

# BYLAWS

## MOUNT PLEASANT HIGH SCHOOL PARENT TEACHER STUDENT ORGANIZATION (MPHS PTSO)

Scope	Created/Revised by	Date
Initial writing and implementation	Marianne Fortney-Baker	9/1/2024

### NAME:

The name of the organization is: ***Mount Pleasant High School Parent Teacher Student Organization (MPHS PTSO)*** and is located in: Mount Pleasant, North Carolina (NC).

### ARTICLES OF ORGANIZATION:

The organization exists as an unincorporated organization of its members. The bylaws outlined shall be deemed to be the articles of organization and shall govern the organization unless amended by the membership.

### OBJECTIVES

The objectives of this organization are promoted through an educational program directed toward parents, teachers and the general public; are developed through forums, committees, projects and programs; and are governed and qualified by the basic policies as outlined and understood below.

The objectives of the MPHS PTSO are as follows:

- a. To serve our parents, teachers, staff and students by advocating for the highest standards of education, teaching and learning.
- b. To support and recognize parents, teachers, staff and students for their day-to-day efforts & achievements, no matter how big or how small.
- c. To provide partnerships and financial support through programs, resources and scholarships.

d. To develop and encourage involvement by building relationships across our community through engagement between parents, teachers, staff, students and the public.

#### **BASIC POLICIES:**

The following are basic policies of this organization:

1. The organization shall be noncommercial, nonsectarian and nonpartisan.
2. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
3. The organization shall not directly or indirectly participate or intervene in any way (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public official or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
4. The organization shall cooperate with the school(s) to support the improvement of education.
5. The organization may cooperate with other organizations and agencies concerned with child education and welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.
6. In the event of the dissolution of the organization, any/all assets shall be distributed 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.

#### **MEMBERSHIP AND DUES**

1. Any individual who subscribes to the Objectives and Basic Policies of this organization may become a member of this organization subject only to compliance with the provisions of the bylaws.
2. Membership in this organization shall be available without regard to race, color, creed or national origin.
3. The organization shall conduct an annual enrollment of members, and persons may be admitted to membership any time.
4. Only members in good standing of the organization shall be eligible to participate in its business settings or to serve in any of its elective or appointive positions.
5. Each family of the organization shall pay annual dues of no less than \$5.00 and no more than \$20.00 to the organization per calendared school year (June 1- May 31).

## OFFICERS AND THEIR ELECTION

The executive officers of this organization shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- and 1 appointed Staff/Teacher representatives of MPHS

### Executive Officers shall:

- be elected by acclamation annually, typically in the month of May or at the last annual PTSO meeting of the calendared school year.
  - o Note: Due to the timing of the establishment of the MPHS PTSO in 2024 and seating of the initial officers, acclamation will be held for interested members via proxy at a meeting date, time and setting to be determined. This meeting will be communicated in advance and open to the public.*
- assume their official duties as of the first elected date or on **June 1<sup>st</sup>**
- serve for a term of one year and/or until the election and qualification of their successor.
- serve in their current position for no more than 4 consecutive school years and on the executive board for no more than 8 years concurrently.
- have a child currently enrolled at Mount Pleasant High School (MPHS) or be currently employed within MPHS.

## NOMINATIONS

1. The executive committee shall nominate one eligible person for each office to be filled and report its nominees at the regular meeting to be held in late April or early May at which time additional nominations may be made from the floor unless one of the executive officers wishes to remain in office.
2. Nominees must be present and/or provide written consent approving of their nomination and/or acceptance.
3. Only those persons who have signified their *consent* to serve if elected shall be nominated for or elected to such office.

## DUTIES OF ELECTED AND/OR APPOINTED EXECUTIVE OFFICERS

The following position are outlines as the duties and responsibilities for each executive officer:

- **President:** shall preside at all meetings of the organization and over the executive committee therefore must be present to perform such other duties as may be prescribed in these bylaws or assigned to her/him by the organization or by the executive committee; and shall coordinate the work of the officers and committees of the organization in order that the objectives may be promoted. The president will promote volunteerism, assist in fundraising and publicity support the organization through communications and social media.
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- **Vice-President (VP):** is designated as program chairman and oversees all school related programs at organizational meetings and will perform the duties of the President/officer. The Vice president will promote volunteerism, assist in fundraising and publicity support the organization through communications and social media.
- **Secretary:** shall record the minutes at each meeting of the organization and each meeting of the executive committee (EC) and shall perform other duties as delegated to them. The secretary shall recap, remit and distribute organizational minutes for public consumption and may be asked to read minutes at each meeting of the organization. Up to date minutes should be provided within 7 days and no more than 20 days from the date the organizational meeting was conducted. The secretary will promote volunteerism, assist in fundraising and publicity support the organization through communications and social media.
- **Treasurer:** shall have custody of all the funds of the organization; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the organization, the executive committee (EC) or a special committee (SC) as directed. The treasurer shall present a detailed financial statement *at every meeting* of the organization and at other times when requested by the executive committee (EC). The treasurer shall be responsible for the monitoring and maintenance of such book of records and banking account(s) and escalate any concerns, data entry errors, or omissions to the executive committee (EC) immediately via writing. The treasurer shall coordinate and initiate annual filings with assistance from outside counsel if/when necessary. The treasurer will promote volunteerism, assist in fundraising and publicity support the organization through communications and social media.
- **School Official/Representative:** shall provide details and internal council related to school rules, ideals and seek approval and/or guidance from leadership. School Representative will promote volunteerism, assist in fundraising and publicity support the organization through communications and social media.

All executive officers shall perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time.

All executive officers shall deliver to their successors all applicable resources & materials no later than August 1<sup>st</sup> if additional time is needed.

#### EXECUTIVE COMMITTEE:

1. The executive committee shall consist of the elected officers of the organization and the principal of the school, or a representative appointed by him/her and on staff @ MPHS.
2. The president of the organization shall preside over the executive committee. The members of the executive committee shall serve until the election and qualification of their successors.
3. Conduct regular meetings of the executive committee shall be held during the school year, on selected dates and times chosen by the committee at its first meeting of the year.
  - a. A majority of the executive committee members shall constitute a quorum.
  - b. Special meetings of the executive committee may be called by the president or by a majority of the members of the executive committee.
  - c. Separate meeting to approve any spending of funds in excess of \$250.00 outside of MPHS.
4. The duties of the executive committee shall be:
  - a. to transact necessary business in the intervals between organization meetings and such other business as may be referred to by the organization.
  - b. to initiate & approve the plans of all committee(s).
  - c. examines and inspect the treasurer's accounting records and ensure proper filings with the state.
  - d. prepares and submit to the overall organization a proposed plan/budget for the fiscal year.
  - e. to approve routine investments, bills and/or within the limits of the budget (such as student school day celebrations, annual teacher stipends/allowances, Teacher Appreciation Week and Senior Socials).

#### MEETINGS:

##### ORGANIZATIONAL MEETINGS:

The executive committee (EC) shall:

- conduct at a minimum of three regular organizational meetings on behalf of the organization (MPHS PTSO) which are open to the public and held throughout the school year.
- announce meeting dates, times and location a minimum of 5 business days prior to the meeting date.
- provide an in-person and virtual option for all public meetings to serve all capacities of our community.
- Communicate meeting changes within five days' and/or as soon as possible; rescheduling is recommended unless school closure or special events impact the meeting to be conducted on the same day thus the meeting may be conducted virtually only to avoid delays in rescheduling.

The organizational meetings shall be as follows:

- o The first meeting:
  - shall be held by the second Thursday of September or within the first 30 days of the calendared school year.
- o Final meeting shall:
  - be held within 30 days of the last day of school and/or no later than the final week of the school year.

#### EXECUTIVE COMMITTEE MEETINGS:

Shall be conducted:

- o on a minimum monthly basis and/or every other week during the school year.
- o at a time and day will be determined by the executive committee and may be conducted during the summer months for school calendar & event planning meeting(s).
- o via virtual and/or in person availability to assist in scheduling conflicts and participation.

#### **STANDING AND SPECIAL COMMITTEES**

The executive committee may create such committees, as it may deem necessary to promote the objectives and carry on the work of the organization.

The chairman of each committee shall present a plan of work to the executive committee for approval.

- No committee work shall be undertaken without the consent of the executive committee.
- The president and/or Vice President shall be a secondary member of each special committee and shall request updates and status to present back to the executive committee.
- Secondary committees may include:

- Senior Social Committee- (12<sup>th</sup> grade focus)
- Fundraising Committee (Grant/Donations)- (11<sup>th</sup> grade focus)
- Volunteer Coordinator/ School & Community Engagement (10<sup>th</sup> grade focus)
- Student/Teacher Appreciation Committee- (9<sup>th</sup> grade focus)

## RELATIONSHIP WITH ITS MEMBERS

1. The bylaws of this organization are subject to the approval of its members.
2. The organization shall keep permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization, including, specifically, the number of its members, and the dues collected from its members. Such books of account and record shall at all reasonable times be open for inspection by the authorized representative.
3. Copies of each previous meeting's financial report shall be kept on file in the school's office to be made readily available to members. Fiscal Year of the organization shall begin on June 1st and end on the following May 31st.
4. Parliamentary Authority Robert's Rules of Order Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

*Robert's Rules of order is a set of rules for conducting meetings and making decisions as a group. The following are the steps for making a motion according to Robert's Rules of Order:*

- 1) *A member rises or raises a hand to signal the chairperson.*
- 2) *Another member seconds the motion.*
- 3) *The chairperson restates the motion.*
- 4) *The members debate the motion.*
- 5) *The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.*
- 6) *The chairperson announces the result of the vote and any instructions.*

*Robert's Rules of Order also includes other topics such as order of business, quorum, officer responsibilities, nominations, and election*

## AMENDMENTS

1. These bylaws may be amended at any regular meeting of the organization by two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have

been given at the previous meeting. If there are any amendments completed during the summer school break, the members shall be modified at the following school year's orientation.

2. A 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 organization, or by two-thirds vote of the executive committee. The requirements for adoptions of revised set of bylaws shall be the same as in the case of amendments