

BCM Biotech Academy at Rusk
Parent Teacher Organization (PTO)

By-Laws

Adopted June 26, 2025

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Article I: Name

The name of this organization shall be named: BCM RUSK EAGLES PTO: herein referred to as the PTO. The PTO is located at 2805 Garrow St Houston Texas 77003.

Article II: Articles of Association

The articles of organization of the BCM Rusk Eagles PTO include the bylaws of this organization.

Article III: Objectives and Purpose

Section 1. The objectives and purpose of BCM Rusk Eagles PTO shall be:

- a. To enrich and enhance the education of the students.
- b. To strengthen communication between parents, administrators, teachers, and staff.
- c. To promote a global community by sponsoring and supporting activities of Baylor College of Medicine Biotech Academy at Rusk.

Section 2. The objectives and purpose of the BCM Rusk Eagles PTO are promoted through an educational program directed towards parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV.

Section 3. The organization is organized exclusively for the charitable purposes within the meaning of Section 501 C (3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code (Hereinafter Internal Revenue Code)

Article IV: Basic Policies

Section 1. The organization shall be non-commercial, non-sectarian, and nonpartisan.

Section 2. 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.

Section 3. The organization shall not- directly or indirectly- participate or intervene(in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, a candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or other means.

Section 4. The BCM Rusk Eagles PTO shall work with Baylor at Rusk Middle School and Houston Independent School District (HISD) to provide quality education for all students and shall seek to participate in the decision-making process establishing school and district policy, recognizing the legal responsibility to make decisions has been delegated by the people to the HISD Board of Education.

Section 5. The BCM Rusk Eagles PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the BCM Rusk Eagles PTO in such matters shall make no commitments that bind the organization.

Section 6. No part of the 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 distributions in furtherance of the objectives and purposes set forth in Article III hereof.

Section 7. In the event of the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to the Baylor at Rusk Middle School Activity Fund account.

Article V: Officers and Their Election

Section 1. Each officer shall be a member of the BCM Rusk Eagles PTO and have a student attending Baylor College of Medicine Biotech Academy at Rusk.

Section 2. Officers and their election:

- a. The officers of the organization shall consist of the President, a Vice President, a Recording Secretary, and a Treasurer.
- b. Officers shall be elected annually in April, for a term of one year. However, if there be but one nominee for any office, it shall be in order to move that the Recording Secretary cast an election ballot for the organization. The elected officers shall perform the duties of offices as provided in Article V and other duties required by the Bylaws.
- c. Nominations for the office shall be solicited from the general membership. A slate of officers shall be one nominee, who has given their consent to serve, for each office to be filled. Officers elected shall assume their duties on the first Monday of May.

Section 3. Vacancies in office shall be filled by appointment by the executive committee to complete the unexpired term.

Section 4. Removal from office

- a. By a two-thirds vote of the Executive Committee, an officer or committee chairperson may be removed from office for failure to perform duties.

Article VI: Duties of the officers

Section 1. President

The President shall be responsible for:

- a. Presiding over general meetings, Board of Directors meetings
- b. Voting on PTO matters in the case of a tie.
- c. Serving as liaison with the principal
- d. Setting the agenda for meetings and forwarding it to the Board 24 hours in advance of said meetings.
- e. Presenting an annual report of the PTO's growth and programs to the membership
- f. Providing guidance and assistance to officers and directors to ensure each fulfills his or her obligations as set by the Bylaws and the Executive Board
- g. Making every effort to foster a sense of community within the PTO
- h. Encouraging teamwork

Section 2. Vice President

Vice President shall:

- a. Perform the duties of the President in his/her absence, resignation, or inability to serve.
- b. Perform duties assigned by the President
- c. Notify the principal to announce the monthly PTO meetings.
- d. Serve as volunteer coordinator for the organization, recruiting and keeping a list of volunteers; and act as activity/fundraiser coordinator.

Section 3. Secretary

The Secretary shall:

- a. Record the minutes of the meetings of the Executive Board and PTO and forward copies to each executive board member within two weeks of the recorded meeting.
- b. Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting.
- c. The Secretary shall also be responsible for any official correspondence of the Organization, and shall perform any other duties as may be assigned by the President or the Executive Board.
- d. Provide a printed copy of the Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.
- e. Maintain a membership roster

Section 4: Treasurer

The treasurer shall:

- a. The Treasurer shall receive all monies collected by the PTO, keep an accurate record of receipts and expenditures, pay out funds only as authorized by the PTO, present a

financial report for approval at each monthly meeting, and inform the Executive Board of special financial problems and budget considerations.

- b. The Treasurer shall be responsible for the preparation and submission of all Federal and State compliance filings. The Treasurer shall not be an employee of Baylor College of Medicine Biotech Academy at Rusk or any HISD schools.
- c. The Treasurer shall be a signor on the PTO bank account and deposit all funds of the organization in the PTO account within 24 hours, or the next business day, of receipt. The Treasurer shall present a written financial report at each regular Meeting of the membership, and at other times as requested by the Executive Committee.
- d. The Treasurer is responsible to provide a year-end report of all financial transactions to Baylor College of Medicine Biotech Academy at Rus for auditing and compliance purposes. The report is due to the District Office by July 1st each year for the months June of the prior year– May of the current year. The Financial Report includes: incoming balance, total revenue, total expenses (with transaction details and copies of all monthly bank statements), and end balance.

VII Executive committee

Section 1: The Executive Committee shall consist of the Elected Officers of the organization, the Chairpersons of each standing committee, The principal or principal designee, and a faculty/staff representative.

Section 2. The duties of the Executive Committee shall be to:

- a. Manage the affairs, activities, and operations of the organization.
- b. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business may be referred to it by the membership or these bylaws.
- c. It may create Standing and Special Committees, approve the plans and work of Standing and Special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and in general, conduct the business and activities of the organization.
- d. Reassign budget monies not spent during the year.

VIII: Standing committees

Section 1. Only members of the organization shall be eligible to serve in any elective or appointive position.

Section 2. The executive committee may create such standing committees as it deems necessary to promote the purpose of the organization and carry on the work of the organization. Such committees may include but are not required or limited to:

- a. Auditing committee: conducts a regular audit of the organization's financial records.
- b. Courtesy/Hospitality: Provides refreshments as needed and purchases appropriate gifts when necessary for faculty, staff, and families.
- c. Teacher Wish List committee: fundraising will go toward the purchase of needed instructional materials
- d. Staff appreciation: Organizes Teacher appreciation. Paraprofessional/Support Staff Appreciation, Secretary Appreciation, Nurse Appreciation, and other staff recognition days.
- e. Graduation Committee: provide fundraising and assistance to the graduation ceremony.
- f. Membership Committee: promotes membership to the organization.
- g. Concession Committee: Organizes concession sales at home games such as Rugby, Soccer, etc.

IX: Membership

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights.

- a. The principal and any teacher employed at the school may be a member and have voting rights. Members have one vote per household.
- b. Membership in the BCM Rusk Eagles PTO shall be made available without regard to race, sex, creed, or national origin.

X: Meetings

Section 1. Four meetings will be held each year; dates and times shall be decided by the Executive Committee. Special meetings may be called by the Executive Committee or by a majority of the members of the organization.

Section 2. The privilege of holding office, introducing actions and voting shall be limited to the members of the organization.

Section 3. A minimum of three officers shall constitute a quorum at any meeting of the organization.

Section 4. All active members have one (1) vote.

XI. Funds

Section 1: PTO funds shall be used for programs, events, and items that directly benefit the students of the school, with the exception of the annual Staff Appreciation events.

Section 2: All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 7 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within 4 business days of receipt by the Treasurer.

Section 3: Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to end of the fiscal year, whichever comes first, and must be accompanied by a receipt.

Section 4: Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO.

Section 5: The Treasury report shall be made available in printed form to each PTO member at each PTO meeting.

Section 6: The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board

Fiscal year/fiscal policies

Section 1. The fiscal year of this organization shall begin at the beginning of each school year -

Section 2. The books and accounts of the organization shall be kept in accordance with accounting practices and shall be examined annually by an auditing committee of not fewer than two (2) members, comprised of the president-elect

XII. Disbanding Organization

Section 1. The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Section 2. In the event of a dissolution, all remaining assets of the PTO shall be forwarded to Baylor College of Medicine Biotech Academy at Rusk immediately after payment of all outstanding debts of the organization.

XIV. Parliamentary Authority

Section 1: These Bylaws may be amended at any regular meeting under the following conditions (also, the requirements for the adoption of a revised set of Bylaws shall be the same as in the case of an amendment).

- a. A majority vote of the members present and voting at a meeting of the organization provided notice of the proposed amendment is not in conflict with the required articles

prescribed in the Bylaws OR a Special Committee may be appointed to submit a revised set of Bylaws as a substitute of existing Bylaws only by a majority vote at a meeting of the organization, or by a two-thirds vote of the Executive Board. And

- b. At least 14 calendar days prior notice shall be given to the PTO membership that a vote will be taken at the next scheduled Regular PTO meeting. And
- c. A quorum is met at the meeting and the revision request is approved by a majority vote of those present. All approved amendments or revised sets of Bylaws shall become effective immediately and recorded by the Secretary.

XV. Amendments

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of members present at any general meeting provided written notice has been sent to all members at least seven (7) days prior to the date of said meeting. The proposed amendment(s) or revisions must be distributed as widely as possible and made available in the main office.

Section 1. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting or the organization, or by a two-thirds (2/3) vote of the PTO Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.