

BYLAWS FOR THE MCKINNEY HIGH SCHOOL NORTH PTSO

ARTICLE 1: NAME

The name of this organization shall be the McKinney High School North Parent, Teacher, Student Organization. It will be known publicly as McKinney North High School PTSO (MNHS PTSO).

ARTICLE II: PURPOSE

The purpose of the MNHS PTSO is to promote the welfare of students at home, school and in the community; to promote a cooperative relationship between parents and teachers, to provide opportunities for education, physical and mental growth and to promote a spirit of unity and a sense of belonging on our campus.

Our purpose will be promoted through the parent, teacher, community volunteer efforts and educational programs.

ARTICLE III: GUIDING PRINCIPLES, BASIC POLICIES

Section 1. The guiding principals we will follow to achieve our purposes are the following:

- a. The interests of all MNHS students will be represented equally.
- b. The organization will represent, in a balanced, fashion, the needs of the children, teachers, school administrators and parents.
- c. An objective, unbiased approach to problem solving will govern meetings of the organization.
- d. Ethical behavior will be evident in the leadership of the organization.

Section 2. Basic policies of the MNHS PTSO are the following:

- a. The organization shall be noncommercial, nonsectarian, nonpartisan and nonprofit.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to the promotion of the purpose of the organization.
- c. The organization shall not participate or intervene in any political campaign.
- d. The organization shall work in conjunction with MISD to provide quality education for all MISD students.
- e. The PTSO and its membership will recognize that the legal responsibility for the education decision has been delegated by the people and the Board of Education.
- f. No part of net earnings of the organization shall insure to the benefit of, or be distributable to, its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set for in Article 3 hereof.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by (a) an organization exempt from Federal income tax or by (b) an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

ARTICLE IV: DISSOLUTION

This PTSO is not organized, nor shall it be operated, for pecuniary gain or profit. It does not contemplate the distribution of gains, profits or dividends to its members and is organized solely for nonprofit

purposes. Upon dissolution of the Organization, its assets remaining after payment of, or provision for payment of, all debts and liabilities of the Organization shall be distributed to a nonprofit fund, foundation or corporation which has established its tax-exempt status under Section 501(c)(3) or Section 501(c)(4) of the Internal Revenue Code and whose purpose is consistent with the purposes of the Organization.

ARTICLE V: MEMBERS

Section 1. Membership

- a. The MNHS PTSO shall have one class of members and each in good standing, having paid annual dues in full, shall be vested with voting power, rights, interests and privileges based on uniformly applied standards.
- b. Membership in this Organization shall be made available without regard to race, sex, creed or national origin, to any individual who subscribes to the purpose and basic policies of this PTSO.
- c. The PTSO shall conduct an annual enrollment of its members but may admit persons to membership at any time.

Section 2. Dues

- a. Each member of this PTSO shall pay such annual dues to the Organization. The amount is to be decided by the Organization.
- b. Only those members in good standing shall be eligible to participate in the business meeting or serve in any elected or appointed position.

ARTICLE VI: MEETINGS

Section 1. General meetings

- a. There shall be at least one general meeting of its members at some point during the MISD school year.
- b. An election meeting should be held in the spring. In lieu of a meeting, elections can take place by any electronic method as determined appropriate by the Board of Directors (email, Survey Monkey, etc.).
- c. Meeting times, dates and locations should be posted for public notice (at the school, by electronic means and/or of social media) at least seven (7) days prior to any meeting.

Section 2. Special meetings.

A special meeting of the members may be called at any time by agreement of the Executive Board, or by the President providing seven (7) days' notice. The notice shall include the reason for the special meeting.

Section 3. Quorum

Ten (10) members shall constitute a quorum for the transaction of business at any meeting of this organization.

Section 4. Conduct of Meetings

Meetings of the general membership shall be presided over by the President or, in his/her absence the 1st Vice President. Meetings shall be governed by Robert's Rules of Order, Revised.

ARTICLE VII: BOARD OF DIRECTORS

Section 1. Executive Board

The Executive Board shall consist of the elected officers: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer and Parliamentarian. The Executive Board shall be responsible for overall policy and direction of the organization and delegates responsibility for day-to-day operations to committees and volunteers. The Executive Board may have closed meetings at their discretion or as called by the President.

Section 2. Board of Directors

- a. The Board shall consist of all elected officers, appointed standing committee chairs and representatives from the administration and students.
- b. The Board will meet as needed at their discretion at an agreed upon time and place.
- c. The Board receives no compensation other than reimbursement for purchases made for the organization.
- d. The Board is responsible for setting overall direction of the PTSO and aiding in the guidance of such.
- e. Quorum at least 25% of the Board members must be present at Board meetings before business can be transacted or motions made or passed.
- f. Resignation from the Board should be submitted in writing to the President and recorded by the Secretary.

Section 3. Vacancy

If vacancies in any office or standing committee chair exists, a replacement shall be appointed by the President, with the approval of the Executive Board. The position of President, if vacated, will automatically be filled by the 1st Vice President.

ARTICLE VIII: ELECTION OF OFFICERS

Section 1. Officers and their election

- a. The officers of the PTSO shall be elected during the Spring semester.
- b. Those who are eligible to hold an officer position must be a member of the PTSO at the time of nomination.
- c. The officers of this organization shall consist of President, two Vice Presidents, Secretary, Treasurer and Parliamentarian.
- d. Officers, except for Parliamentarian, who is appointed by the President, shall be elected by ballot at either a meeting or by electronic means.
- e. Officers shall assume their official duties on July 1 and serve for a term of one (1) year or until their successor is elected.
- f. No officer shall serve in the same position for more than two (2) consecutive terms unless there are extenuating circumstances and the Membership approves of the officer continuing in his/her role. An officer who has served for more than 1/2 of a term shall be credited with serving that entire term.

Section 2. Nominating committee

- a. The nominating committee shall consist of at least three (3) members and one (1) alternate who shall be appointed by the President. A committee shall elect its own chairman upon being appointed.
- b. The nominating committee shall nominate an eligible person for each office to be filled and present the slate of officers in writing to be listed in a public forum. The slate of officers shall be posted inside the school at points such that parents may review it as well as on the PTSO website. This may also be done electronically via email and through social media channels.
- c. The nominating committee may also present a slate of officers at a general meeting prior to the election of officers at which time additional nominations will be taken from the floor provided the nominee has given prior consent.
- d. Any member of the McKinney North High School PTSO may submit nominations to the nominating committee for consideration. The nominating committee will accept these nominations during a publicized time period prior to elections.
- e. Only those PTSO members who have signified their consent to serve if elected shall be nominated.

ARTICLE IV: DUTIES OF OFFICERS

Section 1. The President shall

- a. Coordinate the work of the officers and committees of the organization to promote the objectives of the group.
- b. Preside at all meetings of the organization.
- c. Appoint committee chairs and co-chairs subject to the approval of the Executive Board
- d. Be authorized to sign on bank accounts
- e. Call a meeting of the officers for any purpose that requires attention.
- f. Be a member ex officio of all committees except for the nominating committee and perform such other duties as may be prescribed by these by laws or assigned by the organization.
- g. Sign all contracts, agreements, and other obligations to the PTSO.
- h. Appoint a committee of 3 for the annual audit of the treasurer's records.
- i. Appoint a committee of 3 for the annual review of the by-laws in the Spring.
- j. Appoint a committee of 3 plus the treasurer and 2nd Vice President to make recommendations for distributions of excess funds at the end of each fiscal year.
- k. Appoint a nominating committee to be chaired by the parliamentarian.

Section 2. The 1st Vice President (Programs), shall

- a. Act as an aide to the President.
- b. Preside at all meetings and absence of the President.
- c. Perform other duties as assigned by the President.
- d. Plan and implement programs to be presented during the year, incorporating information that will aid in the positive development of parents, children and families, working closely with the President and Principal.

- e. Oversee and provide guidance to the Membership committee and any other special or standing committees that might be formed.

Section 3. The 2nd Vice President (Fundraising) shall

- a. Preside at all meetings in the absence of the President and 1st Vice President.
- b. Develop a plan for annual fund-raising activities to support the financial needs of the organization.
- c. Oversee and provide guidance to the school store team and any other team which may be formed to support the fundraising plan.
- d. Serve as a member of the finance committee to plan the yearly budget.
- e. Perform other duties as assigned by the President or the organization.

Section 4. The Secretary shall

- a. Have the minutes book, a current copy of the approved bylaws, a current membership list, a copy of the approved budget and copy of the agenda.
- b. Record the minutes of all Executive Board, general and special meetings of the organization.
- c. Schedule all Board meetings and general meetings with the appropriate staff member at MNHS.
- d. Send correspondence and letters of appreciation as necessary.
- e. Perform other duties as assigned by the President or the organization.
- f. Be authorized to sign on bank accounts.

Section 5. The Treasurer shall

- a. Establish or maintain a tax ID number and bank account for the
- b. Have custody of all the funds of the organization.
- c. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts, and canceled checks for an appropriate period of time.
- d. Make disbursements as authorized by the President, Executive Board or the organization in accordance with the budget adopted by the organization.
- e. Chair the finance committee in preparing proposed budget for the upcoming year.
- f. Be authorized to sign on all bank accounts.
- g. Present the financial statement at general meetings, Board meetings and at other times when requested by the Board or organization.
- h. Submit books to the auditing team as requested.
- i. Maintain strict adherence to IRS guidelines and comply with all applicable local, state, and federal laws, submitting all necessary paperwork required by deadline, filing sales tax returns as appropriate with the state on or before June 20th and with the IRS if annual gross receipts exceed \$25,000.
- j. Perform other duties as may be prescribed in the bylaws or assigned by the organization.

Section 6. The Parliamentarian shall

- a. Confirm that a quorum is present before conducting any business at a meeting of the organization.
- b. Attend all meetings of the organization and advise on manners of Parliamentary Procedure when requested.

- c. Maintain of position of impartiality.
- d. Not vote on any question except in the case of a ballot vote.
- e. Have a current copy of the bylaws, acting as counsel to the Board on matters pertaining to the bylaws.
- f. Chair the bylaws review committee and submit suggestions for amendments to the organization for review and adoption.
- g. Have a copy of the current edition of Robert's Rules of Order available.

ARTICLE X: STANDING AND SPECIAL COMMITTEES

Section 1. The President or the Executive Board may create such standing committees as necessary to carry out the mission statement and goals of the organization. Such committees may include (but not limited to):

- a. Dawg Store
- b. Membership
- c. Courtyard (Paws for Reflection)
- d. Social Media/Website

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