

B Y L A W S
of the
Crofton High School Parent Teacher Student Organization (PTSO), Inc.

INSTRUCTIONS FOR COMPLETING/UPDATING THE BYLAWS – Read before proceeding.

1. Crofton High School PTSO must update its Bylaws every three years with or without revisions.
2. The General Membership must vote to approve Bylaws even if no revisions are made. The next time the General Membership shall vote to approve the Bylaws is September 2028
3. Bylaws may be modified to meet the needs of the PTSO. Any changes must be approved by the General Membership (ARTICLE XII: BYLAWS AMENDMENTS). Instances when there are changes to the Bylaws, notate before the Table of Contents, a summary referencing the specific article and section where updates were made

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ARTICLE I: NAME, DESCRIPTION, MISSION & PURPOSE

Section 1: NAME. The name of the organization shall be Crofton High School Parent Teacher Student Organization, Inc., ("PTSO") located at 2291 Davidsonville Rd, Gambrills, MD 21054.

Section 2: DESCRIPTION. The PTSO is a nonprofit organization that is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 3: MISSION. The mission of the PTSO is to enhance the school environment and the educational experience of students at Crofton High School.

Section 4: PURPOSE. The purpose of the Crofton High School PTSO is to:

- develop a closer connection between school and home through parent involvement
- foster collaboration and relationships among the school, parents, teachers, students, and community, and
- support school activities and programs through financial and volunteer support.

ARTICLE II: BASIC POLICIES

The following are basic policies of the PTSO:

a. The PTSO shall be noncommercial, nonsectarian, and nonpartisan.

b. 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 purposes set forth in Article I Section 4 hereof.

c. Notwithstanding any other provision of these articles, the PTSO shall not carry on any other activities not permitted to be carried on

- i. by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or
- ii. by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

d. Upon the dissolution of the PTSO, after paying or adequately providing for the debts and obligations of the PTSO, the PTSO shall distribute the remaining assets to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code, or the remaining assets shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction in Anne Arundel County exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

- e. The PTSO or Members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office. The PTSO or Members in their official capacities shall not devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- f. The PTSO shall have a written Conflict-of-Interest policy as required by IRS for nonprofit entities.
- g. The PTSO shall have its Bylaws approved by the General Membership Body every three (3) years.
- h. The PTSO shall remit bonding, liability and Directors and Officers insurance premiums by the date designated.
- i. The PTSO shall have an Employer Identification Number (EIN) from the Internal Revenue Service (IRS).
- j. The PTSO shall maintain its status as a corporation and have as required by Maryland Non-Profit law at a minimum a President, a Secretary, and a Treasurer.
- k. The PTSO shall file the appropriate tax forms by the required date with the IRS.
- l. The PTSO's fiscal year shall be July 1st through June 30th.
- m. The PTSO shall submit a copy of its annual financial review (audit) to AACPS via Crofton High School administration before October 31 each year.
- n. The PTSO shall file all appropriate Maryland State forms with the appropriate Maryland State Authorities by the required date and submit a copy to AACPS via Crofton High School administration within thirty (30) days of filing.
- o. The Articles of Organization of the PTSO shall include:
 - (i). the Bylaws of such organization; and
 - (ii). the Certificate of Incorporation or Articles of Incorporation of such organization.
- p. Bylaws of the PTSO shall include an article on amendments and a provision establishing a quorum.
- q. Each Officer or Board Member of the PTSO shall be a Member of the PTSO.
- r. The Bylaws of the PTSO shall prohibit voting by proxy, mail, or absentee.
- s. A PTSO Member shall not serve as a voting Member of the PTSO board while serving as a paid employee of, or under contract to, the PTSO.
- t. Only Members of the PTSO who have paid dues for the current membership year, or received a grant voucher for Membership, may participate in the business of the PTSO.
- u. The PTSO shall collect annual dues from its paid Members, the dues amount set and approved annually by the Board of Directors. Those seeking Membership but cannot afford the Membership dues shall request a grant voucher for Membership.
- v. The Members of the Nominating Committee for Officers of the PTSO shall be elected by the General Membership, Board of Directors, or Executive Committee as specified in Article IV Section 4.

w. The PTSO shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the PTSO, including, specifically, the number of its paid and grant voucher Members, and the dues collected from its paid Members. Such books of account and records shall at all reasonable times be open to inspection by General Members at PTSO Meetings.

x. In the event the PTSO votes to dissolve and terminate its affairs, it shall be done as follows:

1. The Board of Directors shall adopt a resolution recommending that the PTSO be dissolved and directing that the question of such dissolution be submitted to a vote at a Special Meeting of General Members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the PTSO shall be given to each Member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.

2. Approval of dissolution of the PTSO shall require the affirmative vote of at least two thirds (2/3) of the Members present and entitled to vote at the Special Meeting, a quorum being present as determined in Article IX Section 4.

ARTICLE III: MEMBERSHIP AND DUES

Section 1: The collective PTSO group of Members is called the General Membership Body

Section 2: People in the community including staff, parents, guardians at Crofton High School shall apply for Membership annually and pay the Membership dues set and approved by the Board of Directors. Those seeking Membership but cannot afford the Membership dues shall request a grant voucher for Membership.

Section 3: The PTSO shall conduct an annual membership campaign but shall continue to admit individuals to membership at any time. Additionally, the PTSO may conduct membership drives between April and June of the current school year, allowing members to join early and have their membership apply to the following school year.

Section 4: Students of Crofton High School are eligible for free PTSO Membership, which will automatically renew annually for the duration of their enrollment at the school.

ARTICLE IV: THE EXECUTIVE BOARD

Section 1: EXECUTIVE BOARD OFFICERS AND VOTING MEMBERS OF THE EXECUTIVE BOARD. The Executive Board shall consist of the following Officers: President, 1st and 2nd Vice Presidents, Secretary, Treasurer, and Student Liaison. The terms Executive Board and Executive Committee are synonymous.

- a. Officer positions can be shared.
- b. The school Principal, or his/her designee, are also a voting Member of the Executive Committee.
- c. Meetings of the Executive Committee shall be held as needed. Meetings shall be called by the President or by a majority of the Committee Members with seven (7) days' notice.

- d. At all meetings of the Executive Committee, a majority of the Members of at least three (3) Members in attendance of the committee shall constitute a quorum for the transaction of business.

Section 2: STUDENT LIAISON'S AND OFFICERS' ELECTIONS AND TERM OF OFFICE.

- a. The Executive Board, including President, 1st and 2nd Vice President, Treasurer, Secretary and Student Liaison, shall be elected at the Annual General Membership Meeting in the month of April.
- b. The Executive Board shall be elected by ballot; however, if there is but one nominee for any office, election for that office may be by voice vote. A majority vote shall be required for election.
- c. So that there is continuity and all Officers' terms do not end at the same time:
 - i. The positions of President and Treasurer shall be elected in April during odd years and they shall assume their official duties the first day of the fiscal year and shall serve for a term of two (2) years or until their successors assume their official duties.
 - ii. The positions of 1st and 2nd Vice Presidents and Secretary shall be elected in April during even years and they shall assume their official duties the first day of the fiscal year and shall serve for a term of two (2) years or until their successors assume their official duties.
- d. The Student Liaison shall assume their official duties the first day of the fiscal year and shall serve for a term of one (1) year or until their successors assume their official duties.
- e. An Officer shall not be eligible to serve more than two (2) consecutive terms in the same office
- f. Partial terms do not count toward the two-term limit.
- g. Section 3: QUALIFICATIONS. Any PTSO adult Member in good standing with a student enrolled at the school at the time of the term may become an Officer of the PTSO. Any PTSO student Member in good standing may become the Student Liaison of the PTSO.

Section 4: NOMINATING COMMITTEE.

- a. There shall be a Nominating Committee composed of three (3) Members who shall be elected by the Board of Directors. The Committee shall elect its own chair. Members of the Nominating Committee shall not be a candidate for an Officer position on the ballot.
- b. The Nominating Committee shall be elected at least two (2) months prior to the election of Officers and Student Liaison.
- c. The Nominating Committee shall nominate an eligible person for each office to be filled and report its nominees to the General Membership at least ten (10) days prior to the Annual General Membership Meeting in April, at which time during the Annual General Membership Meeting additional nominations may be made from the floor.
- d. Only those individuals who are current Members of the PTSO and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 5: VACANCIES.

- a. Upon acceptance of a letter of resignation from any Officer, notice shall be given to the General Membership of the vacancy within fifteen (15) days.
- b. The vacancy, except for President, shall be filled for the unexpired term by a person elected by a majority vote of the Board of Directors.
- c. A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the 1st Vice President.

- d. In the event the 1st Vice President chooses not to assume the office of President, then the office of the President shall be for the remainder of the unexpired term by the 2nd Vice President.
- e. In the event neither the 1st or 2nd Vice President choose to assume the office of the President, or there is no Vice President, the General Membership shall be notified, and a Special Meeting shall be held by the General Membership to vote for a President to serve the remainder of the unexpired term. Notice of the Special Meeting to the General Membership should be communicated as specified in Article IX Section 2.

ARTICLE V: DUTIES OF THE EXECUTIVE BOARD & SPECIFIC OFFICERS

Section 1: EXECUTIVE BOARD (alias EXECUTIVE COMMITTEE).

- a. The elected Officers (President, 1st VP, 2nd VP, Treasurer, Secretary) shall be Members of the Executive Committee, along with voting members: the Student Liaison and the Principal or their designee.
- b. Duties of the Executive Committee shall:
 - work together to develop the PTSO's annual budget
 - elect standing and special committee chairs
 - oversee committees to conduct the work of the PTSO
 - approve fundraising programs
 - approve by majority vote of the Board unbudgeted expenditures of no more than \$500
 - transact business referred to it by the Board of Directors
 - to act in emergencies between meetings of the Board of Directors
 - submit a report at each Board of Directors meeting
 - take no action in conflict with any action taken by the Board of Directors
- c. Upon the expiration of the term of office or in case of resignation, each Officer shall turn over to the President, within fourteen (14) days, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, immediately, all funds pertaining to the office.
- d. The President, either Vice President, and the Treasurer may not be related by blood, marriage, or domestic partnership, nor may they reside in the same household
- e. REMOVAL. An Officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Board of Directors. See Article VI, Section 7 for details.

Section 2: PRESIDENT. The President shall:

- a. preside at all meetings of the PTSO, the Board of Directors, and the Executive Committee
- b. serve as the official representative of the PTSO
- c. retain all official records of the PTSO
- d. act as the liaison between the PTSO and Administration of the school
- e. coordinate the work of the Officers and Committees of the PTSO in order that the purposes may be promoted
- f. be a Member ex officio of all Committees except the Nominating Committee
- g. coordinate with other parent groups (boosters, etc.) and student clubs/ organizations to create a non-conflicting/ non-competing PTSO event calendar
- h. attend appropriate PTSO training
- i. follow all financial policies of the PTSO
- j. review Crofton HS PTSO Money Matters Guidebook - understand the correct procedures for handling PTSO monies, insurance issues etc.,
- k. ensure that everyone who handles money for the PTSO is aware of the procedures that need to be followed
- l. perform such other duties as may be prescribed in these Bylaws or assigned by the PTSO or by the Board of Directors
- m. review bank statements monthly and initial

Section 3: VICE PRESIDENTS. The Vice Presidents shall:

- a. act as aides to the President
- b. perform in their designated order the duties of the President in the absence or inability of that Officer to serve
- c. oversee the Committee system of the PTSO
- d. perform such other duties as may be prescribed in these Bylaws or assigned by the PTSO or by the Board of Directors
- e. 1st Vice President. VP of Fundraising shall oversee all fundraising activities for the school, taking in consideration the PTSO's current goals and objectives. The VP of Fundraising shall:
 - attend appropriate PTSO training
 - attend the monthly PTSO meetings and update the board on the fundraising activities
 - obtain Board approval prior to the start of new fundraising activities, and complete the *AACPS Fundraiser Approval Form* if necessary
 - finalize the plan for year's fundraisers with feedback from PTSO meetings
 - work closely with VP of Events and PTSO Committee Chairs to ensure fundraising goals are met and their event/activity is successful
 - research and evaluate fundraising opportunities
 - applying for and responding to grant opportunities
 - developing business sponsorship programs
 - executing passive fundraising opportunities, including but not limited to: restaurant dine outs, Amazon Smile, and store loyalty reward programs
 - review any contracts that have been signed and commitments made by PTSO with any fundraising third-party organization
 - adapt the PTSO's Fundraising Plan as necessary throughout the year
 - follow all financial policies of the PTSO
 - review Crofton HS PTSO Money Matters Guidebook - understand the correct procedures for handling PTSO monies, insurance issues etc.
 - ensure that everyone who handles money for the PTSO is aware of the procedures that need to be followed
 - in May, review the past year's fundraising activities and evaluate which ones were successful, get input from Board Members
 - make contacts with vendors for the upcoming year
- f. 2nd Vice President. VP of Special Events. VP of Special Events shall oversee each of the four Class of 20xx Committees (Freshmen, Sophomores, Juniors, and Seniors) for the purposes of hosting events and fundraising activities for their graduating class's Senior Special Event. The VP of Special Events shall:
 - attend appropriate PTSO training
 - attend the monthly PTSO meetings and update the board on the Special Event activities
 - follow all financial policies of the PTSO
 - review Crofton HS PTSO Money Matters Guidebook - understand the correct procedures for handling PTSO monies, insurance issues etc.

- ensure that everyone who handles money for the PTSO is aware of the procedures that need to be followed
- work closely with VP of Fundraising and PTSO Committee Chairs to ensure fundraising goals are met and their event/activity is successful
- work closely with PTSO Committee Chairs to host meetings as necessary to plan and coordinate events
- help implement any additional special events approved by the PTSO

Section 4: SECRETARY. The Secretary shall:

- a. attend appropriate PTSO training
- b. attend the monthly PTSO meetings
- c. work with the President to prepare agendas for official PTSO meetings
- d. record the minutes of all meetings of the PTSO, the Board of Directors, and Executive Committee
- e. be prepared to read the minutes of the previous meeting
- f. file and hold all historical records for the PTSO
- g. have a current copy of the Bylaws
- h. maintain a current Membership list
- i. follow all financial policies of the PTSO
- j. review Crofton HS PTSO Money Matters Guidebook - understand the correct procedures for handling PTSO monies, insurance issues etc.
- k. ensure that everyone who handles money for the PTSO is aware of the procedures that need to be followed
- l. perform such other duties as may be prescribed in these Bylaws or assigned by the PTSO or by the Board of Directors

Section 5: TREASURER. The Treasurer shall:

- a. attend appropriate PTSO training
- b. attend the monthly PTSO meetings
- c. follow all financial policies of the PTSO
- d. review Crofton HS PTSO Money Matters Guidebook - understand the correct procedures for handling PTSO monies, insurance issues etc.
- e. ensure that everyone who handles money for the PTSO is aware of the procedures that need to be followed
- f. be responsible for the maintenance of such books of account and records as to conform to the requirements of Article II and Article X of these Bylaws
- g. keep custody of the PTSO's bank checkbook
- h. maintain neat and orderly custody of all financial records of the PTSO
- i. keep a full and accurate account of receipts and expenditures including reconciliation of the bank statement each month
- j. review, sign, and date bank statements monthly, obtaining review, signature, and date from the President and one member of the Board of Directors who is not a signatory on the account(s)

- k. prepare and present a written financial statement (Treasurer's Report) at least one (1) week before meetings of the Executive Committee, the Board of Directors, the General Membership and at other times when requested by the Board of Directors
- l. ensure all vouchers '*Disbursement Request Forms*' are authorized by the President and Treasurer (Article X Section 2)
- m. ensure all checks signed by two (2) bank signature holder Officers (Article X Section 2)
- n. make a full report before the newly elected Officers officially assume their duties
- o. be responsible for preparing and filing all necessary tax forms by designated deadlines, and maintaining as part of the PTSO's financial records
- p. present Treasurer's Annual Report of the financial condition of the organization to the General Membership
- q. submit a Proposed Annual Budget to the Board of Directors and General Membership for approval
- r. have the PTSO's financial records examined (audited) at the close of the fiscal year, or upon change of Treasurer by an Auditor or an Audit Committee of not less than three (3) persons, who satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. An Auditor or an Audit Committee shall be selected by the Board of Directors by the Annual General Membership Meeting in April, or at least thirty (30) days before the new Officers assume their duties
- s. perform such other duties as may be prescribed in these Bylaws or assigned by the PTSO or by the Board of Directors

Section 6. STUDENT LIAISON. The Student Liaison shall:

- a. work closely with student groups and clubs to help bring ideas, student issues or concerns to the attention of the Board of Directors
- b. help to recruit Student Members of the PTSO to join Committees

ARTICLE VI: BOARD OF DIRECTORS

Section 1. Each Board of Directors (alias 'the Board') Member shall be a Member of the PTSO.

Section 2. The Board of Directors shall consist of the Chairpersons of Standing Committees and the Executive Committee Officers of the PTSO, the Student Liaison, and the Principal of the school or their designee.

Section 3. A PTSO Member shall not serve as a voting Member of the PTSO's Board of Directors while serving as a paid employee of, or under contract to, the PTSO.

Section 4. Members of the Board of Directors shall sign the Conflict-of-Interest form.

Section 5. The duties of the Board of Directors of this PTSO shall:

- a. transact necessary business in the intervals between General Membership Meetings and such other business as may be referred to it by the PTSO
- b. create standing and special committees
- c. approve the plans of work of the standing committees
- d. present a report at the General Membership Meetings of the PTSO
- e. select an Auditor or an Auditing Committee to audit the Treasurer's handling of the PTSO's financial records
- f. approve and submit an Annual Budget to the PTSO's General Membership for adoption
- g. approve routine bills within the limits of the adopted budget
- h. fill vacancies

Section 6: BOARD OF DIRECTOR MEETINGS.

a. Regular meetings of the Board of Directors shall be held during the year, the time to be fixed by the Board of Directors at its first meeting of the fiscal year. A majority of the Board of Directors' Members shall constitute a quorum. Regular meetings of the Board of Directors are open to General Members.

b. Special Meetings of the Board of Directors may be called by the President, or by a majority of the Members of the Board, seven (7) days' notice having been given.

Section 7: REMOVAL.

- a. The Board of Directors, by a two-thirds (2/3) vote of the Members present and voting, may remove from his/her position any Board Member who fails to perform designated duties as outlined in these Bylaws, the current policies, procedures and/or job descriptions, fails to attend two consecutive meetings and/or Board of Directors meetings without being excused, violates the basic policies, misrepresents the positions of the association or acts in any other way which is detrimental to the philosophy and purposes of the association.
- b. When removal action is contemplated, the Board Member shall be advised by certified mail at least seven (7) days prior to the meeting determination of his/her right to appear before the Board of Directors at that meeting. Such removal constitutes a vacancy in that office.

ARTICLE VII: COMMITTEES

Section 1. Only Members of the PTSO shall be eligible to serve in any elected or appointed position.

Section 2. The Board of Directors may create such standing or special committees as it may deem necessary to promote the purposes and carry on the work of the PTSO.

Section 3. The Chair of each standing or special committee shall be elected by the Executive Committee of the PTSO. The term of each chair shall be one (1) year or until the election of a successor. (If two (2) years notate odd or even)

Section 4. The Chair of each standing committee shall present a *Plan of Work* to the Board of Directors for approval. No committee work shall be undertaken without the consent of the Board of Directors.

Section 5. The power to form special committees and elect Members rests with the Board of Directors.

Section 6. The President shall be a Member ex officio of all committees except the Nominating Committee.

Section 7. Vacancies of standing or special committee Chairs shall be filled by the Executive Committee.

Section 8. Hospitality Committee. There shall be a Hospitality Committee whose goal is create a welcoming atmosphere by organizing and setting up refreshments, food, decorations, etc., for the school. Hospitality events include beginning of the year welcome back activities, parent/teacher conferences, Student of the Month recognition program, Teachers and Staff Appreciation Week.

Section 9: Class of 20xx Committees

There shall be four (4) Class Committees, one for each of the current freshman, sophomore, junior, and senior classes.

- The Freshman, Sophomore, and Junior Class Committees will collaborate with the SGA class representatives to plan class-specific events and support their class initiatives.
 - Each of the Freshman, Sophomore, and Junior Class Committees shall appoint at least one (1) representative to serve on each Senior Class subcommittee, as appropriate, to foster cross-class collaboration and ensure continuity of planning.
- The Senior Class Committee will establish subcommittees as needed to organize and support senior events and activities.

ARTICLE VIII: ELECTRONIC MEETINGS AND COMMUNICATION

Section 1. The General Membership, Board of Directors, Executive Committee, to include all committees and subcommittees may meet by telephone conference or through other electronic communications media, as long as all the Members can simultaneously clearly communicate, and/or electronically stream each other and participate during the meeting.

Section 2. Unless Members indicate otherwise to the cognizant Board of Directors, all communication required by these Bylaws, including Meeting Notices, maybe sent electronically unless otherwise specified in these Bylaws.

ARTICLE IX: GENERAL MEMBERSHIP MEETINGS

Section 1. At least three (3) General Membership Meetings of the PTSO shall be held during the school year. Dates of meetings shall be determined by the Board of Directors and announced at the first General Membership Meeting of the fiscal year. Seven (7) days' notice shall be given of a change of date.

Section 2. Other than calling a Special Meeting of the PTSO General Membership for the purpose of adopting a resolution to recommending dissolution of the PTSO (Article II. x), Special Meetings of the PTSO General Membership may be called by the President or by a majority of the Board of Directors, seven (7) days' notice having been given.

Section 3. Eleven (11) Members shall constitute a quorum for the transaction of business in any General Membership Meeting of the PTSO.

Section 4. Only Members of the PTSO who have paid dues for the current Membership year, or received a grant voucher for Membership, may participate in the business of the PTSO.

Section 5. The Annual General Membership Meeting of the PTSO shall be held in April when elections shall be conducted.

Section 6. Each adult and student Member in attendance is eligible to cast one vote. Absentee and proxy votes are not allowed.

ARTICLE X: FINANCIAL POLICIES

Section 1: FISCAL YEAR. The fiscal year of the PTSO begins July 1 and ends June 30 of the following year.

Section 2: BANKING. All funds shall be kept in a checking account in the name of Crofton High School PTSO held at a local financial institution. There shall be four bank signature holders: President, Treasurer and two other Officers.

- **Check Payments:** PTSO disbursement of funds against PTSO bank account(s) through a PTSO check payment must be signed by two of the four bank signature holders. The Treasurer or President shall always be one of the check signers on the payment of the check. The disbursement shall have vouchers *Disbursement Request Forms* authorized by the Treasurer and President. If the disbursement request is made payable to the Treasurer or President, one of the other bank signature holder Officers shall sign the request form and check payment. Therefore, online banking check payment is not authorized.
- **Debit Cards for Recurring Expenses:** Debit cards may be issued and used exclusively for pre-approved recurring PTSO expenses, such as subscription services, software fees, or other ongoing payments approved by the Board of Directors. Usage of the debit card requires detailed documentation and review by the Treasurer, and transactions must be reported at PTSO meetings. A signed Debit Card Authorization Form must be submitted to the Treasurer and kept on file for audit purposes. A new form must be completed and signed each fiscal year to maintain authorization.

- **Third-Party Fund Collection Platforms:** The use of third-party platforms (such as MemberHub, Square, Cheddar-Up, Paypal, or similar services) to collect funds on behalf of the PTSO is permitted only with prior approval of the Board of Directors. All such platforms must deposit funds directly into the PTSO bank account. Under no circumstances shall these platforms be linked to personal accounts or allow funds to be held outside PTSO oversight.

Funds collected through these platforms are considered PTSO funds upon receipt and must be treated as such. Refunds, returns, or reimbursements may not be processed through the third-party platforms. Instead, all such disbursements must be issued by PTSO check, following standard check disbursement protocols.

Detailed records of all transactions processed through third-party platforms must be maintained and submitted to the Treasurer monthly for reconciliation. All service fees and associated costs must be disclosed in advance and pre-approved by the Board of Directors.

Section 3: DISBURSEMENT REQUESTS. Prior to using personal funds for PTSO purposes, with the intention of being reimbursed by the PTSO, ensure the expense is allowed and approved within the budget. *If submitting the Disbursement Request Form on paper, the original receipt(s) must be included. For electronic submissions, a clear copy of the original receipt(s) is acceptable. All receipts must clearly detail the items purchased. Please allow at least two weeks for check processing* Allow at least two weeks to process a check payment.

Section 4: REPORTING. All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTSO shall arrange an independent review (audit) of its financial records each year through an Auditor or Audit Committee. The PTSO shall submit a copy of its annual financial review (audit) to AACPS through Crofton High School administration within one hundred twenty (120) days following the close of the fiscal year.

Section 5: ENDING BALANCE. The PTSO shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year to carry over to the start of the new fiscal year.

Section 6: CONTRACTS. Authority to sign contracts is limited to the President or the President's designee.

Section 7: BUDGET APPROVAL AND OVERSIGHT: The Executive Board, consisting of the elected Officers (President, 1st Vice President, 2nd Vice President, Treasurer, Secretary), the Student Liaison, and the Principal or their designee, shall collaboratively develop the PTSO's annual budget. This process includes forecasting anticipated income and expenses aligned with the PTSO's goals, approved fundraising plans, and planned activities for the upcoming school year.

- The proposed annual budget shall be presented to the general membership for review and discussion at the July membership meeting. Approval of the budget requires a majority vote of members present at the meeting. Once approved, the budget will guide all PTSO expenditures for the school year.

- The Executive Board is responsible for overseeing the budget throughout the year and may approve unbudgeted expenditures up to \$500 by majority vote.
- Any significant revisions or expenditures exceeding this amount must be presented to and approved by the general membership.
- The Treasurer shall monitor all financial transactions in accordance with the approved budget and report regularly to the Executive Board and membership.
- The President shall ensure all Officers and volunteers handling PTSO funds are familiar with and follow the PTSO's financial policies. Monthly bank statements shall be reviewed and initialed by the President to maintain accountability

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Crofton High School PTSO in all cases in which they are applicable and in which they are not in conflict with these Bylaws or the Articles of Incorporation.

ARTICLE XII: BYLAWS AMENDMENTS

Section 1. These Bylaws may be amended at any General Membership Meeting of the PTSO by a two-thirds (2/3) vote of those Members present and voting, a quorum being present, provided notice of the proposed amendment, which has been approved by the Board of Directors, has been given to the General Membership at least thirty (30) days prior to the meeting at which the amendment is to be voted upon. When approved and amended, articles are in effect.

Section 2. A decision to totally revise the Bylaws as a substitute for the existing Bylaws, requires a majority vote of those Members present and voting at a General Meeting of the PTSO, or a two-thirds (2/3) vote of the Board of Directors. A committee to carry out this task shall be appointed by the Board of Directors. The requirement for adoption of a revised set of Bylaws shall be the same as in the case of the amendment, including thirty (30) days' prior notification to the General Membership.

These Bylaws were adopted at a General Membership Meeting of the Crofton High School PTSO on 09/17/2025

Samantha Weaver

9/17/2025

Samantha Weaver, President (signature)

Crofton High School Parent, Teacher, Student Organization (PTSO), Inc.