Seoul American High School
Parent Teacher Organization

BYLAWS
2009

ARTICLE I
PURPOSE

The purpose of these By-Laws is to establish standard operating procedures for the Seoul American High School Parent Teacher Organization (PTO) in accordance with the provisions of DOD Instruction 1000.15, *Private Organizations on Department of Defense Installations*, AF 210-22, *Private Organizations on Department of the Army Installations,* and pertinent local regulations.

ARTICLE II
STANDING COMMITTEES

SECTION 1. General Duties of Standing Committee Chairpersons:

A. Attend all monthly PTO meetings.
B. Submit a report to the Secretary prior to the monthly PTO meeting.
C. Attend and support PTO functions.
D. Maintain a continuity binder to include: after action reports for committee events; PTO minutes; monthly financial reports and PTO Constitution and By-Laws. Continuity Binders will be turned in at the end of the school year to the Secretary.

SECTION 2: Volunteer Coordinator shall:

A. Recruit volunteers.
B. Assist in scheduling volunteers and maintain volunteer lists.

SECTION 3: Faculty and Staff Appreciation Chairperson shall:

Coordinate all Faculty and Staff Appreciation Activities to include back- to- school breakfast and quarterly events.

SECTION 4: Membership Chairperson shall:

A. Prepare membership application forms. Collect all forms and issue receipts.
B. Set up tables at community events, SAHS Open House, and Parent-Teacher Conference Day, to recruit new members.
C. Maintain a membership roster and provide a hard and electronic copy to the President and Volunteer Coordinator.
D. Submit membership fees to the Treasurer in a timely manner.

SECTION 5: Apparel Chairperson shall:

A. Maintain inventory of SAHS apparel.
B. Coordinate sales of apparel at appropriate school or PTO functions.
C. Submit apparel sales money to the Treasurer in a timely manner.

SECTION 6: Bazaar Chairperson shall:

A. Be responsible for organizing and implementing approved PTO Bazaar.
B. Submit money to Treasurer in a timely manner.

SECTION 7: Publicity Chairperson shall:

A. Be responsible for creating and publishing PTO functions and special events to the community (eg. Via DHL, AFN, Morning Calm, SAHS Marquee, PTO Newsletter) and via e-mail.
B. Maintain and update the SAHS PTO web site on a regular basis.

SECTION 8: Teacher Representative shall:

A. Be a liaison officer between faculty/staff and members and PTO membership.
B. Provide SAHS calendar information to the PTO in a timely manner.

SECTION 9: Other Committees

A. The President, with majority approval of the PTO membership, may establish other committees deemed necessary.

B. The President may appoint the chairperson of any other committee formed during the school year.

ARTICLE III
Finances

SECTION 1: Dues

A. Membership dues will be $10.00 per individual or family for the school year.
B. Membership dues will be $20.00 per school or private organization.
C. School or private organizations must be PTO members in order to be eligible for PTO funding.

SECTION 2: Monthly Financial Statements:

A. Copies of the monthly financial statements will be presented to the PTO Membership at the monthly PTO meeting.
B. Monthly financial statements will reflect incomes and expenses from the previous month.

SECTION 3: Audit:

A. SAHS PTO will ensure that the Treasurer's records and the PTO accounts are audited every other year no later than 31 July of the school year.

B. The Treasurer's records and the PTO accounts will be audited when there is a transition to a new Treasurer.

SECTION 4: Financial Obligations:

A. The SAHS PTO will not commit to any financial obligations for which there isn't adequate funding available.

B. The SAHS PTO Board will ensure that a minimum of $2500 will be held in reserve for the next school year.

ARTICLE IV
NULLIFICATION

In the event an article of these bylaws or a portion thereof is declared invalid, the remaining portion of the article or portion thereof shall remain in effect and binding as a governing document of this organization.

ARTICLE V
Adoption

1. These bylaws shall become effective upon its adoption by an affirmative vote of a majority of the membership present at a PTO meeting and the subsequent approval by the USAG-Yongsan Commander.

2. Amendments or alterations of these bylaws shall become effective upon their meeting the requirements of the preceding paragraph of this Article and are subject to final review and approval of the USAG-Yongsan Commander.

Approved on: May 5, 2009

Attested by:

President

Cynthia Doucy

Vice President

Secretary

Treasurer

Parliamentarian