

**Arundel High School**  
**PARENT TEACHER STUDENT ORGANIZATION (PTSO)**  
**BY-LAWS**

**ARTICLE I**

**NAME:**

The name of this organization shall be the Arundel High School Parent Teacher Student Organization and will be a non-profit, independent organization.

**ARTICLE II**

**MISSION:**

The mission of the Arundel High School Parent Teacher Student Organization shall be to:

- promote the welfare of children in home, school, community and place of worship.
- secure school policies that promote the care and protection of children.
- encourage parents and teachers to cooperate intelligently in the education of the child.
- foster the relationship between educators and the general public to create united efforts to secure the highest advantage in physical, mental, social, and spiritual education for every child.
- raise funds to support and enhance the educational and extra-curricular programs offered to Arundel High School students, parents and faculty.

**ARTICLE III**

**POLICIES:**

The policies of the Arundel High School Parent Teacher Student Organization will:

- focus on educational issues and programs and shall be developed through conferences, committees, and projects.
- be non-commercial, non-sectarian, and non-partisan. It shall not endorse a commercial enterprise or candidate. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interests, or for any other purpose than the regular work of this PTSO.
- work with the school's Principal and faculty to provide quality education for all children, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions rests with the Anne Arundel County Board of Education and its appointed personnel.
- cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided its representative makes no commitments for the group he/she represents without the consent of the Executive Board.

**ARTICLE IV**

**MEMBERSHIP AND DUES:**

**SECTION 1.** Any person interested in the mission of the Arundel High School PTSO who is willing to uphold its policies and subscribe to its By-Laws may become a member upon payment of dues, as hereinafter provided.

**SECTION 2.** The annual dues provide for membership from date of payment until September 30 of the next school year and shall be all-inclusive for membership in the Arundel High School PTSO. The Executive Board shall set the dollar amount of dues per member no later than August 30 of each school year. These funds may be spent only in accordance with the approved budget. The annual budget shall be prepared and presented by the Executive Board to the PTSO members for approval not later than the first general meeting of the school year. An interim budget may be passed at the end of the preceding school year to allow for expenses incurred over the summer to be paid in a timely manner

**SECTION 3.** Enrollment of members shall be conducted annually at the beginning of the school year. Additional members may be accepted at any time. Membership year expires on September 30 of the next school year regardless of date joined

## **ARTICLE V**

### **OFFICERS AND THEIR ELECTION:**

**SECTION 1.** The officers of this organization shall be a President, Vice-President, Secretary and Treasurer.

- a) Officers must be members of this PTSO in order to hold office
- b) Officers shall be elected by ballot annually in the month of May. However, if there is but one nominee for any office, it shall be in order to move that the Secretary cast the elective ballot of the organization for the nominee.
- c) Officers shall assume their official duties at the close of the regular meeting in May and shall serve a one year term or until their successors are elected.
- d) A person shall not be eligible to serve more than two full consecutive terms in the same office.

**SECTION 2.** There shall be a nominating committee consisting of three members selected by the Executive Board, at least one month in advance of the election.

- a) The nominating committee shall select at least one nominee for each office to be filled and report ballot in the newsletter preceding the elections meeting.
- b) An opportunity shall be given for nominations from the floor at the election meeting.
- c) Only those who have consented to serve if elected shall be eligible for nomination either by the committee or from the floor.

**SECTION 3.** A vacancy occurring in any office shall be filled for the un-expired term by a person elected by a majority vote of the remaining members of the Executive Board. A 10 day notice of such election is required. If a vacancy occurs in the office of the President, the Vice-President shall serve notice of the election.

## **ARTICLE VI**

### **DUTIES OF OFFICERS:**

**SECTION 1.** The President shall:

- a) preside over the meetings of the organization and of the Executive Board.
- b) know and follow the by-laws of this PTSO.
- c) coordinate the work of the officers and committees, in order to promote this PTSO's objectives.
- d) Shall act as this corporation's resident agent - the contact person to whom all legal notices and official mailings will be sent.
- e) perform other duties as may be prescribed by the Executive Board.

**SECTION 2.** The Vice-President shall:

- a) act as an aide to the President.
- b) perform the duties of the President in the absence or inability of that officer to serve.
- c) serve as a liaison between the PTSO and the Anne Arundel County School Board.
- d) serve as volunteer liaison with the school volunteer coordinator

**SECTION 3.** The Secretary shall:

- a) record the minutes of all PTSO and Executive Board meetings.
- b) present the minutes for approval at the next meeting.
- c) To notify the State of Maryland of changes to by-laws and resident agent.

**SECTION 4.** The Treasurer shall:

- a) receive all monies of the organization.
- b) keep an accurate record of receipts and expenditures.
- c) pay out funds as authorized by this PTSO or its Executive Board.
- d) present a financial statement at every PTSO meeting and as requested by the Executive Board.
- e) have records/accounts examined annually by an auditor or an auditing committee appointed by the Executive Board.
- f) *ensure that the annual tax returns and other critical regulatory reports/forms are completed and files*

**SECTION 5.** All officers shall:

- a) perform the duties prescribed in the parliamentary authority in addition to those outlined in these by-laws and those assigned throughout the year.
- b) deliver to their successors all official materials and records promptly but no more than 30 days following the meeting at which their successors were elected.

**ARTICLE VII**

**MEETINGS:**

**SECTION 1.** General membership meetings of this PTSO will be held bi-monthly during the school year. One general meeting shall be held in September or October to approve the budget and one shall be the Annual Meeting in April during which election of officers will occur.

**SECTION 2.** The Executive Board may call special meetings with three school days notice (September to May) or five days notice (June to August) having been given.

**SECTION 3.** The Annual Meeting shall be in April, the purpose of which shall be to elect officers for the coming year.

**SECTION 4.** Ten (10) members shall constitute a quorum for the transaction of business at any general PTSO meeting

**SECTION 5.** The privilege of holding office, chairing a committee, introducing motions, and voting shall be limited to members of this PTSO whose membership dues are current.

**ARTICLE VIII**

**EXECUTIVE BOARD:**

**SECTION 1.** The Executive Board shall consist of the officers of the organization, the chairpersons of all standing committees, the Principal of the school or his/her representative and a faculty representative. The members of the Executive Board shall serve until their successors are elected.

**SECTION 2.** The duties of the Executive Board shall be to:

- a) transact necessary business in the intervals between PTSO general meetings and such other business as may be referred to it by this PTSO.
- b) create standing committees.
- c) approve the plans of work of the standing committees.
- d) present a report at the regular PTSO meetings.
- e) appoint an auditor or an auditing committee at least two weeks before the Annual Meeting to audit the Treasurer's accounts.

**SECTION 3.** Regular meetings of the Executive Board shall be held monthly, if necessary, during the school year. Date and time of Executive Board meetings are to be determined by the Executive Board at its first meeting of the year. A simple majority of the Executive Board

shall constitute a quorum. (The number for determining whether a majority is present is the number of filled positions on the Board. A vacant chair would not be counted.) Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board.

## **ARTICLE IX**

### **STANDING AND SPECIAL COMMITTEES:**

**SECTION 1.** Standing committees shall be created by the Executive Board as deemed necessary to promote the objectives and carry on the work of this PTSO. The officers of this PTSO and the Principal of the school or his/her representative shall select the chairperson of the standing committees. Their term shall be one year from the appointment date.

**SECTION 2.** The chairperson of each standing committee shall present a plan of work in accordance with the format provided in the standing rules of this organization to the Executive Board for approval.

**SECTION 3.** Committee members may include, but are not limited to, members of this PTSO. Any person willing to volunteer their time to meet the objectives and goals of this organization is welcome to participate. However, the privilege of holding office, chairing a committee, introducing motions, and voting is for members current in payment of dues only.

## **ARTICLE X**

### **PARLIAMENTARY AUTHORITY:**

Robert's Rules of Order Revised shall govern this PTSO in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

## **ARTICLE XI**

### **AMENDMENTS:**

**SECTION 1.** These by-laws may be amended at any general meeting of this organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment(s) shall be given at least 15 days prior to the meeting at which the amendment(s) is voted upon.

**SECTION 2.** A committee may be appointed to submit a revised set of by-laws as a substitute for these by-laws only by a majority vote at a general meeting of this PTSO or by two-thirds vote of the Executive Board.

These bylaws were approved at a general membership meeting of the Arundel High School PTSO on \_\_\_\_\_.

---

Signature (Secretary)

## PTSO STANDING RULES

Standing Rules are approved motions from Executive Board meetings that are recorded for future referral to aid in the smooth running of the business of the PTSO. Standing rules are more flexible than by-laws and may be changed, added, or deleted at any executive or general membership meeting by a majority vote and without previous notice. Standing rules serve as a guide and are a valuable tool for the orientation of new board members.

Standing rules for the office of President. The President shall:

- consult with the school Principal on all matters relating to the school;
- invite teachers to participate as active members;
- assist the Secretary in preparing the agenda for meetings;
- assist the Treasurer in preparing the proposed annual budget;
- be authorized to sign checks on Arundel High School PTSO accounts;
- complete an annual report on the state of this PTSO for the incoming President;
- check the PTSO mail box regularly and route mail accordingly; and
- approve all PTSO paperwork being sent home through students.

Standing rules for the office of Vice-President. The Vice-President shall:

- represent the President on request;
- oversee all fundraising committees.
- serve as volunteer coordinator;
- recruit candidates for committee chairpersons; and
- report on the bi-monthly school board meetings.

Standing rules for the office of Secretary. The Secretary shall:

- prepare in advance of each meeting (in consultation with the President) an agenda showing the order of business for each meeting;
- compile and maintain a list of all Executive Board members, committee chairs, their phone numbers and addresses, and publish an annual listing;
- act as custodian of all records except those specifically assigned to others;
- prepare all correspondence;
- oversee communication programs and committees (such as newsletters, publicity, bulletin boards, etc.);
- maintain a file of newsletters; and
- maintain a folder of Standing Rules and give copies to all Executive Board members.

Standing rules for the office of Treasurer. The Treasurer shall:

- make a full report of the organization's finances at the Annual Meeting;
- assist the President in preparing a proposed annual budget;
- deposit all monies received in the PTSO account immediately;
- obtain a receipt for every invoice, purchase, or other payments made by the PTSO; write checks only for items in the budget unless approved by the Executive Board.

**ALL OFFICERS SHOULD TRY THEIR BEST TO ATTEND EVERY EXECUTIVE BOARD MEETING AND GENERAL MEMBERSHIP MEETINGS AND SHOULD DEFINITELY NOT MISS TWO CONSECUTIVE MEETINGS.**

Standing rules for the Committee Chairpersons. The Chair shall:

- recruit and organize committee members;
- decide when and how often to meet;
- encourage ideas from all committee members;
- build committee morale by creating a sense of belonging by sharing materials and experiences;
- prepare a written plan of work, soliciting input from the Executive Board;
- present a general plan of work to the Executive Board for approval. The plan of work shall specify the goals and objects of the committee, the probable purchases and the total budget amount requested. The budget request should be broken down in general terms only, e.g. consumables, equipment, travel, consultant fees etc. Develop and submit to the Executive Board a written "Plan of work" for the year to include specific committee goals, an estimate of resources needed to achieve the goals (include people/volunteers, equipment, information and funds), and an estimate of any recurring costs and/or resources for maintenance. When possible, "Plan of work" should include specific information on the description of items and their costs -- however, in cases where the price of an item fluctuates, its shelf life is limited and/or its availability is tentative, a **general** description of the item/s and an estimate of cost/s will suffice."
- make monthly progress reports to the Executive Board and an amended/updated "Plan of Work" at the end of the fiscal year that include specific information on items purchased and their costs.
- develop and keep a procedure book to be passed on the succeeding chairperson; and
- turn over procedure book to the Vice President at the end of the term served or when departing office.

#### **ARTICLE 7: AUDIT COMMITTEE**

The Audit Committee will be comprised of a minimum of two PTSO members. The names of the individuals serving as Audit Committee Members will be nominated and voted on at the April and October scheduled meetings.

The Treasurer who is responsible for maintaining the corporate financial records will provide the cancelled checks, bank statements, and invoices for review by the Audit Committee for the scheduled November and May meetings. In addition, a copy of the Maryland Personal Property Tax Return, Renewal of Charitable Organizations Division Form, and the Federal Tax Return 990 will be provided to the Audit Committee to ensure that the returns were completed and signed by the appropriate Arundel Boosters Club, Inc. Board members.