

**Pershing Middle School  
Parents and Teachers Organization  
Bylaws Adopted May 11, 2004 (revised February 2022)**

**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, 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 – Executive Board**

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

**Elected Positions**

- President
- Vice President of Membership
- Vice President of Fundraising
- Vice President of Communications
- Vice President of Recruitment
- Vice President of Outreach
- Vice President of School Store
- Vice President of Volunteers
- Secretary
- Treasurer
- Assistant Treasurer
- Shared Decision Making Representatives (Two positions)

**Appointed Positions**

- Parliamentarian – Appointed by President Elect
- HISD Liaison – Appointed by President Elect

**Faculty Liaisons** (appointed by Pershing Administration)

- Academic Teacher Representative
- Fine Arts Teacher Representative

Any of the Vice President positions may be shared by two people, but in that event, those two members shall share the voting rights of one Executive Board member. They shall retain full voting rights as individual members of the Pershing PTO in votes posed to the general PTO membership.

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

1. Attend Executive Board and general PTO 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 successors; and
6. Fill vacancies of Executive Board members and committee chairs pursuant to Article VI, Section B.

**Section C. Nominations**

1. 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.
2. The Nominating Committee shall solicit nominations for the Executive Board from the general PTO membership by written announcement. This written announcement may be achieved through the PTO email. 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. Nominees for President shall have served as a member of the Executive Board of the Pershing PTO within the past 5 years.
3. 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.
4. If an office or nomination requires or consists of two persons, two names shall be submitted.
5. 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.

**Article VI: Officer Elections and Appointments**

**Section A. Elections**

1. The officers of this organization shall consist of the President, seven Vice Presidents, Secretary, Treasurer, Assistant Treasurer, Parliamentarian, the two (2) Shared Decision Making Committee Representatives, HISD Liaison, and the two (2) Faculty Representatives.
2. Officers, with the exception of Parliamentarian, HISD Liaison, and Faculty Representatives, 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. If 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. All terms are one-year terms, but the same officer may be re-elected for a second year. No officer shall serve in the same office for more than two consecutive terms.
4. Newly elected officers shall assume their duties on July 1 and serve until their successors assume the position.
5. The May executive board meeting shall be attended by outgoing and newly elected officers, to ensure a smooth transition between officers and a full understanding of the logistics and duties of each position. At this May meeting, the newly elected President shall name a Parliamentarian and HISD Liaison, so that they may be approved by an executive board vote. At this meeting, the principal shall announce the administration's selections for the two Faculty Representative positions.

#### **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 Vice President of Membership will 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.
3. 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 chairperson may be removed from office for misconduct or failure to perform duties. 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 of at least 48 hours shall be given in writing (e-mail may serve as an acceptable form of writing) to the officer by the President or Parliamentarian before the removal is voted upon.

### **Article VII: Duties of Officers**

#### **Section A. General duties of all ALL OFFICERS**

1. All officers shall perform the duties described in these bylaws and addendums and shall assist with other duties as needed and assigned by the organization.
2. All officers shall maintain a printed or electronic record of information pertinent to the office. This record and any other related materials will be delivered to their successors within 15 days of the transition meeting that occurs in May.
3. All officers shall make their best efforts to attend all regular and special meetings of the Executive Board and the PTO.
4. All Executive Board members, both appointed and elected, with the exception of President and Parliamentarian, shall vote on motions brought before the board (per Article VIII, section E).
5. At Executive Board meetings, vice presidents shall provide updates and summaries of events and activities for the events, chairs, and committees for which they are responsible.

**Section B.** The PRESIDENT serves to fulfill the purpose and objectives of the PTO, (per Article II) by acting as the primary liaison between the Pershing parent community and the school principal and staff. In order to do so, the President shall perform duties as prescribed in these bylaws and addendums or assigned by the organization. The President presides over meetings, communicates relevant information regularly, and is knowledgeable of financial records.

**Section C.** The VICE PRESIDENT OF MEMBERSHIP shall coordinate, help promote and manage PTO membership sales both in-person and online. The Vice President of Membership shall communicate information related to membership drive, operate the incentive level program and maintain a current membership list. The Vice President of Membership shall preside in the absence of the President.

**Section D.** The VICE PRESIDENT OF FUNDRAISING shall coordinate and oversee fundraising efforts in order to meet the PTO's financial goals. The Vice President of Fundraising shall secure corporate sponsors for the school year, ensuring each sponsor's benefits are fulfilled and maintain good relationships with them throughout the year. The Vice President of Fundraising shall work with PTO positions to include sponsors in PTO activities and events when appropriate. The Vice President of Fundraising shall preside in the absence of the Vice President of Membership and the President.

**Section E.** The VICE PRESIDENT OF COMMUNICATIONS shall coordinate all communication, both internal and external, relating to the Pershing PTO. The Vice President of Communications shall ensure content from the PTO across all platforms is informative, consistent and demonstrates pride in our school and organization.

**Section F.** The VICE PRESIDENT OF RECRUITMENT shall coordinate all recruitment of both potential incoming pandas and promoting 8th graders, relating to the Pershing PTO. The Vice President of Recruitment shall communicate regularly with elementary school liaisons, making sure information is reaching potential Pershing families.

**Section G.** The VICE PRESIDENT of OUTREACH shall manage, develop, and help implement outreach opportunities for the Pershing PTO to provide assistance to Pershing families and the community at large. The Vice President of Outreach shall work and communicate with the school's administration and wrap-around specialist throughout the school year.

**Section H.** The VICE PRESIDENT of the SCHOOL STORE shall coordinate all activities relating to the school store, including purchasing and maintaining inventory in the store and online (if needed) of uniforms and school supplies. The Vice President of the School Store shall also recruit and manage school store volunteers for regular store hours and special events.

**Section I.** The VICE PRESIDENT OF VOLUNTEERS shall collect and manage a comprehensive list of volunteers. The Vice President of Volunteers will facilitate the recruitment of volunteers for PTO and school-sponsored activities.

**Section J.** The SECRETARY is the record keeper of the PTO, recording and preserving important documents and reports. The Secretary shall maintain the PTO calendar, notify members of meetings, and distribute the minutes and agenda.

**Section K.** The TREASURER shall serve as Chair of the Budget Committee, oversee the collection and reception of all monies of the organization, prepare a financial report for each meeting, and keep an accurate record of all financial transactions of the organization for five years. The Treasurer shall also file IRS forms in a timely manner and cooperate with an external audit committee.

**Section L.** THE ASSISTANT TREASURER shall learn the Treasurer's role as an alternate and for the purpose of succession planning, with the understanding that they will assume the role of Treasurer when it is vacated.

**Section M.** THE SHARED DECISION MAKING COMMITTEE (SDMC) REPRESENTATIVES (two positions), will represent the PTO as voting members of the SDMC of Pershing Middle School and report on the outcomes from the SDMC meeting at the executive and general meetings of the PTO.

**Section N.** The PARLIAMENTARIAN shall advise the presiding officer, the Executive Board, and relevant committees on parliamentary procedure. The Parliamentarian shall review the bylaws annually and make updates as needed. The Parliamentarian shall serve as the Chair of the Committee on Revision of Bylaws and the Chair of the Nominating Committee.

**Section O.** The HISD LIAISON shall attend HISD board meetings (either in-person or virtually) to stay abreast of events within the District that may affect the Pershing community and relay any pertinent information to the PTO. The HISD Liaison shall represent the Pershing community to the HISD board as needed and/or requested.

**Section P.** The FACULTY REPRESENTATIVES (two positions), shall serve to represent the opinions and interests of Pershing teachers to the PTO and to convey pertinent information about PTO activities and goals to their fellow teachers.

## **Article VIII: Meetings and Voting**

### **Section A. Executive Board Meetings**

1. Meetings of the executive board shall be held prior to each regularly scheduled general meeting. The time, dates and location of the meetings shall be determined by the President and the school principal prior to the start of the school year.
2. The President, or a majority of the board, with three days notice, may call special meetings of the Executive Board.
3. An Executive Board meeting shall be held in May, pursuant to Article VI, Section A, item 5, to ensure a smooth transition between the outgoing and newly elected executive board.
4. Two-thirds (2/3) of the Executive Board shall constitute a quorum.
5. If a Vice President position is held by two people, only one need be present for that position to be fully represented in an Executive Board meeting.

**Section B. General PTO Meetings**

1. There shall be at least 6 regular meetings of the PTO held during the school year.
2. Budget meetings may be held in conjunction with one regular meeting in the fall and with the final regular meeting in the spring.
3. Dates of meetings shall be determined by the Executive Board with the approval of the principal prior to the start of the school year.
4. At least seven days notice of a meeting change shall be given to the members.

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

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

**Section E. Executive Board Voting**

1. Approval by a simple majority of the board members is necessary before the Executive Board takes any proposed action.
2. Elected and appointed board members and faculty liaisons are all voting members of the Executive Board, with the exceptions of the President and Parliamentarian positions, as noted in items 4 and 5 below.
3. Voting is performed by a show of hands but may be performed by ballot at the request of any board member.
4. The Parliamentarian shall not participate in votes taken by a show of hands.
5. The President shall not vote on motions unless there is a tie, in which case he/she places the deciding vote.
6. The President and Parliamentarian may participate on ballot votes.
7. If a Vice President position is held by two people, and both people sharing the position are attending an Executive Board meeting, they shall share the position's single vote or shall abstain from voting if they do not agree on a decision. If only one member of the shared position is attending an Executive Board meeting, they shall have the position's full voting rights for that meeting.

**Section F.** Members who disagree with an Executive Board decision may request the opportunity to present the issue to the general membership for a vote.

**Section G. 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 an in-person 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 supporting the purpose of the PTO. Such committees shall be created or dissolved by the Executive Board.

**Section B.** Special committees shall be created as deemed necessary by the Executive Board.

**Section C.** The Executive Board, committee chairs and Nominating Committee shall solicit and propose a list of prospective chairs. The newly elected President and officers shall announce the chair positions at the May Executive Board transition meeting.

**Section D.** The PTO shall maintain working documents (Addendums A, B, and C) which organize and define the standing committees and shall update and change such committees as needed to best meet the needs of the organization and the Pershing community. Such changes may be made by a majority vote of the Executive Board. A current version of this document shall be maintained by the President and the Parliamentarian and shall be posted to the PTO website.

**Section E.** All chairs shall submit a plan of work to their respective Vice President for approval. The chairs shall attend general and Executive Board meetings as needed at various points in the school year to provide updates on their committee's activities. The chairs shall perform duties outlined in these bylaws and addendums 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.** The Board shall approve a proposed budget no later than April to be voted on by members at the May membership meeting.

**Section C:** 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 following school year.

**Section D:** The Executive Board shall designate a financial institution into which all PTO funds will be deposited. Signature cards must be updated and on file at the designated financial institution and updated annually.

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

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

**Section G:** The PTO shall maintain a working document (Addendum C) which delineates the details of the financial operations and practices of the organization. These policies may be changed by a majority vote of the Executive Board to fit the needs of the organization. A current version of this document shall be maintained by the President, the Treasurer, and the Parliamentarian and shall be posted to the PTO website. The PTO and its members and officers shall follow the guidelines laid out in this document.

## **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 bylaws 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 (15 members), 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 least 14 calendar days prior to the general meeting. This written notice may be given via PTO email, which shall include a copy of the proposed amendment(s). 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 bylaws shall be the same as for the adoption of an amendment to the bylaws.

**Section C.** A Bylaws Committee shall be formed at least every five (5) years for the purpose of creating and submitting for approval a new revision of these bylaws. A Bylaws 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 approval of a majority of the Executive Board at the time of dissolution, spent for the benefit of Pershing Middle School.