



ARTICLE II: EXECUTIVE BOARD

Section 1. Members

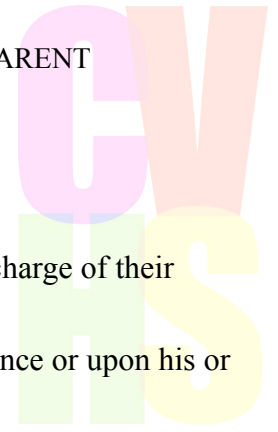
The Executive Board shall consist of all the elected officers listed in Article II, Section 2 below, the immediate Past President (as applicable), the Faculty Representative, and the Principal of the school ex officio.

Section 2. Elected Officers and Duties.

The officers listed below shall be elected in the manner specified in these Bylaws by the general membership. Each officer shall be entitled to one vote on matters subject to the Executive Board vote. The individual duties of each officer shall be as follows:

A. President

1. The President shall preside at all special and general meetings of the PTO.
2. The President shall preside at all Executive Board meetings.
3. The President shall supervise the execution of all approved plans and programs of the PTO.
4. The President shall approve committees and chair appointments as follows:
 - a. The President shall approve appointments of the chairpersons of the standing committees listed in Article III below as and when specified in these Bylaws.
 - b. The President shall approve appointments of the members of the annual committees listed in Article III below as and when specified in these Bylaws.
 - c. The President may appoint special committees and/or chairpersons in accordance with Article III below as needed to carry out the PTO's plans and programs, with the advice of the Executive Board.
 - d. When a committee co-chair is needed, the President or the Vice-President for Membership and Volunteers may nominate a co-chair, and the executive board then votes to approve that co-chair.
5. The President shall be responsible for preparing an agenda for all general, special, and Executive Board meetings.
6. The President shall work with the Treasurer to ensure timely filing of all reports and returns required by state and federal authorities, including but not limited to the Internal Revenue Service.
7. The President shall serve as the committee chair or liaison as assigned in Appendix A of these bylaws.

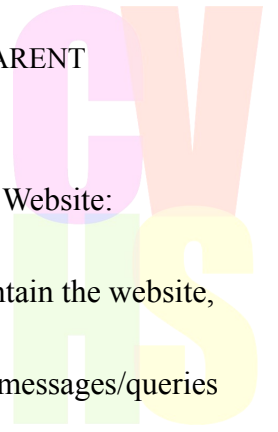


B. First Vice President (Fundraising and Development)

1. The First Vice President shall assist the President and other Vice Presidents in the discharge of their duties.
2. The First Vice President shall occupy the chair of the President in the President’s absence or upon his or her request.
3. When performing the duties of the President, the First Vice President shall have all of the powers and be subject to all restrictions of the President.
4. The First Vice President shall be responsible for PTO fundraising sales, facilities development efforts, and business partnerships, as well as chairing the Business Development/GATE Campaign Committee.
5. The First Vice President shall serve as the committee chair or liaison as assigned in Appendix A of these bylaws.

C. Second Vice President (Communications and Information Technology)

1. The Second Vice President shall assist the President and other Vice Presidents in the discharge of their duties.
2. The Second Vice President shall be responsible for PTO communications and shall chair the IT & Communications Committee.
3. The Second Vice President shall be responsible for the stewardship of all non-financial PTO account passwords in coordination with the President to help secure PTO accounts. This will be done on an annual basis and as needed upon the induction of a new board member or chairperson. Duties cannot be delegated via a committee.
4. The Second Vice President will be responsible for the maintenance of the cvhspto.org. emails for all Executive Board Members and Committee Members. The Second Vice President will be responsible for the stewardship of all cvhspto.org emails’ account password resets in coordination with at least one other Executive Board Member to help secure PTO accounts. This will be done on an annual basis and as needed upon the induction of a new board member or chairperson. Duties cannot be delegated via a committee.
5. The Second Vice President will be responsible for the maintenance of all social media accounts, including but not limited to CVHS PTO Facebook Page, Twitter, Instagram, YouTube. Responsibilities include sharing PTO communications through these platforms and responding to messages/queries from PTO Members received through these platforms. Duties can be delegated to Executive Board Members and via committee, but the responsibility ultimately lies with the Second Vice President.
6. The Second Vice President will be responsible for the PTO Newsletter, distributed electronically and a minimum of once per month. Responsibilities include sharing PTO communications through the newsletter and responding to messages/queries from PTO Members received through and/or about the newsletter. Duties can be delegated to Executive Board Members and via committee, but the responsibility ultimately lies with the Second Vice President.



7. The Second Vice President will be responsible for the maintenance of the CVHS PTO Website: www.Vanguardian.org. Responsibilities include, but not limited to:
 - a. assignment of users and passwords, troubleshooting technical difficulties to maintain the website, and regular removal of dated materials.
 - b. sharing PTO communications through www.Vanguardian.org and responding to messages/queries from PTO Members received through www.Vanguardian.org.
 - c. Duties can be delegated to Executive Board Members and via committee, but the responsibility ultimately lies with the Second Vice President.
8. The Second Vice President shall serve as a committee chair or liaison as assigned in Appendix A of these bylaws.

D. Third Vice President (Volunteers and Membership)

1. The Third Vice President shall assist the President and other Vice Presidents in the discharge of their duties.
2. The Third Vice President shall utilize general membership and other available information to recruit volunteers throughout the year and refer them to applicable community chairs. 3. The Third Vice President shall keep a list of all current members and shall provide this list to the President and Secretary for voting purposes and to other Executive Board members and committee chairs as needed for other purposes.
3. The Third Vice President shall encourage school volunteers to register with HISD and report hours of service to the Volunteers in Public Schools (VIPS) office of HISD and shall also work with the school staff to recognize volunteers at the school and district levels.
4. When a committee co-chair is needed, the President or the Third Vice-President may nominate a co-chair, and the executive board then votes to approve that co-chair.
5. The Third Vice President shall serve as a committee chair or liaison as assigned in Appendix A of these bylaws.

E. Fourth Vice President (Programs and Special Events)

1. The Fourth Vice President shall assist the President and other Vice Presidents in the discharge of their duties.
2. The Fourth Vice President shall be responsible for PTO programs and special events.
3. The Fourth Vice President shall serve as a committee chair or liaison as assigned in Appendix A of these bylaws.



F. Secretary

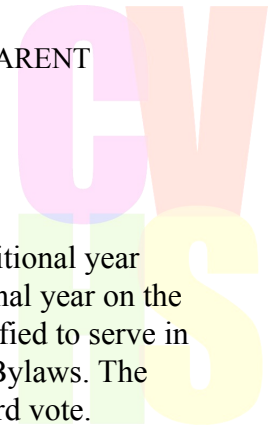
1. The Secretary shall keep a true and correct record of all the business proceedings of both the Executive Board and the general membership and shall prepare and distribute minutes of these proceedings for approval by the group to which they pertain.
2. After minutes are approved, the Secretary shall be responsible for providing a copy of the approved minutes for public reading, typically by posting the minutes on www.Vanguardian.org.
3. The Secretary shall be responsible for receiving and delivering communications as requested by the President or the Executive Board and for conducting communications as requested by the President or the Executive Board.
4. The Secretary shall keep an updated roster with the contact information of the Executive Board members and the committee chairs.

G. Treasurer

1. The Treasurer shall receive all monies payable or paid to the PTO on behalf of the PTO.
2. The Treasurer shall pay out funds in accordance with the annual budget approved by the general membership. Until such time as the annual budget is approved, the Treasurer may pay out funds only as authorized by the Executive Board.
3. The Treasurer shall maintain accurate books and records of the monies received and disbursed on behalf of the PTO. These responsibilities shall include reviewing and balancing the periodic statements issued by any financial institution at which the PTO maintains a depository account and otherwise administering any such accounts.
4. The Treasurer shall present a statement of account at every general meeting of the PTO, provided that it has been at least four weeks since the last general meeting and at other times when requested by the Executive Board. At the end of the fiscal year, the outgoing Treasurer shall prepare an annual report for the Executive Board and shall present it by the 1st of August.
5. The Treasurer shall provide information and records as requested by the Executive Board to assist it in preparing and submitting the annual PTO budget for approval by the general membership.
6. The Treasurer shall coordinate the preparation and timely filing of all reports and returns required by state or federal authorities, including but not limited to the Internal Revenue Service.
7. The Treasurer shall be responsible for the stewardship of all financial PTO account passwords in coordination with the President to help secure PTO accounts. This will be done on an annual basis and as needed.
8. The outgoing Treasurer shall work with the incoming Treasurer to provide all information and records necessary to enable the annual examination of PTO accounts to be conducted by the Financial Review Committee established in Article III of these Bylaws in a timely manner.

H. Parliamentarian

1. The Parliamentarian shall advise the President as to how to conduct the PTO meetings and activities in compliance with these Bylaws, Executive Board policies, and/or Robert's Rules of Order.
2. The Parliamentarian shall be responsible for maintaining and providing upon request up-to-date copies of these Bylaws and current Executive Board policies and any HISD policies concerning PTOs and similar groups.



Section 3. Immediate Past President

The Immediate Past President shall automatically serve on the Executive Board for an additional year subject to the following: (A) The Immediate Past President’s agreement to serve an additional year on the Executive Board in such capacity. (B) The Immediate Past President being otherwise qualified to serve in such capacity under the provisions of these Bylaws, and (C) All other provisions of these Bylaws. The Immediate Past President shall be entitled to one vote on matters subject to Executive Board vote.

Section 4. Faculty Representative

The Faculty Representative shall be the liaison between the Executive Board and faculty of CVHS. The Faculty Representative shall be recommended to serve by a vote of the faculty and approved by the Executive Board. The Faculty Representative shall serve for a term of one year, to coincide with the term of the Executive Board members, and may serve for two consecutive terms. The Faculty Representative shall be entitled to one vote on matters subject to Executive Board vote.

Section 5. Principal (ex officio)

The CVHS school principal shall be considered a member of the Executive Board for purposes of attending the meetings and participating in discussions but shall not have a vote on matters subject to the Executive Board vote.

Section 6. Authority and Meetings

A. Authority and Duties

1. The Executive Board shall be authorized to carry out or delegate to committees the day-to-day activities necessary to implement the decisions, policies, and projects approved by the general membership.
2. The Executive Board may create standing, annual and special committees as needed for such purposes and may adopt written policies for such purposes as provided in these Bylaws.
3. The members of the Executive Board shall serve as liaisons with any committees created by it as further set forth on Appendix A to these Bylaws.

B. Meetings; Quorums: Vote

1. The Executive Board shall at its first regular meeting, establish the schedule for regular Executive Board meetings, which shall be open to all PTO members.
2. The Executive Board shall give effective notice to the general membership of the date, time and location of its regular meetings and any changes, in the same manner as prescribed in these Bylaws for the giving of notice of general membership meetings.
3. The Executive Board may hold special meetings by telephone, Email or other written communication, via Internet, or in person without prior notice to the PTO membership.
4. Notice of the date, time, location, and purpose of any such meeting must be given to each Executive Board member within a reasonable time prior to the meeting and may be given in any form authorized elsewhere in these Bylaws for the giving of notice.

5. Any action taken at such meeting shall be for the limited purpose called and shall be reported at the next regular Executive Board meeting.
6. A majority of members of the Executive Board who are entitled to vote shall constitute a quorum for a vote of the Executive Board.
7. Each Executive Board member with the authority to vote may cast one vote on any matter requiring a vote of the Executive Board.
8. Unless otherwise specified in these Bylaws, any action of the Executive Board requiring a vote shall be approved by a majority vote of those Executive Board members voting, so long as a quorum is present.

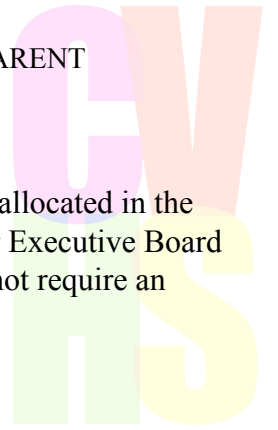
C. Policies

The Executive Board may, from time to time, by majority vote, adopt written policies and procedures that shall govern

1. the manner in which the Executive Board considers requests for funds from students, faculty, and other groups working with CVHS
2. the management of PTO funds
3. any other matter deemed necessary or appropriate by the Executive Board. These policies shall continue in effect from year to year and shall be binding on successive Executive Boards, but they may be amended, replaced, or terminated by a majority vote of any Executive Board then in office at its election.

D. Budget and Expenditures

1. As soon as is feasible following its first regular meeting, the Executive Board shall prepare an annual operating budget for the PTO based on estimates of expected revenues and spending needs.
 - a. In preparing the budget, the Executive Board will consult the chair of each standing, annual and special committee.
 - b. The Executive Board will submit its proposed budget for consideration and adoption by the general membership no later than the end of October of the fiscal year.
 - c. The budget shall provide for a carryover of a minimum balance from year to year of at least \$5,000 to provide operating funds during the interim period between the end of the fiscal year and the adoption of the budget for the following year.
2. The Executive Board shall oversee the administration of the budget and disbursement of funds by the Treasurer.
 - a. The Treasurer is authorized to pay all amounts incurred or payable up to the amount approved for that category of expenditure in the budget and any expenses exceeding the budgeted amount for a given category by \$250.00 or 10%, whichever is less, without prior Executive Board approval.
 - b. The Treasurer must have the approval of the Executive Board to make all other disbursements of funds.
3. Except as otherwise provided in these Bylaws, expenses not allocated in the budget must be approved for payment by a vote of the Executive Board at a regular or special Executive Board meeting.
 - a. The Executive Board may amend the budget during the year as it deems necessary to further the plans and programs of the PTO, so long as each such amendment is disclosed and explained to the general membership at the next meeting of the members following its adoption.



- b. The President or Executive Board may authorize the Treasurer to pay expenses not allocated in the budget that do not exceed \$100.00, if such expenses are deemed by the President or Executive Board to be necessary for emergency or miscellaneous purposes, and such payment shall not require an amendment of the budget.

E. Safekeeping of Funds

The Executive Board shall maintain with at least one appropriate financial institution one or more depository accounts, at least one of which shall be an account with check writing privileges, into which PTO funds shall be deposited and from which PTO funds shall be disbursed.

- 1. At least three members of the Executive Board, comprised of the Treasurer, President, and the First Vice President, shall be authorized signatories on these accounts.
- 2. The Executive Board shall establish one or more written policies governing any aspects of handling PTO funds it deems necessary to be delineated in writing and not otherwise provided for in these Bylaws. These policies shall continue in effect from year to year and shall be binding on successive Executive Boards, but they may be amended, replaced, or terminated by a majority vote of any Executive Board then in office at its election.

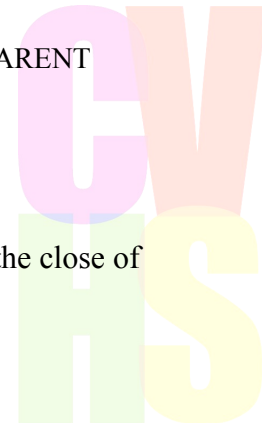
Section 7. Election of Officers

A. Presenting the Slate of Candidates

- 1. The Nominating Committee established in Article III of these Bylaws shall recruit a slate of candidates chosen from the membership for all officers to be elected to serve during the subsequent fiscal year as provided in these Bylaws.
- 2. All candidates recruited by the Nominating Committee shall be contacted prior to the announcement of the slate of candidates and shall signify their willingness to serve in the office for which they are being nominated.
- 3. The slate shall then be communicated, by any of the means in which effective notice of special membership meetings is permitted by these Bylaws to be delivered, to the Executive Board and the general membership at least 21 days prior to the last general meeting of the fiscal year.
- 4. Once so communicated, the slate of candidates shall not be changed, and any interim vacancies occurring in the slate shall remain vacant.
- 5. Nominations shall be taken for any such vacant position from the floor during the meeting at which the election is held.

B. Conducting the Election

- 1. The members of the Nominating Committee shall select one of their members to conduct the election.
- 2. The formal election process for incoming officers shall take place at the last general meeting of the fiscal year.
- 3. At this meeting, the slated candidates will be introduced to the general membership, and further nominations may be made from the floor.
- 4. After any discussion or presentation deemed appropriate or necessary by the person conducting the election, the vote will be taken in the manner prescribed by the person conducting the election.



C. Taking Office

Newly elected officers shall assume office at the first Executive Board meeting following the close of the preceding fiscal year.

Section 8. Terms. Vacancies

A. Term of Office

Each elected officer shall serve a period of one year to coincide with the fiscal year and shall not hold the same elected office for more than two consecutive years.

B. Vacancies

1. The Executive Board shall elect a replacement to complete the unexpired term of an elected officer who submits his or her resignation prior to completion of a full term or who, for other reasons, may not be able to carry out his or her duties for the remainder of his or her term.
2. Any elected officer missing three consecutive Executive Board meetings without a reasonable excuse may be asked by a majority of the remaining Executive Board members to resign.
3. If an Executive Board member is asked to resign, a replacement shall be elected by the Executive Board as soon as possible to finish the remainder of the unexpired term of that officer.

THESE BYLAWS, AMENDED AND RESTATED IN THE ENTIRETY, WERE APPROVED BY A MAJORITY VOTE OF THE MEMBERSHIP AT A MEETING OF MEMBERS DULY CALLED AND HELD ON MAY 15, 2007, TO BE EFFECTIVE AT THE CLOSE OF THIS MEETING.

AMENDED BY A MAJORITY VOTE OF THE MEMBERSHIP AT A MEETING OF MEMBERS DULY CALLED AND HELD MAY 20, 2021 - Secretary: Angela Beaudreaux

AMENDED BY A MAJORITY VOTE OF THE MEMBERSHIP AT A MEETING OF MEMBERS DULY CALLED AND HELD ON JANUARY 20, 2022 - Secretary: Aparna Jotwani