

# **Brentwood Middle School Parent Teacher Organization**

## **Bylaws, as Approved April 2009**

### **Article I – Name**

The name of the organization shall be Brentwood Middle School Parent Teacher Organization, herein after referred to as “PTO”, and its principal place of business shall be Brentwood Middle School, 5324 Murray Lane, Brentwood, TN 37027.

### **Article II – Purpose**

The purpose of this organization shall be to provide volunteer and financial support to Brentwood Middle School, herein after referred to as “BMS”, in order to enhance the academic, fine arts and athletic opportunities and promote the well-being of all BMS students.

### **Article III – Policies**

**Section 1.** This organization shall be a non-profit organization. The primary use of funds raised by this organization shall be for the purpose stated in Article II above.

**Section 2.** This organization is interested in educational policy but shall not seek to interfere with the freedom of teachers or to control administrative activities or school policies.

**Section 3.** In the event of the dissolution of this organization, a committee shall be immediately appointed by the organization to disburse all funds on hand within thirty days of the dissolution date. Such disbursement shall be for the benefit of BMS.

**Section 4.** This organization shall elect and support needed committees to represent the organization in making recommendation so proper authorities for any emergency needs of BMS and to urge adequate measure for the improvement of the school. These committees shall consist of persons representing each feeder school of BMS.

**Section 5.** Individual Subgroups (i.e. Viking Athletic Club also known as VAC) may be authorized and established to support academics, fine arts, and athletics and shall function as subgroups of the BMS PTO. The relationship of BMS PTO to these groups shall be oversight of the subgroups activities.

**Section 6.** The organization shall 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 © (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,

**Section 7.** At no time, or under any circumstances, shall any of the activities of the organization be directed toward, or in the furtherance of, any activity or function which would disqualify the organization from exemption under Section 501 (3) of the Internal Revenue Code of 1954 or the provisions relating to Corporations Not For Profit of Tennessee Code Annotated in Section 48-601 et seq.

#### **Article IV – Membership and Dues**

**Section 1.** Any BMS parent or guardian, teacher, or staff member who is interested in the purposes for which this organization is established and is willing to uphold its policies and subscribe to its bylaws may become a member upon payment of dues as herein after provided.

**Section 2.** The annual dues shall be determined by the Executive Committee prior to the first general meeting of each school year.

#### **Article V – Officers and their Election**

**Section 1.** The officers of this organization shall consist of Co-Presidents, Co-Vice-Presidents, a Recording Secretary, a Treasurer, a Fundraising Coordinator, an Assistant Fundraising Coordinator, and a Representative from each of the authorized and established subgroups of the PTO. These Officers, in addition to the Principal (or his or her representative), shall make up the Executive Committee. An immediate Past President may serve in an advisory capacity as a nonvoting member.

**Section 2.** The new officers for the year shall take office on June 1<sup>st</sup>. Each term of office shall last for one year except the Treasurer. The Treasurer’s term shall run from June 1<sup>st</sup> for a period of 14 months. For 2 months there will be an overlap on this position in order to facilitate a smooth transition. Officers may serve on the Executive Committee for a maximum of three consecutive terms if they are transitioning to Vice President then President. All others can remain on the board for only 2 consecutive full terms.

**Section 3.** A Nominating Committee shall be appointed by the Executive Committee within one month after the start of the new school year. This committee shall be comprised of two representatives from each feeder school and shall serve throughout

the school year as needed. One of the current Presidents shall serve as a seventh member and will vote only in the event of a tie.

**Section 4.** The nominating committee shall make and/or issue a public announcement or statement of pending elections at least one month prior to the election meeting and accept nominations for a period of 10 days.

**Section 5.** The Nominating Committee shall present a slate of officers for the upcoming school year at the spring general meeting. Additional nominations may be made from the floor. The consent of each candidate must be obtained before his or her name is placed in nomination.

**Section 6.** Officers shall be elected by a majority vote of the members present at the spring general meeting. If more than one name is placed in nomination for an office, voting for that office shall be by secret ballot.

**Section 7.** In the event of a vacancy occurring in an office during the school year, the Nominating Committee shall convene and present a candidate to the Executive Committee at their next meeting. Such candidates shall be elected by a majority vote of the Executive Committee.

**Section 8.** Any officer of the organization who, by vote of the Executive Committee, is found to neglect his/her duties or abuse his/her power shall be removed from office.

#### **Article VI - Duties of Officers**

**Section 1.** The duties of the **Co-Presidents** shall be:

- a) to preside at all meetings of the organization and of the Executive Committee;
- b) to serve as an ex officio member of all committees except the Nominating Committee;
- c) to appoint special committees; and
- d) to perform all other duties usually pertaining to the office.

**Section 2.** The duties of the **Co-Vice Presidents** shall be:

- a) to discharge the duties of the office of president in the event of the absence or inability of the co-presidents to do so;
- b) to serve as co-presidents the succeeding school year; and
- c) to perform other duties as may be delegated by the Executive Committee.
- d) To manage the volunteer system at BMS

**Section 3.** The duties of the **Recording Secretary** shall be:

- a) to record the minutes of all meetings of the organization and of the Executive Committee; and

- b) to perform other duties as may be delegated by the Executive Committee
- c) to inform the members of meeting dates, times, and agenda (if applicable) by using email, mail, newspaper, phone call, marquee or other suitable means approved by the Executive committee.
- d) to be responsible for receiving and writing correspondence pertaining to the organization's activities; and
- a) to perform other duties as may be delegated by the Executive Committee.

**Section 4.** The duties of **Treasurer** shall be:

- a) to receive all money collected by the organization ;
- b) to keep an accurate record of receipts and expenditures;
- c) to present a financial statement at all regular meetings of the organization and all regular meetings of the Executive meeting;
- d) to review and oversee the financial reports of other subgroups and assist them if necessary;
- e) the Treasurers term is extended to July 31 to assist the new slate officers with budget preparation and financial filings;
- f) to prepare the annual tax return;
- g) to perform other duties as may be delegated by the Executive Committee; and
- h) to present well organized records for storage at BMS after the completion of the Treasurer's term of office.

**Section 5.** The duties of the **Fundraising Coordinator** shall be:

- a) to organize and implement an annual fund drive;
- b) to perform any duties associated with the annual fund drive; and
- c) to perform other duties as may be delegated by the Executive Committee.

**Section 6.** The duties of the **Assistant Fundraising Coordinator** shall be:

- a) to help the fundraising coordinator carry out his or her duties;
- b) to serve as fundraising coordinator in the succeeding school year; and
- c) to perform other duties as may be delegated by the Executive Committee.

**Section 7.** The duties of the Subgroup Representatives shall be:

- a) to serve as liaison between the PTO and the Subgroup; and
- b) to perform other duties as may be delegated by the Executive Committee.

## **Article VII – Meetings**

**Section 1.** There shall be two general meetings of the organization, one in the fall and one in the spring. Meetings shall be held during the dates that school is in session.

**Section 2.** The privilege of holding office, making motions, debating and voting shall be limited to members of the organization.

**Section 3.** No one at any time during General Meetings shall address the body without standing and being recognized by the meeting chairperson.

### **Article VIII – Executive Committee**

**Section 1.** The Executive Committee shall be comprised of the elected officers, the Principal of BMS (or his/her representative), and a maximum of two faculty members if desired by the faculty and administration.

**Section 2.** The duties of the Executive Committee shall be:

- a) to transact business as required in the intervals between the meetings of the organization and to transact other such business as may be referred to it by the organization. These meetings shall be at least once a month during the school year. The purpose is to report on business transacted and forthcoming;
- b) to create committees and select chairpersons of committees;
- c) to approve the work of committees;
- d) to present reports at meetings of the organization as required; and
- e) to prepare and submit to the organization, at the first General Meeting of the school year, a budget of necessary expenses for the organizations approval.

### **Article IX – Subgroups**

**Section 1.** Subgroups may be authorized and established, at such time as their activities and organization merit, with a 2/3-majority vote of the Executive Committee of the PTO.

**Section 2.** Each authorized and established subgroup shall present a copy of its bylaws and any subsequent revisions or amendments to the secretary of the BMS PTO upon ratification.

**Section 3.** The subgroup will be responsible for all funds collected and the operation of the subgroup in accordance with the guidance of the Treasurer and the Executive Committee of the PTO. Each subgroup is subject to all financial controls as established by the PTO. All proper accounting procedures will be followed.

**Section 4.** The subgroup shall prepare and submit a budget, which shall be presented at the first General Meeting of the school year.

**Section 5.** Each subgroup shall have a representative present at all Executive Board Meetings of the PTO and all General Meetings of the PTO.

**Section 6.** The subgroup shall present well-organized records for storage at BMS at the end of each year.

### **Article X – Committees**

**Section 1.** Standing committees shall be created and chairpersons selected by the Co-Presidents or the Executive Committee. All standing committees shall serve to promote the objectives and interests of this organization. Appointments shall be for one year.

**Section 2.** The chairperson of each standing committee shall present plans of work to the Executive Committee and no committee work shall be undertaken without the approval of the Executive Committee.

**Section 3.** Non-standing committees shall be created and chairpersons selected by the co-Presidents or the Executive Committee. All non-standing committees shall serve to promote the objectives and interests of this organization. Appointments shall be limited to the time necessary to carry out the task for which the committee has been created.

**Section 4.** All beneficiaries of funds from the organization must submit a budget of necessary expenditures at least ten days prior to the first meeting of the Executive Committee not withstanding emergency requests that may be made by any group submitting requests at a general/executive meeting.

**Section 5.** Any chairperson of the organization who, by vote of the Executive Committee, is found to neglect his/her duties or abuse his/her power shall be removed from office.

### **Article XI – Expenditures**

**Section 1.** Expenditures are limited to Executive Committee members, committee chairpersons and committee members.

**Section 2.** Expenditures of all committees should not exceed their approved budgets.

**Section 3.** Individual expenditures of more than \$500.00 require approval of the Executive Committee.

**Section 4.** Check signing privileges are limited to the Co-Presidents and the Treasurer. Two signatures are required on each check.

### **Article XII – Amendments**

These bylaws may be amended at a General Meeting of the organization by a two-thirds vote of the members present and voting, provided the proposed amendment(s) has

been approved by the Executive Committee and has been distributed at the previous meeting.

### **Article XIII – Parliamentary Authority**

Roberts Rules of Order Revised shall govern this organization in all cases to which they are applicable and are not inconsistent with these bylaws.

**Historical Note:** These bylaws were originally drawn on September 5, 1972 by a committee representing the Northside School Parents Club and were approved by the organization on September 5, 1972. These bylaws were last amended and approved by the organization May 2006. Were last amended and approved April 14, 2009.