

CONSTITUTION
OF
THE SEOUL AMERICAN HIGH SCHOOL PARENT TEACHER ORGANIZATION
Revised: April 2009

ARTICLE I
NAME AND AUTHORITY

The name of this organization will be the "Seoul American High School Parent Teacher Organization" hereafter referred to as SAHS PTO. The SAHS PTO shall be organized as a private organization under the provisions of DOD Instruction 1000.15, *Private Organizations on Department Defense Installations*, AR-210-22 (dated October 2001), *Private Organizations on Department of the Army Installations*, pertinent local regulations and with approval of USAG Yongsan Garrison Commander and the Principal of Seoul American High School.

ARTICLE II
OBJECTIVE

The objective of SAHS PTO is to serve as a bridge between home and school; between faculty/staff and parents; by supporting each other intelligently and cooperatively in the education of the SAHS Student. Support may include, but not be limited to, personnel, materials and financial assistance.

ARTICLE III
MEMBERSHIP

1. Membership in SAHS PTO is voluntary. SAHS PTO does not discriminate on the basis of race, color, gender, national origin or religion.
2. The membership year is from 1 July to 30 June.
3. Membership in the SAHS PTO is open to:
 - a. All parents of students in DoDDs sponsored schools in Korea.
 - b. All members of U.S. Armed Forces stationed in Korea.
 - c. All students, faculty, staff and alumni of DoDDs sponsored schools in Korea.
 - d. All personnel employed by the Department of Defense in Korea.
 - e. All interested family members of the above.
 - f. All private and student organizations.

ARTICLE IV
ELECTED OFFICERS

1. SAHS PTO Board will be comprised of the following elected officers: President, Vice President, Secretary, and Treasurer. The Parliamentarian, once appointed, shall be a member of the SAHS PTO Board.
2. Elections will be held annually, in May, at the general membership meeting of SAHS PTO.
3. The term of office for the elected officers for the ensuing year shall be 1 July to 30 June.
4. The President shall, with majority approval of the board, fill vacant/vacated positions.
5. The SAHS Board shall serve without compensation or reward.

ARTICLE V
ADMINISTRATION

1. The administration and operation of SAHS PTO is under the general supervision of the elected officers.
2. A general membership meeting will be held in June to approve the proposed operating budget for the forthcoming year (1 July – 30 June). In September, at the PTO general membership meeting, a copy of this budget will be presented for general membership approval. A copy of this budget will be submitted to the USAG-Yongsan Garrison Commander.
3. SAHS PTO will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the government.
4. SAHS PTO's activities will not seek to deprive individuals of their civil rights.

ARTICLE VI
DUTIES OF THE OFFICERS

1. President:
 - a. Shall preside over all meetings of SAHS PTO.
 - b. Shall appoint committee chairpersons and a Parliamentarian with the assistance of the board members.
 - c. Is authorized to obligate SAHS PTO for expenditures of funds not to exceed \$200.00.
 - d. Will countersign all checks authorizing expenditures in excess of \$250.00 of SAHS PTO funds.
 - e. Is empowered to call special membership meetings of SAHS PTO.
 - f. Shall be bonded.
 - g. Must be a voting member of the SAHS PTO.

- h. Shall maintain a Continuity Book to include: After-Action Reports from all committees; budget; monthly financial statements; monthly PTO minutes, and PTO Constitution and By-Laws.
 2. Vice President:
 - a. Shall perform the duties of the President in the absence of the President, to include countersigning checks.
 - b. In conjunction with the Parliamentarian, shall co-chair a bi-annual review of the SAHS Constitution and By-Laws.
 - c. As requested, shall serve as an advisor for any standing committee.
 - d. Must be a member of the SAHS PTO.
 - e. Shall be bonded.
 - f. Shall maintain a Continuity Book to include: After-Action Reports from all committees; budget; monthly financial statements; monthly PTO minutes, and PTO Constitution and By-Laws.
 3. Secretary:
 - a. Shall record and keep the minutes of all SAHS PTO meetings. Will forward a copy of all minutes to the USAG-Yongsan Commander for review and approval on a monthly basis.
 - b. Shall be responsible for all correspondence for SAHS PTO, as directed by the President.
 - c. Shall be responsible for publishing advance notice of all meetings of SAHS PTO.
 - d. Must be a member of the SAHS PTO.
 - e. Shall maintain a Continuity Book to include: After-Action Reports from all committees; budget; monthly financial statements; monthly PTO minutes, and PTO Constitution and By-Laws.
 4. Treasurer:
 - a. Shall maintain financial records in accordance with generally accepted accounting procedures.
 - b. Shall prepare a monthly financial statement for the SAHS PTO with a copy forwarded to the USAG-Yongsan Commander for review.
 - c. Will arrange for an audit of SAHS PTO books when there is a transition to a new Treasurer or once every two years. A copy of all audits will be submitted to the USAG-Yongsan Commander for review.
 - d. Shall ensure fidelity bonding for the President, Vice President, and Treasurer when the SAHS PTO cash flow exceeds \$500.00 per month as required IAW AR 210-22, Paragraph 3-2, b.
 - e. Must be a member of the SAHS PTO.
 - f. Shall maintain a Continuity Book to include: After-Action Reports from all committees; budget; monthly financial statements; monthly PTO minutes, and PTO Constitution and By-Laws.
 5. Parliamentarian:
 - a. Will be appointed by the President and serve as a non-voting member of SAHS PTO Board.
 - B. Ensure that the SAHS PTO meetings are conducted by proper procedures as outlined in the Constitution and By-Laws. Robert's Rules of Order (newly Revised) shall

- govern these procedures not covered by the Constitution and By-Laws.
- c. Will Co-Chair the Nominating Committee and the Constitution and By-Law Review Committee.

ARTICLE VII

METHODS OF FINANCING

1. Funds will be raised through membership dues, special projects and donations in accordance with local installation regulations.
2. At a general membership meeting, funds will be obligated only by the approval of the majority vote of members present.
3. In circumstances when a general membership meeting cannot be held, a majority vote of elected officers can obligate funds not to exceed \$500.00. The President can obligate funds not to exceed \$200.00.
4. Funds will be maintained in a military banking facility at USAG-Yongsan in the name of SAHS PTO.
5. The Treasurer is authorized to write checks on SAHS PTO funds. These checks will be countersigned by the President or Vice President when in excess of \$250.00.
6. SAHS PTO will obtain insurance, if necessary, and will indemnify members from personal liability. Members will sign an acknowledgement indicating that they understand this provision. This written acknowledgement will be maintained and provided to the USAG-Yongsan Commander.

ARTICLE VIII

MEETINGS

1. A general membership meeting will be held monthly at the call of the President.
2. Five members, to include at least two elected officers, shall constitute a quorum at general membership meetings.
2. The Secretary, upon notification by the President, shall announce the date, time and place of all meetings.
3. Special membership meetings of the SAHS PTO may be called at any time by the President, or upon the request of three or more members. The President will ensure that the membership is given at least one week's notice.
4. The members may transact business at the general and special membership meetings. Vote by proxy is not authorized. When a quorum is present, majority vote will be sufficient to approve any business. Only SAHS PTO members may vote at membership meetings.

5. Robert's Rule of Order (Newly Revised) shall be the governing parliamentary authority.

ARTICLE IX
NOMINATING COMMITTEE/ELECTIONS

1. The Parliamentarian and Vice President will co-chair the Nominating Committee:
 - a. This nominating committee will be formed no later than March to select a slate of officers for the coming year.
 - b. The slate will be presented in April and approved by the general membership in May.
 - c. A Nominating Committee will be comprised of one member from the Board, elected by membership and four members at large.
 - d. Nominations from the floor will be accepted at the April and May general membership meeting.
 - e. Elections will be held at the May general membership meeting.

ARTICLE X
AMENDMENTS

This Constitution may be altered or amended by a two-thirds majority of members present at any general or special membership meeting and submitted for review and approval to the USAG-Yongsan Garrison Commander (however, no proposed alteration or amendment of the Constitution shall be voted on at any such meeting of the SAHS PTO unless notice of such proposal shall have been given to the membership and the proposed changes are made available during that time for inspection by the members).

ARTICLE XI
DISSOLUTION

If SAHS PTO is dissolved, all funds in the treasury at the time will be used to meet any outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by the membership. Disposition of remaining assets upon dissolution will be explained in writing to the USAG-Yongsan Garrison Commander.

ARTICLE XII
ADOPTION

1. This Constitution shall become effective upon its adoption by an affirmative vote of a two-thirds majority the membership present and approval by the USAG-Yongsan Garrison Commander.

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

Approved on: *May 5th, 2009*

Attested by:

[Signature]

President

Cynthia Doran

Vice President

Armi Castilla-Cor

Secretary

[Signature]

Treasurer

Quen A. Golde

Parliamentarian
