

Complete Bylaws

While there are certainly smart (and not-so-smart!) way to write bylaws, the exact wording of your bylaws is up to your group. One hundred groups could each have bylaws worded differently and yet operate very well and quite similarly.

Article I – Name

The name of the organization shall be the Busan Foreign School Parent Teacher Support Organization (BFS PTSO).

Article II – Purpose

The PTSO is organized for the purpose of supporting the education of children at Busan Foreign School by fostering relationships among the school, parents, and teachers, establishing and maintaining the school traditions, and contributing to a healthy school environment.

Article III – Members

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

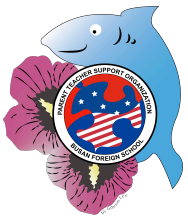
Section 2. Membership fee, if any, will be established by the school administration and the Board of Directors. If membership fees are charged, a member must have paid his or her fees by the second meeting from the current school year, to be considered a member in good standing with voting rights.

Section 3: The School Administration and Board of Directors reserves the right to revoke membership in case of disruptive behavior to the mission of the PTSO.

Article IV – Officers and Elections

Section 1. Officers. The officers shall be a president, vice president, secretary, and treasurer.

- a. **President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served. Refer to the PTSO Officer descriptions for more detailed responsibilities.
- b. **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. Refer to the PTSO Officer descriptions for more detailed responsibilities.
- c. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. Refer to the PTSO Officer descriptions for more detailed responsibilities.



BUSAN FOREIGN SCHOOL PARENT TEACHER SUPPORT ORGANISATION

- d. **Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. Refer to the PTSO Officer descriptions for more detailed responsibilities.

Section 2. Officer's Application and Selection Process. PTSO members may apply for a position by filling the specific PTSO application form at least 14 calendar days before the first PTSO meeting of the current year. The School Administration together with the Board of Directors will select the candidates and announce them latest at the first PTSO meeting of the current calendar year.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at the time of their application. A strong command of the English language (written and spoken) and good moral standing is also required.

Section 4. Terms of Office. Officers are selected for one year and may serve no more than two (2) consecutive terms in the same office. Each person selected shall hold only one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be selected following the standard selection process as laid down in section 2. If there is a vacancy in any other office, members will fill the vacancy through the standard selection process (section2) prior to the following meeting.

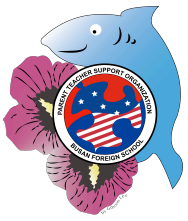
Section 6. Removal From Office. The Administration and Board of Directors can remove officers from Office if they do not abide to the PTSO by-laws.

Article V – Meetings

Section 1. Regular Meetings. The regular PTSO meetings shall be on the first Friday of each month during the school year at 11.30 a.m., or at a time and place determined by the executive board at least one week before the meeting. At the May meeting summary reports will be shared with the PTSO members.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and phone calls.

Section 3. Quorum. The quorum shall be 5 members of the PTSO.



BUSAN FOREIGN SCHOOL PARENT TEACHER SUPPORT ORGANISATION

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, principal, and standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

Article VII – Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the PTSO: Hospitality, Spirit Committee.

Section 3. Additional Committees. The board may appoint additional committees as needed such as Membership, Communications, Arts and Enrichment, Family Events, Nominating, and Auditing. Fundraising,

Article VIII – Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

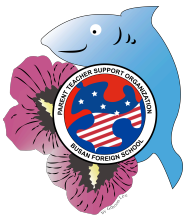
Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. Two authorized signatures shall be required for each transaction over the amount of \$50. Authorized signers shall be the president, treasurer, and principal.

Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the School Administration and the Board of Directors.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.



BUSAN FOREIGN SCHOOL PARENT TEACHER SUPPORT ORGANISATION

Section 7. The fiscal year shall coordinate with the school year.

Article IX – Parliamentary Authority

Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s bylaws.

Article X – Standing Rules

Standing rules may be approved by the school Administration and Board of Directors. The secretary shall keep a record of the standing rules for future reference.

Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) by the School Administration and Board of Directors.

Article XII – Amendments

These bylaws may be amended by the school Administration and Board of Directors. PTSO members will be notified of amendments at the next regular meeting following the amendment date.

Article XIII– Conflict of Interest

Section 1. Definition. A conflict of interest is a set of circumstances that creates a risk that professional judgement or actions regarding a primary interest will be unduly influenced by a secondary interest

Section 2. Compensation. All PTSO positions are voluntary and no compensation should be expected.

Section 3. Conflict of Interest Situations. The executive board should avoid putting the PTSO executive board, any of its members, nor BFS in a conflict of interest situation. The school Administration and Executive Board will revoke decisions made by the PTSO if a conflict of interest exists.