

**ABBOTT STUDENT, TEACHER, PARENT (STP)  
ORGANIZATION**

**BYLAWS AND STANDING RULES**

**ARTICLE 1 - NAME**

The name of this organization shall be the Abbott Student, Teacher, Parent Organization herein after referred to as the STP.

**ARTICLE II - PURPOSE**

The purpose of the Abbott STP is to support the educational mission of Abbott Independent School District through:

- Supporting the education of all Abbott ISD students;
- Supporting the Abbott ISD faculty and staff to facilitate the education of all Abbott ISD students; and
- Supporting the growth and sustainability of collaborative relationships among Abbott ISD parents, students, staff, and community members.

This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any further Federal Tax Code.

**ARTICLE III- RESPECT FOR SCHOOL POLICIES**

The Abbott STP shall respect the established school policies and practices as set forth by the *AISD* Board of Education and the school's administration.

**ARTICLE IV- BASIC POLICIES**

**SECTION 1-** This organization shall be non-commercial, non-partisan, non-profit, and non-secretarian, operating as an integrated basis, without discrimination as to gender, sexual orientation, race, religion, national origin, or disability.

**SECTION 2:** In the event of the dissolution of the STP, its assets shall be distributed for one or more of the allowed purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954 as amended. Monies shall be distributed to Abbott ISD, if Abbott ISD is at the time of dissolution recognized as a exempt organization under Section 501(c)(3) of the Internal Revenue Code.

**SECTION 3:** No part of the net earnings of the STP shall inure to the benefit of, or be distributable to, its directors, officers, other private individuals, or any organization not operated exclusively for charitable, educational or scientific purposes and defined as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, except that the STP shall be authorized and empowered to pay reasonable compensation for services rendered to it and to make payments and distributions in furtherance of its purposes by concurrence of voting members of the Executive Board.

**SECTION 4:** The STP 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 shall it participate in any activities not expressly permitted of an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended. Nor shall it devote more than an insubstantial part of its activities to attempting to influence legislation as mandated by Section 170(c)(2) of the Internal Revenue Code as amended. The STP may cooperate with other groups concerned with child education outside of these restrictions.

## **ARTICLE V- MEMBERSHIP AND DUES**

**SECTION 1-** Parents, grandparents, legal guardians, teachers, and students shall be eligible for voting membership. Others in the community interested in the objective and purpose of the Abbott STP shall be eligible for non-voting membership.

**SECTION 2-** The Abbott STP shall conduct an annual membership enrollment. However, individuals may be admitted to membership at any time.

**SECTION 3-** Each voting and non-voting member of the Abbott STP shall pay annual dues of at least one dollar (\$1.00). All teachers, aides, administrators, staff are considered members exempt from annual dues. Payment of dues entitles membership for the current school year. The STP executive council shall set dues at least one month prior to the beginning of the August start date for the school year in question.

**SECTION 4-** Only members in good standing shall be eligible to participate in its business meetings, or to serve in any of its elective or appointive positions. A member in good standing is in compliance with Section 1 and Section 3 of Article V- Membership and Dues.

## **ARTICLE VI- ELECTED OFFICERS**

**SECTION 1-**The officers of the Abbott STP shall consist of a President, a Vice-President, a Secretary, a Treasurer, a Reporter, a Parliamentarian, Concessions Volunteer Coordinator, Concessions Purchasing Coordinator, and a Hospitality Coordinator. Officers shall assume their official duties within ten days of the end of the school year and shall serve for a term of three years. An officer shall not be eligible to serve more than two consecutive terms in the same office. All officers shall deliver to their successors all official records, materials, and property of the Abbott STP within ten days of the last day of school.

**A. President** - Shall develop an agenda for each STP meeting, shall preside at all STP meetings, and shall appoint various committee chairpersons and members. The President shall serve as the primary contact for the communications with Abbott ISD and represent the organization at meetings outside of the STP when needed.

**B. Vice-President** - Shall act as an aid to the President helping to oversee the progress of appointed committees and approved projects, shall perform the duties of the President in his/her absence, shall act as Chairperson of the Membership Committee, and shall see to the needs of the meeting room, i.e. PA system and visual aids.

**C. Secretary** - Shall keep an accurate record of attendance and proceedings of all meetings of the Abbott STP, shall be prepared to refer to the minutes of previous meetings when needed, shall prepare a summary of all unfinished business for the President, shall keep a list of all

members of the Abbott STP, and shall serve as Chairperson of the Nominating Committee.

**D. Treasurer** - Shall oversee the monies of the STP, shall complete and submit Purchase Orders so that disbursements approved by the STP membership may be made, shall present a financial statement at every meeting of the STP, shall serve as Chairperson of the Finance Committee and prepare a budget to be presented to the Abbott STP for adoption at the May meeting, and shall create an annual financial report to be presented to the next year's Finance Committee to be kept on permanent file with that year's minutes.

**E. Reporter** - Shall furnish pertinent, accurate releases on activities to local news-papers. Responsibilities shall also include writing and distributing newsletters, furnishing notices of meetings, and posting meeting and activity dates on the school calendar and through social media when necessary.

**F. Parliamentarian** - Shall advise the presiding officers and the STP membership questions of parliamentary law and matters of procedure.

**G. Concessions Volunteer Coordinator** - Shall recruit, train, and schedule volunteers for all Abbott STP concessions throughout the academic year.

**H. Concessions Purchasing Coordinator** - Shall plan, purchase, deliver, and stock all Abbott STP concession related supplies in compliance with financial policies throughout the academic year.

**I. Hospitality Coordinator** – Shall plan, publicize, recruit and train volunteers, as well as clean up following all Abbott STP hospitality events.

## **ARTICLE VII- NOMINATIONS AND ELECTIONS**

**SECTION 1** - The President shall appoint a Nominating Committee of three (3) members at the January STP meeting. The Secretary will serve as Chairperson of the Nominating Committee, and its two other positions will be selected from the membership at large. The Nominating Committee shall nominate one eligible member in good standing for each office to be filled and report its nominees at the regular STP meeting in March. Only members who have signified their consent to serve, if elected, shall be nominated for or elected to office.

**SECTION 2** - The election of officers shall be held at the March STP meeting following the report of the Nominating Committee. Additional nominations may be made from the membership floor. In that case, election will be by a plurality vote by secret ballot, office by office. If there is but one nominee for any office, it shall be in order to move that the Secretary cast the elective ballot of the membership for the nominee.

**SECTION 3**- An officer may be removed from office if absent from three (3) scheduled meetings without explanation, or by a majority vote of the membership for failure to fulfill the duties of their office.

**SECTION 4**- Vacancies of office will be appointed by the President with the approval of  $\frac{3}{4}$  of the membership present. In case a vacancy occurs in the office of President, the Vice President will assume the duties of President. If the Vice President is unable to assume the duties, the

Secretary will become President.

## **ARTICLE VIII- EXECUTIVE COMMITTEE**

**SECTION 1-** The Executive Committee of the STP shall consist of the officers and one teacher representative from the elementary school, and one teacher representative from the junior high/ high school.

**SECTION 2 -** The duties of the Executive Committee shall be to transact business in the intervals between the STP meetings. The Executive Committee may exercise all powers of the organization as are not prohibited by statute or by these Bylaws. The Executive Committee shall be able to authorize the expenditures of money up to \$500.00 without the approval of the full membership and to approve routine bills within the limits of the budget. A report of the Executive Committee will be presented at each regular meeting of the STP. Should the need arise, the Executive Committee will create a Bylaw and Ethics Committee to provide consistency in the STP leadership and promote a high standard of personal and business ethics in securing the objective and purpose of the organization.

## **ARTICLE IX- STANDING COMMITTEES**

**SECTION 1-** In addition to the Membership, Scholarship, Nominating, and Finance Committees, the Executive Committee will also serve on the Fund-Raising Committee. This committee will compile a list of possible fundraisers for the year and will focus on the planning and implementing of the fundraisers chosen by the STP membership.

**SECTION 2-** The Hospitality Committee will plan activities to show appreciation for school board members, administrators, teachers, staff members and students.

**SECTION 3-** The Fun Day Committee will plan and organize all Fun Day activities.

**SECTION 4-** The Scholarship Committee will be responsible for implementing the scholarship process.

**SECTION 5-** The Concession Committee will have 8 members: 2 for HS football, 2 for JH football, 2 for volleyball, and 2 for basketball. One of these 8 members shall serve as chair, as appointed by the President. The duties of these persons shall be to meet regularly, schedule volunteers, send reminders to volunteers, and see that supplies are ready for each concession. They shall be responsible for submitting all receipts and reimbursements to the STP Treasurer or Abbott School bookkeeper within thirty days of purchase.

**SECTION 6 -** Abbott STP may create other special committees as it may deem necessary to promote and carry on the work of the membership.

**SECTION 7-** The term of each Chairperson and standing committee member shall be one school year. The Chairperson of each standing committee shall present a plan of work to the STP membership. No Committee work shall be undertaken without the consent of the STP membership.

**SECTION 8-** The President shall be a member ex-officio of all committees except the

Nominating Committee or the Bylaws and Ethics Committee.

**SECTION 9-** Each outgoing Standing Committee Chairperson shall present a resume of their responsibilities within 10 days of the last day of school, to the newly appointed Committee Chairperson, and assist them as needed.

## **ARTICLE X- MEETINGS**

**SECTION 1-** The regular meetings of the Abbott STP shall be held every other month during the school year at a time announced at least one week prior to the meeting. Special meetings may be called by the President. In the event of a conflict with a school holiday or school sponsored function, the meeting date may be changed by the executive committee, provided members receive written notice of the change in meeting date at least two weeks prior to the originally scheduled meeting date.

**SECTION 2-** Meetings of the Executive Committee shall be held October, December, February, and April on the second Thursday.

**SECTION 3-** The approval process for receiving grants will be publicized to the Abbott ISD community. There will be a call for grant proposals three times each academic year (fall, winter, and spring). All grant proposals must be submitted by the specified deadline described in each call to be considered for funding. Grant awards will be disbursed within sixty days of approval. For grant proposals of \$500 or more approval of  $\frac{3}{4}$  of the voting membership is required. Normally, the Executive Committee will consult with the Superintendent regarding grant proposals.

## **ARTICLE XI- QUORUM**

The quorum of an Abbott STP meeting shall consist of at least six (6) members.

## **ARTICLE XII- AMENDMENTS**

These Bylaws may be amended at any regular meeting by a two-thirds vote of the members present and voting, provided notice of the proposed amendment has been given in writing one month in advance.

## **ARTICLE XIII- PARLIAMENTARY AUTHORITY**

**SECTION 1 –** 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.

**SECTION 2 –** Normally voting will occur by secret ballot of those present at meetings. Electronic/absentee voting is permitted unless otherwise described in the particular meeting agenda, but cannot be kept confidential. Electronic/absentee votes will be received by the Secretary at least two hours prior to the beginning of the meeting at which the vote(s) will be received.

## **ARTICLE XIV – FINANCIAL MATTERS**

**SECTION 1 –** The STP shall operate on a cash basis, and its fiscal year shall be July 1- June 30.

**SECTION 2** – Two authorized signatures shall be required on every check written on behalf of the organization. Authorized signers are the President, the Vice-President, the Secretary, and the Treasurer. No more than two credit cards under one account shall be opened and maintained on behalf of the organization. All receipts from purchases by credit card and/or for reimbursement from Abbott STP funds will be submitted within thirty days for reconciliation.

**SECTION 3** – The Treasurer shall maintain all duties as pertaining to the finances as mentioned previously in these Bylaws.

These Bylaws adopted by vote of the Abbott Student, Teacher, Parent Organization, February 7, 2005 and last amended for nonprofit submission March 12, 2015.

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*President*

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*Secretary*