

**COLLIERVILLE HIGH SCHOOL
PARENT-TEACHER-STUDENT-ORGANIZATION
BYLAWS**

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ARTICLE I NAME

The name of this organization is the Collierville High School Parent-Teacher-Student Organization (CHS PTSO), Collierville, Tennessee.

ARTICLE II PURPOSES

Section 1. CHS PTSO membership is comprised of all dues paying students, parents, guardians, families, and stakeholders of students attending Collierville High School. It is the desire of CHS PTSO to promote and fund programs which encourage:

- a. self-esteem and leadership;
- b. study skills;
- c. academic enrichment;
- d. social and emotional support through sponsored programs and activities;
- e. interaction between parents and staff through volunteer opportunities.

Section 2. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, hereinafter “Internal Revenue Code”.

ARTICLE III BASIC POLICIES

Section 1. The following are basic policies of the CHS PTSO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
- c. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.

- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or otherwise private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in the furtherance of the purposes set forth in Article II hereof.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. The organization shall work to promote and fund programs which encourage: self-esteem and leadership, study skills, academic enrichments, social and emotional support through programs and activities, and interaction between parents and staff through volunteer activities.

Section 2. The articles of organization of CHS PTSO include:

- a. The bylaws of such organization;
- b. The certificate of incorporation or articles on incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

Section 3. CHS PTSO shall adopt bylaws for the governance of the organization. The bylaws of the organization shall be reviewed at least once every five (5) years.

Section 4. Bylaws of CHS PTSO shall include a provision establishing a quorum.

Section 5. Each officer or board member of CHS PTSO shall be a member of the CHS PTSO.

Section 6. The bylaws of CHS PTSO shall prohibit voting by proxy (unless proxy voting is specified by applicable state law).

Section 7. A CHS PTSO member shall not serve as a voting member of CHS PTSO board while serving as a paid employee of or under contract to CHS PTSO.

Section 8. Only members of CHS PTSO who have paid dues for the current membership year may participate in the business of CHS PTSO.

Section 9. The CHS PTSO shall collect dues from its members.

Section 10. The CHS PTSO shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the local unit, including, specifically, the number of its members and the dues collected from its members. Such books of account and records shall at all reasonable times be open to inspection.

Section 11. The following steps are to be followed in the event of an organized effort to dissolve the CHS PTSO:

- a. An executive committee considering recommending to its general organization a resolution to dissolve must vote to present to its general membership a motion to dissolve, and must inform the general membership and school principal in writing at least thirty (30) days prior to the next general membership meeting that the resolution to dissolve will be considered. No meeting shall be held during periods of time when school is closed for vacation or holidays. The principal must be afforded the opportunity to speak at that meeting to the membership prior to action being taken on the proposed resolution to dissolve.
- b. Approval to dissolve requires two-thirds (2/3) vote by written ballot, a majority of the membership being present. Only members who are in good standing the day of the written notice of the proposal to dissolve is mailed, may vote.
- c. Dissolution shall take effect immediately and shall not be postdated.
- d. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more qualifying organizations in Collierville, Tennessee, described in Section 501(c)(3) of the Internal Revenue Code of 1988 (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose similar to the terminating or dissolving corporation. The organization to receive the assets of the CHS PTSO hereunder shall be selected by the discretion of a majority of the managing body of the CHS PTSO.

ARTICLE IV MEMBERSHIP AND DUES

Section 1. Membership in CHS PTSO shall be made available by CHS PTSO, without regard to race, color, creed, or national origin, and is available to any individual who subscribes to the Purposes and basic policies of the CHS PTSO.

Section 2. The CHS PTSO shall conduct an annual enrollment of members but may admit individuals to membership at any time.

- Section 3. Each member of the CHS PTSO shall pay annual dues to said organization as set forth by the organization. Changes to the CHS PTSO dues must be voted on at a General Membership meeting.
- Section 4. The CHS PTSO membership chairman shall maintain an accurate list of members and shall furnish a copy to the secretary and parliamentarian.
- Section 5. All memberships received during the fiscal year ending June 30 shall expire no later than 60 days following the first day of the following school year.
- Section 6. For voting purposes, the membership category “Family Membership” shall include 1 adult member and **all** currently enrolled CHS student who list their legal residence with said adult member.

ARTICLE V OFFICERS AND THEIR ELECTION

- Section 1. The officers of CHS PTSO shall be a President, the number of Vice Presidents necessary to accomplish the goals and purposes of the CHS PTSO (not to exceed 15), a Secretary, and a Treasurer.
- Section 2. Vice Presidents in their designated order shall be determined by the Board of Managers for the next fiscal year at least one month prior to the election of officers. The designated order will be given to the nominating committee when it is formed.
- Section 3. The officers shall be elected at the annual meeting, the last general meeting before the close of school, at which time nominations may be made from the floor. **Any nominations wishing to be made from the floor must be submitted to the chairperson of the nominating committee in writing at least three (3) days prior to the date of the General Membership Meeting.**
- Section 4. The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall elect. Written ballots shall be counted by three members selected **by the chairperson of the nominating committee prior to the general membership meeting in which the election is held.**
- Section 5. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the CHS PTSO.
- a. Each officer shall be a member of the CHS PTSO.
 - b. No officer may be eligible to serve more than two (2) consecutive terms in the same office.
 - c. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in office.

- d. Upon the expiration of the term of office, or in the case of resignation, each officer shall turn over to the president, without delay, all records, books, and materials pertaining to the office.
- e. **During his or her term, each officer shall have at least one currently enrolled CHS student who lists his/her legal residence with said officer.**

Section 6. Officers shall assume their official duties at the start of the fiscal year (July 1) and shall serve for a term of one (1) year or until their successors are elected.

Section 7. A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the 1st Vice President. If a vacancy occurs in any office other than President, the executive committee shall seek candidates and present a nominee to the board within twenty (20) days for approval by the Board of Managers.

Section 8. Exceptions to the two (2) consecutive term rule. It is in the best interest of the PTSO to limit officers to two (2) consecutive terms. In the event the Nominating Committee is unable to secure candidates willing to fill all positions on the Board of Managers, the following provisions may be used to allow an officer to exceed the term limits:

- a. Once nominating committee has determined there are no candidates for a Board of Managers spot, they may ask the incumbent if they are interested in serving in that position for another term.
- b. If the Officer is interested in serving in the same position again, Nominating Committee must notify the Board of Managers of their intent to slate someone in excess of the normal term limits. Notice must also be given to the General Membership via normal methods of PTSO communication (i.e. Facebook, email, etc). Notice to the General Membership must include the name of the position(s) which will be slated beyond the two (2) term limit.
- c. Once slated, the incumbent Officer, proceeds through the election in the same manner as any other slated candidate.
- d. Per Article V, Section 7, any Board of Manager position that remains unfilled after the Annual Meeting and Election is filled by the Board of Managers. In the event of an unfilled position, the Board of Managers may vote to allow the incumbent officer to continue in their position, beyond the term limits.

ARTICLE VI DUTIES OF OFFICERS

Section 1. The President shall:

- a. preside at all meetings of CHS PTSO;
- b. serve as an ex-officio member of all committees except the Nominating Committee and Audit Committee;

- c. be a designated signatory on checks or vouchers;
- d. coordinate the work of the officers and committees of the CHS PTSO in order that the purposes may be promoted;
- e. appoint chairman of standing committee and special committees with the approval of the executive committee.
- f. perform specific duties as outlined in the job description of the CHS PTSO standing rules;
- g. perform such other duties as may be provided by these bylaws, parliamentary authority, or as directed by the Board of Managers, or the Executive Committee.

Section 2. The Vice-Presidents shall:

- a. perform specific duties as outlined in their job description of the CHS PTSO standing rules;
- b. in their designated order (see Standing Rules), perform the duties of President in the President's absence or inability to serve;
- c. act as aide to the President;
- d. perform such other duties as may be provided for by these bylaws, parliamentary authority, or as directed by the President, the Board of Managers, or the Executive Committee.

Section 3. The Secretary shall:

- a. record the minutes of all meetings of the CHS PTSO;
- b. be a designated signatory on checks or vouchers **if needed**;
- c. be prepared to read the records of any previous meeting;
- d. keep a permanent record and file all records;
- e. have a current copy of the bylaws;
- f. maintain a membership list;
- g. perform specific duties as may be provided for by these bylaws, parliamentary authority, or as directed by the President, the Board of Managers, or the Executive Committee.

Section 4. The Treasurer shall:

- a. have custody of the funds of CHSPTSO **and funds related to CHS PTSO Project Graduation**;
- b. keep a full and accurate account of receipts and expenditures in the books belonging to CHS PTSO;
- c. make disbursements as authorized by the President, Board of Managers, or CHS PTSO in accordance with the budget adopted by CHS PTSO;
- d. have checks or vouchers signed by two bonded officers: the Treasurer, the President, or Secretary. **If needed, the secretary may be replaced as the third signatory by another BOM member voted on by the BOM.**
- e. present a financial statement at every meeting of CHS PTSO and at other times when requested by the Board of Managers;

- f. make a full report at the meeting at which new officers officially assume their duties;
- g. be responsible for the maintenance of such books of account and records as conforms to the requirements of ARTICLE III, Section 10;
- h. present an annual report of the financial condition of the organization;
- i. have the accounts examined annually or upon change of officer by an auditor or an auditing committee of no less than three (3) members, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report;
- j. report the findings of the annual report to the board of managers;
- k. perform specific duties as outlined in the job description of the CHS PTSO standing rules;
- l. perform such other duties as may be provided for by these bylaws, parliamentary authority, or as directed by the President, the Board of Managers, or the Executive Committee.

ARTICLE VII BOARD OF MANAGERS

Section 1. Each board member shall be a member of the CHS PTSO.

Section 2. The members of the Board of Managers shall be:

- a. President;
- b. Vice Presidents;
- c. Principal or an appointed representative;
- d. a **Faculty/Staff** Representative;
- e. Immediate Past President;
- f. Chairmen of the Standing Committees;
- g. Parliamentarian appointed by the President and approved by the officers of CHS PTSO;

Student Representatives may be invited to attend and share input at any BOM Meeting as needed.

Section 3. The immediate Past President will be a voting member of the Board of Managers for one year for each year served as President (maximum 2 years).

Section 4. Duties of the Board of Managers shall be to:

- a. carry out such business as may be referred to it by the membership of the organization;
- b. report at the regular general membership meetings of CHS PTSO;
- c. approve standing rules;
- d. select an Auditor or an Auditing Committee to audit the Treasurer's accounts;
- e. prepare and submit an annual budget as outlined in the standing rules to CHS PTSO general membership for adoption.

- Section 5. If any member of the Board of Managers shall at any time **be grossly negligent in meeting the qualifications or fulfilling the duties of the position or behave in a manner that misrepresents CHS or the CHS PTSO**, that person may be removed from the board in the following manner:
- a. **A written grievance will be submitted to a member of the Executive Committee;**
 - b. **The Executive Committee will determine if further action is needed;**
 - c. **If further action is needed**, a resolution will be adopted by the Executive Committee;
 - d. A ten (10) day notice will be issued to the board member in question;
 - e. An opportunity for the member in question to address the Executive Committee **will be provided;**
 - f. **If action is still warranted, the BOM will be notified of the resolution and need to vote. This notification will occur at least seven (7) days prior to the next BOM Meeting or specially called meeting.**
 - g. Two-thirds (2/3) vote of the Board of Managers will be required for removal.
- Section 6. Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting of the year.
- Section 7. Special meetings of the board may be called by the President or when requested by five (5) members upon three (3) days written notice to each member of the Board of Managers.
- Section 8. At all meetings of the Board, a majority of the members of the board shall constitute a quorum for the transaction of business.
- Section 9. Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, all records, books, and other materials pertaining to the position shall be turned over to the President, and all funds pertaining to the position shall be returned to the Treasurer within fourteen (14) days.

ARTICLE VIII EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall be composed of the CHS PTSO President, Secretary, Treasurer, the Principal of the school, and the Parliamentarian of the CHS PTSO.
- Section 2. Special meetings of the Executive Committee may be called by the President or upon written request of five (5) members with three (3) days notice given to each member of the Executive Committee.

- Section 3. A majority of the Executive Committee shall constitute a quorum for the transaction of business.
- Section 4. Duties of the Executive Committee shall be to:
- a. transact business referred in the intervals between the Board of Managers meetings;
 - b. act in the best interest of the organization in emergencies and in matters requiring immediate attention;
 - c. meet at the call of the President;
 - d. create standing and special committees as needed to carry out the purposes of the CHS PTSO;
 - e. fill vacancies in offices as outlined in ARTICLE V, Section 7 of bylaws;
 - f. approve payments of routine bills within the limits of the approved budget.
- Section 5. The Executive Committee shall take no action in conflict with any action taken by the Board of Managers or the general membership.

ARTICLE IX COMMITTEES

- Section 1. Only members of CHS PTSO shall be eligible to serve in any elected or appointed position.
- Section 2. The President shall be a member ex-officio of all committees except the Nominating Committee and Audit Committee.
- Section 3. A quorum of any committee shall be a majority of its members.
- Section 4. Standing Committees are formed by the Executive Committee as deemed necessary to promote the Purpose and carry out the work of CHS PTSO.
- a. Standing committees of CHS PTSO shall be listed in the CHS PTSO standing rules.
 - b. Chairmen of standing committees will be appointed by the President with the approval of the Executive Committee.
 - c. The term of office of a committee chairman shall be one (1) year or until the selection of a successor.
 - d. See the CHS PTSO standing rules for specific duties of a standing committee.
- Section 5. Special Committees may be formed throughout the year by the Board of Managers for short term program(s)/event(s) that are deemed necessary to promote the Purposes and carry on the work of the CHS PTSO.

- a. The chairmen of special committees shall be appointed by the President with the approval of the Board of Managers and shall work under the supervision of an elected member of the Board of Managers.
- b. Duties of a special committee will be outlined by the Board of managers for the purpose of executing the work of the committee.
- c. A special committee will automatically go out of existence when the work of the committee is concluded.
- d. If a report needs to be given to the Board of Managers, the chairman shall contact the President at least three (3) days prior to a board meeting in order to be added to the agenda.

Section 6.

- a. Ad-Hoc committees are created by the Executive Board to serve in a particular capacity and convene as necessary throughout the year to expedite the business of the organization.
- b. a list of the CHS PTSO Ad-Hoc committees and when they are formed will be detailed in the standing rules.

ARTICLE X COMMITTEE ON NOMINATIONS

A Nominating Committee shall be elected at least two (2) months prior to the election of officers. The committee shall be composed of five (5) members, at least one of which shall be a member at large **of the CHS PTSO or the PTA's of our feeder schools.**

- a. The Nominating Committee shall elect it's own chair.
- b. The Nominating Committee shall nominate an eligible person for each office to be filled and report its nominees no later than the last general meeting, which will be held no earlier than April 1 but before the close of school, at which time additional nominations may be made from the floor **if submitted in writing to the chairperson of the nominating committee three (3) days prior to the General Membership Meeting.**
- c. Only those individuals who **intend to be** members of CHS PTSO **for the following school year, who will have a CHS student who lists legal residence with them enrolled in the following school year, and** who have signified their consent to serve if elected shall be nominated for office.
- d. No member shall serve on the Nominating Committee for consecutive years.

ARTICLE XI GENERAL MEMBERSHIP AND MEETINGS

Section 1. Regular meetings of CHS PTSO shall be held at least two (2) times per year as provided by CHS PTSO and the Board of Managers. Ten (10) days notice shall be given to the membership of any change of date.

- Section 2. Special meetings of CHS PTSO may be called by the President or by a majority of the Board of Managers, thirty (30) days notice having been given.
- Section 3. The annual meeting shall be held before the close of school and no earlier than April 1.
- Section 4. Twenty (20) members shall constitute a quorum for the transaction of business in any meeting of CHS PTSO.

ARTICLE XII FISCAL YEAR

The fiscal year of the CHS PTSO shall be July 1 through June 30.

ARTICLE XIII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert’s Rules of Order, Newly Revised* shall govern the CHS PTSO and in all cases in which they are applicable and in which they are not in conflict with these bylaws or the articles of incorporation.

ARTICLE XIV

AMENDMENTS

Section 1. These bylaws may be amended at any regular general membership meeting of CHS PTSO by two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment has been given at the previous regular meeting.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of CHS PTSO general membership, or by a two-thirds (2/3) vote of the Board of Managers. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Date of Revision CHS PTSO Bylaws Chairman

Date of Approval