

**BRENTWOOD HIGH SCHOOL**

**PARENT-TEACHER ORGANIZATION**

**BY-LAWS**

**ARTICLE I**

**NAME**

The name of this organization shall be the BRENTWOOD HIGH SCHOOL P.T.O. (PARENT-TEACHER ORGANIZATION), and its principal place of business shall be Brentwood High School, 5304 Murray Lane, Brentwood, Tennessee, 37027.

**ARTICLE II**

**PURPOSE**

The purpose(s) of the Organization shall be:

To promote and coordinate efforts which enhance and enrich the academic, fine arts, athletic and musical excellence of Brentwood High School. Individual groups supporting athletics, band, and academics & fine arts shall function as Subgroups within the Brentwood High School P.T.O. The relationship of the Brentwood High School P.T.O. to these Subgroups shall be to assist and coordinate fundraising activities and other efforts which support their individual group goals, as well as to promote the overall school program;

To enlist financial and moral support within the community for Brentwood High School and its endeavors in order to achieve excellence and to serve as a civic symbol for the City of Brentwood and the entire community;

To encourage, among parents and the students at the elementary and middle school levels, an interest in the overall school programs and activities as preparation for participation in, and support of, the organization's activities at Brentwood High School;

To provide confidential financial assistance to deserving students who, because of personal financial limitations, might otherwise be unable to participate in the programs and/or activities of Brentwood High School;

To promote volunteer support to academics, fine arts, athletics, band, faculty and administration of Brentwood High School;

To provide funds which support the educational mission of Brentwood High School;

To provide support and encouragement to all sanctioned school activities;

To engage in any and all other lawful activities which are exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision(s) of any future United States Internal Revenue Law), or as the same may from time to time be amended; and,

That, at no time or under any circumstances, shall any of the activities of the organization be directed toward or in furtherance of any activity or function which would disqualify the organization from exemption under Section 501(c)(3) of the Internal Revenue Code of 1954 or the provisions relating to Corporations Not For Profit of Title 48 of the Tennessee Code Annotated as amended.

### ARTICLE III

#### MEMBERSHIP

**SECTION 1. MEMBERSHIP.** The following individuals and/or groups shall be eligible for membership:

- Parents/Guardians of students
- Alumni
- Students at Brentwood High School
- Faculty, Staff, and Administration of Brentwood High School

#### **SECTION 2. VOTING MEMBERSHIP.**

Voting membership shall be limited to parents/guardians of currently enrolled Brentwood High School students, contingent upon payment of annual dues, elected Officers, and elected At Large Officers.

In cases in which one paid membership fee covers two (2) parents or guardians in one family, each parent or guardian shall be recognized as a voting member and each shall be entitled to one (1) vote.

**SECTION 3. DUES.**

The Dues shall be specified annually by the Executive Committee of the Brentwood High School P.T.O. and approved by the General Membership at the spring meeting.

**SECTION 4. WAIVER OF DUES.**

Dues may be waived for an individual(s) in case of legitimate financial stress. Waivers shall be granted *in confidence* by the President, without loss of privileges to the individual(s) involved.

**SECTION 5. ADDITIONAL CLASSES AND/OR CATEGORIES OF MEMBERSHIP.**

The Executive Committee may, from time to time, authorize and designate other and/or additional categories and/or classes of membership in recognition of special and/or exceptional contributions on behalf of individuals, corporations and/or organizations in support of the organization's purpose(s).

**SECTION 6. GENERAL MEMBERSHIP MEETINGS.**

General Membership meetings shall be held at least twice a year during the regular school year or as called by the Executive Committee and/or the President.

Meetings may be rescheduled for due cause at the direction of the President.

The General Membership shall be notified of the time and place of each meeting by mail, circular, message, electronically or telephone at least seven (7) days in advance of such meeting with the exception of emergency meetings.

A minimum of fifteen (15) voting members plus two (2) elected officers shall constitute a quorum.

All meetings shall be conducted within the framework of accepted parliamentary procedure and Robert's Rules of Order shall be the definitive authority for questions of procedure which cannot be satisfactorily resolved by the presiding officer.

Voting may occur by email or electronic means as long as actions from the vote are ratified within sixty days by a meeting of the General Membership.

**ARTICLE IV**

**GOVERNMENT**

**SECTION 1. ORGANIZATION OF THE BRENTWOOD HIGH SCHOOL P.T.O.**

**SECTION 1A. EXECUTIVE COMMITTEE.**

**MEMBERS OF THE EXECUTIVE COMMITTEE.** The Executive Committee shall consist of the following voting members:

**Four (4) elected officers of the Organization** - President, Vice President, Secretary, and Treasurer - all of whom shall be elected annually by the General Membership;

**DUTIES OF THE EXECUTIVE COMMITTEE.** The basic function of the Executive Committee shall include, but not be limited to, the following:

- Formulation of policies, new concepts, organizational procedures and long-range plans in keeping with the purposes and objectives of the organization;
- Coordination and consideration of specific suggestions, criticisms, requests for funds, fund-raising proposals, committee problems and other matters requiring direct action by the Executive Committee or recommendations from the General Membership;
- Establishment of written agreements between the Executive Committee and the Subgroups which delineate responsibilities of the Subgroups in exchange for the acceptance of any legal or financial obligation assumed by the Executive Committee for the Subgroup;
- Evaluation of progress reports from committee chairmen and Subgroup representatives, with resolution of current problems through delegation of specific responsibilities, recruitment of additional personnel and/or services, and revision of operational procedures if necessary;
- Preparation of an agenda for each General Membership meeting, to include all old business, new business, relevant committee reports and announcements of interest to the General Membership;

- Coordination, during the month of June, of the transfer of the government and operation of the organization to the incoming Executive Committee effective July 1, with clarification of all records, procedures and ongoing business;
- Recommendation of change(s) to the Charter and/or By-Laws as deemed necessary; and,
- To communicate to the general membership, the student body, faculty and community the needs and activities of Brentwood High School.

**EXECUTIVE COMMITTEE MEETINGS.**

Executive Committee meetings shall be held at such times and places as are specified by the President.

- Meetings may be rescheduled at the direction of the President
- A two-thirds majority of voting members of the Executive Committee shall constitute a quorum when voting on matters presented to this body.

Meetings of the Executive Committee shall be open to any interested persons. The Membership shall be notified by the Secretary, or President, of the time and place of each meeting by mail, circular, message, electronically or by phone at least seven days in advance of such meeting, with the exception of emergency meetings.

**SECTION 1B. BOARD OF DIRECTORS**

The Board of Directors the P.T.O. shall consist of:

- The Executive Committee;
- At- large members, one, or designee, to represent each of the Subgroups of the Brentwood High School P.T.O. Board of Directors, who shall be elected by the members of the respective Subgroups and thereafter ratified by a majority vote of the General Membership;
- Nine (9) representatives, one, or designee, to represent each of the following Committees of the Board of Directors: *Bruins Doins*, Fundraising, Membership, Hospitality, Historian, Building & Grounds, POGS, Freshmen Transition Coordinator and Volunteer Coordinator;
- Two (2) faculty members, (may be Administrative), both of whom shall be elected by the Faculty of Brentwood High School; and
- One (1) student member, who shall be the Student Body President or designee.

**DUTIES OF THE BOARD OF DIRECTORS.** The basic function of the Board of Directors shall include, but not be limited to, the following:

- Review and discussion of policies, new concepts, organizational procedures and long-range plans in keeping with the purposes and objectives of the organization;
- Consideration and approval of specific requests for funds, fund-raising proposals, and other matters requiring direct action as presented by the Executive Committee or recommendations from the General Membership;
- Review of progress reports from committee chairs and Subgroup representatives, with the resolution of current problems;
- Review and approve change(s) to the Charter and/or By-Laws as deemed necessary;
- Communicate to the general membership, the student body, faculty and community the needs and activities of Brentwood High School; and,
- Perform the specific duties outlined in Sections 2 and 3 of this document for their respective positions.

**MEETINGS OF THE BOARD OF DIRECTORS.**

Board meetings shall be held monthly at a date, time, and place agreed upon by the Executive Committee during transition of governance of the organization; such times and places are communicated to the Board prior to the first meeting.

- Meetings may be rescheduled at the direction of the President.
- A simple majority of voting members of the Board shall constitute a quorum when voting on matters presented to this body.

Meetings of the Board shall be open to any interested persons. The Membership shall be notified of the standing date, time and place by the Secretary, or President, via email and/or notice in the Bruins Doins.

**SECTION 2. SUBGROUPS OF THE PTO BOARD OF DIRECTORS AND SPECIFIC DUTIES.** The following is a list of the authorized Subgroup positions of the Board of Directors. Each shall, upon ratification, present a copy of its by-laws (if applicable) to the Secretary of the Brentwood High School P.T.O Board of Directors. All future revisions or amendments of the Subgroup by-laws shall be submitted, upon ratification, to the Secretary of the Brentwood High School P.T.O Board of Directors. This shall be done within ten days of ratification.

Other sub-groups shall be authorized, at such time as their activities and organization merit it, when approved by a two thirds majority vote of the Brentwood High School P.T.O. Board of Directors and ratified by a two-thirds vote of the General Membership present at the following General Membership meeting.

The following is a list of the standing Subgroups of the P.T.O. Board of Directors:

**ACADEMICS AND FINE ARTS BOOSTERS.** The primary function of the Academic & Fine Arts Booster Subgroup is to stimulate a positive learning environment and promote the highest level of academic achievement through support of students, teachers and staff. The Subgroup will have a chairman, chairman-elect, secretary, publicity chairman, additional subcommittee chairpersons (as needed), with open membership to BHS participants.

Duties and responsibilities of the Academic & Fine Arts Booster Subgroup are as follows:

- Initiate programs to enhance learning;
- Recognize and reward academic achievement;
- Develop faculty, parent and community involvement in the learning process;
- Manage funds to the Academics and Fine Arts Committee from the PTO budget or from other contributions;
- Provide opportunities for students to create and respond aesthetically, intellectually, and emotionally in Fine Arts;
- Provide individuals with a means of communicating ideas, feelings and beliefs to enrich society; and,
- To submit financial information from the Treasurer of each booster organization.

**ATHLETIC BOOSTERS.** The primary function of the Athletic Boosters is to support fundraising activities for all sports and to promote Brentwood High School Athletics. This Athletic Committee shall be composed of the Athletic Director, head coaches for all sports and one other elected representative per sport. Each sport is empowered to develop its own booster organization. Each booster organization may elect officers and write by-laws. Each sport will elect its representative to sit on the Athletic Committee, along with the head coach.

Duties and responsibilities of the Athletic Boosters Subgroup are as follows:

- To coordinate fundraising that encompasses all sports;
- To assist individual sports in their fundraising activities;
- To network the fundraising activities so that they do not overlap each other;
- To develop and coordinate public relations activities; and,
- To submit financial information from the Treasurer of each booster organization.

**BAND BOOSTERS.** The primary function of the Band Boosters is to promote better band, school and community spirit by stimulating interest in appreciation and support of the school music programs.

Duties and responsibilities of the Band Boosters are as follows:

- To assist those in charge as needed to enhance efficiency, band activities and recognition programs, and to encourage unity, cooperation and a competitive spirit;
- To plan and carry out fundraising activities;
- To serve as a means of communication between parents of performing members and other interested parties; and,
- To submit financial information from the Treasurer of each booster organization.

### **SECTION 3. COMMITTEE POSITIONS OF THE P.T.O. BOARD OF DIRECTORS AND SPECIFIC**

**DUTIES.** The following is a list of the standing committees of the P.T.O. Board of Directors whose chairpersons are appointed by the president and ratified by the General Membership.

**FUNDRAISING-** The primary function of the Fundraising Committee is to initiate and coordinate fundraising activities for the benefit of Brentwood High School.

**MEMBERSHIP** -The primary functions of the Membership Committee are:

- To encourage the membership and participation of Brentwood High School families in the activities of the Brentwood High School P.T.O.;
- To collect and process membership money in a timely fashion; and,
- To maintain a record of member names and addresses for the year.

**BRUINS DOINS-** The primary function of the *Bruins Doins* Committee is to solicit information, organize the publication, and coordinate the distribution of a monthly newsletter.

**HISTORIAN** - The primary function of the historian is to preserve the history of the activities of Brentwood High School by maintaining scrapbooks, clippings, photos, digital, and other appropriate memorabilia.

**BUILDING AND GROUNDS COORDINATOR** - The primary function of the building and grounds

coordinator is to enhance the beauty of our school building and grounds through a fund budgeted by the P.T.O., or donations from other sources.

**POGS COORDINATOR** - The primary function of POGS coordinator is to coordinate the Freshman, Sophomore, Junior and Senior POGS (Parents of Graduating Students). Duties of the POGS Coordinator include:

- Assist each class with appointment of two (2) co-chairs and one (1) treasurer to represent each grade level;
- Assist the Freshmen Class Principal and the Freshmen Class parents with the initial setup of their POGS group;
- Insure each POGS group submits a monthly accounting report to both the POGS Coordinator and the P.T.O. Treasurer;
- Coordinate a POGS page article each month in the *Bruin Doins*, and as a website announcement, from each grade level, to let all parents and students know when meetings/events are held;
- Coordinate with all POGS groups to make sure all events are properly scheduled; meeting rooms are reserved; and class events are scheduled through the BHS school calendar; and,
- Coordinate with the Senior Co-Chairs approval of all items and distribution dates for senior recognition program by the Brentwood High School principal; and
- Encourage parental support.

**FRESHMAN TRANSITION COORDINATOR** -The primary function of the Freshman Transition Coordinator is to work closely with the freshman assistant principal coordinating the Freshman Transition Orientation and assist any way needed.

**HOSPITALITY COORDINATOR** - The primary function of the Hospitality Coordinator is to coordinate BHS staff recognition and special school events throughout the year with the school secretary.

**VOLUNTEER COORDINATOR** - The primary role of the Volunteer Coordinator is to set up and maintain a record of school volunteers as well as coordinate and implement training needs of volunteer leaders.

**SECTION 4. TERM LIMITS.** The Executive Committee, Board of Directors and Committee Chairpersons shall begin their duties on July 1st. The term of office for an individual to serve in any of these capacities is limited two, one-year terms in the same position and/or to four, consecutive one-year terms serving in different positions, unless elected or asked to fill a vacancy caused by the death, resignation or removal of an officer. At least one year must lapse before an individual is eligible to serve on the Executive Committee for a second term, and can once again serve for a maximum of four one-year terms in different positions or two, one-year terms in the same position. The sole exception to the term limits provision is the Grade Level

POGS Coordinators who are selected to serve four year terms.

**SECTION 5. VACATING OFFICE.** Any chairperson of the organization who, by two-thirds vote of the Executive Committee, is found to be unable to fill his/her duties for any reason due to adverse effects on the organization, shall be asked to resign from his/her position for the good of the organization.

**SECTION 6. ELECTION OF OFFICERS.**

**SECTION 6A. NOMINATIONS.** The Nominating Committee shall consist of three (3) to five (5) members who recommend a slate of candidates for the four (4) elected officers of the organization: President, Vice President, Secretary, and Treasurer.

The Nominating Committee, whose Chair shall be appointed by the President, shall consist of members of the Board of Directors and the General Members. The Executive Committee shall appoint the members to this committee on or before October 15th.

Prior to submitting nominations to the General Membership, the Nominating Committee shall confirm, through direct contact with potential nominees, that those individuals are eligible, available, and willing to serve, if elected, in the capacities and for the specific terms of office involved. Nominations shall be submitted to the General Membership at a General Membership meeting held in the spring of each year. Additional nominations may be accepted from the floor at the designated General Membership meeting.

**SECTION 6B. VOTING.** Voting for officers of the Executive Committee and the Board of Directors shall be accomplished at a General Membership meeting.

**SECTION 6C. VACANCIES, OFFICERS AND COMMITTEE MEMBERS.** Any officer of the organization who, by two-thirds vote of the Executive Committee, is found to be unable to fulfill his/her duties (for any reason), shall be asked to step down for the good of the organization.

Should the Office of President become vacant, the Vice President (President Elect) shall automatically assume the duties of President. Should any of the other offices become vacant, an eligible member shall be elected by the Board of Directors.

**ARTICLE V**

**DUTIES OF OFFICERS**

The duties of each officer shall include, but not be limited to, the following responsibilities:

**SECTION 1. PRESIDENT.** The President shall:

- Serve as executive director of the organization, with full power to enforce the provisions of the Charter and By-Laws;
- Appoint committee chairmen;
- Delegate responsibilities; name ad hoc committees and membership to them; and recommend policies and procedures for successful realization of the purpose(s) and objective(s) of the organization as stated in the Charter and these By-Laws;
- Preside at all General Membership meetings;
- Serve as Chairman and preside at all Board of Directors meetings; and
- Serve as Ex Officio member of the Brentwood H. S. P.T.O. Board of Directors for one year after term as President expires or until replaced by his/her successor or another Ex-Officio member appointed by the Board of Directors. In such capacity, she/he will be non-voting, except as a tie-breaker.

**SECTION 2. VICE PRESIDENT.** The Vice President shall:

- Serve as Vice Chairman of the Board of Directors;
- Perform the duties of the President in his/her absence and/or in the event of a vacancy in such office;
- Be responsible for coordinating the activities of committees as requested by the President to do so; and,
- Serve as President–elect.

**SECTION 3. SECRETARY.** The Secretary shall:

- Keep accurate minutes of all General Membership, Executive Committee and Board of Directors meetings, submit same for approval and keep a permanent record of Minutes;
- Prepare an agenda, under the direction of the President, for all of the business of the meetings of the General Membership, Executive Committee and Board of Directors;
- Distribute a copy of the previous meeting's minutes to each member of the Executive Committee and Board of Directors at least seven days previous of each meeting; and,

- Perform and accomplish such other and/or further duties and/or assignments as may be designated by the President and/or the Executive Committee and Board of Directors.

**SECTION 4. TREASURER.** The Treasurer shall be bonded and the associated cost will be paid by the Brentwood H.S. P.T.O. and serve a term from August 1 to July 31 term of the year elected. The outgoing Treasurer will be responsible for preparation of the form 990 to be filed with the I.R.S. by November 15th.

The Treasurer shall:

- Execute all necessary bank documents for the proper transaction of organization business;
- Receive and keep an accurate record of all monies earned by and/or paid to the organization;
- Make regular deposits to various accounts of the organization;
- Pay and keep an accurate record of all disbursements authorized by the Executive Committee (see Article VI, Section 3);
- Receive monthly bank statements and balance them against current records;
- Prepare a financial report for presentation at each General Membership meeting, with a copy to be appended to the Minutes of each such meeting;
- Advise the Board of Directors of special financial problems and budget considerations which are in need of resolution or which may affect decisions relative to specific expenditures;
- List dates when key reports have to be filed with the State and I.R.S.; and
- Prepare any additional reports needed for the IRS or other governmental agencies.

**SECTION 5. REMUNERATION.** No member of the organization shall profit financially, directly or indirectly, from any of the organization's activities.

## ARTICLE VI

### FUNDS

**SECTION 1. OPERATING FUND.** The Operating Fund shall consist of all net receipts, excluding Subgroup accounts, of the organization not otherwise designated and shall be used to defray the operating expenses and promote the programs of the organization. No financial commitment will be made which places the fund in a deficit position. No loan will be executed unless written commitments have been made for its complete liquidation and has been approved by a two thirds(2/3) majority vote of the Board of Directors of the Brentwood High School P.T.O.

**SECTION 2. RESTRICTED ACCOUNT FUNDS.** Each Subgroup of the Brentwood High School P.T.O. shall have a restricted account with total autonomy of the distribution of funds. These funds shall be maintained in separate, interest bearing accounts. The interest earned and the cost of the account (i.e. checks, monthly fees, etc.) will be accrued to the Subgroup. Each account will require two signatures for all checks and disbursements. The signatures may be any two officers of the Subgroup. The Treasurer of each Subgroup is required to submit an annual written report of all checks written and deposits made to the Treasurer of the Brentwood High School P.T.O. The Treasurer or someone designated by the Treasurer of the Brentwood High School P.T.O. is to receive the monthly bank statements for each Subgroup and is responsible for reconciling the monthly bank statement.

No expenditure will be honored which places the account balance in a deficit position.

**SECTION 3. OTHER FUNDS.** The General Membership and/or the Board of Directors may, from time to time, establish certain or special funds, which funds shall be expended and/or disbursed exclusively in accordance with the purposes for which such funds were designated.

**SECTION 4. EXPENDITURES.** All expenditures, except Subgroup accounts, shall be authorized, in advance, by the Board of Directors. All expenditures shall require the signatures of both the President and the Treasurer. An emergency expenditure, not to exceed \$250, may be approved by the Treasurer and the President, and shall be presented for ratification at the next Board of Directors meeting.

## ARTICLE VII

### MISCELLANEOUS

**SECTION 1. EFFECT OF THESE BY-LAWS.** Any person joining the Organization or anyone elected to the Board of Directors or other position of the Organization or any Subgroup operating within the Brentwood High School P.T.O. Board of Directors shall be bound by these By-Laws in all respects as if they had been a member at the time of their adoption.

**SECTION 2. DUTIES OF MEMBERS.** All members are expected to participate whenever needed for special functions, activities and/or assignments in furtherance of the purpose(s) and objective(s) of the organization.

**SECTION 3. ACTIVITIES PROHIBITED.** No substantial part of the activities of the Organization or any Subgroup operating within the Brentwood High School P.T.O. Board of Directors 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 campaign on behalf of any candidate for public office. Notwithstanding any other provision of the By-Laws, the Organization shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision(s) of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision(s) of any future United States Internal Revenue Law).

## **ARTICLE VIII**

### **AMENDMENTS**

The Charter and/or By-Laws of the Organization may be amended by a two-thirds vote of the General Membership present at any General Membership meeting according to the following procedure(s):

Amendment(s) shall be proposed, discussed and approved in draft form at a Board of Directors meeting at least 14 days prior to the General Membership meeting at which voting is to occur.

Copies of the approved draft(s) of the proposed amendment(s) shall be distributed to the General Membership at least ten (10) days prior to the General Membership meeting at which voting is to occur.