Blacksburg High School
Parent/Teacher/Student Organization (PTSO)
BYLAWS

ARTICLE I – NAME, DESCRIPTION, & PURPOSE

SECTION 1: NAME – The name of the organization shall be Blacksburg High School Parent/Teacher/Student Organization and the organization shall do business as Blacksburg High School PTSO. The Blacksburg High School PTSO is currently located at 3401 Bruin Lane, Blacksburg, VA 24060.

SECTION 2: DESCRIPTION – The PTSO is organized as a non-profit organization that exists for charitable, literary, scientific, and educational purposes, including the making of distributions to other organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Service Code and support the purpose of the PTSO.

SECTION 3: PURPOSE – The purpose of the PTSO is to enhance and support the educational experience at Blacksburg High School, to develop a closer connection between school and home by facilitating parental involvement, to advocate for a quality public education system, and to improve the environment at Blacksburg High School through volunteer and financial support.

ARTICLE II – MEMBERSHIP & DUES

SECTION 1: ELIGIBILITY – Membership is automatically granted to all parents and/or guardians of Blacksburg High School students, plus all students and staff at Blacksburg High School. Students and parents of the Montgomery County Public School 100% virtual program may also be considered to be members of the BHS PTSO if BHS would be considered their home school based on their physical home address. Members have voting privileges. Each member receives one (1) vote.

SECTION 2: DUES – As membership is automatically granted, there are no membership dues requirements. Donations are encouraged to meet the financial goals of the organization.

ARTICLE III – OFFICERS

SECTION 1: EXECUTIVE BOARD – The Executive Board shall consist of the President, Vice President, Treasurer, Recording Secretary, and School Principal or his/her designee. Officer positions may be shared and each Officer receives one (1) vote.

SECTION 2: OTHER BOARD MEMBERS – In addition to the Executive Board, the PTSO Board may include, but is not limited to, the following voting members: Corresponding Secretary, Membership Coordinator, Site-Based Representative,

Programs/Diversity Coordinator, Hospitality Coordinator, Newsletter Editor, Volunteer Coordinator, Parliamentarian, Website Administrator, Parent Pledge Coordinator, Teacher Representative, and Guidance Representative. These positions may be shared with other adults and/or students, and each member receives one vote.

SECTION 3: STUDENT BOARD POSITIONS – The PTSO may include, but is not limited to the following student positions: SCA Representative and Historian. These positions may be shared with other students and each member receives one vote.

SECTION 4: TERM OF OFFICE – The term of office for all Officers and Board members is one (1) year, beginning on July 1 and ending on June 30th of the following year. .

SECTION 5: TERM LIMITS – Officers and Board Members, other than the Principal and Guidance representative, may serve two (2) consecutive terms in the same position. Any term extension beyond two years requires a two-thirds (2/3) vote of the PTSO Board voting members.

SECTION 6: QUALIFICATIONS – Any parent or staff PTSO member in good standing may become an Officer of the PTSO. “Good standing” means that the person owes no debts to the PTSO.

SECTION 7: DUTIES – The duties of the PTSO Board shall include, but are not limited to, developing and administering the PTSO’s annual budget, establishing and overseeing committees to conduct the work of the PTSO, establishing fundraising programs, approving unbudgeted expenditures of more
than $250.00 by majority vote, Board, and conducting business in a manner to promote the purposes of the PTSO.

President – Preside at regular PTSO meetings and Executive Board meetings, serve as the official representative of the PTSO, and maintain all official records of the PTSO.

Vice President – Oversee and coordinate all PTSO fundraising, and conduct all the duties of the President in the event the President is unable to serve or leaves office.

Treasurer – Serve as custodian of the PTSO finances, collect revenue, pay authorized expenses, report financial activity at each monthly meeting or directly to the President, reconcile the budget to actual revenue and expenditures, prepare year-end financial reports and tax forms, facilitate an annual audit, and maintain all financial records.

Recording Secretary – Record and report minutes of all regular PTSO and Executive Board meetings.

SECTION 8: REMOVAL – An officer can be removed from office for failure to fulfill their duties or for not keeping in good standing, after sixty (60) days notice, by

recommendation of the Executive Board and a majority vote of the PTSO Board.

SECTION 9: VACANCY – If a vacancy occurs on the Executive Board, the President may appoint a PTSO member to fill the vacancy until a vote can be held by the PTSO Board.

SECTION 10: COMMITTEES – The Executive Board may appoint committees for the purpose of conducting PTSO business. Typical committees may include, but are not limited to Hospitality, Bylaws, Fundraising, and Programs. Committees must be chaired by an adult, but may include student members.

ARTICLE IV – MEETINGS

SECTION 1: REGULAR PTSO MEETINGS – The PTSO Board shall hold regular monthly meetings during the school year. The days, time, and location of these meetings shall be determined by the Board at the beginning of the fiscal year.

SECTION 2: EXECUTIVE BOARD MEETINGS – In addition to the monthly meetings, the President or Principal may call Executive Board meetings at their discretion.

SECTION 3: QUORUM – Eight (8) members of the PTSO must be present and voting at a regular PTSO meeting to constitute a quorum. Three (3) members of the Executive Board must be present and voting at an Executive Board meeting to constitute a quorum.

SECTION 4: VOTING – Each member in attendance at a regular PTSO meeting is eligible to vote with one (1) vote. Proxy votes by email are permitted.
Unless otherwise specified, a majority vote is required to pass all motions.

SECTION 5: PARLIAMENTARY AUTHORITY – The authority for this organization shall be “Robert's Rules of Order, Newly Revised”.

ARTICLE V – 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 and/or savings account in the name of Blacksburg High School PTSO and held at a local financial institution with three (3) signatures from the Executive Board on the accounts. A debit card attached to the checking account will be assigned to the account and will be held by two of the four Executive Board members with signature power on the account as determined most appropriate. Receipts reflecting any debit card transaction will be submitted to the treasurer within 2 weeks of purchase for accounting purposes.

SECTION 3: REPORTING – All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) and report all financial activity monthly. The PTSO shall arrange for an independent audit to review its financial records each year. No auditors may be Executive Board members.

SECTION 4: ENDING BALANCE – The organization shall leave a minimum of $1,000.00 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.

ARTICLE VI – AMENDMENTS & RENEWAL

SECTION 1: AMENDMENTS – Amendments to the Bylaws may be proposed by any PTSO member. Amendments must be presented at a regular PTSO meeting under "New Business" and shall be considered for a vote at a subsequent meeting. A two-thirds (2/3) approval by all members present and voting is required to adopt an Amendment to the Bylaws.

SECTION 2: REVIEW & RENEWAL – These Bylaws must be reviewed and renewed every other year from the date they are approved.

ARTICLE VII – DISSOLUTION

SECTION 1: EXECUTIVE RESOLUTION – The Executive Board 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 regular meeting of members having voting rights. Written or printed notice stating the purpose of such meeting 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. Such meeting shall be held only during the academic year of the school involved.

SECTION 2: VOTING – Only those persons who were members in good standing of the PTSO on the date of adoption of the resolution, and who continue to be members in good standing on the date of the scheduled meeting shall be entitled to vote on dissolution. Approval of the dissolution of the PTSO shall require the vote of at least two-thirds (2/3) of the members present and voting at the scheduled meeting with a quorum being present.

SECTION 3: DISTRIBUTION OF ASSETS – Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or

organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.