

AST By Laws
APEX HIGH SCHOOL

ACADEMY OF INFORMATION TECHNOLOGY
SUPPORT TEAM

BY-LAWS

Article 1

Name

The name of this organization shall be the Apex High School Academy of Information Technology Support Team, hereafter called AST (Academy Support Team).

Article 2

Purposes

The purposes of the AST are to:

- Develop among its members and the local community an understanding and advancement of the Academy of Information Technology program
- at Apex High School. Provide a volunteer base and assist in bringing in financial support to the Academy program.
- This association is organized exclusively for charitable purposes within the meaning of section 501(c) (3) of the Internal Revenue Code.
- To help in building and enhancing the relationships between the Academy program and the AOIT Business Partners.

Article 3

Membership

Membership in the AST is open to all parents of students in the AOIT, AOIT Business Partners and members of the local community. To become a member, the participant must agree to support the purpose of the AST and follow the by-laws.

Article 4

Officers: AST officers will be elected at the annual membership meeting held during the first month of the WCPSS academic year. All attending members at the meeting will be entitled to cast one vote for each position. The term of office shall coincide with the school year.

The AST officers and their duties are:

President: Responsible to the membership for carrying out the purposes of the AST. He or she will run all membership meetings. He or she will keep the membership informed of the activities of all committees, officers and others acting in the name of the AST. He or she can be removed from office by a two-thirds vote of the full membership. Max Term of office: 2 years.

Vice-President: Responsible to the President and will carry out those duties assigned to him or her by the President. If the President is unable to carry out his or her duties because of illness or any other reason, the Vice-President will assume the duties and responsibilities of the President. Max Term of Office: 2 years. Vice-President may assume the position of President for the next academic term of office.

Secretary: Responsible to the President for keeping accurate records of all the group's activities. Minutes of all meetings will be recorded and made available to all members upon request. Records will be kept in a permanent notebook. The Secretary is also responsible for recording all correspondence made to and from the AST. Max Term of Office: 2 years.

Treasurer: Responsible to the President for all financial activities of the group. Accurate financial records will be kept electronically or in a permanent notebook. The 1st quarter begins in August. A quarterly report will be given to the officers and made available to the membership upon request. Treasurer will handle the filing and payment of any yearly taxes due if applicable. Max Term of Office: 3 years.

Article 5

Meetings

The annual membership meeting will be held during the first month of the academic year. Members will be notified of the meeting at least seven days in advance. The president as needed may call other membership meetings. The President must give the membership seven days notice of all called meetings. A membership meeting may also be called if requested by 10 percent of the members. A letter signed by 10 percent of the members to the President and Secretary stating the reason for the meeting is enough to force the President to call a meeting. The committee chairs as needed, will call other committee meetings.

Article 6

Committees

There can be five committees active at all times. The President may appoint other committees when he or she thinks they are needed, or when the majority of the membership requests one. The five standing committees and their responsibilities are:

Executive: Responsible for carrying out the purposes of the AST. It shall consist of the four elected officials, the chairs of the other committees, and any one else the President may appoint. A new committee will be named each time there is a new President.

Ways and Means: Responsible for organizing, promoting and carrying out fund-raising support of the AOIT.

Public Relations: Responsible for keeping the Apex hHS population and public informed of the activities of the AOIT program and the AST. (Optional)

Hospitality: Responsible for providing refreshments when needed at membership meetings. Organizing the end of the year celebration. Assist in the correspondence with our AOIT Business Partners.

Nominating: Responsible for presenting a list of candidates to the Membership for the May election.

The President will appoint two committee members per grade level. (Optional)

Article 7

Finances The treasurer will be responsible to the Executive Committee for all money coming in and going out. A quarterly report will be given to the Executive Committee and filed by the Secretary in the group records. A finance report will be made available to the membership upon request. There will be no membership dues.

Notwithstanding any other provision of these Bylaws, the AST will not participate in any activities that are prohibited by (a) by an association exempt from Federal income tax under

section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an association, contributions to which are deductible under section 170 (c) (2) of the internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law". Upon the dissolution of the AST, the remaining assets will distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious and or scientific purposes and which has established its tax exempt status under section 501 (c) (3) of the Internal Revenue Code.

Amendments:

4/11/02:

Article 4, Officers Prior to the last sentence add "The term of office is November 1st through October 31st."

9/17/02:

Article 4, Officers, Line 1 substitute "last" for "first"

Article 4, Officers, Line 3 substitute "June" for "November" and "May" for "October".

Article 4, Vice-President, Line 4 substitute "may" for "will"

Article 6, Committees, Lines 1 and 3 substitute "five" for "four"

Article 6, After Hospitality add "Nominating: Responsible for presenting a list of candidates to the Membership for the May election.

10/9/03:

Article 2, Line 5 insert "This association is organized exclusively for charitable purposes within the meaning of section 501(c) (3) of the Internal Revenue Code."

Article 7, Add the two following paragraphs to the end "Notwithstanding any other provision of these Bylaws, the AST will not participate in any activities that are prohibited by (a) by an association exempt from Federal income tax under section 501 (c) (3) of 1986 (or the corresponding provision of any future United States Internal the Internal Revenue Code of Revenue Law) or (b) by an association, contributions to which are deductible under section 170 (c) (2) of the internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law".

Upon the dissolution of the AST, the remaining assets will distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious and or scientific purposes and which has established its tax exempt status under section 501 (c) (3) of the Internal Revenue Code."

9/1/2008

Article 3, Delete the line: Each member will be requested to complete a Support Participation Form at the beginning of each academic year.

Article 4, Officers Prior to the last sentence add "The term of office shall coincide with the school year."

Article 4, Officers, Line 1 substitute "first" for "last"

Article 4, Officers, Term on officers: Max term:2 years with the exception of Treasurer which shall read: Max Term:3 years.

Article 4, Treasurer, add financial records may be kept electronically and reporting to officers will be once per quarter not once per month.

Article 6, Committees. Substitute "can" for "will" in Line 1., making Public relations and Nominating committees "optional"

Article 7, reporting to officers will be once per quarter not once per month. A finance report will be made available to the membership upon request.