

**Cab Calloway School of the Arts**  
**Parent Teacher Student Organization Bylaws**

**Article I: Name and Purpose**

**Section 1:**

The name of this organization shall be "Cab Calloway School of the Arts Parent Teacher Student Organization" (Cab Calloway PTSO), hereinafter referred to as "the organization." The supported school is Cab Calloway School of the Arts, hereinafter referred to as "the school."

**Section 2:**

The objectives of the organization are:

- a. To promote the welfare of children and youth at the school, the home, and the community.
- b. To bring into closer relation the school and the home, so that parents, teachers, and administrators may cooperate to secure, for every child, the greatest advantages in academic, mental and social growth, as well as physical well-being.
- c. To serve as a means of maintaining an effective communication system between the school and the home.
- d. To support activities to enhance a positive school spirit and an effective school environment.

**Article II: Basic Policies**

**Section 1:**

The organization shall be noncommercial, nonsectarian, and nonpartisan. The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern, or with any partisan interest, or for any purpose not appropriately related to promotion of the objectives of the organization and only for purposes within the meaning of section 501©(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501©(3) of the Internal Revenue Code or the corresponding section of any future United States Internal Revenue law.

**Section 2:**

In the event of the dissolution of the organization, after payment or provisions for all debts and liabilities have been made, its remaining assets shall be donated to the Cab Calloway School of the Arts School in the Red Clay Consolidated School District. In the event that it becomes impossible to donate remaining assets to this school, the organization shall dispose of the remaining assets of the organization exclusively to an organization whose purposes are similar to those of this organization, and that have in Internal Revenue Service determination or ruling of tax exemption under Section 501 (c)(3) and 170 ©(2) of the Internal Revenue Code of 1954 or comparable provisions of federal statutes then in effect.

**Article III: Articles of Organization**

**Section 1:**

The organization exists as an unincorporated organization of its members. Its Articles of Organization comprise these bylaws, as from time to time amended. These bylaws shall be deemed Articles of Association.

## **Article IV: Fiscal and Legal Procedures**

### **Section 1:**

The fiscal year of the organization shall begin on August 1 and end on July 31 of the following year, but may be changed by resolution of the Executive Board.

### **Section 2:**

The annual budget will be drafted by the Executive Board and approved by a simple majority of the General Membership of the organization that are present during the first meeting of the PTSO's school year.

### **Section 3:**

Checks, Drafts, Etc.

- a. All checks, orders for the payment of money, bills of lading, warehouse receipts, obligations, bills of exchange, and insurance certificates shall be signed or endorsed by such officer or officers of the organization, and in such manner as shall from time to time be determined by resolution of the Executive Board, or of any committee to which such authority has been delegated by the Board.
- b. All funds of the organization, not otherwise employed, shall be deposited immediately in general or special accounts in such banks, trust companies, or other depositories as the Executive Board, or any committee or officer to which or to whom such authority has been delegated by the Board may select. For the purpose of deposit and for the purpose of collection for that account of the organization, both the President and the Treasurer shall be the authorized signors for all checks, drafts, and other orders of the organization. In the event that the offices of President and Treasurer are held by the same person, the Secretary shall be the second authorized signor for all accounts held by the organization.
- c. All requests for reimbursement shall be submitted on the designated form with acceptable documentation. Reimbursement shall be approved by two members of the Executive Committee. No one shall approve reimbursement for themselves.

### **Section 4:**

Correct books of account of the activities and transactions of the organization shall be kept in the office of the organization, or in the school office should the organization's office be no longer available. These books are subject to review and audit as determined by the Executive Board. Organizational records shall include a minute book, which shall contain a copy of these Bylaws, any Articles of Association, and all minutes of meetings of the Executive Board and General Membership.

## **Article V: Membership and Dues**

### **Section 1:**

Membership in the Cab Calloway PTSO shall be made available to any parent, legal guardian, other person standing "en loco parentis," faculty and/or staff member who subscribes to the objectives and basic policies of the organization without regard to race, color, ethnicity, creed, or national origin.

### **Section 2:**

Each member of the organization shall pay annual dues in an amount determined by the Executive Board.

**Section 3:**

The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

**Section 4:**

Only members in good standing who have paid the dues required for membership and have demonstrated active participation, such as attending PTSO meetings, during the academic year shall be eligible to serve in any of its elective or appointive positions.

**Article VI: Officers and Their Election**

**Section 1:**

The officers of this organization shall consist of a President, a President Elect, a Secretary, a Treasurer, a Director of Fundraising, a Director of Student Service, and a Director of School Support. No one person shall hold more than one office at a time. At the discretion of the Executive Board, the school principal may be assigned an advisory position of Advisor. In general, Officers should only serve a maximum of two terms in any one position, but may be re-elected to any number of consecutive terms if so desired by the majority of the voting membership.

**Section 2:**

Each officer of this Organization shall be a member in good standing of the PTSO.

**Section 3:**

Officers shall be elected by ballot or visual vote annually, in the month of May. However, if there is but one nominee for any office, election for that office may be by voice vote.

**Section 4:**

Nomination of Officers:

- a. A nomination form, soliciting volunteers to serve as officers of the PTSO will be printed in the PTSO official newsletter and sent to parents in the April edition. This form will include a listing of all positions and their duties.
- b. If there is not at least one volunteer for each position, the current Board shall nominate one person for each office to be filled. Additional nominations may be made from the floor at the election meeting held during May.
- c. Only those nominated members who have signified their consent to serve if elected, shall be placed on the ballot.
- d. The President Elect shall be nominated for the President after serving one or more terms as President Elect.

**Section 5:**

Officers shall assume partial duties immediately following the close of the election meeting by "shadowing" their outgoing counterparts for the duration of the fiscal year. Outgoing officers will train the newly elected officers in their respective duties. On the first day of the new fiscal year, newly elected officers shall fully assume their official duties and shall serve for a term of one year.

**Section 6:**

A vacancy in any office shall be filled for the unexpired term by a member elected by a majority vote of the remaining members of the Executive Board.

## **Article VII: Duties of Officers**

### **Section 1:**

The President shall preside at all meetings of the organization and of the Executive Board; shall be a member, ex officio, of all committees; shall coordinate the work of officers and committees of the organization in order that the objectives may be promoted; and shall perform other duties as may be prescribed by these bylaws or assigned by the Executive Board. The President votes only in the event of a tie.

### **Section 2:**

The elected President Elect shall act as aide to the President and shall perform the duties of the president in the absence of or the inability of that officer to act; shall also represent the President as requested, oversee chairpersons of committees, as designated, and perform other duties, as assigned. The President Elect shall train to run for election as President after serving one or more terms as President Elect.

### **Section 3:**

The office of Advisor is an advisory, non-voting office to be held by the Principal/Dean of Cab Calloway School of the Arts, or a representative appointed by the Principal/Dean.

### **Section 4:**

The Secretary shall be responsible for any recording and correspondence including, but not limited to: keeping accurate records of all minutes of meetings; notifying members of their election to office or appointment to committees. The Secretary shall at all times have incorporated into the book of minutes a complete and up-to-date copy of the Bylaws, properly annotated with any amendments and carrying the date the amendment was accepted by the organization. The Secretary shall provide the minutes of the previous meeting to be reviewed and accepted into the record. The Secretary shall oversee chairpersons of committees, as designated

### **Section 5:**

The Treasurer shall have custody of all funds of the organization; shall keep a full and accurate account of receipts and expenditures, shall make disbursements in accordance with the approved budget, as authorized by the Executive Board. The Treasurer shall present a financial report at every meeting of the organization and at other times when requested by the Executive Board. Monthly Treasurer Reports shall include a detailed report from each Standing Committee including the original bank statements. The Treasurer shall be responsible for the maintenance of such books of accounts and records as conforms to good business practices. The Treasurer's accounts shall be audited annually, in May, by a committee of at least three members of the organization who, satisfied that the Treasurer's report is correct, shall sign a statement of that fact at the end of the report and file this report with the Treasurer's books. At the direction of the Executive Board, the Treasurer's books may be audited at additional times throughout the fiscal year. The collector of cash must provide an accounting of the cash collected at the end of each activity. All cash must be counted by at least two individuals, who must sign a deposit envelope and otherwise attest to the amount of the cash. All cash must be deposited in a reasonable time from collection. The Treasurer shall oversee chairpersons of committees, as designated

**Section 6.** The Director of Fundraising shall oversee the fundraising committees; shall ensure fundraising activities are reviewed, approved, coordinated, and scheduled appropriately; shall be the primary liaison between the fundraising committee chairs and the executive board. The Director of Fundraising shall report on monthly fundraising activities via a written update at monthly PTA meetings and coordinate with the Treasurer to ensure all fundraising money is correctly collected, deposited, appropriated; and disbursed, and accounted for.

**Section 7.** The Director of Student Services shall oversee the activities of committees pertaining to student activities and services like student orientation; shall ensure that student related activities are reviewed, approved, coordinated, and scheduled appropriately; shall be the primary liaison between the student service committee chairs and the executive board; and shall report on student related activities via a written report at monthly PTA meetings. The Director of Student Services will coordinate with the Treasurer to ensure all student services money is correctly budgeted, disbursed and accounted for.

**Section 8.** The Director of School Support shall oversee the activities of committees pertaining to school support like library, staff appreciation, adopt a teacher, etc.; shall ensure that school support activities are reviewed, approved, coordinated, and scheduled appropriately; shall be the primary liaison between the school support committee chairs and the executive board; and shall report on school support related activities via a written report at monthly PTA meetings. The Director of School Support will coordinate with the Treasurer to ensure all student services money is correctly budgeted, disbursed and accounted for.

**Section 9:**

It shall be the duty of each officer to attend all scheduled meetings of the organization or the Executive Board unless the officer has a reasonable excuse.

**Section 10:**

All officers shall perform the duties outlined in these bylaws and those assigned from time to time by the Executive Board without compensation with the exception that expenses incurred in the furthering of the organization's objectives are allowed to be reimbursed with proper documentation and prior approval. Upon expiration of the term of office, or in the case of resignation, each officer shall turn over to the President without delay, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office.

**Section 11:**

Resignations of office are effective upon receipt of written notification by the Secretary of the Board.

**Article VIII: Executive Board**

**Section 1:**

The Executive Board shall consist of the officers of the organization the Director of Fundraising, Director of Student Services, the Director of School Support, and the principal of the school (or appointed representative). The officers of the organization shall select the chairpersons of the other committees.

**Section 2:**

The duties of the Executive Board shall be:

- a. To transact necessary business in the intervals between the general meetings of the organization and such other business as may be referred to it by the organization.
- b. To create committees in addition to those specified herein and designate their assignment in the organizational hierarchy.
- c. To approve the plans of work of the committees and keep the organization informed of said work plans.
- d. To prepare and submit to the organization for approval, a plan for the fiscal year.

**Section 3:**

The executive Board shall have the authority to declare an office vacant when an officer of the organization fails to attend two consecutive meetings of the organization or of the Executive Board without reasonable excuse. A two-thirds majority vote of the Executive Board shall be effective to execute the removal of an officer for this reason or for any reason whenever, in the Executive Board's judgement, the best interests of the organization will be served thereby.

**Section 4:**

Regular meetings of the Executive Board shall be held as needed during the school year, the times to be fixed by the board. Four Executive Board members shall constitute a quorum. Action may be taken by a simple majority vote.

**Section 5:**

Prior approval for all expenditures not otherwise authorized through the budget shall be obtained from a quorum of the Executive Board. The Executive Board shall not be responsible for reimbursement of any expense incurred by any committee member, officer, or general member without prior approval.

**Article IX: Meetings**

**Section 1:**

A least seven general meetings of the organization shall be held during the school year unless otherwise provided for by the organization or Executive Board, with seven days notice having been given.

**Section 2:**

The President or a majority of the Executive Board may call special meetings. Three days notice shall be given.

**Section 3:**

A number equal to 5% of the membership as of September 30 of the current academic year shall constitute a quorum for the transaction of business at any meeting. Action may be taken based on a simple majority of votes cast at a meeting.

## **Article X: Committees**

### **Section 1:**

The Executive Board may establish committees of the Board composed of at least two persons, which, except for an Executive Committee, may include members of the PTSO who are not Board members. The Board may make such provisions for appointment of the chair of such committees, unless elected, establish such procedures to govern their activities and delegate thereto such authority as may be necessary or desirable for the efficient management of the property, affairs, business, and/or activities of the organization.

### **Section 2:**

The appointed chair(s) of each committee shall present a plan of work to the Executive Board for approval. The Chair(s) of each committee shall keep notes of the work being done and present a summary of work and the budget at the end of their term or project. No committee work or expenditure shall be undertaken without the consent of the Executive Board.

### **Section 3:**

The power to form special committees and appoint their members rests with the Executive Board. Upon fulfillment of the special purpose for which the committee is created and the presentation of a final work and expense report to the Executive Board, all special committees shall be automatically dissolved.

### **Section 4:**

The Executive Board hereby establishes the following committees: Fundraising and Student Services and School Support. The officers: Director of Fundraising, Director of Student Services, and Director of School Support, respectively, will chair these committees.

## **Article XI: Amendments**

### **Section 1:**

These bylaws may be altered, amended, or repealed, and additional bylaws adopted by an affirmative vote of the majority of the members present at any regular or special meeting at , provided prior notice of proposed changes is given in the notice of the meeting at which such action is taken, or provided a quorum of members waive such notice.