



Arundel High School PTSO

BYLAWS

of the

Arundel High School PTSO, Inc.

(Full Legal Name)

Incorporation #: D 2 4 2 8 9 6 1 3

Employer Identification Number (EIN): ____ - ____ - ____ - ____ - ____

Sales & Use Tax #: ____ - ____ - ____ - ____ - ____

Insured by: _____

FOR OFFICE USE ONLY

RESUBMIT BY 9/5/2026



Arundel High School PTSO

ARTICLE I: Name

The name of this association is Arundel High School PTSO, Inc

located at 1001 Annapolis Road, Gambrills, MD 21054 . It is a local PTSO.

ARTICLE II: Purposes

Section 1. Objectives – The purposes of this local PTSO are:

- a. To promote the welfare of children and youth in home, school, community and throughout the community;
- b. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- c. To promote the collaboration and engagement of families and educators in the education of children and youth;
- d. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Section 2. The objectives of this organization are accomplished through education programs directed towards parents, teachers, students, and the general public: are developed through conferences, committees, projects, and programs.

Section 3. Federal Status – The association is organized exclusively for the 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 (referred to as “Internal Revenue Code”).

ARTICLE III: Basic Policies

The following are basic policies of this local PTSO:

Section 1:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children’s issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- b. The association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
- c. Commitment to inclusiveness and equity, knowledge of PTSO, and professional expertise shall be guiding principles for service in this association.
- d. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on by an association:
 - i. exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code; or,
 - ii. to which contributions are deductible under Section 170 (c)(2) of the Internal Revenue Code.
- e. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to for one or more of the exempt purposes specified in Section 501 (c) (3) of the Internal revenue Code of 1954 as from time to time amended.
- f. The association 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; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 2. The articles of organization of this local PTSO include:



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- a. the bylaws of such association; and,
- b. the certificate of incorporation or articles of incorporation of such association.

Section 3. Bylaws of this local PTSO shall include an article on amendments. Bylaws must undergo revision every 3 (three) years.

Section 4. Bylaws of this local PTSO shall include provisions establishing a quorum.

Section 5. Each officer or board member of this local PTSO shall be a member of this local PTSO.

Section 6. The bylaws of this local PTSO shall prohibit voting by proxy, mail (including email), or absentee.

Section 7. Only members of this local PTSO who have paid dues for the current membership year may participate in the business of this local PTSO.

Section 8. The members of the nominating committee for officers of this local PTO/PTSO shall be elected by the general membership or board of directors.

Section 9. This local 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 association, including, specifically, the number of its members and the dues collected from its members.

Section 10. In the event this local PTSO votes to dissolve and terminate its affairs, it shall be done as follows:

- a. The board of directors (or other body that, under its bylaws, manages the affairs of the constituent association) shall adopt a resolution recommending that this local PTSO be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving this local PTSO shall be given at least thirty (30) days prior to the date of such meeting to each member entitled to vote at such meeting.
- b. Approval of dissolution of this local 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.

ARTICLE IV: Membership and Dues

Section 1. Membership in this local PTSO shall be open, without discrimination, to anyone who believes in and supports the mission, purposes, principles of the PTSO, and subscribes to the basic policies and pays dues as required in these bylaws.

Section 3. The organization shall conduct an annual membership campaign but shall continue to admit individuals to membership at any time.

Section 4. Each member of this local PTSO shall pay such annual dues as may be prescribed by the association, the amount due is determined annually by the executive board of the organization.

Section 5. All persons who are interested in the objectives for which this organization is organized, and who are willing to uphold its policies and subscribe to its bylaws, may become active members upon payment of dues.

ARTICLE V: Officers and Their Election

Section 1. Each officer shall be a member of this local PTSO.

Section 2. Officers and their election



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- a. The officers of this local PTO/PTSO shall be a president, 1(one) vice president(s), 1(one) secretary(ies), and 1(one) treasurer(s). The principal shall appoint an individual to represent the school as a representative.
- b. Officers shall be elected at the annual general membership meeting in the month of May. The nomination period will be open for no less than 4 (four) weeks prior to the meeting.
- c. Officers 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.
- d. Officers shall assume their official duties the first day of the fiscal year and shall serve for a term of 1 (one) year(s) or until their successors assume their official duties.
- e. An officer shall not be eligible to serve more than 2 (two) consecutive terms in the same office. An officer who has served in an office for more than one-half (1/2) a full term shall be deemed to have served a full term in such office.

Section 3. Nominating Committee

- a. There shall be a nominating committee composed of 3 (three) members who shall be elected by the executive board. The committee shall elect its own chair.
- b. The nominating committee shall be elected at least 1 (one) month prior to the election of officers.
- d. Only those individuals who are current members of this local PTSO and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 4. Vacancies

Upon acceptance of a letter of resignation from any officer, notice shall be given to the general membership of the vacancy within 15 (fifteen) days. 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. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the 1st vice president. In the event the 1st vice president chooses not to assume the office of president, the general membership shall be notified, and a special election shall be held by the general membership (Article XI Section 3).

ARTICLE VI: Duties of Officers

Section 1. **The president** shall:

- a. preside at every general, board of directors, and executive committee meeting of this local PTSO.
- b. coordinate the work of the officers and committees of this local PTSO in order that the purposes may be promoted.
- c. be a member ex officio of all committees except the nominating committee.
- d. review bank statements monthly, and sign and date.
- e. represent this PTSO at all council meetings or send an alternate; and,
- f. perform such other duties as may be prescribed in these bylaws or assigned by this local PTSO or by the board of directors.

Section 2. **The vice president(s)** shall (if more than one, designate their succession order and provide separate job descriptions):

- a. act as aide(s) to the president.
- b. in their designated order perform the duties of the president in the absence or inability of that officer to serve; and,
- c. perform such other duties as may be prescribed in these bylaws or assigned by this local PTSO or by the board of directors.

Section 3. **The secretary(s)** shall (if more than one, one must be the recording secretary, and provide separate job descriptions):

- a. record the minutes of every general, board of directors, and executive committee meeting of this local PTSO.
- b. be prepared to read the records of the previous meeting.
- c. file all records.
- d. have a current copy of the bylaws.



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- e. maintain a current membership list; and,
- f. perform such other duties as may be prescribed in these bylaws or assigned by this local PTSO or by the board of directors.

Section 4. **The treasurer shall:**

- a. have custody of all funds of this local PTSO.
- b. keep a full and accurate account of funds, receipts, and expenditures including reconciliation of the bank statement each month.
- c. make disbursements as authorized by the president or board of directors of this local PTSO in accordance with the budget adopted by this local PTSO.
- d. have checks or vouchers signed by two people, the treasurer and one other authorized officer.
- e. 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).
- f. present a written financial statement at every general, board of directors, and executive committee meeting, and at other times when requested by the board of directors.
- g. maintain such books of account and records as to conform to the requirements of these bylaws.
- h. prepare and file all necessary tax forms,
- i. make a full report before the newly elected officers assume their duties.
- j. present an annual report of the financial condition of the organization to the membership.
- k. submit a proposed annual budget to the board of directors and general membership for approval.
- l. have the account(s) examined, at the close of the fiscal year and upon change of treasurer, by an auditor or a financial review committee of not less than 3 (three) persons who, satisfied that the treasurer's report is correct, shall sign a statement of that fact at the end of their report. An auditor or a financial review committee shall be selected by the board of directors at least thirty (30) days before the new officers assume their duties.
- m. report the findings of the annual financial review to the board of directors; and,
- n. perform such other duties as may be prescribed in these bylaws or assigned by this local PTSO or by the board of directors.

Section 5. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, within 14 (fourteen) days, all records, books, and other materials pertaining to the office, and shall return to the treasurer, immediately, all funds pertaining to the office.

ARTICLE VII: Board of Directors

Section 1. Each board member shall be a member of this local PTSO.

Section 2. The board of directors shall consist of the officers of this local PTSO, the chairs of standing committees, and the principal of the school or a representative appointed by him/her. The president may appoint a parliamentarian (non-voting), subject to the approval of the Executive Committee of this local PTSO.

Section 3. The duties of the board of directors of this PTSO shall be to:

- a. transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by this local 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 this local PTSO.
- e. select an auditor or a financial review committee to review the treasurer's accounts.
- f. approve and submit an annual budget to this local PTSO's general membership for adoption.
- g. approve routine bills within the limits of the adopted budget; and,
- h. fill vacancies other than president [Article VI Section 4].



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Section 4. **The principal/ principal representative** shall serve as an advisor only and. As such, shall not be a voting member of the board. The principal/principal representative will attend all meetings and coordinate between the school and the PTSO.

Section 5. **Student Representative:** The PTSO recognizes that experience gained by and the input from students in the school is a valued source for improving the operation of the school. To this end, the PTSO authorizes the appointment of 1(one) student selected by the principal to serve as the voting student representative on the board. The student representative may not serve for more than 2(two) terms The student representative duties shall include:

- a. attending all board meetings
- b. representing all high school students within the Arundel High school community and presenting student proposals and concerns to the Board for its considerations and,
- c. keeping high school students informed of the business of the Board by providing a monthly report to the Student Council concerning the activities of the Board.

Student representatives are expected to adhere to the Bylaws, policies, and regulations of the board in their role. The Board in no way relinquishes any of its authority, powers, prerogatives, or responsibilities, but rather adds to its membership a voting student representative for the mutual benefits of the Board, student body and the school district.

Section 6. 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 director's members shall constitute a quorum. Special meetings of the board of directors may be called by the president or by a majority of the members of the board, 7(seven) days' notice having been given.

Section 7. 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 his/her designated duties as outlined in these bylaws, the current policies, procedures and/or job descriptions; fails to attend two consecutive general membership and/or board of directors meetings without being excused; violates the basic policies or misrepresents the positions of the association; or, acts in any other way which is detrimental to the philosophy and purposes of the association. When removal action is contemplated, the board member shall be advised by certified mail at least 7(seven) days prior to the determination meeting of his/her right to appear before the board of directors at that meeting. The board member may have representation by counsel, not necessarily an attorney, who is a member of the association. Such removal constitutes a vacancy in that office.

ARTICLE VIII: Executive Committee

Section 1. The elected officers shall be the members of the executive committee.

Section 2. 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 7(seven) days' notice.

Section 3. A majority of the members of the committee shall constitute a quorum for the transaction of business.

Section 4. Duties of the Executive Committee shall be to:

- a. transact business referred to it by the board of directors;
- b. elect standing and special committee chairs;
- c. act in emergencies between meetings of the board of directors; and,
- d. submit a report at each board of directors meeting.

Section 5. The Executive Committee shall take no action in conflict with any action taken by the board of directors.

ARTICLE IX: Committees

Section 1. Only members of this local PTSO shall be eligible to serve in any elected or appointed position.



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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 this local PTSO.

Section 3. 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 4. The power to form special committees and appoint their members rests with the board of directors.

Section 5. The president shall be a member ex officio of all committees except the nominating committee.

Section 6. Vacancies of standing or special committee chairs shall be filled by the executive committee.

ARTICLE X: General Membership Meetings

Section 1. At least 2(two) general membership meetings of this local PTA/PTSA 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.

Section 2. 7(seven) days' notice shall be given of a change of date, location, or time of a general membership meeting.

Section 3. Special general membership meetings of this local PTSO may be called by the president or by a majority of the board of directors, 7(seven) days' notice having been given.

Section 4. The annual general membership meeting of this local PTSO shall be held in May; elections to be conducted if applicable.

Section 5. 3(three) members shall constitute a quorum for the transaction of business in any general membership meeting of this local PTSO.

Section 6. Only members of this local PTSO who have paid dues for the current membership year may participate in the business of this local PTSO.

ARTICLE XI: Electronic Meetings and Communication

Section 1. Meetings. This PTSO and all committees and subcommittees shall be authorized to meet by telephone conference or through other electronic communications media so long as all the members can simultaneously hear each other and participate during the meeting.

Section 2. Communication. Unless the general membership indicates otherwise to the board of directors, all communication required in these bylaws, including meeting notices, may be sent electronically.

ARTICLE XII: Fiscal Year

The fiscal year of this local PTSO shall begin on July 1st and end on the following June 30th.

ARTICLE XIII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Arundel High School PTSO, INC 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 XIV: Amendments



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Section 1.

- a. These bylaws may be amended at any general membership meeting of this local PTO 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 30 (thirty) days prior to the meeting at which the amendment is to be voted upon.
- b. 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 this local PTO, 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 30 (thirty) days prior notification to the general membership.

These bylaws are submitted in Maryland and were approved at a GENERAL MEMBERSHIP MEETING of Arundel High School PTO on September 5, 2023.

Stacey Montagne

President (printed name)

President (signature)

Vanessa Rivera

Secretary (printed name)

Secretary (signature)