

**ELEMENTARY SCHOOL PARENT/TEACHER/STUDENT
ORGANIZATION BYLAWS**

Organization (PTSO). _____

Article II: Purposes

1. *This organization is organized exclusively for charitable and educational purposes under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
2. The purposes of the _____ Elementary School PTSO are to:
 - a) Provide school functions for the purpose of promoting fellowship among parents, students and teachers.
 - b) Provide funds for extra items, materials and programs to enhance the welfare and education of the students, as determined by the organization.
 - c) Assist in creating a volunteer program deemed beneficial to the students.

Article III: Basic Policies

The following are basic policies of the _____ Elementary School PTSO:

1. This organization shall be non-commercial, non-sectarian, non-racial and non-partisan.
2. This organization shall not interfere with the administrative activities of the school or attempt to control its policies.
3. *No part of the organization’s net earnings shall inure to the benefit of an insider.
4. *No substantial part of the earnings of this organization shall inure to the benefit of individuals.
5. *No substantial part of the activities of the organization shall be used to attempt to influence legislation.
6. *This organization shall not directly, or indirectly, participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

Article IV: Membership and Dues

1. Membership in this Organization shall be made available without discrimination to all parents and guardians with a child enrolled at _____ Elementary, teachers, staff and community members (must be board approved) who support the purposes of the organization.
2. Members of the Organization shall register and pay annual membership dues, if any, that the incoming Executive Board may establish.
3. Only adult members of this Organization shall be eligible to vote in the business meetings, election of officers, or to serve in any of its elective or appointed positions. Only one vote per household.

Article V: Elections

1. Officers of this Organization will consist of elected offices of:

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 comheceived,
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- 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. Meetings shall be held as often as necessary to conduct the affairs of the organization.

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,