

Piney Grove Middle School PTSO Bylaws
Adopted May 2019

Piney Grove Middle School
8135 Majors Road
Cumming GA 30041
Forsyth County

These bylaws were voted upon and passed on _____.

Signed: _____

PTSO President, Linda Selbach

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Bylaws of Piney Grove Middle School PTSO

Article I: Name, Description, and Purpose

Section 1: Name- The Name of the organization shall be Piney Grove Middle School Parent Teacher Student Organization (PGMS/PTSO). The PTSO is located at 8135 Majors Road, Cumming GA 30041, Forsyth County.

Section 2: Description- The PGMS/PTSO is a non-profit organization which exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue code.

Section 3: Purpose- The purpose of the PGMS/PTSO is to enhance and support the educational experience at Piney Grove Middle School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Piney Grove Middle School through volunteer and financial support.

Article II: Membership

Section 1: Any parent, guardian, or other adult standing in loco parentis for a student at the school may become a PTSO member and upon membership shall have voting rights. Any parent, guardian, or other adult standing in loco parentis for a fifth grader at any PGMS feeder school may also join the PGMS/PTSO and shall have voting rights. The staff at PGMS may also become members and upon joining will have voting rights. Memberships are family and not individual which includes one vote per household.

Section 2: Each member of this PTSO shall pay annual dues as determined by the Executive Board.

Section 3: All members are governed by the Standing Rules of the PGMS/PTSO.

Article III: Officers and Elections

Section 1: Officers- The Executive Board must consist of the following officers: President (or Co-presidents), Secretary, and Treasurer. Optional positions include: Up to 2 Vice Presidents and a recording secretary and a communications secretary instead of one secretary.

Section 2: Term of Office- The term of office for all officers is one year beginning on the last day of the current school year. Officers cannot serve more than two consecutive years in the same position.

Section 3: Qualifications- Any PTSO member in good standing may become an officer of the PTSO.

Section 4: Duties

President: Preside at General PTSO meetings and Executive Board meetings, serve as the official representative of the PTSO, sign and execute contracts, assign committees, and retain all official records of the PTSO.

Vice President(s): Oversee the committee system and receive all reports from committee chairs, assist the President and chair meetings in the absence of the President.

Secretary: This position can be broken into two separate positions or can be maintained by one person. Duties include: Record and distribute minutes of all Executive Board meetings and all General PTSO meetings, hold historical records for the PTSO, prepare agendas for official PTSO meetings, maintain membership records, hold a copy of the bylaws and standing rules, and manage communications and marketing for the PTSO.

Treasurer: Serve as custodian of the PTSO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records. This position can not be shared.

Section 5: Elections- Elections shall be held in May at the year end General Meeting. Voting shall be by voice vote if one person is running for an office. If more than one person is running for one office a ballot vote shall be taken.

Section 6: Board Meetings- The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 7: Removal- An officer can be removed from the office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 8: Vacancy- If a vacancy occurs on the Executive Board, the President shall appoint a PTSO member to fill the vacancy for the remainder of the term.

Article IV: Executive Board

The Executive Board consist of the officers and Piney Grove's principal. The Executive Board shall develop the PTSO's annual budget, establish and oversee committees to conduct the work of the PTSO, establish fundraising programs, and approve (by the majority of the board) unbudgeted expenditures of no more than \$150. Regular meetings shall be held monthly. All members of the Executive Board are allowed one vote. If the principal can not attend she/he may send a representative to vote in her/his behalf.

Article V: Meetings

Section 1: General PTSO Meetings- General PTSO meetings shall be held to conduct the business of the PTSO. Meetings shall be held at the discretion of the Executive Board with no less than two meetings per school year. Notice for the meeting must be given to the PTSO members no less than 10 days prior.

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

Section 3: Quorum- Eight members of the PTSO present to vote shall constitute a quorum for the purposes of voting.

Article VI: Committees

Section 1: Membership- Committees may consist of members and board members, with the President/Co-President acting as an ex officio member of all committees.

Section 2: Committees- The board may create or dissolve committees as they deem necessary. Committees are listed in the Standing Rules.

Section 3: Plan of Work- The chair of each committee shall present a plan of work to the Executive Board for approval. No work shall be undertaken without the approval of the Executive Board.

Article VII: Finances

Section 1: Fiscal Year- The fiscal year of the PTSO begins June 1 and ends May 31 of the following year. A tentative budget shall be drafted over the summer for the upcoming school year and approved by a majority vote of the members present at the first fall meeting.

Section 2: Banking- All funds shall be kept in a checking account in the name of Piney Grove Middle School and held at a local institution. Approved expenses accompanied by receipts or invoices will be paid by check and require two signatures of the Executive Board. No loans may be made to any individual or organization and no Credit Cards or Debit Cards may be used with the account. Deposits of cash shall be counted by two people and made no later than the next business day. Verification of deposits shall be retained and attached to the funds verification form.

Section 3: Reporting- All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account monthly and report all financial activity. Monthly bank statements shall be signed by the President and a non-check signing member of the Executive Board. The PTSO shall arrange an independent review of its financial records each year.

Section 4: Ending Balance- The Organization shall leave a minimum of \$1,000 in the treasury at the end of each fiscal year.

Section 5: Contracts- Contract signing authority is limited to the President or the President's designee.

Section 7: Forsyth County School Rules- Whenever the PTSO Board meets, a written Treasurer's Report detailing the financial activity, and current balance, since the previous meeting must be presented and approved. Once approved, the report must be sent to the Forsyth County Schools Finance Department to the attention of PTSO Financial Reports. All PTSO's financials are subject to periodic audits by the Forsyth County Schools Finance Department.

Article VIII: Standing Rules

Standing rules may be approved by the Executive Board and the Secretary shall keep a record of the standing rules for future reference.

Article IX: Dissolution

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

Article X: Amendments

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. A quorum must be met and a two thirds majority approval of all members present and voting is required to adopt an amendment to the Bylaws.

Article XI: Conflict of Interest Policy

Section 1: Existence of Conflict, Disclosure. Directors, officers, employees and contractors of PGMS/PTSO should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the PTSO. A conflict of interest may exist when the direct, personal, financial or other interests of any director, officer, staff member or contractor competes, or appears to compete with the interest of the PTSO. If any such conflict of interest arises the interested person shall call it to the attention of the executive board for a resolution. If the conflict relates to a matter requiring board action such person shall not vote on the matter. When there is doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the executive board, excluding the person who is the subject of the possible conflict.

Section 2: Nonparticipation in Vote. The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However the person may be permitted to provide the Board with any and all relevant information.

Section 2: Minutes of Meeting. The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

Section 4: Annual Review. A copy of this conflict of interest statement shall be furnished to each director or officer, employee, or contractor who is presently serving the Board, or who hereafter becomes associated with the PTSO. this policy shall be reviewed annually.

Article XII: Parliamentary Authority

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”