

**BYLAWS
Of the
Sunset Middle School Parent Teacher Organization**

Article I: Name

The name of this association is the Sunset Middle School Parent Teacher Organization ("SMS PTO"), located in Brentwood, Tennessee.

Article II: Purpose and Objectives

The SMS PTO is organized for charitable and educational purposes and has the following objectives:

- a. To support and promote Sunset Middle School in its efforts to educate our children
- b. To build a partnering atmosphere, including enhanced communications, between school administrators, the Williamson County School Board, faculty, and parents to provide for the betterment of our children
- c. To promote programs that result in excellence and achievement at the individual and school level.
- d. To enhance the overall educational environment by promoting volunteerism and parent involvement.
- e. To raise funds to provide for the above

Article III: Membership and Dues

- a. This PTO shall conduct an annual enrollment of members, but may admit individuals to membership at any time
- b. The annual dues for members shall be established by majority vote of the Executive Team on an annual basis at the start of the fiscal year
- c. Membership is open to all interested families with students at Sunset Middle and to the staff of Sunset Middle School
- d. Only active members (ones who have paid the current year's dues in this organization) shall be eligible to vote on all decisions and resolutions presented at the general meetings.
- e. Members will receive a school directory and newsletters distributed electronically or by hardcopy.

Article IV: Governing Provisions:

- a. The PTO is organized exclusively for the charitable and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding Section of any future tax code (hereinafter "Internal Revenue Code").
- b. The PTO shall be non-commercial, non-sectarian, non-partisan, and non-discriminatory.
- c. The PTO shall not, directly or indirectly, participate in any political campaign, on behalf of, or in opposition to, any candidate for public office.
- d. The PTO shall not enter into membership with other associations except with the approval of the executive team, but may cooperate with other associations / organizations and agencies concerned with child welfare and education.
- e. The utilization of PTO resources (time, money, and people) should be prioritized according to the following:
 1. Programs directly impacting student education and / or student welfare and safety
 2. The procurement and betterment of long lasting school facilities
 3. Other programs, that support the objectives listed under Article II.

Article V: Fiscal Year

The fiscal year of the SMS PTO shall begin on July 1 and end on June 30.

Article VI: Executive Team Overview:

- a. The Executive Team shall be comprised of the following seven (7) elected positions: President, VP of Fund raising; VP of Membership, VP of Projects, Public Relations Coordinator, Secretary, and Treasurer. These members of the Executive Team have voting rights.
- b. The Executive Team shall also consist of the following two (2) non-elected positions: Principal and Teacher or Faculty representative appointed by the Principal. These members of the Executive Team have voting rights.
- c. In years following the inaugural year of the organization, the Past President, or other member of the previous year's Executive Team will serve as an Ex-officio member of the Executive Team. This member of the Executive Team shall be non-voting.
- d. The Executive Team shall meet at least once a month during the school year, unless otherwise ordered by the Executive Team. Special meetings of the Executive Team may be called by the President. The President must call a special meeting upon the written request of three (3) members. Special meetings must be held within ten (10) days of a receipt request and all members must be notified in writing 48 hours prior to the meeting.
- e. Six (6) members shall constitute a quorum for the transaction of business in any meeting of the Executive Team.
- f. The duties of the Executive Team include the following:
 1. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
 2. To create standing and special committees as are deemed necessary to promote the purpose and to carry on the work of the organization.
 3. To approve the plans of the standing committees.
 4. To present a report at the general meetings of the organization.
 5. To select an auditor or an auditing committee to audit the treasurer's accounts as required by Williamson County Schools. The results of the audit should be presented at the September PTO meeting.
 6. May authorize the payment of routine organization bills within the limits of the budget adopted by the PTO and may authorize payment of other bills not to exceed a total of \$500.00 between general meetings of the PTO. Such action shall be disclosed at the next general meeting and must be recorded in the organization minutes.
 7. Shall fill all vacancies in office, including that of President. Interim officers will be elected for the remainder of the current term or until the next scheduled general election.
 8. Shall present a report of actions taken at the general meetings of the organization.
 9. Shall receive a financial report from the treasurer at each meeting.
 10. Shall approve the special committees identified by the VP of Projects.
 11. Shall procure insurance for the PTO to ensure the organization and officers are protected.

Article VII: Executive Committee Officers and Their Election

1. President
 - a. Serve as the primary contact between the Principal and PTO.
 - b. Coordinate and monitor the work of officers and committees of the PTO in order that the objectives may be accomplished.
 - c. Preside at all meetings of the organization and the executive team and set the agenda for both meetings.

- d. Serve as an ex-officio member of all committees except the nominating committee.
 - e. Perform such other duties as may be prescribed in these bylaws or assigned by the SMS PTO.
 - f. Ensure all contracts and / or legally binding documents are approved by the PTO prior to signing.
2. VP of Membership
 - a. Responsible for encouraging and maximizing the PTO membership.
 - b. Responsible for the orientation of volunteers and coordination (with the Vice President of Projects) of assignments to subcommittees and / or activities.
 - c. Responsible for the Sunset School Directory compilation and distribution.
 - d. Oversee the subcommittees identified in this document.
 - e. Coordinate the preparation of a school directory annually.
 - f. Perform the duties of the President in the absence or inability of that officer to serve.
 - g. Perform such other duties as may be delegated to the VP of Membership
3. VP of Fundraising
 - a. Responsible for screening proposed new fundraising activities of the Sunset PTO and presenting a fundraising proposal for the current year.
 - b. Develops final fundraising plan and timeline.
 - c. Oversee subcommittees in the execution of the fundraising plan.
 - d. Perform the duties of the President in the absence of both the President and VP of Membership.
 - e. Perform such other duties as may be delegated to the VP of Fundraising.
4. VP of Projects
 - a. Oversee large scale projects that are generally non-recurring, but require long range planning and budgeting.
 - b. Oversee the subcommittees identified in Addendum A of this document.
 - c. Identifies the need for additional special committees.
 - d. Perform such duties as may be delegated to the Vice President of Projects.
5. Public Relations Coordinator
 - a. Develops and delivers school and community wide communications from the PTO
 - b. Ensure accurate and timely communication between all PTO members, parents, school staff, teachers, and local media.
 - c. Responsible for the production and distribution of the SMS newsletter each month.
 - d. Responsible for any mass media press releases.
 - e. Responsible for the design, development, and content of the PTO portion of the SMS school website.
 - f. To perform such duties as may be delegated to the Public Relations Coordinator.
6. Secretary
 - a. Shall keep an accurate record of the proceedings of all executive team meetings and general PTO meetings of the organization in a notebook as well as an electronic copy of all minutes which is the record of the SMS PTO.
 - b. To present minutes of the general meetings for approval by membership in attendance, and post minutes.
 - c. To be prepared to refer to minutes in previous meetings.
 - d. To keep a current copy of bylaws, including addendums.
 - e. To record attendance of all SMS executive board and general PTO meetings.
 - f. To be knowledgeable and enforce Roberts Rules of Order at all meetings.

- g. To perform such other duties as may be delegated to the Secretary.

7. Treasurer

- a. To keep permanent books of account and records that shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization. The books of account and records shall be at reasonable times open to inspection by any member of the organization in the presence of a witness.
- b. To receive all monies for the organization, giving a receipt and depositing them in the name of the organization in a bank approved by the executive board.
- c. To receive and maintain a copy of the deposit slip for any deposit made.
- d. To secure two (2) signatures on all checks. Any two (2) of the following officers are authorized to sign: president, vice presidents, and treasurer. The authorized signers shall not be related by blood or marriage or reside at the same address.
- e. To keep an accurate record of receipts and disbursements in a ledger, this is the permanent record of this organization. All other financial records must be retained for seven (7) years, including the current year.
- f. To keep the membership informed of expenditures as they relate to the budget adopted by the organization.
- g. To be prepared to present a statement of account at every meeting of the organization.
- h. To be responsible for filling out and forwarding all necessary tax forms required by any government agency to an independent agent for completion.
- i. To make an annual report to the organization this includes gross receipts and disbursements for the year.
- j. To develop an annual budget as outlined in these bylaws.
- k. To perform such other duties as may be delegated to the Treasurer.

8. Nominating and Election Process

- a. Each elected officer shall be a member of this PTO.
- b. An elected officer can not serve on the PTO in the same role for more than two (2) consecutive years.
- c. A Nominating Committee shall be created by no later than the February meeting of the organization. The President and Treasurer shall not serve on the Nominating Committee. The Nominating Committee will be responsible for developing a ballot of nominations for each of the Executive Team positions.
- d. The Nominating Committee shall be composed of two chairmen appointed by the Executive Team. Chairmen will be free to select an additional three (3) to five (5) PTO members to serve on the nominating committee. The chairmen do not have to serve on the Executive Team.
- e. The Nominating Committee shall accept nominations only from persons who have signified their consent to serve if elected.
- f. A ballot of nominations will be presented at the March Executive Team meeting. Nominations for office may be taken from the floor during that meeting. The ballot of nominations will be posted to the PTO website. All nominees will be given the opportunity to speak at the March meeting.
- g. The election of officers will take place at the last general meeting of the PTO. Only members of the PTO can vote. All voting will be conducted using printed ballots.
- h. Nominations for Treasurer shall have previous accounting, financial systems, and/or computer experience.
- i. Elected officers should be invited and attend all Executive Team meeting through the remainder of the fiscal year.
- j. Elected officers will assume their positions based on the fiscal year of the organization (July 1st).

- k. The previous year President or other Executive Team officer shall be appointed as an Advisor to the Executive Team for the upcoming fiscal year of the organization.
- l. Where circumstances do not allow elected officers to be fulfilled by the last general meeting of the school year, elections must take place at the first general meeting of the upcoming school year.

Article VIII: Standing / Permanent Committees

1. The Executive Team may create standing committees, as it may deem necessary, to promote the objectives and carry out the work of the organization.
2. A member of the Executive Team shall serve as an ex officio member of each standing committee. The chairperson of each committee shall appoint their own committee members and present a plan of work to the executive team for approval. No committee work shall be undertaken without the consent of the executive team.
3. Upon the expiration of the term of office or in case of resignation or termination, each chairperson shall turn over to the president, without delay, all records, books, and other material pertaining to the chairmanship, and shall return to the treasurer, without delay, all funds belonging to the organization.
4. Prior to year end, each committee chairperson shall submit to the president a report of the year's activities and recommendations for changes, if needed.

Article IX: Associated Groups of the PTO

1. The formation of Associated Groups is to provide a formal link between them and the PTO for the purpose of creating synergies and enhancing efficiency and communication.
2. Upon ratification, each recognized Associated Group of the PTO shall
 - a. Identify a person who is an officer within their Group to serve as their Liaison to the PTO
 - b. Present a copy of its by-laws to the Secretary of the PTO. All future revisions or amendments of the associated group's bylaws shall be submitted upon their ratification.
3. The role of the Liaison is to present and give an update on their Associated Group's activities and plans at each of the PTO's general meetings. The formation of this Liaison role is to encourage unity, cooperation and communication.
4. Initial Associated Groups of the PTO shall include the Athletic Boosters (hereinafter the "Sunset Athletic Club") and the Band Boosters. Other groups may be added to the "Associated Groups" by a two-thirds (2/3) majority vote of the Executive Committee.
5. Each Associated Group of the PTO shall have total autonomy of the distribution of their funds.
6. No Associated Group, or any other group, representing either the PTO or Sunset School, shall use the PTO's affiliation to open any type of bank account and/or use the PTO's tax exempt status and/or state or federal ID number without the approval of the Executive Committee.

Article X: General Membership Meetings

1. General meetings of the PTO will be held during the school year. Dates of meetings shall be determined by the executive board and announced at least five (5) days prior to the meeting.
2. Members present at a duly called meeting shall constitute a quorum.
3. Meetings will include a budget review and a vote for approval if needed.
4. All minutes of general membership meetings shall be made available following the general meeting. All minutes of any PTO meetings, including executive board meetings shall be

made available upon request.

- 5. There shall be at least two (2) general meetings of the PTO per school year.

Article XI: Budgeting and Finances

- 1. The various standing committees -will be responsible for developing preliminary work plans and revenue / cost estimates by the beginning of August. These plans will be presented to the Executive Team for revision and approval.
- 2. The Treasurer will prepare an initial budget for the organization by the end of August. The final budget must be approved by the Executive Team.
- 3. The budget will be reviewed with the entire organization at a general meeting
- 4. Committee expenditures are budgeted and approved in advance. If a committee anticipates non-budgeted costs, they must approach the PTO for approval, and those expenses should be put to discussion and a vote **before** the costs are incurred. Reimbursement for any expenditures does not include sales tax due to our status as a 501 (c) 3 organization.
- 5. The committee will collect gross revenues and submit them to the treasurer.
- 6. The committee will also submit documented expenses to the treasurer for reimbursement

Article XII: Parliamentary Authority

Roberts Rules of Order Revised shall be the authority in any parliamentary question not covered in these bylaws.

Article XIII: Bylaw Amendments

These bylaws may be amended at any general meeting of the membership by a two-thirds (2/3) vote of the members present and voting, provided the proposed amendment has been approved by the executive board and has been read at the previous meeting of the organization or has been made available to the members prior to the next regular scheduled meeting.

Article XIV: Dissolution

Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of Williamson County, Tennessee, exclusively for such purposes or to such organization or organizations, as the Court shall determine.

APPROVED this _____ day of _____, 2006.

Sunset Middle School PTO
200 Sunset Trail
Brentwood, TN 37027

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