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BYLAWS

BRIAR WOODS HIGH SCHOOL PARENT-TEACHER-STUDENT ORGANIZATION

ARTICLE I. NAME

The name of the Organization is the **BRIAR WOODS HIGH SCHOOL PARENT-TEACHER-STUDENT ORGANIZATION** (hereinafter referred to as the “Organization” or BWHS PTSO).

ARTICLE II. ARTICLES OF ORGANIZATION

This Organization exists as an unincorporated association of its members. Its “Articles of Organization” comprise these bylaws, as from time to time amended.

ARTICLE III. OBJECTIVES

Section 1. The objectives of the Organization are:

- a. to provide support and service to the students, families, educators and community of Briar Woods High School and that parents and teachers may cooperate intelligently in the education of all students.
- b. to promote a spirit of caring, good citizenship and respect for others within the school and community.
- c. to encourage family and community involvement in the education of all students.

Section 2. The objectives of this Organization are promoted through an educational program directed toward parents, teachers, students, and the community; are developed through comprehensive projects and programs; and are governed and qualified by these bylaws, as from time to time amended.

Section 3. 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), and shall be noncommercial, nonsectarian, and nonpartisan.

Section 4. No part of the net earnings of the Organization shall inure to the benefit of or be distributable to its members, officers, directors, 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 for the objectives set forth in these bylaws.

Section 5. Notwithstanding any other provision of these bylaws, the Organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code (or 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 any corresponding section of any future federal tax code).

ARTICLE IV. MEMBERSHIP AND DUES

Section 1. Any parent, guardian, teacher, student, or administrator affiliated with Briar Woods High School shall be eligible for membership in this Organization upon payment of annual dues as specified in these bylaws.

Section 2. Only members of this Organization shall be eligible to vote in the business meetings of this Organization or to serve in any of its elective or appointive positions.

Section 3. Each member of this Organization shall pay annual dues to the Organization as established by the Board of Directors.

Section 4. The fiscal year of the Organization shall be July 1 through June 30.

ARTICLE V. OFFICERS AND THEIR ELECTION

Section 1. The officers of the Organization shall be a president, a first vice president, a second vice president, a treasurer, and a secretary, each of whom shall be elected at the Annual meeting.

Section 2. Officers shall assume their official duties on July 1st. The treasurer shall assume his/her official duties upon the completion of the audit. Officers shall serve for a term of one (1) year or until their successors are elected, whichever occurs first.

Section 3. A person shall not be eligible to serve more than two (2) consecutive terms in the same office. 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 such office. No member shall hold more than one office at a time.

Section 4. A nominating committee of at least three (3) people shall be elected by the membership prior to the Annual meeting. The nominating committee shall choose its own

chairman. The president of the Organization may not serve on the nominating committee. The nominating committee shall nominate at least one eligible person for each office. At the Annual meeting, additional nominations may be made from the floor.

Section 5. Vacancies occurring during the fiscal year shall be filled for the unexpired term or the defined period of absence by a person elected by a majority vote of the Board of Directors.

ARTICLE VI. DUTIES OF OFFICERS

- Section 1. The President shall:
- a. preside over all meetings of the Board of Directors;
 - b. preside over all meetings of the membership;
 - c. be a member ex-officio of all committees, except the nominating committee.
- Section 2. The First Vice President shall:
- a. act as an aide to the President;
 - b. perform the duties of the President in the absence or inability of that officer to act;
 - c. serve as a membership chairperson;
 - d. maintain a membership roster;
 - e. coordinate duties of the volunteer chairperson;
 - f. perform other delegated duties as assigned.
- Section 3. The Second Vice President shall:
- a. act as an aide to the President;
 - b. perform the duties of the President in the absence or inability of that officer and the First Vice President to act;
 - c. serve as the activities coordinator;
 - d. serve as a liaison to the other parent support groups within the school;
 - e. perform other delegated duties as assigned.
- Section 4. The Secretary shall:
- a. document and keep a record of all meetings and proceedings of the Organization;
 - b. attend to all correspondence required for the administration of the Organization;
 - c. update PTSO website with dates and descriptions of upcoming PTSO activities;
 - d. perform other duties as assigned.
- Section 5. The Treasurer shall:
- a. cause all moneys of the Organization to be deposited in Federally insured accounts for the Organization;

- b. keep a full and accurate account of receipts and expenditures and present monthly financial statements at all scheduled meetings of the Board of Directors and of the membership;
- c. make disbursements as authorized by the president, Board of Directors, or Organization in accordance with the budget adopted by the Organization;
- d. prepare an annual report to be presented at the Annual meeting;
- e. submit the treasurer's books together with all records, no later than 30 days after the end of the fiscal year, to the review committee;
- f. perform other delegated duties as assigned.

ARTICLES VII. MEETINGS

Section 1. Annual Membership Meeting

The organization shall hold an Annual Meeting of the membership in May at Briar Woods High School for the purpose of electing officers and receiving year-end reports from officers and committees.

Section 2. Other Meetings

At the first meeting of the fiscal year, the membership shall approve a budget, approve plans for the current year, and conduct membership activities. Other meetings of the Organization, including monthly or quarterly, shall be held as established and determined by the Board of Directors, provided notice has been given to the membership.

Section 3. Special Meetings

A special meeting of the membership may be called by the Board of Directors or the President and shall be held at Briar Woods High School, provided seven (7) days written notice has been mailed to the membership.

Section 4. A quorum for the transaction of business of the Organization shall consist of those members present at a monthly meeting of the membership or at a special meeting, called with proper notice.

Section 5. Voting by proxy shall not be permitted. Election of officers shall be accomplished by written ballots. Voice vote or a show of hands may accomplish voting on other issues.

ARTICLE VIII. BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the officers of the Organization, the principal, a faculty representative and a student representative chosen by the student council.

Section 2. The duties of the Board of Directors shall be:

- a. to create standing and special committees;

- b. to appoint committee chairmen and approve the plans of work of the committees, prior to committee work being undertaken. The term of each chairman shall be one year or until the selection of a successor. Committee chairmen shall turn over records and plans of work to the Board of Directors at the end of term or upon resignation;
- c. to select a professional accountant or review committee consisting of three; people, none of whom have signatory authority, to review the treasurer's accounts annually for compliance with the Board's established procedures for accounting for cash receipts and cash
- d. to prepare and submit to the Organization for adoption a budget for the year;
- e. to recommend financial guidelines and policies of the Organization, for approval by the membership;
- f. to present a report of any business transacted since the last meeting of the membership at the next regular meeting of the Organization;
- g. to approve routine bills within the limits of the budget.

Section 3. The Board of Directors shall meet as needed. A majority of the elected officers shall constitute a quorum for the transaction of business. Each Director shall have one vote. Proxy voting shall not be permitted, except by electronic mail. The "Reply to All" function must be used and all Board members must respond.

ARTICLE IX. DISSOLUTION

Section 1. Should dissolution of the Organization become necessary or desired, the Board of Directors shall adopt a resolution recommending that the organization be dissolved and voted upon by the membership at a special meeting. Written or printed notice stating the purpose of this special meeting shall be mailed to every member in good standing at least 30 days prior to the date of such meeting. Such meeting shall only be held during the academic year. Approval of dissolution of the organization shall require the affirmative vote of at least two thirds of the members present and entitled to vote.

Section 2. Upon dissolution of this Organization, after paying or adequately providing for the debts and obligations of the Organization, the remaining assets shall be distributed to a fund, foundation, or organization organized and operated exclusively for the purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE X. PARLIAMENTARY AUTHORITY

The parliamentary authority for this Organization shall be Robert's Rules of Order, Newly Revised, and shall govern in all cases in which they are applicable and in which

they are not inconsistent with these bylaws or adopted Standing Rules of the Organization.

ARTICLE XI. AMENDMENTS

Section 1. A committee of at least three (3) members may be appointed by the Board of Directors to submit a revised set of bylaws as a substitute for existing bylaws or to submit an amendment to current bylaws.

Section 2. These bylaws may be revised or amended at a regular meeting of the Organization provided that notice and a copy of the proposed bylaws revision or amendments are provided to the membership at least thirty (30) days prior to the meeting at which the revision or amendments are to be voted upon. The proposed bylaws revision or amendments require a two-thirds vote of the members present and eligible to vote.