

PATUXENT HIGH SCHOOL PTO

BYLAWS

ARTICLE I. Name, Articles of Organization, & Purpose

The name of this organization shall be Patuxent High School Parent Teacher Organization, to be shortened to PHS PTO.

- A. These Articles as adopted and amended constitute the articles of organization. Should a change in the unincorporated status be effected, the Articles would become the basis of the instrument of incorporation.
- B. The purpose of this PTO is to promote the Well-being of youth through:
 - 1. Promoting excellence in education
 - 2. Encouraging home-school communication & cooperation
 - 3. Fostering involvement in those legislative/governmental processes that will tend to accomplish these purposes, including the decision-making deliberation of the local Board of Education and county government.

ARTICLE II. Basic Policies

- A. Membership
 - 1. Membership shall be open to any parent, teacher, student, staff member, or community resident who subscribes to the stated purposes of this organization.
 - 2. The organization shall conduct an annual membership drive but eligible persons may become members at any time.
 - 3. Members only shall be eligible to participate in business meetings or to serve in elective or appointed positions.
- B. This organization shall be non-commercial, nonsectarian, and nonpartisan.
- C. The name of this organization is not to be employed in any capacity not associated with the official conduct of the PHS PTO, as recorded in the minutes and approved by the membership. This in no way discourages cooperation with other agencies in furthering the stated goals of this PTO.
- D. Fiscal policies
 - 1. Membership dues shall be assessed annually in the amount determined by vote of the Executive Committee.
 - 2. Fundraising may be undertaken as necessary to further the purposes of the organization, with the understanding that the PHS PTO is not primarily a fundraising organization. Any such project shall be chosen for its positive influence on the school/community as well as for its potential monetary profit.
- E. In the event of dissolution of this organization, its assets shall be distributed for purposes in agreement with those set forth in these Articles and specified in the Internal Revenue Code Section 501.c.3 (Section 501(c)(3) is the portion of the US Internal Revenue Code that allows for federal tax exemption of nonprofit organizations, specifically those that are considered public charities, private foundations or private operating foundations.)

ARTICLE III. Officers

Responsibility for conduct of the business of this organization shall be vested in the Executive committee, consisting of the four elected officers of the PHS PTO. Two-year terms shall be arranged such that no more than half the members from each category are replaced each year. These articles may be amended to increase or decrease this committee.

** The inauguration year of 2017-2018 Executive Committee members was established with majority vote on September 11, 2017 and October 9, 2017. PHS PTO Executive Officers will serve until May 2019; at which time nominations will be accepted and the Executive committee will vote for Officers to begin the 2019-2020 school year. **

A. Duties: The Executive Committee Shall:

- Appoint committees and chairs as appropriate to the conduct of business.
- Specify the operational year and provide for record keeping as suitable.
- Prepare a budget and submit it to the general membership for approval at the first general meeting of the school year.
- Organize and call general PTO meetings.
- Transact necessary business in the intervals between general meetings.
- Initiate and coordinate activities of committees; review and approve plans of work of any committee.
- Report its transactions at regular meetings or in the media (newspaper, radio, newsletter.)
- Serve as a sounding board concerning school matters.

B. Meetings of the Executive Committee

- Meetings of this committee will be held monthly, or as needed, and shall be advertised to the general membership with encouragement to attend.
- A majority of Executive Committee members shall constitute a quorum.
- Voting at these meetings shall be reserved for Executive Committee members.

C. Duties of elected officers.

- President
 - Plan agenda, call, and conduct Executive Committee meetings.
 - Preside at general meetings
 - Serve as spokesperson for PTO - Designate a representative if unable to fulfill duties (usually the vice president
 - Serve ex officio on committees (see Article IV.)
 - Appoint the Nominating Committee.
 - Assist the vice-president in the coordinating activities of the various committees.
 - Signer on PHS PTO checking account
- Vice-President

- In absence of President, act on his/her behalf
- Member of fundraising committee
- Coordinate activities of the various committees in order that the purposes of the PTO may be accomplished.
- Signer on PHS PTO checking account

3. Secretary

- Record minutes of both Executive Committee and general meetings
- Carry on correspondence of the organization.
- Maintain the official notebook containing minutes, correspondence, and bylaws.

4. Treasurer

- Maintain records of financial transactions.
- Pay bills.
- Prepare annual financial report.
- Signer on PHS PTO checking account

5. Principal/designee

- Attend meetings
- Coordinate between school and PTO

ARTICLE IV. Committees

The president shall be a member ex officio of all committees.

The organization may establish committees as necessary. In the case of a specific issue or task, an ad hoc committee may be formed.

Initial committees include:

- Membership
- Volunteer Coordinator
- Hospitality
- Fundraising

ARTICLE V. General Meetings

A. The Executive Committee shall schedule at least 4 meetings of this organization a year, but not more than one per month.

- o Meetings may be business, program, or a combination.
- o Meetings are open to all interested community persons but voting shall be reserved for members.

B. Decisions shall be made by majority vote of those members present at any duly called meeting of the organization.

Approved 9/11/17

C. Dates of general meetings shall be announced at the beginning of the school year and shall be submitted to the local media for publication.

ARTICLE VI. Amendments

These Articles may be amended at any regular meeting of the PHS PTO by a majority vote of the members present, provided that notice of the proposed amendment shall have been given at least one month prior to the meeting at which the amendment is voted upon. These bylaws of the Patuxent High School Parent-Teacher Organization were approved at a regular meeting on the 11th of September 2017.