**Lightridge High School Parent Teacher Student Organization 2022 BY-LAWS**

ARTICLE I. NAME

The name of the Organization is the Lightridge High School Parent Teacher Student Organization (hereinafter referred to as the “Lightridge PTSO”)

ARTICLE II. ARTICLES OF ORGANIZATION

The Lightridge PTSO exists as an unincorporated association of its members. Its articles of organization comprise these bylaws, as from time to time may need to be amended by the executive board.

ARTICLE III. OBJECTIVES

Section 1. The objectives of the Lightridge PTSO are:

a. To provide support and service to the students, families, staff, and community of Lightridge High School.

b. To promote a spirit of caring, good citizenship and respect for others within the school and community.

c. To encourage family and community involvement in the education of all students.

Section 2. The objectives of the Lightridge PTSO are promoted through an educational program directed toward students, families, staff, and the community; are developed through comprehensive projects and programs; and are governed and qualified by these bylaws.

Section 3. The Lightridge PTSO 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), and shall be noncommercial, nonsectarian, and nonpartisan.

Section 4. No part of the net earnings of the Lightridge PTSO shall be distributed to its members, officers, directors, 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 for the objectives set forth in these bylaws.

Section 5. Notwithstanding any other provision of these bylaws, the Lightridge PTSO shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code), or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or any corresponding section of any future federal tax code).

ARTICLE IV. MEMBERSHIP AND DUES

Section 1. Membership is open to all parents, guardians, loco parentis, grandparents, family members, students, staff, administrators, and community partners *affiliated with Lightridge High School* who are interested in the purpose of the PTSO and are willing to help uphold the goals and objectives of the PTSO

Section 2. Only members of the Lightridge PTSO shall be eligible to vote in the business meetings or to serve on any of its elective or appointive positions.

Section 3. Each member of the Lightridge PTSO shall pay annual dues as established by the Executive Board.

Section 4. Electronic voting will be allowed under special circumstances and virtual meetings may be allowed to occur.

Section 5. The fiscal year shall be July 1 through June 30.

ARTICLE V. OFFICERS AND THEIR ELECTION

Section 1. The Executive Board of the Lightridge PTSO shall be composed of a president, a first vice president, a second vice president, a treasurer, and a secretary, each of whom shall be elected at the annual meeting in May. Any current financial member is eligible to serve on the Executive board according to Article IV. Section 1.

Section 2. Officers shall assume their official duties on July 1. The treasurer shall assume his/her official duties upon the completion of the audit. Officers shall serve for a term of one (1) year or until their successors are elected, whichever occurs first.

Section 3. A person shall not be eligible to serve more than three (3) consecutive terms in the same office. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office. No member shall hold more than one office at a time.

Section 4. A nominating committee of at least three (3) people (parent volunteers and/or school staff) shall be elected by the membership prior to the Annual meeting. The nominating committee shall choose its own chairperson by a majority vote of those present at a scheduled meeting. The president of the Lightridge PTSO may not serve on the nominating committee. The nominating committee shall nominate at least one eligible person for each office. At the annual meeting, additional nominations may be made from the floor.

Section 5. Vacancies occurring during the fiscal year shall be filled for the unexpired term or the defined period of absence by a person elected by a majority vote of the Executive Board.

Section 6. A Board Member can be removed from their position by a two-thirds vote by the Executive Board at any monthly meeting of the membership or at a special meeting, called with proper notice. A Board member convicted of a felony while in office is automatically removed from their position and not eligible for re-election.

Section 7. All Executive Board Officers must read and sign the conflict-of-interest policy yearly at or before the first board meeting of their term. The Executive Board Officers may not vote until they sign the policy. If at signing an officer discloses a possible conflict the officer may not vote until the possible conflict is processed.

Section 8. Have a minimum of three (3) elected officers to include one (1) president, a secretary, and one (1) treasurer.

ARTICLE VI. POWERS OF EXECUTIVE COMMITTEE & EXECUTIVE BOARD

Section 1. The Executive Committee shall consist of the Officers of the Lightridge PTSO (5), the principal or designee (1), a faculty representative (1), committee chairs, and up to four student (4) representatives.

a. Executive Board Officers are consistent with Article V section 1.

b. The Principal or designee must work at Lightridge High School.

c. The Faculty representative must work at Lightridge High School.

d. Student members must be enrolled at Lightridge High School.

e. Committee Chairs a current financial member of the PTSO.

Section 2. The Executive Board consists of those elected Officers.

Section 3. Students can be nominated or recommended to serve on an Executive Committee.

Section 4. The duties of the Executive Board shall be:

1. to create standing and special committees.

b. to appoint committee chairs and approve the plans of work of the committees prior to committee work being undertaken. The term of each committee chair shall be one year or until the selection of a successor. Committee chairs shall turn over records and plans of work to the Executive Board at the end of term or upon resignation.

c. to select a professional accountant or review committee consisting of three (3) people, none of whom have signatory authority, to review the treasurer's accounts annually for compliance with the Board's established procedures for accounting for receipts and disbursements.

d. to prepare and submit for adoption a budget for the year.

e. to recommend financial guidelines and policies of the Lightridge PTSO, for approval by the membership.

f. to present a report of any business transacted since the last meeting of the membership at the next regular meeting.

g. to approve routine bills within the limits of the budget, obtain general membership approval for any changes to the adopted budget over three hundred dollars ($300.00) per fiscal year.

I.  obtain Executive Board approval for any expenses over three hundred dollars ($300.00).

Section 5. The Executive Board shall meet as needed. A majority of the elected Executive Board Officers shall constitute a quorum for the transaction of business. Each board member shall have one vote. Proxy voting shall not be permitted, except by electronic mail, and proxies must be received before the vote takes place.

Section 6. Electronic voting will be allowed, and the secretary will record the results in the minutes of the next meeting.

ARTICLE VII. DUTIES OF EXECUTIVE BOARD OFFICERS

Section 1. The President shall:

a. presides over all meetings of the Executive Board.

b. presides over all meetings of the membership.

c. be a member ex-officio of all committees, except the nominating committee.

Section 2. The First Vice President shall be Fundraising

a. act as an aide to the President.

b. performs the duties of the President in the absence or inability of that officer and the First Vice President to act.

c. serves as chair of the Fundraising Committee

d. serves as a liaison to the other parent support groups within the school.

e. performs other delegated duties as assigned.

Section 3. The Second Vice President shall be Events

a. act as an aide to the President.

b. performs the duties of the President in the absence or inability of that officer to act.

c. serves as chair of the Activities Committee.

d. coordinate duties of the volunteer chairperson.

e. performs other delegated duties as assigned.

Section 4. The Secretary shall:

a. document and keep a record of all meetings and proceedings of the Lightridge PTSO.

b. attend to all correspondence required for the administration of the Lightridge PTSO.

c. update PTSO website and social media with dates and descriptions of upcoming PTSO activities.

d. publishes a weekly newsletter.

e. chair the Membership Committee and maintain a membership roster.

f. performs other duties as assigned.

Section 5. The Treasurer shall:

a. causes all monies of the Lightridge PTSO to be deposited in Federally insured accounts.

b. keeps a full and accurate account of receipts and expenditures and present monthly financial statements at all scheduled meetings of the Executive Board and of the membership.

c. makes disbursements as authorized by the president or Executive Board, in accordance with the adopted budget

d. prepares an annual report to be presented at the Annual meeting.

e. submits the treasurer’s books together with all records, to the Review Committee, no later than 30 days after the end of the fiscal

f.  maintain and update form 990N, 990EZ, or 990 form

g. performs other delegated duties as assigned.

h. has checks or vouchers signed by two (2) officers, preferably the treasurer and the president.

Section 6. Student/Faculty Spokesperson:

a. speaks for the Lightridge PTSO at public events

b. performs other delegated duties as assigned.

c. may shadow or choose a mentor from the Lightridge PTSO Executive Board

Section 7. Student SCA Liaison:

a. SCA liaison

b. Assist the 1st Vice President in coordinating PTSO Fundraising activities

c. May shadow or choose a mentor from the Lightridge PTSO Executive Board

Section 8. Student at Large #1:

a. Assist the Secretary with updates to the PTSO website with dates and descriptions of upcoming PTSO and Lightridge High School activities

b. Perform other delegated duties as assigned

c. May shadow or choose a mentor from the Lightridge PTSO Executive Board

Section 9. Student at Large #2:

a. Perform other delegated duties as assigned.

b. Assist the First Vice President in coordinating PTSO activities

c. May shadow or choose a mentor from the Lightridge PTSO Executive Board

ARTICLE VIII. MEETINGS

Section 1. The Lightridge PTSO shall hold an Annual Meeting of the membership in May at Lightridge High School for the purposes of electing Executive Board Officers and receiving end-of-year reports from officers and committees.

Section 2. Within the first three months of the fiscal year, the membership shall approve a budget, approve plans for the current year, and conduct membership activities. Other meetings of the Lightridge PTSO, including monthly or quarterly, shall be held as established and determined by the Executive Board, provided notice has been given to the membership.

Section 3. A special meeting of the membership may be called by the Executive Board or the President and shall be held at Lightridge High School, provided seven (7) days written notice has been communicated to the membership and posted on the Lightridge High School PTSO website.

Section 4. A quorum of at least five (5) must be present for the transaction of business and shall consist of those members present at a monthly meeting of the membership or at a special meeting, called with proper notice.

Section 5. For elections of Executive Board Officers, voting by proxy shall not be permitted. Elections for officers shall be accomplished by written ballots or voice vote if only one person is running, or by electronic voting during special circumstances at the annual membership meeting in May. Voice vote or a show of hands may accomplish voting on other issues.

ARTICLE IX. DISSOLUTION

Section 1. Should dissolution of the Lightridge PTSO become necessary or desired, the Executive Board shall adopt a resolution recommending that the organization be dissolved and voted upon by the membership at a special meeting. Written or printed notice stating the purpose of this special meeting shall be sent to every member in good standing at least 30 days prior to the date of such meeting. Such meetings shall only be held during the academic year. Approval of dissolution of the organization shall require the affirmative vote of at least two thirds of the members present and entitled to vote.

Section 2. Upon dissolution, after paying or adequately providing for the debts and obligations of the Organization, the remaining assets shall be distributed to a fund, foundation, or organization organized and operated exclusively for the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future United States federal tax code.

ARTICLE X. PARLIAMENTARY AUTHORITY

The parliamentary authority for meetings shall be Robert’s Rules of Order, Newly Revised, and shall govern in all cases in which they are applicable and in which they are not inconsistent with these bylaws or adopted Standing Rules of the Organization.

ARTICLE XI. AMENDMENTS

Section 1. A committee of at least three (3) members may be appointed by the Executive Board to submit a revised set of bylaws as a substitute for existing bylaws or to submit an amendment to current bylaws.

Section 2. These bylaws may be revised or amended at a regular meeting of the Lightridge PTSO if notice and a copy of the proposed bylaws revision or amendments are provided to the membership at least thirty (30) days prior to the meeting at which the revision or amendments are to be voted upon. The proposed bylaws revision or amendments require a two-thirds vote of the members present and eligible to vote.