

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 (PTSO), hereinafter called 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 (CFHS), hereinafter called CFHS. CFHS is located at 550 Courthouse Rd, VA 22554.

Article II: Purposes

Section 1. The purposes of the organization are:

- a. To bring into closer relations the home and the school, so that parents, teachers, students, school administrators and the CFHS community may cooperate mutually in the education of students.
- b. To promote the welfare of the students, school and community.
- c. To develop between educators and the CFHS community such united efforts as will secure for all students the highest advantages in physical, mental and social education.
- d. To encourage better communication between parents, teachers, students, and school administration.
- e. To provide those resources to the school that are not provided or not provided for sufficiently in the school budget and are deemed necessary or desirable by the staff for the support and education of the students at the school.

Section 2. The purposes of the organization are:

- a. Promoted through educational programs directed toward parents, teachers, students and the CFHS community.
- b. Developed through conferences, committees, projects and programs.
- c. Governed and qualified 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 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.

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 provide quality education for all students and shall not seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated to the school board.

Section 4. The PTSO may cooperate with the organizations and agencies concerned with child welfare, but persons representing the PTSO in such matters shall make no commitments that bind the PTSO, unless authorized by the Executive Committee.

Article V: Articles of Organization

The PTSO exists as an unincorporated organization of its members. Its “Articles of Organization” comprise these Bylaws, as from time to time amended by a vote of the organization.

Article VI: Membership, Dues and Voting Eligibility

Section 1. Membership in the PTSO is made available and encouraged for all parents, legal guardians, students in grades 9-12, teachers and staff members affiliated with CFHS. Membership is offered without regard to race, color, creed, or national origin.

Section 2. Only members in good standing of the organization shall be eligible to serve in any of its elected or appointed positions, except insofar as the Executive Committee (Article VIII) invites a nonmember to participate in a non-elected capacity.

Section 3. The organization shall conduct an annual enrollment of members. No new memberships will be accepted from March 15th through June 30th. The only exceptions to accepting new memberships from March 15th through June 30th are:

- a. New Families/Students that enroll in CFHS during this period;
- b. New teachers (including long-term substitutes) and Staff Members that start at CFHS during this period.

Section 4. Each member of the organization shall pay annual dues to the organization. Partial year members will pay the full annual dues rate.

Section 5. The annual dues will be determined by the Executive Committee as stated in Article VIII. The PTSO membership drive shall begin after the Executive Committee has set the member’s dues rate for the new school year and prior to the first day of classes.

Section 6. Only members in good standing shall be eligible to vote on PTSO business matters.

Section 7. All memberships received during the fiscal year shall expire on June 30th.

Article VII: Duties of Officers

Section 1. President

The President shall preside over all meetings of the organization and of the Executive Committee at which he/she may be present; shall serve as the official representative of the organization; shall perform such duties as may be prescribed in these Bylaws or assigned to him/her by the Executive Committee; shall be a member ex officio of all standing committees; and shall coordinate the work of the officers and committees of the organization (except the

Nominating Committee). The President will only vote at Executive Committee meetings and General Membership meetings to break a tie.

Section 2. Executive President

The Executive President shall be the Principal of Colonial Forge High School. The Executive President is a voting member of the Executive Committee.

Section 3. Vice-President of Membership

The Vice-President of Membership shall act as aide to the President and 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. The PTSO membership drive shall begin after the Executive Committee has set the member's dues rate for the new school year and prior to the first day of classes. This person shall perform such duties as may be prescribed in these Bylaws or assigned to him/her by the Executive Committee.

Section 4. Vice-President of Fundraising

The Vice-President of Fundraising shall act as aide to the President and 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 events, approved by the Executive Committee, necessary to meet the financial needs of the organization. The Executive Committee reserves the right to call for a majority vote on any specific fundraiser put before the committee for consideration. This person shall perform such duties as may be prescribed in these Bylaws or assigned to him/her by the Executive Committee.

Section 5. Secretary

The Secretary shall record the minutes of all meetings of the organization and of the Executive Committee. The Secretary shall maintain records of all PTSO meetings and Executive Committee meetings. The Secretary shall maintain the Bylaws, keeping them current on all revisions and providing all officers with copies. The Secretary shall coordinate all correspondence (i.e., letters to organizations, thank-you notes, etc.) and shall perform such other duties as may be delegated to him/her by the Executive Committee.

Section 6. Treasurer

The Treasurer shall perform the duties as outlined below:

- a. Financial Accounting/Reporting Duties:
 1. Have custody of all the funds, bank statements, and other financial records of the PTSO.
 2. Keep a full and accurate account of receipts, expenditures, assets and liabilities of the organization in accordance with Generally Accepted Accounting Principles (GAAP).
 3. Write checks (in accordance with the PTSO's adopted budget) as authorized by the President or a designated Executive Committee member and present them to the authorized signatory for co-signature.
 4. Perform monthly bank account reconciliations to be presented to the Executive Committee.

5. Prepare monthly financial statements for presentation at regular meetings and at other times when requested by the Executive Committee.
 6. Make a full statement of financial position at the meeting at which new officers officially assume their duties.
 7. Insure that all annual fees are paid to maintain the organization's "corporation" status.
 8. Insure that all required tax returns are prepared and filed in a timely manner and in compliance with 501(c)(3) requirements.
- b. Review of Organization's Records
1. The Treasurer's accounts shall be examined annually no later than two months after the organization's fiscal year ends. Examination shall be made by a professional auditor or accountant, or a Review Committee comprised of no less than three PTSO members appointed by the Executive Committee. 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.
 2. The Treasurer's account shall be reviewed upon the occasion of a new Treasurer assuming office.
 3. All reports shall be presented to the General Membership for adoption. The fiscal year-end report shall be presented to the General Membership for adoption at the first General Membership meeting held after the completion of the report.
- c. Other Official Duties
1. The Treasurer shall perform such duties as may be prescribed in these Bylaws or assigned to him/her by the Executive Committee.

Section 7. Teacher Representative

The Teacher Representative shall be appointed by the school Principal and will serve for a period of one (1) year. At the discretion of the Principal, the Teacher Representative may serve more than 2 consecutive terms. The Teacher Representative is a voting member of the Executive Committee. This person shall act as a liaison between the PTSO and the teaching/administrative staff. This person shall solicit input on concerns and issues on behalf of the teachers and present such items to the PTSO.

Section 8. Student Representative

The Student Representative shall be appointed by the school Principal and will serve a period of one (1) year. The Student Representative may not serve more than two (2) consecutive terms. The Student Representative is a voting member of the Executive Committee. This person shall act as a liaison between the PTSO and the Student Government Association, which represents the student body.

Section 9. All officers shall:

Perform the duties in these Bylaws and those assigned from time to time through Executive Committee decision. Upon the end of their term, deliver to their successors all official material and an annual report not later than 30 days following the start of the fiscal year.

Article VIII: The Executive Committee

Section 1. The Executive Committee shall consist of the elected officers of the organization, the Executive President, the Teacher Representative, and the Student Representative.

Section 2. The duties of the Executive Committee shall be:

- a. To transact necessary business in the intervals between General Membership meetings and such other business as may be referred to it by the organization.
- b. To appoint standing and special Committee Chairpersons and approve the plans of work of these committees.
- c. To select an auditor or Review Committee to review the Treasurer's account.
- d. To set annual member's dues rate no later than August 15th.
- e. To prepare a budget for the fiscal year.
- f. To approve routine bills within the limits of the budget.
- g. To prepare and submit an annual report of the organization's business for the incoming Executive Committee.

Section 3. Regular meetings of the Executive Committee shall be held at least four (4) times during the year. Dates and times to be determined by the Executive Committee. A majority of the Executive Committee members being present shall constitute a quorum.

Section 4. Special meetings of the Executive Committee may be called by the President or by a majority of the members of the Executive Committee. Special meetings require a three-day notice to all Executive Committee members.

Article IX: Standing and Special Committees

Section 1. Only members of the organization shall be eligible to serve in any elected or appointed position.

Section 2. The Executive Committee may create such standing or special committees as it may deem necessary to promote the purposes and carry on the work of the organization.

Section 3. The chairperson of each committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee.

Section 4. The power to form special committees and appoint their chairperson rests with the Executive Committee. A special committee ceases to exist after it completes its job.

Section 5. The President and Executive President of the PTSO or his/her representative shall be ex-officio members of all committees, except the Nominating Committee.

Article X: Committee Responsibilities

Section 1. The Committee Chairperson shall keep a notebook to file activities, responsibilities and expenses.

Section 2. The Committee Chairperson will present a budget for Executive Committee approval prior to obligating funds for activities.

Section 3. A Member shall chair only one committee at any given time unless approved by the Executive Committee.

Section 4. Committee meetings shall be called by the Committee Chairperson and shall meet as often as is necessary to carry out their functions. The Committee Chairperson shall provide the Executive Committee with periodic status reports.

Section 5. Publicity and communications shall be cleared by the Executive Committee or designated Executive Committee member.

Section 6. A project summary report, including lessons-learned and final financial report, shall be made to the Executive Committee at the conclusion of the Committee-led event.

Article XI: Election of Officers

Section 1. Each PTSO Officer must be a member in good standing of the CFHS PTSO at the time of their election. The PTSO Officers must pay their PTSO membership dues for the year in which they hold office.

Section 2. PTSO Officers are:

- a. 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. The PTSO President will only vote to break a tie.
- b. The Principal of CFHS shall serve as Executive President of the organization. The Executive President is a voting member of the Executive Committee.
- c. One Teacher Representative will be appointed annually by the Executive President. The Teacher Representative is a voting member of the Executive Committee.

- d. One Student Representative will be appointed annually by the Executive President. The Student Representative is a voting member of the Executive Committee.

Section 3. Officer Elections

- a. Newly elected Officers shall assume their official duties at the start of the fiscal year and shall serve until the end of the fiscal year (July 1st – June 30th).
- b. Officers shall be elected by ballot annually no later than May 31st for the following fiscal year. However, if there is but one nominee for an office, election for that office may be by voice vote. If all positions are uncontested, then the slate of officers may be presented to the General Membership and approved by a voice vote at the General Membership Meeting. Contested positions will be decided by a plurality vote.
- c. Elected Officers and appointed standing Committee Chairpersons may not serve more than two (2) consecutive terms in the same office unless approved by the Executive Committee. 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 that office.

Section 4. Nominating Committee

- a. The Executive Committee shall appoint a Nominating Committee consisting of three PTSO members.
- b. 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.
- c. The Nominating Committee will solicit officer nominations from the school community no later than one (1) month prior to the date of the General Membership Meeting in April.
- d. The Nominating Committee shall nominate an eligible person for each office and report its nominees at the General Membership Meeting in April, at which time additional nominations may be made from the floor.
- e. Only those persons who have signified their consent to serve if elected shall be nominated or elected to such office.
- f. 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 the Executive Committee. The vacancy must be advertised to the General Membership at least 30 days prior to the election. Results of the election will be given to the General Membership at the next scheduled General Membership Meeting.
- 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 XII: General Membership Meetings

Section 1. General Membership Meetings shall be scheduled monthly. 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. An election meeting shall be held within one month of the close of nominations.

Section 3. A majority of the Executive Committee members being present, and any number of General Membership participants present shall constitute a quorum for the purpose of transacting any PTSO business.

Article XIII: Voting

The voting at General Membership Meetings shall be:

- a. 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. A majority of the Executive Committee members being present, and any number of General Membership participants present shall constitute a quorum.

Article XIV: Parliamentary Authority

Section 1. The President shall exercise control of the meetings by limiting discussion, ruling motions out of order, or tabling motions.

Section 2. PTSO Membership may override the President's direction by a majority vote.

Section 3. 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: Bylaws Amendments, Revisions and Reviews

Section 1. Amending Bylaws

- a. Bylaws amendments may be initiated by a PTSO committee or by any PTSO member.
- b. Proposed amendments to the Bylaws must be advertised for at least 30 days prior to the scheduled vote.

- c. Proposed amendments to the Bylaws must be voted on at a General Membership Meeting and must be approved by a two-thirds majority of members present and voting.

Section 2. Revising Bylaws

- a. The Executive Committee shall appoint a Bylaws Revision Committee consisting of three PTSO members to draft and submit a revised set of Bylaws as a substitute for 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. The requirements for the adoption of a revised set of Bylaws shall be the same as in the case of a proposed amendment.

Section 3. Reviewing Bylaws

- a. The current Bylaws shall be reviewed by the Executive Committee three years from the last annotated review.
- 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 or amendment(s) are deemed necessary or are desired, then refer to Section 1 or Section 2 for the procedures to follow.
- d. After the revision or amendments are approved and incorporated into the Bylaws, the Secretary should note on the last page of the newly approved Bylaws the date of the approval.
- e. The newly approved Bylaws should be distributed to all PTSO Officers, Committee Chairpersons, and made available to the General Membership.

Article XVI: Finances and Contracts

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

Section 2. The Executive Committee shall present a budget of anticipated revenue and expense for the year to the membership at the first General Membership Meeting of the school year. The proposed budget must be approved by a majority vote of the General Membership. The budget shall be used to guide the activities of the PTSO during the year.

Section 3. Any deviation of 10% above on any budget line must be approved in advance by the Executive Committee. A deviation of 10% below on any budget line must be reported to the Executive Committee.

Section 4. The Executive Committee is authorized to enter into contract or agreements for the purchase of materials or services on behalf of the organization as long as the contracts and agreements comply with applicable regulations, laws and procedures to maintain exempt status

for the organization. The Executive Committee must authorize any PTSO Officer or Committee Chairperson to enter into said contracts or agreements.

Section 5. Any check issued by the PTSO requires two authorized signatures.

Section 6. The Executive Committee shall ensure the Treasurer's accounts are examined annually as outlined in Article VII, Section 6, para. b. Review of Organization's Records.

Article XVII: Conflicts of Interest

Section 1. If a PTSO Officer, Committee Chairperson, or member of the organization has a financial interest conflicting with the interest of the organization, then that individual must bring the potential conflict to the attention of the other PTSO Officers, Committee members, or General Membership and refrain from deliberating or voting on any decision with respect to the matter.

Section 2. No PTSO member shall make a personal profit from any fundraiser for the PTSO. PTSO Officers or Committee Chairpersons must notify the Executive Committee if they are receiving any non-standard terms or treatment from the PTSO or school.

Article XVIII: Dissolution

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

Section 1. The Executive Committee shall adopt a resolution recommending that the PTSO be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the PTSO shall be advertised to the General Membership at least thirty (30) days prior to the date of such meeting. Such meeting shall be held only on calendar school days during the academic year of the school involved.

Section 2. Only members in good standing of the PTSO on the date of adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution.

Section 3. Approval of dissolution of the PTSO shall require the affirmative vote of at least two-thirds of the members present and entitled to vote on the question of dissolution.

Section 4. If dissolution is approved:

- a. The PTSO shall yield up and surrender all its books, records, assets, and property to a Dissolution Committee whose chairperson is appointed by the President of the PTSO. The Dissolution Committee will be comprised of three (3) PTSO members selected at

- the time of dissolution resolution is approved, and the Principal of CFHS or his/her representative.
- b. The Dissolution Committee, on behalf of the PTSO, shall satisfy any outstanding indebtedness from funds available, and shall liquidate any real property owned by the organization.
 - c. All assets of the PTSO shall be assigned to appropriate projects, consistent with the objectives of the organization, as recommended by the school administration.
 - d. Check-signing authority shall be handed over to the Dissolution Committee Chairperson.
 - e. A report concerning the final disposition of organization funds shall be published and presented to the members at the time of the dissolution, within 45 days of the approval of the motion to dissolve.

Section 5. Once dissolution is approved, the Dissolution Committee shall arrange to surrender all PTSO books, records, assets, and property to Colonial Forge High School. Further, in the event Colonial Forge High School is unable to receive the assets, distribution shall be made to a charitable education or scientific organization, 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.

Section 6. In the event the CFHS Principal determines the PTSO Executive Committee has knowingly and willingly failed to uphold the Bylaws as adopted or subsequent amendments, the CFHS Principal reserves the exclusive right to disband the PTSO Organization. In this event, the dissolution process will take place immediately as previously outlined in this Article.

This is a true and correct copy of the Bylaws currently in effect; adopted June 5, 2018.

Maria Arner, PTSO President
Greg Daniel, PTSO Executive President
Kate Schroeder, PTSO Vice-President of Membership
Flora Stone, PTSO Vice-President of Fundraising
Carmen Cata, PTSO Treasurer
Laura Rodier, PTSO Secretary
Diane Briggs, PTSO Teacher's Representative
Erin Liebe, PTSO Student Representative