

March 17, 2021



Rock Ridge High School PTSO Bylaws

BYLAWS

Rock Ridge High School PTSO

ARTICLE I. NAME

The name of the Organization is the **Rock Ridge High School PTSO** (hereinafter referred to as the “Organization” or RRHS PTSO).

ARTICLE II. ARTICLES OF ORGANIZATION

This Organization exists as an unincorporated association of its members. Its “Articles of Organization” comprise these bylaws, as from time to time amended.

ARTICLE III. OBJECTIVES

Section 1. The objectives of the Organization are:

- a. to provide support and service to the students, families, educators and community of Rock Ridge High School and that parents and teachers may cooperate intelligently in the education of all students.
- b. to promote a spirit of caring, good citizenship and respect for others within the school and community.
- c. to encourage family and community involvement in the education of all students.

Section 2. The objectives of this Organization are promoted through an educational program directed toward parents, teachers, students, and the community; are developed through comprehensive projects and programs; and are governed and qualified by these bylaws, as from time to time amended.

Section 3. The Organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code), and shall be noncommercial, nonsectarian, and nonpartisan.

Section 4. No part of the net earnings of the Organization shall inure to the benefit of or be distributable to its members, officers, directors, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions for the objectives set forth in these bylaws.

Section 5. Notwithstanding any other provision of these bylaws, the Organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code), or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or any corresponding section of any future federal tax code).

ARTICLE IV. MEMBERSHIP AND DUES

Section 1. Any parent, guardian, teacher, student, administrator affiliated with or any interested community member living within the school boundaries of Rock Ridge High School shall be eligible for membership in this Organization upon payment of annual dues as specified in these bylaws.

Section 2. Only members of this Organization shall be eligible to vote in the business meetings of this Organization or to serve in any of its elective or appointive positions.

Section 3. Each member of this Organization shall pay annual dues to the Organization as established by the Board of Directors.

Section 4. Status as a member terminates at the end of the PTSO fiscal year, The fiscal year of the Organization shall be July 1 through June 30.

ARTICLE V. OFFICERS AND THEIR ELECTION

Section 1. The officers of the Organization shall be a president, a first vice president of communications, a second vice president of membership, a third vice president of fundraising, a treasurer, and a secretary, each of whom shall be elected at the Annual meeting.

Section 2. Officers shall assume their official duties on July 1st. The treasurer shall assume his/her official duties upon the completion of the audit. Officers shall serve for a term of one (1) year or until their successors are elected, whichever occurs first.

Section 3. A person shall not be eligible to serve more than four (4) consecutive terms in the same office. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office. No member shall hold more than one office at a time.

Section 4. Elected officers shall be elected at the Annual Meeting to be held each year in the month of May. Notice of the election shall be given thirty (30) days prior to the Annual meeting. Nominations for vacant positions will be taken from the floor at the Annual Meeting. A majority of the votes cast shall constitute an election.

Section 5. Vacancies occurring during the fiscal year shall be filled for the unexpired term or the defined period of absence by a person elected by a majority vote of the Board of Directors.

Section 6. A Board Member can be removed from their position by a two-thirds vote by the Board of directors at any monthly meeting of the membership or at a special meeting, called with proper notice. A Board member convicted of a felony while in office is automatically removed from their position and not eligible for re-election.

Section 7. All officers must read and sign the conflict of interest policy yearly at or before the first board meeting of their term. Officers may not vote until they sign the policy. If at signing an officer discloses a possible conflict the officer may not vote until the possible conflict is processed.

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ARTICLE VI. DUTIES OF THE BOARD

Section 1. The President shall:

- a. preside over all meetings of the Board of Directors;
- b. preside over all meetings of the membership;
- c. be a member ex-officio of all committees, except the nominating committee.
- d. coordinate the work of the officers and committees of the Organization in order that the Objectives may be promoted;
- e. perform such other duties as may be prescribed in the Bylaws or assigned by the Organization;
- f. attend Executive Board and general assembly meetings

Section 2. The Vice President (Communications) shall:

- a. act as an aide to the President;
- b. perform the duties of the President in the absence or inability of that officer to act;
- c. perform other delegated duties as assigned.
- d. update PTSO website and social media pages with upcoming PTSO activities
- e. attend Executive Board and general assembly meetings
- f. follow up and track Amazon Smiles and Harris Teeter VIC Card programs.

Section 3. The Secretary shall:

- a. document and keep a record of all meetings, minutes and proceedings of the Organization, and distribute them to the board within two weeks for review. Corrected minutes will be read and approved at the following general meeting.
- b. attend to all correspondence required for the administration of the Organization;
- c. post minutes on the PTSO website;
- d. keep the official copy of the PTSO bylaws in his/her files
- e. annually obtain and maintain conflict of interest forms from all adult PTSO board members
- f. perform other duties as assigned

Section 4. Vice President (Membership)

- a. act as aide to the President
- b. perform the duties of the President in the absence or inability of that officer to act;
- c. coordinate Membership activities and maintain the Membership database;
- d. other delegated duties as assigned;
- e. attend Executive Board and general assembly meetings
- f. coordinate duties of the volunteer chairperson

Section 5. The Treasurer shall:

- a. have custody of all the funds of the Organization;
- b. cause all monies of the Organization to be deposited in Federally insured accounts for the Organization;
- c. keep a full and accurate account of receipts and expenditures and present monthly financial statements at all scheduled meetings of the Board of Directors and of the membership or any other time when requested by the executive board
- d. make disbursements as authorized by the president, Board of Directors, or Organization in accordance with the budget adopted by the Organization;
- e. prepare an annual report to be presented at the Annual meeting;
- f. submit the treasurer's books together with all records, no later than July 31, to the review committee;
- g. perform other delegated duties as assigned.
- h. shall submit 990N, 990EZ, or 990 form per IRS regulations annually.reconcile the bank accounts monthly.
- i. have an officer, other than the President, review the bank statement and reconciliation;

Section 6. Vice President (Fundraising)

- a. act as aide to the President;
- b. research and develop fundraising ideas and goals to present to the board;
- c. organize, lead and direct at least one annual school wide fundraisers; submit communications for distribution
- d. provide guidance to the PTSO;
- e. build, develop and/or maintain Business Partnership Program to mutually benefit our students, school and business community with sponsorship, mentoring or growth opportunities.
- f. attend Executive Board and general assembly meetings;

- Section 7. Rock Ridge Faculty Member (Appointed)
- Section 8. Four (4) Student Representative - Grades 9 - 12 (Appointed)
- a. spokesperson for the RRPTSO at public events & morning announcements
 - b. perform other delegated duties as assigned.
 - c. may shadow or choose a mentor from the Officer
 - d. attend PTSO meetings
- Section 9. One (1) Student Representative - (Appointed)
- a. act as an SCA liaison to the RRHS student body
 - b. perform other delegated duties as assigned.
 - c. may shadow or choose a mentor from the Officers
 - d. attend PTSO meetings

Committee Chairs

1. Spirit nights Coordinator
2. Concessions Coordinator
3. Parent Event Coordinator
4. Teacher/Staff Appreciation Coordinator
 - o Co-Lead: Welcome Back
 - o Co-Lead: Thanksgiving Luncheon
 - o Co-Lead: Teacher Appreciation Week
5. Student Marketing Media Coordinator
6. Student Marketing Materials Coordinator
7. Scholarships Chairperson
8. Grade Level Celebrations:
 - o Co-Lead: Freshman class
 - o Co-Lead: Sophomore class
 - o Co-Lead: Junior class
 - o Co-Lead: Senior class
9. SEAC representative
10. MSAAC representative

ARTICLES VII. MEETINGS

Section 1. Annual Membership Meeting

The organization shall hold an Annual Meeting of the membership in May at Rock Ridge High School for the purpose of electing officers and receiving year-end reports from officers and committees.

Section 2. Other Meetings

Within the first three months of the fiscal year, the membership shall approve a budget, approve plans for the current year, and conduct membership activities. Other meetings of the Organization, including monthly or quarterly, shall be held as established and determined by the Board of Directors, provided notice has been given to the membership.

Section 3. Special Meetings

A special meeting of the membership may be called by the Board of Directors or the President and shall be held at Rock Ridge High School, provided seven (7) days written notice has been mailed to the membership and posted on the RRHS PTSO website.

Section 4. A quorum for the transaction of business of the Organization shall consist of those members present at a monthly meeting of the membership or at a special meeting, called with proper notice.

Section 5. For Elections of officers voting by proxy shall not be permitted. Elections for officers shall be accomplished by written ballots at the annual membership meeting. All members in attendance will be eligible to vote in Officer elections. Voice vote or a show of hands may accomplish voting on other issues.

ARTICLE VIII. BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the officers of the Organization (4), the principal or designee (1), a faculty representative (1) and four student (4) representatives chosen by the student council.

- a. Board of Director Officers are for non-students and consistent with Article IV section 1.
- b. the principal or designee must work at Rock Ridge High School
- c. the faculty representative must be from Rock Ridge High School
- d. students members must be enrolled and at Rock Ridge High School

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

- a. to create standing and special committees;
 - a. to appoint committee chairmen and approve the plans of work of the committees, prior to committee work being undertaken. The term of each chairman shall be one year or until the selection of a successor. Committee chairmen shall turn over records and plans of work to the Board of Directors at the end of term or upon resignation;
- b. to select a professional accountant or review committee consisting of three (3) people, none of whom have signatory authority, to review the treasurer's accounts annually for compliance with the Board's established procedures for accounting for receipts and disbursements.
- c. to prepare and submit to the Organization for adoption a budget for the year;
- d. to recommend financial guidelines and policies of the Organization, for approval by the membership;
- e. to present a report of any business transacted since the last meeting of the membership at the next regular meeting of the Organization;
- f. to approve routine bills within the limits of the budget.
- g. the Board of Directors may appoint committees it deems necessary to carry out the work of the organization. Committees may consist of members, board officers and directors, with the President acting as an ex-officio member of all committees except the nominating committee. Each committee will choose a chairperson, shall report back to the Board of Directors and membership, and obtain consent before carrying out plans. The committee chairs will not have the authority to financially, legally, or otherwise commit the PTSO to obligations without the written approval of the President.

Section 3. The Board of Directors shall meet as needed. A majority of the elected officers shall constitute a quorum for the transaction of business. Each Director shall have one vote. Proxy voting shall not be permitted, except by electronic mail, proxies must be received before the vote takes place.

Section 4. All voting by electronic mail must have responses from all Board of Directors with an affirmative, negative or abstaining vote. If a vote does not have all responses from the Board of directors it shall not be passed.

ARTICLE IX. DISSOLUTION

Section 1. Should dissolution of the Organization become necessary or desired, the Board of Directors shall adopt a resolution recommending that the organization be dissolved and voted upon by the membership at a special meeting. Written or printed notice stating the purpose of this special meeting shall be mailed to every member in good standing at least 30 days prior to the date of such meeting. Such meetings shall only be held during the academic year. Approval of dissolution of the organization shall require the affirmative vote of at least two thirds of the members present and entitled to vote.

Section 2. Upon dissolution of this Organization, after paying or adequately providing for the debts and obligations of the Organization, the remaining assets shall be distributed to a fund, foundation, or organization organized and operated exclusively for the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future United States federal tax code.

ARTICLE X. PARLIAMENTARY AUTHORITY

The parliamentary authority for this Organization shall be Robert's Rules of Order, Newly Revised, and shall govern in all cases in which they are applicable and in which they are not inconsistent with these bylaws or adopted Standing Rules of the Organization.

ARTICLE XI. AMENDMENTS

Section 1. A committee of at least three (3) members may be appointed by the Board of Directors to submit a revised set of bylaws as a substitute for existing bylaws or to submit an amendment to current bylaws.

Section 2. These bylaws may be revised or amended at a regular meeting of the Organization provided that notice and a copy of the proposed bylaws revision or amendments are provided to the membership at least ten (10) days prior to the meeting at which the revision or amendments are to be voted upon. The proposed bylaws revision or amendments require a two-thirds vote of the members present and eligible to vote. If no members are present for the meeting, the board has to come to a unanimous decision in order for any amendment to be passed

Officer Signature Page

President

Signature	Print	Date
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Vice President - Communications

Signature	Print	Date
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Vice President - Fundraising

Signature	Print	Date
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Vice President - Membership

Signature	Print	Date
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Treasurer

Signature	Print	Date
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Secretary

Signature	Print	Date
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