

Bylaws
WRHS PTSO
Winnisquam Regional High School
Parent Teacher Student Organization

I NAME

The name of this organization shall be **WRHS PTSO (Winnisquam Regional High School Parent Teacher Student Organization)**

II PURPOSE

Section 1. The purpose of this corporation shall be to enhance the education and community spirit of the students, parents and staff of WRHS and to promote a closer relationship between the home, the school and the community.

Section 2. The corporation is organized exclusively for the charitable, scientific, literary, or education 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").

III MEMBERSHIP AND VOTING

Membership shall consist of, all parents, guardians, volunteers, students and staff of WRHS. All members are entitled to one vote on any issues before a general membership of the organization.

IV DUES

No dues shall be required for membership in the organization.

V MEETINGS

Meetings of the general membership shall be held at least monthly during the school year at a time and place designated by the officers. Notice of meeting location and time shall be published on the WRHS website. At least three members must be present to constitute a quorum for the transaction of business at any meeting.

VI ELECTION of OFFICERS

- a. The officers, other than those seated by appointment shall be elected at the initial membership meeting. They shall be elected each year to serve a one year term. Officers elected by the general membership may serve three consecutive one-year terms with an optional fourth year, if no other member comes forth to serve in that capacity.
- b. Officers will serve from July 1 through June 30 of the following school year.
- c. Vacancies that may occur through resignation, or other reasons, will be filled by appointment of the officers.
- d. A Nominating Committee shall be formed to propose a slate of officers for the next year. The committee will be chaired by the Vice President. The committee shall be composed of the President and at least two other members.
- e. The committee shall nominate at least one eligible person for each office to be filled one month prior to the election at the general membership meeting. The proposed slate will be published and circulated to the membership prior to the election at the May General Membership Meeting. Additional nominations may be made from the floor at the general membership meeting. All nominees must consent to have their name placed in nomination. If there is but one nominee for any office, the election for that office may be by voice vote. If there is more than one nominee for an office a ballot vote must be held.

VII DUTIES OF THE OFFICERS

Section 1. **The PRESIDENT** shall:

- a. Preside at all meetings of the general membership.
- b. Create and appoint special committees as necessary, except the nominating committee, with the approval of the general membership.
- c. Have the power to sign contracts or obligations in the name of the organization as authorized by the general membership.
- d. Be authorized to cosign check(s).

Section 2. **The VICE PRESIDENT** shall:

- a. Act as an aid to the president.
- b. Perform the duties of the president in the absence or inability of that officer to serve.
- c. Be authorized to cosign check(s).

Section 3. **The SECRETARY** shall:

- a. Record the minutes of all meetings of the executive board and general membership.
- b. Have custody of the official documents of the organization, including, but not limited to, the bylaws, employer identification number.
- c. Conduct the correspondence of the organization.
- d. Be authorized to cosign check(s)

Section 4. **The TREASURER** shall:

- a. Be the custodian of all the funds of the organization.
- b. Keep a full and accurate account of all receipts and disbursements of the organization.
- c. Deposit all monies to the credit of the organization.
- d. Make disbursements as authorized by the general membership in accordance with the budget.
- e. Be authorized to cosign check(s)
- f. Have checks signed by two authorized signatures.
- g. Present a financial statement at every meeting and at other times when requested.
- h. Submit the books annually, at fiscal year end, and/or upon resignation of the treasurer, to an independent accountant, so that agreed upon procedures may be applied to the records of the WRHS PTSO.
- i. Submit appropriate tax filings to appropriate parties and insure that taxes filings are mailed in a timely fashion.

Section 5. **The VOLUNTEER COORDINATOR** shall:

- a. Create and maintain a current list of volunteers.
- b. Recruit/coordinate new volunteers.
- c. Act as a liaison between the school and community to coordinate volunteers for the high school.

VIII AMENDMENTS

Section 1. The bylaws may be amended at any meeting of the general membership by a 2/3 vote of the members present and voting. Notice of the proposed amendment must be given 30 days prior to the meeting at which the amendment is voted on.

IX DISBANDING ORGANIZATION

If this organization wishes to disband it must proceed in the following manner.

Section 1. The members must be notified in writing 30 days prior to the special meeting to vote on the matter. Approval of the dissolution shall require a $\frac{3}{4}$ majority vote of members present.

Section 2. Upon dissolution of the organization, after paying all debts, the remaining assets shall be divided among school groups as allowed under section 501 (c) (3) of the Internal Revenue Code.

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