

1. ARTICLE I: NAME, PURPOSES, OBJECTIVES AND DEFINITIONS

1.1 Name

This organization shall be known as the Sharon High School Parent Teacher Student Organization (hereinafter referred to as "SHS PTSO", "PTSO", or the "Organization").

1.2 Mission Statement

The Sharon High School PTSO is a nonprofit parent teacher student organization whose membership is open to all parents, legal guardians, staff, administrators and students of Sharon High School.

The SHS PTSO's mission is to establish a close relationship between home and school by advancing opportunity for all parents and legal guardians to become involved in the Sharon High School community.

The SHS PTSO supports teachers, staff, and student run groups and raises funds for supplemental educational materials and expenses, supports school and family social interaction, and provides a non-biased forum for sharing information on issues that impact students.

1.3 Goals and Objectives

The SHS PTSO is organized for charitable and educational purposes with the following goals:

- To enhance the learning environment of the school through educational programs, teacher support and other enriching activities.
- To raise the necessary funds to support its operation and the fulfillment of its purpose as stated herein.

1.4 Definitions

"Executive Board" means elected officer of the SHS PTSO pursuant to Article 5.1.

"Board of Directors" or "Board" means the elected officers of the SHS PTSO (the "Executive Board"), appointed Chairs/Co-Chairs of Committees, and 2 representatives from the SHS Student Council or their proxy.

"Member in good standing" means dues are current and no petition or other activity pursuant to Article 3.5 is pending.

"Check signing authority" means all Checks must be signed by the President and/or Treasurer.

"Financial hardship" means a determination by a majority vote of the Executive Board that it is in the best interests of the organization and the applicant to reduce or waive the annual due.

2. ARTICLE II: BASIC POLICY

2.1 Non-Profit

The SHS PTSO is a non-profit organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. This organization shall be non-commercial, non-sectarian and non-partisan.

2.2 Authority

The SHS PTSO Board is the policy-making body of the SHS PTSO. The SHS PTSO Board shall work in conjunction with the members in good standing, the Principal, Superintendent and the Sharon School Committee to provide a quality educational environment and educational opportunities for Sharon High School students and their families.

2.3 Other agencies

This organization may cooperate with other organizations and agencies active in educational support of the Sharon High School community, including representing the SHS PTSO in conference groups or coordinating councils provided its representative makes no commitments that bind the groups s/he represents without official direction from the Executive Board of SHS PTSO.

2.4 Compensation

No part of the net earnings of the organization shall benefit or be distributed 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 herein as determined by a majority vote of the PTSO Board.

2.5 Conflict of Interest

In connection with any actual or possible conflict, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Board or committee members considering the proposed transaction or agreement. After exercising due diligence, the Executive Board shall determine (1) whether the person has a conflict and must recuse themselves from discussion and/or voting; and (2) whether the PTSO can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the PTSO's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement. If the Executive Board determines a member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

2.6 Dissolution

Upon the dissolution of this organization, which shall require a vote of two-thirds of all members in good standing and after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations or other organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code as determined by a majority vote of the Executive Board.

2.7 Fiscal Year

The fiscal year shall extend from July 1st to June 30th but may be changed by resolution of the Executive Board.

3. ARTICLE III: PTSO MEMBERSHIP

3.1 Qualifications

Membership is open to all dues-paying parents, guardians, staff, administrators and students who share in the mission and purposes of the organization.

3.2 Enrollment

An annual enrollment of members shall be conducted at the beginning of the school year. New members shall be accepted at any time however, only members who have joined prior to April 1 and are in good standing shall be eligible to vote in the annual election.

3.3 Dues

Annual dues, based upon the fiscal year as defined in Article II, section 2.7, established by the SHS PTSO Board, shall be collected from all persons seeking membership or membership renewal. The SHS PTSO Board may establish different rates for dues to be paid by parents, legal guardians, staff, administrators and students.

3.4 Hardship

Any person unable to pay dues because of financial hardship will not be denied membership.

3.5 Resignation

Any member may resign by filing a written resignation with the Secretary; however, such resignation shall not relieve the resigning member of the obligation to pay any dues or other accrued and unpaid charges.

3.6 Termination

The Executive Board of the SHS PTSO, by affirmative vote of all the members of the Executive Board, may suspend or expel a member. The Executive Board is charged with advising the member of their suspension or expulsion in writing.

3. Voting

Only members in good standing may vote on motions requiring a member vote, as presented at SHS PTSO meetings.

4. ARTICLE IV: PTSO BOARD OF DIRECTORS

4.1 Board Members

The SHS PTSO Board shall be composed of the Executive Board of the SHS PTSO and Committee Chairs/Co-Chairs as appointed by the Executive Board. In addition, 2 current SHS students shall be appointed by the SHS Student Council to serve on the PTSO Board of Directors.

4.2 Classes

Each Board member has one equal vote in all negotiations, referendum or polls. Up to two persons may hold an office and/or Committee chair. In the case of voting members, those two people will have equal voting rights on the Board. In the case of a tie, the president (s) casts the tie breaking vote.

4.3 Terms

The members of the Board will have a term of one (1) year and will serve through the PTSO fiscal year for which they are appointed.

4.4 Qualifications

All those serving on the PTSO Board of Directors must be willing to serve if elected in the case of officers or appointed in the case of Committee Chairs/Co-Chairs.

4.5 Nominating

Any member in good standing may file their interest in pursuing office or Committee Chair/Co-Chair with the Executive Board. PTSO Executive Board members shall be elected in accordance with Article V.

4.6 Resignation

Any member of the Board may resign their position by advising the President/Co-President and Secretary/Co-Secretary in writing.

4.7 Termination

An officer may be removed by a "No Confidence" secret ballot brought by the general membership with at least two thirds majority of those members in good standing present at a general meeting as stated in Article 5.8.

A Committee Chair/Co-Chair may be terminated by a majority vote of the Executive Board. The Executive Board is charged with advising the Committee Chair/Co-Chair of their termination in writing.

4.8 Board Duties

The Board of Directors shall vote on the annual operating budget and assure the legal and fiduciary oversight of the organization as required in the Commonwealth of Massachusetts.

All officers shall deliver to their successors all official materials no later than thirty days following the election of their successor, by the close of the school year, or upon resignation.

5. ARTICLE V: PTSO EXECUTIVE BOARD

5.1 Executive Board Members

The SHS PTSO Executive Board shall be comprised of the elected officers of the SHS PTSO: President (s), Vice President (s), Treasurer(s), and Secretary(s). Up to two persons may hold an office.

5.2 Classes

Each member of the Executive Board has one equal vote in all negotiations, referendum or poll. Up to two persons may hold an office. In the case of voting members, those two people will have equal voting rights on the Executive Board. In the case of a tie, the president casts the tie breaking vote. In the event that a tie still persists, the matter will be taken to the Board of Directors for review and action.

5.3 Terms

The members of the SHS PTSO Executive Board shall serve a term of one (1) year and will serve through the PTSO fiscal year for which they are appointed.

5.4 Qualifications

All those seeking office on the SHS PTSO Executive Board must be willing to serve if elected. All Executive Board members must be a parent or legal guardian of a currently enrolled Sharon High School student.

5.5 Nominations

A parent or legal guardian of a currently enrolled Sharon High School Student, who is a dues-paying member in good standing may file their interest in pursuing office with the Executive Board.

The candidates pursuing an elected Executive Board position will be announced at the general meeting in May or June. If multiple candidates seek the same position the candidate must supply a biography at the meeting either in-person or in writing. If no candidates come forward, it will be the mission of the Executive Board to seek willing candidates.

5.6 Elections

The annual election will be held at the June general membership meeting. Only members in good standing who have joined prior to April 1st are eligible to vote in the annual election. If there is one nominee for any office, election for that office may be by voice vote at the election meeting. If all offices are uncontested, the entire slate may be elected by voice vote. In the case of contested elections, voting shall be by secret ballot. The Secretary (s) or their designee will develop and distribute the ballots at the meeting to members in good standing and will immediately tally and announce the new officers. The person(s) who receive the most votes win the election(s).

5.7 Resignation

Any member of the Board may resign their position by advising the President (s)/Co-President (s) and Secretary (s)/Co-Secretary (s) in writing. The resigning officer must file a written resignation with the Secretary (s), which becomes effective upon receipt. However, such resignation shall not relieve the officer so resigning of the obligation to pay any dues or other charges theretofore accrued and unpaid. In the case of the resignation of the Secretary (s), it would be filed with the President (s).

5.8 Termination

An officer may be removed by a "No Confidence" secret ballot brought by the general membership with at least two thirds majority of those members in good standing present at a general meeting.

5.9 Vacancy

In the event that a vacancy occurs after the start of the fiscal year, the Executive Board may appoint a member who meets the qualifications in Section 5.4 to serve until such time as the next June membership meeting.

6. ARTICLE VI: EXECUTIVE BOARD DUTIES

6.1 Duties

The overall duties of the Executive Board include but are not limited to:

- setting the direction for the programs and projects to be undertaken by the SHS PTSO in support of its educational and charitable goals after consulting with the administration of the school for the purpose of defining its short and long term wishes;
- preparing an appropriate budget and fundraising needs to meet the organization 's program goals;
- create or delete standing or special committees when deemed necessary to the functioning of the organization;
- appoint an appropriate number of members and seek out Committee Chairs as needed to carry out the work of the standing committees;
- monitor and accept regular reports from any and all committees undertaken on behalf of the SHS PTSO;
- transact necessary or emergency business in the interval between general membership meetings and such other business as may be referred to the Executive Board by the general membership or school department, including approval of expenditures based on the amount approved in the annual operating budget by the Board for this purpose.; and
- ensure the PTSO is involved in the selection of parent representatives to the School Council. A school council is a representative, school building-based committee composed of the principal, parents, teachers, community members and, at the secondary level, students, required to be established by each school pursuant to Massachusetts General Laws Chapter 71, Section 59C.

6.2 Meetings

Special meetings may be called by any Executive Board member by notice sent by email, mail or by telephone to each member of the Executive Board not less than forty-eight (48) hours before such meeting. The Executive Board shall schedule regular meetings unless it by majority vote to do otherwise.

6.3 Quorum at Executive Board Meetings

A quorum shall consist of a simple majority (51%) of the Executive Board members attending in person or through teleconferencing or other similar conferencing media. Unless otherwise provided in these By-Laws, all decisions will be by simple majority vote of those present and able to vote at a meeting at when a quorum is present. If less than a simple majority of the Executive Board members is present at said meeting, the meeting will be adjourned without further notice.

6.4 Participation in Meeting by Electronic Means

Members of the Executive Board may participate in a meeting in-person or through the use of conference telephone, virtual meeting platforms, or similar communications equipment so long as members participating in such meeting can hear one another.

6.5 Action Without a Meeting

Any action required or permitted to be taken at a meeting of the Executive Board may be taken without a meeting if all the members of the Executive Board consent to discuss and vote to take the action without a meeting. This will be done through email.

6.6 Reimbursement

Members of the Executive Board shall serve without compensation with the exception that expenses incurred in the furtherance of the SHS PTSO's business are allowed to be reimbursed with documentation and prior approval by the Executive Board.

7. ARTICLE VII: OFFICERS

7.1 Bylaws

The officers shall uphold the SHS PTSO bylaws and perform their duties as prescribed by the SHS PTSO bylaws.

7.2 President/Co-President

The President is the chief executive of the organization. The President or one of the co-presidents shall:

- preside at all meetings of the general membership and of the Executive Board;
- conduct all voting during general membership meetings and Executive Board meeting, following Robert's Rules of Order;
- serve as the liaison between the Sharon High School community and the SHS PTSO;
- oversee public relation matters including approval of all materials distributed in the name of the SHS PTSO or activities undertaken on behalf of the SHS PTSO;
- determine duties and responsibilities of each Executive Board position and Committee chair;
- have check signing privileges; and
- be responsible for such additional duties as are determined necessary by a majority vote of the Executive Board or by majority vote of the general membership to ensure the continued operation of the SHS PTSO.

7.3 Vice President/Co-Vice President

The Vice President(s) shall:

- preside at any meeting when the President is absent

7.4 Secretary/Co-Secretary

The Secretary(s) shall:

- keep a correct written or electronic record of all meetings of the SHS PTSO and the Executive Board. Electronic records will be archived on the web;
- assure the safe keeping and protection of any organizational user names and passwords;
- handle Executive Board correspondence;
- have the minutes of the meeting available to the membership at the next PTSO meeting;

- be responsible for receipt and notification to the Executive Board of any and all resignations;
- maintain (retain possession and control of the original set of) the bylaws;
- maintain a membership list, with names and addresses of members;
- file an annual certificate of change of directors or officers to the Massachusetts Secretary of State's Office.
- monitor the non-profit status;
- monitor the insurance policy; and
- perform additional duties as may be assigned by a majority vote of the Executive Board.

7.5 Treasurer/Co-Treasurer

The Treasurer(s) shall:

- be responsible for the Organizations main bank account(s);
- prepare an annual budget for review by the Executive Board by August 1st and prepare for the first general membership meeting;
- receive and collect all monies due to the SHS PTSO;
- pay obligations and other bills of the SHS PTSO as directed by the Executive Board or a vote of the general membership in accordance with the budget adopted by PTSO.
- keep a record of receipts and expenditures;
- present a written report explaining account balances at each SHS PTSO meeting;
- will maintain an accurate account of all receipts, disbursements and other pertinent financial information as it pertains to events and purchases sponsored by the SHS PTSO;
- responsible for developing a system to collect, count and deposit all monies raised in the SHS PTSO-sponsored fundraising events;
- have check signing privileges (along with the President);
- file required fiscal tax forms in a timely fashion and/or provide all necessary files and info to tax preparer in a timely fashion;
- file an annual report to the Massachusetts Secretary of State's Office.
- use software provided by PTSO to maintain all accounting records;
- provide a written year-end report to the new Treasurer no later than thirty days following the election of their successor, by the close of the school year, or upon resignation. n;
- keep non-profit state tax certification current;
- prepare monthly bank reconciliations; and
- perform additional duties as may be assigned by the Executive Board.

8. ARTICLE VIII: MEETINGS

8.1 General Membership Meetings

The Executive Board shall plan regular general membership meetings to be held throughout the school year. Meetings are open to all families and school personnel of Sharon High School. The dates of the meetings will be posted on the PTSO website. At every meeting the minutes of the previous general meeting and an agenda will be provided.

8.2 Qualifications

The privilege of making motions, debating, and voting shall be limited the PTSO Board. Non-Board members in attendance may participate in discussion.

8.3 Representation

The SHS PTSO shall be represented by any officer so delegated and approved by the Executive Board at any event/meeting requiring their presence, in an official capacity.

8.4 Special General Meeting:

Special meetings may be called by a majority vote of the Executive Board with notification to the general membership of at least 7 days prior notice of the meeting. Announcement of a general meeting, by email, newsletter, social media, SHS website, and/or the PTSO website will constitute notification.

9. ARTICLE IX: COMMITTEES

9.1 Committees

The Executive Board may, by resolution adopted by a majority of the members in office, establish committees which may include non- Board members. A majority vote of the Executive Board shall establish procedures to govern each committee's activities and delegate authority to each committee as may be necessary or desirable for the efficient management of the property, affairs, business and activities of the SHS PTSO.

9.2 Committee Chairs

Chairpersons/Co-Chairpersons of all committees shall be appointed by the Executive Board. Committee Chairs/Co-Chairs shall report out at each general membership meeting on progress to date towards the committee's objectives. Chairpersons shall participate in the budgeting of the committee expenses in the PTSO annual budget and review on a regular basis the actual expenses compared to the planned budget. Chairpersons shall be responsible for correspondence relating to their committees' programs. Chairpersons shall also be responsible for overseeing volunteers serving on the committees. Chairpersons shall be responsible for the maintenance of committee meeting records; such records must be forwarded to the PTSO Secretary prior to the close of the fiscal year.

9.3 Notices

Each committee Chairperson shall prepare notices pertaining to their event(s) and submit such notices to the PTSO mailbox.

10. ARTICLE X: BYLAW AMENDMENTS, REVISIONS AND ADOPTION

10.1 Amendments

These bylaws may be amended or revised to meet changing conditions in the school, community, organization, or law or if requested to be amended by a two-thirds majority vote of members in good standing in attendance at a special or general meeting of the organization. A By-law Committee shall be appointed by a majority vote of the Executive Board to prepare an amended or a revised set of bylaws. These bylaws shall be submitted to the Executive Board for discussion and comment ten days prior to a special or general meeting of the organization. The general membership shall be notified that bylaws will be discussed at next general meeting.

10.2 Adoption

A revised set of bylaws as referred to Section 10.1 may be adopted by a two-thirds majority vote of members in good standing in attendance at a special or general meeting of the organization.

Bylaw revision tracking:

Last approved by PTSO Executive Board Date	Last approved by PTSO Board Date	Last approved by PTSO membership (2/3 vote) Date