

NEWTON HIGH SCHOOL
PARENTS ASSURING SCHOOL SUCCESS (PASS) Club
BYLAWS

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ARTICLE I: NAME

The name and location of this organization shall be Newton High School Parents Assuring School Success (PASS) Club, Newton High School, 140 Ram Drive, Covington, Georgia 30014.

ARTICLE II: PURPOSE STATEMENT

The relationships within the Newton County Community, which includes students, teachers, staff, parents, and stakeholders, are a vital influence in the success of our students. Therefore, our purpose is to foster a sense of support, pride and enthusiasm; to encourage parent and public involvement in Newton High School (NHS); and to bring into closer relation the home and the school, that the parents may cooperate intelligently in the education of children and youth. This organization shall provide service for school functions, engage in fundraising projects, encourage parent and community involvement, and cooperate with school administration in providing educational opportunities.

ARTICLE III: POLICIES

The policies of the PASS Club shall be developed through meetings, conferences and committees and shall not direct or control the administrative activities of the school.

ARTICLE IV: MEMBERSHIP

SECTION I: Club Members shall include but not be limited to:

Parents, step-parents, guardians of students, non-custodial family members of students, teachers, administrators, support staff, students, stakeholders, and alumni.

SECTION II: Dues for members, if any, shall be established by the Executive Board. If dues are charged, a member must have paid his or her dues to be considered a member which includes voting rights.

ARTICLE V: THE EXECUTIVE BOARD

SECTION I: The Executive Board shall consist of the following: a President, Vice President, Secretary, Treasurer, and Committee Chairpersons. Officers of the PASS Club shall consist of the President, Vice President, Secretary, and Treasurer and cannot be related by marriage or blood.

ARTICLE VI: DUTIES

SECTION I: Duties of the Executive Board

1. The Board has the authority to reassign specific job duties as required.
2. The Board shall establish the objectives of the organization and determine the policy for the development of the objectives.
3. No member shall hold more than one office at a time.
4. To create standing committees. Committee chairpersons will be voted on by membership of the said committee.
5. To approve the plans of work of the committees chairperson.
6. To transact necessary business in the intervals between meetings.
7. Put together a yearly budget to be approved. To work from that budget to pay the bills.
8. Special meetings of the Executive Board may be called by the President or by any member of the Board if needed.
9. Hold monthly Executive Board meetings throughout the school calendar.
10. Hold monthly general member meetings throughout the school calendar.
11. Removal of position is possible if said person has not performed their duties.
12. Appoint new Board members if and when the need arises.
13. Get the Principal's approval. The Principal needs to be made aware of planned activities. He/She may or may not approve an activity if they deem it not in the best interest of the school. Any material such as a newsletter, activity information, etc. that is to be sent home with the students needs prior approval of the Principal or his/her designee.
14. Set the agenda for the general meeting.

SECTION II: Duties of the President

1. Shall preside at all regular, special, and Executive Board meetings. Communicate with the Vice President if unable to attend.
2. Coordinate the work of the officers and committees in order that the objectives may be accomplished.
3. Serve as an authorized signatory of all PASS Club checks.
4. Submit PASS Club news to the principal for the monthly newsletter.
5. Shall cast the deciding vote in case of a tie at all board and membership meetings, otherwise is not able to vote.
6. Execute decisions of the Executive Board.
7. Serve as primary contact for the Principal.

SECTION III: Duties of the Vice President

1. Attend PASS Club meetings. Communicate with President if unable to attend.
2. Acts as aide to the President
3. Perform duties of the President in the absence or inability of that officer to serve.
4. Should the President be unable to complete his/her term, the Vice President would assume the office of President.

SECTION IV: Duties of the Secretary

1. Attend PASS Club meetings and record the official minutes. Communicate with President if unable to attend.
2. Publish and distribute a summary of the minutes within 5 school days or sooner.
3. In the event the President and Vice President are unable to attend a meeting the Secretary will preside.
4. Update and distribute the yearly PASS Club Event Guide after it has been approved by the Board.
5. Distribute the by-laws to all Board members and other interested parties.
6. Update the order forms.
7. Other miscellaneous typing.
8. Keep a log of attendance for the meetings.
9. Forward all appropriate materials to the school secretary for web page updates of important PASS Club related information.

SECTION V: Duties of the Treasurer

1. Attend PASS Club meetings. Communicate with President if unable to attend.
2. Serve as an authorized signatory on all PASS Club accounts.
3. Maintain accounts.
4. Keep an accurate record of receipts and expenditures via expense reports or other methods.
5. Present a financial statement at each PASS Club meeting.
6. All deposits made within 5 days or sooner.
7. All payments, reimbursements made within 15 days or sooner.
8. Provide books to be audited annually by an auditing committee of three (3). The books shall be turned over to the Treasurer with a signed statement that the books are in order. The auditing committee shall be appointed by the President and Vice President.
9. Place all monies in a depository appointed and approved by the Executive Board.
10. Work with the Board to put together a yearly budget and present it at the beginning and end of each school year.

SECTION VI: Duties of the Immediate Past President

1. Serve as an advisor to the Executive Board for one year immediately following his/her term in office.

SECTION VII: Duties of Committee Chairpersons

1. Attend PASS Club meetings.
2. The Chairperson of each committee shall recruit the members for his or her committee with possible assistance from Executive Board.

3. The Chairperson shall report the plans and activities of the committee to the Executive Board, which must approve all such reports.
4. All Committee Chairpersons shall use their budget in order to purchase necessary supplies and materials. Any money spent in excess of the budget is subject to approval.
5. All Committee Chairpersons shall update their records at the conclusion of the event and relinquish said records to the Secretary at that time.
6. Keep receipts of purchases; file necessary paperwork with receipts to Treasurer for reimbursements, within 30 days.

ARTICLE VII: MEETINGS

SECTION I: There will be monthly general meetings throughout the school calendar. The time and place of the meetings shall be announced in the Event Guide. Any member is welcome to attend and provide input to the PASS Club Executive Board.

SECTION II: Additional meetings of the organization may be called, either by vote of the Executive Board or by petition of the members. Special meetings may be called by the president or by any two or more members of the Board. The time and place of all special meetings shall be announced at least seven (7) days prior to the meeting, except in the case of an emergency.

SECTION III: There will be monthly Executive Board meeting. The time and place of the meetings shall be announced to the Executive Board.

SECTION IV: General meetings shall last no longer than one (1) hour. At that time a vote shall be taken on whether to continue on a topic. Only topics on the agenda will be discussed. If time permits we will vote on other topics wished to be discussed. All unfinished business shall be carried over to the next meeting.

SECTION V: In the event of bad weather, meetings may be canceled and rescheduled at the discretion of the President.

SECTION VI: For all meetings, the quorum shall be a majority of Executive Board officers present including, but not limited to, at least two officers of the Club.

ARTICLE VIII: TERMS OF SERVICE FOR OFFICERS OF THE CLUB

SECTION I: Each officer shall serve a term of two school years. The term of the office shall end the last day of the school year. The new officers shall begin their term immediately thereafter.

SECTION II: Immediately following the election, the newly-elected officer shall begin working in tandem with the outgoing officer until the completion of the outgoing officer's term. Only the outgoing officer shall have voting authority during this period of transition.

SECTION III: Each outgoing officer shall present a resume of their responsibilities to the newly elected officer and assist them as needed for up to one year.

SECTION IV: Removal from office: The removal of any officer shall be for gross incompetence, intentional neglect, misconduct, or failing to meet the clearances required by the school. An officer may be removed from office if absent from three (3) consecutive meetings, or by a majority vote of the membership for failure to fulfill the duties of their office. A special meeting will be held to answer the complaint.

SECTION V: Vacancies: Any vacancy in office due to death, resignation, removal, or inability to serve shall be filled by special elections. However, should a vacancy occur in the office of President, the Vice President shall immediately assume the office.

SECTION VI: Offices not renewing their terms must make it known to the Board in writing no later than December of the current school year.

ARTICLE IX: VOTING PRIVILEGES

SECTION I: Members shall have the right to vote on all issues before the organization, including the right to elect officers or hold office.

SECTION II: President shall vote only in the case of a tie in a vote of the Executive Board or the organization.

SECTION III: All members will have one vote and must be present to vote.

ARTICLE X: FINANCES

SECTION I: A budget of anticipated revenue and expenses for the year shall be presented to the organization at the beginning of the school year. This budget shall be used as a guide for the activities taking place during the year. Any substantial deviation from the budget must be approved in advance by the organization.

SECTION II: The Treasurer shall keep accurate records of any disbursements, income, and bank account information. All deposits and/or disbursements shall be made within a maximum of fifteen (15) days from the receipt of the funds and/or orders of payments.

SECTION III: The Treasurer shall present a financial report at each general meeting of the organization and shall prepare a final report at the close of the school year. The reports and the accounts shall be examined annually by an auditing committee.

SECTION IV: A designated fund is money put aside for a specific purpose. Any money put into a designated fund shall only be used for that purpose. It cannot be used for other activities.

SECTION V: No loans shall be made by the organization to its officers and members.

SECTION VI: Upon agreement of the Executive Committee or at a regular meeting, any officer or officers may enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

SECTION VII: Two authorized signatures shall be required on each check. Authorized signers shall include the President, Vice President, and Treasurer.

SECTION VIII: No reimbursements will be made without valid receipts.

SECTION IX: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for the services rendered.

SECTION X: No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political on behalf of any candidate for public office.

SECTION XI: The fiscal year shall coordinate with the school year.

SECTION XII: Dissolution: Upon the dissolution of the organization, any remaining funds should be used to pay outstanding bills, and with membership's approval, spent for the benefit of the school.

ARTICLE XI: NOMINATION AND ELECTION

SECTION I: Nominations will run according to Roberts Rule of Order. It will be an open forum, closed ballots, and nominations must be seconded.

SECTION II: Nominations should be made at the meeting prior to the voting meeting. Persons running for offices shall be presented at the voting meeting. Further nominations may be received from the floor. If all slated to run for office have accepted the nomination then the elections shall proceed by written ballot.

SECTION III: Nominees must attend five or more of the general meetings.

SECTION IV: Officers shall be elected at the May meeting of the organization by the voting members present.

SECTION V: There will be a ballot vote if there is more than one candidate for any office. If there is only one candidate for any office, without objection, that candidate is confirmed. All candidates will leave the room and wait in the office so that the voting may take place.

SECTION VI: A majority of the votes cast by the members shall be necessary for election. Should no person receive a majority of the votes cast, a run off between the two (2) who received the largest number of votes shall be immediately held.

ARTICLE XII: CONFLICT OF INTEREST

SECTION I: The purpose of a Conflict of Interest policy is to protect the Club's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Chairperson of the Club or might result in a possible excess benefit transaction. The policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to academic booster clubs. See the Policy for details.

SECTION II: Annually, each Club Officer and Chairperson sign a statement which affirms such person (a) has received a copy of the conflicts of interest policy, (b) has read and understands the policy, (c) has agreed to comply with the policy, (d) understands the Club is organized for charitable and educational purposes.

ARTICLE XIII: AMENDMENT OF BYLAWS

SECTION I: These bylaws can be amended at any general membership meeting of the NHS PASS Club by a two-thirds majority vote of the members in attendance. Notice shall be given at least two weeks prior to the meeting

SECTION II: These bylaws may be reviewed and/or revised by the Executive Board as necessary to meet changing conditions in the school and community and brought to a vote of the general membership.

These bylaws were adopted by the Newton High School Parent Assuring School Success Club by a majority vote during a general meeting properly called on _____ and shall take effect immediately.

Bylaws created by 2009-2010 Interim Executive Board.

Secretary(SEAL)