

CONSTITUTION OF THE SEOUL AMERICAN HIGH SCHOOL
PARENT TEACHER ORGANIZATION

ARTICLE I

NAME AND AUTHORITY

The name of this organization will be the "Seoul American High School Parent Teacher Organization" hereafter referred to as the PTO authorized under the provisions of DODI 1000.15 and all installation policies and procedures.

ARTICLE II

OBJECTIVE

The objective of the PTO is to provide active support to the interscholastic, co-curricular programs of Seoul American High School, Seoul, Korea. Specifically, the PTO will assist the school authorities in achieving programs which emulate that of the top ranking high schools in the United States. Support may include, but not be limited to, personnel, materials and financial assistance.

ARTICLE III

MEMBERSHIP

1. Membership in the PTO will be voluntary for all those who are interested in supporting the objectives of this organization.
2. Membership will not be denied any person on the basis of race, color, creed sex, religion or national origin.
3. Majority of members must be DOD affiliated.

ARTICLE IV

ELECTED OFFICERS

There will be the following elected officers of the PTO: president, vice president, secretary and a treasurer.

ARTICLE V

ADMINISTRATION

1. The administration and operation of the PTO is under the general supervision of the elected officers.

ARTICLE VI

FUNDS

1. Funds will be raised through membership dues, special projects and donations.
2. Financial Liability Clause. All members are liable for the debts of the PTO in the event of bankruptcy, insolvency or dissolution.
3. Exculpatory Clause. Neither the Army nor any instrumentality thereof shall assert claim to the assets of the PTO, nor shall the Army or any instrumentality thereof incur any obligation on behalf of or assume any of the obligations of the PTO.

ARTICLE VII

MEETINGS

A general membership meeting will be held at the call of the president.

ARTICLE VIII

QUORUM

Seven active members, to include at least two elected officers, shall constitute a quorum at general membership meetings.

ARTICLE IX

AMENDMENTS

These by-laws may be altered or amended by a majority vote of active members present at any general or special membership meeting and submitted for review and approval to the installation commander; however, no proposed alteration or amendment of the by-laws shall be voted on at any such meeting of the PTO unless ten days notice of such proposal shall have been given to the membership through local media channels, and the proposed changes are made available during that time for inspection by the members.

ARTICLE X

DISSOLUTION

1. The PTO may be dissolved by a two thirds majority vote of the active membership present at any general or special membership meeting after due notification to the Commander, 34th Support Group, of the intention to dissolve.

2. Upon dissolution of the PTO and upon payment of all outstanding obligations, all cash and other assets shall be delivered to the Activity Fund of the Seoul American High School, Seoul, Korea. If the organization 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 Activity Fund.

ARTICLE XI

ADOPTION

1. This constitution shall become effective upon its adoption by an affirmative vote of a majority of the active membership present, and subject to final review by the installation commander.
2. Amendments or alterations of the by-laws shall become effective upon their meeting the requirements of the preceding paragraph of this article.

Approved at 10 November 1998 general membership meeting.

Attested to by:

Pam Driver, President

Donna Earle, Secretary

BY-LAWS OF THE SEOUL AMERICAN HIGH SCHOOL
PARENT TEACHER ORGANIZATION

ARTICLE I

NAME AND AUTHORITY

The name of this organization will be the "Seoul American High School Parent Teacher Organization" hereafter referred to as the PTO, authorized under the provisions of AR 210-1, and EUSA Supplement 1 to AR 210-1.

ARTICLE II

OBJECTIVE

The objective of the PTO is to provide active support to the interscholastic, co-curricular programs of Seoul American High School, Seoul, Korea. Specifically, the PTO will assist the school authorities in achieving programs which emulate that of the top ranking high schools in the United States. Support may include, but not be limited to, personnel, materials and financial assistance.

ARTICLE III

MEMBERSHIP

1. Active members shall be derived from-.
 - 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.

2. Membership in the PTO will be terminated:
 - a. Upon written request of the member concerned.
 - b. Upon departure of the member from the area on a permanent change of station.
 - c. Upon failure to pay the annual membership dues.

ARTICLE IV

DUES

1. Membership dues will be \$7.00 per family for the school year.
2. Membership dues will be \$10.00 per school organization for the school year.

ARTICLE V

ELECTED OFFICERS

1. There will be the following elected officers of the PTO: A president, vice president, secretary and a treasurer.
2. Elections will be held in May, annually, at the general membership meeting of the PTO.
3. The term of office of the elected officers will be for the ensuing year (1 June - 31 May).
4. The President shall fill vacancies occurring for any elected position.

ARTICLE VI

ADMINISTRATION

1. The administration and operation of the PTO is under the general supervision of the elected officers.
2. A general membership meeting will be held in May to approve in principle, the budget for the forthcoming year (1 June - 31 May). A copy of this budget will be submitted to the Commander, 34th Support Group.

ARTICLE VII

DUTIES OF THE OFFICERS

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

2. Vice President-
 - a. Shall perform the duties of the president, in the absence of the President.
 - b. Will co-chair once a year, a committee for review of the constitution and by-laws.
 - c. May act as advisor for any standing committee.

3. Secretary:
 - a. Shall record and keep the minutes of all PTO meetings and forward a copy of all minutes to the installation commander for review and approval monthly. A copy of meeting minutes will be forwarded to Commander, 34th Support Group.
 - b. Shall engage in all correspondence for the PTO, as directed by the president.
 - c. Upon notification by the president, shall be responsible for publishing advance notice of all meetings of the PTO.

4. Treasurer:
 - a. Shall maintain financial records in accordance with accepted accounting procedures.
 - b. Shall prepare a financial statement of the PTO with a copy forwarded to the installation commander for review and approval.
 - c. Will arrange for an audit of the PTO books annually and when there is a transition to a new treasurer. A copy of all audits will be submitted to the installation commander for review and approval.
 - d. Shall ensure fidelity bonding for both the president and the treasurer, when the PTO cash flow exceeds \$500.00 per month as required IAW EUSA Supplement 1 to AR 210-1, Paragraphs 3-7.

ARTICLE VIII

FUNDS

1. Funds will be raised through membership dues, special projects and donations.

2. At a general membership meeting, funds will be obligated only by the approval of the majority vote of members present, except that the president can obligate PTO funds not to exceed \$200.00.

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 the military banking facility at Yongsan in the name of the PTO.

5. The treasurer is authorized to write checks on the PTO funds. These checks will be countersigned by the president when in excess of \$200.00.

ARTICLE IX

MEETINGS

1. A general membership meeting will be held at the call of the president.
2. The secretary upon notification by the president shall announce the date, time and place of all meetings.
3. Special membership meetings of the PTO may be called at any time by the president, or upon the request of three or more active members. The president will ensure that the active membership is given at least one week's notice of the meetings through local media channels.
4. The active members may transact business at the general and special membership meetings. Vote by proxy is not authorized. A majority of the active members present is sufficient to approve or decide any issue when a quorum is present.

ARTICLE X

QUORUM

1. Seven active members, to include at least two elected officers, shall constitute a quorum at general membership meetings.
2. Three elected officers shall constitute a quorum at other meetings.

ARTICLE XI

COMMITTEES

1. The standing committees of the PTO can be but shall not be limited to:
 - a. After Prom
 - b. Publicity
 - c. Fund Raising
 - d. Membership
 - f. Nomination
 - g. Volunteer Coordinator
 - h. Others as needed
2. A Nominating Committee will be comprised of one member from the board, elected by membership and four members at large.
 - a. This committee will be formed no later than 15 March to select a slate of officers for the coming year.
 - b. The slate will be presented at the April general membership meeting.
 - c. Nominations from the floor will be accepted at the April and May general membership meeting.
 - d. Elections will be held at the May general membership meeting.
3. Other committees may be established as deemed necessary by the elected officers.

ARTICLE XII

AMENDMENTS

These by-laws may be altered or amended by a majority of active members present at any general or special membership meeting and submitted for review and approval to the installation commander; however, no proposed alteration or amendment of the by-laws shall be voted on at any such meeting of the PTO unless ten days notice of such proposal shall have been given to the membership through local media channels, and the proposed changes are made available during that time for inspection by the members.

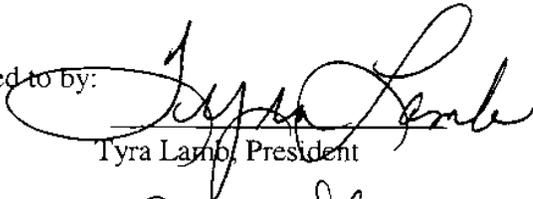
ARTICLE XIII

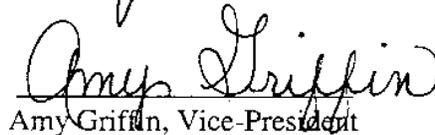
ADOPTION

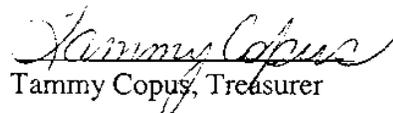
1. These by-laws shall become effective upon its adoption by an affirmative vote of a majority of the active membership present and approval by the Commander, 34th Support Group.
2. Amendments or alterations of these by-laws shall become effective upon their meeting the requirements of the preceding paragraph of this Article. Subject to final review by the installation commander.

Approved at 6 March 2001 general membership meeting.

Attested to by:


Tyra Lamb, President


Amy Griffin, Vice-President


Tammy Copus, Treasurer