

**BYLAWS OF
WHITE STATION HIGH SCHOOL
PARTNERS IN EDUCATION**

ARTICLE I: NAME

The name of this organization is the WHITE STATION HIGH SCHOOL PARTNERS IN EDUCATION (WSHS PIE).

ARTICLE II: PURPOSE

Section 1. The objectives of WSHS PIE are:

- a) To provide service and support to the administration, faculty, and staff of WSHS.
- b) To support other parent organizations and projects within the school.
- c) To work together to provide a quality education to all students at the school.
- d) To promote the welfare of the students of the school.

Section 2. The objectives of WSHS PIE are developed through committees, projects, and programs, and are governed and qualified by the policies set forth herein:

ARTICLE III: BASIC POLICIES

The following are basic policies of WSHS PIE:

- a) The organization shall be non-commercial, nonsectarian, and nonpartisan.
- b) The name of the organization or the names of any members in 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 objectives of the organization.
- c) The organization shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempt to influence legislation.
- d) The organization shall work with White Station High School to provide quality education for all students and shall seek to participate in the decision-making process of the school, recognizing that the legal responsibility to make decisions rests with those individuals/bodies designated by the Shelby County School Board of Education or its successor.
- e) WSHS PIE may cooperate with other organizations and agencies concerned with child welfare, but a WSHS PIE representative shall make no commitments that bind the group he/she represents.

- f) No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, officers, or other private person, except that the organization shall be authorized to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- g) This organization shall keep permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization. Such book of accounts and records shall at all reasonable times be open for inspection.

ARTICLE IV: MEMBERSHIP

Section 1. Membership in this organization shall be made available without regard to race, color, creed or national origin.

Section 2. All parents, guardians, or other persons with a child enrolled at WSHS who join the organization shall be considered a regular voting member of WSHS PIE.

Section 3. WSHS Personnel, including but not limited to teachers, administration, and staff, who join the organization shall be considered PIE Supporting Cast members of WSHS PIE and shall be non-voting members of the organization. However, any individual of said personnel who qualifies under Section 2 hereinabove shall be considered a regular voting member. PIE Supporting Cast members must comply with any rules and regulations set forth by Shelby County Schools as regards Shelby County School employee participation in school support organizations, including conflicts of interest.

Section 4. The community-at-large, including but not limited to community leaders, businesses, individuals, friends and relatives, who joins the organization to support the objectives of the organization as stated herein, shall be considered a PIE Hero member of WSHS PIE and shall be a non-voting member of the organization. PIE Heroes are members of the community who do not have children enrolled at WSHS but believe and support the education and welfare of children.

Section 5. All members, voting and non-voting members, of the organization shall be eligible to participate in the business meetings or to serve on committees. Only regular voting members shall serve in any elective or appointive positions.

ARTICLE V: OFFICERS AND THEIR ELECTION

Section 1. Officers

The officers of this organization shall consist of a president, a vice president, a secretary, a treasurer, and such other officers as deemed necessary by the officers or membership for maintaining an excellent program. The president will also serve as parliamentarian. Co-officers are allowed.

Section 2. Election

- a) Near the end of the school year, the president shall provide to members an opportunity

for nominations, listing the vacancies for the next year. Those nominated by a member will be considered for the positions. Self-nomination is allowed. Other people may be considered as well, such as those recommended by the executive board, members of the faculty, and members of the administration.

- b) The candidates shall be announced to the membership as soon as possible.
- c) Officers, with the exception of the president, shall be elected by vote of members present at the last regular meeting of the school year. The vice president shall assume the office of president upon the completion of the president's term. If the vice president declines, then the election of the president shall occur in the same manner as the other officers.
- d) Officers shall assume their official duties until May 31st and shall serve for a term of two (2) years or until their successors are elected.
- e) Only those who have consented to serve if elected shall be eligible for nominations, either by the committee or from the floor.

Section 3. Terms

Officers shall serve a two-year term. Officers may serve only one (1) term in the same office.

Section 4. Vacancies

A vacancy occurring in any office may be filled for the unexpired term by an appointment by the president. In case of vacancy in the office of the president, the vice president shall serve notice of this appointment.

Section 5. Removal

An officer may be removed for cause by a majority of the entire executive board. Cause shall be defined as the final conviction of a serious crime, declaration of unsound mind by court order, non-acceptance of office, or conduct prejudicial to the interest of the organization.

ARTICLE VI: DUTIES OF OFFICERS

Section 1. The president shall preside at all meetings of the organization and of the board, shall be a member ex-officio of all committees, shall appoint special committee members and chairpersons, shall notify members of upcoming meetings, programs and events, and shall perform all other duties usually pertaining to the office. Acting as parliamentarian, the president shall serve as chairperson of bylaws and procedures and shall advise the presiding officers on questions of parliamentary law and matters of procedure. The president shall be responsible for the annual submission of documentation of the organization's status as a school support organization to the Shelby County School Superintendent. Such documentation may include (1) proof of its

continued nonprofit or foundation status; (2) the goals and objectives of the organization; (3) the current telephone number, address and position of each officer of the organization; (4) minutes of meetings; (5) prior to the end of the school year, a statement of total revenues and disbursements; and (6) any additional information that may be required as deemed appropriate by the Shelby County School Superintendent.

Section 2. The vice president shall be president elect and shall perform the duties of the president in his/her absence and other duties as determined by the board. Unless other events (i.e. illness, death, relocation, etc.) prevent the president-elect from assuming the office of president, the vice president shall ascend to the presidency.

Section 3. The secretary shall record the minutes of all meetings of the organization and of the executive committee/board; shall prepare copies of the minutes for reading and distribution at subsequent meetings; shall record and keep the attendance at meetings; shall keep the organization's historical documents and records; and shall perform such other duties as may be delegated to her/him. A copy of the approved minutes for the year shall be placed in the WSHS PIE archives.

Section 4. The treasurer shall have custody of all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out of local funds in accordance with the approved budget as authorized by the organization. The treasurer shall present a financial report at board meetings and general meetings and at other times when requested by the board. The treasurer shall reside on and chair the financial committee. The treasurer shall present the annual budget to the Executive Board for initial approval and present the annual budget to the members of the organization at the first membership meeting of the school year for final approval. The treasurer shall be responsible for the preparation, completion, and filing of the annual tax return for the organization. The treasurer also shall be responsible for complying with any fiscal reporting requirements on behalf of the organization in accordance with any local, state, and federal laws governing non-profit organizations.

Section 5. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Each officer shall maintain an up-to-date procedure book for their office, which shall be passed to their successor at the final meeting of the school year. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books and other material pertaining to the office.

ARTICLE VII: EXECUTIVE BOARD

Section 1. Membership

The executive board shall consist of the elected officers and standing committee chairpersons. The principal of the school, faculty/staff appointed by the principal (faculty liaison), and the immediate past president of the organization shall be ex-officio members of the board. All members of the board, elected and ex-officio, shall have voting privileges.

Section 2. Duties

The duties of the board shall be:

- a) To transact necessary business in the intervals between the organization meetings and such other business as may be referred to it by the organization.
- b) To create standing and special committees.
- c) To approve the plans of work of all committees.
- d) To present a report at the regular meetings of the organization.
- e) To approve an annual budget.
- f) To approve financial transactions.

Section 3. Authority

The affairs, activities and operation of WSHS PIE shall be managed and overseen by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership of these bylaws. It may create Committees, approve the plans and work of the Committees, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

Section 4. Executive Board Meetings

The Executive Board shall meet as needed to prepare for general membership meetings and to conduct the affairs of WSHS PIE.

Section 5. Quorum

A quorum of the Executive Board for the conduct of business shall consist of at least three (3) officers in attendance.

Section 6. Action without a Meeting

Any action required or permitted to be taken at a meeting of the Executive Board (including amendment of these bylaws) or of any committee may be taken without a meeting if a majority the members of the Executive Board or committee consent in writing (including email) to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a majority vote of the Executive Board or of the committee as the case may be.

Section 7. Participation in Meeting by Conference Telephone

Members of the Executive Board may participate in a meeting through use of conference telephone or similar communications.

Section 8. Reimbursement

Executive Board members shall serve without compensation with the exception that expenses

incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the financial policies herein.

ARTICLE VIII: GENERAL MEMBERSHIP MEETINGS

Section 1. There shall be a minimum of four (4) general membership meetings of this organization in each school year. The schedule of the meetings shall be determined by the board with the approval of the principal and shall be announced to the members of the organization.

Section 2. The annual meeting shall be the last general membership meeting of the school year at which time the annual report shall be given and new board members elected and recognized.

Section 3: Six (6) members shall constitute a quorum for the transaction of business in any general membership meetings of this organization.

ARTICLE IX: COMMITTEES

Section 1. Any voting member shall be eligible to serve in any elective or appointed position.

Section 2. The Executive Board may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization. The term of each chairperson shall be one year.

Section 3. No committee work shall be undertaken without the consent of the Executive Board.

Section 4. The power to form special committees and appoint their members rests with the president and the Executive Board.

Section 5. The president shall be an ex-officio member of all committees.

Section 6. Financial Committee. The treasurer shall reside on and chair the financial committee. The financial committee shall consist of the president, vice president, secretary, treasurer, and immediate past treasurer (if available). At the beginning of the organization's fiscal year, the financial committee shall convene and prepare a draft of the annual budget for review, amendment (if any), and approval by the Executive Board prior to final approval by the membership. Once finalized and approved by Executive Board, the annual budget shall be presented to the membership at the first general membership meeting of the school year for approval by the membership.

ARTICLE X: FINANCES

Section 1. Budget

The Executive Board shall present to the membership at the first regular meeting of the membership after the officers have been elected or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of

the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the membership.

Section 2. Financial Controls

The organization shall adhere to the following:

- a) **Obligations.** The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.
- b) **Loans.** No loans shall be made by the organization to its officers or members.
- c) **Banking.** All bank accounts of the organization shall be opened in an FDIC insured institution, approved by the Executive Board, in the legal name of the organization using the organization's own EIN (employer's identification number). Bank accounts shall not use the school's EIN. The treasurer shall deposit all funds of the organization to the credit of the organization in said institutions and shall make such disbursements as authorized by the Executive Board in accordance with the budget adopted by the membership. All disbursements shall be made as soon as practicable upon receipt of the funds and/or orders of payment.
- d) **Checking Accounts.** All bills of the organization shall be paid by check from the organization's bank account. Online or e-checks are permissible, however all procedures for paper checks will be followed, regardless of the banks procedures (i.e. Prior approval of processing the online payment should be obtained by way, for example, of email approval by the required number of signatories before processing the payment).
 - i. All checks shall be numbered and shall be held in the custody of an officer authorized by the Executive Board, such as the treasurer.
 - ii. All payments by check shall correlate to an invoice or receipt, on which the check number and date paid shall be written. If a receipt or invoice is not available, an officer shall write and sign a description of what was purchased.
 - iii. Pre-signing blank checks is prohibited.
 - iv. Two signatures are required on all checks; one signature must be the treasurer and the other signature another officer. If the treasurer is unavailable, another officer may sign in their absence.
 - v. All expenses must be pre-authorized by 1) approval in the annual budget, 2) subsequent amendment to the budget, or 3) decision of the Executive Board if authorized by the bylaws.
 - vi. Bank statements shall be reviewed by the treasurer and one or more other officers.
- e) **Bank cards.** If debit/credit cards are established in the name of the organization, a policy approved by the Executive Board shall be established that includes a list of the authorized users. No personal charging on the card by the authorized users shall be allowed.
- f) **Cash.** All cash must be kept in a secure location, such as a lock box. A cash box ledger

shall be kept and the maximum amount of cash that may be kept on hand is \$250.

- i. Cash should always be counted by two individuals on the day the funds are collected and at the site where the funds are collected. A cash tally sheet showing the date and amount collected and signed by the counters should be maintained. If the treasurer is not one of the counters, the treasurer should recount the funds and counter-sign the tally sheet.
 - ii. Cash should be deposited immediately into the organization's bank account. A copy of the deposit slip shall be provided and maintained by the treasurer. The deposit slip should be cross-referenced against the cash tally sheet and saved for the bank reconciliation.
- g) Financial Report/Audit. The treasurer shall present a financial report at each membership meeting of the organization and shall prepare a final report at the close of the year in accordance with the organization's financial policies. The Executive Board shall have the report and the accounts examined for proper bookkeeping and to determine if any discrepancies exist by an internal audit committee serving on behalf of the new Executive Board for the new year. The internal audit committee will be appointed by the President and shall consist of two or more Executive Board or voting members of the organization who are not involved in the routine handling of the organization's finances, including not having signature authority on bank accounts, or approval authority over disbursements. If the organization grosses over \$100,000 in receipts, an external professional, such as a certified public accountant (CPA), shall be hired by the audit committee to perform a financial review or compilation.

Section 3. Fiscal Year

The fiscal year of this organization shall begin June 1st and end May 31st of the next year.

Section 4. Record Retention

The treasurer's reports shall be compiled and kept in the organization's records for three (3) years. The year-end treasurer's report shall be kept permanently. Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents should be kept for seven (7) years.

Section 5. Dissolution

Approval to dissolve the organization requires a majority of the membership present. Dissolution shall take effect immediately and shall not be post-dated. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to White Station High School. All records of the organization shall be turned over to the administration of White Station High School.

ARTICLE XI: PARLIAMENTARY AUTHORITY

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

ARTICLE XII: AMENDMENTS

These bylaws may be amended at any regular meeting of the organization by a majority vote of the members present and voting, provided that notice of the proposed amendment shall have been given to the general membership. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

ARTICLE XIII: MISCELLANEOUS

- a) Compliance with Shelby County School Policies and Tennessee Law. In addition to these bylaws, the organization will comply with all applicable policies concerning school support organizations as established by Shelby County Schools Board of Education, or its successor, and the State of Tennessee Department of Education. Any revision to such policies shall automatically be incorporated into these bylaws. WSHS PIE shall also comply with all applicable Tennessee laws and regulations concerning school support organizations.
 - b) Code of Conduct. All members and adult volunteers assisting WSHS PIE shall treat students and adults in a professional and courteous manner.
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Adopted and Approved 8/21/2018