

COWETA HIGH SCHOOL PTSO
COWETA, OK. WAGONER COUNTY

ARTICLE 1: COWETA HIGH SCHOOL PTSO

This organization is the Coweta High School PTSO (Parent-Teacher-Student Organization) of Coweta Oklahoma.

Address: Coweta High School 14705 South 305th East Avenue Coweta, Oklahoma 74429.

ARTICLE 2: ARTICLES OF ORGANIZATION

In the event of any conflicts between these bylaws and the PTSO the bylaws shall over rule.

ARTICLE 3: BASIC POLICIES

- 1) The organization shall be non commercial, and nonpartisan.
- 2) The organization shall work with the schools to provide quality education for all children 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 boards of education.
- 3) The organization physical year will run from August 1st to July 31st

ARTICLE 4: MEMBERSHIP

- 1) Membership is open to the teaching staff of Coweta High School and all parents or guardians of children, and students attending CHS. There shall be one vote per membership. Other parties interested in promoting/helping the cause may be invited to join.
- 2) Section 2 - The Executive Board shall set the annual dues, which are payable to the PTSO, through the treasurer.
- 3) Section 3 - Only members of the PTSO who have paid dues and/or have submitted a membership form for the current school year may participate in the business of the organization, including voting.

ARTICLE 5: MEETING PROCEDURES

Rules contained in Robert's Rules of Order

Revised shall govern the CHS PTSO in all cases in which they are applicable, and in which they are not in conflict with these Bylaws.

Meetings will include the following information:

- 1) Welcome of Members
- 2) Call to Order
- 3) Approval of minutes of the previous meeting
- 4) Treasurer's Report
- 5) Committee Reports
- 6) Principal's Report
- 7) Teacher's Report
- 8) New Business
- 9) Old Business
- 10) Announcements
- 11) Adjourn

ARTICLE 6: EXECUTIVE BOARD

- 1) The executive board shall consist of the officers of this organization and the principal of the school or a person appointed by him or her.
- 2) A person shall not be eligible to serve more than two consecutive terms in office of President. All other executive board officers will serve no more than three consecutive terms in the same office. Terms of office shall be 12 months (per the organization physical year).
- 3) All members of the organization will be eligible for nomination for any executive board office. All nominees to any executive board office must be in attendance at the PTSO August monthly meeting for election and installation of officers for that year.
 - a) Annual Budget shall be approved at the August Meeting.
- 4) All committee members will be considered members to the Executive board and will be invited to executive board meetings with the option of attending.
- 5) The duties of the Executive Board shall be:
 - a) To transact necessary business at monthly PTSO meetings.
 - b) To create standing committees.
 - c) To approve the plans of work of standing committees.
 - d) To approve routine bills.
- 6) Three members of the executive committee shall constitute a quorum (quorum is a number of members of any body sufficient to transact business)
- 7) Three members shall constitute a quorum for the transaction of business in any meeting
- 8) The bylaws of the organization shall be subject to approval every year.
- 9) The executive committee may submit a revised set of bylaws as a substitute for existing bylaws only by a 2/3 vote of the executive committee
- 10) Regular meetings of the organization will be held monthly or as need for PTSO business
- 11) Offices and duties:

The offices of President, Vice President, Secretary, Treasurer, Teacher Luncheon, and Project Gradation shall submit to the files reports of all activities supervised and accomplished by each position. The officers shall attend all executive board meetings and regular monthly meetings. The Executive Board may authorize a new committee as needed with a majority vote.

PRESIDENT:

- To preside and maintain order
- To prepare agenda for each meeting
- To announce all business
- To explain and decide all questions of order
- To be informed on communications
- To put all motions to vote and give results, to decide tie vote
- To enforce rules of discipline
- To give signature on all checks to be kept up to date on all documents when necessary
- To be the person on point and in communication with the principal or appointed person
- To appoint someone to fill a vacancy of resigning officer with the approval of the executive board
- Required to be bonded.

VICE-PRESIDENT:

- In the absence of the President, preside and perform the duties of the President in the event that the President is unavailable to attend monthly meeting
- To supervise all committees and to be informed of all request
- Act as an aid to the President
- To sign checks as the second person when the President isn't available

SECRETARY:

- To present a sign-up sheet for attendance at the executive board meetings and indicate absentees

- To keep minutes of the Executive and Monthly meetings
- To read minutes of previous meeting
- To record the proceedings, not the debate
- To record the name of the member who introduces a motion
- To notify necessary committees of their appointments and business
- To take charge of all documents belonging to the organization when asked
- To sign all official documents belonging to the organization when asked
- To call meeting to order in the absence of the President and Vice-President
- To have a list of all officers and general membership

TREASURER:

- To receive and deposit all funds of the organization
- To keep accurate account of said funds
- To pay, whenever possible, by check.
- To pay bills from officers and committee members only when clearly authorized and when receipts for expenditures are attached
- To disburse all money as the organization may direct
- To give statement of finances at every monthly meeting
- To give a complete financial report to anyone asking to verify the appropriations of funds
- Shall present accurate financials each month to the principal
- To work with the executive committee in the start and receiving of the fundraiser
- Required to be bonded.

TEACHER LUNCHEON:

- To coordinate a monthly luncheon

PROJECT GRADUATION:

The primary purpose of the Committee shall be to aid and assist the PTSO and the school administration in the planning, promotion, and implementation of a graduation celebration for the current and future graduating classes of Coweta High School. School Administration will appoint school personnel to chair the Project Graduation Committee to serve as the liaison between the school and the PTSO. The intention of this celebration is to promote a safe environment, free of drugs and alcohol.

Description of Functions

- 1) To facilitate the successful completion of Project Graduation in compliance with all Coweta High School Parent, Teacher, Student By-Laws.
- 2) Specific Tasks
- 3) Set up a calendar for general meetings;
- 4) Set up and coordinate fund raising calendar with advice of PTSO and sub-committee;
- 5) Secure monies for payouts and turn into Treasure to be deposited in the "Project Graduation Account"
 - a. Expenditure of Funds
 - b. 80% of profits raised by Project Graduation will go toward the Class Account that conducted the fundraiser, 20% of the profits will be deposited into the PTSO General Fund. The Executive Committee reserves the right to adjust this percentage as necessary through a majority vote.
 - c. All deposited funds will be used for the purposes of funding the current year's Project Graduation.
 - d. Expenditures shall include, and be limited to expenses incurred in operational costs, fund raising and graduation night expenses only.
 - e. Upon payment of all bills, any surplus shall remain in the PTSO fund designated for Project Graduation
 - f. Fund designated Project Graduation for use by future graduating classes.

g. Expenditures shall not exceed \$50.00 per enrolled student in the graduating class. Any funds raised above the \$50.00 amount per student will be deposited into PTSO General Fund. The Project Graduation account must have at least \$1000.00 left in it at the end of the year.

- 6) Secure, read and sign all contracts necessary for the successful completion of Project Graduation activities;
- 7) Secure fund raisers;
- 8) Secure facilities for general meetings and assist with securing facilities for sub-committee meetings and fund raisers;
- 9) Liaison to the communications PTSO and facilities at CHS
- 10) Involved with setting budgets for the party;
- 11) Secure law enforcement and medical personnel for functions;
- 12) Maintain records of Project Graduation;
- 13) Chaperone/supervise the Project Graduation evening and secure additional chaperones;
- 14) Supervise activities;
- 15) Facilitate meetings when appropriate;
- 16) Maintain the integrity and meaning of Project Graduation by ensuring that the students remain the priority;
- 17) Oversee the logistical phoning for the evening;
- 18) Organize and facilitate student sign up for graduation night festivities.