

Colonial Forge High School Parent Teacher Student Organization BYLAWS

Article I: Name

The name of this organization is the Colonial Forge Parent Teacher Student Organization, hereinafter referred to as the organization or the PTSO. It is a local PTSO unit organized under its own authority and in association with the administration and faculty of Colonial Forge High School, hereinafter referred to as CFHS. CFHS is located at 550 Courthouse Rd, Stafford, VA 22554.

Article II: Purpose Statement

The CFHS PTSO is an organization whose purpose is to strengthen, enhance, and encourage the educational and social environment of CFHS. Its goals are to complement the school curriculum with additional resources and/or opportunities for parents, teachers, and students to learn, socialize, communicate, and grow.

Section 1: Objectives

The objectives of the CFHS PTSO are to:

- a. Promote a sense of community for parents, teachers, and students of CFHS through meetings, committees, and events.
- b. Govern by the basic policies set forth in Article IV.

Article III: Tax-Exempt Status

This article contains Internal Revenue Service (IRS) legal statements required to be part of the Bylaws exactly as written as condition of our Tax Exempt 501(c)(3) status:

- a. The organization is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code.
- b. 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 purposes set forth in the purpose clause hereof.
- c. The organization shall not, directly, or indirectly:
 1. 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,
 2. Devote more than an insubstantial part of its activities in attempting to influence legislation by petition or providing representation to political entities.

3. Petitions and appearances on the behalf of CFHS at local governmental bodies are excluded from this policy.
- d. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on:
 1. 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
 2. 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.
- e. Upon dissolution of the organization, assets shall be distributed for one or more exempt purpose(s) 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 federal government, or to a state or local government, for a public purpose.

Article IV: Basic Policies

Section 1: The organization shall be noncommercial, nonsectarian, and nonpartisan.

Section 2: The name of the organization or the names of any members in their official capacities shall not be used in connection with any commercial concern or with any partisan interest or for any purpose not specifically related to promotion of the objectives of the organization.

Section 3: The organization shall work with the school to support quality education for all students and shall not seek to participate in the decision making process establishing school policy, recognizing the legal responsibility to make decisions has been delegated to the school board.

Section 4: The PTSO will operate its fiscal year from 1 July to June 30.

Article V: Articles of Organization

The PTSO exists as an unincorporated organization of its members. Its governing document is its bylaws. Bylaws are required to be reviewed at a minimum of every three years and may be amended at any time by a vote of the organization.

Article VI: Membership, Dues and Voting Eligibility

Section 1: Membership Eligibility

Membership in the PTSO is made available and encouraged for all parents and legal guardians of CFHS students in grades 9-12, and all teachers and staff members affiliated with CFHS. Membership is offered without regard to race, gender, color, creed, or national origin.

Section 2: Enrollment of Members

The organization shall conduct an annual enrollment of members. PTSO enrollment shall begin after the Executive Committee has set the dues rate for the new school year and prior to the first day of classes. No new memberships will be accepted from February 1st through June 30th. The only exceptions are new student enrollment or new staff hires after January 31st. All memberships received during the fiscal year shall expire on June 30th.

Section 3: Dues

The annual dues will be determined by the Executive Committee as stated in Article VIII. Members of the organization shall pay annual dues. Partial year members will pay the full dues rate. Only those paying dues are considered members.

Section 4: Officers & Committee Chairs

Only members of the organization shall be eligible to serve in any of its elected or appointed positions.

Section 5: Voting Eligibility

Only members shall be eligible to vote on PTSO business matters. Only one vote per paid membership may be cast when voting on PTSO business.

Article VII: Duties of Officers

Section 1: President

The President shall preside over all meetings of the organization and of the Executive Committee, Executive Board, and as the official representative of the organization. All correspondence and communication to the CFHS community shall come from the President. The President shall perform such duties as may be prescribed in these bylaws or requested by the Executive Committee or Executive Board and shall be a member ex-officio of all standing committees. They shall coordinate the work of the officers and committees of the organization, except the Nominating Committee. The President will only vote to break a tie at Executive Committee meetings, Executive Board meetings, and General Membership meetings. The President may vote by ballot only in the election of officers.

Section 2: Principal

They shall be the Principal of CFHS or a designee. The Principal is a non-voting member of the Executive Committee and Executive Board.

Section 3: Vice President of Membership

The Vice President of Membership shall perform the duties of the President in the absence or disability of that officer. This person is responsible for organizing the membership drive and maintaining the CFHS PTSO membership roster. This person shall perform such duties as may be prescribed in these bylaws or requested by the Executive Committee or Executive Board.

Section 4: Vice President of Fundraising

The Vice President of Fundraising shall perform the duties of the President in the absence or

disability of the President and Vice President of Membership. This person will plan and implement all fundraising activities approved by the Executive Committee or Executive Board and/or voted on by the organization. This person will generate and maintain any documents requesting donations or outlining fundraising activities. This person shall perform such duties as may be prescribed in these bylaws or requested by the Executive Committee or Executive Board.

Section 5: Secretary

The Secretary shall record and maintain the minutes of all meetings of the organization and of the Executive Committee and Executive Board. The Secretary shall maintain the bylaws and provide them to officers and committee chairs. The Secretary shall perform such other duties as may be requested by the Executive Committee and Executive Board.

Section 6: Treasurer

The Treasurer shall perform the duties as outlined below or as assigned by the Executive Committee or Executive Board:

- a. Financial Accounting
 1. Maintain custody of all the funds, bank statements, tax returns and other financial records of the PTSO.
 2. Preserve all financial records including receipts, invoices, financial forms and funding requests.
 3. Write checks as needed with proper documentation and approval, in accordance with the PTSO's adopted budget.
 4. Make deposits, withdrawals, and order checks.
 5. Perform monthly bank account reconciliations and generate a profit and loss statement showing monthly budget item activity.
- b. Annual Requirements
 1. The accounts shall be examined annually no later than August 31st. Examination shall be made by a professional auditor or accountant, or a Review Committee composed of no less than three PTSO members appointed by the Executive Committee or Executive Board. If satisfied that the Treasurer's annual report is correct, the party conducting the review shall sign a statement of fact at the end of the report. No person is eligible to be on the Review Committee who acted as Treasurer or had custody of the organization's financial records at any time during the period under review. The results of the examination must be reported to the organization.
 2. Ensure all required tax returns are prepared and filed by November 15th and in compliance with 501(c)(3) requirements.
 3. Review organization's 501(c)(3) status and renew if necessary.
 4. The organization's accounts shall be reviewed upon the occasion of a new Treasurer assuming office.

Section 7: Teacher Representative

The Teacher Representative shall be appointed by the school Principal and will serve for one

academic year. At the discretion of the Principal, the Teacher Representative may serve more than one academic year. The Teacher Representative is a non-voting member of the Executive Committee and acts as a liaison between the PTSO and the staff. They shall solicit input on concerns and issues on behalf of the staff and present such items to the PTSO. They may vote at General Membership meetings as long as they are members of the PTSO.

Section 8: Student Representative

There should be a minimum of one Student Representative, but no more than four Student Representatives, one from each grade level, appointed by the school Principal. Student Representatives are non-voting members of the Executive Committee. They shall act as a liaison between the PTSO and the student body.

Section 9: Officer Turnover

Upon the end of their term, all officers shall deliver, to their successors, all official material and an annual report no later than July 15th.

Article VIII: The Executive Committee

Section 1: Members

The Executive Committee shall consist of the elected officers of the organization, the Principal, the Teacher Representative, and Student Representative(s).

Section 2: Duties

- a. To conduct business on behalf of the organization.
- b. To appoint and advise committee chairpersons.
- c. To select an auditor or Review Committee to review the organization's accounts.
- d. To set an annual dues rate no later than July 15th.
- e. To prepare the annual budget in conjunction with the Treasurer.

Section 3: Meetings

Executive Committee meetings shall be held as needed. Dates and times should be determined by the Executive Committee, however, it is recommended that an Executive Committee meeting precede a General Membership meeting when needed. A majority of the Executive Committee's eligible voting members being present shall constitute a quorum. Meetings of the Executive Committee may be called by the President or by a majority of the members of the Executive Committee. Meetings shall require a three-day notice to all Executive Committee members.

Section 4: Removal

A majority vote of the Executive Committee must approve the removal of any member, including officers and committee chairpersons.

Article IX: The Executive Board

Section 1: Members

The Executive Board shall consist of the elected officers of the organization: President, Vice President of Membership, Vice President of Fundraising, Secretary, and Treasurer.

Section 2: Duties

To conduct business on behalf of the organization, working with the Executive Committee to perform all aforementioned duties.

Section 3: Meetings

Executive Board meetings shall be held as needed.

Section 4: Removal

A majority vote of the Executive Committee must approve the removal of any elected officer.

Article X: Committees

Section 1: Committee Members

Only members of the organization shall be eligible to serve in any elected or appointed position. The President of the PTSO or designated representative shall be an ex-officio member of all committees, except the Nominating Committee.

Section 2: Committee Creation

The Executive Committee or Executive Board may create committees as it deems necessary to promote the purposes and carry on the work of the organization. The power to form committees and appoint their chairperson rests with the Executive Committee or Executive Board.

Section 3: Committee Work

The chairperson of each committee shall present a plan of work to the Executive Committee or Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Committee or Executive Board.

Article XI: Committee Responsibilities

Section 1: Chairperson's Responsibilities

A member shall chair only one committee at any given time unless approved by the Executive Committee or Executive Board. The chairperson shall present a budget for Executive Committee or Executive Board approval prior to obligating funds for activities. The chairperson shall keep a notebook to file activities, responsibilities, expenses and After-Action Reports (AAR). An AAR should be presented at the next General Membership meeting and placed in the committee notebook for proper documentation.

Section 2: Meetings

Committee meetings may be called by the chairperson and shall meet as often as is necessary to carry out their functions. The chairperson shall provide the Executive Committee or Executive Board with periodic status reports.

Section 3: Communication & Advertising

Communications and advertising shall be cleared by the Executive Committee or Executive Board.

Section 4: After Action Reports

An after-action report shall be made to the Executive Committee or Executive Board and included in the committee notebook/turnover binder.

Article XII: Election of Officers

Section 1: Eligibility

Each PTSO officer must be a member of the CFHS PTSO at the time of their election and during their tenure.

Section 2: CFHS PTSO Elected Officers

The elected officers of the PTSO shall be President, Vice President of Membership, Vice President of Fundraising, Secretary, and Treasurer. These elected officers are voting members of the Executive Committee and Executive Board. The PTSO President will only vote on Executive Committee and/or Executive Board business to break a tie and may vote as a PTSO member, by ballot only, during officer elections.

Section 3: Officer Elections

- a. Newly elected officers will assume their official duties from July 1st – June 30th.
- b. Officers shall be elected by ballot annually, no later than May 31st, for the following fiscal year.
- c. Elected officers may not serve more than two consecutive terms in the same position unless approved by the Executive Committee, in the instance there are no other nominees. If there is no other nominee, the current incumbent may run again with Executive Committee consent. A person who has served in a position for more than one-half of a full term shall be deemed to have served a full term in that position.

Section 4: Nominating Committee

The Executive Committee shall seek members for the Nominating Committee, which will consist of three members, at the February General Membership meeting. The Nominating Committee will be presented at the March General Membership meeting.

- a. The Nominating Committee shall choose a chairperson from within the three committee members. The three committee members will cast a vote and there will be no ties.
- b. The Nominating Committee will solicit officer nominations from the school community prior to the date of the General Membership meeting in April.

- c. The Nominating Committee shall nominate an eligible person for each position and report its nominees at the General Membership meeting in May, at which time additional nominations may be made from the floor.
- d. Only those persons who have signified, in writing, their consent to serve if elected shall be nominated or elected to such position.
- e. The Nominating Committee shall be responsible for the balloting and the verification of the vote regarding the election of officers at the General Membership meeting.

Section 5: Vacancies

- a. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of General Membership. The vacancy must be advertised to General Membership at least 30 days prior to the election and voted on during the following General Membership meeting. In the event the vacancy needs to be filled immediately and a General Membership meeting will not occur in a timely manner, the Executive Committee may vote to fill a position and then present the results of the election to General Membership at the next scheduled General Membership meeting. Vote may be by ballot, show of hands, or voice vote.
- b. If a vacancy occurs in the office of President, the Vice President of Membership shall serve notice of the election and shall stand as President ex-officio until such election is held.

Article XIII: General Membership Meetings

Section 1: Frequency

General Membership meetings shall be scheduled monthly during the academic year. The timing of such meeting shall be at the discretion of the Executive Committee. All General Membership meetings shall be open to the public. Reasonable notice will be given prior to all General Membership meetings.

Section 2: Voting at General Membership Meetings

- a. Vote will be by voice vote, show of hands, or written ballot as directed by the President.
- b. Results of the votes taken shall be recorded in the minutes.
- c. An election meeting shall be held one month following the close of nominations.
- d. All members present shall constitute a quorum for the purpose of transacting any PTSO business.
- e. Silence gives consent. Those who do not vote allow the decision to be made by those who do.
- f. Proxy voting is prohibited.

Article XIV: Parliamentary Procedures

Section 1. All members present shall constitute a quorum for the purpose of transacting any PTSO business.

Section 2. The President shall exercise control of the meetings by limiting discussion, ruling motions out of order, or tabling motions.

Robert's Rules of Order Newly Revised by Henry M. Robert shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article XV: Reviewing and Revising Bylaws

Section 1: Reviewing Bylaws

- a. The current bylaws shall be reviewed by the Executive Board three years from the last annotated review or as deemed necessary by PTSO membership.
- b. If no revisions or amendments are deemed necessary, the Secretary shall annotate at the bottom of the last page the date the review occurred.
- c. If a revision is necessary, refer to Section 2.

Section 2: Revising Bylaws

- a. The Executive Board shall appoint a Bylaws Revision Committee consisting of three PTSO members to draft and submit a revised set of bylaws to replace the existing bylaws.
- b. The Bylaws Revision Committee shall choose a chairperson from within the committee members. The three committee members will cast a vote and there will be no ties.
- c. Proposed revisions to the bylaws should be advertised for at least thirty days prior to the scheduled vote.
- d. Proposed revisions to the bylaws must be voted on at a General Membership meeting and must be approved by a two-thirds majority of the members present and voting.
- e. After bylaws are approved the Secretary should note on the last page of the newly approved bylaws the date of the approval.
- f. The newly approved bylaws shall be distributed to all PTSO officers and committee chairpersons and made available to the membership.

Article XVI: Finances and Contracts

Section 1: Fiscal Year

The PTSO fiscal year shall begin July 1st and end June 30th.

Section 2: Annual Budget

- a. The Executive Board shall present a budget of anticipated revenue and expenses for the year to membership at the first General Membership meeting of the school year. The proposed budget must be approved by a majority vote of General Membership no later than the September membership meeting. The budget shall be used to guide the activities of the PTSO during the year.
- b. Any deviation of **10% above** on any budget line must be approved in advance by the Executive Committee.

- c. The Executive Board shall present fixed and start-up costs for the upcoming academic year no later than May of the current year.

Section 3: Contracts

The Executive Board is authorized to enter into contracts or agreements for the purchase of materials or services on behalf of the organization if the contracts and agreements comply with applicable regulations, laws and procedures to maintain exempt status for the organization. The Executive Board must authorize any PTSO officer or committee chairperson to enter said contracts or agreements.

Article XVII: Conflicts of Interest

Section 1: Financial Interest

If a member of the organization has a financial interest in an activity of the organization, then that individual must bring the potential conflict to the attention of the Executive Committee.

Section 2: Personal Profit

The Executive Committee shall ensure no member makes a personal profit from a fundraiser for the PTSO.

Section 3: Special Treatment

PTSO officers or committee chairpersons must notify the Executive Committee if they are receiving any non-standard terms or treatment.

Article XVIII: Electronic Meetings, Communication and Voting

Section 1: Electronic Meetings

The Executive Committee, Executive Board, all subcommittees, and General Membership may meet by telephone conference, virtually, or through other electronic communications media, as long as all members can simultaneously clearly communicate, and/or electronically stream each other to participate during the meeting.

Section 2: Electronic Communication

Unless members indicate otherwise to the Executive Committee, all communication required by these bylaws, including meeting notices, may be sent electronically.

Section 3: Electronic Voting

In the event meeting in person is not possible, The Executive Committee or Executive Board may elect to use electronic voting as a means of conducting business for General Membership. Should electronic voting be used, it is the responsibility of the Executive Committee to ensure the platform used for voting is safe and secure, to ensure voting can be conducted in accordance with these bylaws. The outcome of any electronic vote will be recorded in the minutes of the meeting in which the votes were cast and reported to General Membership.

Article XIX: Dissolution

Any dissolution of the organization and termination of its affairs shall take place in the following manner:

- a. The Executive Committee shall adopt a resolution recommending the PTSO be dissolved and the question of such dissolution will be submitted to a vote at a special meeting of members. Written or printed notice stating the purpose of such a meeting, to consider the advisability of dissolving the PTSO, shall be advertised to General Membership at least thirty days prior to the date of such meeting, to be held only on a scheduled school day.
- b. Only members of the PTSO, on the date of adoption of the resolution and who continue to be members on the date of the special meeting, shall be entitled to vote on the question of dissolution at the special meeting.
- c. Approval of the dissolution of the PTSO shall require the affirmative vote of at least two-thirds of the members present.

If dissolution of the PTSO is approved, the PTSO shall allow for all assets to be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or any other applicable law. The PTSO shall surrender its books, records, and remaining property to the CFHS Administration after closing the PTSO bank account(s), resolving all debt, reconciliation of accounts and books, and completion of taxes.

This is a true and correct copy of the bylaws currently in effect; adopted on January 24, 2023.