

**BYLAWS**  
**of**  
**Parents of the Academy of Science and Technology (PAST)**

**Article I**

Administrative Year

Section 1.0.

The administrative year of this organization shall be from June 1st through May 31st of the following year.

**Article II**

Membership and Dues

Section 1.0.

All parents of Academy of Science and Technology students and any adult expressing interest in the purposes for which this organization exists are considered participating members. Participating members may attend meetings, serve on committees, and participate in activities sponsored by **PAST**.

Section 2.0.

Parents of current Academy of Science and Technology students may elect to pay the annual membership dues, as stated in the Bylaws, and become Voting Members. Voting Memberships consists of one vote per Academy family.

Section 2.1

Only **PAST** members who have paid their current annual dues are considered Voting Members. Voting Members have the right to hold office, elect the Board of Directors, and approve amendments to the Articles of Incorporation and to the Bylaws.

Section 3.0.

**PAST** shall conduct an annual membership drive, but Voting Membership opportunities will remain available throughout the year.

**Article III**

Officers and Board of Directors

Section 1.0.

The officers shall consist of a President, Vice-President, Secretary, and Treasurer.

Section 1.1.

The officers shall be elected at the Annual Meeting as specified in the Bylaws.

Section 1.2.

The officers shall constitute the Executive Committee. The Executive Committee can, as needed, exercise the authority of the full Board of Directors, but the Board is not relieved of the responsibility for the actions of the Executive Committee.

Section 2.0.

All officers and directors are to be elected at the Annual Meeting, in the manner prescribed in these Bylaws, and shall constitute the Board of Directors. All elected officers and directors must be Voting Members of **PAST**.

Section 2.1.

The terms of all officers and directors shall be for a period of one (1) year, from June 1st of each year to May 31st of the following year, or until their successors have been duly elected and assume office. The President may not hold the same office in consecutive years. The officers and directors can be elected for up to 3 consecutive terms.

Section 3.0.

In the event of vacancy or inability of the President to perform some or all of his or her duties, the Vice-President shall perform these duties and have, in connection therewith, the authority of the President.

Section 4.0.

In the event of a vacancy on the Board of Directors other than the President, the vacancy shall be filled by the majority vote of the remaining Board of Directors.

Section 5.0.

The Headmaster of the Academy, or in his or her absence, his or her designee, shall be a non-voting member of the Board and serve in an advisory capacity.

**Article IV**

Duties of Officers (Executive Committee)

Section 1.0.

President – The President shall preside at all meetings and appoint, with the approval of the Executive Committee, such committees and committee chairmen as shall be necessary during the year. The President shall be an ex-officio member of all committees. The President shall have the duty to promote the purposes of this organization.

Section 2.0.

Vice-President – The Vice-President shall assist the President and shall perform such duties as may be assigned by the President or Board of Directors. He or she shall see that all meetings are conducted, and all business of the organization is handled, in accordance with correct parliamentary procedure.

Section 3.0.

Secretary – The Secretary shall keep the minutes of each meeting and provide copies to other Board members. The Secretary shall also retain copies of all officer, director and committee reports.

Section 4.0.

Treasurer – The Treasurer shall keep and maintain an accurate record of all receipts and expenditures, and receive and disburse funds in the manner authorized by the Board of Directors.

Section 4.1.

The Treasurer shall exhibit at all reasonable times the book of accounts and financial records to the President and Directors.

Section 4.2.

The Treasurer shall prepare, or cause to be prepared, the financial statements to be included in any required reports.

Section 4.3.

The Treasurer shall present a written financial report at each regular Board meeting and a Treasurer's report at each **PAST** meeting.

Section 4.4.

The Treasurer shall work with the Executive Committee to develop an operating budget to be approved by the Board of Directors.

Section 4.5.

In general, the Treasurer shall perform all duties incident to the office of Treasurer and such other duties as may be required by law, by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

**Article V**

Board of Directors

Section 1.0.

The Board of Directors shall consist of the Executive Committee, [six (6) Directors, and a representative of the Academy of Science and Technology as provided for in Article III, Section 5.0. The Board shall hold at least six (6) regular meetings during each administrative year at such time and place as designated by the President.

Section 2.0.

A special meeting of the Board may be called by the President or at the request of two or more board members at any time. At least two days notice shall be given to all board members for special meetings.

Section 3.0.

A simple majority of the voting members of the Board constitutes a quorum. Except as otherwise provided under the Articles of Incorporation, these Bylaws, or provisions of law, no

business shall be considered by the Board at any meeting when the required quorum is not present. The only motion to be acted upon is adjournment.

### Section 3.1

A simple majority vote of those present at a Board meeting at which a quorum is present shall decide a question, issue or motion, unless a greater proportion is specifically determined by the President or Executive Committee or as stated in the Articles of Incorporation, and/or Bylaws of this organization. In matters to be decided by a simple majority vote, the President shall have no vote unless the Board is equally divided. The President may vote in all cases where the vote is by ballot, Section 4.0.

The Directors will coordinate and be responsible for the Standing Committees and special committees set up by the Board of Directors. The Standing Committees will consist of Communications, Fund Raising, Academic, Hospitality, Friends of the Academy, and Scholarship.

### Section 5.0.

The amount of dues shall be determined by resolution of the Board of Directors annually.

### Section 6.0.

Any board member may resign at any time by giving written notice to the President or Secretary of the corporation. Any such resignation shall take effect at the date of receipt of such notice or any later date specified therein. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. If a written resignation is not received within seven days of a verbal resignation to the President or Secretary, the Board of Directors shall send a letter accepting the board member's verbal resignation.

### Section 6.1.

The Board, by two-thirds (2/3) vote of the entire voting membership of the Board, may remove from office any Officer or Director for what the Board deems, in its sole discretion, misconduct or abandonment of office by lack of participation. Lack of participation is defined as missing three (3) consecutive **PAST** Board meetings without explanation.

## **Article VI**

### Committees

#### Section 1.0.

Standing Committees, as prescribed in the Bylaws, shall perform such duties as defined in the Bylaws and as may be authorized by the Board of Directors. A board member shall be appointed to each Standing Committee.

#### Section 1.1.

##### A. Communication –

The Communication Committee shall coordinate the student directory and serve as a liaison to the Academy, the home campus, **PAST**, the community and external sources of publicity. The Communication Committee shall give notice of information pertinent to the membership by way of telephone, newsletter, electronic mail, facsimile or other similar reliable method of

communication. The Communication Committee shall contact media with newsworthy items concerning the Academy of Science and Technology, its activities and its students.

**B. Friends of the Academy –**

The Friends of the Academy Committee shall coordinate with the Academy, the faculty, parents and students as necessary for services including, but not limited to, assistance in coordinating, student internships, student field trips, donations or purchases of equipment, supplies, and any services needed by the students and faculty of the Academy which have been budgeted and/or approved by the Board or Academy.

**C. Fund Raising –**

The Fund Raising Committee shall be responsible for planning and coordinating all fund raising activities including the annual membership drive, individual donations, corporate sponsorships, and grants for the Academy.

**D. Hospitality –**

The Hospitality Committee shall coordinate all hospitality activities of **PAST** and **PAST**-sponsored social activities for Academy students.

**E. Academic –**

**The Academic Committee shall interface with the faculty, parents, and Administration and shall be responsible for discussing, planning, recommending and coordinating matters concerning curriculum issues, ethical learning, college planning, Academy awareness, long-term goals, site-based planning, and Academy and CISD issues.**

**F. Scholarship –**

The Scholarship Committee will administer the scholarship or award selection process as directed by the Board of Directors. It is the intent of the Board to annually recognize “Outstanding Academy Students” who exemplify the ideals and philosophies of the Academy of Science & Technology through a monetary scholarship or award provided money has been raised or is available.

**Section 2.0.**

The power to appoint members to any committee and fill any vacancy in said committees shall be vested in the President, pursuant to Article IV, Section 1.

**Section 2.1**

Any member of **PAST**, voting or non-voting, may be a member of any committee. The Committee Chair shall be appointed by the President, as provided for in Article IV, Section 1.0, and must be a Voting Member of **PAST**. The Committee Chair may be a member of the Board. If the Committee Chair is not a board member, the President shall appoint a board member to Standing Committees pursuant to Article VI, Section 1.0.

**Section 3.0.**

The President shall have the authority to appoint any special committees authorized by the Board of Directors.

Section 3.1.

Special committees shall serve for a term of one (1) year (or partial year) ending on May 31st, unless otherwise directed by the Board of Directors. The Committee Chair and other members of the committee shall be responsible to the President and Board of Directors.

Section 4.0  
Each committee shall present a report of activity at each regularly scheduled Board meeting. An annual written report of the committee's activities will be provided to the general membership of **PAST** at the Annual Meeting.

**Article VII**

Elections

Section 1.0.

A Nominating Committee composed of five (5) members shall be appointed by the President, pursuant to Article IV, Section 1.

Section 1.1.

At least three (3) members of the Nominating Committee must be Voting Members and neither on the Board of Directors nor on the slate of nominees.

Section 2.0.

The Nominating Committee shall prepare and present, at the Annual Meeting, a single slate of nominees (one nominee for each position) for the officers and directors.

Section 2.1.

The Executive Committee shall give the Nominating Committee recommendations for nominees.

Section 2.2.

Written notice of the slate of nominees shall be made to the membership at least fourteen (14) days prior to voting at the Annual Meeting by mail, electronic mail, facsimile or other similar reliable method of communication.

Section 3.0.

Additional nominations for any office may be made at the Annual Meeting by Voting Members. Before the nomination can be accepted, the chair must recognize that the prospective nominee is shown to be agreeable to said nomination, and is a Voting Member.

Section 4.0.

Voting shall be at the Annual Meeting.

Section 4.1.

If there is a single slate, one candidate for each position, the required majority vote, as stated in the Bylaws, is needed to elect the new officers and directors.

Section 4.2.

When there is more than one candidate for an officer position, the winner shall be decided by written ballot. A simple majority of all votes cast shall be necessary for election of any officer.

If a majority is not reached after two (2) ballots, a run off between the top two (2) candidates will determine the winner. There shall be no voting by proxy.

Section 4.3.

If there are more than [six (6) nominees for the director positions, a written ballot shall be used with each Voting Membership voting for [six (6) of the nominees. The [six (6) nominees receiving the most votes cast shall serve as the elected directors. In the event of a tie for the sixth director position, a run off between the candidates will be held. The candidate receiving the most votes will be elected.

Section 4.4.

In the event of a tie vote, in any run off, the final decision will be made by the majority vote of the Nominating Committee by secret ballot.

Section 5.0.

When written ballots are used, the balloting will be administered and counted by an Election Committee appointed by the President. Members of the Election Committee shall not be on either the Nominating Committee or the slate of nominees.

**Article VIII**

Meetings

Section 1.0.

General meetings of **PAST** during the months of August through May shall be planned and scheduled by the Board of Directors. There will be a minimum of four (4) general meetings. More meetings may be called by approval of the Board.

Section 1.1.

The Annual Meeting shall be held in April or May of each year.

Section 2.0.

A quorum of 20% of the Voting Membership is needed for transaction of business at all general meetings of **PAST** including the Annual Meeting.

Section 2.1.

A simple majority of members voting, provided a quorum is present, will decide any question or issue at a general meeting.

**Article IX**

Finance

Section 1.0.

The fiscal period of the organization shall be from June 1st through May 31st of the following year.

Section 2.0.

A budget of estimated income and expenses for the fiscal year shall be approved and adopted by the Board at the beginning of each fiscal year.

Section 3.0.

All monies received by this organization shall be deposited in a local financial institution designated by the Board of Directors.

**Article X**

Expenditures

Section 1.0.

All expenditures of money must be approved by the Board of Directors. All checks over \$500 shall be signed by two (2) officers of the organization as designated by the Board of Directors.

Section 2.0.

In order to receive reimbursement for any personal money spent, an itemized statement and receipts shall be presented to the Treasurer. Reimbursement shall be made if expenditures are for approved budget items or are approved by the Board of Directors.

**Article XI**

Parliamentary Authority

Section 1.0.

Robert's Rules of Order (Revised) shall be the parliamentary authority for all matters of procedure not specifically covered by the Articles of Incorporation and Bylaws of this organization.

**Article XII**

Amendments

Section 1.0.

Amendments to the Bylaws may be adopted by a two-thirds (2/3) majority of the Voting Members present, provided a quorum is present.

Section 1.1.

A quorum consists of 20% of the Voting Members.

Section 2.0.

Proposed amendments shall be received by the Secretary at least thirty (30) days prior to the date they will be presented to the membership for vote. A copy of any proposed amendments will be presented to the **PAST** membership at a general meeting and voted on at the following meeting which must be held more than seven (7) days from the presentation of the amendments.

**Article XIII**

Bylaws

Section 1.0.

PAST Bylaws

Bylaws may not be inconsistent with the provisions of the Articles of Incorporation. Bylaws may not be inconsistent with the policies of the Conroe Independent School District or the CISD high schools' handbooks. The Bylaws for the administration of this organization may be amended as provided herein.