

- a) President
 - b) Vice-President
 - c) Secretary
 - d) Treasurer
2. Officer positions can be shared upon a vote of the membership, with specific duties divided out and specified before taking office.
 3. A nominating committee of no less than 3 members will be formed prior to the election. Their duties are as follows:
 - a) Notify the General Membership of elections at least two weeks prior and ask for nominees.
 - b) One week prior to elections, the committee shall nominate a minimum of one eligible person for each office to be on the ballot, at which time the ballot will be closed.
 - c) Notification will be given to the membership of the nominees prior to elections. (All nominees must give consent to serve.)
 4. Elective officers shall be elected by ballot at the election. In the event there is but one candidate for an office, the ballot for that office may be dispensed with and the election may be held by voice vote.
 5. The term of an office shall be one year and/or until their successor is elected, and the newly elected officers shall assume office at the beginning of the new fiscal year, at which time all books pertaining to the Organization shall be turned over to the new officers.
 6. A candidate can be elected to the same office for no more than two consecutive years. After two consecutive years, if no other person is willing to run for that office, the current officer may continue to serve in the position for one additional year.
 7. If a vacancy occurs in the office of President, the Vice President shall be appointed by the board to fill the office. If the Vice-President is unable to fill in as President or if a vacancy occurs in any other office, notice of vacancy will be sent to the membership asking for interest. The vacancy shall then be filled by a majority vote of the Executive Board for the unexpired term.
 8. A member must appear in person to cast a vote unless proxy voting is established by the board with at least one-week notification to the general membership.
 9. Teachers and staff with children at the school may not hold an elected position

Article VI:

Duties of Officers

Officers consist of the President, Vice President, Secretary and Treasurer and shall be able to transact necessary business in the interval between organizational meetings.

1. The President shall:
 - a) Preside at all meetings of the Organization and the Executive Board.
 - b) Be versed and communicate the Articles of Incorporation and Bylaws to committee chairpersons and the Executive Board.
 - c) Coordinate the work of officers and committees of the Organization so that the objectives and policies may be promoted.
 - d) Be a member ex-officio of all committees, with the exception of the nominating committee.
 - e) Be one of the Board members authorized to sign the checks of the Organization.
2. The Vice President shall:
 - a) Act as an assistant to the President and perform the duties of the President in the absence or inability of that officer to act.
 - b) Commit to the duties of President in the event the President vacates office for any reason.
 - c) Perform other delegated duties as assigned.
 - d) Be one of the Board members authorized to sign the checks of the Organization.

3. The Secretary shall:
 - a) Keep an accurate record of the proceedings of all the meetings of the Organization.
 - b) Distribute official minutes to each Executive Board member and others determined by the Executive Board.
 - c) Maintain the PTSO Book of Record.
 - d) Be prepared to refer to minutes of previous meetings.
 - e) Conduct necessary correspondence for the Organization in cooperation with the Executive Board.
 - f) Perform other delegated duties as assigned.
 - g) Be one of the Board members authorized to sign the checks of the Organization.

4. The Treasurer shall:
 - a) Establish and/or maintain a checking account and other accounts as determined by the Executive Board.
 - b) Have custody of all financial records and funds of the Organization.
 - c) Verify and be responsible for, along with the event chairperson, all monies received, as counted by two committee members. Each shall keep an accurate account of all monies from the event.
 - d) Be responsible for the budget of the organization.
 - e) Keep a full and accurate account of receipts, deposits and disbursements as authorized by the Officers of the Organization as in accordance with the budget adopted by the Organization.
 - f) See that checks are properly signed by two persons-Prepare financial statement each month, with copies to be distributed to each Executive Board member and others determined by the Executive Board.
 - g) Arrange an end-of-year financial review with an auditing committee consisting of not fewer than three members who shall be appointed by the Executive Board.
 - h) Make sure that at least \$500.00 is left in the treasury for the next school year.

All officers shall prepare and present an annual Proposed General Budget to be voted on at the first general membership meeting for approval. Officers must approve all expenditures in accordance to the approved General Budget.

Officers are responsible for appointing Chairpersons.

Officers shall perform the duties outlined in these bylaws.

Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office and shall return to the Treasurer, without delay, all funds pertaining to the office.

Article VII: Executive Board

1. The Executive Board will consist of the officers of the Organization, the chairpersons of standing committees, two faculty representatives and one Student Council representative.

2. The duties of the Executive Board shall be to:
 - a) Create special and standing committees.
 - b) Approve the plans of the standing committees.
 - c) Present a report at the regular meetings of the Organization.
 - d) Select a financial committee to audit the Treasurer's accounts.
 - e) Gives input on annual proposed budget for the year, prior to general membership voting.

3. The duties of a teacher representative are to:

- a) Inform the staff and faculty of events and activities.
 - b) Poll faculty as requested by the Executive Board and advises the Board according to the results.
 - c) Act as a liaison between the PTSO and the Elementary School faculty.
4. The duties of a student representative are to:
- a) Inform the Student Council of events and activities.
 - b) Poll the Student Council as requested by the Executive Board and advise the Board according to the results.
 - c) Act as a liaison between the PTSO and the _____ Elementary School Student Council.

Article VIII:

Meetings

Officers Meetings:

1. Meetings shall be held as often as necessary to conduct the affairs of the organization.
2. Meetings shall be closed, except upon invitation by the President or majority of the Officers.
3. A quorum is constituted by a majority of the officer's present for the meeting. The vote count is constituted by those voting.
4. Officers are expected to attend all meetings until adjournment, except when excused. Continual absences are grounds for removal.

Executive Board Meetings:

1. Meetings shall be held monthly or as deemed necessary.
2. Meetings shall be closed, except upon invitation by the Officers or majority of the Board.
3. A quorum is constituted by a majority of the board present at the meeting. The vote count is constituted by those voting.
4. Board Chairpersons are expected to attend all meetings until adjournment, except when excused. Continual absences can be grounds for removal.

General Membership Meetings:

1. Membership meetings will be held at least twice a year, once for approving the Budget and the second for elections.
2. Meetings shall be open.
3. A quorum is constituted by those who are in present at the meeting. The vote count is constituted by those voting.

Special Meetings:

1. Special meetings of the Officers, Executive Board or the General Membership may be called by the President or by written request to the President from the majority of the Executive Board.
2. Notice will be sent to members holding voting powers for that meeting giving date, time, place, and the purpose of the meeting at least three (3) days prior to holding the meeting.
3. Bylaws mentioned for each type of meeting will still apply.

Technology Meetings:

1. Members may participate in a meeting through the use of technology as long as members participating may simultaneously hear during the meeting.
2. Any business approved at a technology meeting is the same as if it took place in person.
3. Bylaws mentioned for each type of meeting will still apply.

Action without a meeting:

Officers or the Board may conduct business via telephone conferencing, text or email on needed items between meetings. Email/Text voting should NOT be used for controversial motions. Electronic voting

shall be conducted in the following manner:

1. All Officers or Board Members must be notified of the motion.
2. A 24-hour period shall be allotted for response and discussion.
3. After the 24-hour period or once all have responded, the President may call for the vote.
4. The motion needs a 2/3-majority of those voting to pass.
5. All votes must be documented and added to the Minutes of the next meeting for official approval.

Article IX: **Fiscal Year**

The fiscal year of this association shall begin June 1st and end May 31st . The previous year's budget will stand until the first general meeting.

Article X: **Amendments**

1. Amendments of these bylaws must be amended at a general membership meeting by a 2/3-majority vote of those voting , with notice of amendments submitted to the membership at least 14 days prior to the meeting.
2. The bylaw committee may recommend a revised set of bylaws to replace the current bylaws. The requirements for adoption for the revised set will be the same as the amendments.
3. These bylaws shall remain in effect for the life of the organization or as such time as they have been revised.

Article XI: **Distribution of Resources**

In the event of school attendance boundary changes in which the membership is divided, a fair and equitable amount of funds and resources may be divided among the schools. "Fair and equitable" distribution will be determined by the Organization and should be based on the particular circumstances involved. *The organization can only donate money to another federally tax-exempt organization. Monies should be allocated by the end of the fiscal year.

Article XII: **Disbandment**

The Executive Board may adopt a resolution recommending that this organization be dissolved and direct the question of dissolution to a vote at a special meeting of its members having voting rights. Notice of intent to disband must be given at least 14 days prior to the meeting. *Upon dissolution of this organization, after paying or adequately providing for its debts and obligations, the remaining assets shall be dispersed for one or more exempt purposes within the meaning of section 501 (c) (3) and in ways which promote the organizations purpose and benefits the students of the school.

* Needed for 501 (c) (3)

These Bylaws were adopted on _____ by the
General Membership of the _____ PTSO.

These Bylaws were amended on _____.