

South Forsyth High School PTSO By-Laws

Article I

The name of the organization shall be the **South Forsyth High School Parent Teacher Student Organization, Inc.**, abbreviated as SFHS PTSO. The organization has been organized pursuant to the Georgia Nonprofit Corporation Code and has been granted federal tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. The address of the organization is at 585 Peachtree Pkwy, Cumming, GA 3004.

Article II- Purpose

Section 1.

- a. To support, encourage, and enhance the educational programs at South Forsyth High School, and
- b. To foster a close relationship between parents, educators and administrators at South Forsyth High School

Section 2. The SFHS PTSO is organized exclusively for charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Article III – Basic Policies

Section 1.

- a. The SFHS PTSO shall be noncommercial, nonsectarian, and nonpartisan.
- b. The SFHS PTSO shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- c. No part of the net earnings or the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private persons except that the organization shall be authorized.
- d. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Article II-MEMBERSHIP & Dues

Section 1. Membership in the SFHS PTSO shall be open, without discrimination, to anyone who believes in and supports the purpose of the Organizations as described in Article II above.

Section 2. The SFHS PTSO shall conduct an annual enrollment of members but may accept individual memberships at any time.

Section 3. Each member of the SFHS PTSO shall pay annual dues to the organization.

Section 4. The amount of each member's annual dues shall be determined by the Board of Directors but shall be no less than \$10.00 per year.

Article III- OFFICERS AND ELECTIONS

Section 1. The officers shall be a (1) president, (2) vice president, (1) secretary, and (1) treasurer. In addition to the duties listed below, each officer will also perform other duties applicable to the office as prescribed by the parliamentary authority of this organization.

a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee the committees of this organization.

c. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board and make a full report at the end of the year.

Section 2. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 3. Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 4. Officers are elected for one fiscal school year.

Section 5. Officers can be removed from the office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given.

Section 6. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Article: IV-MEETINGS

Section 1. At least two general meetings of the organization shall be held during each school year. The time and place of the meetings shall be announced at least thirty (30) days prior to the meeting.

Section 2. Each paid member in attendance at a PTSO meeting is eligible to vote, one vote per household. Online, paper, voice or other methods of voting are allowed.

Section 3. QUORUM consists of those who attend the meeting either in person or through online attendance, provided the meeting has been properly scheduled and announced for all to attend.

ARTICLE V – FINANCIAL POLICIES

Section 1. The fiscal year for the SFHS PTSO shall begin on June 1 and end on May 31 of the following year. Such fiscal year constitutes the tax year, the audit year, the budget year and the term of service for officers and committee chairs.

Section 2. All funds shall be kept in a checking account held at a local financial institution in the name of South Forsyth High School PTSO, requiring two signatures, one of which must be the Treasurer. Must maintain at least three signers on the signature card of the checking account.

Section 3. All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTSO shall arrange an independent review of its financial records each year.

Section 4. The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 5. Contract signing authority is limited to the President or the President’s designee.

Section 6. The committee chair must turn in all expenses/receipts to be reimbursed within 30 days of the event’s occurrence. Failure to do so may result in nonpayment.

ARTICLE VI – BYLAW AMENDMENTS & Revisions

Amendments to the bylaws may be proposed by any PTSO member. Amendments presented at a PTSO meeting shall be considered for voting at a subsequent meeting.

ARTICLE VII - DISSOLUTION

Upon dissolution of South Forsyth High School PTSO, any funds remaining shall be donated to South Forsyth High School. The funds shall be exclusively used for charitable, educational, or scientific purposes which qualify for exemption under section 501(c)(3) of the Internal Revenue Code.

These bylaws were adopted on _____.