

Forest Park High School Parent Teacher Student Organization (PTSO) Bylaws



15721 Forest Park Drive

Woodbridge, Virginia 22193

Adopted: November 2025

Last Revised: [01-04-2026]

ARTICLE I – NAME

The name of this organization shall be the Forest Park High School Parent Teacher Student Organization, hereafter referred to as the PTSO, located in Woodbridge, Virginia.

ARTICLE II – PURPOSE & GOALS

Section 1: Purpose

The purpose of the PTSO is to:

- A.** Promote positive collaboration between parents, teachers, students, staff, and administration.
- B.** Enhance and support the educational experiences of all Forest Park High School students.
- C.** Encourage parental and community involvement.
- D.** Volunteer and donate, if possible, toward school programs, events, and needs.
- E.** Strengthening school spirit and a sense of Bruin community.

Section 2: Goals (Examples)

- Host events that celebrate and connect families, students, and staff.
- Support teacher appreciation and student recognition.
- Raise funds to support school needs not covered by the budget.
- Assist with communication between families and school staff.
- Promote equity, inclusivity, and belonging.

ARTICLE III – POLICIES

- A.** The PTSO shall be noncommercial, nonsectarian, and nonpartisan.
- B.** The name of the organization shall not be used to support or oppose political candidates.
- C.** The organization shall not seek to control school policies but may offer input when appropriate.
- D.** No part of the earnings of the organization shall incur the benefit of or be distributable to its members, directors, officers or to other private people except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments.
- E.** The organization is organized exclusively for charitable and educational purposes under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE IV – MEMBERSHIP

Section 1: Eligibility

Membership shall be open to:

- Parents/guardians of Forest Park High School students
- Teachers and staff of the school
- Students
- Community supporters

Section 2: Dues

- Annual dues shall be established by the Executive Board.
- Paying dues gives members the right to vote and hold office.

- Students are not required to pay dues to participate or serve.

ARTICLE V – OFFICERS

Section 1: Officers

The officers of the PTSO shall be:

- President
- Vice President
- Secretary
- Treasurer
- (Optional) Membership Chair
- (Optional) Student Representative(s)

Section 2: Terms

a. Officers shall serve 1-year terms renewable for up to 3 consecutive years in the same position.

b. Officers shall be elected by ballot in the month of May. However, if there is but one nominee of the office, election for that office may be by voice vote. A majority of the votes cast shall constitute an election. If there are no nominees for an office on the May ballot the election for that office will be postponed until the first meeting in September.

c. Officers except the treasurer, shall assume their official duties following the closing of the meeting in May. (Treasurers see Article X, section 4) Officers shall serve for a term of 1 year or until their successors are elected. However, officers may serve no more than two consecutive terms in the same office.

d. The treasurer must meet all eligibility requirements established by the school and the organization. He/she must be willing to work closely with the faculty advisors and follow all financial rules of the school district.

e. Following the election of new officers, all information including notebooks, bank records, minutes, and any other PTSO materials and supplies must be submitted to the new board members.

Section 3: Elections

- Elections shall be held annually in May or as needed.
- Nominations may be made from the floor or by the committee.
- A treasurer may be re-elected if permitted by the organization's constitution and school policy.
- The treasurer shall be elected by a majority vote of the membership.

Section 4: Removal or Vacancies

- Someone can be appointed by the President with approval of the board.
- The treasurer may be removed for misconduct, failure to perform duties, or violation of school or organizational policies. Removal shall require a majority vote of organization, with approval from the faculty advisor.
- In the event of a vacancy, a new Treasurer shall be appointed or elected according to the organization's procedures.

Section 5: Officer Responsibilities

President

- Prepare an agenda and preside at all meetings of the organization.
- Perform such other duties as may be prescribed in these by-laws or assigned by the organization.
- Be a member of all committees except for the nominating committee.
- Coordinate the work of the officers and committees of the organization in order that the objectives may be promoted.
- Will ensure that the committees are functioning in a cohesive and collaborative manner under all PTSO guidelines and objectives.

Vice President

- Assists the president, coordinates committees, presides in absence of president or inability of the office to act.

Secretary

- Record the minutes of the organization meetings and distribute to all board members at least one week before the next scheduled meeting.
- Have a current copy of the by-laws in the Secretary notebook.
- Maintain membership list
- Secure a copy of the previous and current year's minutes for review if needed.

Treasurer

- Maintain accurate records of all financial transactions.
- Collect, record and submit all funds in accordance with school procedures.
- Prepare and present financial reports at meetings when requested.
- Assist in preparing an annual or semester budget.
- Keep copies of receipts, invoices and financial documentation.
- Ensure funds are used only for approved organizational purposes.
- Coordinate with the faculty advisor on deposits, expenditures and approvals.
- Assist with fundraising activities and track all related income and expenses.
- Transfer financial records to the succeeding Treasurer at the end of the term.

Membership Chair (optional)

- Oversee recruitment, registration, and communication.

Student Representatives (optional)

- Serve as a voice for the student body and assist with planning.

ARTICLE VI – MEETINGS

Section 1. General meetings shall be held on the first Thursday of each month personal or virtual.

Section 2. 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, Notice of the special meeting shall be sent to the members at least 4 days prior to the meeting, by email and phone calls.

Section 3. The election meeting shall be held in May. Standing committee chairpersons shall be decided upon by the October meeting according to the procedures outlined in Article VI, Section 2, Item b.

Section 4. Four board members shall constitute a quorum for the business transaction in any meeting of this organization.

Section 5. The treasurer shall attend all required meetings of the organization, if unable to attend the treasurer must notify the president.

Section 6. Voting on routine matters may be by voice vote; however, votes on the by-law or amendments, adoption of a budget, or adoption of a project shall be by show of membership hands with a vote being counted and recorded in the minutes.

Section 7. Business of this organization shall be conducted in the following order:

- a. Call to order.
- b. Reading and approval of minutes of last meeting.
- c. Treasurer's Report
- d. Committee report
- e. Principal/teacher report
- f. Unfinished business
- g. New business
- h. Meeting adjourned in one hour's time, or by majority vote.

ARTICLE VII – EXECUTIVE BOARD

Composition

All elected officers and the school principal (or designee) serve on the Board.

Duties

- Conduct necessary business between general meetings.
- Prepare the annual budget.
- Approve fundraising activities.
- Approve committees and chairs.

ARTICLE VIII – COMMITTEES

Standing Committees may include:

- Fundraising
- Student Events
- Staff Appreciation
- Membership / Outreach
- Spirit Wear / Publicity
- Scholarships (optional)

The board may create, or dissolve committees as needed.

The treasurer may be removed for misconduct, failure to perform duties, or violation of school or organizational policies.

Removal shall require a majority vote of the organization, with approval from the faculty advisor.

In the event of a vacancy, a new treasurer shall be appointed or elected according to the organization's procedures.

ARTICLE IX – FINANCES

1. The fiscal year shall run from July 1 to June 30.
2. A budget shall be approved at the first meeting of the year.
3. All funds shall be kept in a bank account in PTSO's name.
4. Three signatures are required for disbursements over \$100.
5. An annual financial review/audit must be completed by an unbiased reviewer or committee.

6. If the PTSO dissolves, remaining funds must go to Forest Park HS or a nonprofit with a similar mission.
7. Provision for organizational records.
8. All expenditure must be approved in advance by the organization.
9. The treasurer may not spend or commit funds without proper authorization.
10. The treasurer shall not borrow, loan, or personally use organization funds.
11. All funds shall be handled in compliance with school and district policies.
12. All checks issued by Treasurer must be approved by the committee and signed by President and Secretary and Treasurer. In the event the Treasurer holds a dual role, all PTSO checks will be signed by the President and Secretary.

ARTICLE X – LIMITS OF LIABILITY AND INDEMNITY

Section 1: Liability

No person shall be liable to the FPHS PTSO for any loss or damage suffered by it on account of any action taken or omitted to be taken by him/her as a Governing Body member, FPHS PTSO member, or volunteer of the organization if such person 1) exercised and used the same degree of care and skill as a reasonable person would have exercised and used under the same circumstances and in the conduct of his or her own affairs, or 2) took or omitted to take such action in reliance upon advice of counsel for the organization or upon statements made or confirmation furnished by Governing Body members, members, or volunteers which he or she had reasonable grounds to believe. The foregoing shall not be exclusive of other rights and defenses to which he or she may be entitled as a matter of law.

Section 2: Indemnity

Each governing body member, whether or not then in office, shall be held harmless and indemnified by the FPHS PTSO against all claims and liabilities and all expenses reasonably incurred or imposed upon him/her in connection with or resulting from any action, suit, or proceeding, civil or criminal, or the settlement or compromise thereof to which he/she may be made party by reason of any action taken or omitted to be taken by hi/her as a member of the FPHS PTSO in good faith, if such person, in the opinion of a court or by the Governing Body 1) exercised and used same degree of care and skill as a reasonable person would have exercised and used under circumstances in the conduct of

his/her own affairs, or 2) took or omitted to take such action in reliance upon advice of counsel for the FPHS PTSO or upon statements made or information furnished by any members of the FPHS PTSO which he/he had reasonable grounds to believe.

ARTICLE XI – AMENDMENTS

These bylaws may be amended at any general meeting by two-thirds of vote of the organization’s membership, subject to approval by the faculty advisor and school administration.

ARTICLE XII – DISSOLUTION

Upon dissolution of the organization, no member shall benefit financially. Remaining funds shall be distributed to Forest Park High School for student programs.

ARTICLE XIII – NONDISCRIMINATION

The PTSO will not discriminate based on race, ethnicity, color, national origin, sex, gender identity, disability, religion, sexual orientation, or socioeconomic status.

SIGNATURES

President: *Maria Andrade* Date: 01-05-2026

Secretary: _____ Date: _____

Principal (acknowledgment): _____ Date: _____