

BYLAWS
of
Parents of the Academy of Science and Technology (P.A.S.T.)
Revised April 2011

Article I

Administrative Name and Year

Section 1.0.

Parents of the Academy of Science and Technology shall be known as PAST (or P.A.S.T.).

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 current Academy of Science and Technology students, parents of alumni and alumni are considered Participating Members. Participating Members may attend meetings, serve on committees, and participate in activities sponsored by P.A.S.T.

Section 2.0.

Participating Members may elect to pay the annual membership dues, as stated in the Bylaws, and become Voting Members. Voting Membership consists of one vote per Academy family.

Section 2.1.

Only Participating 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.

P.A.S.T. 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 P.A.S.T.

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 term for Treasurer shall include an overlap in an advisory capacity to oversee the June audit and July tax return. The President may not hold the same office in consecutive years. The Treasurer may not hold that position more than two 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 nonvoting member of the Board and serve in an advisory capacity.

Article IV

Duties of Executive Committee Officers

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 and ensure adherence to Bylaws of P.A.S.T.

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. The Vice-President shall oversee and coordinate Class Representatives, and the PTA Liaison, along with being the lead volunteer coordinator.

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. The secretary shall send a board-approved version of the minutes to Communications chair for posting on AST website.

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 Board Meeting and a Treasurer's report at P.A.S.T.'s General Meetings, including the Annual 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.

Section 5.0

The Secretary and Treasurer shall coordinate and submit required periodic filings with Conroe Independent School District (CISD), and State and Federal organizations.

Article V

Board of Directors

Section 1.0.

The Board of Directors shall consist of the Executive Committee, seven (7) 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) Board of Directors 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. This meeting may be held via conference call allowing some or all Board members to participate remotely.

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 Board of Directors will coordinate and be responsible for the Standing Committees. The Standing Committees will consist of Communications, Fundraising, Academic, Hospitality, Friends of the Academy, Scholarship, and Teacher Appreciation.

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. 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 P.A.S.T. 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, P.A.S.T., the community and external sources of publicity. The Communication Committee shall give notice of inbound information pertinent to the membership by way of telephone, newsletter, electronic mail, facsimile or other similar reliable method of communication. The Communication Committee shall maintain and update the P.A.S.T. website. The Communication Committee shall coordinate with the Headmaster's office to 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 FISH Camp and the student carpool map. The committee shall compile parent volunteer data and supply to all Board and Committee members.

C. Fundraising Committee - The Fundraising Committee shall be responsible for planning and coordinating all fundraising activities. Responsibilities include the membership drive, sales of Academy apparel and logo items, and the solicitation of advertising to fund the Academy

directory. Gift card and Share Card programs also led by Fundraising, but may be managed by another PAST volunteer. Coordinate with the Treasurer to provide written member and non-member donation acknowledgement by the end of December for the preceding year.

D. Hospitality –The Hospitality Committee shall coordinate all hospitality activities of the P.A.S.T. Board, as well as P.A.S.T. - sponsored social activities for Academy students.

E. Academic –The Academic Committee shall interface with the faculty, parents, and Administration and shall be responsible for the planning and execution of learning opportunities outside of the classroom. The primary purpose shall be to develop options for Academy students to fulfill their exploration requirements. The committee, in coordination with the Headmaster, shall plan programs to give students access to appropriate mentors for their science and technology academic interests especially in regard to Science Fair, internships and other research interests. The Academics Committee shall lead the Explorations Team.

F. Awards and Grants –The Awards and Grants Committee will administer any P.A.S.T. funded awards as directed by the Board of Directors. The Committee shall provide assistance in coordinating 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.

The Awards and Grants Committee shall explore and coordinate all gifts, grants, corporate matching, and donations from outside sources. The Committee shall help identify areas of need by the students and faculty of the Academy that have been budgeted and/or approved by the Board or the Academy.

G. Teacher Appreciation

The Teacher Appreciation Committee will coordinate the Teacher Appreciation program which consists of a regular, generally monthly, recognition for the teachers and faculty. The recognition varies in content but may include food items, small tokens of appreciation or remembrance of an event or holiday.

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 Participating Member of P.A.S.T., 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 P.A.S.T. 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 3.0.

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 scheduled board Meeting. The Committee Chair will present a written report of the committee's annual activities to be presented to the Participating Members at the Annual P.A.S.T. Meeting.

Article VII

Special Committees

Section 1.0.

Special 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. Members must be chosen from among volunteer of the Participating Membership of PAST. A Board Member shall be appointed to each Special Committee.

Special Committee members shall not have a vote on the PAST Board.

Section 1.1.

A. PTA Liaison – Selected by the Board of Directors, from among volunteers of the Participating Membership, and led by the Vice-President, shall be The PTA Liaison. The liaison will be responsible for attendance and participation at all College Park PTA meetings and reporting pertinent information at Board meetings. The PTA Liaison will not be a Voting Member of the Board. The PTA Liaison shall report to the Vice-president.

B. Class Representatives – Selected by the Board of Directors, from among volunteers of the Participating Membership, and led by the Vice-President, shall be Class Representatives for each class year. The Class Representative will, a) act as the focal point for coordinating occasional class specific events for the purposes of student socialization and networking, b) develop and lead occasional events and communications designed to keep the parents of the specific class engaged in the activities of P.A.S.T. and in supporting the Academy through donations and volunteerism, c) work with Communications and parents on verification of information for the annual directory and, d) help to coordinate any such activity, when applicable, with The Woodlands College Park High School PTA organization and other such student or parent organizations. The Class Representatives will not be Voting Members of the Board but may attend Board Meetings on occasion to discuss, review, and coordinate class related issues and events. A single Class Representative position may be shared in re: tasks and projects by two or more individuals.

C. Senior Program – Senior Banquet Chairperson shall plan and coordinate all aspects of the end-of-year Senior Program. Responsibilities include reservation of venue, invitations, decorations, entertainment, photo slideshow, baby photo contest, program compilation, and senior plaque. The Senior Banquet Committee shall report to the President.

D. Alumni - Alumni network chair (a nonvoting PAST Board position) will be responsible for organizing, promoting and maintaining an AST alumni (former student) network that includes but is not limited to a database system for frequent communication, correspondence and advertisement with the support of PAST. The purpose of this network is to establish a support system for the benefit of AST alumni & current students by sharing information, experience & ideas through meetings, presentations, newsletters & social activities. Alumni Committee shall report to the Vice-president.

E. Scrapbook - Selected by the Board of Directors from among volunteers of the Participating Membership and led by the Vice-President shall be a Scrapbook Committee. The Committee

shall act in the role of historian by keeping a scrapbook of current events and projects. Pictures, newspaper articles and any other related materials can be used for the scrapbook. Scrapbook Committee shall report to the Vice-president.

F. Explorations - The Explorations subcommittee shall arrange and organize supplemental Academy student explorations in support of the Academy's student explorations program. Explorations may be in the form of, but not limited to, lectures, presentations, activities, demonstrations, and tours of local facilities and organizations which highlight for students the important roles of science and technology in our society. The primary purpose of such explorations will be to expose students to the practical applications of science and technology and to provide them with opportunities to gain awareness of potential careers in such fields. The Exploration subcommittee will coordinate the scheduling of such explorations with the Academy Headmaster. Explorations Committee shall report to Academics.

Article VIII

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 Participating Members at least fourteen (14) days prior to voting at the Annual Meeting by mail, electronic mail, website 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 seven (7) nominees for the director positions, a written ballot shall be used with each Voting Membership voting for seven (7) of the nominees. The seven (7) 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 IX

Meetings

Section 1.0.

Participating Member meetings of P.A.S.T., during the academic year, shall be planned and scheduled by the Board of Directors. There will be a minimum of three (3) Participating Member meetings including the Annual Meeting. More meetings may be called by approval of the Board.

Section 1.1.

The Annual Meeting is a Participating Member meeting and shall be held in April or May of each year with the primary purpose of electing the Board of Directors for the next academic year.

Section 2.0.

A Quorum of 20% of the Voting Membership is needed for transaction of business at all Participating Member meetings of P.A.S.T., including the Annual Meeting.

Section 2.1.

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

Article X

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 XI

Expenditures

Section 1.0.

All expenditures of money must be approved through the budget which was approved by the Board of Directors.

Section 2.0

All financial policies will be in compliance with CISD guidelines.

Section 3.0.

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 XII

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 XIII

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 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 Participating Membership for vote. A copy of any proposed amendments will be presented at a Participating Member meeting and voted on at the following meeting which must be held more than seven (7) days from the presentation of the amendments.

Article XIV

Bylaws

Section 1.0.

Bylaws may not be inconsistent with the provisions of the Articles of Incorporation. Bylaws may

not be inconsistent with the policies of CISD. The Bylaws for the administration of this organization may be amended as provided herein.