

Bylaws of St. Stephen's Episcopal School PTO

Revised January 2018

ARTICLE I: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME—The name of the organization shall be St. Stephen's Episcopal School PTO. The PTO is located at 1800 Sul Ross, Houston, Texas 77098.

Section 2: DESCRIPTION— The St. Stephen's Episcopal School PTO comprises a collection of committed parents, legal guardians and teachers together in a community organization. While the PTO envisages working closely with the School, the PTO is an independent entity. The St. Stephen's Episcopal School Houston is a tax exempt organization under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE—The purpose of the St. Stephen's Episcopal School PTO is to support the educational experience at St. Stephen's Episcopal School, to build a strong school community and engage this community to improve the environment at St. Stephen's Episcopal School through volunteer and financial support. The organization's purpose is exclusively educational and charitable.

ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of St. Stephen's students plus all staff at St. Stephen's Episcopal School. The Full PTO Board has the option to set dues annually if so desired. Members have voting privileges, one vote per household.

ARTICLE III: OFFICERS AND BOARD STRUCTURE

Section 1: EXECUTIVE COMMITTEE—The Executive Committee of the PTO Board shall consist of the following officers: President, Vice President, Communications Secretary, Treasurer, President-Elect and Past President. Officer positions can be shared. The Head of School, or his/her designee, is a voting member of the Executive Committee.

President: Preside at general PTO meetings and Executive Committee meetings and prepare proposed agendas for official PTO meetings. The PTO president is a joint signatory for the PTO Bank Account with the Treasurer.

Vice President: Oversee the committee system of the PTO, assist the President, and chair meetings in the absence of the President. Focus on growing and engaging membership.

Communications Secretary: Record and distribute minutes of all Executive Committee meetings and all general PTO meetings, and retain all official records of the PTO. Manage communications and marketing for the PTO, including but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records. The PTO Treasurer is a joint signatory for the PTO Bank Account with the President.

President-Elect: Serve as a member of the executive committee assisting the President and Vice President in their duties in preparation to take over as President at the close of the current term.

Past President: Serve as a member of the executive committee providing historical insight and continuity to the current leadership. This seat can be filled by the immediate past president or a previous past president if the most recent president is not able to serve.

Section 2: ADVISORY COMMITTEE - Teacher Representatives, Orientation Representative, Primary Representative, Lower Elementary School Representative, Upper Elementary School Representative, and Middle School Representative.

Level Representatives (up to 5 positions): Serve as a voice for the level they represent on the board of the PTO. Maintain connections with level teachers and room parents.

Teacher Representatives (up to 3 positions): Serve as a voice for the educators at St. Stephen's on the board of the PTO.

Section 3: FULL PTO BOARD- The term used to refer to both the Executive Committee and the Advisory Committee in their entirety.

Section 4: TERM OF OFFICE—The term of office for all officers is one year, beginning June 1 and ending May 31 of the following year.

Section 5: QUALIFICATIONS—Any PTO member in good standing may become an officer of the PTO.

Section 6: DUTIES Executive Committee: Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Full PTO Board any unbudgeted expenditures of over \$250.

Section 7: EXECUTIVE COMMITTEE MEETINGS—The Executive Committee shall meet monthly during the school year, or at the discretion of the President.

Section 8: REMOVAL—An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Full PTO Board.

Section 9: VACANCY—If a vacancy occurs on the Executive Committee, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term upon the acceptance of a majority of the Executive Committee.

ARTICLE IV: MEETINGS

Section 1: GENERAL PTO MEETINGS—General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Committee.

Section 2: VOTING—Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section 3: QUORUM—Seven (7) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR—The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 2: BANKING—All funds shall be kept in a checking account in the name of St. Stephen's Episcopal School PTO, requiring two signatures of the Executive Committee (The President and the Treasurer) and held at a local financial institution.

Section 3: REPORTING—All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly.

Section 4: CONTRACTS—Authority to sign contracts on behalf of the PTO is limited to the President or the President's designee. Such authority for any contract shall be determined by a majority vote of the PTO executive committee. Any contract with a combined liability of over \$2000 will require the written approval of the entire Executive Committee.

ARTICLE VI: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

ARTICLE VII: DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to St. Stephen's Episcopal School after completely fulfilling any outstanding liabilities of the PTO at the time.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert's Rules of Order Newly Revised unless those rules should conflict with these Bylaws.

Board Policies of St. Stephen's Episcopal School PTO

Revised July 2017 Public Relations and Social Media Policy

A PTO member may publicly, including on social media platforms, identify his or herself as a PTO member, only when such identification is in connection with an affiliation or activity compatible with the stated purpose of the St. Stephen's Episcopal School PTO.

Image releases for events on St. Stephen's Episcopal School campus are maintained by the school communications office and SSES PTO will consult with this office before publicly sharing any images from PTO events.

Financial Responsibility Policy

SSES PTO funds may not be used to pay for food, drink or entertainment of membership beyond the scope of PTO mission specific activities. Funds are allocated to PTO mission specific activities.

Conflicts of Interest Policy

Should a member find that he or she has an involvement that could contribute to a conflict of interest, such as service as a board member, director or consultant to a business or organization that might provide goods or services to the SSES PTO organization these relationships should be reported. If actions related to such conflicts of interest are being considered for a vote such disclosures should be a record of the minutes. A member who has a conflict of interest is required to excuse his or herself from the discussion and abstain from the vote related to the conflict of interest.

Fundraising Policy

All fundraising efforts of the St. Stephen's Episcopal School PTO will be coordinated with the School Development Office to best support the tactical, operational and strategic goals of the school. All such efforts will require an approval from the Executive Committee of the PTO.