

Scholars Academy Parent Teacher Student Organization

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 100 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 here in 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. Dues will not be a requirement for membership; however, will be a requirement to be eligible to vote.

Article III – Officers

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Officer positions can be shared. The position of Student Representative(s) for each school year, shall be appointed by the SA PTSO Executive Board in 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 will serve from Jan 2012 when the SA PTSO was established to July 31, 2013. Elections will be held in May of each year.

Section 3: QUALIFICATIONS – Any adult SA PTSO member in good standing 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.

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

Vice President – Oversee the committee system of the SA PTSO, assist the President and chair meetings in the absence of the President.

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. 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 (President and Assistant Treasurer serve as co-signers of all checks; one other Executive board member shall have check signing privileges should President/Assistant Treasurer be unavailable), Treasurer does not have check signing privileges.

Assistant Treasurer- Assist Treasurer as needed, co-signer on checks, does not have check writing privileges

Student Representative(s) – Serve as student body representative(s) at all meetings and communicates directly to the student body via all Scholars Academy approved modes

Section 5: Board Meetings: The Executive Board shall meet monthly during the school year or at the discretion of the President.

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: If a vacancy occurs 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.

Section 2: Voting: Each dues paying member in attendance at a SA PTSO meeting is eligible to vote, one vote per person. Absentee or proxy votes are not allowed.

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’s Treasurer will require two signatures (President/Assistant Treasurer will serve as co-signers on the bank account plus one other Executive board member).

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.

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.

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 the program 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 adopted on July 27, 2012.