



**American United School**

**PTSO**

**THE BYLAWS**

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# THE BYLAWS

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## Article I:

### **Name**

The name of the organization shall be American United School Parent/Teacher/Student Organization (PTSO).

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## Article II:

### **Mission Statement and Purpose**

#### 1. The Mission of the PTSO

“Taking education to the next level through commitment, collaboration and communication among parents, students and educators”

#### 2. The Purpose of the PTSO is :

A. To foster and nurture relationships among parents, educators and students for the benefit of the school community.

B. To develop a closer connection between school and home by encouraging parent involvement in the promotion of student welfare.

C. To recruit and coordinate volunteers, provide special recognition in awards ceremonies or through other activities, organize parent education events.

D. Support in lieu of a Booster club, music, foreign language club, sports, theatrical productions and much more.

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## Article III:

### **Membership**

Members of the PTSO are all students, parents and guardians whose children are students in the school. Members also include staff and administration of the school as determined by the School Director.

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## Article IV:

### **Executive Council**

There shall be an Executive Council (ExCo) that will serve as the administrative arm of the PTSO. The ExCo will meet once per month. A quorum will consist of at least four (4) ExCo officers (non-school employees).

#### Section 1

The ExCo shall include a President, Vice President, Treasurer, Secretary, Parent Representative (one from each level: Elementary, Middle School and High School), one Teacher from each level, one Elementary Student, one Middle School Student Council member, one High School Student Council member and Principals of Elementary, Middle School and High School.

#### Section 2

A. All ExCo officers, except the Administrators and Teachers, shall be elected at an annual meeting held in the last two months of each school year.

B. Election of ExCo officers shall be by ballot except when there is only one nominee for an office.

C. The ExCo officers shall be elected to serve for two school years.

D. Their term of office shall begin following the election after a one month transitional period of hand over.

### Section 3

A Teacher representative will be selected from among the AUS teachers in the school to attend PTSO meetings when needed.

### Section 4

No ExCo officer shall hold more than one office at a time.

### Section 5

There shall be no limit to the number of consecutive terms an ExCo officer may hold the same position.

### Section 6

Vacancies on the ExCo will be filled as soon as possible by majority vote amongst ExCo officers.

### Section 7

When an ExCo officer fails to attend without adequate excuse or if the ExCo officer is not fulfilling his/her responsibilities as prescribed in the by-laws, the officer may be replaced by the ExCo, by a vote of at least four (4) officers (non-school employees) and the position may be filled according to Article IV Section 5.

### Section 8

ExCo officers should not also be members of the Board of Trustees.

### Section 9

Before an ExCo officer or spouse accepts a position from the school with any remuneration, full disclosure shall be provided to the PTSO in order to disclose the relationship.

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## Article V:

### **Duties of the ExCo and its members**

#### Section 1

The President shall preside at all PTSO meetings and shall ensure that all tasks undertaken by the PTSO are completed.

#### Section 2

The Vice President assists and shall serve in the absence of the President including filling in when there is a vacancy amongst ExCo officers.

#### Section 3

The Secretary shall keep a record of all PTSO meetings and any required correspondence (including minutes, briefs, etc.). Minutes should be circulated within one week following PTSO or ExCo (or other) meetings.

#### Section 4

The Treasurer will keep the PTSO's financial records and books in good order and will be primarily responsible for all financial transactions. The financial books will be kept on a monthly basis and shall be made available, upon request, to the general PTSO membership. Any commitment to spend or actual expenditure will be signed by the Treasurer and either the President or the Secretary.

#### Section 5

When needed, a Teacher representative shall attend PTSO meetings. The Teacher representative serves as liaison between PTSO and staff and keeps PTSO members informed of staff concerns or ideas.

#### Section 6

An Administrator shall be present during PTSO meetings. The Administrator provides the PTSO with information on administrative developments in the respective schools.

## Section 7

When needed, Student Council representatives shall attend PTSO meetings. The Students representatives serve as the liaison between PTSO and student council and keep PTSO members informed of students' concerns or ideas.

## Section 8

The Parent Representatives of Elementary, Middle School and High School keep PTSO members informed of parent concerns and/or ideas.

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# Article VI:

## **Meetings**

### Section 1

PTSO meetings will be held a minimum once a quarter, preferably on a fixed day each month (e.g., 1st Tuesday, 2nd Wednesday, etc.). PTSO meetings will be open to all members.

### Section 2

Special PTSO meetings shall be called by the President and/or two or more ExCo officers with adequate notice.

### Section 3

A quorum will consist of those present. There will be one vote per PTSO member. Unless stated otherwise, PTSO decisions will be decided by majority voting.

### Section 4

Executive Council (ExCo) meetings are for the elected ExCo members only. Others may attend by invitation only from an Executive Council member.

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## Article VII:

### **Committees**

#### Section 1

Committees, standing or special, will be appointed by the ExCo as and when required.

#### Section 2

Each committee will make reports to the ExCo and will submit a written report on its annual activities.

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## Article VIII:

### **Amendment of By-laws**

#### Section 1

Proposed amendments should be forwarded to the Secretary of the ExCo, who will include them on the agenda for deliberation at the next PTSO meeting. By-law amendments are recommended by the PTSO and finalized by the Director, without requiring community votes.

#### Section 2

Copies of these By-laws will be available on the school PTSO website.

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## Article IX:

### **Dissolution**

In the event of dissolution of the PTSO, any funds that have accrued to the PTSO's account will be placed in a school account which will be held until a new parent organization is established or as determined by the School Director and Advisory Board.