

Upper St. Clair High School PTSO Bylaws

Upper St. Clair School District

Prior to filling out the bylaws, you must review the IRS guidelines.

Article I: Name

The name of this organization is the **Upper St. Clair High School PTSO (the "PTSO")** located in Upper St. Clair, Pennsylvania.

Article II: Purposes

The purpose of this organization is to promote communication, foster leadership and coordinate efforts among the students, administration, teachers and parents of the high school community in order to promote and accomplish the objectives of the PTSO.

Article III: Objectives

Section 1. The Objectives of the PTSO are:

- a. To promote the general welfare and foster a positive, nurturing environment for high school youth in the home, school, and community;
- b. To serve as an advocate to promote the care and protection of high school age youth;
- c. To provide a forum for parents, educators and students to cooperate collectively in the educational process for high school youth;
- d. To develop a closer relationship among the parents, educators and students through communication and ongoing information exchange, in order to secure for all high school youth, the highest advantages in physical, mental, and social education; and
- e. To provide financial support in accordance with the budget approved by the organization.

Section 2. The Objectives of this PTSO are promoted through advocacy and educational programs directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article IV.

Section 3. The PTSO is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or corresponding Section of any future federal tax code (hereinafter "Internal Revenue Code").

Article IV: Basic Policies

The following are the basic policies of the PTSO:

- a. The PTSO shall be noncommercial, nonsectarian, and nonpartisan.
- b. The PTSO shall work with the schools and community to provide quality education for all high school youth, and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The PTSO shall work to promote the health and welfare of high school youth, and shall seek to promote collaboration among parents, schools, and the community at large. The PTSO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTSO in such matters shall make no contracts or commitments that could bind the PTSO in any manner.
- d. No part of the net earnings of the PTSO shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the PTSO shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the objectives set forth in Article III hereof.
- e. Notwithstanding any other provision of these articles, the PTSO shall not carry on any other activities not permitted to be carried on (i) by an entity exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an entity, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of the PTSO, after paying or adequately providing for the debts and obligations of the PTSO, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. In the event of dissolution of this PTSO, the remaining assets shall be distributed to the Upper St. Clair High School to be dispersed by the principal in a manner agreed to by a two-thirds majority vote of the membership and designed to benefit the school and/or students.

- g. The PTSO or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- h. Members of the executive board and committee chairs will review and abide by the conflict of interest policy of this PTSO.

Article V: Bylaws

Section 1. This PTSO shall adopt such bylaws for the government of this PTSO as may be approved by a two-thirds majority vote of the members present and voting at the general meeting at which these bylaws are proposed.

Section 2. This PTSO's bylaws and conflict of interest policy shall be updated every three (3) years and shall be submitted to the Upper St. Clair Parent Teacher Council (the "USC PTC") upon adoption.

Section 3. Amendments:

- a. These bylaws may be updated or amended at any general membership meeting of this PTSO by a two-thirds majority vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least twenty-eight (28) days prior to the meeting at which the amendment is voted upon.
- b. Any amendments of these bylaws shall be submitted to the USC PTC upon adoption.

Article VI: Membership & Dues

Section 1. Membership in the organization shall be open to all residents of Upper St. Clair, teachers, administrators, and students of Upper St. Clair High School. Membership is contingent upon payment of annual dues as herein provided, with the exception of the students, who are exempt from payment of dues.

Section 2. The annual dues for membership in the organization shall be set by the Executive Board and said dues shall be considered an individual membership.

Section 3. Membership in this PTSO shall be made available without regard to race, color, creed, or national origin, under such rules and regulations.

Section 4. This PTSO shall conduct an annual enrollment of members, but may admit individuals to membership at any time.

Section 5. Dues:

- a. Each member of this PTSO shall pay such annual dues to said PTSO as may be prescribed by the PTSO.
- b. The treasurer of this PTSO shall keep records of the member dues separate from records of the general funds of this PTSO.

Article VII: Voting

Section 1. Only members of this PTSO who have paid dues for the current membership year may vote on the business of this PTSO. Student members have no voting privileges.

Section 2. Current membership must be verified for voting privileges.

Section 3. The bylaws of this PTSO shall prohibit voting by proxy.

Article VIII: Officers

Section 1. The officers of this local PTSO shall consist of:

one (1) president;

two (2) vice presidents;

one (1) secretary;

one (1) treasurer;

one (1) membership

chair;

and one (1) board advisor

Section 2. Officers shall be elected by the month of May of each calendar year.

Section 3. The vote shall be conducted by written ballot unless there is only one candidate for office, at which time a voice vote may be held. A majority vote shall be required for election.

Section 4. The following provisions shall govern the qualifications and eligibility of

individuals to be officers of the PTSO:

- a. Each officer shall be a member of this PTSO.
- b. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office.
- c. No person may serve in more than one (1) elected position in this PTSO simultaneously.
- d. No person may serve in an elected position in this PTSO and in an elected executive board position of any other parent teacher organization in Upper St. Clair, including but not limited to a parent teacher association (a PTA), a parent teacher student organization (a PTSO) or a parent teacher council (a PTC). Notwithstanding the foregoing, this provision does not preclude anyone from serving as a committee chair in another parent teacher organization in Upper St. Clair and simultaneously serving as an elected executive board position in this PTSO.
- e. Each officer of this PTSO shall have been a member of an Upper St. Clair PTA, PTSO or PTO for six (6) months.
- f. No officer may be eligible to serve more than two (2) consecutive terms in the same office other than the office of the treasurer, which cannot serve more than one (1) consecutive term.
- g. To be eligible for the presidency a person must have served on the executive board of this PTSO for one (1) year.

Section 5. Officers shall assume their official duties on the close of the Board Changeover General Membership Meeting. The president, first vice president, second vice-president, secretary, membership chair and board advisor shall serve for a term of one (1) year, or until their successors are elected. The treasurer shall serve a term of two (2) years, or until their successor is elected. A candidate for treasurer may be considered for a one (1) year term with prior approval from the executive board.

Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the first vice-president. A vacancy in any office other than the president shall be filled by a member elected by the executive board.

Article IX: Duties of Officers

Section 1. The president shall

- a. preside at all meetings of this PTSO;
- b. serve as an ex officio member of all committees;

- c. coordinate the work of the officers and committees of this PTSO in order that the Purpose and Objectives may be promoted;
- d. send contact information (name, address, phone, email) for the incoming officers to the USC Parent Teacher Council;
- e. perform other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the executive board; and
- f. have a current copy of this PTSO's bylaws available for membership review.

Section 2. The first vice-president shall

- a. act as an aide to the president;
- b. perform the duties of the president in the president's absence or inability to serve;
- c. appoint standing committee chairpersons for the following school year; and
- d. act as bylaws chairperson.
- e. be responsible for updating this PTSO's social media accounts and district webpage.

Section 3. The second vice-president is an ex-officio member of the executive board and shall be the principal of the school.

Section 4. The secretary shall

- a. record the minutes of all meetings of the PTSO, including executive committee meetings;
- b. obtain from the Treasurer and file the monthly financial report to the membership as part of the monthly minutes;
- c. maintain a current copy of the bylaws, standing rules, and conflict of interest policy and membership list;
- d. present a written copy of the previous meeting's records at each meeting; and
- e. have written records (for at least the previous year's meetings) available for review by members.

Section 5. The treasurer shall

- a. have custody of and maintain a full account of the funds of this PTSO;
- b. submit dues as directed in Article VI Membership & Dues Section 5 of these bylaws;
- c. make disbursements as authorized by the executive board, or this PTSO in accordance with the budget adopted by this PTSO;
- d. have checks or vouchers signed by two officers (the treasurer and the president or second vice president or board advisor);
- e. provide a written financial statement to the executive board at each meeting;
- f. have the accounts examined annually by an auditor, or certified accountant;
- g. report the findings of the annual audit in writing to the executive board and present an annual report of the financial condition of this PTSO to the membership;
- h. present all audit reports to the general membership for adoption at the first general membership meeting held after the completion of the report;

- i. open to inspection such books of account and records, at all reasonable times, by any member of this PTSO;
- j. in accordance with articles of incorporation, notify the Pennsylvania Department of State, Bureau of Incorporation, when there is a change of officers;
- k. prepare and file Form 990N, 990 or 990EZ on behalf of this PTSO as required by IRS or state regulations and any other documents required to remain in compliance with IRS or state regulations; and
- l. forward a signed copy of all audit reports to the USC PTC immediately following their adoption by the general membership and will notify, in writing, to USC PTC that they have submitted the required forms by October 15 of each calendar year. If a unit is requesting an extension on any filing, they will provide that information to USC PTC.
- m. upon resignation of an officer with check signing privileges during a term, have the accounts examined by an auditor or an auditing committee following the fiscal year end auditing procedures.

Section 6. The membership advisor shall

- a. plan the annual membership campaign
- b. be responsible for creating and implementing a membership plan
- c. promote membership throughout the year
- d. provide membership reports as requested at General PTSO meetings
- e. collect Student Activity Fees

Section 7. The board advisor shall

- a. serve on the executive board in an advisory capacity; and

Section 8. All officers shall perform other duties as may be provided for in these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive board.

Article X: Executive Board

Section 1. The business of the PTSO shall be managed by the executive board in the intervals between PTSO general membership meetings.

Section 2. Each executive board member shall be a member of this PTSO.

Section 3. The members of the executive board shall be elected officers and the principal who shall serve as the second vice-president.

Section 4. Duties of the executive board shall be to:

- a. transact business as may be referred to it by the membership of this PTSO;

- b. create special committees as needed and appoint chairpersons for each special committee;
- c. approve plans of work of the committees;
- d. present a report at the regular general meeting of this PTSO;
- e. select an auditor or an auditing committee to audit the treasurer's accounts;
- f. prepare and submit an annual budget to this PTSO's general membership for adoption; and approve payment of routine bills within the limits of the approved budget; and
- g. elect a parliamentarian from the executive board members, as needed.

Section 5. If any member of the executive board shall at any time cease to meet the qualifications or fulfill the duties of the position as listed in the bylaws, that person shall be removed from the position by a motion adopted first by the executive board and then by the general membership. The vote shall be by a majority.

Section 6. Regular meetings of the executive board shall be held with the date and time to be determined by the president or the board at its discretion.

Section 7. Special meetings of the executive board may be called by the president or when requested by a majority of the executive board members upon three (3) days' written notice to each member of the board.

Section 8. At all meetings of the executive board, a majority of the members of the board shall constitute a quorum for the transaction of business.

Section 9. In emergencies where it is neither possible nor feasible to assemble the general membership, the elected officers may take temporary action subject to later general membership approval. This action may not involve expenditure(s) in excess of \$100.00.

Section 10. Upon the expiration of the term of office or when individuals cease to hold the position, all records, books, and other materials pertaining to the position shall be turned over to the president within ten (10) days.

Article XI: Committees

Section 1. Only members of this PTSO shall be eligible to serve as chairpersons. The executive board shall create standing and special committees as needed and appoint chairpersons for each committee.

Section 2. The term of office of each committee chair shall be one (1) year or until the selection of a successor.

Section 3. No chairperson may be eligible to serve more than two (2) consecutive terms in the same chairmanship without approval of the executive board.

Section 4. Each committee chair shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of an executive board member.

Section 5. Standing committees of this PTSO will be reviewed on an annual basis. Standing committees may be discontinued by a majority vote of the executive board. Notification of the vote will be provided to the membership at the following general meeting.

Article XII: General Membership Meetings

Section 1. At least three (3) general membership meetings of this PTSO shall be held during the school year. Dates of meetings shall be determined by the executive board and announced at the first general membership meeting of the year. Three (3) days' notice shall be given to the membership of a change of date except in the case of an emergency.

Section 2. Special meetings of this PTSO may be called by the president or by the majority of the executive board on three (3) days' notice having been given.

Section 3. The annual meeting shall be held in April or May at which time the budget and slate of officers for the upcoming year shall be presented to the membership for a vote, both having been presented at the prior month's meeting.

Section 4. A quorum of seven (7) members in addition to any executive board members is required for the transaction of business in any meeting of this PTSO.

Section 5. Meetings of this PTSO shall be open to all, but the privilege of introducing motions and voting shall be limited to dues-paying members.

Article XIII: USC PTC Membership

Section 1. This PTSO shall be represented in executive board meetings of the USC PTC by the president or appointed alternate and in general meetings of the USC PTC by the president or appointed alternate and by the first vice-president or appointed alternate, each of whom shall serve for a term of one year.

- a. All representatives to the USC PTC must be members of this PTSO.
- b. Alternates shall be selected by the executive board.

Section 2. This PTSO shall also be represented in general meetings of the USC PTC by its principal or their alternate.

Section 3. Membership in the USC PTC, as provided in the council bylaws, requires payment of annual membership dues. This PTSO shall pay annual membership dues to the USC PTC as determined by the USC PTC in its bylaws. Any such amount will be approved by this PTSO's general membership as part of the budget process and shall be paid to the USC PTC by the requested deadline.

Article XIV: Fiscal Year

The fiscal year of this PTSO shall begin on July 1 and end on the following June 30.

The fiscal year of this PTSO shall be the same as its accounting year and shall be in accordance with the information provided on the SS-4 form currently filed with the IRS.

Article XV: Dissolution & Withdrawal of Charter

A PTSO considering dissolution must:

- a. upon decision to recommend dissolution of the unit, present the resolution to the members at the next general meeting for their information;
- b. announce that a vote on the dissolution will be taken at the next general meeting. A two-thirds majority vote of the members present and voting at such general meeting is required to dissolve this PTSO;
- c. require that each person voting to dissolve be a member of this PTSO for at least ninety (90) days;
- d. arrange for the proper disposal of PTSO funds and property according to the provisions of these bylaws and applicable law, including those of the State of Pennsylvania and the Internal Revenue Service; and
- e. provide for the dissolution to take effect within the timeframe required by applicable law and transfer all PTSO books and records to the USC PTC.

Article XVI: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this PTSO and in all cases in which they are applicable and in which they are not in conflict with these bylaws or the articles of incorporation.

SIGNATURE/APPROVAL PAGE
Bylaws of the Upper St. Clair High School PTSO

Approved by the general membership at its meeting on DATE TBD

Attached is a copy of the minutes for the meeting when the bylaws were approved by the general membership.

President Name and Signature Date

Secretary Name and Signature Date

USC PTC Bylaws Chairperson Date