

**BY-LAWS**  
**PARENT-TEACHER ORGANIZATION**  
**FRIENDSWOOD JUNIOR HIGH**  
**Amended 1/01**

**ARTICLE 1 - NAME**

The name of the organization is the Friendswood Junior High Parent-Teacher Organization, Friendswood, Texas (hereafter referred to as the "Organization").

**ARTICLE II - ARTICLES OF ORGANIZATION**

The Organization exists as an unincorporated association of its voluntary members. In the event of any conflict between these by-laws and any other document of the Organization, if any, these by-laws shall govern.

**ARTICLE III - OBJECTIVES**

- Section 1. The objectives of the Organization are:
- a. To promote the welfare of children and youth in home, school, and community.
  - b. To bring into closer relation the home, the school, and the community, that they may cooperate intelligently in the optimum development of each child.
  - c. To seek and solicit input from student.

**ARTICLE IV - BASIC POLICIES**

- Section 1. The following are the basic policies of the Organization:
- a. The Organization shall be noncommercial, nonsectarian, nonpartisan, and nonprofit.
  - b. The name of the Organization or the names of any members in their official capacities shall not be used in any connection with a commercial or profit-making concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the Organization.
  - c. The Organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statement) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.

- d. The Organization may cooperate with the school to support the improvement of education in ways which will not interfere with the administration of the school and shall not seek to control its policies,
- e. The Organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Organization in such matters shall make no commitments which bind the Organization.

#### ARTICLE V - FINANCIAL AND ACCOUNTING

- Section 1. The Executive Board shall decide all matters pertaining to the finances of the Organization and shall deposit all monies received to the credit of the Organization in the account designated by the Executive Board.
- Section 2. All checks written or withdrawals made by the Organization shall be cosigned by two of the following officers: Co-Chairpersons or Treasurer.*
- Section 3. The Board shall not permit the solicitation of funds in the name of the Organization unless all of the funds so raised are placed in the account designated by the Executive Board in the name of the Organization.
- Section 4. No officer, committee chair or member of the Organization shall receive directly or indirectly any salary or compensation from the Organization for services rendered as officer, committee chairman or member.
- Section 5. An annual compilation of the Treasurer's accounts shall be performed by an appointed committee.*
- Section 6. Distribution of Property Upon Dissolution*  
*Upon the dissolution of the Organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3), of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.*
- Section 7. There shall be a maximum \$5,000 balance at the end of the year.

## ARTICLE VI - MEMBERSHIP AND DUES

- Section 1. Any individual who has a student enrolled at Friendswood Junior High School and subscribes to the objectives and basic policies of the Organization may become a member of the Organization, and is subject only to compliance with the provisions of the by-laws. Teachers and staff members at Friendswood Junior High School are eligible for membership. Membership in the Organization shall be available without regard to race, color, creed or national origin.
- Section 2. The Organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.
- Section 3. Only members in good standing of the Organization shall be eligible to participate in its business meeting or to serve in any of its elected or appointed positions. A member in good standing shall be in compliance with these by-laws and current with annual dues, if applicable.
- Section 4. The annual dues of the Organization shall be set by the Executive Board of the Organization and shall be reviewed annually. Dues will be assessed per family, teacher or staff member.
- Section 5. A lifetime honorary membership in the Organization may be given patrons who have performed sustained, outstanding services.

## ARTICLES VII - OFFICERS AND THEIR ELECTION

- Section 1. *The Officers of the Organization shall consist of two CO-Chairpersons, a Vice-president, a Secretary and a Treasurer. Each year one of the officers shall be appointed the duties of the Parliamentarian.*

*These Officers shall be elected annually for a term of one year. A person shall not be eligible to serve in the same office for more than two consecutive terms in the same office.*

- a. Exceptions to this will be determined on a case by case basis.*
- b. Extension of tenure to a position requires a unanimous vote by the quorum of the Executive Board at a scheduled or called meeting.*

- Section 2. All elections be by ballot or by show of hands. When needed, the Nominating Committee Chair shall appoint tellers to count the vote. If there shall be but one candidate for any office, elections may be by voice upon motion from the floor.

Section 3. *There shall be a Nominating Committee consisting of five members: three (3) to be selected by the Executive board, one faculty member and one member at large to be selected by the principal. Those members of the Nominating Committee appointed by the Executive Board shall be eligible to serve as Committee Chairpersons. Those serving on the Nominating Committee may not serve as an officer.*

*The Nominating Committee shall post nominated members on school premises at least two weeks prior to the election. The election shall occur at the April Board meeting.*

Section 4. *Only those nominees who have consented to serve, if elected, shall be eligible for nomination.*

Section 5. *Vacancies in any elected offices shall be filled by a majority vote of the remaining members of the Executive Board.*

#### ARTICLE VIII - DUTIES OF OFFICERS

Section 1. *One of the CO-Chairpersons shall preside at all meetings of the Organization and of the Executive Board; shall perform such duties as may be prescribed in these by-laws or assigned to him/her by the Organization or the Executive Board; shall coordinate the work of the officers and committees in order that the objectives may be promoted. The CO-Chairpersons shall appoint with the approval of the Executive Board any special committees deemed necessary by the Executive Board. The CO-Chairpersons shall be an ex-officio member of all committees, except the Nominating Committee. They shall perform such other duties which are incident to the office of CO-Chairperson.*

*Transact necessary business in the interval between organizational meetings which may include funds disbursement:*

- a. *Expenditures up to \$300*
  1. *Approve expenditures of up to \$300 per incident without an Executive Board vote, if deemed necessary by one of the CO-Chairpersons.*
  2. *Report such expenditures at the following organization meeting.*
- b. *Expenditures over \$300*
  1. *Expenditures greater than \$300 require the approval of a quorum of the Executive Board.*
  2. *A special meeting must be held to discuss the expenditure. If an officer is unable to attend the special meeting, that officer may choose to vote by proxy.*
  3. *Report such expenditures at the following organizational meeting.*

- Section 2. *The Vice-president shall as an aide to the CO-Chairpersons. The Vice President is also responsible for fundraising activities sponsored by the Organization or at the request of the principal.*
- Section 3. The Secretary shall record all the meetings of the Organization and of the Executive Board and conduct any correspondence for the Organization.
- Section 4. The Treasurer shall present a statement of account at every meeting of the Organization and at other times when requested by the Executive Board and shall make a full report at the final meeting of the year.
- The Treasurer shall perform other duties as may be prescribed by these by-laws or assigned by the Organization or by the Executive Board and shall coordinate the work of the officers and committees in order that the objectives may be promoted.
- Section 5. *One of the officers shall be responsible for parliamentary procedure. The officer assigned shall be ready at all times to express an opinion on parliamentary procedures when requested by the presiding officer and shall keep a Robert's Rules of Order available as reference.*

#### ARTICLE IX - MEMBERS

- Section 1. The schedule of general meetings of the Organization shall be determined by the Executive Board. Printed notice of meeting dates shall be made available to members of the Organization in such a manner as the Executive Board may direct.
- Section 2. Only members in good standing shall be eligible to hold office, introduce motions, debate and vote. Each member will be entitled to one vote.
- Section 3. Special meetings of the Organization may be called by the Executive Board and notice of such meetings shall be given at least four (4) days in advance.
- Section 4. *A majority of Executive Board officers shall constitute a quorum for the transaction of business in any meeting of the Organization.*

#### ARTICLE X - EXECUTIVE BOARD COMMITTEE

- Section 1. The Executive Board shall consist of the Officers of the Organization, the Standing Committee Chairman, and the Principal of the School or his/her representative. The members of the Executive Board shall serve until the election or selection and qualification of their successors.

- Section 2. The duties of the Executive Board shall be:
- a. To transact necessary business in the interval between meetings and other such business as may be referred to it by the Organization.
  - b. To creat Committees as necessary.
  - c. To approve the plans of work of the Standing Committees; monitor the activities of these committees.
  - d. To present a report at the general meetings of the Organization.
  - e. To adopt or amend by majority vote of the Executive Board such Standing Rules of Order as are necessary to conduct business, but which are not in conflice with these by-laws.
  - f. To prepare and submit to the Organization for approval a budget for this fiscal year.
  - g. To approve routine bills within the limits of the budget.
  - h. To appoint an auditor at least two (2) weeks before the end of the fiscal year to audit the Treasurer's accounts.

Section 3. Regular meetings of the Executive Board shall be held at a time fixed by the Executive Board. Special meetings of the Executive Board may be called by the CO-Chairpersons or by a majority of the members of the Executive Board. *A majority of the members of the Executive Board officers may constitute a quorum.*

Section 4. Officers and Committee Chairmen shall submit to their successor a written report of the manner in which their office or committee has been conducted, along with any permanent records.

Section 5. In the event any Officer or Chair of a Committee is absent from three (3) consecutive meetings of the Executive Board, the Executive Board may at its option, declare such office vacant. Due notice in writing shall be given to the Officer or Committee Chair by the Secretary before the vacancy shall be filled.

#### ARTICLE XI - STANDING COMMITTEES

Section 1. The Chairman of all Committees shall be selected by the Nominating Committee and appointed by the CO-Chairpersons.

Section 2. The term of each Chairman shall be one (1) year, or until his/her successor is selected and assumes the duties of office.

Section 3. Chairmen will be eligible to serve two (2) consecutive year.

- a. Exceptions to this will be determined on a case by case basis.
- b. Extension of tenure to a position requires a unanimous vote by the quorum of the Executive Board at a scheduled or called meeting.

Section 4. The Executive Board may create such additional Committees as may be required to promote the objectives and interests of the Organization.

Section 5. All Standing Committee chairpersons shall perform the duties outlines by the Standing Rules of Order and those assigned from time to time.

Section 6. The CO-Chairpersons shall be ex-officio members of all committees, except the Nominating Committee.

#### ARTICLE XII - PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall govern the Organization with respect to rules or situations not specifically addressed in these by-laws or the Standing Rules of Order.

#### ARTICLE XIII - AMENDMENTS

Section 1. A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws only by a majority vote at a meeting of the Organization, or by two-thirds vote of the Executive Board. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.

Section 2. These by-laws may be amended at *any* meeting of the Organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given, in such a manner as the Executive Board may direct, at least two (2) weeks prior to voting.