

Round Rock High School Proud Dragon Parents

Bylaws

Article I

Name

The name of this nonprofit association shall be the Proud Dragon Parents

Article II

Purpose

Purpose The purpose of the Round Rock High School Proud Dragon Parents(PDP)organization is to create a post-graduation, chemical free, safe environment for graduating seniors and their guests.

Article III

Basic Policies

The following are basic policies of Proud Dragon Parents:

- A. PDP shall be noncommercial, nonsectarian, and nonpartisan.
- B. PDP will function as an advisory and implementation group for the express purpose of supporting activities that will result in an entertaining, chemical free, post-graduation event for all Round Rock High School graduating seniors and their guests. This will require among other activities, fundraising, facility selection, security, communication, vendor donations, decorations, storage of props/prizes, entertainment, food/refreshments, set up and tear down.
- C. Commitment to inclusiveness and equality shall be guiding principles of service in this association.
- D. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- E. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- F. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one (1) or more nonprofit funds, foundations or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with Project Graduation events .
- G. The association or members in their official capacities 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, any candidate

for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Article IV

Officers

Section 1. General Powers. The affairs of the organization shall be managed by the executive committee of the Round Rock High School Proud Dragon Parents organization

Section 2. Officers. The officers shall be a president , a vice president, a secretary, a treasurer, a webmaster and a parliamentarian.

Section 3. Term of Office Officers shall assume their official duties following the end of the fiscal year and shall

serve a term of one (1) year. All elected officers shall not serve more than two (2) consecutive terms in the same office. One who has served more than one-half (1/2) of a term shall be credited with having served that term.

Section 4. Vacancy in Office. All officer positions not filled by election become vacant . A vacancy in any office, other than president, shall be filled by an affirmative vote of a majority of the remaining members of the executive board . The vice president shall assume the office of president in the event of a vacancy in that office . In the case of a vacancy in the office of both president and vice president, the secretary shall serve notice to the executive board of the election to fill the vacancies of both offices and shall conduct the election . In the interim, duties of any vacancy shall be assumed by the executive board.

Section 5. Duties of Officers. The officers shall perform the duties as prescribed for the office in these bylaws , by the executive board in applicable state statutes, and in the parliamentary authority.

A. **President.** The president shall:

1. coordinate the work of the officers and committees of the association in order that the Purposes may be promoted;
2. confirm that a quorum is present at all meetings of the association before conducting business;
3. preside at all meetings of the association;
4. appoint the chair of each standing committee and special committee, subject to the approval of the executive board, unless otherwise provided in these bylaws;
5. be authorized to sign on bank accounts, unless prohibited by terms of employment;
6. be authorized to sign contracts approved by the executive board;
7. be listed as the principal officer and be authorized to sign tax documents , unless prohibited by terms of employment;

8. appoint a member, subject to the approval of the executive board, who is not authorized to sign on the bank account to open, review, initial and date each bank statement;
9. appoint the financial reconciliation committee, subject to the approval of the executive board; and
10. serve as an ex-officio member of all committees except the nominating and financial reconciliation committees.

B. Vice President. The vice president shall:

1. be in charge of all fundraising and
2. serve as an ex-officio member of all committees except the nominating and financial reconciliation committees.
3. be authorized to sign on back accounts, unless prohibited by terms of employment;

C. Secretary. The secretary shall:

1. record and maintain the minutes of all meetings of the members and the executive board;
2. send, or cause to be sent, notice of meetings of the members and of the executive board;
3. be responsible for correspondence;
4. collect and preserve documents relating to the history of the association;
5. have a current copy of the bylaws;
7. confirm the executive board has reviewed and has adopted the Records Retention Policy annually;
8. confirm that all executive board members have signed the Ethics /Conflict of Interest Policy;
9. maintain the required documents of the association to include: Texas PTA Leader Orientation completion lists, records retention policy; adopted and signed ethics/conflict of interest policy, membership rosters (not to be released to outside interests), adopted plans of work, and completed student permission forms (if applicable); and
10. not be a member of the financial reconciliation committee

D. Treasurer. The treasurer shall:

1. have custody of all the funds of the organization;
2. present a written and verbal financial report at the executive board and association meetings and as requested;

3. make disbursements in accordance with the budgeted adopted by the Proud Dragon Parents.
4. be authorized to sign on bank accounts.
5. be authorized to sign tax documents, if the president is prohibited by terms of employment
6. complete and file all necessary tax documents; and
7. present books of accounts and records to the financial reconciliation committee.

G. Webmaster. The webmaster shall:

1. Maintain and update the website in a timely manner

H. Parliamentarian. The parliamentarian shall:

1. advise the presiding officer on questions of parliamentary procedure when asked ; and
2. vote only when the vote is by ballot.

Article V

Elections

The current Proud Dragon Parent President shall call an organizational meeting for the next graduating class. This meeting will be held in May of the of the current Proud Dragon Parent graduating class. The purpose of this meeting shall be the formation and election of the following year's Proud Dragon Parents officers and selection of committee chairs.

Article VI

Meetings

Regular Meetings. This organization shall hold a minimum of three (3) meetings a year.

Meetings of the association shall be held in the months of September, February, and April, time and date to be established by executive board. Five (5) days ' notice shall be given if change of date is needed.

Section 2.Quorum. The quorum for the transaction of business in any association meeting shall be Ten (10) Parents of Round Rock High School Seniors.

Section 3.Proxy Voting. There shall be no proxy voting.

Section 4.Special Meetings. A special meeting shall be called by the president or by a majority of the executive board, with at least three (3) days' notice giving the place, date, time and purpose of the special meeting. No other business may be conducted.

Article VII

Executive Board

Section 1.Composition. The members of the executive board shall be:

- A. the officers of the association;
- B. the principal of the school or the principal's representative appointed by the principal;
- C. the chairs of standing committees; and

Section 2. Board Duties. The duties of the executive board shall be to:

- A. transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- B. present a report at the regular association meetings;
- C. approve the Plans of Work of all officers and committee chairs ; D. create standing and special committees;
- E. review the records retention policy annually;
- F. prepare an annual budget for the upcoming fiscal year and submit to the association for adoption at the annual meeting;
- G. comply with the legal filing requirements of state and federal government agencies;
- H. approve routine bills within the limits of the budget; and
- I. fill vacancies on the board.

Section 3.Board Member Duties. The duties of each executive board member shall be to:

- A. submit a written Plan of Work to the executive board for approval ; B. have a current copy of these bylaws ;

- C. deliver to successor or the president all official materials within fifteen (15) days following the date on which the successor assumes duties;
- D. attend all meetings of the association;
- E. sign the ethics/conflict of interest policy, as adopted;
- F. abide by the policies and procedures as set forth by Round Rock ISD ; and
- G. perform the duties outlined in these bylaws, governing documents and those assigned by the president.

Section 4.Meetings.

- A. Regular Meetings.** Regular meetings of the executive board shall be held prior to each meeting of the association.
- B. Special Meetings.** Special meetings of the executive board may be called by the president or by a majority of the members of the executive board with notice given in writing, including electronic mail, to each executive board member at least three (3) days before the meeting.
- C. Proxy Voting.** There shall be no proxy voting.
- D. Quorum.** A majority of the members of the executive board shall constitute a quorum .
- E. Emergency Voting.** In an emergency situation, the executive board may vote by phone, email, or other electronic means if authorized by the president. Members shall have at least twenty-four (24) hours to cast their votes. A two-thirds (2/3) vote of the entire executive board is required for adoption, and the vote shall be recorded in the minutes of the next regular meeting of the executive board.

Section 5.Removal and Resignation. Any executive board member may be removed from office with cause by the affirmative vote of two-thirds (2/3) of the members of the executive board then in office . Any executive board member may resign at any time by delivering a written resignation to the president or secretary

Article VIII

Committees

Section 1.Committees. The executive board may create such standing and special committees as it may deem necessary to promote the Purposes. The president and vice president shall be an ex-officio member of all committees except the financial reconciliation committee and nominating committee.

Section 2.Term. Chairs shall assume their official duties following the close of the fiscal year and shall serve a term of one (1) year.

Section 3. No chair shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half (1/2) of a term shall be credited with having served that term.

Section 4. Standing Committee Chairs. All standing committee chairs shall: A. deliver to their successors or the president all official materials ;

B. present a written Plan of Work to the executive board for approval ;

C. have a current copy of these bylaws ; and

D. perform other duties as assigned by the president.

Section 5.Proxy Voting. There shall be no proxy voting.

Section 6.Quorum. The quorum of any committee shall be a majority of its members.

Article IX

Fiscal Accountability

Section 1.Fiscal Year. The fiscal year of this association shall begin July 1 and end on the following June 30.

Section 2.Signers. Signers on the bank account shall not be related by blood or marriage and shall not reside in the same household.

Section 3.Financial Reconciliation.

A. A financial reconciliation shall be performed :

1. at the end of the fiscal year;

2. when any authorized check signer is added or deleted on any bank account; and

3. at any time deemed necessary by the president or three (3) or more members.

B. The president shall appoint, subject to the approval of the executive board, a financial reconciliation committee consisting of not less than three (3) members, who are not authorized signers. Members of the financial reconciliation committee shall not be the incoming treasurer or be related by blood or marriage and shall not reside in the same household as the authorized signers.

C. For the financial reconciliation required at the end of the fiscal year, the president shall appoint the financial reconciliation committee at least thirty (30) days before the last meeting of the year.

D. The financial reconciliation committee report shall be adopted by a majority vote of the association at the first regular meeting following the financial reconciliation.

Article X

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article XI

Amendment of Bylaws

Section 1.Submission. These bylaws may be amended at any meeting of the association, provided a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of each proposed amendment shall be provided to the membership through regular publicity channels thirty (30) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.

Section 2.Approval. After adoption at a meeting of the association, the bylaws shall go into effect the following year.

Section 3.Review. This organization shall review bylaws every five (5) years.

