

**WEST UNIVERSITY ELEMENTARY SCHOOL (WUES)  
PARENT - TEACHER ORGANIZATION BYLAWS**

**ARTICLE I: NAME**

The name of this organization is the WUES Parent Teacher Organization, Inc. ("PTO"). It shall have no affiliation with any state or national organization with similar objectives.

**ARTICLE II: PURPOSE**

**Section A.** The purpose of the organization shall be to bring about the broadest possible participation of the school community in working to:

1. Create a better understanding of the learning process by encouraging communication between parents and teachers;
2. Promote cooperation between family and school in meeting the needs of children;
3. Serve as a source of support for the school staff with volunteer and financial assistance;
4. Cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school nor seek to control its policies; and
5. Foster goodwill and support for the school in the community at-large.

**Section B.** This organization is organized and shall be operated exclusively for charitable, scientific, literary, and educational purposes as defined in section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provision hereafter in effect.

**Section C.** In the event of dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit entities charged with the benefit of West University Elementary School or its successors.

**ARTICLE III: POLICIES**

**Section A.** This organization will cooperate with the faculty and administration to support West University Elementary School and shall not seek to direct the administrative activities of the school.

**Section B.** This organization shall be non-commercial, nonsectarian and nonpartisan.

**ARTICLE IV: MEMBERS AND DUES**

**Section A.** Active members shall consist of parents or guardians of children enrolled at West University Elementary School, members of the faculty and staff, or any person connected with said school, who have paid dues. An annual membership drive shall be conducted in the fall on a school-wide basis, however, members may be admitted at any time during the school year.

**Section B.** Any person may become a member upon payment of the then appropriate dues. Dues shall be set from time to time by action of the PTO Executive Board.

**Section C.** The privileges of holding offices, making motions, debating and voting shall be limited to paid members.

## **ARTICLE V: EXECUTIVE BOARD**

**Section A.** This organization shall function under the general guidance and direction of the Executive Board which shall consist of a maximum of sixteen (16) members. The Executive Board members shall be the officers of the organization and the principal of the school or a representative appointed by the principal.

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

1. Transact necessary business in the intervals between meetings of the organization and such other business as may be referred to it by the organization;
2. Create standing and special committees;
3. Present a report at the regular meeting of the organization;
4. Appoint an audit committee at the end of each year consisting of not less than three members who are not authorized signers on the organization's accounts or hire an independent auditor to audit the treasurer's accounts;
5. Prepare and submit a budget for the year to the organization for adoption;
6. Approve routine bills within the limits of the budget; and
7. Fill vacancies of officers and chairmen pursuant to Article VI, Section C.

**Section C.** Meetings:

1. Regular meetings of the Executive Board shall be held prior to each regular meeting of the organization, the times to be fixed by the Executive Board at its first meeting of the year.
2. A majority of the Executive Board members shall constitute a quorum.
3. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board, one (1) day's notice being given.

## **ARTICLE VI: OFFICERS AND THEIR ELECTION**

**Section A.** Officers and their election:

1. The officers of this organization shall consist of a President, President Ex-Officio, President-Elect, eight Vice Presidents, Secretary, Treasurer - Income, Treasurer - Expenses, HISD Liaison and Parliamentarian.
2. Officers, with the exception of the President Ex-Officio, HISD Liaison and the Parliamentarian, shall be elected by ballot in the month of April. However, if there is only one nominee for an office, election for that office shall be by voice vote. The HISD Liaison and the Parliamentarian shall be appointed by the President subject to the approval of the newly elected officers.
3. Officers shall assume their official duties following the close of the school year and shall serve a term of one year or until their successors are elected.
4. No elected officer shall serve in the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited with having served that term. An officer appointed by the President may serve more than two consecutive terms subject to the approval of the newly elected officers.

**Section B.** Nominating Committee:

1. There shall be a nominating committee elected by the general body at the regular meeting at least one month prior to the election of officers. Elections shall be by plurality. The Committee shall consist of five (5) voting members and a Chairman as provided in paragraph 2 below. One (1) alternate shall be elected to serve in the event a member is unable to serve.
2. The current PTO Parliamentarian shall serve as the appointed Chairman of the Nominating Committee. The Parliamentarian will lead the efforts of the Committee, but will be non-voting except in the case that the Committee has a tie vote.
3. No member of the Nominating Committee may be nominated by the Committee to fill an elected Executive Board position. In the event that the Parliamentarian desires to be considered for an elected Executive Board position, he/she may ask the current President to serve as Nominating Committee Chairman. If the current President also desires to be considered for an elected Executive Board position, a Chairman will be nominated by the elected Committee from its elected members.
4. The Nominating Committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in April, at which time additional nominations may be made from the floor. The report

shall be publicized to the membership through the Pony Express and / or the Monday folders at least ten days before the election meeting. In the event that the Nominating Committee is unable to nominate an eligible person for an elected position, any member of the organization, including a member of the Nominating Committee, may be nominated from the floor at the election meeting.

5. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
6. Except as provided above, neither the President nor the President-Elect shall serve as a member of the Nominating Committee, nor may either of them appoint any member of the committee.

**Section C. Vacancies:**

1. A vacancy shall be declared in any seat on the Executive Board upon the death of or upon receipt of written resignation from the officer or upon removal of the officer pursuant to Article VI, Section D.
2. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board. The Executive Board shall give school-wide written notice of such election.

**Section D. Reason to Remove:**

1. By two-thirds vote of the Executive Board, an officer or chairman may be removed from office for failure to perform duties or for misconduct. An officer or chairman who misses three consecutive meetings may be removed from office.

## **ARTICLE VII: DUTIES OF OFFICERS**

**Section A. The PRESIDENT shall:**

1. Coordinate the work of the officers and committees of the PTO in order that the Purposes may be promoted;
2. Confirm that a quorum is present before conducting any business at any meeting of the PTO;
3. Preside at all PTO meetings;
4. Appoint the historian and parliamentarian, subject to the approval of the newly elected officers;
5. Appoint chairmen of special committees, subject to approval of the Executive Board;
6. Be authorized to sign on bank accounts (two of four authorized signatures shall be required on all checks);
7. Call a meeting of the officers for the purpose of selecting standing committee chairmen;
8. Maintain a position of impartiality and therefore shall not vote on any question except in the case of a ballot vote;
9. Be an ex-officio member of all committees except nominating and audit committees (except as otherwise provided herein);
10. Be an ex-officio member of the school Shared Decision Making Committee (SDMC), subject to the approval of the SDMC; and
11. Be an ex-officio member of the West University Elementary School Foundation Board of Trustees.
12. The President shall automatically become the President Ex-Officio for a full term immediately after serving a full term as President, unless the President voluntarily vacates the position or grounds arise for removal from office.

**Section B. The PRESIDENT EX-OFFICIO shall:**

1. Assist the President when so called upon;
2. Maintain a position of impartiality and therefore shall not vote on any question except in the case of a ballot vote;
3. Act as an aid to the President.

**Section C. The PRESIDENT-ELECT shall:**

1. Automatically become the President for a full term immediately after serving a full term as President-Elect unless the President-Elect voluntarily vacates the position or grounds arise for removal from office;
2. Act as an aid to the President and shall preside in the absence of the President;
3. Learn from the President and other Executive Board members about the various activities and functions of the PTO and the Executive Board;
4. Assist the President when so called upon;

5. Maintain a position of impartiality and therefore shall not vote on any question except in the case of a ballot vote;
6. Be allowed to hold another office on the Executive Board at the same time and to vote in the capacity of the other office;
7. Be responsible for collection and review of plans of action from each officer prior to the first general PTO meeting of the year;
8. Be an ex-officio but nonvoting member of all committees, except the nominating and audit committees, as requested by the President;
9. Be an ex-officio but nonvoting member of the school's SDMC, subject to the approval of the SDMC; and
10. Be an ex-officio but nonvoting member of the West University Elementary School Foundation Board of Trustees.

**Section D.** The FIRST VICE-PRESIDENT ("VP Budget") shall:

1. Be responsible for preparing a budget for the PTO, administering the budget request process, and preparing a preliminary budget for the following year.
2. Monitor and report on expenses by activity to ensure that PTO activities stay within budget.
3. Be authorized to sign on bank accounts (two of four authorized signatures shall be required on all checks).

**Section E.** The SECOND VICE-PRESIDENT ("VP Fundraising and Membership") shall coordinate all PTO fundraising events and the general membership drive.

**Section F.** The THIRD VICE-PRESIDENT ("VP Service") shall coordinate all PTO service projects.

**Section G.** The FOURTH VICE-PRESIDENT ("VP Curriculum") shall assist in developing and coordinating enrichment programs for the school.

**Section H.** The FIFTH VICE-PRESIDENT ("VP Room Representatives") shall coordinate the activities of the grade level and room representatives.

**Section I.** The SIXTH VICE-PRESIDENT ("VP Volunteers") shall establish a system to identify and meet the needs of volunteers that may fall outside the scope of the room representative program and shall be the liaison for HISD's Volunteers in Public Schools (VIPS) program.

**Section J.** The SEVENTH VICE-PRESIDENT ("VP Communications") shall:

1. Coordinate communication and publicity for the organization, including all information posted on the PTO's official website.
2. Oversee publication of the yearbook.

**Section K.** The EIGHTH VICE-PRESIDENT ("VP Instructional Support") shall assist in developing and coordinating instructional support programs for the school.

**Section L.** SECRETARY shall:

1. Notify, in writing or by other acceptable means, all members of the Executive Board of their meetings and shall be responsible for notifying the membership of all general meetings of the organization.
2. Keep an accurate permanent record of all meetings of the PTO and of the Executive Board and shall prepare the minutes for reading at each meeting.
3. Act as a custodian of all records and materials pertinent to the PTO.
4. Coordinate with the school office information packets for the first day of school.

**Section M.** The TREASURER - INCOME and TREASURER - EXPENSES shall:

1. Have custody of all of the funds of the PTO;
2. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for a period of five years;

3. Make disbursements in accordance with the budget adopted by the PTO;
4. Be authorized to sign on bank accounts (two of four authorized signatures shall be required on all checks);
5. Present a financial statement at general meetings, Executive Board meetings, and at other times requested by the Executive Board or the PTO;
6. Make a full report at the last general meeting of the year;
7. Submit the books and financial records to the auditing committee as requested; and
8. Be responsible for the preparation and filing of any state or federal financial or tax filings.

**Section N.** HISD LIAISON shall serve as a liaison between the PTO and HISD. He / She shall attend relevant HISD meetings and report back on issues affecting the school.

**Section O.** The PARLIAMENTARIAN or his / her designee, subject to approval of the Executive Board, shall attend all meetings of the PTO. The Parliamentarian also shall advise on matters of parliamentary procedure when requested and shall see that all parts of the bylaws of the PTO are upheld and are revised as necessary. Pursuant to Article VI, Section B, the Parliamentarian shall serve as the Chairman of the Nominating Committee.

**Section P. GENERAL DUTIES OF ALL OFFICERS.**

1. All officers shall maintain a notebook with information pertinent to the office and deliver to their successors this notebook and any other pertinent materials within 15 days following the date upon which their successors assume their duties.
2. All officers shall make best efforts to attend all regular and special meetings of the Executive Board and the PTO.
3. All officers shall perform the duties outlined in these bylaws and those assigned from time to time.

**ARTICLE VIII: MEETINGS**

**Section A.** There shall be a minimum of five (5) regular meetings of the PTO held during the school year. Budget meetings shall be held in conjunction with one regular meeting in the fall and with the final regular meeting in the spring. Time and date of the meetings shall be established by the Executive Board prior to the beginning of the school year. Five days notice shall be given if any change of date is needed for a regular meeting.

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

**Section C.** Twenty-five (25) members shall constitute a quorum for the transaction of business in any meeting of the PTO.

**ARTICLE IX: STANDING AND SPECIAL COMMITTEES**

**Section A.** Standing committees are those representing activities which are continuing in the program of the PTO. Such committees shall be created or abolished by the Executive Board as may be required. The President, subject to the approval of the Executive Board, shall appoint the chairmen of such committees. No committee work shall be undertaken without approval of the Executive Board.

**Section B.** Special committees shall be appointed as deemed necessary by the President and/or the Executive Board. The President, subject to the approval of the Executive Board, shall appoint chairmen to serve for a designated period of time.

**ARTICLE X: FINANCIAL POLICIES**

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

**Section B.** Either an independent auditor will be hired or an audit committee consisting of not less than three (3) members shall be appointed by the Executive Board before the last meeting of the year. The audit committee or the independent auditor shall review the books and records of the PTO and report to the PTO during the next school year.

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

**Section D.** Non-budgeted expenses in excess of five hundred dollars and up to one thousand dollars must be approved by a majority vote of the Executive Board. Non-budgeted expenses in excess of one thousand dollars must be reviewed by the Executive Board prior to being presented for vote to the general body.

#### **ARTICLE XI: PARLIAMENTARY AUTHORITY**

In the absence of provisions to the contrary, Robert's Rules of Order, Newly Revised, shall prevail.

#### **ARTICLE XII: AMENDMENTS**

**Section A.** These bylaws may be amended at any regular 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 at the previous regular meeting or 30 days prior to the meeting at which the amendment is voted upon. A written copy of the proposed amendment(s) shall be made available for examination in the school office or on the school website during the period from the notification meeting until the meeting when the vote is taken.

**Section B.** A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization or by a two-thirds vote of the Executive Board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

#### **ARTICLE XIII: ACTION WITHOUT A MEETING**

Any action required or permitted to be taken at a meeting of the Executive Board or any committee may be taken without a meeting if a written consent setting forth the action so taken is signed by all the Executive Board members, or committee members, as the case may be; and such action shall have the same force and effect as if it were approved by a unanimous vote at a meeting thereof, duly and regularly called.

Adopted: June 19, 2000  
Amended: April 15, 2001  
Amended: March 8, 2011  
Amended: May 17, 2016  
Amended: April 18, 2017  
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