

Spain Park High School PTSO

ARTICLE I: NAME

The name of this association is the Spain Park High School Parent-Teacher-Student Organization (PTSO), Hoover, Alabama, hereinafter referred to as “the organization”.

ARTICLE II: ARTICLES OF ASSOCIATION

The Organization exists as an unincorporated, not-for-profit association of its members. Its “Articles of Organization” includes these Bylaws, from time to time amended, and its Articles of Association, if any. In the absence of separate Articles of Association, the Bylaws shall be deemed to be the Articles of Association. In the event of any conflict between these Bylaws and the Articles of Association, these Bylaws shall govern.

ARTICLE III: PURPOSES

Section 1. The Purposes of the Organization are:

- a. To promote the welfare of children and youth in home, school, place of worship, and community;
- b. To raise the standards of home life;
- c. To secure adequate laws for the care and protection of children and youth;
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth;
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2. The Purposes of this Organization are promoted through an educational program directed toward parents, teachers, students, and the general public; are developed through conferences, committees, projects, and programs; and are governed by the basic policies set forth Article IV as executed by officers duly selected under Article VI.

ARTICLE IV: BASIC POLICIES

Section 1. The following are the basic policies of this Organization:

- a. The Organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. 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 Purposes of the Organization.
- c. The Organization shall cooperate with the school to support the improvement of education and its environment in ways that will not interfere with administration of the schools and will not seek to control its policies.
- d. The Organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Organization in such matters shall make no commitments that bind the Organization.
- e. Upon dissolution of the Organization, after paying or adequately providing for the debts and obligations, its remaining assets shall be distributed for one or more of the exempt purposes specified in Section 501C(3) of the Internal Revenue Code.

ARTICLE V: MEMBERSHIP AND DUES

Section 1. Any individual who subscribes to the purposes and basic policies of this organization may become a member of this Organization, subject only to compliance with the provisions of the Bylaws. Membership in this Organization shall be available without regard to race, color, creed, or national origin. Membership in this Organization shall be available to all Spain Park High School students, their parents, teachers, and other interested individuals.

Section 2. The Organization shall conduct an annual enrollment of members, but persons, may be admitted to membership at any time.

Section 3. Only members of the Organization shall be eligible to participate in its business meetings or to serve in any of its elective or appointed positions.

Section 4. Each member of the Organization shall pay annual dues, an amount to be set by the elected officers for the coming year.

Section 5. Each family shall constitute one member.

Section 6. Employees of the Hoover City Schools (HCS) should not serve in financial capacity of this Organization. Financial capacity includes holding positions of president, treasurer, fund-raising chairperson, or serving as a check-signer. A sub is an HCS employee and signing a check is the same as holding/using a P-Card.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1. Each officer shall be a member of this Organization.

Section 2. Officers and Their Elections

- a. The officers of this Organization (hereinafter referred to as the “Executive Board”) shall consist of a President, President-Elect, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, Principal and the Appointed Faculty Representative, and Student Government Representative.
- b. Officers shall assume their official duties at the close of the school year and shall serve for a term of one (1) year and/or until their successors are elected. Installation shall be at the May Board meeting.
- c. No person shall be eligible to serve more than two (2) consecutive terms in the same elected office.

Section 3. Nomination Committee

- a. There shall be a nominating committee composed of at least (5) members: the President-Elect shall represent the executive board and the remainder of whom shall be chosen from the PTSO general body at large at least one month prior to the election. A member of the nominating committee may be nominated for an office if they consent to serve in that position. They will recuse themselves from voting for that position only.
- b. The nominating committee shall nominate an eligible person for each office to be filled. A proposed slate of officers will be presented to the Executive Board in time to be published to the general membership during the third quarter, at which time additional nominees may be made. Only those persons who have signified their consent to serve, if elected, shall be nominated for or elected to an office.

Spain Park High School PTSO

Section 4. A vacancy occurring in an office shall be filled by a majority vote of the remaining members of the Executive Board, due notice of such election having been given.

Section 5. An officer, who is not fulfilling the duties of their elected position, as determined by the Executive Board, may be removed from their position by a simple majority vote of the remaining members of the Executive Board. Five days' notice must be given to said officer prior to the voting of the Executive Board. The vacant position will be filled according to Article VI, Section 4.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The President shall perform the following functions:

- a. Preside at all meetings of the Organization and the Executive Committee;
- b. Shall be a member of the Hoover Teacher Council (HPTC) and attend all meetings;
- c. Shall be a member ex-officio of all committees;
- d. Shall perform such other duties as may be prescribed in these Bylaws or assigned to him/her by the Organization or by the Executive committee;
- e. Shall coordinate the work of the officers and committees of the Organization in order that the Purposes may be promoted;
- f. Attend a Central Office - Financial Workshop (once a year) to be certified to use the Purchasing Card (P-card).

Section 2. The President-Elect shall perform the following functions:

- a. Shall preside in the absence of the President;
- b. Shall be a member of the Hoover Parent Teacher Council (HPTC) and attend all meetings;
- c. Shall serve on the nominating committee to represent the Executive Board;
- d. Attend a Central Office - Financial Workshop (once a year) to be certified to use the Purchasing Card (P-card);
- e. Shall serve as an aide to the President.

Section 3. The First Vice President shall perform the following functions:

- a. Shall preside in the absence of the President and the President-Elect;
- b. Shall serve as Membership Chairman;
- c. Shall perform other delegated duties as assigned.

Spain Park High School PTSO

Section 4. The Second Vice President shall perform the following functions:

- a. Shall preside in the absence of the President, President-Elect, and First Vice President;
- b. Shall oversee and coordinate all matters relating to arrangements for the Organization, including hospitality, volunteers, and any other areas required to adequately provide for arrangements;
- c. Attend a Central Office - Financial Workshop (once a year) to be certified to use the Purchasing Card (P-card);
- d. Shall perform other delegated duties as assigned.

Section 5. The Recording Secretary shall perform the following functions:

- a. Shall keep a correct record of all meetings of the Organization and the Executive Committee;
- b. Shall provide a current copy of the Bylaws of the Organization to each officer annually;
- c. Shall perform other duties as assigned.

Section 6. The Corresponding Secretary shall perform the following functions:

- a. Shall conduct all correspondence for the Organization;
- b. Shall send out notices of Executive Committee and other meetings when needed;
- c. Shall perform other delegated duties as assigned.

Section 7. The Treasurer shall perform the following functions:

- a. Shall manage all the funds of the Organization;
- b. Shall keep a full and accurate account of receipts and expenditures
- c. Shall have purchase orders signed by two persons, one of whom shall be the Treasurer, the President, or the President-Elect;
- d. Shall present a financial statement at every meeting of the Organization and at other times when requested by the Executive Committee;
- e. Shall make a full report at the meeting at which new officers officially assume their duties;
- f. Are no longer allowed to use Purchasing Card (P-card);
- g. Shall perform other delegated duties as assigned and any additional duties set out in Article VIII pertaining to the Organization's budget.

Spain Park High School PTSO

Section 8. The Parliamentarian shall perform the following functions:

- a. Shall advise the presiding officers, following or recommendations in Robert's Rules of Order, on questions of parliamentary law or matters of procedure;
- b. Shall perform other delegated duties as assigned.

Section 9. Upon the expiration of the term of office, or in 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 funds pertaining to the office.

ARTICLE VIII: GENERAL BOARD

Section 1. The General Board shall consist of the officers of the Organization, the chairmen of standing committees, the faculty representative, the student council representative, and the Principal of the school, or a representative appointed by him/her. The chairman of a standing committee shall be selected by the President or officers of the Organization and shall serve at the pleasure of the elected officers. The members of the General Board shall serve until their successors are appointed.

Section 2. The duties of the General Board shall be:

- a. To transact necessary business in the intervals between Organization meetings and such other business as may be referred to it by the Organization;
- b. To create standing committees;
- c. To approve the plans of work of the standing committees;
- d. To present a report at the regular meetings of the Organization;
- e. To prepare and submit to the Organization for approval a budget for the fiscal year;
- f. To authorize expenditures within the limits of the budget.

Section 3. Regular meetings of the General Board shall be held during the school year, the time to be fixed by the President at its first meeting of the year. A majority of the elected officers shall constitute a quorum. Special meetings of the General Board may be called by the President or by a majority of the members of the Executive Board.

Section 4. The annual General Board meeting shall be in May, at which time annual reports shall be received and new officers installed.

ARTICLE IX: GENERAL MEETINGS

Section 1. The Organization's annual budget for each school year shall be approved by a majority of those members present at a general monthly meeting, no later than the October meeting. The budget shall be published on the school's web site, along with all meeting notices and minutes.

Section 2. Special meetings may be called by the Executive Board, due notice having been given through publications on the school website.

Section 3. In general meeting, twenty-five (25) members shall constitute a quorum for the transaction of business.

Section 4. The privilege of holding office, introducing motions, debating, and voting will be limited to the members whose current dues are paid. Minutes of all meetings will be kept on file by the Secretary.

ARTICLE X: STANDING AND SPECIAL COMMITTEES

Section 1. Only members of the Organization shall be eligible to serve in any elected or appointed position.

Section 2. The Executive Board may create such standing committees and appoint chairpersons as it may deem necessary to promote the purposes and carry on the work of the Organization. Their term shall be one (1) year.

Section 3. The Chairman of each standing committee shall present a plan of work to the Executive Board for approval. No Committees' work shall be undertaken without the consent of the Executive Board.

Section 4. The power to form special committees and appoint their chairmen and members rests with the President or Executive Board, as the need arises. Since a special committee is appointed for a specific purpose, it automatically goes out of existence when its work is done and its final written report is received.

Section 5. The President shall be an ex-officio member of all committees.

Section 6. At the May General Board meeting, a written report of the year's activities must be submitted to the President by each committee chairman.

ARTICLE XI: COUNCIL MEMBERSHIP

Section 1. The Organization shall be represented in meetings of the Hoover Parent Teacher Council of Hoover, Alabama, by the President, or alternate, and President-Elect.

ARTICLE XII: FISCAL YEAR

The Fiscal Year of the Organization shall begin July 1 and end June 30.

ARTICLE XIII: BUDGET

Section 1. The annual budget of this Organization shall begin July 1 and end June 30.

Section 2. The PTO budget is a reflection of the needs and priorities of the Organization. In cooperation with the school's faculty and administration, the budget is developed to answer specific needs of the school.

Section 3. The overall budget is derived in conference with the PTO officers and chairpersons, interested PTO members, faculty and administration. The budget provides specific local support for the school year and if possible, a foundation for developing more funds in the following year.

Section 4. Accounting Procedures:

- a. The Treasurer is responsible for reporting for all PTSO funds. All money collected by fundraising activities will be receipted by dual control, or one delegate in the presence of the Spain Park High School (SPHS) bookkeeper, in the school building and turned into the SPHS bookkeeper, who will deposit all funds into the PTSO account in the school funds.
- b. The Treasurer is the primary contact with the SPHS bookkeeper and shall be responsible for overseeing the correctness of the financial accounting for the organization.

Spain Park High School PTSO

- c. Each committee should have an amount budgeted from the general funds. Each chairperson is responsible for requesting specific authorization within the guidelines of their budget for the funds necessary for committee activities. All purchase orders must be obtained and authorized prior to any expenditure and shall be signed by the Treasurer and President, or the Principal, if one of the PTSO officers is unavailable. All bills and invoices shall be given to the SPHS bookkeeper within 48 hours of the expenditure.
- d. Unless otherwise designated for future projects, budgeted monies will be used by the end of May. Any funds unused after that date, revert back to the general budget.
- e. Executive Committee members and committee chairpersons may check out the purchasing card (P-card) after they have attended the Central Office training meeting and sign the P-card agreement.
- f. The school will be responsible for securing legal and/or collection services as necessary to protect the financial interests of the Organization.

ARTICLE XIV: AMENDMENTS

Section 1. These bylaws may be amended at any general or regularly scheduled meeting of the PTSO by two-thirds (2/3) vote of the members in good standing and able to vote, provided that written notice of the proposed amendment shall have been given at least fifteen days prior to the meeting at which the amendment shall be considered.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization or by two-thirds (2/3) vote of the Executive Committee. The requirements for adoption of the revised set of bylaws shall be the same as in the case of an amendment.

Section 3. The bylaws shall be reviewed by committee every two years and appropriate revisions presented to and voted upon by the Organization at that time.

ARTICLE XIII: 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.