

BYLAWS
of
South Hills Cougars PTO

ARTICLE I – NAME & PURPOSE

Section 1: NAME – The name of the organization shall be South Hills Cougars PTO. The PTO is located at 1550 Harrison Street South Twin Falls, ID, 83301.

Section 2: PURPOSE – The purpose of the PTO is to enhance and support the educational experience at South Hills Middle School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at South Hills Middle School through volunteer and financial support

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of South Hills Middle School students, plus all staff at South Hills Middle School. There are no membership dues. Members have voting privileges, one vote per member.

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 between two individuals upon the consent of both individuals. The School Principal, or his/her designee, and a teacher representative are voting members of the Executive Board.

Section 2: TERM OF OFFICE – The term of office for all Executive Board members is one year, beginning at the start of the school year and ending prior to the start of the following school year. An individual may not serve more than two consecutive years in the same position. A person may hold only one Officer's position at a time. An Officer may also act as Chair of up to two Standing Committees. Elections will take place in April of each year allowing time for newly elected officers to train and observe the officer currently in that position.

Section 3: QUALIFICATIONS – Any PTO member in good standing (completed background check on file with TFSD) and having been nominated by a member of the Executive Board, may become an officer of the PTO.

Section 4: DUTIES

Executive Board – Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board un-budgeted expenditures of no more than \$300.00.

President – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO, including all government registrations and permits. The President will transfer the registrations and permits to the incoming president at the end of their service. Each outgoing president will be allowed to retain personal copies of the permits that were under their name and copies of the legal transfer to the next president.

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

Recording Secretary – Record and distribute minutes of all Executive Board meetings and all General PTO meetings, hold historical records for the PTO. Manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, Facebook page, bulletin boards, etc.

Treasurer – Serve as custodian of the PTO’s finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and maintain all financial records in a manner that is accessible by all board members.

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 Executive Board member can be removed from office with cause, after reasonable notice and by a majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the board member’s term. During the time between the vacancy and fillment of the vacancy the President is able to appoint another Executive Board Member to temporarily assume responsibilities of the vacant position. The President’s appointment must be approved by a majority vote of the Executive Board.

ARTICLE IV – GENERAL MEETINGS

Section 1: GENERAL PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance at a PTO meeting is eligible to vote, one vote per member. Absentee or proxy votes are not allowed.

Section 3: QUORUM – Five (5) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE V – FINANCIAL POLICIES

All Financial Policies shall adhere to the Twin Falls School District Suggested PTO/PTA Financial Procedures and adhere to the principal of segregation of duties dividing custodial, recording and authorization functions.

Section 1: FISCAL YEAR - The fiscal year of the PTO 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 South Hills Cougars PTO, requiring two out of three signatures of the Executive Board (President, Vice President or Treasurer) for financial transactions, and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records at the end of each fiscal 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 from the Executive Board.

Section 5: INSURANCE - South Hills Cougars PTO will maintain general liability insurance, officers' liability insurance, and bond insurance in a coverage amount agreed upon each year as part of the budget process. In the event a deductible expense is incurred, the PTO will fund it out of its operating reserves.

Section 6: CASH POLICY - When a cash bank is needed for an event, a check is written to cash along with written authorization. After the event, cash for the same amount is then re-deposited on a separate deposit slip to provide a paper trail.

Section 7: ANNUAL AUDIT - An annual audit is required after completion of each fiscal year. South Hills Cougars PTO shall report the findings of the annual audit to each Executive Board member. This report should include gross receipts and disbursements for the same fiscal year.

Section 8: ANNUAL BUDGET APPROVAL - An annual estimated budget shall be presented to membership by October 1 of each school year. At the end of the school year, a financial report will be created and be available.

ARTICLE VI - FUNDRAISING POLICIES

Section 1: The PTO will strive to use the money raised in one year to benefit the school in the same year, other than a practical amount of funds to carry into the start of the next school year. Special fundraising programs can be approved to raise extraordinary funding for long-term projects.

Section 2: PTO funds will always be used in accordance with PTO's mission.

ARTICLE VII – BYLAW AMENDMENTS

Section 1: Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE IIX - DISSOLUTION

Section 1: Upon the dissolution of the PTO, all the property of the PTO and the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

1. a vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or
2. the remaining funds be held in escrow by the Principal for use by a future South Hills Middle School PTO. If a PTO/PTA is not formed within 24 months, the funds shall revert to the South Hills Middle School and be used toward the benefit of the students under the discretion of the Principal.

Approved by general membership April 8, 2019