

# BYLAWS OF THE

NAME OF UNIT Southside High School/Center for International Studies PTA/PTSA SCPTA District # 1  
SCHOOL ADDRESS 6630 Frontage at White Horse Road/Greenville, SC 29605-3000

ALL LOCAL UNIT BYLAWS MUST BE SUBMITTED USING THIS FORM.

## \*ARTICLE I: NAME

The name of this organization is the Southside High School Parent Teacher Association (PTA) or the Parent Teacher Student Association (PTSA). It is a local PTA/PTSA unit organized and chartered under the authority of the South Carolina Congress of Parents and Teachers, Inc. in the area in which the local PTA functions. The structure and specific rules of the local unit are contained in these bylaws and shall not conflict with state or National PTA bylaws.

## \*ARTICLE II: PURPOSES

**Section 1.** The Purposes of the SCPTA, in common with those of the National PTA, are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

**Section 2.** The Purposes of the National PTA and the SC PTA are promoted through advocacy and educational programs. They are directed toward parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article III.

**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 (hereinafter referred to as "Internal Revenue Code").

## \*ARTICLE III: BASIC POLICIES

The following are basic policies of the SC PTA, in common with those of the National PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, 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 in furtherance of the purposes set forth in Article II hereof.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of national PTA.
- g. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- h. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Purposes of the organization.

## \*ARTICLE IV: MEMBERSHIP AND DUES

**Section 1.** Every individual who is a member of a local PTA is a member of the National PTA and of the SCPTA by which such local PTA is chartered and is entitled to all the benefits of such membership.

**Section 2.** Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the missions and purposes of PTA.

**Section 3.** Each local PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time. Membership is valid July 1 through June 30.

**Section 4.** Each member of a local PTA shall pay such annual dues of \$5.00 per person to said organization as may be prescribed by the organization.

**Section 5.** The state and national portion of dues paid by each member shall be set aside by this organization and remitted to the

State PTA through such channels and at such times as the state bylaws may provide. The remittance to the State PTA shall be accompanied by a report, in such form as may be required by the State PTA, showing the name and address of the president of the organization, the amount of dues collected during the period covered by the report and the number of members of this organization.

**Section 6.** Each local PTA/PTSA shall remit the State and National portion of each member's dues to the SCPTA. A report and remittance shall be made at least three times a year (October 1, December 1 and March 1). A new PTA will be organized if, upon organization, the unit will have at least 10 members. To continue as a PTA in good standing, a unit must maintain at least twenty-five (25) members, except those organized at pre schools or schools at whose enrollment are fewer than two hundred (200) students. Those PTAs must maintain at least ten (10) members. These requirements may be waived by the SCPTA President.

#### **ARTICLE V: OFFICERS - ELECTION AND VACANCIES**

**Section 1.** The officers of this organization shall be president, (number) 3 vice-president(s), a secretary, and a treasurer.

**Section 2.** These officers shall be elected in the month of April by the voting body of the organization.

**Section 3.** Voting for officers shall be under the supervision of the Committee on Elections. The election shall be by ballot. When there is but one candidate for the vacancy, the election may be held by voice vote. A majority vote shall be required for election. The term of each officer shall be for 2 years(s) or until an election of a qualified successor.

**Section 4.** All local PTA/PTSA officers shall meet the following qualifications.

- a. Each officer shall be a member of the local PTA/PTSA chartered by the SCPTA.
- b. No officer may be eligible to serve more than 2 term(s) in that office.
- c. An officer who has served for more than one half of a full term shall be deemed to have served a full term in such office.
- d. Only those persons who have signed their consent to serve shall be nominated for or elected to office.

**Section 5.** Each officer elected shall take office on July 1.

**Section 6.** A vacancy in any office, except the office of president, shall be filled by the Board of Directors for the un-expired term. The election shall be by ballot. When there is but one candidate for the vacancy, the election may be held by voice vote. A vacancy in the office of President shall be filled by the First Vice President for the remainder of the un-expired term.

#### **ARTICLE VI: DUTIES AND OFFICERS**

**Section 1.** The President shall:

- a. preside at all meetings of the organization and of the board of directors;
- b. serve as an ex-officio member of all committees except the nominating and election's committee;
- c. coordinate the work of the officers and appoint chairmen of standing and special committees;
- d. appoint a parliamentarian;
- e. perform other duties as prescribed by these bylaws, or by the parliamentary authority, or assigned to him by the organization or by the Board of Directors.

**Section 2.** The Vice President(s) shall:

- a. act as an aide(s) to the president and shall in their designated order perform the duties of the president in his/her absence or inability to act;
- b. perform other such duties as determined by the board of directors.

**Section 3.** The Secretary shall:

- a. attend all meetings of the organization, keeping an accurate account of all regular and board meetings
- b. act as clerk there of and record all votes;
- c. perform other duties as provided for by these bylaws, or as directed by the president, or the Board of Directors;
- d. deliver to the successor all books, records, and documents held in their possession no later than ten (10) days following the completion of their term or assumption of office by their successors.

**Section 4.** The Treasurer shall:

- a. maintain a full account of the funds of the PTA/PTSA;
- b. keep a full and accurate account of the receipts and disbursements in books belonging to the PTA and shall deposit or cause to be deposited all monies in the name and to the credit of the organization; disburse funds in accordance with the budget adopted by the organization, taking proper vouchers for such disbursements, shall make a report of income and expenditures with current account balance at all regular meetings.
- c. present an annual financial report to the organization and to the state office;
- d. ensure all checks shall be signed by two persons;
- e. perform other duties as provided for by these bylaws, or as directed by the president, or the Board of Directors;
- f. deliver to the successor all books, records, and documents held in their possession no later than ten (10) days following the completion of their term or assumption of office by their successors.

#### **ARTICLE VII: BOARD OF DIRECTORS**

**Section 1.** The affairs of the PTA/PTSA shall be managed by the Board of Directors.

**\*Section 2.** Each board member of a local PTA/PTSA shall be a member of such local PTA/PTSA.

**Section 3.** The members of the board shall be:

- a. elected officers;
- b. chairmen of Standing and Special committees;
- c. the principal of the school or a representative appointed by him/her

**Section 4.** The Board of Directors shall:

- a. have the authority over the affairs of the PTA/PTSA;
- b. transact necessary business in the intervals between organization meetings and other business referred to it by the organization;
- c. ensure that the budget committee prepare and submit an annual budget to the organization for adoption,
- d. incur no debt or liability except that which is approved by the PTA membership;
- e. approve routine bills within the limits of the approved budget;

- f. appoint the financial review committee at least two weeks before the new treasurer assumes duties;
- g. appoint special committees.

**Section 5.** If any member of the Board of Directors ceases to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by a two-thirds (2/3) vote of the Board of Directors.

**Section 6.** Regular board meetings shall be held at times to be fixed by the president and approved by the Board of Directors prior to the first general membership meeting.

**Section 7.** Special meetings of the board may be called by the President, or by a majority of the board members.

**\*Section 8.** One-fourth of the members of the Board of Directors shall constitute a quorum.

#### ARTICLE VIII: COMMITTEES

**Section 1.** To facilitate the ongoing work of the PTA/PTSA, there shall be standing committees of: (Please list committees) \_\_\_\_\_  
**Membership, Volunteer, Hospitality, School Store, Newsletter, and Publicity**

- a. Chairmen of these committees shall be elected by the board of directors for a term of 2 year(s).
- b. Committee members shall be nominated by the president and approved by the Board of Directors or as provided for in these bylaws.

**Section 2.** Each committee member shall be a member of the local PTA/PTSA.

**Section 3.**

- a. Chairmen of standing and special committees shall be members of the Board of Directors.
- b. Chairmen of these committees shall submit a plan of work and shall undertake no work without board approval.
- c. Chairmen of the committees shall circulate no material or form letters to the general membership without the approval of the President or officer designated by the President.

**Section 4.** The Nominating Committee for Officers shall consist of (odd number) 5 members, and shall be elected at a meeting prior to the month of elections. The committee shall elect its own chairman at the time the committee is elected. The President and immediate past President shall be ineligible to serve on this committee.

**Section 5.** The Financial Review Committee shall consist of at least three (3) members selected by the board. The committee shall examine the treasurer's accounts annually. Upon satisfaction that the treasurer's annual financial report is correct, the committee shall sign a statement of that fact at the end of the report, and submit a copy to the state office no later than September 1st.

#### ARTICLE IX: MEETINGS

**Section 1.** At least 4 regular meetings of this organizations shall be held during the school year. Meeting dates shall be determined by the board of directors and announced at the first regular meeting of the year. 7 days notice shall be given of a change of date.

**Section 2.** Special meetings of this organization may be called by the president or by a majority of the board of directors with at least 7 days notice to the membership.

**Section 3.** The election meeting date shall be the date established in ARTICLE V, Section 2.

**\*Section 4.** (Number) 12 members shall constitute a quorum for the transaction of business in any meeting of this organization. (It is recommended that this number be at least equal to the number of officers and committee chairs, plus 5% of the total membership.)

**\*Section 5.** Only members of a local PTA/PTSA who have paid dues for the current membership year may participate in the business of that organization.

#### ARTICLE X: DISTRICT/COUNCIL

**Section 1. District**

- a. The organization shall be represented at conferences of District 1 Parent Teacher Association by the President or his/her alternate, the Principal or his/her alternate, and (number) 3 delegates or their alternates, to be determined by the District 1 By laws. All representatives to a district must be members of this local unit.
- b. Districts may not legislate for local PTA/PTSA.
- c. Delegates and their alternates shall be chosen by election in (month) April to serve a term of 2 year(s).
- d. The organization shall pay annual dues of \$25.00 to the District PTA as provided in the bylaws of the District.

**Section 2. Council**

(Applies only to local PTA/PTSA holding membership in a PTA council and must correspond to council bylaws.)

- a. The organization shall be represented at conferences of the Southwest Council of Parent Teacher Associations by the President or his/her alternate, the Principal or his/her alternate and by (number) 3 delegates or their alternates to be determined by the council bylaws. All representatives to the Council must be members of this local unit.
- b. Councils may not legislate for local PTA/PTSA.
- c. Delegates and their alternates shall be chosen by election in the month of April to serve for a term of 2 year(s). \$0.05/member
- d. The organization shall pay annual dues of \_\_\_\_\_ to the Council PTA as provided in the Council bylaws.

#### ARTICLE XI: FISCAL YEAR

THE FISCAL YEAR SHALL BEGIN ON JULY 1 OF EACH YEAR AND END ON THE FOLLOWING JUNE 30.

**\*ARTICLE XII: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the SCPTA and its constituent organizations, in all cases in which they are applicable and in which they are not in conflict with these bylaws, the SCPTA Bylaws, the National PTA Bylaws, special rules or the Articles of Incorporation.

**ARTICLE XIII: LOCAL PTAs/PTSAs**

**\*Section 1.** Local PTAs shall be organized and chartered under the authority of the SCPTA in the area in which the local PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the SCPTA may in its bylaws prescribe. The SCPTA shall issue to each local PTA in its area an appropriate charter evidencing the due organization and good standing of the local PTA.

A local PTA in good standing is one that:

- a. Adheres to the Purposes and basic policies of the PTA;
- b. Remits the national and state dues to the SCPTA;
- c. Has bylaws approved according to the procedures of SCPTA; and
- d. Has submitted to the State Office a copy of their financial review and budget for the previous year by September 1<sup>st</sup> following the end of their fiscal year
- e. Has submitted to the State Office a copy of their current budget duly approved by their membership by October 1<sup>st</sup> of the current year.
- f. Meets other criteria as may be prescribed by the SCPTA.

**\*Section 2.** Each local PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the SCPTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the SCPTA.

**\*Section 3.** The charter of a local PTA shall be subject to withdrawal and the status of such organization as a local PTA/PTSA shall be subject to termination, in the manner and under the circumstances provided by the bylaws of the SCPTA.

**\*Section 4.** Each local PTA is obligated, upon withdrawal of its charter by the SCPTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the SCPTA for distribution under the authority of the SCPTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the SCPTA, and
- c. To carry out promptly, under the supervision and direction of the SCPTA, all proceedings necessary or desirable for the purpose of dissolving such local PTA.

**\*Section 5.** A local PTA/PTSA may dissolve and terminate its affairs in the following manner.

- a. The board of directors (or body that, under its bylaws, manages the affairs of the local unit) shall adopt a resolution recommending that the local PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to a vote at a regular meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider a special meeting of members having voting rights. Written or printed notice stating the purpose of such special meeting at least thirty (30) days prior to the date of such meeting.
- b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the president of the SCPTA at least twenty (20) days prior to such meeting.
- c. Only those persons who are members in good standing of the local PTA/PTSA on the date of adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution.
- d. Approval of dissolution of the local PTA/PTSA shall require the affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the special meeting, a quorum being present.

**\*ARTICLE XIV: AMENDMENTS**

**Section 1.** These PTA Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any regular meeting provided that these requirements shall have been complied with.

- a. The amendment or amendments shall have been proposed by a committee on Bylaws or the Board of Directors.
- b. A copy of the proposed amendment or amendments shall have been made available thirty (30) days prior to meeting at which the amendment is voted upon.
- c. A quorum has been established.
- d. The amendment shall be subject to approval of the SCPTA.

**Section 2.** The adoption of an amendment to any provision of the SCPTA Bylaws that are identified by a single star shall serve automatically and without the requirement of further action by the local unit to amend their corresponding-bylaws. Local Unit PTA/PTSAs shall promptly incorporate such amendments in their respective bylaws.

**Section 3.** The Board of Directors by a majority vote may authorize the committee on bylaws to submit a revised set of bylaws as a substitute for the existing bylaws. The requirements for the adoption of a revised set of bylaws shall be the same as in the case of an amendment. Submissions of amendments or revised bylaws for approval by the state PTA shall be made as soon as they are adopted by this organization

These bylaws were approved by the membership of (name) Southside High School PTA/PTSA at a regular meeting held on September 22, 2008 (date).

Signature of President

Amy Brewer

Name (please print)

Signature of Recording Secretary

Angela D. Joseph

Name (please print)