

BY-LAWS OF THE PATUXENT HIGH SCHOOL PTSO

Article I. Name

The name of the organization shall be the Patuxent High School Parent, Teacher, Student Organization, PTSO, Inc.

Article II. Purpose

The organization is created for the purpose of supporting the education and welfare of students at Patuxent High School (PHS) by fostering relationships among the school, parents, staff, and teachers, and by promoting communication within the community, and supporting the general goals of the school.

The organization is structured exclusively for the charitable, scientific, literacy, or educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as "Internal Revenue Code").

Article III. Members

Section 1.

Membership in this organization shall be open, without discrimination, to any parent, guardian, teacher, staff member, student, or community resident who subscribes to the stated purpose of this organization.

Section 2.

This organization shall conduct an annual membership campaign in the beginning of each school year, but shall continue to admit individuals to membership at any time.

Section 3.

Each member of this PTSO shall pay such annual dues as may be established by the executive board. A member must have paid their dues before the meeting to be considered a member in good standing with voting rights.

Article IV. Officers

Section 1. Officers and Duties

- A. Each Officer shall be a member of this PTSO.
- B. The Officers shall be a President, Vice President, Secretary, and a Treasurer.

1. **President.** The President shall preside over all meetings of this organization, including the Executive Board; shall serve as the primary contact for the principal, shall coordinate the work of the Officers and Committees in order that the purposes of the organization may be promoted; shall be a member ex officio of all committees; shall perform such other duties as may be prescribed in these bylaws or assigned by this PTSO or by the Executive Board; review bank statements monthly; and represent the PTSO at meetings outside of the organization.
2. **Vice President.** The VP shall assist the President and perform the duties of the President in the absence or inability of that Officer to serve; and perform such other duties as may be prescribed in these bylaws or assigned by this organization or the Executive Board.
3. **Secretary.** The Secretary shall record the minutes of all meetings of the organization, the Executive Board, prepare the agenda with the President; handle correspondence; send notices of meetings to the membership with assistance from the Publicity committee; file all records. The Secretary shall also keep copies of the minutes book, have a current copy of the bylaws and any rules, maintain a current membership list; and any other necessary supplies and bring them to meetings. The Secretary may also perform such other duties as may be prescribed in these bylaws or assigned by this organization or by the Executive Board.
4. **Treasurer.** The Treasurer shall have custody of all funds of the organization and keep a full and accurate account of receipts and expenditures including reconciliation of the bank statement each month and make disbursements as authorized by the president or board of directors in accordance with the budget adopted by the PTSO. In addition, the Treasurer has the following responsibilities:
 - i. Present a written financial statement at every meeting of the Executive Board, the General membership meetings and at other times when requested by the Executive Board;
 - ii. Make a final report before the newly elected Officers officially assume their duties;
 - iii. Be responsible for the maintenance of such books of account and records in accordance with all state and federal laws;
 - iv. Be responsible for preparing and filing all necessary tax forms;
 - v. Have the accounts examined at the close of the fiscal year and upon change of Treasurer by an Auditor or an Auditing committee to certify that the treasurer's annual report is correct, and they shall sign a statement of that fact at the end of the report.
 - vi. Perform such other duties as may be prescribed in these bylaws or assigned by organization or by the Executive Board.
5. **Principal/Designee.** The Principal or designee will attend meetings and coordinate between school and PTSO.

Section 2. Election.

Officers shall be elected at the Annual General membership meeting, normally in the month of May. If a vacancy happens at another time the new Officer could be voted in at an Executive Board meeting.

1. Officers shall be elected by ballot; however, if there is only one nominee for any office, election for that office may be by voice vote. A majority vote shall be required for election.
2. Officers shall assume their official duties the first day of the fiscal year and shall serve for a term of 2 years or until their successors assume their official duties.
3. Officers shall not be eligible to serve more than two (2) full consecutive terms in the same office.

Section 3. Nominations.

Notification requesting nominations of vacant Officers will be sent out by email and social media to the PTSO members prior to the election of Officers.

1. Nominations may be received up to the time of the vote.
2. Only those individuals who are current members of this PTSO and who have signified their consent to serve if elected shall be nominated for and elected as an Officer.

Section 4. Vacancies.

Upon acceptance of a letter of resignation from any Officer, the vacancy, except for President, shall be filled for the unexpired term by a person elected by a majority vote of the executive board. A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the Vice President. The board will then elect a new Vice President.

Section 5.

Upon the expiration of the term of office or in case of resignation or removal from office, each Officer shall turn over to the President or the board within fourteen (14) days, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, immediately, all funds pertaining to the office.

Article V. Executive Board

Section 1. Membership

Each Executive Board member shall be a member of this PTSO. The Executive Board shall consist of the Officers of the PTSO, the Chairs of Committees, the Student Representative, and the Teacher Representative.

Section 2. Duties.

The duties of the Executive Board shall be as follows:

1. To transact necessary business in the intervals between general membership meetings,
2. To create standing rules and policies
3. To create standing and temporary committees and approve plans of work of those committees
4. Prepare and submit an annual budget to the general membership for adoption
5. Approve routine bills
6. Prepare reports and recommendations to the membership or select an auditor or an auditing committee to audit the treasurer's accounts
7. Fill vacancies on the Executive Board
8. Initiate and coordinate activities of committees; review and approve plans of work of any committee
9. Each member of the Executive Board will be able to have 1 equal vote for items that require voting at the monthly Executive Board meetings. Note: If two or more immediate family members are on the Executive Board they will only have 1 total vote.
10. Serve as a sounding board concerning school matters

Section 3. Meetings of the Executive Board.

Regular meetings of the Board shall be held monthly, or as needed. Special meetings of the Executive Board may be called by the president or by a majority of the members of the board. Notice may be given by email, text, or any other form of communication reasonably calculated to provide notice.

Section 4. Quorum.

A majority of the Executive Board members shall constitute a quorum.

Section 5. Removal from Executive Board.

Executive Board members can be removed from office with or without cause by two-thirds vote of the remaining Executive Board members. Notice will be given by email and by phone to the Board Member being removed.

Article VI. Committees

Section 1. Selection of Committee Chairs

Committee Chairs shall be elected at the Annual General membership meeting, normally in the month of May. If a vacancy happens at another time the new Committee Chair could be voted in at an Executive Board meeting. Note: A person can be "dual-hatted" as a Committee Chair and Officer, in this case they will still only have 1 vote.

1. Committee Chairs shall be elected by ballot; however, if there is only one nominee for any office, election for that office may be by voice vote. A majority vote shall be required for election.
2. Committee Chairs shall assume their official duties the first day of the fiscal year and shall serve for a term of 1 year or until their successors assume their official duties.

There is no limitation to the number of terms a Committee Chair shall serve. The chair may serve for additional terms at the discretion of the board.

3. Notification requesting nominations of vacant Committee Chairs will be sent out by email and social media to the PTSO members prior to the election of Committee Chairs.
4. Nominations may be received up to the time of the vote.
5. Only those individuals who are current members of this PTSO and who have signified their consent to serve if elected shall be nominated for and elected as a Committee Chair.

Section 2.

Committees may consist of general members and board members, with the President acting as an ex officio member of all committees.

Section 3.

The Executive Board may create standing or special committees as it may deem necessary to promote the purposes and to carry out the work of the PTSO.

Section 4.

The Chair of each standing committee shall submit a written report one week in advance of each monthly Executive Board and/or General meeting. Additional items can be added to the agenda by any Executive Board member at the monthly Executive Board and/or General meetings.

Section 5.

Standing committees can include, but are not limited to Membership, Volunteer, Hospitality, Fundraising, Auditing (Financial Review), Publicity, and Scholarship.

Article VII. General Membership Meetings

Section 1.

General membership meetings of the PTSO will normally be held in the months of October, January, and May. Dates of meetings shall be determined by the Executive Board and announced at the first General membership meeting of the fiscal year.

Section 2.

Additional General membership meetings of the PTSO may be called as needed.

Section 3.

The Annual General membership meeting of the PTSO shall be held in May; elections to be held if applicable.

Section 4.

Those members present at a General membership meeting shall constitute a quorum for the transaction of business at that meeting.

Section 5.

Only members of the PTSO who have paid dues for the current membership year may participate in the business of the organization. Each individual member in good standing of the PTSO shall be entitled to one vote at General membership meetings.

Article VIII. Finances

Section 1.

A proposed budget shall be drafted by the Executive Board in the fall for each school year and approved by a majority vote of the members present at the 1st General meeting of the school year normally September or October.

Section 2.

Fundraising may be undertaken as necessary to further the purposes of the organization. Any such project shall be chosen for its positive influence on the school/community as well as for its potential monetary profit.

Section 3.

The Treasurer shall keep records of any disbursements, income, and bank account information as set forth in Article IV Section 1.b 4.

Section 4.

The Executive Board shall approve all expenditures in excess of the approved budget.

Section 5.

Two authorized signatures are required on each check. Authorized signers shall include the President, treasurer, and Vice President. Two related members cannot both be authorized signers. No authorized signatory may write a check to themselves.

Section 6.

The Treasurer shall prepare a financial statement at the end of the year, to be reviewed by an Auditor or the Financial Review Committee.

Section 7.

Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills, and with the membership's approval, spent for the benefit of the school, or donated to the school to use as they see fit.

Section 8.

The fiscal year shall coordinate with the school year and will begin on July 1st and end on the following June 30.

Article IX. Parliamentary Authority

Section 1.

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Section 2.

These bylaws may be amended at any General membership meeting of the organization by a majority vote of the members present, provided that notice of the proposed amendment shall have been given at least one month prior to the meeting at which the amendment is voted upon.

Article X. Dissolution

The organization may be dissolved with notice as required by these bylaws, and a two-thirds (2/3) vote of those present and voting, quorum being present, at a properly called meeting.

These bylaws of the Patuxent High School PTSO were approved at a General meeting on 7 June 2021.