

KENTUCKY SCHOOL FOR THE BLIND
PARENT, STUDENT, STAFF ORGANIZATION
BY-LAWS

ARTICLE ONE

INTRODUCTORY

Name and Principle Offices

1.01

The name of this organization is the Kentucky School for the Blind (KSB) – Parent Student Staff Organization (PSSO). The principal office of the organization will be located at the Kentucky School for the Blind, 1867 Frankfort Avenue, Louisville, KY 40206.

Definition of Bylaws

1.02

These Bylaws constitute the code of rules adopted by this PSSO for the regulation and management of its affairs.

ARTICLE TWO

PURPOSES

2.01

The Objectives of this PSSO are to:

- (1) Facilitate timely and pertinent communication between students, parents and the school, working together to offer the highest quality educational and residential programs
- (2) Foster social interaction between students, parents and the staff
- (3) Provide students, parents and staff with current information about visual impairments, education and issues that impact students who are blind/low vision, enabling them to become advocates for their children and the school (KSB)
- (4) Plan activities for the benefit of the students, families and school
- (5) Plan fund raising activities that directly benefit student programs
- (6) Serve as a "sounding board" for ideas and potential projects being considered by the school
- (7) Identify issues and concerns that relate to the students, school and residential programs.

ARTICLE THREE

MEMBERSHIP AND DUES

Eligibility

3.01

This PSSO shall be comprised of regular, associate and corporate members.

"Regular" Membership in this organization is limited to parents/guardians of students presently enrolled, staff members presently employed by KSB, or students who are currently enrolled and in the 9th grade or higher.

"Associate" Membership in this organization is available to persons who are "friends" of the school. Associate members are not allowed to vote or hold office. Application and approval of associate membership is made to and approved by the executive board.

"Corporate" Membership is available to businesses and organizations who desire to demonstrate friendship to the school through financial and/ or other helpful means. Corporate members have no voting privileges and may not hold office.

3.02

Membership in this PSSO shall be made available without regard to race, color, creed, national origin, or disability.

Enrollment

3.03

This PSSO shall conduct an annual enrollment of members, but may admit individuals to membership at any time.

Dues

3.04

Individuals belonging to this PSSO shall pay such annual dues to said organization as may be prescribed by the organization.

Voting

3.05

Individual members will count as one vote in matters requiring voting by ballot.

3.06

During PSSO meetings, each "regular" member in attendance will count as one vote in matters requiring voting.

ARTICLE FOUR

OFFICERS AND THEIR ELECTION

Selection and Qualification

4.01

The officers of this PSSO shall be President, Vice President, Secretary, and Treasurer.

4.02

All officers shall be elected by ballot, sent to the membership in March as described in Article 7, and be elected for a term of two years.

4.03

Each officer shall be a "regular" member of the PSSO.

4.04

The President and Vice President shall be parents of a student currently enrolled at the Kentucky School for the Blind.

4.05

Officers shall serve not more than two consecutive two-year terms.

ARTICLE FIVE

DUTIES OF OFFICERS

President

5.01

The President shall preside over each general meeting, and, with the Director of Instruction or his or her designee, plan the agenda of each general meeting. The President shall appoint committees to coordinate fund raising activities or other activities that will directly benefit the students.

Vice President

5.02

The Vice President shall preside over the general meeting during the absence of the President and serve on or chair committees as assigned by the President.

Treasurer

5.03

The Treasurer shall be responsible for maintaining current financial records of this PSSO. He or she will be responsible for disbursing and collecting funds.

Secretary

5.04

The Secretary shall be responsible for taking and distributing the minutes of each general meeting. He or she shall also be responsible for written correspondence when appropriate.

ARTICLE SIX

EXECUTIVE BOARD

Structure of the Board

6.01

The executive board shall consist of the officers of this PSSO.

Duties of the Executive Board

6.02

The duties of the executive board shall be to: (1) transact necessary business in the intervals between PSSO meetings and such other business as may be referred to by the association (2) present a report at the regular meetings of the PSSO (3) create special committees (4) fill vacancies of officers.

Meetings

6.03

Meetings of the executive board shall be held at a time and place to be designated by the Executive Board.

6.04

A majority of the executive board members shall constitute a quorum.

Vacancies on the Board

6.05

A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given.

Reason to Remove

6.06

An officer or President shall be removed from office for failure to perform duties, criminal misconduct or unethical behavior in PSSO business, by the remaining three officers.

ARTICLE SEVEN

MEETINGS OF THE MEMBERS

Regular Meetings

7.01

This organization shall hold a minimum of 5 (five) meetings a year. Regular meetings of this PSSO shall be held in the months of August, October, December, February, and April. Exact dates shall be determined by the President and the Director of Instruction or his or her designee.

7.02

Nominations for officers will be solicited at the February meeting. Ballots will be sent to "regular" members of this PSSO in March. The elected officers for the following school year will be announced at the April meeting.

Place

7.03

Meetings of members shall be held at a place to be designated by the Executive Board.

ARTICLE EIGHT

DISBURSEMENT OF FUNDS

8.01

Disbursement of funds, not related to specific, approved fund raising projects, shall be approved by a majority vote of the PSSO "regular" membership at a scheduled PSSO meeting.

8.02

All financial transactions will be required to have the signature of both the President and the Treasurer.

ARTICLE NINE

FUNDRAISING

9.01

All fund raising shall be for projects that directly benefit the student body of the Kentucky School for the Blind.

9.02

All fund raising projects shall be approved by a majority vote of the PSSO "regular" membership.

ARTICLE TEN

FISCAL YEAR

10.01

The fiscal year of this PSSO shall begin July 1 and end June 30.

10.02

A minimum of \$500.00 will remain in the treasury at the end of the fiscal year.

ARTICLE ELEVEN

AMENDMENTS

11.01

These Bylaws may be amended at any regular meeting of this PSSO by two-thirds (2/3) vote of the "regular" members present and voting, provided that notice of the amendment has been given at the previously scheduled meeting.

ARTICLE TWELVE

PROCEDURE FOR DISSOLUTION

12.01

Dissolution of this PSSO shall occur in the following manner: (1) The executive board (or other body that, under its bylaws, manages the affairs of the PSSO) shall adopt a resolution recommending that the PSSO be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. (2) Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the PSSO shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting. Only those individuals who were "regular"

members in good standing of the PSSO on the date of adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution. (3) Approval of dissolution of the PSSO shall require the affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the special meeting, a quorum being present.

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