Parent Organization Bylaws

Adopted 2019

Article I: Name and Program Sponsor

Section 1. The name of the organization shall be the Lycée International de Houston Parent Organization.

Section 2. The Lycée International de Houston Parent Organization is a program created and governed by the Board of the Lycée International de Houston Foundation, an exempt organization under Section 501(c)(3) of the Internal Revenue Code.

Article II: Mission

Section 1. The Parent Organization seeks to enhance the quality of life for Lycée International de Houston’s students, faculty, and families, to foster bilingual education and a diverse international community, and to promote communication between various constituencies within the school community. It does so by providing hospitality at school functions, sponsoring community-building events, offering opportunities for parent education, expressing appreciation to faculty and staff, providing Standing Committees with a Chairperson for each, and conducting fundraisers. The money raised by Parent Organization fundraisers supports enrichment opportunities and classroom enhancements requested by teachers or proposed by Parent Organization members. It is the intent of the Parent Organization to align fully with the Lycée International de Houston Foundation’s specific objectives and purposes to (1) to donate money for educational purposes, (2) sponsor educational special events and (3) promote charity work for educational purposes.

Section 2. Any event or project sponsored by the Parent Organization shall be subject to the prior approval of the Head of School and the designated official of the Lycée International de Houston Foundation.

Section 3. Any fundraising activity initiated by the Parent Organization must have prior approval by the Head of School and the designated official of the Lycée International de Houston Foundation.
Article III: Membership

Section 1. Every parent or legal guardian of a student enrolled at Lycée International de Houston is a member of the Parent Organization.

Section 2. All members shall be entitled to vote for the leadership positions of the Parent Organization on an annual basis.

Article IV: Executive Positions

Section 1. The Parent Organization leadership shall comprise the following Executive positions: PO President (or Chair), Vice President, Secretary, Volunteer Coordinator, and Treasurer. The term of each position begins July 1 and ends June 30 with the expectation of a one-year commitment with an option to continue. Nominations for these positions shall be brought forth to the Head of the School and the designated official of the Lycée International de Houston Foundation by April 15 for approval. To ensure the bilingual objective of the school is fostered by the Parent Organization, the PO President and Vice-President shall contain one fluent English speaker and one fluent French speaker.

(a) PO President shall oversee the planning of all PO events, coordinate volunteers for PO fundraisers, and serve as the liaison between the PO and the Board of the Lycée International de Houston Foundation. PO President shall work closely with the Head of School to enhance the school community.

(b) Vice President shall assist the President in the overall planning of PO meetings and events. In addition, the Vice President shall serve as Room Parent Coordinator, communicating responsibilities to each Room Parent following the school events calendar to inform the Room Parents of their PO-related responsibilities. In addition, the Vice President will oversee the process of selecting Room Parents annually. This process will involve coordination with the current Room Parents, teachers, and Head of the School.

(c) Secretary will keep the notes of all PO meetings, having them approved by the PO Leadership, the designated official of the Lycée International de Houston Foundation, and the Head of School before being made public within the Lycée International de Houston community. The Secretary will also be responsible for coordinating communication between the PO officers or event volunteers and the community, utilizing the LIH Latest News, school-wide emails, signage on campus, or other means.

(d) Volunteer Coordinator will be selected in May from the pool of incoming Room Parents for the upcoming year. The selection will be made by this same pool by consensus, rather than being appointed by the members of the PO Leadership. The role of the Coordinator will be to act as liaison between the faculty of the Lycée International de Houston and the Room parents, ensuring that whatever volunteer help is needed for non-PO events is communicated and organized by the Room Parents.
(e) Treasurer shall work with the designated official of the Lycée International de Houston Foundation to ensure the Parent Organization checking account is kept up to date, all invoices are paid promptly, and that all deposits are made in a timely manner. Treasurer shall keep track of Parent Organization funds and make transfers to the School Support Fund on a schedule to be determined with the designated official of the Lycée International de Houston Foundation. Treasurer shall report on PO finances at no fewer than three PO meetings during the school year. Such report shall include comparison of actual to budgeted financial status of the PO. In addition, the Treasurer shall make an annual report to the Board of the Lycée International de Houston Foundation and provide reports to the Lycée International de Houston Foundation upon request.

Article V: Nominations and Elections Executive Positions

Section 1. Elections will be held at a special election meeting of the members in the latter part of the school year. The PO leadership shall accept nominations for candidates for each office and such nominations shall be presented to the Head of School and the designated official of the Lycée International de Houston Foundation by April 15 for approval. Then the PO shall present the slate of candidates to the members by electronic means at least one month prior to the election. If no one is nominated for a position and no candidate is on the slate at that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for office, a ballot vote shall be taken.

Section 2. Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 3. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be selected by a majority vote of the PO leadership to serve the remainder of the term. If there is a vacancy in any other office, the PO leadership will fill the vacancy through a majority vote at the next regular meeting.

Section 4. Removal from Office. Officers can be removed from office with or without cause by a two-thirds vote of the PO leadership at a regular meeting where previous notice has been given. The officer subject to the removal action will not be able to vote at such a meeting.

Article VI: Meetings

Section 1. The Parent Organization will hold its annual meeting during the spring trimester. The meeting shall be announced during each of the two weeks prior in the Latest News, as well as one all-school communication. Facilitated by the PO President, the Annual Meeting shall include a review of the Parent Organization’s financial statements and an evaluation of parent participation and activities. An organizational meeting shall be held in September and called by the PO President. Other meetings may be held as needed on a regular basis.
Article VII: Authority

**Section 1.** The Parent Organization will not have the ability to sign contracts that bind either Lycée International de Houston Foundation or Lycée International de Houston Foundation. The Parent Organization will develop a process for preapproval of vendor contracts with the Lycée International de Houston Foundation and such vendor contracts will be approved and signed by a designated official of the Lycée International de Houston Foundation.

Article VIII: Standing Committees

**Section 1.** As indicated in Article II, Section 1, there shall be Standing Committees, and each Committee shall have a member of the PO Leadership.

**Section 2.** The Standing Committees and the duties of each shall be outlined in a separate document by the PO Leadership and amended as needed. Such documents shall limit their respective duties, budgets, and powers.

Article IX: Finances

**Section 1.** The fiscal year of the Parent Organization shall be July 1 to June 30.

**Section 2.** Money raised by the Parent Organization shall be available for use to support its Mission. Any money can be used to fund initiatives developed by the Parent Organization and approved by the designated official of the Lycée International de Houston Foundation. These include, but are not limited to, Parent Education events, curricular enhancements, and gifts to faculty and staff. All monies spent must comply with the rules and regulations that govern an exempt organization under Section 501(c)(3) of the Internal Revenue Code.

Any funds remaining in the Parent Organization account at the end of one fiscal year are automatically carried over to the following year.

Article X: Bylaw Changes

**Section 1.** These bylaws may be altered or amended by the Parent Organization at the organizational meeting in the fall or at the annual meeting in the Spring. The Parent Organization leadership may adopt, repeal, and create new bylaws by a two-thirds vote of those officers present. Any alteration, amendment, or new bylaws shall be subject to the approval of the Head of School and the designated official of the Lycée International de Houston Foundation.