

Parker School Parent Teacher Student ‘Ohana Bylaws

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Article I Name, Description and Mission

Section 1. Name and Location

a. The name of this organization shall be Parker School Parent, Teacher, Student ‘Ohana and is located at Parker School, 65-1224 Lindsey, Kamuela, Hawaii 96743. The abbreviation of ‘PTSO’ in the bylaws shall be understood to stand for the full name of the organization.

Section 2. Description

a. The PTSO is an organization that operates under the auspices of Parker School’s non-profit tax-exempt status under section 501(c) (3) of the Internal Revenue Code

Section 3. Mission

- a. The mission of the Parker School Parent, Teacher, Student 'Ohana is to enhance and support the educational experience at Parker School, to develop a closer connection between school, home and community by encouraging parent and student involvement, to improve the environment at Parker School through volunteer and financial support and support the Parker School Mission Statement.

Article II Membership and Dues

Section 1. Membership

- a. Any parent, guardian or adult standing in 'loco parentis' of a child currently enrolled and attending Parker School shall be eligible for active membership and have voting rights upon payment of dues.
- b. Any current member of the faculty and staff shall be eligible for active membership and have voting rights upon payment of dues.
- d. The Headmaster shall be considered a non-paying, non-voting member whose role is as an advisor and /or consultant to the PTSO.

Section 2. Membership Dues

- a. Cost of membership dues shall be reviewed and/or changed annually by the PTSO executive board prior to the beginning of the next school year.

Article III PTSO Officers and Elections

Section 1. Officers

- a. The PTSO officers shall consist of the President, Vice President, Secretary, Treasurer and Communications Clerk.
 - 1) President. The president shall preside over Executive Board meetings and General Membership meetings. The president shall serve as the primary contact for the headmaster, serve as the ex officio member of all committees except the nominating committee and coordinate with all the officers and committees. The president shall approve all meeting agendas, preside at all meetings when possible, establish non standing committees as needed, have the authority to sign contracts on behalf of the PTSO and countersign all reimbursement requests to the PTSO accounts.

2) Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall be the liaison between the Standing Committee Chairs and other committees, by providing assistance and answers so they may accomplish the goals of the committee.

3) Secretary. The secretary shall keep all records of the organization. The secretary shall prepare meeting agendas in conjunction with the board president, record and distribute minutes of all meetings of the organization in a timely manner, handle correspondence and send/post notices of meetings to all members of the PTSO. The secretary shall work with the Communications Clerk to ensure all documents are maintained in a digital format as prescribed by the Parker School Advancement Office.

4) Treasurer. The treasurer shall work with the Parker School Business Office in preparing the annual budget and in keeping accurate records of receipts, expenditures and disbursements of PTSO funds in accordance with the approval of the board. The treasurer shall present a financial statement at every board meeting and at other times when requested by the board and shall make a full report at the end of current school year.

5) Communications Clerk. The communications clerk manages communications and marketing for the PTSO in the form of electronic newsletters, email broadcasts, websites, bulletin boards, etc. The communications clerk shall also monitor social networking media and ensure quality and accuracy of its contents. The communications clerk works with the Parker School Advancement Office to promote the PTSO organization's objectives.

b. All officers shall perform the duties outlined above, attend meetings and any other duties prescribed in these by-laws and such other duties as may be delegated by the executive board.

c. No officer may be a Standing Committee Chairperson, but may be a committee member.

Section 2. Nominations and Elections.

a. Elections for the officers of the PTSO shall be held in April at the Biannual Membership meeting.

b. The nominating committee shall select a candidate for each office and present the list of candidates at the Biannual Membership meeting. At the meeting nominations may also be made from the floor.

- c. Members may nominate themselves for any available position.
- d. The new officers shall assume their official duties at the close of the current school year.
- e. All former executive board members shall deliver to their successors official materials before the first meeting of the new school year.

Section 3. Eligibility.

- a. Members are eligible for office if they are members in good standing at least one month before the April Biannual Membership Meeting.

Section 4. Terms of Office.

- a. Officers shall be elected to serve for a term of one (1) year.
- b. No officer shall be eligible to serve in the same office for more than two (2) consecutive terms, with the exception as described in Article III, Section 4 d. Each elected officer shall hold only one (1) office at a time.
- c. In the event there is no candidate for an elected officer position and the current officer has served two (2) consecutive terms and is willing, the executive board and regular members may by a two thirds (2/3) vote of all present at the April Biannual Membership meeting reelect the current office holder for one (1) additional term.

Section 5. Vacancies.

- a. If the president of the board is unable to continue his or her service, the vice president will become the new president and complete the term of service.
- b. The board shall schedule a general membership meeting to elect the new vice president.
- c. If other vacancies occur, the board shall schedule a general membership meeting for the next meeting to elect a new officer.

Section 6. Removal from Office or Position

- a. Officers, standing committee chairpersons or representatives may be removed from their office or position with just cause for failure to perform their duties, by a two-thirds vote of those present at a general meeting where previous notice has been given.
- b. Any discussions for removal of an officer, standing committee

chairperson or representative from their positions must be during a scheduled Executive Session at a scheduled meeting.

Article IV Executive Board

Section 1. Membership

- a. The executive board shall consist of the elected officers, a total of five (5) members.

Section 2. Duties

- a. The duties of the executive board shall be to transact business, create standing rules and policies, create temporary committees, prepare and submit a budget, approve routine bills, prepare reports and recommendations to the general membership and other duties as needed.
- b. The assignments, projects, etc planned by the executive board shall be approved by a majority vote of the executive board.

Article V Meetings

Section 1. Executive Meetings

- a. The regular executive board meeting shall be held monthly on the same day and at the same time for each new school year and the calendar shall be set at the first executive meeting of the new officers. The monthly executive board meetings may be referred to as the board meeting.
- b. All executive board meetings are open to all PTSO members to observe and participate in the discussions of the issues and projects before the board.
- c. Only the executive board members may vote during the executive meetings.

Section 2. General Membership Meetings

- a. General Membership Meetings shall be scheduled and the calendar set at the first executive meeting of the new officers or a month in advance as needed, in lieu of an Executive meeting.
- b. All PTSO members present at the meeting may vote on all motions before the board and members.

Section 3. Biannual Membership Meeting

- a. The executive board shall set the date, time and place for the Biannual Membership Meeting, which shall be held in September and April of each year. The April biannual membership meeting is for the purpose of electing new officers and for the former officers to provide a final financial report and current status of projects to the general membership.
- b. The September biannual membership meetings purpose shall be to introduce the current executive board members, determine projects and goals, select and assign volunteers to accomplish the projects and goals and any other issues the board determines is necessary to accomplish the PTSO mission statement.
- c. All PTSO members present at the meeting may vote on all motions before the board and membership.

Section 4. Special Meetings

- a. Special Meetings may be called by the president or by any two (2) members of the executive board.
- b. Notice of the special meeting, its purpose, if it is an executive or general meeting, shall be sent in a timely manner by e-mail to all executive board members, the general membership and posted in a public place on the Parker School campus.
- c. Urgent matters, as determined by the President, requiring an executive board decision prior to a special meeting or a regularly scheduled monthly meeting may be voted on by e-mail. The vote must be on the agenda for information at the next monthly executive or general board meeting.

Section 5. Quorum and Votes

- a. The quorum for the executive board meetings shall be two thirds (2/3) or three (3) of the members.
- b. The quorum for the general membership and annual membership meetings shall be two thirds (2/3) or three (3) of the executive board members and the total number of general members in attendance.
- c. A simple majority vote is a vote of half the voters plus one (1)
- d. A simple majority vote is required to pass any matter brought to a vote at a general and biannual membership meeting with the exception of

reelecting an executive board officer to a third (3) term, per Article III, Section 4 d.

- e. Voting privileges shall be limited to one vote per household.
- f. Absentee and proxy votes are not allowed at any PTSO meeting.

Article VI Committees

Section 1. Membership

- a. Committees may consist of members and executive board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees

- a. Standing Committees are committees of the Board required to manage the business and implement the programs of the PTSO.
 - 1) Fundraising Committee. The Fundraising Committee shall pursue fundraising activities in coordination with the Parker School Advancement Office to raise funds to support the cost of programs sponsored by the PTSO.
 - 2) Grants Committee. The Grants Committee shall manage any grant programs developed and implemented by the Executive Board.
 - 3) Teacher Appreciation Committee. The Teacher Appreciation Committee develops and implements programs in coordination with the School Advancement Office to support and recognize the efforts of Parker School Faculty and Staff.
 - 4) School Representatives Committee. There shall be three (3) School Representatives, appointed by the Executive Board to represent the Lower, Middle and Upper School. The Representatives shall serve as a liaison and work in consultation with the Division heads. The Middle and Upper School representatives shall attend their respective school's Student Council meetings as needed, to help facilitate communications between the PTSO board and the students.

Section 3. Additional Committees

- a. The executive board on an as needed basis shall create and dissolve additional Committees.

- 1) Nominating Committee. The Nominating Committee shall be appointed during the February meeting of the PTSO. The purpose of the nominating committee shall be to recruit a list of potential nominees for elected officers to serve in the new school year. The nominating committee shall submit its list at the Annual Membership meeting each April.
- 2) The nominating committee shall consist of no more than three (3) members. These members shall be appointed as follows. One (1) member by the executive board, One (1) member by the headmaster and One (1) member from the general membership.

Article VII Finances

Section 1. A tentative annual budget shall be drafted in a timely manner for each school year and approved by a simple majority vote of the members present at the April biannual meeting.

- a. The executive board shall approve by a majority vote, line item additions of less than \$500.00 to the annual budget.
- b. The President shall approve any line item addition of less than \$100 to the annual budget.
- c. The PTSO shall leave a minimum of \$1000.00 in the PTSO account at the end of each fiscal year.

Section 2. The treasurer, with the assistance of the Parker School Business office shall keep accurate records of any disbursements, income and bank account information.

Section 3. The executive board shall approve, by a simple majority vote, all expenses of the PTSO.

Section 4. The fiscal year shall coordinate with the school year.

Section 5. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and with membership approval, spent for the benefit of the school.

Article VIII Parliamentary Authority

Section 1. The Modern Edition of Robert's Rules of Order shall govern this organization in all cases, when they are not in conflict with the PTSO's bylaws. The secretary shall have the Modern Edition of Robert's Rules of Order and the most current revision/amended bylaws present at each meeting.

Article IX Amendments

Section 1. Any PTSO member in good standing may propose amendments to the bylaws to the executive board.

- a. The member shall provide in writing the amendment and reason for the need to change or add the amendment.
- b. The board shall place the amendment on the agenda of the next general membership meeting for consideration.
- c. A simple majority vote of all PTSO members present is required to adopt an amendment to the bylaws.

Article X Standing Rules

Section 1. The Executive Board shall approve standing rules and the secretary shall keep a record of the standing rules for future reference.

Article XI Conflict of Interest Policy

Section 1. The purpose of the conflict of interest policy is to protect this non-profit tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or member of the organization or might result in a possible excess benefit transaction.

Section 2. The PTSO operates under the auspices of the Parker School non-profit tax-exempt status and is therefore required to comply with the Parker School Bylaws on their policies and procedures regarding Conflict of Interest.

Parker School PTSO Bylaws were adopted on November 2006

Amended on May 13, 2010

Amended on April 26, 2013

Amended on October 18, 2013

Amended May 14, 2014

Amended by PTSO Board via email on January 31, 2017

Pending amendment at General Membership Meeting on February 13, 2017