**BY-LAWS FOR ADMIRAL ARTHUR W. RADFORD HIGHSCHOOL PARENT TEACHER STUDENT ORGANIZATION (PTSO)**

**ARTICLE 1 – NAME AND PURPOSE**

The name of this organization will be the Radford High School Parent-Teacher-Student Organization, here after referred to at the PTSO. “PTSO” and “General Membership” are for the most part synonymous and are used interchangeably in this document. The purpose of this organization is to enhance educational facilities and opportunities through cooperative support among parents, teachers, students and the community. The objective of this organization is to provide materials, funds and services not available through the State of Hawaii Department of Education (DOE). It also works to promote cooperation between parents, teachers, students and the community in their efforts to foster a positive learning environment for Radford High School students.

**ARTICLE 2 – GENERAL PROVISONS**

**Section I**

This organization will conduct itself in a manner that is free of discrimination and will provide equal opportunity and treatment for all members. Membership discrimination based on race, religion, color, age, rank, national origin, or sex is not permitted.

**Section II**

1. The PTSO shall be noncommercial, non sectarian, and nonpartisan.
2. The name of the PTSO or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the principles of the PTSO.
3. The PTSO may cooperate with other organizations and agencies concerned with child welfare, but shall not enter into membership with other organizations. A PTSO representative shall make no commitments that bind the group he/she represents.
4. No part of the net earnings of the PTSO shall be used 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 service rendered.
5. E. the PTSO shall seek neither to direct the administrative activities of the school nor control its policies. The organization shall work with the school to provide quality education for all children and youth, and shall seek to participate in the decision-making processes establishing school policy, recognizing the legal responsibility to make educational policy is delegate by the people to the board of education.

**ARTICLE 3 – OFFICERS AND GOVERNING BODY**

**Section I The Executive Board**

The Executive Board shall consist of the elected PTSO officers (President, First Vice-President, Second Vice-President, Treasurer, and Secretary), the chairmen of standing committees (Fundraising, Hospitality, Publicity, Grants, Volunteers, and Membership), the Principal (1ea), the Vice-Principal (1ea), a teacher/staff representative(2 or 3 ea), student representative (1ea), and the Student Activities Coordinator(1ea); all being members of the PTSO.

**Section II Duties of the Executive Board**

The duties of the Executive Board shall be:

1. to perform the duties specifically mentioned in the constitution and bylaws and other duties incident to their office
2. to be responsible for asset accountability, liability satisfaction, and assuring responsible financial and operational management
3. to transact necessary business in the intervals between PTSO meetings and such other business as may be referred to it by the PTSO
4. to create standing and special committees
5. to fairly consider the recommendations of all committees
6. to select an auditing committee to audit the treasurer’s accounts
7. to assist Treasurer in developing annual budget

**Section III Duties of Executive Board Members**

* General Duties of all Executive Board Members
* Perform the duties outlined in this constitution and bylaws and those assigned from time to time
* Upon expiration of the term of office or in the case of resignation, each officer shall turn over to the President without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all duds pertaining to the office.
* Make reports as required and file annual reports as part of the records of the PTSO
* Answer correspondence promptly and keep completed correspondence files
* Transmit records, reports, and other materials promptly to succeeding officers
* Have a current copy of the constitution and bylaws, membership list, agenda, and the minutes of the previous meetings
* The President shall:
* Preside at all meetings of the Executive Board and General Membership
* Remain unbiased on all issues, therefore not voting on any motion, save in the case of a tie at which time cast the deciding vote
* Prepare agendas for Executive Board and General Membership meetings
* Perform such other duties as may be prescribed in this bylaws or the General Membership
* Be a member ex officio of all committees
* Coordinate the work of and manage a reporting process with the officers and committees of the PTSO in order that the principles be promoted
* Act as or designate a spokesperson for the PTSO
* Shall sign all legal and binding contract or commitments made on behalf of the General Membership and may authorize any officer to act, sign, or make commitments as circumstances warrant
* Shall prepare, prior to tend of term a report detailing PTSO accomplishments to be provided to the General Membership and the school administrator
* Review and approve all publications
* The First Vice-President shall:
  + Act as an aid to the President
  + Perform duties of the President in the absence or inability of that officer to serve
  + Preside as chairperson of the fundraising committee (the President reserves the right to waive or modify this requirement at their convenience)
  + Work with all committees as required in order to assure continuity and performance
* The Second Vice-President shall:
  + Act as an additional aide to the President
  + Perform duties of the President and/or First Vice-President in the absence or inability of those officers to serve
  + Presided as chairperson of the publicity committee (the President reserves the right to waive or modify this requirement at their convenience)
  + Work with all committees as required in order to assure continuity and performance
* The Secretary shall:
* Record the minutes of all meetings of the PTSO
* Email draft of minutes to President within 48 hours
* Email final copy to all members at the President’s approval
* Distribute minutes at the next meeting
* Post minutes in a public area of the school
* Conduct correspondence of the PTSO under the direction of the President, Executive Board, or General Membership
* Read letters received by the PTSO at meeting
* The Treasurer shall:
  + Have custody of all funds of the PTSO
  + Keep a full accurate account of receipts and expenditures
  + Make disbursements as authorized by the President, Executive Board, or in accordance with the budget adopted by the PTSO
  + Present a financial statement and an oral report at every meeting of the PTSO and at other times when requested by the Executive Board
  + Make a full report at meetings which new officers officially assume their duties
  + Be responsible for the maintenance of such books of account and record as conform to the requirements of this constitution and bylaws
  + Have the accounts audited annually or upon change of officer in accordance with Article 5, Section IV
  + Provide a full financial report at the last open membership meeting
  + File all required taxes and tax forms
  + Post financial statement in a public area of the school
  + Present an annual budget for the General Membership to vote on at the first general meeting. **Funds may be disbursed before the General Membership approves the budget; however, this shall not exceed the carry-over budget from the previous year and needs approval of the Executive Board**
  + Budget sufficient funds for follow-on Executive Board to function until budget approval
* Fundraising Chairperson
  + Normally chaired by the First Vice-President
  + Coordinate all fundraising efforts within the PTSO
  + Nominate special committees and chairpersons to organize and execute fundraising events
  + Collect all funding raised at events and submit to treasurer for posting to PTSO accounts
  + Ensure volunteers contributing to fundraising events receive due recognition
  + Submit a plan of work to the Executive Board for approval
* Hospitality Chairperson
  + Responsible for all hospitality issues connected to PTSO sponsored events
  + Use budgeted funding to purchase and deliver hospitality gifts as approved by the Executive Board
  + Submit a plan of work to the Executive Board for approval
* Publicity Chairperson
  + Normally chaired by the Second Vice-President
  + Responsible for coordinating all publicity events and occurrences for the PTSO
  + Submits articles to the paper, local publications, bulletin boards and other media sources
  + Works with local base personnel to ensure PTSO information is reaching senior leadership
  + Submit a plan of work to the Executive Board for approval
* Grants Chairperson
  + Responsible for identifying and applying for schools grants and donations for the PTSO
  + Maintain a list of annual and recurring grants in a continuity file
  + Follow up on applications for status and feedback on grant awards
  + Submit a plan of work to the Executive Board for approval
* Volunteer Chairperson
  + Work with the Membership Chairperson to maintain a volunteer database, using information provided by members about their areas of interest in volunteering
  + Contact potential volunteers for PTSO activities as per request of the Executive Board and standing/special committee chairperson
  + Submit a plan of work to the Executive Board for approval
* Membership Chairperson
  + Promote membership in the PTSO
  + Collect membership forms and fees, then submit all funds to the treasurer
  + Maintain a confidential database of all members with contact information
  + Submit a plan of work to the Executive Board for approval
* Principal/Vice Principal
  + Provide information to the Executive Board on school events, concerns, and problems
  + Coordinate necessary school actions resultant from Executive Board decisions
* Teachers/Faculty Representatives
  + Represent the views and opinions of the Radford High School staff and faculty
  + Liaison between the Executive Board and the staff/faculty
  + Coordinate requests from the staff/faculty with the Executive Board and vice versa
* Student Representative
  + Represent the views and opinions of the Radford High School student body
  + Liaison between the Executive Board and the school population
  + Coordinate request from the student body with the Executive Board and vice versa
* Student Activities Coordinator
  + Provide information on other school activities put on by other Radford High School organizations
  + Liaison between the Executive Board and the other school activities.
  + Provide specialized information commiserate with position (i.e. vendors, available programs, etc.)
  + Assist Principal and Vice-Principal to coordinate necessary school actions resultant from Executive Board decisions

**Section IV Committees**

1. Standing Committees:

* Standing committees are established by the Executive Board to perform a continuing function, and remain in existence permanently or for the life of the Executive Board that establish them
* The Executive Board shall appoint standing committee chairpersons. The term of chairpersons and members of the standing committees shall correspond to that of elected officers of the Executive Board.
* The chairman of each standing committee shall present a plan of work to the Executive Board for approval. No committee action shall be undertaken without the consent of the Executive Board.
* The President shall be a member ex officio of all committees except the nomination and auditing committee.
* The standing committees for this PTSO are:
  + Fundraising
  + Hospitality
  + Publicity
  + Grants
  + Volunteers
  + Membership
  + Audit committee (only for the duration of the audit, not part of the Executive Board)
* Nominating Committee (only for the duration of the election, not part of the Executive Board)

**Section V Vacancies**

1. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, notice of such election having been given to the General Membership at least one week prior to the ate of the election. In case a vacancy occurs in the office of President, the First Vice-President shall assume the office of President, the Second Vice-President shall assume the office of First Vice-President, and a new Second Vice-President shall be elected. In case a vacancy occurs in the office of the First Vice-President, the Second Vice-President shall assume the office of the First Vice-President and a new Second Vice-President shall be elected.
2. A motion for removal of the motion to be sustained. Upon passage, the affected office will be deemed vacant.

**Section VI Election**

1. Each officer and committee chairperson shall be a member of the PTSO.
2. The officers of this PTSO shall consist of a President, a First Vice-President, a Second Vice-President, a Secretary, and a Treasurer.
3. In the interests of providing continuity, the current year First Vice-President shall become the President for the following year. This shall be a condition of the election of the First Vice-President. Should the First Vice-President choose not to accept this duty immediately prior to the following year election, the office of President will be considered up for elution and conducted as described in Section VII.
4. Officer position up for election shall be elected by secret ballot at the General Membership meeting in the month of May. However, if there by one nominee for any office, the election for that office may be by voice vote. Provisions will be made or absentee voting at the discretion of the Executive Board. Officers will be elected by plurality vote (meaning if there are three or more candidates, the candidate with the most votes wins).
5. Officers shall assume their official duties beginning the first board meeting in June, following their election in May. They will serve for a term of one (1) year.

**Section VII Nominating Committee**

1. The nominating committee shall consist of 3 PTSO members plus one alternate
2. The nominating committee shall be appointed by the Executive Board at least 60 days prior to the May membership meeting, when voting will take place. The President shall appoint one member of the Nominating Committee to serve as chairperson.
3. The nominating committee shall nominate at least one person for each office with the consent of the nominee.
4. The nominating committee will present nominees to the General Membership prior to Election Day (at a General Membership meeting, or other official manner). Any other members who wish to be voted into an office must be nominated from the floor on the Election Day membership meeting.

**ARTICLE 4 – MEMBERSHIP**

1. Every individual who is a member of this PTSO is, by virtue of that fact entitle to all benefits of such membership.
2. Membership shall be limited to:
   1. Parents with children enrolled in Radford High School
   2. Teachers and staff of Radford High School
3. The PTSO shall conduct an annual enrollment of members, which will expire at the end of each PTSO fiscal year but may admit persons to membership at any time.
4. Each member of the PTSO shall pay dues of ten dollars ($10.00) per family.

**ARTICLE 4 – METHOD OF FINANCING**

**Section I Disbursement of Funds**

Any disbursement of funds must be a pre-approved budget item and be authorized by any two members of the Executive Board. Funds disbursed by check shall require two signatures, usually the Treasurer and President, with the other PTSO officers listed in Article 3, Section 1 authorized to cosign if either of the primary signatures I not available. Receipts will be required for disbursal of funds by the PTSO.

**Section II Deposit of Funds**

All funds shall be deposited in a financial institution approved by the Executive Board.

**Section III Fiscal Year**

The fiscal year for this PTSO shall begin during the first week of July in conjunction with the first meeting of the newly elected Executive Board and shall end during the last week of June in conjunction with eh last meeting of the outgoing Executive Board.

**Section IV Audit**

The accounts of the Treasurer shall be examined annually by an auditing committee of not than three members. Upon satisfaction that the annual report is accurate, the auditing committee shall sign a statement attesting to its accuracy. The audit shall occur in June, prior to close out of the fiscal year.

**Section V Treasurer’s Reports**

Copies of each Treasurer’s annual report shall be maintained for a minimum of five years.

**Section VI Sources of Income**

Fundraisers may be held as deemed appropriate or necessary by a majority of the Executive Board to conduct business during the fiscal year, such as car washes, bake sales, and other revenue generating events. Monies collected will be used for operation of the PTSO, to offset activity expenses, and to purchase necessary items based upon the annual budget approved by the General Membership. We understand that our organization cannot solicit funds on any DoD base or installation.

**Section VII Financial Responsibility**

The General Membership is liable under the law for organizational debts in the event the organizations’ assets are insufficient to discharge liabilities.

**ARTICLE 6 – MEETINGS AND QUORUMS**

**Section I General Membership Meetings:**

1. Regular meetings of the General Membership shall be held a minimum of once per quarter in order to conduct the routine business of the PTSO. All members have the right to attend and vote at each meeting.
2. The first meeting of the year will be used to approve the budget for the upcoming school year
3. The last meeting of the year will be used to elect new officer to the Executive Board. This meeting is held in May and will also include a summary of the previous year’s accomplishments.

**Section II Executive Board Meetings:**

1. Regular Executive Board meetings shall be held on the first Wednesday of the month during the school year, unless otherwise notified by the President or their appointed representative, seven (7) day’ notice having been given.
2. A guest may be invited to an Executive Board meeting (and granted a courtesy seat) for a specific reason such as to bring information, but does not participate as a voting member of the group.
3. Sufficient time shall be allowed to hear the options, interests, and concerns of the General Membership. The right of the General Membership to air their concerns before the board shall not be restricted so long as it does not interfere with the ability of the board to conduct business and maintain good order.

**Section III Special Meetings**

Special meetings of the PTSO may be called by the President or by majority of the Executive Board, seven (7) day notice having been given.

**Section IV Conduct of Business by Email/Phone**

The President (or designated representative) may conduct specific business with the Executive Board via email or telephone. All board members will be informed of final vote results, to include how each board member voted.

**Section V Quorum**

1. For General Membership meetings, 10 members in attendance shall constitute a quorum for the transaction of business in any meeting of this PTSO.
2. For Executive Board meetings at least half of the filled Executive Board positions must be present to constitute a quorum to conduct business.

**ARTICLE 7 – ADOPTION AND AMENDMENTS**

1. This constitution and bylaws may be amended at any regular meeting of the Executive Board by a two-thirds vote of the members present and voting, provide that notice of the proposed amendment shall have been given at least thirty days in advance.
2. A special committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the PTSO, or by a two-thirds vote of the Executive Board. The requirements of adoption for a revised set of bylaws shall be the same as in the case of an amendment.

**ARTICLE 8 – DISSOULUTION**

1. Upon dissolution of this PTSO, after paying or adequately providing for all the debts and obligations of the PTSO, the remaining assets shall be distributed to one or more no-profit funds, foundations, or organizations which have established their tax exempt status under Section 501 c of the Internal Revenue Code according to a vote of the General Membership
2. If adequate funds are not available to cover all outstanding debts and liabilities of the PTSO, the PTSO has the financial responsibility to pay such debts and liabilities of a pro rata basis. All members shall be informed of these provisions.

**ARTICLE 9 – INSURANCE**

The normal activities of the PTSO are administrative in nature and would not normally involve a great risk. Special events may rise which greatly increases the insurable risk, and for such events, insurance protection shall be obtained.

**ARTICLE 10 – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the PTSO.

We, the undersigned members of the Executive Board, do hereby affirm and accept these articles on behalf of the General Membership per their approval on the \_\_\_day of \_\_\_\_\_\_\_\_20\_\_.

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