

**CAMPBELL-SAVONA JR/SR HIGH SCHOOL
PARENT, TEACHER, STUDENT ORGANIZATION
BY-LAWS**

ARTICLE I: NAME, PURPOSE AND OBJECTIVES

Section 1.01 Name. The name of this organization shall be the Campbell-Savona PTSO (Parent, Teacher, Student Organization), hereafter referred to as the “Club” or “Organization.”

Section 1.02 Purpose. The purpose of the Club is to support students, staff and families through a variety of activities.

Section 1.03 Objectives. The objectives of the Club are as follows:

1. To foster interest in the Campbell-Savona School District community.
2. Develop an organization with an active and involved membership that is motivated to positively support the Campbell-Savona School District community.
3. Provide supplementary financial support, at the discretion of the club, for the Campbell-Savona School District community.
4. To work in cooperation with other organizations and administration within the Campbell-Savona School District community.
5. To increase the understanding of the importance of family and community collaboration in the district through its members, the students, and staff.
6. Provide, at the club’s discretion, a fund for college scholarships for graduating Campbell-Savona School District students.

ARTICLE II: MEMBERSHIP

Section 2.01 Membership. Membership shall be granted to students, parents, Campbell-Savona School District employees and Campbell-Savona community members of good character who are interested in positively supporting the purpose of this organization. Membership will be granted at the discretion and approval as governed by the by-laws of this organization.

ARTICLE III: OFFICERS

Section 3.01 The Board shall be responsible to act on behalf of the Club in the management of the business affairs of the organization. The Board shall consist of:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. School Liaison

6. Staff Liaison
7. Coordinators

Students are encouraged to be officers and need to meet the following guidelines:

1. Student officers shall be in grades 9-12
2. Has served as a member of the Club for at least one year
3. Remain in positive standing with the school
4. Will be awarded Club points for serving on the Club's Board each year served; and
5. In order to receive points at the end of the year, student officers must:
 - a. attend monthly Board meetings
 - b. participate actively in the Club's activities and fundraisers
 - c. report, in writing, to the Board by April 1, a detailed list of all Club activities, meetings, etc., that they participated in throughout the year. The Board will then determine how many points will be awarded based on the student's participation in the Club throughout the year.
 - d. Additionally, if student officers are not able to attend a monthly meeting due to participation in other school events, they need to notify the President prior to the meeting.
 - e. A maximum of 25 points shall be awarded each year the student holds an officer position.

Section 3.02 The Board holds all voting rights and will:

1. Approve the disbursement of all funds requested from the Club;
2. Approve the President's creating and dissolution of all necessary Coordinators, Committees and Chairpersons;
3. Set the time and date of the Club's meetings;
4. Approve yearly fundraising activities and vote on all other motions made;
5. Review quarterly financial reports

Section 3.03 If action on behalf of the Club is necessary before it is reasonable to convene a Club meeting, the President may request a vote via electronically or telephone from the Board.

ARTICLE IV: OFFICERS RESPONSIBILITIES

Section 4.01 Officers. The officers shall consist of the President, Vice-President, Secretary, Treasurer, School Liaison, Staff Liaison and Coordinators. These individuals shall hereafter be known as "the Board." The officers promote and conduct ongoing efforts to recruit new members for the Club's activities.

1. Election. The officers shall be elected by the majority vote at the June meeting. All elected Officers must be current active members of the Club. Additionally, it will be a requirement to attend the Club's monthly Board meetings and participate actively in the Club's activities to remain a Board member.
2. Nominations. Nominations will be submitted at the May meeting and a slate of nominees who have agreed to serve for positions of officers will be voted on during the June meeting.
3. Terms of office. A term is one fiscal year, July 1 through June 30. There are no limits on the number of terms an elected member may serve.

4. Vacancy. The Board shall appoint any officer vacancy including the Presidency.

Section 4.02 Duties of Officers.

1. President. The President shall:
 - a. Preside at all meetings;
 - b. Appoint chairpersons with the approval of the Board;
 - c. Appoint and/or dissolve all committees as required and approved by the Board;
 - d. Serve as primary spokesperson for the Organization, except as otherwise specified;
 - e. Present goals and funding requests to the Board;
 - f. Be responsible for an annual review of the By-Laws, recommending revisions as deemed appropriate;
 - g. Have an official signature card on file with the bank utilized to manage funds of the Organization.
2. Vice President. The Vice President shall:
 - a. Perform all the duties of the President in his/her absence;
 - b. Responsible for submitting and reporting grants and documentation.
3. Secretary. The Secretary shall:
 - a. Keep a record of all the proceedings of the organization meetings. All minutes shall be kept in a regular bound Secretary's Book along with the decisions of the Board. A summary of the decisions made in the meetings will be sent out to the general membership and administration each month;
 - b. Maintain a list of active Board, committee, and general membership members which includes names, telephone numbers, and email addresses.
4. Treasurer. The Treasurer shall:
 - a. Maintain accurate documentation regarding all of the Organizations financial transactions;
 - b. Receive and deposit moneys of the Organization in its checking account;
 - c. Make disbursements from the Organizations funds to pay expenses approved by the Board;
 - d. Secure funding requests, vouchers, receipts, etc. for any expense incurred and paid for with the Organizations funds;
 - e. Complete monthly financial reports to submit to the Board;
 - f. Ensure fundraising activities have appropriate money needed for change;
 - g. Ensure monies returned from fundraisers are as reported in the fundraising financial tracking records, and if needed, address any discrepancies;
 - h. Ensure that monies approved by the Board align with the Organizations by-laws;
 - i. Have an official signature card on file with the bank utilized to manage funds of the Club;
 - j. Maintain records regarding extracurricular program representative participation at monthly meetings, fundraisers and Club activities.
5. School Liaison. The School Liaison shall:
 - a. Be utilized as the communicator between the Club and the District
 - b. Assist with advertisements
6. Staff Liaison. The Staff Liaison shall:
 - a. Communicate organizations meetings and events to staff
 - b. Recruit members from the staff to attend meetings and participate in events

ARTICLE V: COORDINATORS

Section 5.01 Coordinators. The Coordinators shall consist of Rest Stop Coordinator, Family Fun Night Coordinator and Concession/Spirit Store Coordinator. The Coordinators promote and conduct ongoing efforts to recruit new members for the Club's activities. Appointed by the President and subject to the approval of the Board, Coordinators will run Coordinator meetings, will report Coordinator activities to the Board and request approval/votes from the Board as needed. Coordinators have the same voting rights as officers and liaisons. Students are encouraged to be Coordinators and need to meet the following guidelines:

1. Student Coordinators shall be in grades 9-12
2. Has served as a member of the Club for at least one year
3. Remain in positive standing with the school
4. Will be awarded Club points for serving as a Coordinator each year served; and
5. In order to receive points at the end of the year, student Coordinators must:
 - a. attend monthly Board meetings
 - b. participate actively in the Club's activities and fundraisers
 - c. report, in writing, to the Board by April 1, a detailed list of all Club activities, meetings, etc., that they participated in throughout the year. The Board will then determine how many points will be awarded based on the student's participation in the Club throughout the year.
 - d. Additionally, if student coordinators are not able to attend a monthly meeting due to participation in other school events, they need to notify the President prior to the meeting.
 - e. A maximum of 25 points shall be awarded each year the student holds a Coordinator position.

ARTICLE VI: COORDINATOR RESPONSIBILITIES

Section 6.01 Duties of Coordinators.

1. Rest Stop Coordinator. The Rest Stop Coordinator will:
 - a. Complete paperwork and apply for permits
 - b. Arrange set-up and take-down crews
 - c. Provide needs and shopping lists
 - d. Solicit and collect donations from businesses
 - e. Provide webpage updates to School Liaison
 - f. Keep updated inventory
 - g. Submit financials to Treasurer
 - h. Enlist volunteers
2. Family Fun Night Coordinator. The Family Fun Night Coordinator shall:
 - a. Schedule events with assistance from members
 - b. Reserve location/Complete paperwork for facility use
 - c. Order supplies
 - d. Enlist volunteers
 - e. Communicate web page updates to school liaison
 - f. Communicate events

3. Concession Stand/Spirit Store Coordinator. The Concession Stand/Spirit Store Coordinator shall:
 - a. Enlist volunteers
 - b. Create work schedules and communicate with school community
 - i. Assign teams to work and share with coaches
 - c. Determine menu and purchase supplies
 - d. Clean concession stand before opening for season and at the end of the season
 - e. Count money and deposit
 - f. Open for all home athletic events.
 - g. Manage the usage schedule for the Concession Stand. In the event the Club is unable to open, the Club will:
 - i. Communicate with all CS School Funded Clubs of the dates/times the concession stand can be reserved as a fundraiser for the group.
 - ii. Each group will be given one opportunity per school year to use the concession stand as a fundraiser. If a group forfeits the usage of the concession, another group will be offered the opportunity.
 - iii. If a group is interested in using the concession stand, a Request For Funds form needs to be completed and presented to the Board for approval.

ARTICLE VII: MEETINGS

Section 7.01 General Membership Meetings. The Board shall set the time and dates for the General Membership meetings and provide advance notice to the Clubs membership and general public. Meetings shall be open to all interested persons.

Section 7.02 Board Meetings. The Board shall set the time and dates for the Board meetings if needed.

Section 7.03 Voting/Quorum. A quorum for voting shall consist of majority vote of the Board.

Section 7.04 Roberts Rules of Order. Robert's Rules of Order, the latest edition, shall be recognized as the authority governing the meetings of the Club, its Board and its Committees.

ARTICLE VIII: FUNDING

Section 8.01 Funding. In order to receive funding from the Club, representatives from the Group requesting funds must present a Request of Funds Form at a monthly Club meeting and volunteer at agreed upon activities between the Club and Group requesting funds. The Board has the right to refuse any funding requests.

Section 8.02 Funds from the Club may only be used to support students, families and staff of the Campbell-Savona School District.

ARTICLE IX: FINANCES

Section 9.01 All monies received by the Club shall be deposited in the Club's established bank account.

Section 9.02 All financial transactions shall require two signatures: one being the Treasurer and the second being a member of the Board who has a signature card on file with the Club's established bank. The exception being, Board approved purchases to be made on the Club's credit card.

Section 9.03 No expense shall be paid by the Club that does not have a receipt, funding request, or that has not been approved by the Board.

Section 9.04 The Board shall be responsible for a yearly review of the Treasurer's records.

ARTICLE X: POINT SYSTEM

Campbell-Savona Jr/Sr High students will earn one (1) point for each hour they volunteer to PTSO. In addition, they will earn one (1) point for each hour for each parent/guardian that volunteers for the PTSO. PTSO activities include but are not limited to meetings, concession stand, rest stops, and Prom Promise fundraising.

Section 10.01 Distribution of Points

1. Points may be earned and applied toward a school jacket. Only one jacket will be awarded. Student's points may only be used toward earning a jacket.
2. Points may be earned for Prom Promise. Each student will receive one (1) ticket for each point earned to be applied toward prizes at Prom Promise in the Junior and Senior years of high school. Student and Parent points may be used toward earning tickets for Prom Promise.
3. Senior Scholarship. Students may earn points until the end of the third marking period of their senior year to be considered for the Senior Scholarship. Seniors must have earned a minimum of 10 points per school year in grades 9-12 to be eligible for the scholarship. Students who have met the eligibility requirements may be awarded the Scholarship at the discretion of the Board. In general, the seniors with the highest number of points will be awarded the Senior Scholarship. Each year the Club will contribute \$1000 as funds are available to the Senior Scholarship.
4. PSAT/ACT/SAT – any student who works 3 2-hour shifts in the concession stand is eligible to have ONE PSAT/ACT/SAT paid for by the PTSO. Maximum of one per student for all years of high school. Student points may only be used.

ARTICLE XI: AMENDMENT OF THESE BY LAWS

Section 11.01 Amendments to the By-Laws will be submitted in writing to the Board for approval.

Section 11.02 Amendments to the By-Laws may be adopted at a Club meeting that consists of a quorum of the Board with the majority vote of the Board approving the amendments.


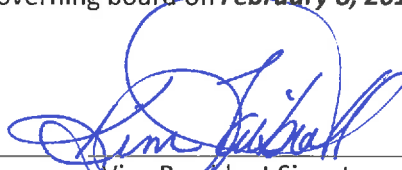


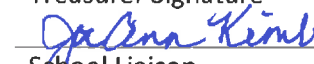
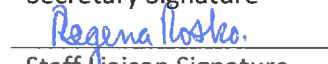
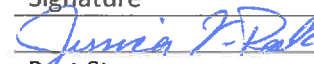
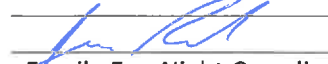
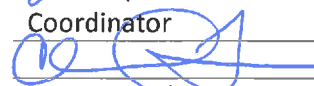
ARTICLE XII: DISSOLUTION OF THE CLUB

Campbell-Savona PTSO is organized to support students, staff and families of the Campbell-Savona School District.

No part of the net earnings of the Club shall be distributed to its members, officers, or other private persons empowered to pay reasonable compensation for services rendered and to make payments and distributions to further of the purpose set forth in the purpose clause. No substantial part of the activities of the organization shall be the carrying of propaganda, or otherwise attempting to influence legislation. Also, the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Any funds available at time of dissolution will be distributed to one or more Campbell-Savona School District Clubs or Organizations currently in operation. Distribution will be determined by a majority vote of the Board.

This document was hereby adopted by our governing board on ~~February 8, 2017~~.

	2-8-17		2/8/17
President Signature	Date	Vice President Signature	Date
	2-8-17		2/8/17
Treasurer Signature	Date	Secretary Signature	Date
	2/8/17		2-8-17
School Liaison Signature	Date	Staff Liaison Signature	Date
	2-8-17		2-8-17
Rest Stop Coordinator	Date	Family Fun Night Coordinator	Date
	2-9-17		
Concession/Spirit Store Coordinator	Date		

CO-Secretary: 