



Oakridge Middle School PTSO Bylaws

ARTICLE 1: NAME, DESCRIPTION & PURPOSE

Section 1: NAME - The name of this organization is the Oakridge Middle School Parent-Teacher-Student Organization (PTSO). The PTSO is located at 5657 Oakridge Road, Clover, South Carolina.

Section 2: DESCRIPTION - The PTSO is a non-profit organization that exists for charitable, educational and scientific purposes, including making distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code. The PTSO is non-sectarian, non-commercial and non-partisan. The PTSO will act in accordance with Clover School District policies and procedures, as well as those in accordance with Internal Revenue Codes 501(c)(3) and 170(c)(3).

Section 3: PURPOSE - The purpose of the PTSO is to enhance and support the educational experience at Oakridge Middle School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Oakridge Middle School through volunteer and financial support.

ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of Oakridge Middle School students and all teachers and staff at Oakridge Middle School. There are no membership dues. Members have voting privileges in general meetings, one vote per household.

ARTICLE III: OFFICERS & ELECTIONS

Section 1: EXECUTIVE BOARD - The Executive Board may consist of the following elected officers: President, President Elect/Vice President 1, Vice President 2, Treasurer, Treasurer Elect, Secretary, Communications Coordinator, Volunteer Coordinator, and Grade Level Liaisons (one per grade). The School Principal and a Teacher Representative designated by the Principal are nonvoting members of the Executive Board.

Section 2: GENERAL BOARD - The General PTSO Board will include all Executive Board members, Student Elected Representative(s), Appreciation Chairperson, and other committee chairpersons. General PTSO Board positions may be added and removed as-needed with the approval of the Executive Board and principal without amending the bylaws of this organization. Committee Chair roles may be shared.

Section 2: TERM OF OFFICE - Each officer shall be elected for a term of one (1) year (elected in April, assume position at the close of the last meeting of the school year, depending on the school calendar [May or June], with term running through the following school year). All officers and committee chairpersons must be in good standing with the school/PTSO. No officer shall serve in the same office more than two (2) consecutive terms except by two-thirds majority vote by the Executive Board.

Section 3: QUALIFICATIONS - Any PTSO member in good standing may become an officer of the PTSO. Regarding the role of President, only officers with at least two (2) years of experience on the PTSO Executive Board or on another school's Executive Board as an officer, who are in good standing, may become President through election.

Section 4: ELECTIONS

a. Officers shall be elected in April or May, depending on the calendar of the school year, but prior to the end of the current school year.

b. If there is only one (1) nominee for an office, election for that office may be *vive voce*.

c. Elections will be coordinated by the Nomination Committee, which will be composed of one (1) Executive Board member, one member at-large appointed by the Executive Board, and the Principal of Oakridge Middle School.

c.1. The Nomination Committee will coordinate and oversee the election.

c.2. The Nomination Committee will create and distribute a Nomination Form to all eligible Oakridge Middle School parents and guardians, as well as all parents and guardians of rising 6th Graders at OMS' feeder elementary schools, well in advance of the election.

c.3. The Nomination Committee is responsible for contacting and confirming all persons nominated for positions. Once verified, nominees will be added to the election ballot.

c.4. The election may be held either via ballot in the school office. When there is more than one (1) person nominated for a role, the person with the most votes shall win election to office.

Section 5: DUTIES

- a. Executive Board - Develop the PTSO's annual budget, establish and oversee committees to conduct the work of the PTSO, establish fundraising programs, approved by majority vote of the Executive Board.
- b. President - Prepare meeting agendas and preside at General PTSO and Executive Board meetings, serve as the official representative of the PTSO, and retain all official records of the PTSO. Serve as an ex-officio on all committees. Be a signing authority on the PTSO bank account.
- c. Vice Presidents - Oversee the committee system of the PTSO, assist the President, and chair meetings in the absence of the President. Can be made a signing authority on the PTSO bank account.
- d. Treasurer - Serve as custodian of the PTSO's finances, collect revenue, pay authorized expenses, report financial activity monthly, prepare year-end financial report, facilitate an annual audit, and hold all financial records. Be a signing authority on the PTSO bank account.
- e. Secretary - Record and distribute minutes of all Executive Board and General PTSO meetings, hold historical records for the PTSO. Minutes shall be written and distributed for review and approval at the following month's Executive Board meeting. Once approved, minutes can be shared publicly. Will be a verifying signature on the PTSO bank account.
- f. Communications Coordinator - Manage communications and marketing for the PTSO including, but not limited to, PTSO newsletters, email broadcast, website management, and social media.
- g. Volunteer Coordinator - Manage the master list of parents and guardians signed up as volunteers. Coordinate opportunities for volunteering and donations, and communicate such opportunities.
- h. Appreciation Chairperson - Oversee Appreciation events for teachers and staff throughout the school year.
- i. President Elect and Treasurer Elect - Shadow the serving President and Treasurer for the school year and learn the position(s); assist with processes, paperwork and reports that go with the duties of the office; attend all meetings and workshops alongside the currently serving President or Treasurer; and serve as the President or Treasurer the academic year following being elected to serve as President or Treasurer elect. Can be made a signing authority on the PTSO bank account.
- j. Teacher Representative - Act as a liaison between faculty and the General Board by sharing special needs of teachers and staff, and giving input and ideas to the General Board in areas where parents can contribute their knowledge to enhance the education of

students. Assist the General Board with communications/feedback with teachers and staff. May attend meetings and be a voting member of the General Board. Perform such other duties as assigned by the President of the PTSO.

k. Student Representative(s) - Be a liaison between the student body and the General Board by informing the board of special needs or concerns of the students in areas where the PTSO can help to foster the educational and social aspects of the school for students. May attend meetings and be a voting member of the General Board. Perform such other duties as assigned by the President of the PTSO.

l. Chairpersons - Shall be appointed by the Executive Board.

m. All officers and chairpersons shall perform the duties outlined in these bylaws as assigned by the President of this organization, and maintain a procedure book, as applicable for processes and/or events throughout the year, which will be given to the President within fifteen (15) days following the meeting at which their successors assume their duties. As applicable, submit a budget for their office for approval at the first Executive Board meeting of the school year.

Section 6: BOARD MEETINGS - The Executive Board shall meet monthly during the school year. Additional meetings may be called at the discretion of the President. The majority of the Executive Board present at a meeting constitutes a quorum.

Section 7: REMOVAL

a. 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.

b. An office may be declared vacant by the Executive Board if an officer has not assumed their duties by the first Executive Board meeting of the school year, typically held in August.

c. An officer or chairperson may be removed from office for missing three (3) consecutive board meetings. Prior to any removal, the Principal of Oakridge Middle School shall be consulted. Any officer or chairperson who is removed will be notified by the President that their office is now vacant and nominations for filling the vacancy will be made at the next Executive Board meeting.

Section 8: VACANCY

a. If a vacancy occurs on the Executive Board, the President may appoint a PTSO member to fill the vacancy, for the remainder of the officer's term.

b. If a vacancy on the Executive Board occurs due to an officer being removed, the vacant role will be open for nominations and election.

ARTICLE IV: GENERAL MEETINGS

General PTSO Meetings shall be held to conduct the business of the PTSO. A minimum of two (2) meetings shall be held during the school year: 1) in the Fall within forty-five (45) days after the start of the school year, to welcome PTSO members back to school, present an overview of planned activities and approve the annual budget; and 2) in the Spring, prior to the end of the school year, to hold elections for the following year's Executive Board. Additional meetings may be held at the discretion of the Executive Board. An exception to the two-meeting minimum is if elections are held via ballot in April/May, which would nullify the need for a vote at a spring meeting.

ARTICLE V: STANDING AND SPECIAL COMMITTEES

Section 1: The Executive Board may create standing and special committees as it deems necessary to carry on the work of this organization.

Section 2: Only members of this organization shall be eligible to serve in any appointed position.

Section 3: The President shall have the power to appoint special committees.

Section 4: The President shall be ex-officio on all committees.

ARTICLE VI: FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTSO begins on July 1 and ends June 30 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of our PTSO, requiring two (2) 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) and report all financial activity monthly. The PTSO shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE - The organization shall leave a minimum of \$3,500.00 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS - Contract signing authority if limited to the President or the School Principal.

Section 6: HANDLING OF FUNDS

a. All money that is collected by the PTSO for any fundraiser shall be counted at the school by at least two (2) Executive Board Members present. A PTSO deposit form must be signed by all officers present and a copy must be issued to the President and Treasurer and kept in a permanent file. All money is to be deposited immediately by the Treasurer or another Executive Board member. If a deposit cannot be made the same day as the money is counted, the money is to be placed in a bag and placed in the school vault until the deposit can be made. *Note: PTSO funds cannot stay at the school over weekends/holiday/school closure periods.*

b. A collection procedure approved by the Executive Board is required before any monies can be collected for any PTSO activity, if one has not been previously adopted. Executive Board members in charge of such activity are required to follow collection procedure and implement any items needed for monies to be collected per procedure in Section 6.a of this Article. Executive Board members in charge of such an activity can be held responsible by this organization for all monies that cannot be accounted for while in their possession.

c. When collecting monies from students, a receipt of the monies will be written and given to the student upon request. In cases of catalogue/order form sales, the catalogue/order form may serve as a receipt.

ARTICLE VII: BYLAW AMENDMENTS

Amendments to these bylaws may be proposed by any PTSO member to the Executive Board. Amendments shall be considered for voting at a subsequent meeting. A majority approval of the Executive Board is required to adopt an amendment to the Bylaws.

ARTICLE VIII: DISSOLUTION

In the event of dissolution of the PTSO, any funds remaining shall be donated to Oakridge Middle School.

ARTICLE IX: PARLIAMENTARY AUTHORITY

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