writing shall be given to the officer by the President before the removal is voted upon.

**Article VII: Duties of Officers**

**Section A. The PRESIDENT shall:**

1. work with secretary to prepare the agenda for meetings of the organization and executive board;
2. confirm that a quorum is present before conducting any business at any meeting of the organization;
3. preside over meetings of the organization and executive board;
4. appoint the Parliamentarian and HISD Liaison subject to approval of the newly elected officers;
5. appoint chairpersons of nominating, standing and special committees, subject to approval of executive board;
6. appoint an reviewer for previous year's treasurer's book
7. be authorized to sign on bank accounts, but not on a check made out to him/her;
8. serve as the primary contact for the principal
9. represent the organization at the Shared Decision-Making Committee (SDMC);
10. serve as an ex-officio member of all committees except the auditing and nominating committees;
11. coordinate the work of all the officers and committees in order that the purpose of the organization be served;
12. maintain a position of impartiality and therefore shall not vote on any question except in the case of a ballot vote or if there is a tie;
13. perform such other duties as may be prescribed in these bylaws or assigned by the organization
14. work with the Treasurer(s) to prepare budget

**Section B.** The 1<sup>st</sup> Vice President (Membership and Volunteers) shall:

1. oversee a group of committee chairs related to PTO membership and VIPS defined in the standing rules;
2. represent those committee chairs to the executive board and communicate relevant information from the executive board to committee chairs as needed;
3. serve as an aide to the president(s);
4. maintain a current membership list;
5. perform other duties as assigned by the president or organization; and
6. succeed as President in the event of a vacancy until the Executive Board can fill the position.

**Section C.** The 2nd Vice President (Fundraising) shall:

1. collaborate with president in recruiting chairs for all fundraising committees defined in standing rules;
2. oversee a group of committee chairs related to fundraising;
3. represent those committee chairs to the executive board and communicate relevant information from the executive board to committee chairs as needed;
4. preside in the absence of the president(s) and first vice president; and
5. perform other duties as assigned by the president or organization.

**Section D.** The 3<sup>rd</sup> Vice President (Communications) shall coordinate all communication, both internal and external, relating to the Pershing PTO.

**Section E.** The 4<sup>th</sup> Vice President (Outreach/Recruiting) shall coordinate all activities relating to outreach and recruiting for the Pershing PTO.

**Section F.** The 5<sup>th</sup> Vice President (School Store) shall coordinate all activities relating to the school store.

**Section G.** Secretary shall:

1. record and distribute minutes of the general membership and executive board meetings;
2. have current membership list at all general membership meetings; and
3. collect and preserve documents and reports of interest to the history of the PTO such as minutes of the meetings, a copy of the by-Laws, important articles, etc. kept in a yearly book for that purpose;
4. communicate relevant information from the organization to elementary school liaisons as needed;
5. collection and distribution of PTO Back to School information;
6. notify members of upcoming general meetings and agendas;
7. conduct PTO correspondence;
8. read important letters at meetings as directed by the president;
9. present draft of minutes for general and executive meetings on PTO website; and
10. Post approved minutes on PTO website.

**Section H.** Treasurer shall:

1. keep an accurate record of all financial transactions of the organizations;
2. collect and receive all monies of the organization;
3. deposit money in bank;
4. disburse funds in accordance with the approval of the executive board or general membership;
5. be authorized to sign on bank accounts, but not on a check made out to him/her;
6. prepare a quarterly financial report for each meeting;
7. serve as Chair of the Budget Committee;
8. present a budget for the year at the September Board meeting to be voted on by board members;
9. ensure that all Texas state sales taxes are reported and paid in a timely manner; and
10. ensure that any IRS forms are filed in a timely manner every year;
11. in addition to the Treasurer and President/Co Presidents the following position can make deposits or have access to the drop safe —Treasurer’s Assistant.

**Section I.** The two SDMC Representatives shall:

1. serve as voting members of the Shared Decision Making Committee (SDMC) of Pershing Middle School for a period of two year overlapping terms;
2. present a report of PTO’s events and member issues to the SDMC;
3. solicit input from PTO members on issues to be voted on in SDMC; and
4. present a report on the SDMC at each general meeting of the PTO.

**Section J.** The Parliamentarian shall:

1. bring a copy of the Pershing Middle School PTO Bylaws and the latest edition of Roberts Rules of Order, Newly Revised to all meetings of the organization;
2. advise the presiding officer on parliamentary procedure;
3. rule on correct parliamentary procedure, when called upon, using Roberts Rules of Order as a guide.
4. review the bylaws annually and suggest revisions to the executive board;
5. serve as Chair of the Committee on Revision of Bylaws;
6. serve as Chair of the Nominations Committee;
7. make updates to bylaws and standing rules as approved by the general membership;
8. post bylaws on PTO website; and
9. vote only when the vote is by ballot.

**Section K.** General Duties of all officers:

1. All officers shall maintain a printed or electronic record of information pertinent to the office and deliver to their successors this notebook and any other pertinent materials within 15 days following the date upon which their successors assume their duties;
2. All officers shall make their best efforts to attend all regular and special meetings of the Executive Board and the PTO;

3. All officers shall perform the duties in these bylaws and those assigned from time to time;
4. Offices shall assume their official duties July 1 after the election and serve for a term of one year ending the following June 30; and
5. No officer shall serve in the same position for more than two consecutive terms.

## **Article VIII: Meetings**

### **Section A.**

1. Executive Board Meetings. Meetings of the executive board shall be held prior to each regularly scheduled general meeting. The president, or a majority of the board, with three days notice, may call special meetings of the executive board.
2. Regular Meetings. There shall be at least 6 regular meetings of the PTO held during the school year. Budget meetings may be held in conjunction with one regular meeting in the fall and with the final regular meeting in the spring. Dates of meeting shall be determined by the executive board with the approval of the principal prior to the start of the school year. At least seven days notice of a meeting charge shall be given to the members.

**Section B.** Special meetings of the PTO may be called by the President or by a majority of the Executive Board, at least two (2) days notice having been given.

**Section C.** Fifteen (15) members shall constitute a quorum for the transaction of business in any meetings of the PTO.

**Section D.** Board Voting. Approval by a majority of the board members is necessary before the board takes any proposed action. Voting is performed by a show of hands, but may be performed by ballot at the request of any board member. The president(s) does(do) not vote on motions unless there is a tie, in which case he/she places the deciding vote. The president(s) and parliamentarian may participate on ballot votes.

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

**Section F.** Action without a Meeting. Any action required or permitted to be taken at a meeting of the Executive Board or of any committee may be taken electronically. Such action shall have the same force and effect as if it were approved by a unanimous vote at a meeting thereof, duly and regularly called.

## **Article IX – Standing Committees and Rules**

**Section A.** Standing Committees are those representing activities that are continuing in the program of the PTO. Such committees shall be created or abolished by the Executive Board. Special Committees shall be created as deemed necessary by the Executive Board.

**Section B.** The newly elected president(s) together with the newly elected officers shall appoint the chair positions. Chairs shall assume their official duties at the close of the school year and serve for a term of one year.

**Section C.** All chairs shall submit a plan of work to their respective Vice President for approval, attend meetings of the organization, perform duties outlined in these bylaws and others that may be assigned, and deliver to their successors all official material in a timely manner so the duties will continue without interruption.

#### **Article X – Finances**

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

**Section B.** An audit committee consisting of no more than three (3) members shall be appointed by the Executive Board before the last meeting of the year. The audit committee shall review the books and records of the PTO and report to the PTO at a meeting at the beginning of the next school year.

**Section C.** Any donation received and not designated for a specific purpose, shall go to the general operating fund.

**Section D.** Non-budgeted expenses in excess of five hundred dollars and up to one thousand dollars must be approved by a majority vote of the Executive Board. Non-budgeted expenses in excess of two thousand five hundred dollars must be reviewed by the Executive Board prior to being presented for vote to the general body.

**Section E.** Two authorized signatures shall be required on checks over the amount stated in the standing rules. Authorized signers shall be the president(s), treasurer and assistant treasurer. That person may not sign a check payable to one of the authorized signers.

**Section F.** Funds raised shall not be used for personal benefit of PTO Officers and chairs.

#### **Article XI – Parliamentary Authority**

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

#### **Article XII – Amendments**

**Section A.** These by-laws may be amended at any general meeting of the Pershing PTO by a two-thirds vote of the members present and voting and constituting a quorum, provided that the proposed amendment is also approved by a majority of the Executive Board and that written notice of the proposed amendment shall have been given at the previous general meeting. A written copy of the proposed amendment(s) shall be made available for examination in the school office during the period between the meeting where notice is given and the meeting where the vote is taken.



**Section B.** The requirements for adoption of a revised set of by-laws shall be the same as for the adoption of an amendment to the by-laws.

**Section C.** A By-Laws Committee shall be formed at least every five (5) years for the purpose of creating and submitting for approval a new revision of these by-laws. A By-Laws Committee may otherwise be formed as a special committee as deemed appropriate by the Executive Board.

### **Article XIII – Dissolution**

**Section A.** 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 B.** 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 Pershing Middle School.

## **Pershing Middle School Parent Teacher Organization**

### **I. Standing Rules**

1. There shall be at least 6 regular meetings of the PTO held during the school year.
2. Executive Board Meetings shall be held prior to each general meeting
3. Dates for general membership and Executive Board meetings shall be announced by the Executive Board at the beginning of the school year.

### **II. Committee Organization**

The PTO has the following standing chairs/committees:

- VP Membership and Volunteers
  - Hospitality
  - Fine Arts Showcase
  - Directory
  - NJHS
  - Odyssey of the Mind
  - Beautification
  - Sports Liaison
  - Grade Level Reps
- VP Fundraising
  - Bingo
  - Birthday Marquee
  - Socials
  - Food Truck Festival
  - Book Fair
  - Box Tops

- Rewards Program
- Booster Club
  
- VP Communication
  - Publicity
  - Social Media
  
- VP Recruiting
  - Feeder School Liaison
  - High School Liaison
  - Ambassador Liaison
  
- VP Outreach Committee Chair
  - Community Involvement
  - Panda Camp
  - Parent/Student Education
  - Fine Arts Liaison
  
- VP School Store
  - School Store
  - School Supply
  - Panda Days
  - Purchaser

### **III. Special Committees**

Special Committees are:

- a. Audit
- b. Nominating
- c. Budget

### **IV. Liaisons**

1. Feeder Schools Liaison
2. Athletic Department Liaison
3. Fine Arts Department Liaison

### **V. Finances**

1. The annual membership fee shall be \$5.00 per family regardless of when during the year membership begins.
2. Payment of all PTO expenses shall be by check or by Bill Pay from the Pershing PTO depository account bank. No blank checks will be issued. A payment request form must be filled out in its entirety, signed by the committee chairperson and submitted with an original receipt or invoice, before a check

will be issued. All school improvement spending must be approved via email or in writing by the school principal.

3. Payment of expenses greater than \$2500 will require two signatures or email approval to the Treasurer from the PTO President(s) for payments initiated via Electronic Payments.

4. Expenses ranging from \$500 to \$2500 not covered in the budget will require majority approval from the Executive Board. Unbudgeted expenses over \$2500 must have general PTO approval voted on at a meeting.

5. The PTO shall purchase general liability, fidelity bond, and officer's liability insurance coverage annually. The Secretary shall have keep the documents but provide the Treasurer and President with the insurance company.

6. PTO will honor or remember staff members or their immediate family members with an honorarium at President's discretion.

7. Expenditures for gifts and incentives not covered in the budget will require majority approval at a PTO executive board meeting.

8. The Executive Board will ensure, when possible, that money will be budgeted for the next fiscal year to maintain the account and provide funds for summer and start-up activities.

9. 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 the next fiscal year at which point the monies will be voted into a retained earnings account.