

**By-Laws  
Of the  
Dunwoody High School  
PTSO  
(Parent Teacher Student Organization)**

- I. NAME. The name of the organization shall be the Dunwoody High School Parent Teacher Student Organization (PTSO).
- II. ORGANIZATION. The articles of organization include (a) the bylaws of this organization and (b) the articles of incorporation.
- III. PURPOSE. The purpose of the organization shall be to aid students of Dunwoody High School by providing support for their educational and recreational needs and to promote open communication between the administration, teachers, students and parents. The organization is organized exclusively for 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").
- IV. BASIC POLICIES. The following are basic policies of this organization:
  - A. The organization shall be noncommercial, nonsectarian, and nonpartisan.
  - B. The organization or members in their official capacities shall not endorse a commercial entity or engage in any activities not related to promoting the objectives of the organization.
  - C. The organization shall work with the school to provide a quality education for all students and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decision 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, 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 purposes set forth in Article XI 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. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

## V. MEMBERSHIP

- A. Regular Membership. All parents and/or legal guardians of students and students who currently attend Dunwoody High School and all current faculty and staff of Dunwoody High School shall be eligible for membership in the organization. Regular members shall have the right to attend and participate in all meetings and activities of the organization, but shall not have the right to make motions, vote or hold office.
- B. Voting Membership. All regular members who are current in the payment of annual dues, as established pursuant to Section V herein, shall be designated as Voting Members. Voting Members shall have the right to make motions, vote, elect officers and hold office.
- C. This organization shall conduct an annual enrollment of Voting Members, but may admit persons to Voting Membership at any time.
- D. Each Voting Member of this organization shall pay annual dues of \$5 or \$ 15 for a family membership.

## VI. MEETINGS

- A. General Meetings. At least two general meetings of the organization shall be held during each school year. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting. Fifteen (15) Voting Members shall constitute a quorum for the transaction of business. Election of officers and amendments to bylaws must occur at general meetings. Additional general meetings may be called, either by vote of the Executive Committee or by petition of a majority of the Voting Members.
- B. Board Meetings. Meetings of the board may be called by the president or by a majority of the members of the executive

committee. A majority (quorum) of the members of the board must be present to conduct business.

#### VII. OFFICERS AND THEIR ELECTIONS.

- A. Each officer shall be a Voting Member of this organization.
- B. There shall be a nominating committee composed of five (5) members who shall be elected by this organization at a board meeting, at least one month prior to the general election meeting. The president is not eligible for election to the nominating committee. The principal is eligible to serve if elected. The nominating committee shall meet at the close of the board meeting to elect a chairman.
- C. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the board meeting in March, at which time additional nominations may be made from the floor.
- D. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- E. The officers of this organization shall consist of one (1) president or two (2) co-presidents, two (2) first vice presidents, four (4) second vice presidents, one (1) secretary, and one (1) treasurer or two (2) co-treasurers. Each officer shall have a vote.
- F. Officers shall be elected by ballot at the board meeting in April, if there is but one nominee for any office, election for that office may be by voice vote.
- G. Officers shall serve for a term of one (1) year or until their successor is elected. All officers shall assume their official duties following the close of the school year.
- H. A person shall not be eligible to serve more than two (2) consecutive terms in the same office.

#### VIII. DUTIES OF OFFICERS

- A. The President or Senior Co-President shall:
  1. Preside at all meetings of the organization and of the executive committee and board.
  2. Vote only in the case of a tie in a vote of the executive committee, the board or the general membership.
  3. Appoint special committees.
  4. Select and appoint the chairpersons of all standing committees and special committees.
  5. Be a member ex-officio of all committees except the

nominating committee.

6. Coordinate the work of the officers and committees of the organization in order that the objectives of the organization are promoted.
7. Perform such other duties as may be prescribed in these bylaws or assigned by the executive committee or the board.

B. The First Vice Presidents or the Junior Co-President shall:

1. Act as an aide(s) to the president
2. Perform the duties of the president in the absence or inability of that officer to act.
3. Perform such other duties as may be prescribed in these bylaws or assigned by the executive committee or the board.

C. The Secretary shall:

1. Record the minutes of all meetings of the organization and of the executive committee and board.
2. Have a current copy of the bylaws.
3. Maintain a membership list.
4. Perform such other duties as assigned by the president or executive committee.

D. The Treasurer or Co-Treasurer shall:

1. Have custody of all the funds of the organization.
2. Keep a full and accurate account of receipts and expenditures.
3. Make disbursements as authorized by the president, executive committee, board or organization in accordance with the budget adopted by the organization.
4. Have checks or vouchers signed by two (2) persons, the treasurer and president.
5. Present a financial statement at every meeting of the organization and at other times when requested by the executive committee or board; prepare an annual report at the end of the fiscal calendar.
6. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article XI, Section 3, of these bylaws.
7. Have the accounts examined annually or upon change of treasurer by an auditor or auditing committee of not fewer than three (3) members, who, satisfied that the

treasurer's annual report is correct, shall sign a statement of the fact at the end of the report. The auditing committee shall be elected by the board. The auditing report shall be given to the organization no later than the first regular meeting of the school year.

- E. The Second Vice-Presidents shall:
  1. Perform such duties as may be prescribed in these bylaws or assigned by the executive committee or the board.
- F. All officers shall be members of the Executive Committee and perform duties outlined in these bylaws and those assigned from time to time. Upon expiration of the term of office or in case of resignation, each officer shall turn over to the president, within two (2) weeks, all records, books and other materials to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

## IX. REMOVAL FROM OFFICE

### A. Request for removal

1. Any Voting Member can request that an elected officer be removed from office. A request, with reasons, must be sent in writing to all members of the executive committee.
2. Within seven (7) days of receiving the written request for removal from office, the executive committee shall meet to determine by 2/3 vote whether or not to hold a hearing based solely upon the information presented in the written request.
3. The executive committee shall communicate its decision in writing three (3) days to the member who submitted the request, and to the board. A copy of the original request for removal shall be attached to the board copy.

### B. Hearing

1. Prior to a vote for removal from office, the elected officer is entitled to a hearing before the board.
2. A hearing for the removal of an officer shall be held within seven (7) days of the decision to hold a hearing.
3. The elected officer must be notified by registered mail at least three (3) days prior to the hearing. If the elected officer fails to appear, that individual's rights for a hearing are forfeited.
4. The president or a vice president shall conduct the

meeting.

5. Based upon the information presented at the hearing the board fifty, by two-thirds (2/3) vote, recommend removal from office.

#### C. Action

1. After the hearing of the board, any recommendation for removal from office must be submitted to the membership for action at a called special general meeting. An officer may be removed by two-thirds (2/3) vote of the membership present and voting, a quorum having been established.

### X. EXECUTIVE COMMITTEE

A. All members of the executive committee must be a Voting Member of the organization.

B. The executive committee:

1. The executive committee shall consist of the officers of the organization.
2. The duties of the executive committee shall be to approve chairman and members of the standing committees; to approve the plans of work of the standing committees; to schedule board and general meetings; to approve routine bills within the limits of the budget; and to conduct the business of the organization between board/general meetings.
3. A majority of the members of the executive committee shall constitute a quorum
4. Meetings of the executive committee may be called by the president or by a majority of the members of the executive committee.

### XI. BOARD MEMBERS

A. All members of the board must be Voting Members of the organization.

B. The board members:

1. The board shall consist of the officers of the organization, the chairman of standing committees, and the principal of the school or a representative appointed by the principal.
2. A majority of the members of the board shall constitute a quorum

C. The duties of the board shall be:

1. To transact necessary business in the intervals between general meetings and such other business as referred to it by the organization.
  2. To create or dissolve standing or special committees.
  3. To present a report at the general meetings of the organization.
  4. To select an auditor or an auditing committee to audit the treasurer's accounts.
  5. To prepare and submit to the organization for adoption a budget for the fiscal year.
  6. To fill all vacancies in office.
  7. To conduct hearings for removal from office.
- D. Regular meetings of the board shall be held at times scheduled by the executive board at its first meeting of the year. Special meetings of the board may be called by the president or by a majority of these members of the board.

## XII. STANDING AND SPECIAL COMMITTEES

- A. Any person holding an appointed position shall be a Voting Member of the organization.
- B. The board may create or dissolve such standing committees as it may deem necessary to.
- C. Promote the objectives of the organization. The term of each chairman shall be one (1) year or until the selection of a successor.
- D. The chairman of each standing committee shall present a plan of work to the executive committee for approval. No committee work shall be undertaken without consent of the executive committee.
- E. The power to form special committees and appoint their members rests with the president.
- F. The president shall be a member ex-officio of all committees except the nominating committee.

## XIII. FISCAL YEAR

- A. The fiscal year of the organization shall be 08 (month) 01 (day) and end the following 07 (month) 31 (day)

## XIV. PARLIMENTARY AUTHORITY

- A. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws or the Articles of Incorporation.

## XV. AMENDMENTS

- A. Bylaws may be amended at any general meeting of the organization by a two-thirds (2/3) vote of the members present and voting, provided that a quorum (15 Voting Members) is present. Notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting.
- B. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing laws only by a majority vote at a general meeting, or by two-thirds (2/3) vote of the board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.