

# Scholars Academy Parent Teacher Student Organization

## By-Laws

Last Revision: July 27, 2012 (Original); Updated Approved September 20, 2022

### Article 1-Name, Description & Purpose

#### **Section 1: Name**

The name of the organization shall be the Scholars Academy Parent Teacher Student Organization (SA PTSO). The SA PTSO is located at 104 Chanticleer Drive, Conway, SC 29528.

#### **Section 2: Description**

The SA PTSO is a non-profit organization that exists for charitable and educational purposes, including the making of distributions to persons/organizations that qualify as determined by the SA PTSO Executive Board, as herein after defined.

#### **Section 3: Purpose**

The SA PTSO is organized for the purpose of supporting the education of students at the Scholars Academy by fostering relationships among the students, their families, and the faculty and by providing both volunteer and financial support.

### Article II – Members

**Section 1:** Subject to Article 1, Section 2, any parent, guardian, or other adult standing in loco parentis for a student at the Scholars Academy may be a member and shall have voting rights. The program director and any teacher employed at the school may be a member and have voting rights. Likewise, any student of the Scholars Academy may be a member and have voting rights.

**Section 2:** Dues will be established by the executive board annually to support programming costs provided by the organization. Dues will not be a requirement for membership, but all those who contribute to the dues will be recognized in the Scholars Academy yearbook.

### Article III – Officers

**Section 1: Executive Board** – The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, Assistant Treasurer, and Principal (Ex-officio). Officer positions can be shared. Students will be invited to serve on committees for activities taking place throughout the year, and leadership among these committees will be assigned by the SA PTSO Executive Board at its discretion.

**Section 2: Term of Office** - The term of office for all officers is one year beginning August 1 following elections with the exception of the 2012-2013 board. The 2012-2013 board served from Jan 2012 when the SA PTSO was established to July 31, 2013. Elections will be held before the end of the school year annually by either in-person or online voting to include the families of all freshmen accepted for the upcoming fall.

**Section 3: Qualifications** – Any adult SA PTSO member may become an officer of the SA PTSO.

#### **Section 4: Duties**

Executive Board – Develop the SA PTSO’s annual budget, establish and oversee committees to conduct the work of the SA PTSO, establish fundraising programs, approve by majority vote of the Executive Board unbudgeted expenditures of more than \$100. Members of the Executive Board include:

- President- Preside at General SA PTSO meetings and Executive Board meetings, serve as the official representative of the SA PTSO, and retain all official records of the SA PTSO, appoint Committee Chair

positions at his/her discretion, assist Secretary with SA PTSO meeting agendas, serve as co-signer on checking account, will only write checks in the event the treasurer is unavailable or the treasurer has expended personal funds for approved projects underway.

- Vice President – Oversee the committee system of the SA PTSO to include all student and event committees, assist the President and chair meetings in the absence of the President. Vice President shall also sign all bank statements as having been received.
- Secretary – Record and distribute minutes of all Executive Board meetings and all General SA PTSO meetings, assist President to prepare agendas for official SA PTSO meetings, hold historical records for the SA PTSO, notify and publicize General SA PTSO meetings to all staff, parents/guardians and students of Scholars Academy. Manage communications for the SA PTSO including but not limited to emails, newsletters, website.
- Treasurer – Serve as custodian of the SA PTSO’s finances, collect revenue, prepare checks for signatures, report financial activity every month, prepare year-end financial report, and hold all financial records. All checks written by the Treasurer will require two signatures, as both President and Assistant Treasurer can serve as co-signers of all checks).
- Assistant Treasurer- Assist Treasurer as needed, co-signer on checks. Serve as Treasurer in absence of the Treasurer.
- Principal, Ex-officio – Represents best interests, needs, and support areas to the officer group to inform decision making on programming, scheduling, and support as per the needs of the school; does not have voting rights; and may not handle financial exchanges for the PTSO.

**Section 5: Board Meetings:** The Executive Board shall meet monthly during the school year or at the discretion of the President, but in all cases the Executive Board shall meet not less than twice each semester.

**Section 6: Removal:** An officer can be removed from office for failure to fulfill his/her duties by a majority vote of the Executive Board. Reasonable notice of failure to perform duties must be given to the officer in question prior to the vote.

**Section 7: Vacancy:** Should no officer be elected in any position at election time, a new election can take place for the vacant position within one month of the beginning of the academic year. If a vacancy occurs during the course of the academic year on the Executive Board, the President shall appoint a SA PTSO member to fill the vacancy for the remainder of the officer’s term.

#### **ARTICLE IV – MEETINGS**

**Section 1: General PTSO Meetings:** General SA PTSO meetings shall be held to conduct the business of the SA PTSO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board, but not less than twice each semester.

**Section 2: Voting:** All members in attendance at a SA PTSO meeting are eligible to vote, one vote per person. Absentee or proxy votes are not allowed. All members of the Executive Board, both elected and appointed, are eligible to vote at General SA PTSO meetings.

**Section 3: Quorum:** Six (6) members of the SA PTSO present and voting constitute quorum for the purpose of voting.

#### **ARTICLE V – FINANCIAL POLICIES**

**Section 1: Fiscal Year:** The fiscal year of the SA PTSO begins August 1 and ends July 31 of the following year.

**Section 2: Banking:** All funds shall be kept in a checking account in the name of “Scholars Academy PTSO” at a local financial institution. All checks written by SA PTSO will have two signatures (Treasurer, President, and Assistant Treasurer are all co-signers on the bank account).

**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 SA PTSO shall arrange an independent review of its financial records each year, which may consist of external organization or a committee of Scholars Academy parents, not inclusive of the Treasurer or Assistant Treasurer.

**Section 3: ENDING BALANCE:** The organization shall leave a minimum of \$500.00 in the treasury at the end of each fiscal year.

**Section 4: CONTRACTS:** Contract signing authority is limited to the President or the President's designee. Such designee would be noted and recorded in the Secretary's minutes in advance of said any contract signing.

#### **ARTICLE VI – BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any voting SA PTSO member. Amendments presented at a SA PTSO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all voting members present at said meeting is required to adopt an amendment to the Bylaws.

#### **ARTICLE VII - DISSOLUTION**

In the event of dissolution of the SA PTSO, any funds remaining shall be donated to Scholars Academy. Should Scholars Academy be discontinued, funds will be donated to the Gifted and Talented Department of Horry County Schools.

#### **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

The authority for this organization shall be "Robert's Rules of Order Newly Revised."

**These bylaws were originally adopted on July 27, 2012, with a revisions approved on September 20, 2022.**