



**Austin East Magnet High School
PTSO Bylaws
2800 Martin Luther King Jr. Avenue
Knoxville, TN 37914**

ARTICLE I

Name

The name of this organization shall be Austin East Magnet High School Parent Teacher Student Organization (PTSO).

ARTICLE II

Section 1: Membership

The organization shall consist of Parents/Guardians, Teachers, Students, and Alumni of Austin East Magnet High School, who pay annual dues as set by the Executive Board. Membership in this organization shall be available without regard to race, color, creed, or national origin.

Section 2: Duration of Membership

The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time. Membership will be in force for one school calendar year from the August meeting date to the next August meeting date.

Section 3: Dues

As established by the Executive board, member dues are as follows : Adult Members,\$10.00 and Student Members \$5.00.

ARTICLE III

Articles of Organization

The Organization exists as an organization of its members. Its "Articles of Organization" comprise these bylaws, as from time to time amended. In the absence of separate Articles of Organization, these bylaws shall be deemed to be the articles or the organization.

ARTICLE IV

Section 1: Objectives

The objectives of the organization are:

- A. To promote the welfare of children and youth in home, school, and community.

B. To promote and advocate for applicable educational services available through the school and in the community.

C. To develop between educators and the public united efforts that will advocate for every child to receive the highest advantages in physical, mental, and social education.

D. To promote programs to foster and encourage educational awareness between parents/guardians, teachers, students, and alumni as deemed appropriate by the membership.

Section 2: Promotion of Objectives:

The objectives of this organization are to be promoted through its annual activities and engagements involving the membership and the community; that are developed through committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article V.

ARTICLE V

Section 1: Basic Policies

A: The organization shall be noncommercial, nonsectarian, and nonpartisan.

B: Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more of the purposes as specified in Section 501 (c) (3) of the internal Revenue Code of 1954 and shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501 (c) (3) or corresponding provisions of any subsequent Federal tax laws.

C: The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objects of organization.

D: No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation, and shall not participate in, or intervene in (including the publication or distribution of statement) any political campaign on behalf of any candidates for public office.

E: The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.

F: No part of the net earnings of the organization shall inure to the benefit of any member, school administrator, officer, or any private individual, (except that reasonable compensation may be paid for services rendered) and no member, school administrator, or officers of the organization, or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the organization.

G: In the event of the dissolution of the organization, its remaining assets and properties shall, after payment of necessary expenses, be distributed to such organizations as shall qualify under Section 501 (c) (3) of the Internal Revenue Code of 1986.

ARTICLE VI

Section 1: Executive Board

The governing body of this organization shall be an Executive Board such as the Bylaws of the organization may provide. The Executive Board is the policy making body and may exercise all the powers and authority granted to the Organization by law. The Executive Board shall consist of the officers of the organization (President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian), and the principal of the school or a representative appointed by the same where applicable.

Section 2: Duties of the Executive Board.

- 1: The Board shall, during the school calendar year, transact necessary business meetings monthly, and such other business as may be referred to the Board, or required by the organization between regular monthly meetings.
- 2: The Board shall create standing committees as needed.
- 3: The Board shall approve the plans of work of the standing committees prior to the execution of the proposed work.
- 4: The Board shall present a report of its activities at the regular meetings of the organization.
- 5: The Board shall only have assumed authority to commit funds of the organization that are expressly budgeted for emergency or contingency purposes.
6. The Board shall adopt or amend policy by a two-thirds (2/3) vote of all members of the Board and subsequent ratification by a simple majority of votes cast in a regular meeting.

ARTICLE VII

Section 1: Officers and Duties Thereof

The officers of this organization shall consist of:

President

Vice President

Recording Secretary

Corresponding Secretary

Treasurer

Parliamentarian

Section 2: Duties of the President

The President is elected to direct the affairs of the PTSO in cooperation with the other members of the Executive Board for a term specified in the bylaws. The President shall:

- A: Prepare the agenda for and preside at all Executive Board and General Membership Meetings of the PTSO at which he/she may be present.
- B: Shall coordinate the work of the officers, the Board, and committees of the organization in order that the objectives may be promoted.
- C: Acts as a liaison between the PTSO and the faculty/administration of the school.
- D: The President shall also be an ex-officio member of all committees except the nominating committee.
- E: Meets with the Principal/Asst Principal/designated Administration Liaison once a month or as needed to communicate all needs or requests.
- F: Always maintain a fair and impartial position and encourage members to participate.
- G: Is one of the two designated signers on the PTSO Bank Account.
- H: Submits all required forms and records for compliance, to the appropriate Knox County Schools Student Service Organization (SSO) Contact, at the beginning of the school calendar year.
- J: The President shall share all records and materials pertaining to this office with the incoming President-Elect following the election, and shall turn over all records and materials no later than seven (7) days after the installation of the incoming President.

Section 3: Duties of the Vice President

The Vice President shall:

- A: Act as an aide to the President.
- B: Shall perform the duties of the President in the absence of or disability of that officer to act.
- C: The Vice President shall also be a member ex officio of all committees.
- D: In charge of all PTSO Membership by keeping accurate records of the current PTSO membership and organizing membership drives.
- E: Maintain record of membership dues payments and coordinate with the Treasurer to accurately record payments and membership status.

F: Shall oversee all online store operations on the GiveBacks platform, including but not limited to creating all store item listings, monitoring inventory, creating sales reports for the Treasurer, Executive Board, and required reporting for compliance as needed.

G: At the end of the term the Vice President shall share all records and materials pertaining to this office with the incoming Vice President Elect following the election, and shall turn over all records and materials no later than seven (7) days after the installation of the incoming Vice President.

Section 4: Duties of the Recording Secretary

The Recording Secretary shall:

A: Record detailed minutes of both the Executive Board and General Membership meetings.

B: Present the minutes from the previous Executive Board meeting to the assembled Executive Board; ensure the Executive Board has access to minutes.

C: Present the Minutes from the previous General Membership meeting to the assembled General Membership; ensure General Membership has access to minutes.

D: Shall maintain the organization and upkeep of the Organization's Google Drive files, access, passwords, and all things related to the organization's account functioning.

E: Shall conduct the election of new officers with the Parliamentarian at the end of the term by compiling the names of nominees for each office, setting up the secret ballot process, counting ballots, and any other tasks as deemed necessary to carry out a secure election process.

F: At the end of the term the Recording Secretary shall share all records and materials pertaining to this office with the incoming Recording Secretary Elect following the election, and shall turn over all records and materials no later than seven (7) days after the installation of the incoming Recording Secretary.

Section 5: Duties of the Corresponding Secretary

The Corresponding Secretary shall:

A: Conduct the correspondence of the organization.

B: Receive and review all correspondence received from the public addressed to Austin East Magnet HS to the PTSO in digital and hard copy format.

C: Provide notification to all members of the Executive Board and the General Membership about upcoming meeting dates/times, by telephone, email, or written notification.

D: Maintain an active file of all correspondence, including duplicates of any letters that may be written.

E: Oversee and maintain the addition of members each year, including inputting membership forms completed on paper or online into the GiveBacks Platform.

F: Maintain the Organization's Contacts, Communication Center, and Events Calendar on the GiveBacks platform.

G: At the end of the term the Corresponding Secretary shall share all records and materials pertaining to this office with the incoming Corresponding Secretary Elect following the election, and shall turn over all records and materials no later than seven (7) days after the installation of the incoming Corresponding Secretary.

Section 6: Duties of the Treasurer

The Treasurer shall:

A: Have custody of all the funds of the organization.

B: Write receipts on funds donated/paid to the PTSO for membership, donations, and specific fundraising events and keep a full and accurate account of all receipts and expenditures.

C: Compile and maintain accurate records of both online and in-person transactions for paid/unpaid membership dues.

D: Make disbursements in accordance with the approved budget, as authorized by the organization and the Executive Board.

E: Present a financial statement at every meeting of the organization and at other times when requested by the Executive Board. These reports will contain detailed financial records of committee activities.

F: Serves as Chairman of the Budget Committee.

G: Be responsible for the maintenance of such books of accounts and records and shall be responsible to file the State and the Federal Tax Returns.

H: Have custody of the state tax exempt certificate.

I: Make themselves readily available to receive funds for deposit and disburse checks.

J: Ensure all check disbursements have two signatures (Treasurer & President) with necessary back-up prior to disbursing.

K: File an annual report with the Secretary of State to maintain the incorporated status of the organization.

L: At the end of the school year, assure all records and reports are prepared and submitted to the Knox County School Accountant/ SSO, for compliance purposes before

the end of their term.

M: At the end of the term the Treasurer shall share all records and materials pertaining to this office with the incoming Treasurer Elect following the election, and shall turn over all records and materials no later than seven (7) days after the installation of the incoming Treasurer.

Section 7: Duties of the Parliamentarian

Parliamentarian shall:

A: Attend all Executive Board and General Membership Meetings.

B: Open meetings with a moment of silence or words of inspiration.

C: Ensure meetings are conducted in the spirit of Robert's Rules of Order.

D: Assist the Recording Secretary in conducting the election for new officers at the end of each term including counting ballots and any other tasks as deemed necessary.

E: Advise the President or any other member requesting advice on parliamentary procedure.

ARTICLE VIII

Section 1: Standing and Special Committees

A: The power to form or dissolve standing and special committees and appoint their members rests with the Executive Board. Additionally, the Executive Board may create or delete such committees as it may deem necessary to promote the objectives and carry on the work of the organization.

B: At the end of each school year all committee chair positions, except for the nominating committee, may be considered open and are to be filled from the general membership by self nomination, nomination by a member, or nomination from an incoming Executive Board member. The term of each committee chair shall be:

1. One year, or,
2. Until the appointment and qualification of a successor, or,
3. Until the dissolution of the committee.

C: Failure of performance of a committee member or chair shall be considered by the board of directors at any regular or special meeting. A majority vote of the members in attendance will be required to remove said committee member from their position.

Article IX

Section 1: Election of Officers

A: Officers shall be elected by secret ballot annually in the month of May, by those members in good standing who attend the regular meeting. However, if there is but one nominee for any office, it shall be moved that the Recording Secretary cast the elective ballot of the organization for the nominee.

B: The nominating committee along with the Recording Secretary and Parliamentarian shall upon completion of the voting, count the ballots.

C: The Recording Secretary will notify the new officers of their election to the office after the final tally has been made. Additionally, the Recording Secretary shall archive the ballots for future reference.

D: Newly elected officers shall be given the temporary title of “(Officer) Elect” until such time as the newly elected board can be sworn in to office. During the transition period all documents, procedures, reports, and materials/supplies shall be transferred from the outgoing Executive Board members and the incoming Executive Board members.

E: Incoming officers shall be sworn in during an Executive Board meeting held between July 1st and August 1st. Incoming officers will assume their official duties no earlier than July 1st and no later than August 1st.

ARTICLE X

Section 1: Terms of Office Vacancies and Removal from Office

A: An officer of the organization cannot serve more than two consecutive years in the same position unless a qualified replacement cannot be found. Officers must be re-elected to serve any subsequent terms.

B: Resignations are effective upon receipt by the Recording Secretary with a written notification from any other Executive Board member.

C: A vacancy occurring in any office shall be filled for the unexpired term by a person nominated by the nominating committee and elected by a majority vote of the membership; one week notice of such election having been given.

D: Any officer may be removed by the Executive Board at a meeting, whenever in the Board’s judgment the best interest of the Organization will be served thereby. A two-thirds vote will be required to remove said officer from office.

E: All officers serve at the pleasure of the organization which may at any time revoke the term of office of any officer by a two thirds majority vote of no confidence by the general membership; providing that a good faith notice of such intent to vote no confidence was issued to the officer in question within a reasonable amount of time. Subsequent to the a vote of no confidence having passed by a two thirds majority vote of the general membership, the vacancy shall be filled as herein provided.

ARTICLE XI

Section 1: Meetings

A: Regular meetings shall be held on a regularly scheduled day to be determined by the Board prior to the beginning of the school year.

B: At a regular meeting most of the Officers and an equal number of non office holding members shall constitute a quorum.

C: Special meetings of the Executive Board may be called by the President or any officer of the Executive Board. The officer calling the special meeting shall inform Board members as to the time and place of the upcoming meeting either by notice emailed, mailed, texted, or telephoned to each member not less than 24 hours before such meeting.

D: At all meetings the majority shall rule (except where parliamentary procedure dictates otherwise as noted in Robert's Rules of Order). In the event of a tie, the President shall cast the deciding vote.

E: Only members in good standing of the organization shall be eligible to participate in and/or vote at any meetings of the Organization.

Article XII

Section 1: Bylaws

A: These bylaws may be amended at any meeting of the organization by a two-thirds vote of the members present, and voting, if notice of the proposed amendment(s) all have been given at the previous meeting or by written notice at least two weeks prior to a regular monthly meeting. Copies will be readily available for review by the membership at the time of notification.

B: A committee may be appointed to review and, if necessary, revise the existing set of bylaws. This should be done at least every three years. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment(s).