

**Bylaws**  
**Of**  
**Bridges Preparatory School**  
**Parent Teacher Organization**

**ARTICLE I – NAME, DESCRIPTION & PURPOSE**

**Section 1: Name** – The name of the organization shall be the Bridges Preparatory School (BPS) Parent Teacher Organization (PTO) (herein referred to BPS PTO). The BPS PTO is located at 551 Robert Smalls Parkway, Beaufort, SC 29906.

**Section 2: Description** – The PTO is a non-profit organization that exists for charitable, educational, and volunteer opportunities. This includes but is not limited to: classroom supplies; educational supplies; assembly programs; school events; and technology.

**Section 3: Purpose** – The purpose of the PTO is to enhance and support the mission of BPS, to develop a closer connection between school and home by encouraging parental involvement and to improve the learning environment through financial support, volunteering and open communication.

**ARTICLE II – MEMBERSHIP**

**Section 1: Regular Membership** – All parents and/or legal guardians of students who currently attend BPS and all current faculty and staff of BPS shall be eligible for membership in the organization.

**Section 2: Voting Membership** – Members who have completed the registration form and paid the annual fee of \$10.00 shall be designated as Voting Members. All staff and faculty will not be required to pay Membership fee and will receive

voting privileges as long as employed with Bridges. Voting Members shall have the right to vote on all issues before the membership.

### **ARTICLE III – MEETINGS**

**Section 1: Regular Meetings** – Meetings shall be held once a month on the second Tuesday of the month. The public shall be given 48 hours notice of regularly scheduled PTO meetings. PTO meetings will be conducted as stated in Robert's Rule of Order.

**Section 2: Special Meetings** – Additional meetings of the organization may be called, either by a vote of the Officers, by petition of a majority of the Voting Members, or by the BPS Administration. The time and place of all Special Meetings shall be announced at least twenty-four (24) hours prior to the meeting.

**Section 3: Officer Meetings** – The PTO Officers shall meet monthly during the school year, or at the discretion of the President as outlined in Section 1 and Section 2 based on meeting type.

**Section 4: Quorum** – Those persons present at a properly called General Meeting or Special Meeting, with a 50% attendance of Officers, shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

**Section 5: Voting** – Each Member in attendance at a PTO Meeting is eligible to vote. Absentee or proxy votes are not allowed.

### **ARTICLE IV – OFFICERS**

**Section 1: PTO Officers** – The PTO shall consist of the following Officers: President, Vice President, Secretary, Treasurer and Volunteer Coordinator. Officer positions can be shared. The Head of School (HOS) or their designees, are Voting Members of the PTO Officers.

**Section 2: Term of Office** – The term of office for all Officers is two years, beginning immediately upon election, with exception to initial election.

**Section 3: Qualifications** – Any PTO Member can be nominated to become an Officer of the PTO, however, all PTO Officers will be voted in by Majority vote.

## Section 4: Officer Description and Duties –

- a. **President** – The President shall preside at all meetings thereof. He/she may temporarily enter into all contracts and agreements in the name of the organization, subject to approval of the Members of the organization at the next Meeting. The past president shall serve in an advisory capacity to the incoming President, if applicable.
  - Sets Agenda of each meeting.
  - Leads Meetings of the organization and is in charge of starting the votes for issues that face the PTO.
  - All meetings run in accordance with Roberts Rule of Order.
  - Coordinates the scheduling of Meetings and events conducted by the organization and ensures they do not conflict with other BPS events.
  - Oversees responsibilities of other PTO Officers to endure that commitments are being met and the organization is in good financial standings.
  - Arranges for meeting room for all meetings and secures building permits, if applicable.
  - Acts as liaison between the PTO, HOS and School Administration, if applicable.
  - Shall oversee all aspects of PTO committees
- b. **Vice President** – The Vice President shall exercise the powers of the President in the event of the President’s absence or inability to perform.
  - Leads Meetings in President’s absence.
  - Acts as liaison between PTO and School Administration.
  - During the absence of the President will conduct all necessary duties as listed above.
  - Shall co-chair all aspects of PTO committees
- c. **Secretary** – The Secretary shall keep accurate records of all Meetings of the organization. He/she shall keep a record of the names, phone numbers, and email addresses of all Officers and enrolled Members of the organization and shall have charge of the organization's books and records. The Secretary shall perform all other duties incident to the Office of Secretary.
  - Secretary may be asked to prepare Meeting Agenda in coordination with President or presiding Officer.

- Records and distributes minutes of all organizational Meetings and distributes them to PTO Members in a timely manner. In cases where not in attendance at a Meeting, will be responsible to find someone to take minutes in their absence.
  - Prepare a sign-in sheet for Meetings and maintain a current list of PTO attendees and their contact information.
  - Maintain a file of minutes, agendas, and materials distributed at any official PTO Meeting.
  - Maintains a file of all communications including samples of each document.
- d. **Treasurer** – The Treasurer shall have custody of all funds and securities belonging to the organization and shall receive, deposit or disburse the same under the President; however, that the President may appoint a custodian or depository for any signature or authority such funds may be disbursed or transferred. The Treasurer shall perform all other duties incident to the Office of Treasurer.
- Creates monthly PTO Treasurer Reports for regular meeting.
  - Will have books available for any person to review at any time with 24 hour written notice. As there is not a PTO Office, records are not kept at the BPS facility and may require notice for this reason.
  - Reconcile bank account each month with oversight of other at least 1 other Officer to offer checks and balances.
  - May authorize payments for under \$250.00. Any purchase or debt above \$250.00 requires Majority vote by PTO Membership.
  - Responsible for maintaining all financial records, accounts, transactions deemed necessary by the PTO Officers. This may include establishing a bank account for the PTO, writing checks, financial statements for Audits, reconciling accounts, making deposits, developing process for financial transactions for volunteers, and other responsibilities as deemed necessary by the PTO Officers.
  - Will arrange (1) one external audit of books by an outside source.
  - Will submit annual IRS 990 and any other legal documents pertaining to taxes, Secretary of State and insurance.
- e. **Volunteer Coordinator** – The Volunteer Coordinator shall recruit, direct, recognize and monitor volunteers in roles that support BPS staff, teachers,

students, and PTO events. Serve as a link between the schools volunteer needs, parent or community resources and as a liaison to the PTO. Respect confidentiality of volunteers, staff, administrators, teachers, students and recipients of volunteer services. Attend monthly scheduled PTO Meetings and perform all other duties pertaining to the position so that the purpose of the organization is served.

- Recruit volunteers.
- Keep detailed list of volunteer's information to include: name, phone and email.
- Direct all matters involving volunteers.
- Communicating with teachers and PTO committees to help fulfill volunteer needs and coordinating volunteer scheduling.
- Assure that volunteer data is recorded and available to both the Board and teachers.

## **ARTICLE V – ELECTIONS**

**Section 1: Procedure** – All Officers of this organization shall be elected by a majority vote by the second meeting of the year. The Officers shall hold office until the second meeting of the following school year. Any open Officer positions will be announced during the first meeting of the year, nominations will be accepted after this meeting and voting will take place for the new Officers at the second meeting. New Officers will start at the first regular meeting following the election.

**Section 2: Term of Office** – Each Officer may be elected to a two (2) year term. If after two (2) years there are no nominations for said position, the current Officer will have the option to stay in that position.

**Section 3: Selection** – A majority of the votes cast by the Voting Members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.

**Section 4: Resignation, Removal & Vacancies** – Any Officer may resign from office at any time by giving written notice to the President or other PTO Officer.

Any Officer may be removed, for good cause shown, by a majority vote of members of the organization. These reasons may range from but are not limited to: absenteeism; lack of participation; failure to support the mission of the PTO or BPS; and/or unbecoming behavior. If an Officer is absent for 2 or more regular PTO Meetings, they may be asked to step down or brought up for a majority vote to remove from said Office. Any vacancy occurring in an office by reason of resignation or the creation of a new Officer may be filled for the unexpired term thereof by a majority vote of the members of the organization.

## **ARTICLE VI – FINANCIAL POLICIES**

**Section 1: Fiscal Year** – The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

**Section 2: Banking** – All funds shall be kept in a checking account in the name of Bridges Preparatory School PTO, requiring the Treasurer, President. All records are public; however, since the records are not kept on site at BPS a 24 hour notice may be necessary to view books/accounts, etc.

**Section 3: Loans** – No loans shall be made by the organization to its Officers or members.

**Section 4: Commercial Paper** – All pre-approved checks, drafts, or other orders for the payment of money on behalf of the organization shall be written and signed by the Treasurer and President.

**Section 5: Deposits** – The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies, or other depositories as the organization may select and shall make such disbursements as authorized. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the original receipt of the funds and/or orders of payment.

**Section 6: Contracts** – Contract signing authority is limited to the President, Vice President or designee.

**Section 7: Financial Report** – The Treasurer shall present a financial report at each General Membership Meeting of the organization and shall prepare a final

report at the close of the year. The organization shall have the report and the accounts examined annually by an audit or an informal audit, who, is satisfied that the Treasurers annual report is correct, shall sign a statement of that fact at the end of the report.

### **ARTICLE VII – AMENDMENTS**

**Section 1: Amendments** – These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by the Voting Members at any regular or specialty Meeting.

**Section 2: Voting Amendments** – 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. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the Bylaws.

### **ARTICLE VIII – AUTHORITY & DISSOLUTION**

**Section 1: Dissolution** - In the event of dissolution of the PTO, any funds remaining shall be donated to BPS.

**Section 2: Authority** – If any part of the Bylaws shall conflict with the decisions, policies or procedures adopted by the BPS School Board, they shall be deemed null and void and the decision of the BPS School Board shall, in all cases, control.

### **ARTICLE VIII – INDEMNIFICATION**

The organization shall indemnify each Officer for all liabilities incurred in such capacity except for liabilities due to gross negligence or willful misconduct. The organization shall further indemnify each Officer to the full extent permitted by statutory or other applicable law.

These Bylaws were adopted by the Officers during a meeting properly called on May 13, 2014, and shall take effect immediately.

Updated 7/10/2019

Voted \_\_\_\_\_

\_\_\_\_\_  
President

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Vice President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Volunteer Coordinator