

**Bainbridge High School
Parent Teacher Student Organization Bylaws**

Purpose: The Parent Teacher Student Organization (PTSO) exists to support parents, teachers, staff, and students at BHS and to facilitate ongoing communication.

Members: The teachers/staff and students of Bainbridge High School (BHS) and the parents and/or designated guardians of BHS students are members of the organization. The elected officers and board members are the representatives of the BHS PTSO.

Meetings: General membership meetings will be held at BHS at least three times during the academic year or more often as posted. Board meetings shall be held monthly, weather permitting, throughout the academic year, at a location designated by the board.

Officers: The officers are: president, vice-president, treasurer, and secretary. Other members of the board include senior class representative, junior class representative, sophomore class representative, freshman class representative, two student representatives, volunteer coordinator, communications coordinator and no more than two at-large members as appointed by the President. The term of office is one year with no term limits. Vacancies will be filled by the president with the approval of a simple majority vote.

Duties: Each officer shall attend PTSO board and general meetings, administer the PTSO activities and fulfill the requirements of their job based on the job description.

President: The president presides over general and board meetings and prepares agendas. The president acts as the liaison to the principal and meets regularly with the principal as per the principal's schedule.

Vice President: The vice president presides at all meetings in the absence of the president. The vice president presides over the nominating process.

Treasurer: The treasurer has charge and custody of all PTSO funds, keeps accurate records, deposits all funds in the name of the PTSO, pays pre-authorized invoices and expense reimbursements, and presents financial statements at all meetings and to the Parent Teacher Organization Coordinating Council (PTOCC) Treasurer each year. Three signatories of current PTSO officers, with the exception of the secretary, will be associated with the bank accounts. The treasurer shall follow PTOCC financial guidelines.

Secretary: The secretary takes minutes at all PTSO meetings, maintains records of PTSO business, and handles PTSO correspondence.

Class Representatives: The class representatives focus on the needs of parents, teachers, and students in their respective class. These are not elected positions.

Volunteer Coordinator: Responsible for informing and recruiting PTSO members for PTSO events.

Communications Coordinator: Responsible for informing and communicating to PTSO members regarding activities with PTSO using all forms of communication available.

At-Large Members: At-large members of the board will be appointed by the PTSO president to represent the general parent population. During any given year, no more than two at-large members will be appointed.

Student Representatives: Applications for Student At-Large Members will be distributed to the general student body in early spring. Applications will be accepted up to a deadline set by the current PTSO board. Applications will be reviewed by current board members and voted on to select two Student At-Large Members to serve the following academic year. The term of office is one year. Student At-Large Members assume the same responsibility as other board members, in addition to attending ASB leadership meetings when held at the school. Student At-Large Members act as representatives of the general student population and act as liaisons between the ASB and the PTSO.

Election of Officers/Board Members:

New officers and board members will be approved or denied by a simple majority vote of those members present at the Spring PTSO meeting. The elected officers and board members are the representatives of the BHS PTSO.

Voting:

Voting at PTSO meetings is by a simple majority of those present at a meeting. All PTSO members are eligible to vote. PTSO bylaws may be amended by a vote of two-thirds of the members present at the meeting following the presentation of the proposed amendment.

The fiscal year of the organization shall be July 1st through June 30th of the calendar year.

Adopted by resolution of the members of Bainbridge High School's PTSO - March 1998;
Amended - February 2005; Amended - September 2008; Amended - September 2019

Grad Night Out (GNO): GNO is a special event for current seniors of Bainbridge Island School District (BISD) only. It is sponsored by the parents of seniors and is a substance-free, chaperoned, all-night celebration. The GNO Committee consists of a Chair (or co-Chairs), Treasurer, Registrar, Volunteer Coordinator and Junior class Chair. Additional members may be added as needed. The GNO Committee is independent and does not have representation on the PTSO board. GNO is not affiliated in any way with Bainbridge High School or Bainbridge Island School District (BHS and BISD, respectively).

Merging GNO under the BHS PTSO (hereafter referred to as PTSO) organization creates a formal entity for GNO with operational and financial guidelines, nonprofit status, continuity of oversight and security for GNO committee chairs. The following guidelines and best practices ensure that the GNO event will in no way be a burden on PTSO, financially or with respect to the recruitment of committee or other volunteers associated with the GNO event.

Guidelines pertaining to Grand Night Out:

1. Best practice would be that the GNO Chair/Representative for a graduating class would be in place by 6/1 at the end of their child's sophomore year. The then incoming junior GNO Chair/Representative will shadow the senior class GNO Chair and their committee throughout their junior year. The junior class GNO Chair will identify a Treasurer by 6/1 of their junior year.
2. The GNO Chair/CoChairs annually negotiates the GNO contract. GNO Chair (or co-Chairs) sign contract.
3. The GNO Chair annually establishes a proposed budget for the event. Included in this should be an analysis of ticket sales price, expected number of attendees and scholarship expectations.
4. A GNO report will appear as an agenda item for all PTSO board meetings and a financial report will be given by the PTSO Treasurer based on information received from the GNO Treasurer. A GNO committee member (either the GNO Chair or Treasurer) will attend a general PTSO meeting at the beginning of the school year, and again at the end of the school year to report on the status of the GNO event.
5. GNO Treasurer keeps detailed records of ticket sales, prepare deposits and makes deposits to the bank account. Copies of deposits are provided to the PTSO treasurer.
6. GNO Chair/CoChairs review income and expenses and authorizes disbursements for the PTSO treasurer to pay. PTSO Treasurer writes checks.
7. Bank account is reconciled monthly by the PTSO Treasurer. GNO will follow the PTOCC financial guidelines.
8. Annually, GNO and PTSO jointly review the carryover balance of GNO reserves for the following year.
9. Annually, GNO and PTSO jointly review the disposition of any excess monies above the carryover balance of the GNO reserves.
10. In the event of a shortfall, PTSO and GNO jointly review & decide how to address the shortfall:
 - a. Take the balance from the GNO reserves, or
 - b. Require GNO to perform additional fundraising.
11. The opening Cash balance merged into PTSO should not be considered a capital contribution.
12. The initial entry to record the acceptance of GNO funds by PTSO was recorded in 2013 by increasing the PTSO checking account balance and recording the offsetting liability (GNO Reserve). Additionally, an entry was made to the profit and loss to reflect the initial contribution as an income item with an offsetting entry to Pass through expense.

Activity subsequent to the initial transfer of funds was tracked through the liability (GNO Reserve) account on the balance sheet.

13. Tax letters for those who donate to GNO over the ticket price, will be provided by the GNO Treasurer and a copy will be given to the PTSO Treasurer.
14. GNO officers will not have signing authority on the PTSO bank account. Note: Checks for ticket sales should be made out to Grad Night Out or GNO.

Amended - May 2013; Adopted October 15, 2019

A handwritten signature in black ink that reads "Nicole M. Leiker". The signature is written in a cursive style with a large, stylized "N" and "L".

Secretary
10-15-19