

**BYLAWS OF THE  
COMMUNICATIONS ARTS HIGH SCHOOL  
PARENTS SUPPORT GROUP**

**ARTICLE I – NAME, DESCRIPTION, & PURPOSE**

**Section 1: NAME**—The name of the organization shall be CAHS-PSG, Inc., otherwise known as Communications Arts High School Parents Support Group, located at Communications Arts High School, 11600 FM 471 West, San Antonio, TX, 78253, and all business shall be transacted in this name. The term CAHS-PSG as used hereinafter shall mean the total organization. Name filed with IRS

**Section 2: DESCRIPTION**—The CAHS-PSG is a non-profit organization that exists for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. These bylaws shall govern all proceedings of the CAHS-PSG, except as otherwise provided by the rules and regulations of Communications Arts High School (CAHS) and/or Northside Independent School District (NISD). In the event of a conflict between these bylaws and the rules and regulations of CAHS and/or NISD, the latter rules and regulations shall prevail.

**Section 3: PURPOSE**—The purpose of the CAHS-PSG is to enhance and support the educational experience at Communications Arts High School, to develop a closer connection between school and home by encouraging parent involvement, and to improve the programs, activities, and environment at CAHS through volunteer efforts and financial support.

**ARTICLE II – MEMBERSHIP & DUES**

**Section 1: Members shall:**

- a. Be a parent or guardian of a student enrolled at CAHS
- b. Pay annual membership dues
- c. Be eligible to vote and hold elective office

**Section 2: Dues for Members shall:**

- a. Be set prior to July 1<sup>st</sup> each year by the CAHS-PSG Executive Board.
- b. Be paid annually and the membership year shall run from July 1<sup>st</sup> to June 30<sup>th</sup>.

## **ARTICLE III – DUTIES OF THE EXECUTIVE BOARD AND OFFICERS**

### **Section 1: Executive board shall:**

- a. Consist of the following officers—President, two (2) Vice Presidents, Secretary, Treasurer, and Communications Officer.
- b. The CAHS Principal, or his/her designee, will be an ex-officio member of the Executive Board without a vote.
- c. Provide general supervision of the affairs of the CAHS-PSG
- d. Enforce the provisions of the by-laws
- e. Prepare and submit a budget for the year to the association for adoption
- f. Establish and oversee committees to conduct the work of the organization
- g. Facilitate all programs established by the PSG Board
- h. Meet prior to each CAHS-PSG General Meeting and at other times, as deemed necessary by the President, to determine the business to be transacted
- i. Serve as ex-officio member of any sub-committee as deemed necessary

### **Section 2: The President shall:**

- a. Serve as the official representative of the CAHS-PSG
- b. Coordinate the work of officers and committees of the association in order that the Purposes may be promoted
- c. Confirm that a quorum is present before conducting an business at any meeting of the group
- d. Preside at and prepare an agenda for all CAHS-PSG General Meetings and Executive Board Meetings
- e. Appoint chairmen of special committees subject to approval of Executive Board
- f. Be authorized to sign on bank accounts
- g. Appoint Executive Board officer to be third signature on account
- h. Appoint Executive Board officer to verify monthly manual reconciliation
- i. Appoint an Audit committee subject to the approval of the Executive Board
- j. Serve as an ex-officio member of all CAHS-PSG committees
- k. Meet with the Principal prior to the first board meeting held in August
- l. Attend the School Advisory Team meetings

### **Section 3: Vice Presidents**

- a. 1<sup>st</sup> Vice President shall:
  1. Be the aid-to-the-president; and in charge of Spirit Items
  2. Preside in the absence of the President (in their designated order)
  3. Co-Chair the CAHS in the Parking Lot and / or Annual Fundraiser
  4. Maintain an inventory of all physical assets belonging to the CAHS-PSG
- b. 2<sup>nd</sup> Vice President shall:
  1. Be in charge of Spirit Nights
  2. Preside in the absence of the president (in their designated order)
  3. Co-Chair the CAHS in the Parking Lot and / or Annual Fundraiser

**Section 4: The Secretary shall:**

- a. Record, maintain, and make available to any Executive Board member or any Member, upon request, the minutes of all CAHS-PSG general meetings and Executive Board meetings
- b. Have minutes from each CAHS-PSG general meeting prepared for posting on the CAHS-PSG webpage within two weeks of the meeting date
- c. Maintain a schedule of and coordinate facilities for all Executive Board meetings and CAHS-PSG general meetings
- d. Keep a current and accurate list of CAHS-PSG members.

**Section 5: The Treasurer shall:**

- a. Serve as custodian of the finances for CAHS-PSG
- b. Present a full report of the proposed budget at the first CAHS-PSG general meeting of the year for approval by the membership
- c. Collect and deposit all revenues and pay all authorized and budgeted expenses for the organization in a timely manner
- d. Be the primary person authorized to sign checks for the CAHS-PSG
- e. Maintain an accurate and permanent record of all receipts and disbursements and make records available for inspection upon request
- f. Reconcile CAHS-PSG account holdings with the monthly bank statement in a timely manner
- g. Present a report of financial activity at each CAHS-PSG General Meeting and at any other time on request of the Executive Board
- h. Propose any necessary budget amendments during the year for approval by the membership at a CAHS-PSG general meeting
- i. Make all required IRS filings
- j. Surrender the books and records at the end of the school year for audit.

**Section 6: The Communication Officer shall:**

- a. Coordinate the timely posting of CAHS-PSG information and records on the CAHS-PSG webpage for access and review by the membership
- b. Keep a current and accurate email distribution list for CAHS-PSG members
- c. Conduct all necessary correspondence for the organization.

**Section 7: Qualifications and Terms of Office**

- a. Officers of the CAHS-PSG shall come from the Membership and be elected to serve a one-year period, not to exceed more than two consecutive years in the same office
- b. Officers' terms shall begin July 1<sup>st</sup> and last for a period of one year

**Section 8: Removal or Vacancy**

- a. An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board
- b. If a vacancy occurs on the Executive Board, the remaining members of the Executive Board shall appoint a CAHS-PSG member to fill the vacancy for the remainder of the term.

## ARTICLE IV – COMMITTEES & APPOINTED POSITIONS

### Section 1: Formation

- a. The Executive Board has the authority to form standing and special committees as deemed necessary to carry out the objectives of the CAHS-PSG
- b. Chairpersons of Standing Committees and Special Committees shall be appointed by the Executive Board from the Membership
- c. Committee chairpersons shall be empowered to select members of their respective committees and establish a meeting schedule
- d. Chairpersons of committees will notify the Executive Board of designated dates and times of meetings

### Section 2: Appointed Position Chairpersons shall:

- a. Be invited to Executive Board meetings, when deemed necessary, but will not have a vote in Executive Board decisions.
- b. Attend General Meetings and may be called upon to give a report of committee actions at CAHS-PSG general meetings.
- c. Standing Committees shall include, but not be limited to, the following list:
  1. Membership Committee
    - a. shall recruit members to join PSG and organize and report all membership to the executive board
  2. Hospitality Committee
    - a. shall support both students and faculty/staff events as needed and approved by the Executive Board throughout the year
    - b. support is given through but not limited to appreciation lunches, appreciation gifts, volunteer help or monetary gifts.

### Section 3: Special Committee Chairpersons shall:

- a. Be invited to Executive Board meetings, when deemed necessary, but will not have a vote in Executive Board decisions
- b. Attend general meetings and may be called upon to give a report of committee actions at CAHS-PSG General Meetings
- c. Special Committees shall include, but not be limited to, the following list:
  1. Scholarship Committee
  2. Scholarship Review Committee-Formed every three years
  3. Nominating Committee
  4. Audit Committee
  5. By-Law Review Committee – Formed every 3 years

### Section 4: Grade Level Representatives shall:

- a. Be appointed from the Membership by the Executive Board by the second CAHS-PSG general meeting of the school year
- b. Be selected to serve in this position for a class in which they have a student enrolled
- c. Act as a liaison between the class sponsor and the CAHS-PSG Communications Officer

- d. Be called upon to give a report of any class activities and fundraising efforts at CAHS-PSG general meetings.

## **ARTICLE V – MEETINGS**

### **Section 1: CAHS-PSG General Meetings shall:**

- a. Be regularly held to conduct the business of the CAHS-PSG
- b. Will generally be held monthly during the regular school year or at the discretion of the Executive Board
- c. The date and location of these meetings will be established by the Executive Board prior to the start of each school year and approved by CAHS Administration
- d. The approved schedule of the CAHS-PSG General Meetings will be distributed through available communication outlets.

### **Section 2: Voting and Quorum**

- a. Each Member in attendance at a CAHS-PSG general meeting is eligible to vote
- b. Absentee and proxy votes are not allowed
- c. Ten (10) Members of the CAHS-PSG present and voting constitute a quorum for the purpose of conducting business

### **Section 3: Points of Business shall be:**

- a. Call Meeting to Order
- b. Approve Minutes from the Previous Meeting
- c. Review and Accept the Report of Financial Activity
- d. School Update by the Principal/Vice Principal
- e. Old Business
- f. New Business
- g. Announcements
- h. Adjournment

## **ARTICLE VI – ELECTIONS**

### **Section 1: Nominating Committee**

- a. In March the Executive Board shall ask for a Nominating Chairperson and/or Committee, consisting of three Members whose purpose is to submit a slate of officers in April for election by the Membership at the May CAHS-PSG General Meeting
- b. The Nominating Committee shall identify a nominee for each of the offices listed in Article III, Section 1 of these bylaws
- c. The consent of each nominee must be obtained before his/her name is placed in nomination; and they must be a paid member before accepting the nomination
- d. Members of the Nominating Committee and incumbent officers shall be eligible to become nominees for office.
- e. The chairperson of the Nominating Committee will present the slate of candidates at the April CAHS-PSG general meeting
- f. Elections will take place at the May CAHS-PSG general meeting

- g. Nominations may be made from the floor of current members after the report of the Nominating Committee

## **Section 2: Elections**

- a. Officers are to be elected during the May CAHS-PSG general meeting by a majority vote of the Members present
- b. Officers' terms shall begin July 1<sup>st</sup> and last for a period of one year.

## **ARTICLE VII – FINANCIAL POLICIES**

### **Section 1: Fiscal Year**

- a. For tax reporting purposes, the fiscal year for the CAHS-PSG begins on July 1<sup>st</sup> and ends June 30<sup>th</sup> of the following year.

### **Section 2: Banking**

- a. All funds shall be kept in a bank account(s) in the name of CAHS-PSG Inc., Communications Arts High School Parents Support Group
- b. The President, Treasurer, and one additional executive board member shall be the authorized signers on the account(s)
- c. Only one signature shall be required on checks issued by the CAHS-PSG Inc.
- d. No authorized signer will be allowed to sign a check issued to himself/herself.

### **Section 3: Expenditures-**

- a. The President shall authorize expenditures for budgeted items, not to exceed the amount approved by the Members in the annual budget
- b. The President shall have the authority to approve non-budgeted expenditures not to exceed \$300.00 per month
- c. Expenditures of non-budgeted funds exceeding \$300.00, but less than \$1,000.00 shall be presented to the Executive Board for a majority approval prior to being obligated
- d. Expenditures of this kind shall be limited to \$1,000.00 per month
- e. Any expenditure of non-budgeted funds in excess of \$1,000.00 must be presented to the Members for approval at a CAHS-PSG General Meeting prior to being obligated

### **Section 4: Reporting and Auditing**

- a. CAHS-PSG financial activity shall be recorded in a computer-based accounting system
- b. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly, and must include a manual reconciliation monthly
- c. Financial records shall be submitted for audit no later than July 15<sup>th</sup> of each year and the audit shall be completed by July 31<sup>st</sup> of the same year
- d. The audit shall be the responsibility of the outgoing Treasurer and shall be conducted by a committee of three Members appointed at the May CAHS-PSG General Meeting
- e. Audit Committee members shall not be members of the Executive Board or related to any Executive Board member
- f. Transfer of financial records to the newly elected Treasurer shall take place after the audit has been completed

- g. Provide proof of an IRS accepted tax return and included in the financial records submitted for audit

#### **Section 5: Ending Balance**

- a. The organization shall leave a minimum of \$3,000 in the treasury at the end of each fiscal year
- b. The purpose of these funds are for start up expenses in preparation for the new school year

#### **Section 6: Contracts**

- a. Authority to sign contracts on behalf of the CAHS-PSG is limited to the President with the approval of the Executive Board

### **ARTICLE VIII – BYLAWS AMENDMENTS**

Amendments to these bylaws may be proposed by any CAHS-PSG Member. Proposed amendments shall be presented in writing to all members present at a CAHS-PSG General Meeting at least one meeting in advance of the meeting at which the amendments will be put forth for a vote. Proposed amendments shall also be posted to the CAHS-PSG webpage at least three weeks prior to the CAHS-PSG General Meeting at which the vote will be conducted. At that said meeting, the proposed amendments will again be presented in writing to all members prior to the vote being taken. Two-thirds (2/3) approval of all Members present and voting is required to adopt an amendment to the bylaws. A full review of the by-laws shall be conducted every three years.

### **ARTICLE IX – PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order, Newly Revised Edition* shall be used to conduct all meetings and govern the CAHS-PSG in all cases in which they are applicable and not in conflict with these bylaws.

### **ARTICLE X – DISSOLUTION**

In the event of dissolution of the CAHS-PSG, any assets remaining shall be donated to Communications Arts High School.

### **ARTICLE XI – ENACTMENT**

These bylaws were adopted by vote of the CAHS-PSG and became effective on **May XX, 2015**.

Date: \_\_\_\_\_

To: CAHS-PSG Audit Committee

From: \_\_\_\_\_

RE: \_\_\_\_\_ Audit

Thank you for volunteering to serve on the \_\_\_\_\_ CAHS-PSG audit committee. I am releasing to you for your review the records for the \_\_\_\_\_ CAHS-PSG school year.

The following files are included:

- Beginning Budget for the Fiscal Year \_\_\_\_\_
- Budget Amendments for the Fiscal Year \_\_\_\_\_
- General Ledger and Account Ledgers
- Financial and Budget Reports for Executive Meetings and General Meetings
- Copy of the Current By-laws
- Checkbook
- Blank Checks
- Bank Statements along with the monthly reconciliation of each monthly statement
- Payment reimbursements along with receipts
- Deposit with bank receipts
- Fiscal Year –End Financial Report
- Proof of IRS Accepted Tax Return for Fiscal Year

Please feel free to direct questions or requests for additional financial information required to conduct the audit to me.

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date