

# Sharon High School PTSO 2024 Bylaw Review | Overview of Process and Objectives

## Presented at the PTSO Membership Meeting (October 8, 2024); Updated October 16, 2024

### Bylaws Committee

The current bylaws permit the Executive Board to establish a committee to review the bylaws and propose changes as appropriate. Committee members include: Charlotte Hogan (Co-President), Stacey Gay (Co-President), Mike Harford (Secretary), Kristen Hoemke (Grants Committee Co-Chair).

### Timeline

- 9/16/2024 and 10/4/2024: Committee meetings with correspondence between meetings.
- 10/8/2024: Bylaw overview provided at the PTSO membership meeting.
- 11/1/2024: Revised bylaws submitted to the Executive Board (officers) (*this is required to take place 10 days prior to the general meeting of the organization under the current bylaws*).
- 11/12/2024: Target date for presenting the revised bylaws to the membership for vote. Amendments require 2/3 of members in good standing vote in favor of the change at a special or general meeting.

*Please see the current bylaws, Section 9.1, which outlines these steps.*

### Objectives

The Committee seeks to ensure that the bylaws:

- ❖ reflect current practice AND provide enough flexibility to operate successfully in the short- (2-3 year) and mid-range (5-7 years) future;
- ❖ clearly define “membership” and the rights afforded to “members;”
- ❖ establish a Board of Directors (*the current bylaws afford all decisions and policy-making ability to an Executive Board (officers) and do not define a Board further than the officers*);
- ❖ support appropriate fiduciary oversight and internal controls;
- ❖ incorporate best practices in nonprofit governance, as appropriate for an organization of our size; and
- ❖ support strong internal controls and conflict of interest (*policy to be developed*).

Article	Name	Changes from current bylaws
1	Name, Purpose, Objectives and Definitions	<ul style="list-style-type: none"> <li>- Expand the mission statement to include membership inclusive of parents, guardians, staff, <u>administrators</u> and students.</li> <li>- Expand the mission to include support for <u>student run groups</u>.</li> <li>- Reduce redundancy between the mission and the goals/objectives.</li> <li>- <u>Define the Board of Directors</u> as the elected officers (the “Executive Board”), Committee Chairs/Co-Chairs, and 2 SHS Student Council reps (<i>current bylaws do not have a Board; just an Executive Board of officers</i>).</li> </ul>
2	Basic Policy	<ul style="list-style-type: none"> <li>- Establish the <u>Board</u> as the policy making body of the PTSO (<i>current bylaws assign this to the Executive Board only</i>)</li> <li>- Strengthen the conflict of interest clause to require the Executive Board to determine whether someone has a conflict</li> </ul>
3	PTSO Membership	<ul style="list-style-type: none"> <li>- Membership is open to all dues-paying parents, guardians, staff, <u>administrators</u> and students</li> <li>- The Board may establish different dues rates for each class of members</li> <li>- Require the Executive Board to advise member of their suspension/expulsion</li> <li>- Members in good standing may vote on motions requiring members vote</li> </ul>
4	PTSO Board of Directors	<p><b><i>This is a new article.</i></b></p> <ul style="list-style-type: none"> <li>- <b>The Board = the Executive Board (aka officers), Committee Chairs/Co-Chairs, and 2 students appointed by SHS Student Council to serve on the PTSO Board.</b></li> </ul>

		<ul style="list-style-type: none"> <li>- <b>Each Board member gets 1 vote. If there are co-chairs, they each get 1 vote. President breaks a tie.</b></li> <li>- <b>Board terms are 1 year from the election meeting (June).</b></li> <li>- Any interested member in good standing may file their interest in pursuing a committee chair; whereas Executive Board members are elected by the members (Article 5).</li> <li>- Any Board member can resign by notifying the President and Secretary.</li> <li>- Officer can be removed by a vote of no confidence from the general membership (2/3 vote; see also Article 5).</li> <li>- Committee Chair can be terminated by a majority vote of the Executive Board.</li> <li>- Board votes on the annual operating budget and assures the legal and fiduciary oversight of the organization.</li> </ul>
5	PTSO Executive Board	<ul style="list-style-type: none"> <li>- Up to two people can hold an office.</li> <li>- Exec Board members each have 1 vote; if they have a tie, President breaks it. If a tie still persists, it goes to the full Board of Directors.</li> <li>- Board terms are 1 year from the election meeting (June).</li> <li>- Remove reference to the Vice President as the automatic next President; all officers need to be elected by the members.</li> <li>- Require Executive Board to be <u>parents/guardians of a currently enrolled student</u>.</li> <li>- Any parent who is in good standing can file their interest in being an Executive Board member. Describes how to do this and the vote at the June meeting.</li> <li>- Resignation follows the same process as any other Board member.</li> <li>- Can be removed by a vote of 2/3 of the general membership present at a meeting.</li> <li>- If a vacancy occurs after the start of the fiscal year (July 1), the Executive Board may <u>appoint a member</u> who meets the qualification requirement to serve until the June meeting.</li> </ul>
6	Executive Board Duties	<ul style="list-style-type: none"> <li>- Allow the Executive Board to approve expenditures approved in the annual operating budget (e.g., emergency funds line for Executive Board to approve as needed).</li> <li>- Ensure the PTSO is involved in the selection of parent representatives to the <u>School Council</u>.</li> <li>- Require regular meetings of the Executive Board be in-person or via electronic means.</li> </ul>
7	Officers	<ul style="list-style-type: none"> <li>- Re-organizes some responsibilities. For example, the President will conduct the voting call instead of the Vice President. The Secretary shall handle Executive Board correspondence, monitor the nonprofit status, and monitor the insurance policy.</li> </ul>
8	Meetings	<ul style="list-style-type: none"> <li>- Requires <u>regular</u> (not monthly) meetings. Meetings are open to all families and personnel. Meeting dates are posted on the PTSO website. Meeting minutes from the prior meeting will be available.</li> <li>- <u>Only Board members</u> may make a motion, debate and vote. Non-board members may participate in discussion.</li> </ul>
9	Committees	<ul style="list-style-type: none"> <li>- <u>Executive Board appoints Committee Chairpersons/Co-Chairpersons.</u></li> <li>- <u>Remove reference to committee work requiring approval of the Executive Board.</u></li> <li>- Chairs are responsible for reporting at membership meetings. Chairs are responsible for committee correspondence and records which must be turned over to the Secretary at the close of the fiscal year.</li> </ul>
10	Amendments	<ul style="list-style-type: none"> <li>- A revised set of bylaws as referred to may be adopted by a two-thirds majority vote of members in good standing <u>in attendance at a special or general meeting of the organization.</u></li> </ul>