

**CHATTANOOGA CENTRAL HIGH SCHOOL PTSA BYLAWS
2008-2013**

ARTICLE I: NAME

The name of this organization is the **CHATTANOOGA CENTRAL HIGH SCHOOL** Parent, Teacher & Student Association, (hereinafter referred to as the **CHATTANOOGA CENTRAL HIGH SCHOOL PTSA**), Harrison, Tennessee. It is a local PTSA organized under the authority of the Tennessee Congress of Parents and Teachers (the Tennessee PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

ARTICLE II: PURPOSES

Section 1. The Purposes of the **CHATTANOOGA CENTRAL HIGH SCHOOL PTSA**, in common with those of the Tennessee PTA and the National PTA, are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship;
- b. To raise the standards of home life;
- c. To secure adequate laws for the care and protection of children and youth;
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth; and
- e. 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, social, and spiritual education.

Section 2. The Purposes of the Tennessee PTA, the National PTA, and the **CHATTANOOGA CENTRAL HIGH SCHOOL PTSA** are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.

Section 3. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, hereinafter "Internal Revenue Code".

ARTICLE III: BASIC POLICIES

The following are basic policies of the **CHATTANOOGA CENTRAL HIGH SCHOOL PTSA**, in common with those of the Tennessee PTA and the National PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.

- b. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing 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.
- c. The organization shall work with the schools and community 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 boards of education, state education authorities, and local education authorities.
- d. The Tennessee PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but PTSA representatives shall make no commitments that bind the group they represent.
- e. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- f. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (I) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- g. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be returned to the Tennessee PTA.
- h. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community.

ARTICLE IV: RELATIONSHIP WITH TENNESSEE AND NATIONAL PTA

Section 1. This local PTSA shall be organized and chartered under the authority of the Tennessee PTA in the area in which this local PTSA functions in conformity with such rules and regulations which are not in conflict with the Tennessee PTA Bylaws or the National PTA Bylaws.

A local PTSA in good standing is one that:

- a. Adheres to the Purposes and basic policies of the PTA;
- b. Remits the national and state portion of the dues to the Tennessee PTA by March 1. To be eligible for any and all awards, a local unit membership

report, with the national and state portion of the dues, must be received in the state office by December 1;

- c. Has bylaws approved according to the procedures of the Tennessee PTA;
- d. Meets other criteria as may be prescribed by the Tennessee PTA; and
- e. Requires a minimum of 20 members.

Section 2. The articles of organization of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA include (a) the bylaws of such organization, (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association), and (c) local unit charter.

Section 3. CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall adopt such bylaws for the governance of the organization as may be approved by the Tennessee PTA. Such bylaws shall not be in conflict with the Tennessee PTA Bylaws or the National PTA Bylaws.

Section 4. Bylaws of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall include an article on amendments.

Section 5. Bylaws of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall include a provision establishing a quorum.

Section 6. Each officer or board member of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall be a member of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA.

Section 7. The bylaws of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall prohibit voting by proxy (unless proxy voting is specified by applicable state law).

Section 8. A PTSA member shall not serve as a voting member of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA's board while serving as a paid employee of or under contract to CHATTANOOGA CENTRAL HIGH SCHOOL PTSA.

Section 9. Only members of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA who have paid dues for the current membership year may participate in the business of this local PTSA.

Section 10. The CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall collect dues from its members and shall remit a portion of such dues to the Tennessee PTA as provided in Article V thereof.

Section 11. The CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the local unit, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the Tennessee PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Tennessee PTA.

Section 12. The charter of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall be subject to withdrawal and the status of such organization as a local PTSA shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Tennessee PTA.

Section 13. The CHATTANOOGA CENTRAL HIGH SCHOOL PTSA is obligated, upon withdrawal of its charter by the Tennessee PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Tennessee PTA or to such agency as may be designated by the Tennessee PTA or to another local PTSA organized under the authority of the Tennessee PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the Tennessee PTA or the National PTA; and
- c. To carry out promptly, under the supervision and direction of the Tennessee PTA, all proceedings necessary or desirable for the purpose of dissolving the CHATTANOOGA CENTRAL HIGH SCHOOL PTSA.

Section 14. The CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the pound sign (#).

Section 15. To organize a new PTSA unit requires a minimum of eight (8) members; to remain a unit in good standing requires a minimum of twenty (20) members.

Section 16. Each local PTSA shall adopt such bylaws for the governance as may be approved by the Tennessee PTA Board of Managers or by a person or persons to whom the work is delegated. The bylaws of each local unit shall be reviewed at least once every five (5) years.

Section 17. A local PTA or PTSA may dissolve in the following manner.

- a. A local unit executive committee considering recommending to its general association a resolution to dissolve must afford the council president, region director or state PTA representative an opportunity to speak to the executive committee prior to its taking any action on such a proposal. If the executive committee then votes to present to its general membership a motion to dissolve, it must inform in writing the council president, region director, the state president and its general membership at least thirty (30) days prior to the next general membership meeting that the resolution to dissolve will be considered. No meeting for the purpose of considering dissolution of a local PTA/PTSA unit shall be held during the periods of time when school is closed for vacation or holidays. The council must be afforded the opportunity to speak at that meeting to the membership prior to action being taken by them on the proposed resolution to dissolve.
- b. Approval to dissolve requires a two-thirds vote by written ballot, a majority of the membership being present. Only those members, who are in good standing on the day the written notice of the proposal to dissolve is mailed, may vote.
- c. Dissolution shall take effect immediately and shall not be postdated. The provisions hereinafter outlined in Article IV, Section 13, shall take effect immediately.
- d. When a local PTA/PTSA has voted to dissolve in compliance with Article IV, Section 17, and later wishes to resume activities, it is necessary to

- reorganize the unit. The same procedure as the organization for a new unit would be followed.
- e. A report shall be filed with the council president and the region director, or the State Office detailing the compliance with the dissolution process.

#ARTICLE V: MEMBERSHIP AND DUES

Section 1. Every individual who is a member of this local PTSA is, by virtue of that fact, a member of the Tennessee PTA and of the National PTA by which CHATTANOOGA CENTRAL HIGH SCHOOL PTSA is chartered, and is entitled to all the benefits of such membership.

Section 2. Membership in CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall be made available by CHATTANOOGA CENTRAL HIGH SCHOOL PTSA, without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the Tennessee PTA Bylaws or the National PTA Bylaws, as may be prescribed in the bylaws of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA, to any individual who subscribes to the Purposes and basic policies of the National PTA.

Section 3. The CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

Section 4. Each member of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall pay such annual dues to said organization as approved by a 2/3 vote of the voting body of the general membership. The amount of such dues shall include the portion payable to the Tennessee PTA – the “state portion” – and the portion payable to the National PTA – the “national portion.”

Section 5. The Tennessee PTA portion of each member’s dues shall be recommended by the Board of Managers and approved by a two-thirds (2/3) vote of the voting body at the Annual Convention.

Section 6. The National PTA portion of each member’s dues shall be determined by a two-thirds (2/3) vote of the voting body at the National PTA annual convention.

Section 7. The state and national portions of the dues paid by each member of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall be set aside and remitted to the Tennessee PTA through such channels and at such times as the state PTA bylaws may provide. The Tennessee PTA shall pay the national portion of dues to the National PTA for all members.

Section 8. Each local unit membership chairman shall maintain an accurate list of members and shall furnish a copy to the local unit secretary. A copy of this list shall be sent with each membership report.

Section 9. All memberships received during the fiscal year ending June 30 shall expire no later than the following October 31.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1. The officers of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall be a President, 1st (First) Vice-President, a Secretary, and a Treasurer.

Section 2. The officers shall be elected by ballot at the annual meeting in the month of May.

Section 3. The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall elect. Written ballots shall be counted by three members selected at the election meeting.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the CHATTANOOGA CENTRAL HIGH SCHOOL PTSA:

- # a. Each officer shall be a member of the CHATTANOOGA CENTRAL HIGH SCHOOL PTSA.
- b. No officer may be eligible to serve more than two (2) consecutive terms in the same office.
- c. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

Section 5. Officers shall assume their official duties following the close of the annual meeting in May or in the case of Officers being placed into office before or after the annual meeting, that Officer shall assume their official duties immediately upon taking office and shall serve for a term of one (1) year or until their successors are elected.

Section 6. No person shall serve on the Board of Managers in more than one elected capacity.

Section 7. Vacancies: A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the 1st Vice-President. A vacancy in any office other than president shall be filled by the Board of Managers.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The President shall:

- a. preside at all meetings of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA;
- b. serve as an ex-officio member of all committees except the Committee on Nominations and Leadership Development;
- c. be a designated signator on checks or vouchers;
- d. coordinate the work of the officers and committees of this local PTSA in order that the Purposes may be promoted; and
- e. perform such other duties as may be provided by these bylaws, standing rules, parliamentary authority, or as directed by the Board of Managers, or the executive committee.

Section 2. The 1st Vice-President shall:

- a. act as aide to the President;
- b. perform the duties of the President in the President's absence or inability to serve;
- c. perform such other duties as may be provided for by these bylaws, standing rules, parliamentary authority, or as directed by the President, the Board of Managers, or the executive committee.

Section 3. The Secretary shall:

- a. record the minutes of all meetings of the CHATTANOOGA CENTRAL HIGH SCHOOL PTSA;
- b. be prepared to read the records of any previous meeting;
- c. keep a permanent record and file all records;
- d. have a current copy of the bylaws;
- e. maintain a membership list;
- f. perform other such duties as may be provided for by these bylaws, standing rules, parliamentary authority, or as directed by the President, the Board of Managers, or the executive committee.

Section 4. The Treasurer shall:

- a. have custody of the funds of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA;
- b. keep a full and accurate account of receipts and expenditures in the books belonging to CHATTANOOGA CENTRAL HIGH SCHOOL PTSA;
- c. make disbursements as authorized by the President, Board of Managers, or CHATTANOOGA CENTRAL HIGH SCHOOL PTSA in accordance with the budget adopted by CHATTANOOGA CENTRAL HIGH SCHOOL PTSA;
- d. have checks or vouchers signed by two bonded officers: the Treasurer, the President, or one other designated officer;
- e. present a financial statement at every meeting of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA and at other times when requested by the Board of Managers;
- f. make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting);
- g. be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section 11, of these bylaws;
- h. present an annual report of the financial condition of the organization;
- i. have the accounts examined annually or upon change of officer by an auditor or an auditing committee of not less than three members, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report;
- j. report the findings of the annual report to the Board of Managers;
- k. perform such other duties as may be provided for by these bylaws, standing rules, parliamentary authority, or as directed by the President, the Board of

Managers, or the executive committee.

ARTICLE VIII: BOARD OF MANAGERS

Section 1. The business of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall be conducted by the Board of Managers in the intervals between local unit PTSA general meetings.

Section 2. Each board member shall be a member of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA.

Section 3. The members of the board shall be:

- a. the elected officers;
- b. the chairmen of the standing and/or special committees, the Principal or an appointed representative, teacher representatives, student representatives, and the immediate Past President; and
- c. Parliamentarian, appointed by the President and approved by the officers of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA;

Section 4. No person shall serve on the Board of Managers in more than one elected capacity.

Section 5. Duties of the board shall be to:

- a. carry out such business as may be referred to it by the membership of the association;
- b. create standing and special committees;
- c. report at the regular general membership meetings of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA;
- d. select an Auditor or an Auditing Committee to audit the Treasurer's accounts;
- e. prepare and submit an annual budget to CHATTANOOGA CENTRAL HIGH SCHOOL PTSA's general membership for adoption; and
- f. approve payment of routine bills within the limits of the approved budget.

Section 6. If any member of the Board of Managers shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board in the following manner:

- a. a resolution adopted by the executive committee;
- b. a ten (10) day notice issued to board member in question;
- c. an opportunity for the member in question to address the Board of Managers at the next regular meeting; and
- d. two-thirds (2/3) vote of the Board of Managers for removal.

Section 7. Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting of the year.

Section 8. Special meetings of the board may be called by the President or when requested by five (5) members upon three (3) days written (including electronic) notice to each member of the Board.

Section 9. At all meetings of the Board, a majority of the members of the board present shall constitute a quorum for the transaction of business. (National PTA Bylaws Article IV–Constituent Organizations Section 5)

Section 10. Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board all records, books, and other materials pertaining to the position shall be turned over to the President and all funds pertaining to the position shall be returned to the Treasurer within fourteen days.

ARTICLE IX: EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be composed of the elected officers, the Principal of the school, and the Parliamentarian of the PTSA.

Section 2. Special meetings of the Executive Committee may be called by the President or upon written request of five (5) members with three (3) days written (including electronic) notice given to each member of the Executive Committee.

Section 3. A majority of the Executive Committee present shall constitute a quorum for the transaction of business.

Section 4. Duties of the Executive Committee shall be to:

- a. transact business referred to it by the Board;
- b. appoint standing committee chairmen and members;
- c. approve the work of the committees;
- d. act in emergencies between meetings of the Board; and
- e. make a report at each board meeting.

Section 5. The Executive Committee shall take no action in conflict with any action taken by the Board of Managers or the general membership.

ARTICLE X: COMMITTEES

Section 1. Only members of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall be eligible to serve in any elected or appointed position.

Section 2. The standing committees of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall be listed in the unit's standing rules.

Section 3. The Board of Managers may create such special committees as it may deem necessary to promote the Purposes of PTA and carry on the work of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA.

Section 4. The chairmen of standing/special committees shall be elected by the officers of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA.

Section 5. The term of office of a committee chairman shall be two (2) years or until the selection of a successor.

Section 6. The chairman of each committee shall present a plan of work to the Executive Committee or Board of Managers for approval. No committee work shall be undertaken without the consent of the Executive Committee or Board of Managers.

Section 7. The President shall be a member ex-officio of all committees except the Committee on Nominations and Leadership Development.

#ARTICLE XI: COMMITTEE ON NOMINATIONS AND LEADERSHIP DEVELOPMENT

A Committee on Nominations and Leadership Development shall be elected at least two months prior to the election of officers. The committee shall be composed of three (3) members, at least one of which shall be a member at large.

- a. The committee shall elect its own chair;
- b. The Committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting in May, at which time additional nominations may be made from the floor;
- c. Only those individuals who are current members of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA and who have signified their consent to serve if elected shall be nominated for office;
- d. No member shall serve on the Committee in consecutive years.

ARTICLE XII: GENERAL MEMBERSHIP AND MEETINGS

Section 1. Regular meetings of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall be held at least five (5) times per year as provided by CHATTANOOGA CENTRAL HIGH SCHOOL PTSA, the Board of Managers, or the Executive Committee. Five (5) day's notice shall be given to the membership of any change of date.

Section 2. Special meetings of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA may be called by the President or by a majority of the Board of Managers, three (3) days notice having been given.

Section 3. The annual meeting shall be held in May.

Section 4. Five (5) of present members shall constitute a quorum for the transaction of business in any meeting of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA.

ARTICLE XIII: COUNCIL MEMBERSHIP

(This article applies only to those local PTSAs holding membership in a council PTA. The following sections **must** correspond to the council PTA bylaws.)

Section 1. The CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall be represented in meetings of the Hamilton County Council of PTAs by the President or alternate, the Principal or alternate, and by one (1) delegates or their alternates.

- a. All representatives to the PTA council must be members of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA.
- b. Delegates and their alternates shall be chosen by a majority vote of the Executive Committee in July.
- c. Delegates to the Hamilton County Council PTA shall serve for a term of at least one (1) but no more than two (2) fiscal years.

Section 2. The CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall pay annual dues of \$0.25 per member to the Hamilton County Council PTA as provided in the Hamilton Council PTA Bylaws.

ARTICLE XIV: TENNESSEE STATE PTA CONVENTION (The following section **must** correspond to the Tennessee State PTA bylaws, and is provided as a guideline to local PTAs.)

Section 1. Each local PTSA unit is entitled to representation by:

- a. the President or an elected alternate;
- b. one delegate or alternate; and
- c. in addition, each local unit in good standing is entitled to one delegate for every 50 members or a major fraction thereof, as shown by the official membership records.

Section 2. No delegate is allowed to represent more than one local unit and must have been a member of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA at least thirty (30) days prior to the convention.

Section 3. Voting delegates and their alternates shall be chosen by majority vote of the Executive Committee in the month of March, or an earlier month that term, in order to take advantage of pre-registration.

ARTICLE XV: FISCAL YEAR

The fiscal year of the CHATTANOOGA CENTRAL HIGH SCHOOL PTSA shall be July 1 through June 30.

ARTICLE XVI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the CHATTANOOGA CENTRAL HIGH SCHOOL PTSA and in all cases in which they are applicable and in which they are not in conflict with these bylaws, the Tennessee PTA Bylaws, the National PTA Bylaws, or the articles of incorporation.

ARTICLE XVII: AMENDMENTS

Section 1. These bylaws may be amended at any regular general membership meeting of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA by two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment has been given at the previous regular meeting and that the proposed amendment shall be subject to approval of the Tennessee PTA.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of CHATTANOOGA CENTRAL HIGH SCHOOL PTSA, or by a two-thirds (2/3) vote of the Board of Managers. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 3. Submission of amendments or revised bylaws for approval by the Tennessee PTA shall be in accordance with the bylaws or regulations of the Tennessee PTA.

Section 4. The adoption of an amendment to any provision of the bylaws of the Tennessee PTA identified by a pound sign (#) shall serve automatically and without the requirement of further action by the CHATTANOOGA CENTRAL HIGH SCHOOL PTSA to amend their corresponding bylaws.

3/1/08
Date of Revision

Stacy Starnes
Local Unit Bylaws Chairman

5/13/08
Date of Approval

Gail Phillips
State Bylaws Chairman

NAME OF LOCAL UNIT: CHATTANOOGA CENTRAL HIGH SCHOOL PTSA

ADDRESS: 5728 Highway 58, Harrison, TN 37341

EMAIL ADDRESS: None

FEDERAL EMPLOYER IDENTIFICATION NUMBER: 03-0604497