

**By-Laws of
The PARENT TEACHER STUDENT ORGANIZATION of
INDEPENDENCE HIGH SCHOOL**

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ARTICLE 1: Name

This name of this organization shall be the Parent Teacher Student Organization of Independence High School (hereinafter the "Organization"), and its principal place of business shall be Independence High School, 1776 Declaration Way, Thompsons Station, TN 37179.

ARTICLE II: Description

The Organization is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organization that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. This shall be a nonprofit, nonsectarian, nonpartisan, and nondiscriminatory organization. The use of funds and proceeds derived by this organization shall be for the improvement of the quality of education at Independence High School.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose clause hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purposes not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

ARTICLE III: Purpose

The purpose of this Organization is to enhance and support the educational experience at Independence High School, to develop a closer connection between school and home by encouraging parent and student involvement, and to improve the environment at Independence High School through volunteer and financial support.

ARTICLE IV: Membership

Section 1: Membership

Any parent or guardian of an enrolled IHS student, or a current IHS faculty or staff member who subscribes to the purpose of this Organization may become a member of this Organization upon payment of annual dues or completing the membership form. In the case in which one paid membership fee covers two (2) parents or guardians in one household, each household shall be recognized as one (1) voting member and each shall be entitled to one (1) vote. Students are non-voting members. Membership in this Organization shall be available without regard to race, color, creed, or national origin.

Section 2: Dues

Dues will be established annually by the Executive Board and approved by the General Membership at the Spring General Membership Meeting.

Section 3: General Membership Meetings

- A. General Membership meetings shall be held at a minimum of twice per school year or as called by the Executive Board and/or the President. Meetings may be rescheduled for due cause at the discretion of the President. The first General Membership meeting of each school year shall be held no later than September 30 and shall include approval of the Organization's current year budget. Another General Membership meeting shall be held in the Spring of each school year and shall include for the upcoming school year the election of the Executive Board, the ratification of the Standing Committee Chairs, and the approval of membership dues.
- B. General Membership meetings shall be open to any interested persons in good standing; however, the privilege of making motions and voting shall be limited to members.
- C. The General Membership shall be notified of the time and place of each regularly scheduled General Membership meeting by direct mail, electronic media, circular, message, or telephone at least seven (7) days in advance of such meetings. Special meetings of the General Membership must be announced with 48 hours notice by any of the methods mentioned above; and may be called by the President, any two (2) Executive Board members, or five (5) general members submitting a written request to the Secretary.
- D. The quorum at any General Membership meeting shall consist of no less than seven (7) voting members.
- E. All meetings shall be conducted within the framework of accepted parliamentary procedure, and Robert's Rules of Order shall be the definitive authority for questions of procedure that cannot be satisfactorily resolved by the presiding officer.

ARTICLE V: Executive Board

The Executive Board shall consist of the Officers, standing committee chairs, Principal or designated Assistant Principal, Principal-appointed faculty member, and the Student Council President or his/her designee.

The duties of the Executive Board shall be to transact business of the Organization, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve expenditures, and prepare reports and recommendations to the General Membership.

Section 1: Officers

The Officers of the Organization shall consist of the following: President, Vice President, Treasurer, Assistant Treasurer, and Secretary.

- A. The President shall preside over meetings of the Organization and Executive Board, serve as the primary contact for the Principal, represent the Organization at meetings outside the Organization, and coordinate the work of all the officers and committees so that the purpose of the Organization is served. The President shall serve as an ex-officio member of the Executive Board for one (1) year after his/her term as President expires.
- B. The Vice President will shall assist the President, carry out the President's duties in his/her absence or inability to serve, oversee all standing committee chairs, serve as an ex-officio member of all committees except the Nominating Committee, unless vacating the office, and will report to the President.
- C. The Treasurer shall receive all money collected by the Organization, keep an accurate record of receipts and expenditures, pay out funds only as authorized by the Organization, present a financial report for approval at each monthly meeting with a copy to be appended to the minutes of each such meeting, and advise the Executive Board of special financial problems and budget considerations which are in need of resolution or which may affect decisions relative to specific expenditures. The Treasurer shall be responsible for preparation and submission of all Federal and State compliance filings including the annual tax return of the Organization, 1099s and Corporate Annual Report. The Treasurer shall not be an employee of Williamson County Schools.
- D. The Assistant Treasurer shall assist the Treasurer and carry out the Treasurer's duties in his/her absence or inability to serve. After serving a minimum of one (1) term as Assistant Treasurer, he/she may serve as Treasurer during the subsequent school year. The Assistant Treasurer shall not be an employee of Williamson County Schools.
- E. The Secretary shall take and record minutes of all meetings of the Organization. He/She shall distribute these minutes to the Executive Board no more than five (5) days after each meeting. The Secretary shall keep all records of the Organization including minutes, Treasurer's reports, meeting agendas, newsletters, and other relevant documents in accessible files/notebooks. These files/notebooks shall be stored in the PTSO workroom at Independence High School. The Secretary shall send notices of meetings to the membership and be responsible for handling the Organization's correspondence.

Section 2: Standing Committees

Standing committees of the Organization shall include: Membership, Fundraising, Hospitality, POGS, Volunteer Coordination, Public Relations, Landscaping, Spirit Wear, Athletic, Theatre, Vocal, Touchdown Club and Band Committees. The Executive Board may appoint additional standing committees as needed by a two-thirds (2/3) majority vote of a quorum of the Executive Board. Standing committees may consist of Executive Board members and general members with the Vice-President acting as an ex officio member of all standing committees. The Nominating Committee shall be a temporary committee formed in the Spring of each school year. Either one (1) or two (2) chairpersons shall manage each standing committee. In the case of two (2), they shall only be entitled to one (1) voting right collectively.

Section 3: Nominations, Elections and Ratifications

The Nominating Committee shall select one eligible candidate for each office and present the slate at the March Executive Board meeting. Elections will be held at the Spring General Membership meeting. At the Spring meeting, nominations may also be made from the floor. Voting shall be by voice vote, if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken. The Nominating Committee will also present a list of standing committee chairs for ratification at the Spring General Membership meeting.

Section 4: Eligibility

Any parent, guardian, or other adult standing in loco parentis for a student at the school is eligible to serve in any position on the Executive Board. All Executive Board Members, Committee Chairs and Committee Members in Charge of Finance are required to be Tier 3 Volunteers.

Section 5: Terms of Office

Members of the Executive Board shall serve for a one (1) year term commencing July 1. No Executive Board member may serve for more than two (2) consecutive terms in the same position. Each Executive Board member shall hold only one (1) elected position at a time.

Section 6: Vacancies

If there is a mid-year vacancy in the office of President, the Vice President will become the President. If there is a vacancy in the office of Treasurer, the Assistant Treasurer will become the Treasurer. If there is a vacancy in any other Executive Board position, the general membership shall fill the vacancy through an election or ratification at the next monthly meeting.

Section 7: Removal From Executive Board

If an Executive Board member has missed three (3) consecutive Executive Board meetings, or has not fulfilled the duties of his/her position, the Executive Board may remove the individual from his/her position by a simple (51%) majority vote of a quorum of the Executive Board at a regular meeting where previous notice has been given.

Section 8: Executive Board Meetings

The Executive Board shall meet once per month from July through June. The subsequent meeting will be scheduled by the close of each current meeting. Executive Board meetings shall be open to any interested member of the Organization.

Section 9: Special Executive Board Meetings

The President or any two (2) members of the Executive Board may call special meetings. Notice of the special meeting shall be sent to the Executive Board members at least 24 hours prior to the meeting.

Section 10: Quorum

A Quorum will consist of seven (7) Executive Board members.

Section 11: Voting

Executive Board meetings shall be open to any interested persons; however, the privilege of making motions and voting is limited to the Executive Board.

Section 12: Remuneration

No member of the Executive Board shall receive any compensation for his/her services. No member of the Organization shall profit financially, directly or indirectly, from any of the Organization's activities.

Section 13: Policies And Procedures

Daily operation of the Organization will be in accordance with established policies and procedures. The Officers of the Organization shall review the current policies and procedures at the beginning of each fiscal year. Any recommendations for changes to the policies and procedures shall be presented to the Executive Board for ratification prior to the Fall General Membership meeting.

ARTICLE VI: SCUBA - Standing Committees Using Bank Accounts

Standing Committees Using Bank Accounts (hereinafter SCUBAs) shall include Independence Athletic Committee ("IAC"), the Independence Band Committee ("IBC"), the Independence Touchdown Club Committee, the Independence Theatre Committee, and the Independence Vocal Committee. Other SCUBAs may be added by a simple (51%) majority vote (assuming a quorum) of the Executive Board.

- A. At least ten (10) days prior to the General Membership meeting each Fall, all SCUBAs must submit a copy of its current budget, and contact information to the Executive Board of the Organization.
- B. Each SCUBA shall maintain a restricted account(s) with total autonomy of the distribution of funds. Each account will require two (2) signatures for all checks. One signature will be the bookkeeper of the SCUBA.
- C. Each SCUBA is required to submit within ten (10) days following the end of each month, to the Treasurer of the Organization, a copy of their most recent meeting minutes and a current financial report along with copies of the applicable monthly bank statements for each account of the subgroup. If the reports are not received timely, the Executive Board reserves the right to freeze all activity within the account until compliance is achieved.
- D. No SCUBA shall use the Organization's state tax-exempt number for purchases or federal ID number for any purpose without the approval of the Executive Board. Such approval must be documented in the minutes of the Organization.

ARTICLE VII: Finances

Section 1: Fiscal Year

The fiscal year of the Organization shall begin on July 1st and end on June 30th.

Section 2: Budget

A tentative budget of the Organization shall be drafted at least ten (10) days prior to the Fall General Membership meeting by the Treasurer. Any amendment to the budget must be approved at an Executive Board meeting.

Section 3: Records

The Treasurer shall keep accurate records of any receipts, disbursements, and bank account information of the Organization. The bank account(s) shall be reconciled monthly and reviewed by the Assistant Treasurer.

Section 4: Restricted Funds

Restricted funds received by the Organization for specific purposes (e.g., POGS, library, choir, etc.) will be accounted for separately by the Treasurer.

Section 5: Disbursements

Disbursements of the Organization require an approved check request form. Check request forms may be approved by the Vice President or applicable Committee Chair and must indicate applicable budget line. Two (2) authorized signatures shall be required on each check. Authorized signers shall be the President, Vice President, Treasurer, Secretary and Assistant Treasurer.

Section 6: Reporting

The Treasurer shall prepare a monthly financial report of the Organization for review and approval by the Executive Board. On an annual basis, the Treasurer shall prepare a consolidated financial report of the Organization and its subgroups for review and approval by the Executive Board.

Section 7: Commitments

- A. No contract or commitment binding the Organization shall extend beyond the current school year. No contract or commitment shall be made which places the Organization in a deficit position. The Organization or its SCUBAs may execute no loans.
- B. All contracts or binding commitments of the Organization, or its SCUBAs, must be approved by the Executive Board or authorized individuals of the SCUBA. Approved contracts must be signed by two (2) members of the Executive Board or authorized individuals of the SCUBA. All contracts entered into must be in the name of the Organization or appropriate SCUBA, not under Independence High School.

- C. SCUBAs entering into contract situations will be responsible for upholding said contract. Should any breach of contract arise, the signing SCUBA will be liable.
- D. Any individual signing a contract on behalf of the Organization or SCUBA without the approval of the Executive Board or SCUBA will be held personally liable and responsible for any and all expenses incurred from any breach of the contract.
- E. All contracts or binding commitments entered into by a SCUBA must be reported at the next monthly Executive Board meeting.

ARTICLE VIII: Amendments

These bylaws may be amended at any General Membership meeting of the Organization by a two-thirds (2/3) vote of the members present, provided that notice of the proposed amendment shall have been given at least ten (10) days before the General Membership meeting.

ARTICLE IX: Parliamentary Authority

Robert's Rules of Order shall govern meetings of this Organization when they are not in conflict with the Organization's by-laws.

ARTICLE X: Dissolution

The Organization may be dissolved at any General Membership meeting by a two-thirds (2/3) vote of the members present, provided that notice of the proposed dissolution shall have been given at least ten (10) days before the General Membership meeting. In the event of dissolution, all remaining assets of the Organization and SCUBAs shall be forwarded to Independence High School immediately after payment of all outstanding debts of the organization.

These bylaws are hereby adopted this _____ day of _____, 20_____.

By:

2018-19 IHS PTSO President, Officer
Sharon Barraco

2018-19 IHS PTSO Vice President, Officer
Kim Adair

2018-19 IHS PTSO Treasurer, Officer
Nancy Newton

2018-19 IHS PTSO Secretary, Officer
Roberta Fichter

2018-19 IHS PTSO Assistant Treasurer, Officer
Kathy Faircloth

2018-19 IHS PTSO Fundraising Chair

2018-19 IHS PTSO Public Relations Chair

2018-19 IHS PTSO Spirit Wear Chair
Jessica Singley

2018-19 IHS PTSO Hospitality Chair
Michelle St. Charles

2018-19 IHS PTSO Hospitality Co-Chair
Shelley Jeffries

2018-19 IHS PTSO Membership Chair

2018-19 IHS PTSO Volunteer Chair

2018-19 IHS PTSO Landscaping Chair

2018-19 IHS PTSO POGS Chair
Carla Sisson

2018-19 IHS PTSO Teacher Representative
Caitland Sharp

2018-19 IHS PTSO Athletic Committee Chair
Myna Sowell

2018-19 IHS PTSO Touchdown Committee Chair
Randy Smith

2018-19 IHS PTSO Band Committee Chair
Eric Krichbaum

2018-19 IHS PTSO Theatre Committee Chair
Bekah Boyd

2018-19 IHS PTSO Vocal Committee Chair
Jennifer Milligan