Article I – Name:

The name of the organization shall be the Carver Middle School Parent Teacher Student Organization (CMS PTSO).

Article II – Purpose:

**Section 1:** To promote an enriched educational environment by fostering a cooperative and beneficial relationship among Carver Middle School students, parents, faculty, and staff.

**Section 2:** To provide those resources to the school that are not provided or not provided sufficiently for in the school budget and are deemed necessary or desirable by the staff for the support and education of the children at the school.

Article III – General Provisions:

**Section 1:** This organization will conduct itself in a manner that is free of discrimination and will provide equal opportunity and treatment for all members. Membership discrimination based on race, religion, color, age, rank, national origin, or sex is not permitted.

**Section 2:** The PTSO shall be noncommercial, nonsectarian, and nonpartisan.

**Section 3:** The name of the PTSO or the names of any members with their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the principles of the PTSO.

**Section 4:** The PTSO may cooperate with other organizations and agencies concerned with child welfare, but shall not enter into membership with other organizations. A PTSO representative shall make no commitments that bind the group he/she represents.

**Section 5:** No part of the net earnings of the PTSO shall be used to the benefit of, or be distributable to its members, directors, trustees, officers or other private person except that the PTSO shall be authorized and empowered to pay reasonable compensation for service rendered.

**Section 6:** The PTSO shall seek neither to direct the administrative activities of the school nor control its policies. The organization shall work with the school to provide quality education for all children and youth, and shall seek to participate in the decision-making processes establishing school policy, recognizing the legal responsibility to make education policy is delegated by the people to the board of education.

Article IV – Membership and Dues:

**Section 1:** Active members shall consist of parents or guardians of students in the Carver Middle School, any member of the faculty or staff of said school who have paid dues and any member of the student body who is properly enrolled and in regular attendance at said school or any other person connected to the school.

**Section 2:** The privileges of holding office, making motions, debating and voting shall be limited to paid members.

**Section 3:** The current dues are $5.00 per family.

Article V - Officers and Governing Body:

**Section 1 – Executive Board:** The Executive Board shall consist of the elected PTSO officers - President, Vice-President(s), Treasurer, and Secretary, Principal (non-voting). All being paid members of the PTSO

**Section 2 – Duties of the Executive Board:**

1. **President:** shall attend all meetings of the Executive Board and General Memberships, shall prepare agendas for Executive Board and General Membership meetings. Serve as the primary contact for the principal. The President shall remain unbiased on all issues. The President shall appoint all committees, shall see that all books, reports and certificates, as needed, are properly kept or filed, and shall have such powers as may be reasonably construed as belonging to the chief executive of any organization. The President shall have signatory rights for all financial accounts with Treasurer & Co Vice-Presidents. The President shall notify the principal and all board members of meetings
2. **Co Vice-Presidents:** shall act as an aide(s) to the President and shall, in designated order, perform the duties of the President in the absence or inability of that officer to serve, and will also edit the minutes sent to the membership. This is the only office that may be co-chaired. The Co Vice-President shall have signatory rights for all financial accounts with the President and Treasurer.
3. **Secretary:** shall keep and edit accurate minutes and records of the organization in appropriate books: shall be the official custodian of the records, and shall exercise all duties incident to the office. The Secretary shall perform other duties as may be delegated to the office.
4. **Treasurer:** shall prepare an annual budget, shall receive all monies of the organization, shall keep an accurate record of the receipts and expenditures and shall pay out local funds only as authorized by the Board. The Treasurer shall have signatory rights for all financial accounts. The Treasurer shall provide a Profit/Loss Statement at all General PTSO meetings.
5. **Principal:** is a non-voting member of the PTSO. They shall be there to assist, give direction, and offer staff input to the PTSO.

**Section 3 – Board Members:** The Board Members shall consist of the elected PTSO officers: Reporter (voting), Volunteer Coordinator (voting), Teacher Representative (non-voting), One (1) 6th grade Representatives from the three Pod, One (1) 7th grade Representatives from the three Pod, One (1) 8th grade Representatives from the three Pod,. All being paid members of the PTSO.

**Section 4 – Duties of the Board Members:**

1. **Reporter:** shall
2. **Volunteer Coordinator:** shall
3. **Teacher Representative:** is a non-voting member of the PTSO. They shall supply input to the PTSO from the faculty and staff. The Principal will elect the Teacher Representative to work with the PTSO
4. **6th Grade Representatives:** They shall supply input to the PTSO from the 6th grade students in their Pod.
5. **7th Grade Representatives:** They shall supply input to the PTSO from the 7th grade students in their Pod.
6. **8th Grade Representatives:** They shall supply input to the PTSO from the 8th grade students in their Pod.

Article VI – Officers and Elections:

At the opening of the Carver Middle School, the election of the Executive PTSO Officers will be established by the Principal for the current school year. After said year, nominations for each position will be accepted and a slate of officers will be announced at the end of the current school year.

The election of officers beginning in the school year and subsequent years will take place as follows:

**Section 1:** At the opening of the new Carver Middle School, the election of the Executive PTSO Officers will be established by the Principal for the current school year. After said year, nominations for each position will be accepted and a slate of officers will be announced at the end of the current school year.

**Section 2:** The election of officers beginning in the school year 2010-2011 and subsequent years will take place as follows:

1. The current year PTSO officers shall be responsible for receiving all suggestions for persons to serve as officers. They shall prepare a slate of officers to present for election by parents/guardians of the student body and staff members if deemed necessary. The officers shall contact all persons nominated to confirm their willingness to serve. The officers shall ensure that all nominees are eligible to serve in the office.
2. A slate of officers will be announced by the end of the school year.

**Section 3:** In the case of a vacancy in the office of President during the school year, one of the Vice President(s) shall serve as President for the remainder of the school year. To be voted on by remaining Board Members. Any other vacancies occurring during the year will be filled by recruitment of volunteers and voted on by the remaining officers to finish the unexpired term.

**Section 4–Eligibility:** Members are eligible for the office if they are members in good standing.

**Section 5 –Terms of Office:** Officers are elected for one year and may serve not more than three (3) consecutive terms in the same office. Each person elected shall hold only one office at a time.

**Section 6 – Vacancies:** If there is a vacancy in the office of president, the co-vice presidents will become the president. At the next regularly scheduled meeting, a new co-vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election of presented slate nominations at the next regular meeting.

**Section 7 – Removal from Office:** The replacement or dismissal of officers may be deemed necessary due to circumstances including but not limited to the following:

1. Personal differences with other PTSO officers or school staff.
2. Repeated unexcused absents from duties.
3. For a PTSO officer to be replaced or dismissed, the officer must be counseled 2 times for said offense or combination of written offenses. Dismissal requires a quorum vote by remaining PTSO officers and Principal.
4. Misappropriation of PTSO property and/or money will handled with immediate dismissal through a quorum vote by remaining PTSO officers and Principal.

Article VII – Meetings:

**Section 1 –General Meetings:** There shall be a minimum of four general membership meetings during the school year. The officers, in conjunction with the principal, will designate the dates and times of the general membership meetings. The parent/guardians of the student body will be notified of the dates and times of the general membership meetings. A general membership meeting may be called upon the recommendation of a quorum of the officers with a minimum of one week’s notice provided to parents/guardians. General membership meetings may include the following business:

1. **Inspirational message**
2. **Pledge**
3. **Statement (Profit/Loss) from Treasurer**
4. **Reading of Communication**
5. **Business/Programs/Announcement**

Article VII – Meetings: (continued)

Individuals who are not members of the PTSO may attend general membership meetings. In the case of a necessary vote on an issue, all members who have currently paid the annual dues shall be designated as Voting Members. Voting Members shall have the right to vote on all issues before the membership, to elect officers, and to hold office.

Article VIII – Committees:

**Section 1:** Committees that may be appointed by the President include MEMBERSHIP, HOSPITALITY, and FUNDRAISING. This list is not all-inclusive, and the President may appoint any other committee for the term of the current administration if required to promote the objectives and interests of the PTSO.

**Section 2:** No committee work shall be undertaken without the approval of the President.

**Section 3:** The President shall appoint the chairman of a committee for the term of the current administration.

Article IX – By-Laws:

These By-Laws shall be made available to individuals upon request.

Article X – Changes to By-Laws:

These By-Laws may be altered, amended or repealed by majority vote for such changes to include the Principal, PTSO Executive Officers, and brought before the School Council for acceptance.

Article XI – Budgetary Matters

**Section 1:** The officers shall present to the membership at the first regular meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the officers during the year.

**Section 2:** The Board (on approval) may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officers shall not have the authority, however, to enter into such agreements on behalf of Walnut Grove High School or the Walton County School District, nor should they hold themselves out as having such authority.

**Section 3:** No loans shall be made by the organization to its officers or members.

**Section 4:** All checks, drafts or other orders for the payment of money on behalf of the organization shall be signed by the President or Treasurer. Any expenditure more than $100.00, must be voted on by PTSO Board Members.

**Section 5:** The Treasurer shall deposit all funds of the organization to the credit of the organization in the bank, trust company or other depository as selected by the PTSO. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from receipt of the funds and/or orders of payment.

**Section 6:** The officers have the authority to appoint an auditor or an auditing committee at least four weeks before the end of the school year to audit the Treasurer’s accounts.

**Section 7:** Basic guidelines for auditing purposes shall be followed.

**Section 8:** Upon dissolution of this organization all remaining assets must be used exclusively for exempt purposes at Walnut Grove High School.

Article XII – Rules of Order:

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

These By-Laws were adopted by the membership by a majority vote during a PTSO Executive Meeting properly called on , 2014, and shall take effect immediately.

Signed by:

CMS Principal:

Dr. Dawn Spruill

President-PTSO:

Deborah L. Atha

Co Vice-President-PTSO:

Kelly Gattis

Co Vice-President-PTSO:

Leigh-Ann Conner

Treasurer-PTSO:

Secretary-PTSO:

Amie Cavins

REVISED BY-LAWS, 2014