

Whitewater High School  
Parent Teacher Student Organization (PTSO)

By Laws

2011

Article I – Name

The name of this Organization shall be Whitewater High School Parent Teacher Student Organization (PTSO) of Fayette County, Georgia.

Article II – Basic Policies

- Section 1: The objectives of this Organization shall be promoted through an educational program directed through parents, teachers, students and general public; and shall be developed through conferences, committees, and projects; and shall be governed and qualified by the basic policies set forth in this article.
- Section 2: This Organization may cooperate with other Organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided its representative makes no commitments that bind the group.
- Section 3: The purpose for which Whitewater High School PTSO is organized is exclusively charitable, scientific, literary, and educational within the meaning of Section 501 (C) (3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue Law.
- Section 4: The Organization shall not, directly or indirectly, participate or intervene in any way, including the publishing or distribution of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial of its activities attempting to influence legislation by propoganda or otherwise.
- Section 5: No part of the Organization's net earnings will inure to the benefit of private shareholders or individuals. In the event of the dissolution of the

Organization, its assets shall be specified for use at Whitewater High School, Fayetteville, Georgia.

### Article III – Membership

- Section 1: Membership in this Organization shall be made available to all families of Whitewater High School students and faculty who subscribe to the basic policies of the Organization, without regard to race, color, creed, or national origin, under such rules and regulations not in conflict with the provisions of these bylaws.
- Section 2: Only members of the Organization shall be eligible to participate in the business meetings, or to serve in any of its elective or appointive positions.
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- Section 3: Every individual who is a member of this Organization is entitled to all benefits or such membership.
- Section 4: This Organization shall conduct an annual enrollment of members. Additional members may be accepted at any time.
- Section 5: A voluntary donation from Whitewater High School families will be used to underwrite programs and services provided by the Organization.

### Article IV – General Meetings

- Section 1: The general meetings of this Organization shall be decided at the beginning of the school year, by the PTSO Executive Board. Two days' notice must be given to change a date once announced.
- Section 2: The privilege of holding office, making motions, debating and voting shall be limited to members of the Organization.
- Section 3: The May meeting shall be the meeting for annual reports and election of officers.
- Section 4: Four (4) members shall constitute a quorum of this Organization.

~~(3)~~ majority of exec board.

## Article V – Officers and Their Election

- Section 1: The officers of this Organization shall be a President, Vice-President, Secretary, and a Treasurer. Officers shall be elected annually for a term of one year, with a maximum of two consecutive years per office.
- Section 2: A Nominating Committee, of no more than 3 members, from the Organization at large, shall be appointed by the Executive Board. This committee shall make nominations of candidates to fill all elected officers at the May meeting.
- Section 3: At the May meeting, the Nominating Committee shall present its slate of officer candidates, following which nominations may be made from the floor provided consent of the nominees has been secured. An election shall be held immediately following the close of nominations. The duties of the office shall be assumed at the conclusion of the current school year.
- Section 4: Election shall be by ballot when there is more than one nominee for an office.
- Section 5: Vacancies in office shall be appointed by the PTSO Executive Board.

## Article VI – Duties of Officers

- Section 1: The President shall:
- a. Preside at all meetings of the Organization;
  - b. Be a member of all Committees, except the Nominating Committee;
  - c. Perform all other duties usually pertaining to the office;
  - d. In the event the President elects not to run for this position the following year, he or she may at that time serve as a member of the Nominating Committee.
- Section 2: The Vice-President shall:
- a. Act as an aide to the President;
  - b. Perform duties of the President in his or her absence;
  - c. Form an annual committee to review the by-laws.
- Section 3: The Secretary shall:

- a. Keep a record of all meetings of the Organization;
- b. Be responsible for distributing minutes of all meetings to each officer and the principal, and posting them to the general membership.

Section 5: The Treasurer shall:

- a. Receive all monies of the Organization;
- b. Keep an accurate record of receipts and expenditures;
- c. Pay out funds only in such a manner as authorized by the Organization;
- d. Be responsible for all checking accounts of the Organization;
- e. Present a statement of account at every meeting of the Organization and at other times requested by the Board;
- f. Prepare a budget of revenues and expenses for the year to be approved by the General Membership;
- g. Submit the books for annual audit.

#### Article VII – Executive Board

Section 1: The Executive Board shall consist of the elected officers of the Organization, Team Leaders of all standing committees, and the Principal or a representative appointed by him or her.

Section 2: The Executive Board's duties shall be to transact all necessary business between general meetings of the Organization and such other business as may be referred to it by the Organization; to approve plans of committees, fill vacancies, and present a report at general meetings of the Organization for information and any necessary action.

Section 3: The Executive Board will meet at least 3 times during the school year. Special meetings may be called by the President or by a majority of elected officers; two (2) days' notice must be given.

Section 4: The Executive Board may conduct business between meetings by email vote, text vote, or other means necessary to transact all necessary business of the Organization.

#### Article VIII – Standing Committees

- Section 1: The Executive Board may create such standing committees as it may deem necessary to conduct the work of the Organization. The term of each team leader shall be one year, or until the end of the school year.
- Section 2: The Team Leader of all standing committees shall present plans to the Executive Board and no committee work or expenditures shall be undertaken without the approval of the Executive Board.
- Section 3: The Team Leader of all standing committees shall be appointed or removed at the discretion of the Executive Board.
- Section 4: Special Committees shall be appointed by the Executive Board as required to promote the work of the Organization.
- Section 5: The Team Leader of all Standing Committees has the responsibility to select at least two (2) members to form the committee, unless the Executive Board has selected members to fill the committee.
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- Section 6: The President shall be a member of all committees, except the Nominating Committee, unless the President has elected not to run for office the following year. The President may appoint a representative in his or her stead as member of any standing committee.

#### Article IX – Amendments

- Section 1: These by-laws may be amended at any regular meeting of the Organization by a majority vote of the members present. Notice of the proposed amendment must be given at least ten (10) days prior to the meeting at which the amendment(s) will be voted upon.
- Section 2: A committee may be appointed by the Executive Board to submit a revised set of by-laws as a substitute for the existing by-laws. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.

#### Article X – Parliamentary Authority