

**BY-LAWS
OF
LAKESIDE HIGH SCHOOL**

**ARTICLE I
NAME**

1.01 The name of this organization shall be the Lakeside High School Parent-Teacher-Student-Organization (LHS PTSO), Evans Georgia, hereinafter sometimes called the Organization.

**ARTICLE II
ARTICLES OF ORGANIZATION**

2.01 The Organization shall be an unincorporated organization of its members. Its "Articles of Organization" comprise these by-laws, as from time to time amended.

**ARTICLE III
OBJECTIVES**

- 3.01 The objectives of the Organization shall be:
- a. To promote strong programs for all students, regardless of achievement level.
 - b. To motivate students to excel.
 - c. To provide new and challenging opportunities for students.
 - d. To obtain justifiable recognition for those who achieve academic and/or leadership excellence.
 - e. To bring into closer relation the home and school, that parents and teachers may cooperate intelligently in the education of children and youth.
 - f. To develop, between educators and the general public, such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education.
 - g. To identify, prioritize, and fund educational materials, and services that will enable the faculty and staff of Lakeside High School to provide superior academic experiences for all students.

**ARTICLE IV
BASIC POLICIES**

- 4.01 The basic policies of the Organization shall be:
- a. The Organization shall be noncommercial, nonsectarian, and nonpartisan.
 - b. The name of the Organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the Organization.

- c. The Organization shall not directly, or indirectly, participate or intervene (in any way, including the publishing or distribution of statements) 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 attempting to influence legislation by propaganda or otherwise.
- d. 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 process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Columbia County Board of Education.
- e. The Organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Organization in such matters shall make no commitments that bind the Organization.
- f. In the event of the dissolution of the Organization, the assets shall be distributed for one or more of the exempt purposes specified in the Internal Revenue Code, as from time to time amended.

ARTICLE V MEMBERSHIP AND DUES

5.01 All members shall have equal rights of membership regardless of the level of contribution made to the Organization. Any individual or business that subscribes to the objectives and basic policies of this organization and pays annual membership dues may become a member of this organization, subject only to compliance with the provisions of the by-laws. Membership in this organization shall be available without regard to race, color, creed, or national origin.

5.02 Each member of the Organization shall pay annual dues to the Organization.

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

5.04 Only members in good standing with the Organization shall be eligible to participate in its business meetings, or to serve in any elected or appointed positions.

ARTICLE VI BOARD OF DIRECTORS

6.01 **GENERAL POWERS:** The affairs of the Organization shall be managed by its Board of Directors. The Board of Directors shall consist of the Executive Officers, Standing Committee Chairpersons, and the Principal of the School. or their designated representative.

6.02 **NUMBER, TENURE, AND QUALIFICATIONS:** The Executive Officers shall be the President, Vice President(s), Secretary, and Treasurer of the Organization, the school principal or their designee, a representative of the Student Council, and a teacher. Each year, new Executive Officers shall be elected to hold office for a one-year period,. Each member of the above mentioned class will have one vote and the Executive Officers will be elected by a simple majority of those members of the

Organization present at the meeting when elections are held. The Executive Officers shall have the authority to appoint committees for various purposes. They may also appoint a Chairperson and committee members to serve on those committees.

6.03 DUTIES OF THE EXECUTIVE OFFICERS. The Executive Officers shall transact necessary business between meetings of the Organization, and such as may be referred to it by the Organization members; approve plans of work by standing committee chairpersons; fill vacancies; and present a report at regular meetings of the Organization for information and any necessary action.

6.04 REGULAR MEETINGS. The Board of Directors shall meet at regularly scheduled meetings, no less than two (2) per year. If the President determines there is no business to transact before a regularly scheduled meeting, the President, at his/her discretion, shall be authorized to cancel said regularly scheduled meeting. A regular annual meeting of the Board of Directors shall be held in May, without notice other than this by-law. The Board of Directors may provide by resolution, for the holding of additional regular meetings of the Board, without other notice than such resolution.

6.05 QUORUM. A minimum of three (3) members of the Board of Directors, including the school principal or their designee, shall constitute a quorum for the transaction of business at any meeting of the Board. If less than three members of the Board of Directors are present at said meeting, a majority of the Directors present may adjourn the meeting, without further notice.

6.06 MANNER OF ACTING. The act of a majority of the Board of Directors present at a meeting, at which a quorum is present, shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these by-laws.

ARTICLE VII OFFICERS

7.01 ELECTION AND TERM OF OFFICE. The officers of the Organization shall be a President, Vice-President(s), a Secretary, and a Treasurer, elected annually for a term of one year. The Vice-President(s) shall be delineated as First or Second Vice-President, if there is more than one Vice-President.

A Nominating Committee will consist of the current President, the school principal and one (1) other member, appointed by the President and approved by the Board. This committee shall present a slate of officers to the Board for approval before the last scheduled meeting. Upon approval, this recommendation shall be presented to the general membership. Elections shall be held at the last meeting. Nominations may be made from the floor, provided consent from the nominee has been secured. Election shall be by ballot when there is more than one nominee for an office.

The newly elected officers shall be installed and begin their term of office at the last meeting of the school year.

7.02 VACANCIES. The President shall be the Principal Executive Officer of the Organization and shall in general, supervise and control all of the business and affairs of the Organization. The President shall preside at all meetings of the Board of Directors; shall appoint special committees; shall perform all other duties usually pertaining to the office; and shall appoint an alternate to attend in their absence; The President shall act as ex-officio member of every committee, except the Nominating Committee.

The President may sign, with the Secretary or any other proper officer of the Organization authorized by the Board of Directors, any documents which the Board of Directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these by-laws or by statute to some other officer or agent of the Organization; and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors, from time to time.

7.03 VICE-PRESIDENT. In the absence of the President or in the event of his/her inability or refusal to act, the Vice-President (or in the event of more than one Vice-President, the Vice-President in order of the delineation of First or Second) shall perform the duties of the President, and when so acting shall have all the power of and be subject to all the restrictions upon the President.

The Vice-President(s) shall preside over all Standing Committees and shall perform such duties as from time to time may be assigned by the President or Board of Directors.

7.04 TREASURER. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of their duties in such sum and with such surety or sureties as the Board of Directors shall determine. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Organization; receive and give receipts for monies due and payable to the Organization from any source whatsoever, and deposit all such monies in the name of the Organization in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these by-laws; shall pay out local funds only in such manner as authorized by the Organization; shall keep a current itemized account of receipts and disbursements; shall present a statement of account at every meeting of the Organization, and other times as requested by the Board; shall make available a Treasurer's Report at the end of the school year; shall submit all financial records for audit as requested by the Board of Directors; and in general perform all duties incident to the office of the Treasurer and such other duties as from time to time may be assigned by the President or by the Board of Directors.

7.05 PAST PRESIDENT. The Past President may serve as a member of the Board of Directors as approved by the Board.

ARTICLE VIII CONTRACTS, CHECKS, DEPOSITS AND FUNDS

8.01 CONTRACTS. The Board of Directors may authorize any officer or officers, agent, or agents, of the Organization, in addition to the Officers so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of or on behalf of the Organization. Such authority may be general or confined to specific instances.

8.02 CHECKS AND DRAFTS. All checks, drafts, or orders for the payment of notes, money or other evidences of indebtedness issued in the name of the Organization shall be signed by the Treasurer, unless determined differently by resolution by the Board of Directors.

8.03. DEPOSITS. All funds of the Organization shall be deposited from time to time to the credit of the Organization in such banks, trust companies, or other depositories as the Board of Directors may select.

8.04. GIFTS. The Board of Directors may accept, on behalf of the Organization, any contribution, gift, bequest or devise for general purposes, or for any special purpose of the Organization.

ARTICLE IX MEETINGS

9.01 This Organization may hold a monthly meeting of the General Membership during the school year. Special meetings of the General Membership may be called by the Board of Directors, five days notice having been given. The annual May meeting shall be the meeting for annual report and the presentation of a yearly budget for the upcoming school year. This budget shall be voted on by the General Membership at this meeting.

9.02 The privilege of holding office, making motions, debating, and voting shall be limited to members of the Organization.

9.03 Members present at a meeting of the General Membership constitute a quorum of the organization for the purpose of transacting business.

ARTICLE X STANDING COMMITTEES

10.01 There shall be created by the Executive Board, Standing Committees as may be required to promote the objectives and interests of the Organization.

10.02 Chairpersons of Standing Committees shall be appointed by the Officers of the Organization. Chairpersons of Standing Committees shall serve on the Board of Directors. Standing Committee Chairpersons shall present plans of work to the Executive Committee and no committee work shall be undertaken without the approval of the Executive Committee.

10.03 These committees shall become the Board of Directors' responsibility if the position of Chairperson is not filled.

ARTICLE XI PARLIMENTARY AUTHORITY

11.01 ROBERTS RULES OF ORDER NEWLY REVISED shall govern the Organization in all cases in which they are applicable.

ARTICLE XII
AMENDMENTS TO BY-LAWS

12.01 These by-laws may be altered, amended, or repealed and new by-laws may be adopted at any regular meeting of the Organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting.

A Committee may be appointed to submit a revised set of by-laws. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.

Amended March 2004