

**BYLAWS OF WINDSONG FRIENDSWOOD PTO
FRIENDSWOOD, TEXAS**

ARTICLE I NAME

The name of this association is the Windsong Friendswood PTO (formerly Windsong Intermediate Parent-Teacher Organization), Friendswood, Texas. It is a local unit. Hereafter it will be referred to as “The Organization”.

ARTICLE II ARTICLES OF ORGANIZATION

The Organization exists as an unincorporated Organization of its voluntary members. In the absence of Separate Articles of Organization, Robert’s Rules of Order shall serve as the Parliamentary Procedure guide by which the meetings shall be governed. In the event of any conflict between these bylaws and any other documents of the Organization, these bylaws shall govern.

ARTICLE III OBJECTIVE

The objective of the Organization is:

To develop and maintain a strong relationship between the home, school, and community through experiences, opportunities, and support for Windsong Elementary in Friendswood, Texas.

ARTICLE IV BASIC POLICIES

The basic policies of The Organization are:

- A. The Organization shall be non-commercial, non-partisan, and non-sectarian and non-profit.
- 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 concern or with a partisan interest or for any purpose not appropriately related to the promotion of the objectives of The Organization.
- C. The Organization shall not directly participate or intervene (in any way, including the publishing or distribution of statements) in any 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 or 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 manners shall make no commitments which bind The Organization.

ARTICLE V FINANCIAL AND ACCOUNTING

- A. The Executive Board shall decide all matters pertaining to the finances of The Organization and shall deposit all moneys received to the credit of The Organization in the account designated by the Executive Board.
- B. All active members of the Executive Board must retain access and signatory authority to The Organization's bank account.
- C. All checks written or withdrawals made by The Organization shall be cosigned by the Treasurer and one Executive Board member. New signature cards shall be submitted to the bank upon assumption of responsibilities of office by new officers.
- D. The Executive Board shall not permit the solicitation of funds in the name of The Organization unless all funds so raised are placed in the account designated by the Executive Board in the name of The Organization.
- E. No Officer, no Standing Committee Member and no Member of The Organization shall receive, directly or indirectly, any salary or compensation from The Organization for services rendered as Officer, Standing Committee Member or Member at Large.
- F. The fiscal year of The Organization shall begin on the first day of July and shall end on the last day of June of the following year.
- G. An annual compilation of the Treasurer's accounts for the fiscal year shall be performed within two months of the close of that fiscal year.
- H. Upon dissolution of The Organization and after all outstanding debts and claims have been satisfied, the Officers of The Organization shall distribute the property of The Organization to such other organization(s) maintaining an objective similar to that set forth herein which are or may be entitled to exemption under Section 501 (c) (3) of the Internal Revenue code or any further corresponding provision, providing use of such funds acquired within the boundaries set forth in these bylaws.

ARTICLE VI MEMBERSHIP AND DUES

- A. Membership is open to parents and guardians of Windsong Elementary students and Windsong Elementary School staff.
- B. Those individuals who subscribe to the objectives and basic policies of The Organization may become a member of The Organization, subject only to compliance with the provisions of the bylaws.
- C. Membership shall be available without regard to race, color, creed or national origin.
- D. The Organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.
- E. Only members in good standing of The Organization shall be:
 - 1. Eligible to participate in its business meetings:
 - a. May introduce motions
 - b. May debate
 - c. Are entitled to one vote per member
 - 2. Eligible to serve in any of its elected or appointed positions.
 - 3. In compliance with these bylaws and current with annual dues, if applicable.

- F. Annual dues of The Organization shall be set by the Executive Board of The Organization and shall be reviewed annually.
- G. Each member of The Organization shall pay annual dues to The Organization.

ARTICLE VII THE EXECUTIVE BOARD AND THEIR ELECTION

- A. The Officers of The Organization shall consist of the President, Co-President, Vice-President, Secretary, Treasurer and one school administrator.
- B. The position(s) of Treasurer shall be a two (2) year commitment. The position(s) of Co-President shall be a two (2) year commitment in staggered terms. If suitable candidates are not available to serve a two (2) year commitment, then Co-Chairpersons and/or Treasurer shall serve a one (1) year commitment. The remainder of the Executive Board shall be a one (1) year commitment. A person shall not be eligible to serve in the same office for more than two consecutive terms.
 - 1. Exceptions to this will be determined on a case-by-case basis.
 - 2. Extension of tenure to a position requires a unanimous vote by a quorum of the Executive Board at a scheduled or called meeting.
- C. A majority of the Officers on the Executive Board shall constitute a quorum.
- D. The duties of the Officers on the Executive Board shall be to:
 - 1. Transact necessary business in the interval between general organizational meetings, and other such business as may be referred to The Organization.
 - 2. To prepare a budget for the fiscal year and submit to The Organization for a majority vote at the first general meeting.
 - 3. To approve routine bills within the limits of the budget.
 - 4. To adopt or amend by majority vote of the Executive Board present and voting, such Standing Rules of Order as are necessary to conduct business, but which are not in conflict with these bylaws.
- E. If the office of President or Co-President is vacated for any reason, the Vice-President shall succeed to the office vacated for the unexpired portion of that term.
- F. Vacancies in other elected offices shall be filled by a majority vote of the remaining members of the Executive Board.
- G. In the event that any Executive Board member is absent from three (3) consecutive meetings of the Executive Board, the Board may, at its option, declare such office vacant. Due notice in writing shall be given to the Executive Member by the Secretary before the vacancy shall be filled.
- H. A Board Member or Committee Member may be removed from office for failure to perform duties, criminal misconduct, or unethical behavior in conducting business of The Organization by a majority vote of the Executive Board.
- I. Nominating Committee
 - 1. There shall be a Nominating Committee consisting of five members.
 - a. Three are selected by the Officers of The Organization.
 - b. One is a faculty member.
 - c. One is a member at large to be selected by the School Administrator.
 - 2. The Nominating Committee shall nominate eligible persons for each office to be filled and report its nominees at the March meeting.
 - 3. Only those who have consented to serve if elected shall be eligible for nomination.

4. The Nominating Committee shall also submit the names of eligible individuals to serve as members of Standing Committees for the following year.
5. These individuals must be aware of the time and duties required to fulfill that position.
6. These names will be presented at the April meeting, or such other time as voted on by a majority of the Executive Board.
7. The Officers shall be elected by a show of hands annually, at the April meeting or at such other time as voted on by a majority of the Executive Board.
8. If there is more than one nominee for any office, election of that office(s) may be by ballot.

ARTICLE VIII DUTIES OF THE OFFICERS

A. All Officers of The Organization shall:

1. Perform the Duties described in the parliamentary authority in addition to those outlined in these bylaws and those assigned as the need arises.
2. Deliver to their successors all official material within ten days or as soon as possible, following the meeting at which they complete their official duties.
3. In order to remain in good standing, an Officer shall:
 - a. Miss no more than three consecutive meetings.
 - b. Must be a current member of The Organization with dues paid in full.

B. The President and Co-President shall:

1. Preside at all meetings of The Organization and of the Executive Board.
2. Perform such other duties as may be prescribed in these bylaws or assigned to him/her by The Organization or by the Executive Board.
3. Coordinate the work of the officers and committees, in order that the objectives may be promoted.
4. Transact necessary business in the interval between Organizational meetings which may include funds disbursement:
 - a. Expenditures up to \$500.00
 1. Approve expenditures of up to \$500.00 per incident without an Executive Board vote.
 2. Report such expenditures at the following Organizational meeting.
 - b. Expenditures greater than \$500.00
 1. Expenditures greater than \$500.00 require the approval of a quorum of the Executive Board.
 2. A special meeting must be held to discuss the expenditure. Officers not in attendance may vote by proxy.
 3. Report such expenditures at the following Organizational meeting.
5. Appoint or dissolve additional Standing Committees subject to the approval of the Executive Board.
6. Be an ex-officio member of all committees, except the Nominating Committee.
7. Perform such other duties that are incident to the office of President and Co-President.

C. The Vice-President shall:

1. Act as an aide to the President and Co-President.
2. In the absence of the President and Co-President, perform the duties of those officers.

3. Be responsible for all communication with parents and public at large.
- D. The Secretary/Parliamentarian shall:
1. Record the minutes of all meetings of The Organization.
 2. Conduct the correspondence of The Organization.
 3. Have working knowledge of these bylaws and of Robert's Rules of Order.
 - a. Robert's Rules of Order shall serve as a guide to Parliamentary Procedure.
 - b. In the event of a clash between Robert's Rules of Order and these bylaws, these bylaws take precedence.
- E. The Treasurer shall:
1. Have custody of all the funds of The Organization.
 2. Keep a full and accurate account of receipts and expenditures.
 3. Make disbursements in accordance with the approved budget as authorized by The Organization, the Officers of the Organization, or by a special Committee.
 4. Make a full report at each organization meeting.
 5. Expend money by check and/or debit card only.
 6. Deposit all monies received within five (5) business days.
 7. Submit a quarterly report to the Board including budget actuals, quarterly sales tax filing with the Texas Comptroller, and filing of yearly taxes to the Internal Revenue Service.

ARTICLE IX STANDING COMMITTEES

- A. Standing Committee members shall be selected by the Nominating Committee and appointed by the Executive Board.
- B. The term of each Standing Committee Member shall be one (1) year, or until a successor is appointed and assumes the duties of the office.
- C. A person shall not be eligible to serve more than two (2) consecutive terms on a Standing Committee.
 1. Exceptions to this will be determined on a case-by-case basis.
 2. Extension of tenure to a position requires a unanimous vote by a quorum of the Executive Board at a scheduled or called meeting.
- D. The President or Co-President of The Organization, with the approval of the Executive Board, may create and/or dissolve Standing Committees as may be required to promote the objectives and interests of The Organization.
- E. All Standing Committee Members shall perform the duties as outlined in the committee's job description and those assigned from time to time.
- F. All monies received by the Standing Committees shall be turned over to the Treasurer of The Organization within four (4) days of receipt.
- G. All reimbursement requests must be submitted with receipts to the Treasurer within (4) days of event completion.

ARTICLE X MEETINGS

- A. At least three regular meetings of The Organization shall be held yearly. Notice shall be given of the time and date of the first regular meeting scheduled in August or September, depending on the start of the academic year.
- B. Special meetings may be called by the President or Co-President or by a majority of the members of the Executive Board.
- C. Meetings may be held by Skype or other electronic media as necessary provided that such media has been approved by a majority of the Executive Board.
- D. A quorum must be present (or present via electronic media), as defined in ARTICLE VII at all meetings of The Organization in order to conduct business and to vote on issues pertinent to The Organization.
- E. Each attending member in Good Standing is entitled to debate, introduce motions and to vote.

ARTICLE XI APPROVAL AND RECORDS

- A. The bylaws of The Organization are subject to a majority approval of the voting members.
- B. The Organization shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of The Organization, including specifically, the number of its members, and the dues collected from its members.
- C. The Executive Board and/or a Committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by two-thirds vote of the Executive Board. The requirements for adoption of a revised set of the bylaws shall be in the same as in the case of an amendment.
- D. 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 amendments shall have been given at the previous meeting.

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.

Windsong Intermediate Bylaws Revised September 5, 2002. Windsong

Intermediate Bylaws Revised March 5, 2008.

Windsong Intermediate Bylaws Revised May 3, 2012.

Windsong Intermediate Bylaws Revised October 26, 2018.

Windsong Intermediate Bylaws Revised April _____, 2020.

Windsong Friendswood PTO Bylaws Revised June 28, 2024.