

**AL J. CONDIT**

**PARENT-TEACHER ORGANIZATION  
BELLAIRE, TEXAS**

**BY-LAWS AND STANDING RULES  
ARTICLE I – NAME**

The name of this organization is the Al J. Condit Parent-Teacher Organization, Bellaire, Texas (hereinafter referred to as the “Condit PTO”).

**ARTICLE II – ARTICLES OF ORGANIZATION**

The Condit PTO exists as an unincorporated association of its voluntary members. Its “articles of organization” comprise these by-laws, as from time to time may be amended, and its articles of organization, if any. In the absence of any separate articles of organization, the by-laws shall be the deemed to be the articles of organization. In the event of any conflict between these by-laws and the articles of organization, these by-laws shall govern.

**ARTICLE III – OBJECTIVES**

Section A. The objectives of the Condit PTO are:

1. To foster better understanding of the learning process by encouraging communication between parents and guardians on one hand and school administration, teachers and staff on the other;
2. To promote and enhance cooperation between family and school in order to enhance the educational opportunities and extracurricular experiences of children;
3. To serve as a source of support for the school through volunteer and financial assistance;
4. To foster goodwill and support for the school in the community at large;
5. To support efforts to secure for every child the highest advantages in physical, mental and social education.

Section B.

The objectives of the Condit PTO shall be promoted through programs directed toward parents, teachers and staff, and the general public; developed through committees, projects and programs; and governed and qualified by the basic policies set forth in Article IV below.

**ARTICLE IV – BASIC POLICIES**

The following are basic policies of the Condit PTO:

- A. The Condit PTO shall be noncommercial, nonsectarian, nonpartisan, and nonprofit.
- B. The Condit PTO shall operate exclusively for charitable, educational, scientific and literary purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

C. The Condit PTO shall cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school, and shall not seek to control the administrative policies of the school.

D. The Condit PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Condit PTO in such matters shall make no commitments that bind the Condit PTO.

E. The name of the Condit PTO and the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the Condit PTO.

F. The Condit PTO 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, nor devote more than insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

## **Article V – MEMBERSHIP AND DUES**

Section A. Any school staff or faculty member and any parent, guardian or other adult standing in loco parentis for a student at the school may upon payment of annual dues become a member of the Condit PTO. Membership shall be available without regard to race, creed, religion or national origin.

Section B. The Condit PTO shall conduct an annual enrollment of members, but may admit persons to membership at any time.

Section C. The amount of the annual dues of the Condit PTO shall be established by the Executive Board and shall be reviewed annually. Dues will be assessed per family, per teacher, or per staff member.

Section D. Only members in good standing of the Condit PTO shall be eligible to participate in its business meetings or to serve in any of its elected or appointed positions. A member in good standing shall be in compliance with these by-laws and current with annual dues.

## **ARTICLE VI – OFFICERS AND THEIR ELECTION**

Section A. Officers and Elections

The officers of the Condit PTO shall consist of the following officers:

- President
- Treasurer
- Two Vice Presidents of Finance
- Vice President of Volunteering
- Vice President of Social/Community Service
- Vice President of External Communications and Student Activities

- Vice President of Internal Communications
- Vice President of School Services/Support
- Past President/Parliamentarian
- President-Elect

A person may serve as President only after serving at least one year (not necessarily the preceding year) as a member of the Executive Board.

These officers shall be elected annually for a term of one year. The election of these officers shall be held at the next to last general meeting of the school year in April. The election for each office shall be by ballot, unless there is only one candidate for a particular office, in which case election for that office may be by voice vote upon motion from the floor. In the event that the entire slate proposed by the Nominating Committee is unopposed, the election of the entire slate may also be by a single voice vote upon motion from the floor. When needed, the Nominating Committee Chair shall appoint tellers to count the vote. Nominees shall be elected to office by a majority vote of those present and voting and constituting a quorum.

Installation into office shall take place at the last general meeting of the school year in May, and the newly elected officers shall assume their duties on June 1.

Officers shall not be eligible for the same office for more than two consecutive years with the exception of Treasurer, who shall not hold the same office for more than three consecutive years. If the nominating committee is unable to fill any non-Treasurer officer position, the officer may be asked to serve a third year only upon approval of the PTO President.

One who has served more than one-half of a term shall be credited with having served that term.

#### Section B. The Nominating Committee

A Nominating Committee of five (5) members shall be elected at least one month prior to the election of officers in April, typically in February or March. This committee shall be composed of two members of the Executive Board who are elected by the Executive Board, two members who are not members of the Executive Board who are elected by the Condit PTO as a whole, and one faculty member appointed by the

President. The first Executive Board member appointed shall serve as the chair of the Committee.

No member of the Nominating Committee may be nominated by the Nominating Committee to fill any elected position. The Nominating Committee and/or the Condit PTO shall solicit nominations from the general membership by written announcement. Nominees selected by the Nominating Committee shall have given consent to nomination prior to nomination, and shall be members in good standing of the Condit

PTO. In addition, nominees for the two Vice President of Finance positions must be approved by the President prior to being voted on by the Nominating Committee.

The Nominating Committee shall announce its proposed slate at the March meeting if possible, and in any event shall post its proposed slate at least twenty-one (21) days prior to the April meeting at which the elections will be held. Posting may be achieved through the school newspaper or through a memo to the student body listing the name or names of the candidates for each office to be filled. If an office requires two persons, two names shall be submitted.

Additional nominations for any position may be submitted from the floor at the March meeting following the Nominating Committee's announcement of a proposed slate, and in any event must be received by the President at least fourteen (14) days prior to the April meeting at which the elections will be held. All such additional nominees must also be members in good standing of the Condit PTO.

### Section C. Vacancies

If the office of President is vacated for any reason, the current Past President/Parliamentarian shall succeed to the office of President until the Executive Board can meet to elect a new President. The Executive Board shall elect by majority vote one of the Vice Presidents to succeed to the office of President for the unexpired portion of that term. Vacancies in other elected offices shall be filled by a majority vote of the remaining members of the Executive Board.

### Section D. Removal from Office

Officers may be removed from office for failure to perform duties or for unethical or criminal behavior by a two-thirds vote of the Executive Board. Failure to attend three (3) consecutive meetings of the Executive Board may, at the option of the Executive Board, be grounds for removal. Due notice in writing shall be given to the officer by the President before the removal is voted upon.

## **ARTICLE VII – DUTIES OF OFFICERS**

Section A. President: The President shall preside at all meetings of the Condit PTO and of the Executive Board. The President shall appoint with the approval of the Executive Board: (1) the members of the Review Committee, (2) the chairs of all of the standing and special committees, and (3) the members of any special committees deemed necessary by the Executive Board. The President shall be an ex-officio member of all committees of the Condit PTO except for the Nominating Committee and Review Committee. The President shall further perform such other duties as are prescribed by these by-laws or the parliamentary authority adopted by the Condit PTO, or as are directed by the Executive Board, or as are otherwise incident to the office of president.

Section B. Treasurer: The Treasurer, or a Treasurer-designated and Executive Board-approved Assistant Treasurer, shall receive all monies of the Condit PTO, shall pay out funds in accordance with the approved budget and as authorized by the President, and shall keep an accurate record of receipts and expenditures.

The Treasurer shall be an authorized signatory on the bank account(s) of the Condit PTO. The Treasurer shall expend money by check only, and checks must be co-signed by two authorized signatories as set forth in Section IX (E) below.

The Treasurer shall present a statement of account at every meeting of the Condit PTO and at other times as requested by the Executive Board, and shall make a full report at the final Condit PTO meeting of the school year.

The Treasurer shall submit the books and financial records of the Condit PTO to the Condit PTO's independent reviewers and to the Review Committee as requested in connection with the annual review of the Treasurer's books and accounts, and shall otherwise cooperate with the annual review.

The Treasurer shall maintain copies of previous years' annual review reports in the Treasurer's files and make them available for review by members of the Condit PTO upon request.

The Treasurer shall be responsible for the preparation and filing of any state or federal financial or tax filings. The Treasurer shall be the chair of the Budget Committee, the remaining members of which shall be the other members of the Executive Committee. The Budget Committee shall prepare and approve a proposed budget for the fiscal year, and such approved budget shall thereafter be presented to the general membership of the Condit PTO for adoption at the first general meeting of the year.

The Treasurer shall further perform such other duties as are prescribed by these by-laws or the parliamentary authority adopted by the Condit PTO, or as are directed by the Executive Board, or as are otherwise incident to the office of treasurer.

Section C. Vice Presidents of Finance: The two Vice Presidents of Finance shall be members of the Budget Committee and shall chair the Reach for the Stars Committee. They shall be in charge of and direct all fundraising projects of the Condit PTO and shall oversee fundraising committees as detailed in a separate document called "CONDIT PTO APPROVED STANDING COMMITTEES" published by the Executive Committee and shall be ex-officio members of these committees. The Vice Presidents of Finance shall further perform such other duties as are prescribed by these by-laws or the parliamentary authority adopted by the Condit PTO, or as are directed by the Executive Board.

Section D. Vice President of Volunteering: This Vice President would serve as the volunteer coordinator for the Condit PTO and shall be the primary contact for the school for volunteering and shall facilitate the filling of committee chair and room parent positions. The Vice President of Volunteering shall oversee committees related to year-long volunteering as detailed in a separate document called "CONDIT PTO APPROVED STANDING COMMITTEES" published by the Executive Committee and shall be an ex-officio member of these committees. The Vice President of Volunteering shall further perform such other duties as are prescribed by these by-laws or the parliamentary authority adopted by the Condit PTO, or as are directed by the Executive Board.

Section E. Vice President of Social/Community Service: This Vice President shall oversee committees related to school-wide and community events as detailed in a separate document called "CONDIT PTO APPROVED STANDING COMMITTEES"

published by the Executive Committee and shall be an ex-officio member of these committees. The Vice President of Social/Community Service shall further perform such other duties as are prescribed by these by-laws or the parliamentary authority adopted by the Condit PTO, or as are directed by the Executive Board.

Section F. Vice President of External Communications and Student Activities: This Vice President is responsible for promoting the school to the local media, in accordance with the guidelines provided by Houston Independent School District. This Vice President will serve as the first contact point with outside media and will ensure that all press content (including photos) conforms to the permissions granted by Condit students' parents or guardians. The Vice President of External Communications and Student Activities shall oversee committees related to student activities as detailed in a separate document called "CONDIT PTO APPROVED STANDING COMMITTEES" published by the Executive Committee and shall be an ex-officio member of these committees. The Vice President of External Communications and Student Activities shall further perform such other duties as are prescribed by these by-laws or the parliamentary authority adopted by the Condit PTO, or as are directed by the Executive Board.

Section G. Vice President of Internal Communications: This Vice President shall conduct the correspondence of the Condit PTO as directed by the President and by the Executive Board. The Vice President of Internal Communications shall oversee committees related to school-wide communications as detailed in a separate document called "CONDIT PTO APPROVED STANDING COMMITTEES" published by the Executive Committee and shall be an ex-officio member of these committees. The Vice President of Internal Communications shall further perform such other duties as are prescribed by these by-laws or the parliamentary authority adopted by the Condit PTO, or as are directed by the Executive Board.

Section H. Vice President of School Services/Support: This Vice President shall keep the minutes of the Condit PTO and of the Executive Board and such minutes shall be made available for distribution to the members of the Condit PTO. This Vice President shall have custody of all books and records pertaining to the Condit PTO except those of the Treasurer. This Vice President shall prepare all ballots and blanks for use by the Condit PTO and shall keep a copy of the current annual membership list available at all meetings of the Executive Board and of the Condit PTO. The Vice President of School Services/Support shall oversee school-related support committees as detailed in a separate document called "CONDIT PTO APPROVED STANDING COMMITTEES" published by the Executive Committee and shall be an ex-officio member of these committees. The Vice President of School Services/Support shall further perform such other duties as are prescribed by these by-laws or the parliamentary authority adopted by the Condit PTO, or as are directed by the Executive Board.

Section I. Past President/Parliamentarian: The Past President/Parliamentarian shall act as an advisor to the Executive Board and shall advise the presiding officer on questions of parliamentary law and matters of procedure when requested by the presiding officer. The Past President/Advisor shall adequately familiarize the Executive Board with the by-laws of the Condit PTO and with governing parliamentary law so as to ensure democratic procedures. The Past President/Advisor shall review the bylaws annually and suggest revisions as appropriate to the Executive Board, and shall make revisions and amendments to the bylaws as approved by the general membership of the Condit

PTO. The Past President/Advisor shall be chair of the By-Laws Committee when such a committee is formed. Typically this position is filled by the immediate Past President of the Executive Board. If there is no Past President able or willing to serve in this position, a Parliamentarian may be elected. A person may serve as the Past President/Parliamentarian only after serving at least two years (not necessarily consecutive years) as a member of the Executive Board. The Past President/Parliamentarian shall further perform such other duties as are prescribed by these by-laws or the parliamentary authority adopted by the Condit PTO, or as are directed by the Executive Board.

Section J. President-Elect: The President-Elect shall automatically become the President for a full term immediately after serving a full term as President-Elect unless the President-Elect voluntarily vacates the position or grounds arise for removal from office. The President-Elect shall perform the duties of the President in the event the President is absent or temporarily unable to execute the duties of the office. The President-Elect will serve as the aide to the President. The President-Elect will serve as ex-officio member of all standing committees. The President-Elect shall respond to President, board, member and staff communications in a timely manner. The President-Elect shall perform other duties as assigned by the President. The President-Elect shall maintain a position of impartiality and therefore shall not vote on any question except in the case of a ballot vote. The President-Elect shall be allowed to hold another office on the Executive Board at the same time and to vote in the capacity of the other office. To be eligible for the office of President-Elect, a member must have served at least one term on the executive board. If this office remains unfilled after the election, it shall be considered a vacant office to be filled by the board-elect.

Section K. General Duties of All Officers:

All officers shall make best efforts to attend all regular and special meetings of the Executive Board and the Condit PTO.

All officers shall deliver to their successors all official materials pertinent to their office not later than two (2) weeks following the installation of their successors. If requested by the President, they shall also prepare an annual report of their job activities and recommendations or evaluations for subsequent years.

## **ARTICLE VIII –THE EXECUTIVE BOARD**

Section A. The Condit PTO shall function under the general guidance and direction of an Executive Board. The Executive Board shall consist of the officers of the Condit PTO, the school principal, and one or more teacher representatives.

Section B. The Teacher Representative(s) to the Condit PTO shall be appointed by the principal before the first general meeting of the school year and shall act as the liaison between the Executive Board and the school faculty.

Section C. The duties of the Executive Board shall be to transact necessary business between general meetings of the Condit PTO and other such business as may be referred to it by these by-laws or the Condit PTO; to monitor the activities of the officers and standing and special committees; to approve the appointment of committee chairs,

create standing and special committees as appropriate, and fill vacancies in officer positions and committee chairs; to make recommendations for the general membership of the Condit PTO; and to present reports at the general meetings of the Condit PTO.

The Executive Board also shall serve as the Budget Committee and prepare, approve and submit for adoption a budget for the fiscal year to the Condit PTO, shall approve routine bills within the limits of the budget so adopted, and shall recommend to the Condit PTO any amendments of the budget deemed appropriate.

The Executive Board shall use regularly published newsletters and bulletins to report to the regular membership of the Condit PTO all pertinent information, plans, projects and activities.

Section D. Regular meetings of the Executive Board shall be held prior to the general meetings of the Condit PTO, such dates to be determined by the Executive Board at its first meeting of the year. Special meetings of the Executive Board may be called by the President or by a majority of the Executive Board upon contacting all members.

Section E. Seven (7) members of the Executive Board shall constitute a quorum as necessary for the purposes of voting and legally transacting business. Proposed actions may be undertaken by the Executive Board upon approval by a majority of those present and voting and constituting a quorum, unless some other percentage is called for in these by-laws.

## **ARTICLE IX – FINANCES AND ACCOUNTING**

Section A. The Executive Board shall make recommendations on matters pertaining to the finances of the Condit PTO as appropriate, which matters shall then be voted on by the Condit PTO.

Section B. The fiscal year of the Condit PTO shall begin on the first day of August and shall end on the last day of July of the next year.

Section C. A proposed budget for the Condit PTO's fiscal year shall be prepared and approved each year by the Budget Committee, which shall be chaired by the Treasurer and which shall have as its remaining members the other members of the Executive Board. The approved budget shall thereafter be presented for adoption by the full Condit PTO at its first general meeting of the year. Incoming officers shall carry on the business of the Condit PTO as outlined by the existing budget until such time as the new budget is approved at the first general meeting.

Section D. The Executive Board shall ensure that all monies received to the credit of the Condit PTO are deposited in the financial institution designated by the Executive Board, and shall not permit the solicitation of funds in the name of the Condit PTO unless such funds are to be placed in that financial institution.

Section E. Funds of the Condit PTO shall be expended by check only. Two authorized signatures shall be required on all checks written by the Condit PTO. Authorized signatories shall be the President, Treasurer, and both Vice Presidents of Finance. A check payable to one of the authorized signatories shall not be signed by that person.



New signature cards shall be submitted to the bank following completion of the annual review.

Section F. No officer, committee chair or member of the Condit PTO shall receive, directly or indirectly, any salary or compensation from the Condit PTO for services rendered as officer, committee chair or member.

Section G. Funds received by any PTO member and supporting documentation for all expenditures made by the Treasurer must be delivered to the Treasurer within ten (10) business days unless the Treasurer agrees to a delay (examples might be wrapping paper receipts or rental deposit payments). If not received within this time, the Treasurer may request that a member of the Executive Board contact the PTO member for collection of receipts or proper documentation.

If a Condit PTO committee member intends to seek reimbursement for expenditures made for the benefit of the Condit PTO, supporting documentation for that request must be delivered to the Treasurer within twenty (20) business days unless the Treasurer agrees to a later payment. Any PTO member expenditures for which reimbursement will be sought that are more than \$500 must have advance written approval of the Treasurer or President. If advance approval for reimbursable expenses in excess of \$500 is not obtained, or if supporting documentation for reimbursable expenses is not received within twenty (20) business days, the Treasurer may refuse to reimburse out of the PTO funds.

Any expenditure made by any Condit PTO committee member must be made for the benefit of the school or PTO. Funds should not be used to pay for meals, receptions, or snacks for the exclusive benefit of the committee. In addition, PTO funds should not be used to purchase alcoholic beverages, except where approved by a majority vote of the board.

Section H. An annual audit of the Treasurer's books and accounts shall be performed by an independent auditor by September 30 for the previous fiscal year, and the report of the independent auditor shall thereafter be reviewed by the Review Committee. The Review Committee shall consist of at least one member of the Executive Committee who shall be elected by the Executive Committee and shall serve as the chair of the Committee, and two (2) other members of the Condit PTO who shall be appointed by the President and approved by the Condit PTO at the last general meeting of the school year. No member of the Review Committee shall have been a signatory on the Condit PTO bank account(s) for the fiscal year being reviewed. Upon its receipt and review of the audit report, the Review Committee shall report on the audit a regular meeting of the Condit PTO.

## **ARTICLE X – MEETINGS**

Section A. There shall be at least five (5) regular meetings of the Condit PTO during the school year. The schedule of these general meetings shall be determined by the Executive Board prior to or at the beginning of the school year. Printed notice of meeting dates shall be sent to members of the Condit PTO.

Section B. Only members in good standing shall be eligible to hold office, introduce motions, debate and

vote at meetings of the Condit PTO. Each member will be entitled to one vote.

Section C. Special meetings of the Condit PTO may be called by a majority of the Executive Board provided that notice of such meetings shall be given at least four (4) days in advance.

Section D. Twenty (20) members shall constitute a quorum as necessary for the purposes of voting and legally transacting business at any meeting of the Condit PTO. Proposed actions may be undertaken upon approval by a majority of those present and voting and constituting a quorum, unless some other percentage is called for in these by-laws.

## **ARTICLE XI – STANDING AND SPECIAL COMMITTEES**

Section A. Standing committees are those representing activities that are continuing in the program of the Condit PTO. Such committees may be created or abolished by the Executive Board as may be deemed appropriate to promote the objectives and interests of the Condit PTO. Chairs of the standing committees shall be appointed by and serve at the discretion of the President with the approval of the Executive Board and the school principal. The chairs shall appoint members to their own committees.

Section B. Special committees of limited duration and/or purpose may also be created and abolished as may be deemed appropriate by the Executive Board to promote the objectives and interests of the Condit PTO. Chairs of special committees shall be appointed by and serve at the discretion of the President with the approval of the Executive Board and the school principal. The President shall also appoint with the approval of the Executive Board the members of any special committees.

Section C. Chairs of standing and special committees shall submit reports at the general meetings of the Condit PTO as appropriate to the performance of the duties with which they have been charged and/or as requested by the President.

Section D. Chairs of standing and special committees shall submit to their successors all official materials pertinent to their committees not later than two weeks following the installation of their successors. If requested by the President, they shall also prepare a written annual report of their committee activities and recommendations or evaluations for subsequent years.

Section E. Condit PTO has many approved standing committees. Due to the changing nature of these committees, the full list is maintained in a separate document called “CONDIT PTO APPROVED STANDING COMMITTEES” published by the Executive Committee.

## **ARTICLE XII –THE SHARED DECISION MAKING COMMITTEE**

Condit Elementary School has a Shared Decision Making Committee (SDMC), the mission of which is to provide an opportunity for school, staff and community leaders to meet monthly (or as otherwise deemed appropriate) in order to assist in the development of school policies and programs.

The SDMC includes two parent representatives who are elected by the Condit PTO and who serve two- year staggered terms. These parent representatives are elected by the Condit PTO at the same time as and in accordance with same nomination and election procedures as govern the election of Condit PTO officers as set forth in Section VI above, except that the election of the SDMC representatives shall always be by separate vote. The SDMC representatives are not officers or Executive Board members of the Condit PTO.

### **ARTICLE XIII – ACTION WITHOUT MEETING**

Any action required or permitted to be taken at a meeting of the Executive Board or of any committee may be taken without a meeting if a written consent setting forth the action so taken is signed by all the Executive Board members or committee members, as the case may be, and such action shall have the same force and effect as if it were approved by a unanimous vote at a meeting thereof, duly and regularly called.

### **ARTICLE XIV – PARLIAMENTARY AUTHORITY**

The rules contained in the current version of Roberts Rules of Order Newly Revised shall govern the Condit PTO except where their application would conflict with these by-laws.

### **ARTICLE XV – AMENDMENTS AND REVISIONS**

Section A. These by-laws may be amended at any general meeting of the Condit PTO by a two-thirds vote of the members present and voting and constituting a quorum, provided that the proposed amendment is also approved by a majority of the Executive Board and that written notice of the proposed amendment shall have been given at the previous general meeting. A written copy of the proposed amendment(s) shall be made available for examination in the school office during the period between the meeting where notice is given and the meeting where the vote is taken.

Section B. The requirements for adoption of a revised set of by-laws shall be the same as for the adoption of an amendment to the by-laws.

Section C. A By-Laws Committee shall be formed at least every five (5) years for the purpose of creating and submitting for approval a new revision of these by-laws. A By-Laws Committee may otherwise be formed as a special committee as deemed appropriate by the Executive Board.

### **ARTICLE XVI – DISSOLUTION**

Section A. The Condit PTO may be dissolved only upon a vote of two-thirds of those present and voting and constituting a quorum at a meeting of the Condit PTO that is called and publicized with at least 14 days notice for the purpose of dissolution.

Section B. Upon dissolution of the Condit PTO and after all outstanding debts and claims of the Condit PTO have been satisfied, the Executive Board shall distribute the funds and property of the Condit PTO to one or more other organizations which maintain objectives similar to those set forth herein and which are or may be entitled to exemption under Section 501(c)(3) of the Internal Revenue Code or any corresponding

provision, provided that such funds and property will be confined to use within the boundaries set forth in these by- laws.

## **ARTICLE XVII – STANDING RULES**

Section A. When reports are due, absent members of the Executive Board and chairs of the standing committees shall submit written reports to the President prior to the meeting of the Executive Board.

Section B. The Order of Business of the general meetings of the Condit PTO shall typically be: (1) call to order; (2) reading and approval of the minutes of the previous meeting; (3) president's report; (4) treasurer's report; (5) other officers' reports and committee reports; (6) old business; (7) new business; (8) program, if any; (9) remarks by the principal; and (10) adjournment. This order may be varied at the discretion of the President.

Section C. All written communications (newsletters, bulletins, posters, etc.) to be distributed by the Condit PTO in hard copy to the student body and their parents through the school shall be approved by the principal and either the President, Vice President of Internal Communications, or Treasurer. All email communication directed at the student body and their parents will be distributed solely via the PTO email newsletter, "Condit Happenings." Items that are appropriate for mass distribution are: school, campus-based and PTO activities and events; HISD hosted activities that are related to Condit or Condit feeder pattern schools (such as Magnet Tours, HISD meetings and other HISD related events or meetings). Activities and announcements specific to Condit feeder pattern schools and general community news and activities are not to be included, unless approved by the PTO President or Condit Principal.

Section D. All officers and standing committee chairs shall be responsible for delivering all official materials pertinent to their office to their successors not later than two weeks following the installation of their successors. If requested by the President, they shall also prepare an annual report of their job activities and recommendations or evaluations for subsequent years.

Section E. These standing rules may be changed by a majority vote of members present and voting and constituting a quorum at any general meeting of the Condit PTO, provided that at least four (4) days notice has been given. Without such notice, a two-thirds vote is required.

These By-Laws and Standing Rules were approved and adopted by the Executive Board and by the General Membership of the Al J. Condit Parent-Teacher Organization on Monday, April 11, 2011).