



## **UHS PTSO Bylaws**

**Adopted 04/15/14**

**Revised 02/28/21**

### **ARTICLE I - NAME**

The organization shall be named University High School Parent Teacher Student Organization (PTSO); herein referred to as the PTSO.

### **ARTICLE II - MISSION STATEMENT**

The PTSO is organized for the purpose of supporting and enhancing the educational experiences of the School's students by:

1. Providing an organization through which the parents, school, teachers, and students can work cooperatively; and
2. Providing financial support for programs funded outside of the annual school budget.

### **ARTICLE III - POLICIES**

**Section 1:** The PTSO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

**Section 2:** The name of the PTSO and the names of any of its members in their official capacities shall not be used in any connections with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the PTSO.

**Section 3:** The PTSO may cooperate with other PTSOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

**Section 4:** Per Monongalia County School's policy, any person volunteering at the school must have an approved background check.

### **ARTICLE IV - FISCAL YEAR**

The fiscal year of the PTSO shall begin on July 1<sup>st</sup> and end on the following June 30<sup>th</sup>.

### **ARTICLE V - MEMBERSHIP & DUES**

**Section 1: Membership.** Any parent or guardian of a student at the School, the Principal, any teacher currently employed by the School, any student currently enrolled at the School, or any UHS Partner in Education Representatives may become a PTSO member.

**Section 2: Dues** There shall be an annual membership dues of FIVE DOLLARS (\$5.00) per household payable to the PTSO. Only members in good standing (who have paid their annual dues at least fourteen

(14) calendar days prior to a PTSO meeting, or in case of students or faculty, have attended two (2) consecutive general PTSO or Executive Committee meetings) shall be eligible to vote or serve on the Executive Board. Dues paid shall be good through the current fiscal year of the PTSO, which shall end on June 30th.

**Section 3: Vote.** Each paying member shall have one (1) vote. Voting may take place by voice or, upon request, by written ballot.

## **ARTICLE VI - OFFICERS**

**Section 1: Officers.** The Officers shall consist of President, Vice President, Secretary, and Treasurer. The Officer positions may be shared positions between two (2) individuals, thus acting equally as Co-Presidents, Co-Vice Presidents, Co-Secretaries, and Co-Treasurers.

**Section 2: Eligibility.** Only Members in good standing shall be eligible to serve in any Officer position; with the exception that no two (2) individuals of close, legal relation (i.e. spouses, siblings, parent-child; cousins, or in-laws) shall serve as Officers during the same school year.

**Section 3: Nominating & Elections.** Nominations for Officers' positions shall be submitted at the April PTSO meeting by the Nominating Committee. At this meeting, additional nominations may also be made by the PTSO membership.

**Section 4: Term of Service.** Voting shall take place by written ballot at the last PTSO meeting of the year. Officers shall be elected for a term of one (1) calendar year (beginning July 1<sup>st</sup> and ending on the following June 30<sup>th</sup>) by the general PTSO Membership. An individual may not serve more than three (3) consecutive years as an Officer. A person may hold only one (1) Officer's position at a time. An Officer may also act as Chair of up to two (2) Standing Committees.

**Section 5: Incumbents.** In the event the PTSO fails to fill all Officer Positions at the last PTSO meeting of the year, the incumbent of the expiring term may remain in office for one (1) additional school year or until an election of a new official at any regular meeting. The incumbent may not remain in an official position for two (2) additional years.

**Section 6: Motivation.** All Officers shall act in the best interest of the PTSO.

**Section 7: Compensation.** No Officer shall be compensated by the PTSO for their service.

**Section 8: Attendance.** Each Officer shall attend the Executive Board and regularly scheduled PTSO meetings.

**Section 9: Committee Service.** Each Officer is expected to serve on a minimum of one (1) committee.

**Section 10: Contracts & Purchases.** No Officer shall secure any contract in the name of the PTSO without the approval to do so by vote of the PTSO members. Any approved purchases must be made within the budgetary restrictions.

**Section 11: Removal from Office.** Any Officer can be removed from office, with or without cause, by a two-thirds (2/3) vote at a regular PTSO meeting. Advance notice of the vote shall be given to the PTSO Membership at least one (1) week prior to the meeting.

**Section 12: Nominations.** Each Officer shall assist in the nomination of incoming Chairpersons of the Standing Committees.

## ARTICLE VII – OFFICER DUTIES

### **Section 1: President.** The President(s) shall:

1. Oversee and assist in coordinating all PTSO committees.
2. Preside over general PTSO and Executive Board meetings during school year.
3. Be a member, ex officio of all committees, except a committee to elect the Executive Board.
4. Have a working knowledge of the PTSO Bylaws and Robert's Rules of Order.
5. Assist with PTSO activities, in coordination with the Principal, at incoming 9<sup>th</sup> grade Orientation event, as requested.
6. Preside over a Committee Chair Orientation Meeting in May.
7. Hold officer elections at last PTSO meeting of school year.
8. Work in unison with PTSO Officers and Principal to establish a yearly budget proposal for August PTSO Meeting.
9. Oversee PTSO inclusions for PTSO First Day Student Packets.
10. Present PTSO information at the Back to School Bash in August, as requested by the school.
11. Prepare each meeting's agenda and sign in sheet.
12. Announce PTSO meeting agenda to PTSO population one (1) week prior to meeting.
13. Work collaboratively with UHS Principal on major projects, as requested.
14. Represent the PTSO at city-wide meetings or other meetings outside of the organization.
15. Spend no more than \$100 on any one (1) item or combination of related items, not included in the budget, without the consent of the general membership.
16. Sign checks, notes, etc. in the absence of the Treasurer.
17. Appoint Special Committees, as needed.
18. Report PTSO activities at LSIC meetings.

### **Section 2: Vice President.** The Vice President(s) shall:

1. Perform duties of the President in his/her absence, resignation, or inability to serve.
2. Assist President in all of the above duties, as needed.
3. Update PTSO First Day Student Packet forms by end of school year (starting in April and finishing by the end of May), including but not limited to; UHS PTSO Information Booklet, PTSO Donation Letter and PTSO Parent Volunteer Form.
4. Ensure all copies for PTSO First Day Student Packets are completed at least three (3) weeks prior to first day of school.
5. Purchase envelopes needed for PTSO First Day Student Packets/Donation mailing/Decal mailing. (request reimbursement)
6. Recruit PTSO Officers/volunteers to compile the PTSO First Day Student Packets and deliver to school at least two (2) weeks before first day of school.
7. Work with Principal and Guidance Office to insure a PTSO Welcome Letter and PTSO Information Booklet are available for distribution to incoming 9<sup>th</sup> grade parents, as needed.
8. Set up PTSO information table at Back to School Bash in August and incoming 9<sup>th</sup> grade Orientation events, as requested.
9. Maintain timeline for year of all organizational activities.
10. Check PTSO mailbox twice monthly and distribute mail as needed.
11. Oversee and assist with fundraising and grant requests.

### **Section 3: Secretary.** The Secretary(s) shall:

1. Record the minutes of all PTSO meetings, submit to PTSO President for review within two (2) weeks and maintain file for all meeting minutes.
2. Circulate the minutes from the preceding PTSO meeting at each PTSO meeting and vote to approve.
3. Hold a copy of the PTSO Bylaws, Parliamentary Procedures, and current Membership List and make each available upon request to any PTSO member at any PTSO or Executive Board meeting.

4. Act as historian for group organizing & maintaining older files, such as committee reports, job descriptions, budget reports, and Bylaws.
5. Maintain all PTSO records, including transactions, contracts, correspondence, and related documents.
6. Maintain organized records from the planning of any event hosted by the PTSO. These records should be made available, upon request, to any Committee Chair planning a similar event and turned over to the next Secretary to hold this position. These record files will be stored at the school.
7. Attend to the official correspondence of the PTSO, including, but not limited to; gestures of appreciation and sympathy on behalf of the PTSO.
8. Compile "Committee Chair Welcome Packets". Documents to include, but not limited to; PTSO Overview, PTSO Job Descriptions, PTSO Bylaws, PTSO Information Booklet, PTSO End of Year Committee Report, and UHS PTSO Plan/ Approval Request.
9. Follow up with Committee Chairs in May and retrieve Year End Committee Reports.
10. Provide previous years' committee file(s) to new Committee Chair, if needed.
11. Compile PTSO Parent Volunteer List into an Excel spreadsheet, separated by committee with contact information. Have available by first PTSO meeting of the school year and distribute to Committee Chairs and Principal.

**Section 4: Treasurer.** The Treasurer(s) shall:

1. Maintains all financial records of all the PTSO's receipts (income) and disbursements (expenses). End of year reports should be sent to the Secretary for record keeping.
2. Maintains all the PTSO's bank accounts and signature cards.
3. Develops, with the assistance of the PTSO Officers and in collaboration with the Principal, an annual budget for the PTSO.
4. Processes reimbursements for budgeted or approved expenses within fourteen (14) days of receipt of proper documentation. Proper documentation includes original receipt and any other pertinent paperwork.
5. Works directly with third party financial professional selected by the PTSO Officers to produce regular financial statements, at least quarterly statements, and an annual financial report, if necessary.
6. Maintains financial records on a project basis giving a summary report to the PTSO Secretary for permanent record keeping.
7. Deposits all income within five (5) business days of receipt.
8. Submit books and other documentation upon request to auditors of school finances, as needed.
9. Compiles tax report under PTSO tax id number, if necessary.

**ARTICLE VIII - EXECUTIVE BOARD**

**Section 1: Executive Board.** The Executive Board shall consist of the Officers, the School Principal, Teacher Representative, and the Chairpersons of any Standing Committees.

**Section 2: Principal & Teacher Representative.** The Principal and the Teacher Representative are not required to pay annual Dues and shall each have one (1) vote. The Principal acts as liaison between the School and the PTSO and ensures that all PTSO activities are in accordance with School policies and procedures. The Teacher Representative acts as liaison between the School teachers and the PTSO.

**Section 3: Duties.** The Executive Board shall conduct necessary business in preparation for the Regular PTSO meetings and shall prepare a proposed budget to be voted upon by the PTSO Membership at the first regular PTSO meeting of the fiscal year.

**ARTICLE IX - MEETINGS**

**Section 1: Regular Meetings of the PTSO.** Meetings shall be held regularly during the school year, on a date and time pre-established by the PTSO Officers, in collaboration with the Principal. Dates and times of the meetings shall be presented by the President at the first regular meeting of the school year.

**Section 2: Executive Board Meetings.** Meetings will be held on an as needed basis.

**Section 3: Special Meetings of the PTSO.** Meetings may be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) PTSO members in good standing. The objective(s) of such Special meeting must be set forth and presented to the PTSO membership at least ten (10) days prior to the meeting.

**Section 4: Quorum.** At least ten percent (10%) of the PTSO Membership shall constitute a quorum. A quorum must be met in order for any vote to take place.

**Section 5: Annual Organizational Meeting.** The newly elected Executive Board shall meet at least once between July 1<sup>st</sup> and the first PTSO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal, which shall be presented at the first regular PTSO meeting as to either accept or amend the Executive Board's proposed budget.

**Section 6: Annual Final Meeting.** The final PTSO meeting shall take place prior to the last day of school.

## ARTICLE X - FUNDS

**Section 1: Use.** PTSO funds shall be used for programs, events, and items that directly benefit the students, teachers and staff of the School.

**Section 2: Income.** All funds raised for the PTSO must be documented and submitted to the PTSO Treasurer within ten (10) days of receipt. All funds received by the Treasurer must be deposited into the PTSO bank account within five (5) days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

**Section 3: Expenses.** Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTSO Treasurer. Reimbursement requests should be submitted to the PTSO Treasurer within thirty (30) days of the incurred expense and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTSO Treasurer immediately following the purchase.

**Section 4: Checks.** All checks will require to be cosigned by two (2) authorized parties. Authorized parties will include the President or Co-Presidents, the Vice President, the Secretary, and the Treasurer.

**Section 5: Non-Budgeted Requests.** Monetary requests for non-budgeted items may be submitted to the PTSO for a vote at a PTSO meeting by any PTSO member in good standing. Information for the request should be sent for review to the PTSO President and Officers fourteen (14) days prior to a meeting. A vote will take place at the next PTSO meeting.

**Section 6: Reporting.** An updated financial report shall be made available ~~in printed form~~ to each PTSO member at each PTSO meeting.

**Section 7: Carry-Over.** The PTSO is authorized to carry over funds for the following fiscal year.

## ARTICLE XI - LOCAL SCHOOL IMPROVEMENT COUNCIL (LSIC)

**Section 1: LSIC.** LSIC is a state mandated advisory group comprised of the principal, three (3) parents, three (3) teachers, two (2) school personnel, a school business partner, one (1) member at large, and a student representative, who is routinely the Student Body President. Members serve alternating two (2) year terms. Parent representatives are elected by the UHS PTSO at the beginning of each school year.

**Section 2: LSIC Member Duties.** Elected parent representative should attend scheduled LSIC meetings as voting members. The PTSO president should also attend the LSIC meetings as a nonvoting member to give the PTSO report.

## **ARTICLE XII - STANDING COMMITTEES (General)**

**Section 1: Standing Committees.** The following Standing Committees shall exist for the purpose of carrying out a specific set of relative duties: Beautification/Environmental, Enrichment/Career Development, Fundraising, Public Relations/Communications, Senior Class Activities, Student Recognition, Staff Appreciation/Hospitality, Finance/Audit, Nominating, and Lucy's Dreamweavers.

**Section 2: Chairpersons.** Chairpersons of Standing Committees shall be elected annually by the PTSO membership. Nominations shall be submitted at the April PTSO meeting. Elections shall take place at the last PTSO meeting of the year. An Officer may also act as Chair of up to two (2) Standing Committees.

**Section 3: Record Keeping.** The Chairpersons of each committee shall complete an End of Year Committee Report, as well as keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Secretary, who will maintain a comprehensive file of all events planned by the PTSO and make them available to future Chairs.

**Section 4: Committee Members.** Chairpersons may solicit and appoint additional members to serve on their respective committees, as necessary.

**Section 5: Contracts & Purchases.** No Committee Chair shall secure any contract in the name of the PTSO without budgetary approval of the PTSO Officers. Committee Chairs must submit a budget approval form with estimates for approval by the Executive Committee.

**Section 6: Term of Service.** A person may not serve as the Chairperson of the same committee longer than two (2) consecutive years, unless another Chair is not nominated.

**Section 7: Attendance.** Committee Chairpersons shall attend PTSO meetings to report on the activities of his/her committee.

**Section 8: Continuity.** Each Standing Committee Chair shall assist in the nomination of the incoming Chairperson of their respective committee.

**Section 9: Purpose.** The Standing Committees shall exist for the purpose of carrying out a specific set of relative duties. The list of Standing Committees may change depending on the need or volunteer resources available. Committees will be proposed at the discretion of the PTSO Members and voted upon for approval annually.

**Section 10: Miscellaneous.** In the event that a Committee Chair position is not filled, committee duties may be assigned to someone on another committee.

## **ARTICLE XIII - STANDING COMMITTEE DUTIES (Specific)**

### **Section 1: Beautification/Environmental Chair**

1. Use the PTSO Outdoor Space Master Plan to continually improve the green space at UHS.
2. Plant, maintain, clean up plant beds, etc. based on that plan.
3. Maintain planning records and submit the information to the Secretary to file for permanent record keeping.

### **Section 2: Enrichment Chair**

1. Work with UHS Principal and Leadership Team to identify and facilitate opportunities for UHS students.
2. Work with community professionals, Principal and teachers to plan and coordinate enrichment opportunities that enhance current curriculum.
3. Work with Parent Volunteers to assist with school activities, as needed by faculty and administration.
4. Notify the Public Relations/Communications Committee Chair in advance of event dates for publicity purposes.
5. Maintain planning records and submit the information to the Secretary to file for permanent record keeping.

### **Section 3: Fundraising Chair**

1. Oversee and organize fundraising events approved by the Executive Board throughout the year.
2. Determine PTSO fundraising needs and goals with PTSO Officers and UHS Leadership Team.
3. Recruit a parent volunteer to research, propose, and follow up on grant opportunities with PTSO.
4. Research options, plans, anticipated profits, and expenses for any fundraising projects and present suggestions to the PTSO Officers.
5. Solicit volunteers to assist with each fundraiser.
6. Report all fundraising activities, expenses, and profits at each PTSO meeting.
7. Maintain confidential records of all contributions.
8. Maintain planning records of each fundraiser and submit the information to the Secretary to file for permanent record keeping.
9. Coordinate Donation Letter activity, which includes the following:
  - Developing an Excel spreadsheet that includes donor's name, address, email, phone number, donation amount, student name/grade, and permission to publish name.
  - Provide Public Relations Chair a copy of the Excel Donor List for publication.
  - Check PTSO mailbox for donations.
  - Record checks and deposit into PTSO-UHS bank account.
  - Mail "I Support the U" decal to donors.
  - Assist VP and Secretary with any fundraising mailings.
10. Coordinates all fundraising activities with other school organizations to avoid duplication.

### **Section 4: Public Relations/Communications Chair**

1. Communicates information about all PTSO activities and events throughout the UHS community, which includes but is not limited to; the school, the community, alumni organization, and local press channels, etc.
2. Develop a list of local media, including print, TV, radio and internet.
3. Works with the UHS Principal and PTSO President to communicate PTSO information through existing UHS channels (including website, internet, Hawk Call, Edline, and feeder school websites).
4. Attends school functions and events to take photos and submit articles or information to local media to help promote UHS throughout the greater Morgantown community.

5. Maintain planning information/archives and submit the information to the Secretary to file for permanent record keeping.
6. Secure funding and develop a UHS PTSO advertisement for publication.
7. All publicly distributed information must be approved by UHS Principal.
8. Recruit parents to PTSO table at special school events, advertising current PTSO activities.
9. Keep PTSO display boards and display cabinet current, as well as store the PTSO banner to use as needed.

**Section 5: Senior Class Activities Chair**

1. Assists, as needed, with supplying volunteers for Senior Class activities and communicating updates to the PTSO.
2. Senior Class Committee assists with the After Prom Event.
3. Maintain planning records and submit the information to the Secretary to file for permanent record keeping.

Note: The PTSO does not directly sponsor ~~any Senior Class Activities or~~ the After Prom Event. The After Prom Event is a 100% community supported and funded event.

**Section 6: Student Recognition Chair**

1. Work with the PTSO Officers and UHS Leadership Team to promote and recognize UHS academic achievements.
2. In coordination with the UHS Leadership Team, ensure Academic Wall of Excellence and Wall of Fame stay current.
3. Ensure continuity of the design.
4. Assist in planning a yearly school event to recognize the new honorees.
5. Maintain planning records and submit the information to the Secretary to file for permanent record keeping.

**Section 7: Staff Appreciation/Hospitality Chair**

1. Oversee, plan and coordinate staff appreciation activities and other hospitality events throughout year. (i.e. Parent Teacher Conferences, Teacher Appreciation Week in May, Back to School Bash, etc.)
2. Solicit donations of food items or paper products from volunteer list.
3. Maintain planning records of each event and submit the information to the Secretary to file for permanent record keeping.

**Section 8: Finance/Audit Chair**

1. The Finance/Audit Chair shall, with the assistance of the Treasurer, audit the financial records of the PTSO and prepare a fiscal year-end audit report.
2. Maintain planning records and submit the information to the Secretary for permanent record keeping.

**Section 9: Nominating Chair**

1. Publicize PTSO positions and recruit volunteers to fill open PTSO Officer and Committee Chairperson positions for the upcoming school year.
2. Work with the PTSO Officers and Committee Chairs to prepare a list of nominees, which will include LSIC nominations, to be included on the annual election ballot at the last PTSO meeting of the school year. This list shall be completed and publicized to all PTSO and LSIC members two (2) weeks prior to the last PTSO meeting of the school year.
3. Maintain planning records and submit the information to the Secretary to file for permanent record keeping.



#### **Section 10: Lucy Dreamweaver's Chair**

1. Work with UHS Principal and Leadership Team to identify any needs of UHS students.
2. Facilitate obtaining any needs for UHS students by eliciting donations from the PTSO community.
3. Maintain planning records and submit the information to the Secretary for permanent record keeping.

#### **ARTICLE XIV - PARLIAMENTARY AUTHORITY**

**Section 1: Rules.** The rules contained in **Robert's Rules of Order**, shall govern the PTSO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

**Section 2: Bylaws Committee.** A Special committee may be appointed to submit a revised set of Bylaws by majority vote at a regular PTSO meeting.

**Section 3: Bylaws Amendment.** These Bylaws may be amended under the following conditions:

1. Either the Bylaws Committee or at least five (5) PTSO Members shall submit the revision request to the Secretary; and
2. At least fourteen (14) calendar days prior notice shall be given to the PTSO Membership that a vote will be taken at the next scheduled regular PTSO meeting; and
3. A quorum must be met in order for any vote to take place. At least 10% of the PTSO Membership shall constitute a quorum.
4. All approved amendments shall become effective immediately and recorded by the Secretary.

#### **ARTICLE XV - DISSOLUTION**

**Section 1: Dissolution.** The PTSO may be dissolved provided prior notice is given to the PTSO Membership, a vote is taken at the next scheduled regular PTSO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

**Section 2: Remaining Funds.** Upon a vote to dissolve the PTSO, the remaining PTSO funds shall first be used to pay any outstanding PTSO debt and then either:

1. A vote shall be taken by the PTSO Membership to spend remaining funds on an item or items that benefit the students; or
2. The remaining funds are held in escrow by the Principal for use by a future School PTSO. If a PTSO is not formed within twenty-four (24) months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.