

BYLAWS OF THE ENERGY INSTITUTE HIGH SCHOOL
PARENT TEACHER ORGANIZATION
Effective April 2018

ARTICLE I: GENERAL PROVISIONS

Section 1. Name

The name of this organization shall be the Energy Institute High School (hereinafter "EIHS") Parent Teacher Organization (hereinafter "PTO"). These Bylaws govern the affairs of the EIHS PTO.

Section 2. Purpose

A. The purpose of the EIHS PTO is to support the EIHS students, teachers and staff by supporting and enriching the activities and programs that promote a positive environment and foster excellence in education through the involvement of parents, school, and the community.

B. All activities and policies of the EIHS PTO are established to maintain a tax-exempt status pursuant to section 501(c)(3) of the Internal Revenue Code.

C. The EIHS PTO shall be noncommercial, nonsectarian, and nonpartisan.

ARTICLE II: MEMBERSHIP

A. Any parents, legal guardians, and caretakers of students enrolled in EIHS, or teachers and staff of EIHS may become an EIHS PTO member.

B. The EIHS PTO shall conduct an annual membership enrollment, but eligible persons may be admitted at any time during the school year.

C. Only members whose registrations are current shall be considered in good standing and retain their right to one vote at a General or Special meeting, serve on the Executive Board or as a Committee Chair of the EIHS PTO.

D. No member of the EIHS PTO may speak or write on behalf of the EIHS PTO unless authorized to do so by the President or President Elect.

E. The elected officers of the Executive Board shall set the annual cost of EIHS PTO membership dues.

F. The EIHS PTO shall compensate no members for their service.

G. No member shall secure any contract in the name of the EIHS PTO without the approval to do so by vote of the Executive Board officers.

H. All approved purchases must be made within the EIHS PTO budgetary restrictions.

ARTICLE III: GENERAL MEETINGS

A. General EIHS PTO meetings shall take place bimonthly, during the school year, beginning in September.

B. The Executive Board officers shall establish the times and dates of the General EIHS PTO meetings and publicize them using at least two methods.

C. General EIHS PTO meetings are subject to resetting by the Executive Board officers due to weather events or scheduling complications.

D. A quorum of the membership for a General EIHS PTO meeting shall be ten EIHS PTO members. Unless otherwise stated, a majority present allows the passage of a motion.

E. Proxy votes at General EIHS PTO meetings, defined by delegation of a vote to another member, are not allowed. However, at any time, a member can use any form of communication at the President's discretion to cast a vote, if the Secretary records it appropriately.

ARTICLE IV: EXECUTIVE BOARD

Section 1. General Provisions

A. The Executive Board officers include: President, President-Elect, Treasurer, Secretary, and Parliamentarian. The Executive Board consists of the officers, Principal or a Principal representative and a faculty representative appointed by the Principal.

B. Executive Board officers shall be elected for a term of one year beginning July 1 and ending on June 30. Executive Board officers can serve no more than three consecutive terms.

C. The Executive Board shall meet monthly, specific dates determined by the Executive Board officers.

D. Executive Board members can give their voting proxy in writing to another Executive Board member.

E. Each member of the Executive Board is allowed one vote regardless of whether that individual is a co-chair or holds more than one position.

F. A majority of the Executive Board members present at an Executive Board meeting shall establish a quorum. Unless otherwise stated, a majority present allows the passage of a motion.

G. The Executive Board officers may establish Special EIHS PTO meetings upon forty-eight hours notice, and publicize them using at least two methods.

Section 2. Duties of Elected Executive Board Officers

A. President -

1. Preside at all Executive Board and General EIHS PTO meetings. In the event of a tie, cast a deciding vote.
2. Prepare the agenda for all Executive Board and General EIHS PTO meetings.
3. Supervise the execution of all EIHS PTO projects and programs.
4. Serve as liaison with the EIHS Principal and Administrative personnel.
5. Have signatory authority on checks.
6. Represent the EIHS PTO for any EIHS functions, in the community and with the media.
7. Work closely with the President-Elect in preparation for assuming responsibilities of the President.
8. Appoint Executive Board or Committee Chairs, if no EIHS PTO member puts their name in for nomination to that position in the election
9. Appoint Budget Review Committee members and special committees as needed.

B. President-Elect

1. Serve as President the following year and temporally assume the duties of the President, if necessary, in their absence, resignation, or inability to service.
2. Study the duties of the President and become familiar with the duties of the EIHS PTO Executive Board and Committee Chairs.
3. Act as aide to the President.
4. Serve on the Nominating and Financial Review Committees.

C. Secretary -

1. Give notice, using at least two methods, to all members of the EIHS PTO Executive Board and General EIHS PTO of upcoming meetings.
2. Keep an accurate attendance record of all meetings of the EIHS PTO Executive Board and the General EIHS PTO meetings.
3. Prepare and distribute meeting minutes for all EIHS PTO meetings.
4. Attend to the official correspondence of the EIHS PTO, including, but not limited to gestures of appreciation and sympathy.

D. Treasurer -

1. Prepare annual EIHS PTO budget with input from the EIHS PTO Executive Board.
2. Act as custodian of funds and perform all banking activities, except deposits, of the EIHS PTO and School Clubs, including, but not limited to: donations, dues, fundraising sales, and grants. Deposits will be made by a member of the PTO, mutually decided upon by the President and the Treasurer, who has no responsibilities for handling money for the PTO. This is to keep a separation of duties pertaining to cash.
3. Maintain up-to-date financial records for the EIHS PTO and School Clubs.
4. Provide year-to-date financials at each EIHS PTO Executive Board and General EIHS PTO meeting, and at other times upon request of the EIHS PTO Executive Board.
5. Complete all financial updates by the close of the fiscal year and provide a full year-end report.
6. Oversee and implement the preparation, filings and payment of any and all local, state and federal financial forms and/or taxes.

E. Parliamentarian -

1. Assist the presiding officer in maintaining order in all EIHS PTO meetings.
2. Rule on any point of parliamentary procedure.
3. Serve as Chair and appoint a special committee to amend Bylaws, as needed.
4. Coordinate the approval of all Bylaw revisions by Executive Board and general EIHS PTO.

ARTICLE V: COMMITTEE CHAIRS

Section 1. General Provisions

A. Committee Chairs may include the following appointed positions: Fundraising, Hospitality, Marketing, Spirit Store, and Volunteer Coordinator.

B. Committee Chair positions shall be appointed for a term of one year beginning July 1 and ending on June 30. Committee Chairs can serve no more than two consecutive terms.

C. Committee Chairs shall submit a committee update prior to each Executive Board meeting. Committee Chairs are not required to attend Executive Board meetings, but may attend when requested by the Executive Board.

Section 2. Duties of Appointed Committee Chairs

A. Chair of Fundraising -

1. Oversee the lunchtime food sales Fundraising Committee.
2. Oversee other fundraising activities, such as EIHS PTO Auction, etc.

B. Chair of Hospitality -

1. Coordinate and provide volunteers to serve refreshments at EIHS PTO functions
2. Coordinate and organize appreciation events and items for the EIHS administrators, staff, and teachers.

C. Chair of Marketing -

1. Create and maintain the EIHS PTO website.
2. Publicize EIHS PTO events and meetings through various website functions.
3. Coordinate with Administration to publicize EIHS PTO events and meetings through school E-News, parent call outs and other appropriate parent outreach methods.
4. Attend various school events to promote EIHS PTO.

D. Chair of Membership -

1. Conduct EIHS PTO membership drive and maintain the membership database.
2. Coordinate with Chair of Marketing to recognize current members.
3. Generate tax donation receipt letters and maintain a record thereof.
4. Contact past EIHS PTO members to renew their membership, encourage increase in current EIHS PTO membership level.
5. Organize EIHS PTO member appreciation event.

E. Chair of Spirit Store -

1. Manage and track uniform inventory, including purchasing of new stock with EIHS PTO Executive Board officers approval.
2. Supervise Spirit Store Committee members to ensure all orders are delivered in a timely manner and arrange for uniform and spirit items sales at various school events.

F. Chair of Volunteer Activities -

1. Recruit and communicate with Cohort Parents and Administration to ensure volunteer needs are being communicated and met in a timely manner.
 2. Coordinate EIHS PTO support for New Student "Signing Day", EIHS class Orientations and EIHS Open Houses, etc.
- Each Executive Board officer and Committee Chair will maintain a summary of their actions and budget-related items during the year and deliver that information to their successor no later than ten days following the last day of the school year.

ARTICLE VI: NOMINATIONS

- A. A Nominating Committee will be formed with a non-returning Executive Board officer as Chair, the President-Elect and one additional EIHS PTO member in good standing.
- B. The Nominating Committee shall be formed no later than the month of March and shall begin accepting nominations for Executive Board officers and Committee Chair positions at that time.
- C. The slate of nominees shall be made known to the Executive Board at least twenty-four hours in advance of the meeting where the slate will be discussed. Upon Executive Board approval, the approved slate of nominees shall then be made known to the General EIHS PTO, which then must approve the slate at the final General EIHS PTO meeting.
- D. If no EIHS PTO member submits his or her name for nomination for either an Executive Board or Committee Chair position, then the President-Elect will have the authority to appoint someone to serve in that position.

ARTICLE VII: VACANCIES

- A. A person elected by a majority vote of the Executive Board shall fill a vacancy occurring in any elected office for the unexpired term.
- B. In the event of an inability to fill a position, or if the vacancy occurs late in the school year, the duties of the vacant position will be distributed among other members of the Executive Board or the Committee Chairs.

ARTICLE VIII: REMOVALS

Executive Board officers or Committee Chairs may be removed from office for failure to perform duties or for unethical or criminal behavior by a two-thirds (2/3) vote of the Executive Board and Committee Chairs.

ARTICLE VIII: FINANCIAL POLICIES

Section 1. Fiscal Year and Procedures for Handling Money

- A. The fiscal year of this organization shall begin on July 1 and end on June 30.
- B. All income to the EIHS PTO must be documented and deposited within one week of receipt, except for HISD holidays. In extenuating circumstances, the Treasurer can extend that deadline.
- C. Reimbursements for all expenses shall be submitted to the Treasurer within thirty days of the incurred expense. A receipt must accompany all reimbursements and an EIHS PTO check request form.
- D. The President, President-Elect, and Treasurer will have check signing privileges. Expenses under \$500 will only need one signature, and expenses over \$1,000 will require two signatures. No signatory may sign off on any check to his or herself.
- E. Bank debit card is to remain in the possession of the Treasurer and all charges made to the debit card must be pre-approved by the Treasurer. All charges greater than \$1,000 must be approved by the Treasurer and the President.

Section 2. Budget

The Budget Committee, consisting of the President, President-Elect, Treasurer, and two Committee Chairs selected by the President, shall meet to review the current year's budget and develop a budget for the next fiscal year. The goal is to spend all funds raised while designating a small operating reserve for next fiscal year. The budget shall be proposed, approved by the EIHS Executive Board officers and then approved by the membership at the first General EIHS PTO meeting of the school year.

Section 3. Financial Review Committee

The Financial Review Committee shall consist of a minimum of three committee members, the President-Elect and two members at large, and shall meet yearly to review the financial report and records. The Treasurer and President cannot serve on the committee, but shall be available to answer questions that may arise. The committee shall report its finding to the Executive Board; the President-Elect shall take any appropriate action and report the finding to the members at the next EIHS General PTO meeting.

ARTICLE X: AMENDMENTS OF BYLAWS

- A. Any alterations, amendments, or revisions must first be approved by a majority vote of the Executive Board officers, then by a two-thirds vote of the General EIHS PTO members present and constituting a quorum.
- B. Notice of the proposed alterations, amendments, or revisions must be made available to the general EIHS PTO at least seven days prior to the next General EIHS PTO meeting.

ARTICLE XI: DISSOLUTION

- A. The EIHS PTO may be dissolved provided thirty days' notice is given to the general EIHS PTO membership, a vote is taken with a quorum present, and the vote is approved with by a majority of those present.
- B. Upon dissolution of the EIHS PTO, the remaining funds shall first be used to pay all outstanding debt. The Executive Board then shall determine by a majority vote how to spend the remaining funds.