

# Bylaws of Brownsboro Intermediate School PTO

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## Article I: Name, Description, Purpose

**Section 1: Name**-The name of the organization shall be Brownsboro Intermediate School PTO. The PTO is located at 13951 Saylor St. Brownsboro, TX 75756.

**Section 2: Description**-The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes.

**Section 3: Purpose**-The purpose of the PTO is to enhance and support the educational experience at Brownsboro Intermediate School, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at BIS through volunteer and financial support.

## Article II: Membership

Membership is available to all parents and guardians of BIS students, plus all staff at BIS at no cost.

## Article III: Officers and Elections

**Section 1: Executive Board**-The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary and Treasurer.

**Section 2: Term of Office**-The term of office for all officers is one year, beginning July 1 and ending June 30 of the following year. Individuals may serve no more than 2 consecutive terms in the same office.

**Section 3: Qualifications**-Any PTO member in good standing may become an officer of the PTO.

**Section 4: Nominations and Elections.** Elections will be held at the second to last meeting of the school year. The nominating committee (appointed by the President) shall select a candidate for each office and present these at the meeting held for the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

## Section 5: Duties

President: Preside at general PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice President: Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President.

Recording Secretary: Record and distribute minutes of all Executive Board meetings and all general PTO meetings, prepare agendas for official PTO meetings, and hold historical records for the PTO.

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records.

**Section 6: Board Meetings**-The Executive Board shall meet as needed during the school year at the discretion of the President with one required meeting prior to the start of school to establish a calendar.

**Section 7: Removal**-An officer can be removed from office for failure to fulfill his/her duties, by a two-thirds vote of those present (assuming a quorum) at a regular meeting where proper notice was given.

**Section 8: Vacancy**- If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term. If there is a vacancy at the office of the President, the Vice President shall become President and a new Vice President shall be appointed by the President.

#### **Article IV: Meetings**

**Section 1: General PTO Meetings**-General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held a minimum of 2 times per semester at the discretion of the Executive Board.

**Section 2: Voting**-Each member in attendance at a PTO meeting is eligible to vote. Absentee and proxy votes are not allowed.

**Section 3: Quorum**-Half the number of board members plus one constitutes a quorum for the purpose of voting.

#### **Article V: Financial Policies**

**Section 1: Fiscal Year**- The fiscal year of the PTO begins August 1 and ends July 31

of the following year.

**Section 2:** Budget-A tentative budget shall be drafted in the fall for each school year and approved by a majority of vote by members present at meeting.

**Section 3:** Banking-All funds shall be kept in a checking account in the name of Brownsboro Intermediate PTO requiring two signatures of the Executive Board and held at a local financial institution.

**Section 4:** Reporting- All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the accounts monthly and report al financial activity at each board meeting. The PTO shall arrange an independent review of its financial records each year.

#### **Article VI: Bylaws Amendments**

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds approval of all members present and voting is required to adopt an amendment to the bylaws.

#### **Article VII: Dissolution**

In the event of dissolution of the PTO, any funds remaining shall be donated to Brownsboro Intermediate School.

#### **Article VIII: Parliamentary Authority**

The authority for this organization shall be Robert’s Rules of Order Newly Revised.

These bylaws were adopted on \_\_\_\_\_.