

BYLAWS and Articles of Organization

**Bluffton High School PTO
99 Hampton Hall Boulevard
Bluffton, SC 29910**

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: *NAME* – The name of the organization shall be the Bluffton High School Parent Teacher Organization PTO. The Bluffton High PTO is located at 99 Hampton Hall Boulevard, Bluffton, SC 29910.

Section 2: *DESCRIPTION* – The Bluffton High PTO is a non-profit organization that exists for charitable and educational purposes including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: *PURPOSE* – The purpose of the PTO is to enhance and support the educational experience at Bluffton High School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Bluffton High School through volunteer and financial support.

While it is the intent of the PTO that its programs and events benefit all of the existing students at Bluffton High School, the organization may expend funds for programs or events that benefit only one grade, one class, or one project, at the discretion of the membership. The purpose of the expenditure must be reflected in at least one of the foregoing purposes of the organization.

ARTICLE II – ARTICLE OF ORGANIZATION

The organization or membership exists as a unified body. Its' articles of organization comprise these bylaws as from time to time amended. The bylaws shall be deemed to be articles of organization. In the event of any conflict, these bylaws shall govern.

ARTICLE III - MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of Bluffton High students, all students, plus all staff at Bluffton High School. Members have voting privileges, one vote per household. Membership is without regard to color, race, religion, sex, personal handicap or national origin.

Section 2: Bluffton High PTO shall conduct an annual enrollment of members but may admit persons to the membership at any time during the school year.

Section 3: Dues shall be \$20.00 per family, paid annually. Dues will cover membership from August 1 to July 31 and are valid for the fiscal year in which they are paid. In the event a family, teacher or staff member cannot pay the membership fee in full, a payment plan may be created. Bluffton High PTO will not turn any willing participant away for the inability to pay membership dues.

ARTICLE IV – OFFICERS

Section 1: EXECUTIVE BOARD– The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the Executive Board. The quorum of the meeting shall consist of two thirds (2/3) of the Executive Board.

All officers are expected to attend all Bluffton High School PTO monthly board meetings and assist with Bluffton High PTO activities, functions or events.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year. A nominating committee of up to five members shall be elected by the current PTO President at the designated nominating meeting. No member shall serve more than two consecutive years on the nominating committee.

Section 3: QUALIFICATIONS – Any PTO member in good standing may become an officer of the PTO.

Section 4: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 5: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 6: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

Section 7: DUTIES

The *Executive Board* shall:

- A. Develop the PTO's annual budget
- B. Establish and oversee committees to conduct the work of the PTO
- C. Establish fundraising programs
- D. Approve by majority vote of the Board
- E. Shall transact necessary business between meetings of the organization and such other business as may be referred by the organization
- F. May authorize payment of organization bills within the limits of the budget
- G. Shall create committees as are deemed necessary to promote the purposes and to carry on the work of the organization.
- H. Shall fill all vacancies in office, including those of the President
- I. Shall present a report at meetings of the organization
- J. Shall receive a financial report from the Treasurer at each meeting

The *President* shall:

- A. Preside at General PTO meetings and Executive Board meetings
- B. Serve as the official representative of the PTO, and retain all official records of the PTO
- C. Help coordinate the activities of other officers and committee chairs
- D. Appoint committee chair when necessary
- E. Research and propose for board approval for new fundraising suggestions
- F. Call special meetings as necessary
- G. Approve all printed materials for PTO/school distribution

The *Vice President* shall:

- A. Serve as the primary aide to the President
- B. Assist the President and chair meetings in the absence of the President
- C. Perform such other duties as may be prescribed in these bylaws or assigned by the board

The *Secretary* shall:

- A. Record and distribute the minutes of all Executive Board meetings and all General PTO meetings
- B. Prepare agendas for official PTO meetings
- C. Hold historical records for the PTO
- D. Have previous minutes during each meeting for reference
- E. Keep a copy of the bylaws
- F. Keep a current list of paid members of the PTO
- G. Manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.
- H. Send and receive all correspondence and shall perform such other duties as may be assigned or delegated

The *Treasurer* shall:

- A. Serve as custodian of the PTO's finances
- B. Collect revenue and deposit into the Bluffton High School PTO bank account
- C. Pay authorized expenses
- D. Report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records
- E. Be responsible for filing annual tax returns
- F. Keep the membership informed of expenditures as they relate to the budget adopted by the organization
- G. Present a Treasurer's report at every meeting of the PTO and the Executive Board
- H. Provide any and all bank statements to the PTO Board and School Administration

The *Auditor* shall:

- A. Audit the books and financial records of the organization
- B. Prepare a mid-year report and provide to School Administration
- C. Audit the books upon the resignation of the Treasurer
- D. Not be related by blood or marriage or reside in the same household as the financial officer and/or person authorized to sign checks or make deposits

ARTICLE V – COMMITTEE CHAIRS

Section 1: MEMBERSHIP CHAIR

- A. Conduct a membership campaign which promotes Bluffton High PTO and the programs and services offered throughout the school year
- B. Keep a list of members, their contact information and other relevant information

Section 2: COMMUNITY RELATIONS CHAIR

- A. Shall be responsible for the publication of any communication and newsletters
- B. Promote the Bluffton High PTO and the programs and services provided to the students and teachers

Section 3: HOSPITALITY CHAIR

- A. Responsible for various staff appreciation events throughout the year
- B. Report to the board and get approval prior to any and all events

Section 4: FUNDRAISING CHAIR

- A. Work with the Membership chair on PTO promotions and activities
- B. Work with school staff on various PTO events throughout the year
- C. Seek out any new grants and promotions available to Bluffton High or the Bluffton High PTO

ARTICLE VI – MEETINGS

Section 1: GENERAL PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year (coincide with School Improvement Council) or at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – Three (3) members of the PTO present and voting constitute a quorum for the purpose of voting.

~~Section 4 – ELECTION – The April and May PTO meetings shall hold the election of Officers.~~

Section 5 – REPORTS - Annual reports shall be presented by the President, Officers and Chairs at the end of their term.

ARTICLE VII – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of Bluffton High PTO, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 3: ENDING BALANCE - The organization shall leave a minimum of \$1,000.00 in the treasury at the end of each fiscal year.

Section 4: CONTRACTS - Contract signing authority is limited to the President or the President's designee.

ARTICLE VIII - DISSOLUTION

Section 1: DISSOLUTION - In the event of dissolution of the PTO, any funds remaining shall be donated to Bluffton High School. Any funds received must follow the IRS guidelines and regulations.

Section 2: The organization may be dissolved provided that 30 day written notice is given to all members prior to a PTO meeting and two thirds vote of those present at such meeting.

ARTICLE IX - AMENDMENTS

Section 1: The authority for this organization shall be "Robert's Rules of Order Newly Revised."

Section 2: These bylaws may be amended at any regular or special meeting, provided that previous written or verbal notice was given at the prior meeting and then sent to all members of the organization by the Secretary. Notices may be given either via mail, text, fax or email.

Section 3: Amendments will be approved by a two thirds vote of those present, assuming a quorum.

These bylaws were created by the Executive Board on the 2nd day of July , 2019.

President

Vice President

Treasurer

Secretary