

MANDARIN IMMERSION MAGNET SCHOOL (MIMS) PARENT TEACHER ORGANIZATION BYLAWS

ARTICLE I: NAME

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

ARTICLE II: PURPOSE

Section A. The purpose of the PTO is to support the school, including its teachers and administration, in creating a positive, enriching environment for all students. To accomplish this purpose the PTO will:

- mobilize volunteers and help raise financial support
- enhance and support the unique learning environment and wider school community
- foster excellence in education
- create open, close communication between the school and our families
- involve all stakeholders in the children's well-being and development

Section B. The PTO 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. 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 MIMS or its successors

Section C. The PTO will strive to cooperate with the faculty and administration to support MIMS and shall not seek to direct the administrative activities of the school. The PTO shall be noncommercial, nonsectarian, and nonpartisan.

ARTICLE III: POLICIES

Section A. Bylaws: The PTO and its membership are governed by and shall act in accordance with these Bylaws.

Section B. Code of Conduct: All PTO Board and committee members shall adhere to the Code of Conduct (**Attachment A**) in the performance of their responsibilities and engagement with each other.

Section C. Policies and Procedures: To help ensure a clear understanding of roles and responsibilities, the PTO will establish and maintain a Policies and Procedures manual.

Section D. Administration: For the administration of PTO and Executive Board (EB) meetings, Robert's Rules of Order, Newly Revised, shall be the governing process, unless otherwise specified in these Bylaws.

ARTICLE IV: MEMBERS AND MEETINGS

Section A. Members: Active members consists of any parent, relative, guardian or other adult standing in loco parentis (that is, standing in a parental or guardianship role) of a student enrolled at MIMS, as well as all members of the faculty and staff. Dues in cash or volunteer hours may be set from time to time by action of the PTO Executive Board. Dues shall not be a requirement for or a condition to membership.

The privileges of serving on the PTO Board, making motions, debating, and voting shall be limited to members.

Section B. General Meetings: There shall be a minimum of five (5) regular meetings of the PTO membership held during each 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. At least five (5) days' notice shall be given if any change of date is needed for a regular meeting. Meetings of the PTO membership should be conducted in person if possible, but may be conducted online if necessary. Even when meetings are conducted in person, the PTO Executive Board may provide for members to attend virtually. At least one PTO Executive Board member shall be the moderator supporting online attendees to ask questions in these situations.

Section C. Special Meetings: Special meetings of the PTO membership may be called by the President or by a majority of the Executive Board with at least forty-eight (48) hours' notice provided to the PTO members.

Section D. Voting: Every PTO member has one (1) vote on each matter submitted to a vote of the PTO members. Twenty-five (25) members shall constitute a quorum for the transaction of business in any general or special meeting of the PTO membership. If a quorum is met at any meeting, at least fifty-one percent (51%) of the votes (unless otherwise specifically provided by these Bylaws) of those members voting shall decide any matter submitted for vote. If a meeting is being held online either fully or partially, those members attending virtually shall be entitled to vote as if present in person.

ARTICLE V: EXECUTIVE BOARD

Section A. Executive Board: The PTO shall function under the general guidance and direction of the Executive Board ("**EB**"), which shall consist of PTO Officers and up to three (3) faculty or staff persons nominated by the Principal and appointed by the Officers as described below. EB members shall conduct official business using a mimspto.org account provided by the PTO.

Section B. Officers, Faculty and Administrative Members: The EB shall consist of the following Officers and other designated members:

- President
- Immediate Past President/Advisor
- Elementary School Vice President
- Middle School Vice President
- Secretary
- Treasurer
- Assistant Treasurer/Treasurer Elect
- Community Fundraiser
- Corporate Fundraiser
- Festivals Director
- Parent Outreach Director
- Communications Director

In addition to the Officers, up to three (3) Faculty/Staff Representatives shall be included on the EB.

Separate from the Officers and faculty members listed above, the MIMS administration team may choose to join as non-voting, advisory members of the PTO EB, and will be considered members of the EB based on their role at MIMS.

Section C. Duties: The EB holds the following primary responsibilities:

- Transact necessary business in the intervals between PTO membership meetings and such other business as may be referred to it by the PTO membership;
- Create or disband standing and special committees, appoint chairs to those committees based on the Nominating Committees' suggestions, and approve the work plans of such committees;
- Prepare and present a report at each regular meeting of the PTO membership, reviewing voting items, financial matters, and any other PTO activities;
- Prepare and submit a budget for the year to the PTO membership for adoption;
- Approve routine expenses within the limits of the budget; and
- Run elections according to process in these Bylaws to select the EB and Shared Decision Making Committee ("**SDMC**") parent representatives

Section D. Meetings: Regular meetings of the EB shall be held prior to each regular meeting of the membership, the times to be fixed by the EB at its first meeting of the year. The EB shall conduct meetings in person at least one time per month from April through the following June. Where it is not feasible to conduct meetings in person, the EB may also conduct meetings online or in a hybrid manner. EB meetings and the agenda shall be guided by the Policies and Procedures Manual. EB meetings will be recorded. The recording and voting records will be kept by the Secretary for a minimum of 3 years and will be available to PTO members upon request.

Special meetings of the EB may be called by the President, either of the Vice Presidents, or by a majority (51% or more) of the members of the EB, with no less than twenty-four (24) hours' notice being given. The EB shall invite committee chairs to participate in the EB meetings as appropriate. SDMC parent representatives are invited to join any and all PTO Executive Board meetings and are requested to participate in the EB meetings based on the standard order of business in the Policies and Procedures Manual. Meetings of the EB shall be open for observation to any member of the PTO upon request, where feasible. PTO members attending as observers must agree to the regular meeting norms, including confidentiality, to attend.

The EB may designate items on the agenda to be held in closed session. Those items will not be open for observation or recorded.

Any action required or permitted to be taken at a meeting of the EB may be taken without a meeting if, prior to or subsequent to such action, all of the EB members consent thereto in writing or by e-mail. Any urgent expenditures totaling \$500 or less may be authorized by a two-thirds (2/3) majority of the EB in writing or by email.

Section E. Voting: Two-thirds (2/3) of the EB members in office shall constitute a quorum. Shared roles count as a single person for quorum. Each member of the EB shall have one (1) vote. If a quorum is met at any EB meeting, at least fifty-one percent (51%) of the votes (unless otherwise specifically provided by these Bylaws) of those EB members present shall decide any matter submitted for vote. In the case of a tie, the motion should be considered as failed, and a revised motion may be proposed. Votes on any matter may be taken by voice vote or written vote on paper or electronically. Under either method, the motion and votes will be recorded by the Secretary.

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When a vote must be taken outside of a regularly scheduled EB meeting, the following procedures will be followed:

- The motion will be made by a member of the EB and then shared by the President with all members of the EB via official mimspto.org email addresses.
- Any second, objections, amendments, and votes will be taken via official mimspto.org email addresses.
- Quorum in this instance will be determined by two-thirds (2/3rds) of seated board members responding within 48 hours. If two-thirds of EB members do not respond within 48 hours, the motion must be referred to the next upcoming regular or special EB meeting.
- The results of the vote will be shared with all EB members, and the motion and votes will be recorded by the Secretary.

ARTICLE VI: OFFICERS

Section A. Term: Officers shall serve a term beginning immediately following their election and ending at the close of the next fiscal year (approximately 14 months for officers elected in the general election). No Officer shall serve in the same office for more than two (2) consecutive terms. An Officer who has served more than one-half of a term shall be credited with having served that term. No Officer may hold more than one (1) EB office at a time for the same term year.

Newly elected Officers shall begin to attend EB meetings immediately after their election to help ensure a smooth transition between the prior and current EB. Newly elected Officers shall have voting rights to any items necessary to support the upcoming school year, including but not limited to, creating a budget and selecting committee chairs. They shall abstain from discussion or voting on items for the current year. No person who has been removed as an Officer in accordance with these Bylaws may serve on the EB for three (3) years after such removal.

Section B. Election: Officers shall be elected by a plurality of votes obtained via ballot after the required time to publicize the candidates and no later than the end of April. The exceptions are Immediate Past President, treasurer, and staff and faculty representatives.

PTO election ballots may be taken in person or online and must be accepted for a minimum of 12 hours. The election timing, nominees, and procedures shall be publicized schoolwide for at least seven (7) days prior to the election taking place. The current EB board will work with the Nominating Committee to run the election. All nominees will read and sign the bylaws and code of conduct before their names are placed on the ballot.

Section C. Non-elected and Appointed: The Treasurer position shall be filled by the prior year's assistant treasurer/treasurer elect. The Immediate Past President shall be filled by the prior year's President. Up to 3 Staff and Faculty Representatives shall be nominated by the Principal no later than the end of April. The current officers of the EB will vote to approve by majority vote (51%) or request a new nominee before the end of the school year. The Principal will select at least one teacher from elementary school, one from middle school, and one staff member. One teacher should be from the Mandarin teaching faculty and one from another subject. At least one faculty or staff representative should have been at the school a minimum of 3 years.

Section D. Nominating Committee: A nominee or nominees for each Officer (except the Immediate Past President, Treasurer, and faculty and staff representatives) shall be identified by the Nominating Committee. Current EB members must submit their names to the nominating committee for any roles they wish to stand for. The Chairperson and all Nominating Committee members shall be selected by the EB.

The Nominating Committee shall be as representative of the school population as is possible, and should consist of at least five (5) members, including the Immediate Past President, parents, the Principal or Principal's Designee, and a Faculty Representative. The Nominating Committee should include at least one PTO member representing elementary school and one representing middle school. The first duty of the Nominating Committee Chairperson shall be to notify the PTO membership of the establishment of the Nominating Committee and the date of its initial meeting, which shall be at least three (3) weeks prior to the election meeting.

The slate of Officers selected by this Committee shall be made known to the PTO Membership at least one (1) week prior to the election meeting. After presenting the slate of candidates, the nominating committee shall accept additional nominations from the floor during the first general PTO meeting following Spring Break and for a minimum of 24 hours following that meeting. The Nominating Committee shall also recommend Committee Chairs to be appointed by the President(s) insofar as they are able. The Nominating Committee will present a complete slate of candidates to the Executive Board, and after that to the PTO body, no later than the first general PTO meeting following spring break.

The slate of candidates shall include at least one nominee for each role with the following exceptions:

- Immediate Past President, which shall be filled by the current President
- Treasurer, which shall be filled by the Treasurer Elect
- Faculty and staff roles, which will be nominated by the Principal

Section E. Vacancies: A vacancy shall be declared in any office upon:

- death or disability
- no longer having a student or job at MIMS
- upon the board's receipt of written resignation from the person
- upon removal of the person pursuant to these Bylaws
- if no person is elected to fill the position

A vacancy occurring in any EB Office shall be filled for the unexpired term as stated below:

- For the offices of President, Elementary School Vice President, Middle School Vice President, Secretary, Treasurer Elect, Communications Director, Community Fundraiser, Corporate Fundraiser, Parent Outreach, the Nominating Committee shall nominate at least one candidate to the remaining members of the Executive Board. The Executive Board can approve candidates with a majority vote (51%) of EB members in office. The Executive Board shall give schoolwide written notice of such an election at least 2 days prior to voting.
- In the office of Faculty or Staff representative, the Principal shall nominate a faculty or staff member to the EB that meets the requirements of the position vacated. The Executive Board can approve candidates with a majority vote (51%) of EB members in office. The Executive Board shall give schoolwide written notice of such election as soon after as is practical.
- In the office of Immediate Past President, a PTO member who has been MIMS PTO President, Immediate Past President, or VP Middle or VP Elem within the last 5 years may be brought to the Executive Board by the Nominating Committee. The Executive Board can approve candidates with a majority vote (51%) of EB members in office. The Executive Board shall give schoolwide written notice of such an election at least 2 days prior to voting. If no-one who meets the criteria is available, the board may vote by majority (51% of EB members in office) to appoint a non-voting advisor/parliamentarian to support the president.
- In the office of Treasurer, a PTO member who has been MIMS PTO Treasurer within the last 5 years may be brought to the Executive Board by the Nominating Committee. The Executive

Board can approve candidates with a majority vote (51% of EB members in office). The Executive Board shall give schoolwide written notice of such an election at least 2 days prior to voting. If no-one who meets the criteria is available, the current Treasurer Elect should become the Treasurer. The vacated treasurer-elect position will then be filled by having the nominating committee present at least one candidate to the remaining members of the Executive Board. The Executive Board can approve candidates with a majority vote (51%) of EB members in office. The Executive Board shall give schoolwide written notice of such an election at least 2 days prior to voting.

- o If the Treasurer Elect becomes the Treasurer during the school year and serves less than 4 months, the EB may extend their term through the next school year.

Section D. Removal: All Executive Board Members and committee chairs shall hold their respective offices under the supervision and direction of the EB. An officer may be removed from such position or discharged at any time for cause, including, but not limited to, failure to perform duties, acting against the Bylaws or Code of Conduct, other misconduct, or unethical behavior, by a two-thirds (2/3) vote (assuming a quorum) of those present at a meeting of the Executive Board. If the parent body believes an PTO officer or Committee Chair is not fulfilling the duties of the position, the PTO membership may petition for a recall election with a minimum of 100 signatures delivered to the PTO Executive Board. The PTO Executive Board will hold an emergency PTO membership meeting for a recall election. If quorum is met, a minimum of 51% of the votes cast will determine the recall.

ARTICLE VII: OFFICER RESPONSIBILITIES

Section A. General Responsibilities: All Officers shall perform the duties outlined in these Bylaws and those assigned from time to time. All Officers will contribute to the PTO Policies and Procedures manual to ensure it remains an accurate guide for future officers. They will also maintain a notebook or shared online folder with information and files pertinent to the office. These files should be delivered to their successors within 15 days following the date upon which they leave office.

All Officers shall make best efforts to attend all regular and special meetings of the Executive Board and the PTO membership. Absence from three meetings will trigger a review of circumstances by the Executive Board, at which time the EB can choose whether to pursue removal from office pursuant to these Bylaws.

Section B. The PRESIDENT shall:

1. Be a voting member of the MIMS PTO Executive Board.
2. Coordinate the work of the officers and committees of the PTO in order that the Purposes may be promoted.
3. Confirm that a quorum is present before conducting any business at any meeting of the PTO.
4. Preside at all PTO meetings.
5. Determine the final agenda for all PTO meetings, based on the standard order of business provided in the Process and Procedures Manual, and including items requested by the PTO Executive Board members, Committee Chairs, or PTO membership.
6. Work with the Nominating Committee and Executive Board to identify and encourage nominees for the various committees, and bring such Nominating Committee recommendations to the Executive Board for a vote.

7. Be authorized to sign on bank accounts for all checks except one made out to him/her/them.
8. Act as a liaison to the Principal or delegate this duty to one or both of the Vice Presidents, having regular meetings to bring topics from the EB and PTO membership to the attention of the Principal.
9. Work with the VPs, the Immediate Past President, Treasurers, and Budget Committee to prepare the annual budget.
10. Work with the Secretary, Past President, and other EB members to ensure that a final report for all officers, directors, and committees - including financial report, accomplishments, checklist, and suggestions for future - is submitted and uploaded before the end of the school year.
11. Be an ex-officio member of all committees except the Nominating and Audit committees.
12. Ensure that communication between EB and PTO membership, in addition to the meetings, takes place regularly.
13. Attend and support the majority of the PTO-sponsored events and functions.
14. Be prepared to serve the PTO Board for a second year as Immediate Past President.
15. Act as liaison to various committees.
16. Create the annual calendar with input from the Executive Board members and the Committee Chairs.

Section C. Immediate Past President shall:

1. Be a voting member of the MIMS PTO Executive Board.
2. Act as an advisor to the board and the PTO president.
3. Act as parliamentarian and advise the president and board on parliamentary procedures.
4. Maintain a current copy of the organization's bylaws and be responsible for any revisions undertaken by the organization.
5. Obtain a current copy of Robert's Rules of Order and ensure that one is present at every PTO meeting.
6. Act as HISD liaison.
7. Succeed as President in the event of a vacancy until the EB can fill the vacant position.
8. Attend and support the majority of the PTO-sponsored events and functions.
9. Serve as Chair of the Nominating Committee.

Section D. ELEMENTARY SCHOOL VICE PRESIDENT shall:

1. Be a voting member of the MIMS PTO Executive Board.
2. Assist the President and carry out the President's duties in his/her/their absence.
3. Be authorized to sign on bank accounts for all checks except one made out to him/her/them.
4. Assist in coordinating needs and communications of elementary school grades, PTO membership, and administration, including convening and chairing an **Elementary School Committee**.
5. Support and coordinate the **room parents** for elementary school.
6. Attend and support the majority of the PTO-sponsored events and functions.
7. Act as liaison to at least two PTO committees.

Section E. MIDDLE SCHOOL VICE PRESIDENT shall:

1. Be a voting member of the MIMS PTO Executive Board.
2. Assist the President and carry out the President's duties in his/her/their absence.
3. Be authorized to sign on bank accounts for all checks except one made out to him/her/them.
4. Assist in coordinating needs and communications of middle school grades, PTO membership, and administration, including convening and chairing a **Middle School Committee**.
5. Support and coordinate any room/grade parents for middle school.
6. Attend and support the majority of the PTO-sponsored events and functions.
7. Act as liaison to at least two PTO committees.

Section F. SECRETARY shall:

1. Be a voting member of the MIMS PTO Executive Board.
2. Notify, in writing or by other acceptable means, all members of the Executive Board of their meetings and the membership of all general meetings of the PTO.
3. Keep an accurate permanent record of all meetings (and voting) of the PTO and of the Executive Board and prepare the minutes for reading at each meeting.
4. Act as a custodian of all minutes and materials pertinent to the PTO, except as designated under other officer duties.
5. Keep a list of all motions presented to the EB and their disposition.

6. Be authorized to sign on bank accounts for all checks except one made out to him/her/them.
7. Attend and support the majority of the PTO-sponsored events and functions.
8. Act as liaison to at least two PTO committees.

Section G. The TREASURER shall:

1. Be a voting member of the MIMS PTO Executive Board.
2. Have custody of all of the funds of the PTO.
3. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts, and canceled checks for a period of five years.
4. Make disbursements in accordance with the budget adopted by the PTO.
5. Ensure all bills are paid on time. Ensure standing bills, such as for annual insurance, dues, and tools, are paid on time and documented.
6. Be authorized to sign on bank accounts.
7. Present a financial statement at general meetings, Executive Board meetings, and at other times requested by the Executive Board or the PTO.
8. Make a full report at the last general meeting of the year and the first general meeting of the year;
9. Submit the books and financial records to the financial review committee quarterly and as requested.
10. Be responsible for the preparation and filing of any state or federal financial or tax filings.
11. Delegate duties as appropriate to the Assistant Treasurer/Treasurer Elect. Ensure the Treasurer Elect is prepared to take on all duties and responsibilities.
12. Attend and support the majority of the PTO-sponsored events and functions.
13. Act as liaison to at least two PTO committees.
14. Serve as a member of the Budget committee.

Section H. The Assistant Treasurer/Treasurer elect shall:

1. Be a voting member of the MIMS PTO Executive Board.
2. Work with the Treasurer as requested on financial matters, such as collecting monies after festivals and events, and any other requested support.

3. Prepare forms annually for the membership, including an updated tax exempt form and PTO reimbursement form.
4. Work with the Community and Corporate Fundraisers to maintain an accurate record of donations and donors.
5. Pull regular reports from Square and other tools or online services that the PTO Board may use to collect money or donations. Help the Treasurer and other PTO Board members to act on and present this information.
6. Attend and support the majority of the PTO-sponsored events and functions.
7. Act as liaison to at least two PTO committees.
8. Succeed as Treasurer in the event of a vacancy until the board can fill the vacant position
9. Be prepared to serve 2 years on the board and to fulfill the Treasurer's role the second year.

Section I. The Communications Director shall:

1. Be a voting member of the MIMS PTO Executive Board.
2. Act as historian, and document all events with written summaries and photographs.
3. Create or maintain a shared space to store photos that can be available to all PTO Executive Board members and the yearbook committee and encourage PTO members to contribute.
4. Work with the President, Secretary, and other PTO Board members to ensure regular communication is made available to all PTO members, including but not limited to maintaining the PTO website.
5. Oversee the PTO website, social media, flyers, and other forms of communication with families and staff.
6. Attend and support the majority of the PTO-sponsored events and functions.
7. Act as liaison to at least two PTO committees, one of which shall be the Yearbook Committee.
8. Convene and chair a communications committee and work with the other members of the PTO Executive Board to support ongoing communication with the PTO membership.

Section J. The COMMUNITY FUNDRAISER shall:

1. Be a voting member of the MIMS PTO Executive Board.
2. Oversee community-focused fundraising activities and assist committee chairs with program organization, budgeting, and continuity. Work in tandem with the Corporate Fundraising chair to evaluate overall effectiveness of PTO fundraising efforts and make suggestions to the EB for program improvements and the addition or removal of specific fundraising programs.
3. Attend and support the majority of the PTO-sponsored events and functions.
4. Act as liaison to at least two PTO committees.

5. Work with the Corporate Fundraiser and Treasurers to maintain an accurate record of donations and donors.
6. Work with the Corporate Fundraiser and Treasurers to support and enable donation matching and similar gifts.
7. The Community Fundraiser will work with Festivals Director and event chairs to facilitate the success of all campus-based fundraisers.

Section K. The CORPORATE FUNDRAISER shall:

1. Be a voting member of the MIMS PTO Executive Board.
2. Oversee corporate-focused fundraising activities and assist committee chairs with program organization, budgeting and continuity. Work in tandem with the Community Fundraising chair to evaluate overall effectiveness of PTO fundraising efforts and make suggestions to the EB for program improvements and the addition or removal of specific fundraising programs.
3. Seek out and help to write grants to fund PTO and school needs.
4. Work with the Community Fundraiser and Treasurers to maintain an accurate record of donations and donors.
5. Attend and support the majority of the PTO-sponsored events and functions.
6. Act as liaison to at least two PTO committees, including the Grants committee.
7. The Corporate Fundraiser will oversee all external fundraising, including, but not limited to, securing donation of money, food and grants from local and national companies.

Section L. FESTIVALS DIRECTOR shall:

1. Be a voting member of the MIMS PTO Executive Board.
2. The Festivals Director has primary responsibility for at least the three major festivals during the year: Mid-Autumn Festival, Chinese New Year, and International Festival or a third event selected by the PTO Board.
3. The Festivals Director is responsible for convening committees for these three major festivals and should act as liaison for these festival committees to communicate with the EB and administration.
4. Work with the Parent Outreach Director to organize volunteers for all festivals supported by the MIMS PTO.
5. Work with the fundraising chairs for activities related to fundraising at the festivals.
6. The role of Festivals Director may be shared between two parents, provided the Nominating Committee presents them this way to the general PTO membership for the election. In this situation, the role would still get only one vote.
7. Attend and support the majority of the PTO-sponsored events and functions.

Section M. PARENT OUTREACH DIRECTOR shall:

1. Be a voting member of the MIMS PTO Executive Board.
2. The Parent Outreach Director will coordinate PTO volunteer activities within the school, including, but not limited to, attending training sessions, keeping records of volunteer activities and organizing volunteers for PTO-related events
3. The Parent Outreach Director will coordinate the teams and committees that host events to welcome families and teachers, including, but not limited to, orientation events, community-building activities, and Staff Appreciation events.
4. Attend and support the majority of the PTO-sponsored events and functions.
5. Act as liaison to at least two PTO committees, one of which is the Hospitality Committee.

Section L. The FACULTY REPRESENTATIVES (3) shall:

1. Be voting members of the MIMS PTO Executive Board.
2. Act as a liaisons between the PTO board and teaching faculty;
3. Report on board meetings to faculty and staff members and provide staff input or feedback on PTO matters.
4. Attend and support the majority of the PTO-sponsored events and functions.

ARTICLE VIII: COMMITTEES

Section A. Committees: Standing committees are those representing activities which are continuing in the program of the PTO. Such committees can be created or abolished by the EB as required. Suggested committees are listed in this Article. Special committees are appointed as necessary by the President and/or the EB. The newly elected President together with the newly elected officers shall appoint the chair positions. Chairs shall assume their official duties at the close of the school year and serve for a term of one year. Each committee will report to a member of the PTO Executive Board, who acts as a liaison. No committee work can be undertaken without approval of the Executive Board.

Section B. Committee Chair: All committees must select a Chairperson. Chairs of these committees will either be the PTO Executive Board member who is the liaison to the committee or a chairperson selected by the EB. The committees listed below are examples of standard MIMS PTO committees. Each year's EB will determine the final list of committees for that year, approve the chair(s), budget, and work of that committee. Committee Chairpersons are responsible for submitting a plan of work to their respective board liaison for approval, attend meetings of the organization, perform duties outlined in these bylaws and others that may be assigned, and deliver to their successors all official material in a timely manner so the duties will continue without interruption. Each committee chairperson is to maintain a record of his/her/their duties and activities, give a status report of such at each regular meeting of the EB, and must deliver such records to his/her/their successor.

There shall be organized committees each year with a designated Chair(s) for the following.

1. Nominating Committee
2. Financial review & audit committee
3. Budget committee
4. Spark Park

5. Spirit Wear & Spirit Store
6. Staff Appreciation
7. Middle School advisory
8. Elementary School advisory
9. Yearbook
10. Recruiting
11. Immigration
12. UIL & Clubs
13. Communications/Technology
14. Events & Fundraising
 - a. Mid Autumn Festival & Sociables/Auction
 - b. Chinese New Year
 - c. Book Fair
 - d. Hospitality (Back-to-School events, Playdates, Birthday Marquee)
 - e. Boosterthon
 - f. Heritage & Diversity (Black History Month, international festival, etc.)
 - g. Others fundraising, events, and campaigns as determined
 - h. Grant writing

ARTICLE IX: SDMC

Section A. Selection: Per the HISD Guidelines that create the Shared Decision Making Committee (“**SDMC**”), the PTO membership will select the 2 parent representatives to the SDMC. One SDMC parent representative will be elected each year, alternating. SDMC parent representatives will serve for two (2) years each in their elected role. The SDMC parent representatives will be chosen as part of the annual election process for the incoming PTO Executive Board. The Nominating Committee must nominate at least one candidate, and provide 7 days’ schoolwide notice of candidate(s). The election will adhere to the requirements set out in these bylaw

If a PTO member believes their elected SDMC parent representative is not fulfilling the duties of the position, the PTO membership may petition for a recall election with a minimum of 100 signatures delivered to the PTO Executive Board. The EB will hold an emergency PTO membership meeting for a recall election. If quorum is met, a minimum of 51% of the votes cast will determine the recall.

A vacancy will be declared for the SDMC parent representative upon:

- death or disability
- no longer having a student at the school
- upon receipt of written resignation from the person
- Upon recall and removal of the person pursuant to
- if no person is elected to fill the position

A vacancy occurring in SDMC parent representative shall be filled for the unexpired term by the following process:

- the nominating committee nominates at least one candidate,
- the nominating committee and EB provide 7 days’ schoolwide notice of candidate(s),
- the EB holds an open election according to the requirements set out in these bylaws.

ARTICLE X: FINANCIAL POLICIES

Section A. Accountability: The EB is accountable to the PTO membership for the proper use of PTO funds and for accomplishing the goals set forth in the budget each year. They may delegate activities to committees but the final accountability belongs to the EB members. The fiscal year of this organization begins on July 1 and ends on June 30.

Section B. Expenses: Monies may be spent without additional approval for any items that have a line-item in the approved budget if that spend is under \$500 or 5% of the budgeted amount, whichever is greater. If an expense has not been budgeted as a line item or does not fit under an existing line item, it must be approved by the EB at any amount.

Electronic payment of expenses will be permitted. If the item has not been previously approved (e.g., budgeted line item or as suggested in Section B #1, 2) there must be documentation of approval (physical or electronic) by two of the following PTO Board officers: Treasurer, President, Vice Presidents, or Secretary. Documentation of Approval will be archived and presented for review when necessary.

Section C. Contracts: The EB must review and approve any contract that is multi-year or for more than \$2000, prior to it being signed.

Section D. Carryover: At the end of each school year, the Board shall leave a minimum reserve account balance of \$70,000.00. This amount will be designated "carryover" and left in the treasury to cover initial PTO operating expenses in the following school year.

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

Section F. Budgets and Financial Statements

1. The treasurer presents a report of actuals, fixed expenses, and planned ongoing expenditures to both the outgoing and newly elected executive boards in the penultimate yearly board meeting. This data will be used to create the next year's budget.
2. The President, Budget Committee, and newly elected EB shall prepare a budget. That budget must be approved by the EB in time to present to the PTO membership in their last meeting of the school year.
3. After approval by the EB, the proposed budget will then be made available at least seven (7) days prior to the date of the general meeting of the membership. Upon approval by the general membership, the approved budget will be published.
4. Upon approval of the budget, the EB or a committee thereof is charged with assisting the Treasurer in tracking income and expenditures.

ARTICLE XI: AMENDMENTS

Section A. Amendments: These Bylaws may be amended at any regular meeting of the organization by a two-thirds (2/3) vote (assuming a quorum) of the members present, provided that the changes have been reviewed by the EB. Notice of the proposed amendment must be 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

Approved January 2022

proposed amendment(s) will be 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. Review and Updating: The Bylaws committee will complete a comprehensive review of the bylaws at least every 3 years. The bylaws committee may submit a revised set of bylaws as a substitute for the existing bylaws only if that action is approved by a majority vote (51%) 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 is the same as in the case of an amendment.

Adopted: June 28, 2012
Revised: May 30, 2016
Revised: March 6, 2017
Revised: October 6, 2019

Revised: February 7, 2020
Revision proposed: November 7, 2021

ATTACHMENT A

MIMS PTO Code of Conduct

We, as MIMS PTO board members and professionals (staff and board members), committee chairs, and volunteers dedicate ourselves to carrying out the mission of supporting the school in creating a positive, enriching environment for all students.

We will do the following when acting in our official duties as a MIMS PTO Board member, committee chair, or volunteer:

1. Recognize that the chief function of the MIMS PTO Board at all times is to serve the best interests of our constituency: students, families, and staff of MIMS.
2. Annually review the MIMS PTO Bylaws and conduct all business according to the Bylaws to the best of our ability.
3. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with competence, fairness, impartiality, efficiency, and effectiveness.
4. **Active Participation** Board members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:
 - a. Attending all meetings of the board
 - b. Actively participating in all PTO-sponsored events.
 - c. Being prepared to discuss the issues and business on the agenda, and having read all background material relevant to the topics at hand.
 - d. Respecting the opinions of fellow Board members and volunteers, omitting personal prejudices from all board discussions, and supporting actions of the Board.
 - e. Refraining from intruding on administrative issues that are the responsibility of MIMS Administration per our Bylaws, except to monitor the results and ensure that procedures are consistent with board policy.
 - f. Making active support of the assigned committees and duties a priority.
5. Keep the community informed about issues affecting it.
6. Conduct our duties with positive leadership exemplified by mutual respect, open communication, creativity, dedication, and compassion.
7. Avoid any interest or activity that is in conflict with the conduct of our official duties.
8. Respect and protect privileged information to which we have access in the course of our duties.
9. If we become aware of behavior or activity that does not meet the standards set in the Code of Conduct or the Bylaws, we agree that we have a responsibility to bring what we have noticed to the Board, either to the President, or another Board member. That Board member should then act in accordance with Bylaws and the conflict resolution protocol to help stop the behavior.
10. The MIMS PTO's future depends on its ability to attract and retain the best people at all levels of volunteer engagement. Therefore, the MIMS PTO is committed to a policy of attracting and retaining a diverse volunteer community. The MIMS PTO is also committed to treating each person fairly and equitably. We prohibit sexual or any other kind of discrimination, harassment, intimidation, whether committed by or against a board member, colleague, student, staff or teacher at MIMS, volunteer, donor, vendor, or visitor. Discrimination and harassment are inconsistent with our mission.

This is to confirm that I, _____, have: received a copy of the MIMS PTO's Code of Conduct; reviewed the Code of Conduct; and am familiar with its contents. I agree to comply with the terms of the Code of Conduct, including the duty to report violations of the policy that I become aware of.