

George Ranch High School Parent Teacher Organization Bylaws

Article I – Name

The Name of this organization is the George Ranch High School Parent Teacher Organization, an independent organization located in Richmond, Texas.

Article II – Article of Incorporation

This organization exists as an unincorporated association of its members. Its Articles of Organization comprise these bylaws, which from time to time may be amended.

Article III – Objective (or Purpose)

The objective of this Organization is to enrich the education of the children of George Ranch High School by supporting the coordination of the talents and resources of the parents and the community.

Article IV – Basic Policies

The following are basic policies of this organization:

- A. This organization shall be noncommercial, nonsectarian and non-partisan.
- B. The name of this organization or the names of any members in their official capacities shall not be used in any connection with commercial concern or any partisan interest not appropriately related to promotion of the objectives of this organization.
- C. This organization shall not directly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, part of its activities or attempt to influence legislation by propaganda or otherwise.
- D. This organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by people to boards of education.
- E. This organization may cooperate with other organizations and agencies concerned with child welfares, but persons representing this organization in such matters shall make no commitments that bind the organization.
- F. In the event of the dissolution of this organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954 as from time to time amended.

Article V – Membership and Dues

Section 1. Eligibility for Membership

- A. Membership in this parent organization shall be made available to any individual who subscribes to the objectives and basic policies of the organization without regard to race, sex, creed or national origin, under such rules and regulations not in conflict with the provisions of these bylaws.
- B. This organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section 2. Member participation eligibility

Only members of this organization shall be eligible to participate in the business meeting or to serve in any of its elective appointive positions.

Section 3. Dues

Annual membership dues are to be established yearly by the executive committee.

Article VI – Officers and Their Election

Section 1. Officers

- A. The elected officers in this organization shall consist of a president, first through fourth vice-presidents, treasurer, and secretary.
- B. Any person running for Office must be a parent/guardian who will have a child attending George Ranch High School during the time the person will be holding office.
- C. Officers shall be elected annually at the last general meeting, installation being at the last general meeting of the year.
- D. Officers shall assume their duties at the close of the school year and shall serve a term of one (1) year. No person shall be eligible to serve more than two (2) consecutive terms in the same office unless no one runs for said office and the executive committee approves another term.
- E. No elected person's spouse shall be eligible to serve on the board in any position during the same tenure. Furthermore, a husband and wife cannot simultaneously serve on the board as an elected official or appointed official. This eligibility rule is further extended to Ex-Spouses including Stepparents of any child attending George Ranch High School.

Section 2. Nominating Committee and election

- A. There shall be a nominating committee consisting of five (3) members, two (2) of who shall be selected by the executive committee from its body, excluding the president, and two (2) members selected from the organization and one (1) faculty member. This committee shall be formed from the regular executive meetings in the month of February. The school principal shall serve as an ex-officio member and advisor to the committee.
- B. The nominating committee shall nominate one (1) or two (2) eligible persons for each office to be filled and report its nominees at the spring general meeting.
- C. Only persons who have signified their consent to serve if elected shall be nominated for election to such office. Likewise, only members in good standing may be elected to any office.

Section 3. Vacancies in office

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive committee, notice of such election having been given. In case a vacancy occurs in the office of the president, the first vice-president shall assume the office of president and serve notice of election of a new first vice-president.

Section 4. Removal of an Officer

Any Officer may be removed from office with or without cause with a two-thirds majority vote of all elected officers currently serving the organization.

Article VII – Duties of Elected Officers

Section 1. President

The president shall preside at all meetings of this organization and of the executive committee at which he/she may be present, shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by this organization or by the executive committee, shall coordinate the work of the offices and committees of this organization in order that the projects promoted, shall be member ex-officio of all committees except the nominating committee.

Section 2. First through Fifth Vice President

- A. The first vice-president shall be the chairperson of Membership. He/She shall implement a membership drive in the fall and spring and maintain a current membership list. The first vice-president shall preside in the office of president in his/her absence.
- B. The second vice-president shall be chairperson for Volunteers. This chairperson shall be responsible for developing and carrying out a volunteer aide program in cooperation with the faculty and conduct volunteer orientation(s).
- C. The third vice-president shall function as chairperson for Hospitality. This chairperson shall plan and coordinate food and drinks for events such as teacher treat days, teacher luncheons, teacher appreciation week with the aid of a committee and any other special events at which food is served. This

vice-president is responsible for developing a spirit of friendliness among members/staff. This chairperson will also oversee the beautification committee.

- D. The fourth vice-president shall function as chairperson for Historian/Public Relations. The duties of the Historian/Public Relations include seeing that a notice of meetings is published and provide coverage of the meetings and special events in any school newsletter and local news media. He/She shall also keep an account of the year's functions in the form of a scrapbook with photographs, news clippings, letters, etc., deemed appropriate to the history of the functions of the parent organization for any given year. This scrapbook is then kept on file in the school office.

Section 3. Treasurer

The treasurer shall keep a full and accurate account of receipts and expenditures and facilitate disbursements. The treasurer shall present periodic financial reports of the organization as directed by the president and shall be responsible for timely state and federal filing requirements.

Section 4. Secretary

The secretary shall record the minutes of all meetings of this organization and the executive committee and shall perform such other duties as may be delegated to him/her. He/She shall provide the president with a copy of the minutes prior to the following month's board meeting in addition to any other notes, which the president should desire the secretary to make, to keep the meetings in order. The secretary shall handle all correspondence, thank you notes, cards or letters delegated to him/her as deemed necessary. The secretary shall notify the executive committee of meetings.

Section 5. General duties

All officers shall:

- A. Perform the duties prescribed in the parliamentary authority in addition to those assigned from time to time;
- B. Deliver to the president elect all official materials and reports required to their office no later than five (5) days following the installment of their successors. Those records, which are permanent organization files, shall be filed in their appropriate space in school;
- C. All board members are expected to attend all board meetings, general meetings and all sponsored functions;
- D. Be faithful to perform their duties. If an officer, director or standing committee chairperson fails to attend two consecutive meetings, either executive or general without due reason, said office may be declared vacant by the president with the consent of the executive committee and replacement officer sought.

Article VIII – Appointed Officers

Section 1. Teacher Representatives

The principal shall appoint teachers serving on the executive committee, with no more than four teachers, one (1) from each grade level, serving per term. Teacher representatives shall serve for a term of one (1) year. No teacher shall be eligible to serve for more than two (2) consecutive terms, unless the seat would otherwise remain empty and the executive committee approves another term. He/She shall be the liaison between the executive committee and the grade level teachers.

Section 2. Organization Representatives

Any parent organization formed in support of the students of GRHS may apply to have a representative serve on the executive committee of the PTO. Such organizations include, but are not limited to, Booster Clubs and Project Graduation. Upon approval by the executive committee the organization will be allowed one (1) representative that shall serve for a term of one (1) year. No representative shall be eligible to serve for more than two (2) consecutive terms unless the seat would otherwise remain empty and their respective group and the executive committee approve another term. The representative shall be elected by their group and shall serve as the liaison between the executive committee and their organization.

Article IX – Executive Committee

Section 1. Executive Committee

The executive committee shall consist of the elected and appointed officers of this organization and the principal of the school and one (1) or two (2) representatives appointed by him/her. The members of the executive committee shall serve until the last day of the school year.

Section 2. Duties of Executive Committee

- A. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by this organization;
- B. To create standing committees;
- C. To approve plans of work of the standing committees;
- D. To present a report at the general meetings of this organization;
- E. To appoint an auditing committee to audit the treasurer's accounts before the last executive board meeting;
- F. To prepare and submit to this organization for approval the recommendations of the finance committee.
- G. To make amendments to the approved budget as needed.

Article X - Meetings

Section 1. Meetings

Meetings of this organization shall be on the dates designated by the executive committee, such dates being coordinated with but not conflicting with dates of other parent organizations at member schools of the Lamar Consolidated School District. A minimum of two (2) General Meetings per year (one in the fall and one in the spring) and Executive Meetings consisting of one (1) per month during the school calendar year will take place. In the event any of these dates conflict with scheduled school activities, the executive committee shall set a new meeting date and provide at least ten (10) days notice of the change.

Section 2. Special meetings

The executive committee may call special meetings, five (5) days notice being given.

Section 3. Quorum

A majority of elected members shall constitute a quorum for the transaction of business in any executive or general meeting of this organization.

Article XI – Standing and Special Committees

Section 1. Standing Committee

The executive committee may create such standing committees, as it may deem necessary to promote the objectives and carry on the work of this organization. The chairperson of each standing committee shall present a plan of work to the executive committee for approval. No committee work shall be undertaken without the consent of the executive committee.

Section 2. Special committee

The executive committee may form special committees. Members of the committee shall be appointed by the executive committee, which also defines the committee's scope of work. The chairperson of each special committee shall present a plan of work to the executive committee for approval. No committee work shall be undertaken without the consent of the executive committee.

Article XII – Parliamentary Authority

Roberts Rules of Order, Newly Revised shall govern this organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article XIII – Financial

Section 1. Fiscal Year

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

Section 2. Budget

A budget shall be developed by the treasurer and authorized by elected officers prior to the start of each fiscal year.

Section 3. Banking

A checking account shall be established at a bank approved by elected officers, three of whom, the president, secretary and treasurer, shall have a signature card on file and may, accordingly, sign checks for disbursements other than their own.

Section 4. Disbursement Requests and Approvals

Disbursements shall be requested via a properly approved *George Ranch High School PTO Expenditure Form*.

Disbursement for an expenditure

1. Approved as part of the budget and under the budgetary limit requires no approval
2. Not approved as part of the budget, or approved in the budget but over the budgetary limit, requires the approval of the president

The secretary is required to open, review and initial all bank statements prior to giving them to the treasurer. The secretary should report any financial concerns to the president.

Article XIV – Amendments

Section 1. Amendments

These bylaws may be amended at any general meeting of this organization by a two-thirds (2/3) vote of the members present and voting, provided that written notice of the proposed amendment has been given 60 days prior to the general meeting.

Section 2. Effective date of amendments

Amendments to these bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided.

Section 3. Committee

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote of the members present and voting at a general meeting of this organization. The requirements for adoption of a revised set of bylaws shall be the same in the case of an amendment.

The Bylaws have been approved by the Officers of this organization on July 23rd, 2015

President's Printed Name

Signature

First Vice-President's Printed Name

Signature

Second Vice-President's Printed Name

Signature

Third Vice-President's Printed Name

Signature

Fourth Vice-President's Printed Name

Signature

Treasurer's Printed Name

Signature

Secretary's Printed Name

Signature