

Bylaws of PTO of Al-Hadi Accelerative School

ARTICLE I – NAME

The name of this organization is the Parent-Teacher Organization (PTO) Council, hereafter referred as the “PTO” of Al-Hadi Accelerative School Houston, Texas, hereafter referred to as the “school”.

ARTICLE II – OBJECTIVES - MISSION

Working under the Al-Hadi School administration, the purpose of PTO is to coordinate & mobilize support of quality education in a safe and robust academic environment for students, staff, and educators.

ARTICLE III – POLICIES

- A. PTO shall neither seek to direct the administrative activities of the school nor to control its policies.
- B. Policies and activities of PTO shall not be in direct conflict with the bylaws and policies of the Islamic Education Center of Houston (IEC), Islamic Education Board (IEB) and those outlined in Al-Hadi school handbooks.
- C. PTO activities should be in-line with the general guidelines as set by IEB through these bylaws.
- D. PTO may make suggestions to the administration concerning activities of the school, if such suggestions are made toward the betterment of conditions for students, teachers, administrators, and parents.
- E. Parents, teachers, and school staff may, at their own discretion, bring issues and concerns that have not been resolved to their satisfaction by the school administration as defined in the Parent-Teacher and Employee Handbooks of the school, to the IEB for a resolution.
- F. Funds generated by PTO as part of any fundraising shall remain the asset of the school. Upon the dissolution of this body and after paying any outstanding debts, the remaining assets shall be distributed back to the school. Those funds will be made available to the next PTO.
- G. Any projects that the PTO would like to fund should be approved by the school administration.
- H. No officer or member of the PTO shall represent him/herself on behalf of the PTO without the consent of the organization.

ARTICLE IV – MEMBERSHIP AND MEETINGS

- A. All parents and/or legal guardians of students who currently attend Al-Hadi School are members of the PTO.
- B. All school faculty and staff shall automatically be members of the PTO.
- C. The PTO shall elect (or select based on number of nominations received) seven (7) Council members in its scheduled meeting at the beginning of the school year.
- D. Meetings of the PTO shall be held at least once a month, or as needed. General body meeting, met to include all parents and teachers will be held twice a year, or as needed.
- E. Adequate notice of all general body meetings of the PTO shall be announced to all members, at least three (3) days in advance, except in case of an emergency.

ARTICLE V – PTO COUNCIL

- A. The PTO Council is a representative group of the PTO and shall consist of seven (7) elected (or selected based on number of nominations received) officers and two (2) appointed teacher representatives.
- B. The duties of the PTO Council shall be to work under the school administration and transact necessary business to achieve the PTO objectives by forming committees and supervising their plans and budgets.

ARTICLE VI – OFFICERS OF THE PTO COUNCIL

- A. **Positions:** The officers of the PTO shall consist of a President, Vice President, Secretary, Treasurer, Officers at Large and teacher's representatives.
- B. **President:** The president shall:
 - 1. Be the principle executive officer of the organization and subject to the counsel of the officers of the PTO.
 - 2. Be the primary source of communication with the Al-Hadi School administration for all PTO matters.
 - 3. In general supervise all activities of the PTO.
 - 4. Preside at all meetings of the PTO and the PTO Council.
 - 5. Coordinate the work of the committees in order that the PTO objectives and mission may be promoted.
 - 6. Perform such other duties as prescribed in these by-laws or assigned by PTO.
- C. **Vice President:** The Vice President shall:
 - 1. Act as aid to the President and perform the duties of the President in his/her absence or inability to serve.
 - 2. Organize and coordinate the recruitment of volunteers for each committee, and work with the committee chairs to make sure they understand their duties and the PTO objectives and mission.
 - 3. Perform such other duties as are assigned by the President or the PTO Council.
- D. **Secretary:** The Secretary shall:
 - 1. Attend all PTO general body and PTO Council meetings and keep the minutes of the proceedings
 - 2. Insure that all notices are issued in full accordance with these Bylaws.
 - 3. Keep a current copy of the Bylaws available at all meetings.
 - 4. Record minutes of the meeting.
 - 5. Perform all duties incidental to the office of the Secretary and such other duties as may be assigned by the President or the PTO Council.
 - 6. Keep an annual record of all activities and official history of the PTO.
- E. **Treasurer:** The Treasurer shall:
 - 1. Attend all PTO and its PTO Council meetings.
 - 2. Be a trustee of all PTO funds of the PTO shall document all monetary transactions of the PTO deposit funds with the IEB Finance Director and IEC Treasurer.
 - 3. Coordinate disbursements of funds with the IEB Finance Director and IEC Treasurer, at least once a month, and at the end of the school year as authorized by the PTO Council.
 - 4. Maintain an accurate record of receipts and expenditures and present an up to date financial statement at every meeting.
- F. **Teacher Representatives:** The two (2) Teacher Representatives shall:

1. Be appointed members of the PTO Council. Appointment will be made by the school principal.
2. Attend all PTO and PTO Council meetings.
3. Act as advisors and liaison between staff and the PTO Council.
4. Help maintain open lines of communication between parents and teachers.
5. Help coordinate and promote PTO sponsored activities in the classroom.

G. All Officers: All officers shall:

1. Select and appoint the chairpersons of all Standing and Special Committees.
2. Perform the duties outlined above as well as any other duties delegated to him/her.
3. Upon expiration of their term of office or in the case of resignation, each officer shall turn over to the President, without delay, and in good order, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, without delay, any funds pertaining to the office.

ARTICLE VII – PTO COUNCIL MEETINGS

- A. **Regular Meetings:** The PTO Council shall meet at least once a month during the calendar school year. Dates of the meetings shall be determined by the PTO Council and announced during the first meeting of the calendar school year. Three (3) days notice shall be given of a change of date, except in the event of a weather-related cancellation, at which time a notice of change will be given as soon as possible.
- B. **Special Meetings:** Special meetings of the PTO Council may be called by any three officers of PTO Council to present/discuss a matter of urgency that cannot wait till the next regularly scheduled meeting. The school administration may also request a special meeting of the PTO Council.
- C. **Quorum:** Simple majority of those officers present at a properly called regular PTO Council meeting or special meeting will be designated as a quorum and shall be entitled to take action on behalf of the PTO.
- D. **Voting:** A majority vote of the officers present at any meeting shall be required for all action to be taken by the PTO. No member may cast a vote by proxy.
- E. Any member of the PTO may attend the meeting of the PTO Council.
- F. When notified in advance of the regular meeting, the PTO Council shall designate adequate time for presentation and discussion on concerns and issues presented by the PTO member(s).

ARTICLE VIII – PTO COUNCIL ELECTION

A. Procedure:

1. The election of officers shall take place during the first general PTO meeting of each year. If only the required number of nominations is received, then all nominees will be accepted as part of the PTO Council if they meet the requirements.
2. The first PTO meeting shall be organized by IEB according to the Al-Hadi School Handbook.
3. Efforts should be made to recruit/include candidates which would represent all levels of Al-Hadi including pre school, elementary, junior-high and high school levels.

4. Only those who have consented to serve shall be eligible for nomination. Those nominated that have agreed to serve, must be present at the meeting, unless notified in advance due to an unavoidable circumstance given by the nominee.
5. In the event of an election, a majority of the votes cast by the general membership of the organization shall be necessary for election. Should no person receive a majority of the votes cast, a re-vote between the two (2) persons who received the largest number of votes shall immediately be held.
6. Officers shall be elected by secret ballot. The election committee will count ballots. The elected officers, including the teacher representative will in turn elect the president, vice-president, secretary and treasurer at the first executive PTO meeting, presided over by the outgoing PTO members and school Principal.
7. Any vacancy occurring in office because of death, resignation or inability to serve shall be filled for the un-expired term by the next highest voted person at the time of the election. Should a vacancy occur in the office of the President, the Vice-President shall immediately assume the responsibilities of that office
8. Election shall be for 7 officers.
9. The two teacher's representatives shall be selected by the school administration. Only teaching staff can be elected as the teacher's representatives.
10. The elected officers, including the teacher's representatives, will form the PTO Council.
11. The PTO Council may recommend the removal of any officer not performing duties as outlined in the bylaws. The removal must receive majority vote during a regular or special organization meeting, and the decision must be communicated to the school administration.
12. If it is deemed that any PTO member/s is acting in violation of the school policy or against the interests of Al-Hadi School, the school administrator can recommend the removal of the member/s to the IEB, who in turn may, at discretion, investigate the matter. The PTO member/s in question may be removed immediately by a majority vote of the IEB.

B. Term of Office:

1. The term of each officer shall be 2 years or until their successors are elected. Official duties will begin upon the election of the new officers.

ARTICLE IX – ACTIVITIES OF THE PTO COUNCIL

Some of the major activities of the PTO include the following:

1. The PTO will run various fundraising activities to provide the school with funds needed; the fundraising activities will include school anniversary dinner, carnivals etc. PTO will explore other events for fundraising with approval of school administration.
2. Support the school in extra-curricular/other activities under the supervision of the school administration.
3. Encourage parents, teachers and community involvement in PTO activities.
4. Provide assistance to Teachers, if requested by school administration.
5. PTO being a subcommittee under the school administration will get approval from the school administration for any projects or events conducted by PTO.

6. Promote the school and assist with marketing the school. All plans should be approved by school administration.

ARTICLE X - FINANCES

- A. **Budget:** The president, vice-president, and the treasurer of the PTO Council shall prepare and present a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization and the PTO Council during the year. Any substantial deviation from the budget must be approved in advance by the PTO Council.
- B. **Signatures:** All PTO funds shall be deposited to and dispersed by the treasurer of IEC per instruction of the PTO treasurer and IEB Finance Director.
- C. **Disbursement of Funds:** All expenses of the PTO must be approved by the PTO Council as presented in the budget. PTO treasurer, in coordination with the PTO Council instructions and IEC treasurer, may keep a sum of money as petty cash for disbursements.
- D. **Loans:** No loans shall be made by the organization.
- E. **Deposits:** All monies must be deposited by the IEC Treasurer in a Federal or State charged bank as approved by the IEC Board.
- F. **Time Frame:** All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.
- G. Any projects that the PTO would like to fund should be approved by the school administration.
- H. PTO starts each term with the amount that is available from the last PTO's term.

ARTICLE XI – APPROVAL AND AMENDMENTS

These Bylaws shall be reviewed and approved by IEB. The PTO Council, on an annual basis, may review the Bylaws to meet changing conditions in the school and community and make recommendations. Revisions must be presented to the school administration and further brought to the IEB for approval.

These Bylaws were revised as of June 8, 2017.

Secretary, IEB

Principal, Al-Hadi School