

**Gladeville Middle School
Parent Teacher Organization (PTO)
2019 Bylaws**

ARTICLE I

NAME

The Organization is to be known as Gladeville Middle School PTO.

Checks can be made out to GMSPTO.

ARTICLE II

PURPOSE

The purpose of Gladeville Middle School PTO is to ensure the students of Gladeville Middle School the greatest educational advantages and resources by working collaboratively with families, educators, and the community to carry out the mission and core values of Gladeville Middle School. This is a not for profit organization.

ARTICLE III

ARTICLES OF ORGANIZATION

This organization exists as a not for profit organization of its members and is chartered in accordance with the Federal Government under section 501 (c) (3) of the Internal Revenue Code, and in accordance with Tennessee non-profit corporation act, (TN Code Annotated, sections 48-51-101 through 48-68-105). These bylaws, along with state and federal laws and regulations shall serve the purpose of governing the Organization.

ARTICLE IV

GOALS

- A. To promote a sense of community among the families of Gladeville Middle School.
- B. To provide a strong communication link between families and the school.
- C. To provide the school with support in the classroom and with school activities,
- D. To fund the budget of the PTO in order to support the overall mission of Gladeville Middle School.
- E. Create and awareness of the laws pertaining to education, care, and protection of child, and the sanctity of the home.
- F. Cooperate with the Wilson County School System in providing the best possible advantages in all areas of education for the students of Gladeville Middle School.

ARTICLE V

MEMBERSHIP

Section 1. The Gladeville Middle School PTO shall be composed of parents and guardians of students attending Gladeville Middle School as well as teachers, staff, school administrators who have an interest in the well-being of the school and its students.

Section 2. Voting privileges will be extended to all members present at the general PTO meetings.

Section 3. An accurate and open record shall be kept showing the names of the officers of this Organization.

OFFICERS AND ELECTIONS

Section 1. Voting privileges will be extended to all members present at the general PTO meetings.

Section 2. Any current member of the Gladeville Middle School PTO shall be eligible for elected office for the subsequent school year.

Section 3. Voting shall be done by acclamation or show of hands at the last general meeting; a majority vote shall rule.

Section 4. A Nominating process will provide nominations for elected positions. This process shall nominate one or more eligible persons for each office and share its nominees at the last general meeting of the school year. Additionally, nominations may be made from the floor. Only those members who have signified their consent to serve shall be nominated for or elected to such offices.

Section 5. The Executive Board is the entity charged with the management and responsibility for the Organization. The Executive Board shall establish the objectives of the Organization and determine the policy for the development of the objectives. The Principal shall serve as an advisory/liaison to the Executive Board.

Section 6. The structure for Gladeville Middle School PTO Executive Board shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- Co-Treasurer
- Correspondence Director
- Teacher Appreciation Director

Section 7. No member shall hold more than one office at a time. The President shall serve a maximum of a two-year consecutive term. All other positions shall serve a minimum of a one-year term. Only one member of a family may serve as an officer at the same time.

Section 8. A school system employee can be an officer for the Organization with the exception of the Treasurer. No school system employee can be a signatory on the checks for the Organization. Refer to the Wilson County Schools School Support Organization Guidelines. All officers of the Organization will be

required to sign a waiver form acknowledging the school system is exempt from any responsibility or liability in regards to the actions for the individual. Officers should be bonded and are responsible for any fees charged by the insurance company.

Section 9. All officers will be required to pass a background check performed by an entity chosen by the GMS PTO.

Section 10. Vacancies: A vacancy occurring in any office, except President, shall be filled for the unexpired term by a person elected by a majority vote of the Organization. Nominations will be taken from the floor and voted upon by present members of the GMS PTO. Notice shall be served of the election by the Body, as the case requires. Due to vacancy in the office of President, the Vice President shall assume the President's duties.

Section 11. A term of office shall run concurrent with Gladeville Middle School's fiscal year.

ARTICLES VI

DUTIES

Section 1. Duties of the President

- a. Preside at all meetings of the Organization and Executive Board meetings.
- b. Coordinate the work of the officers and committees of the Organization in order that the objects are promoted.
- c. Oversee all projects.
- d. Communicate with officers and committee chairs before meetings to make sure details are in order.
- e. Meet with the Principal and Administrative Staff of GMS as needed to relay information to the Executive Board.
- f. **Will have check signing authority along with bank account privileges.**

Section 2. Duties of the Vice President

- a. Act as an aide to the President, and perform the duties of the President should the President be absent.
- b. **Will have check signing authority along with bank account privileges.**

Section 3. Duties of the Secretary

- a. Shall record and present the minutes of all meetings of the PTO and the Executive Board.
- b. Shall make available the minutes of all meetings for review and approval.
- c. The keeper of the minutes shall be responsible for maintaining a record keeping system, for the safekeeping of the minutes and other legal documents.
- d. Shall maintain records of minutes of past meetings as well as a current copy of the bylaws of the Organization, and have available upon request.
- e. Shall perform all other duties as may be delegated to him/her by the President or the other members of the Executive Board.
- f. Handle all business correspondence of the Organization.

Section 4. Duties of the Treasurer/Co-Treasurer

- a. Shall receive all monies of the Organization, keep an accurate record of receipts and expenditures, and make disbursements as authorized by the Organization, Executive Board or committees in accordance with approved budgets and receipt of vouchers.
- b. Shall present a written financial report at each PTO meeting during the school year.
- c. In an emergency or under special circumstances, another Officer of the Board may be given the responsibility of his or her duties.
- d. Two designated Officers in addition to the **Treasurer**, shall have the authority to co-sign checks.

Section 5. Duties of the Correspondence Director

- a. Shall be responsible for all public relations of the Organization deemed necessary by the Executive Board.
- b. Correspond with the Principal for monthly updates and announcements.

Section 6. Duties of the Teacher Appreciation Director

- a. Plan and coordinate all activities related to Teacher Appreciation throughout the year.

Section 7. All Officers will be Expected to:

- a. Perform the duties described above.
- b. Deliver to their successors all pertinent materials by the end of their term.
- c. Uphold the standards of good citizenship in a manner exemplary to GMS students, faculty, staff and parents.
- d. Attend a majority of Executive Board meetings and PTO meetings and events.

ARTICLE VII

POLICIES

Section 1. Financial Policy

- a. The Organization shall maintain a bank account into which all funds shall be deposited upon receipt of said funds.
- b. Two designated Officers in addition to the **Treasurer**, shall have the authority to co-sign checks.
- c. **Deposits shall be made daily if the total receipts on hand exceed \$75.00 and within one week if they are less than \$75.00.**
- d. **President and Vice President will have check signing authority and banking account privileges.**
- e. **President will be the only Officer authorized for bank card access.**

Section 2. Basic Policies

- a. The Organization shall be non-commercial, non-sectarian, and non-partisan.
- b. The name of the Organization or the connection of any members in their official capacities shall not be used in any connection with commercial concern or with any partisan interests or for any purpose not appropriately related to promotion of the purposes of this Organization.

- c. The Organization shall not directly or indirectly participate or intervene in any political campaign.
- d. The Organization shall cooperate with Gladeville Middle School to support the improvements of education in ways that will not interfere with administration of the school and shall not seek to control their policies.
- e. No part of the net earnings of the Organization shall be used to the benefit of, or be distributed to its members, officers, or other private persons except that the Organization shall be authorized to pay reasonable compensation for services rendered and to make payments, distributions in furtherance of the purposes set forth.
- f. This Organization will provide equal opportunity and treatment for all its members and prospective members regardless of race, color, religion, sex, disability, or national origin.
- g. The Organization may cooperate with other organizations and agencies concerned with child welfare.

ARTICLE VIII

COMMITTEES

Section 1. Committees may be created by the Executive Board, as may be deemed necessary, to promote the objectives and policies and carry out the work of the Organization.

Section 2. These committees shall report directly to the Board member responsible for that committee, and shall perform such duties as delegated and approved by the Board.

Section 3. A committee member may update progress at the general meetings.

Section 4. Project Monies. All individual committee/event/project monies must be counted and verified by the Treasurer and an Executive Board member.

Section 5. There shall be a financial review committee. At the end of the fiscal year, a review of the organization's financial records should be conducted. The review should be performed by individuals who are independent from day-to-day financial activities. Ideally, this review should be performed by a group of three or more individuals; however, if the membership size does not allow, the review may be performed by fewer individuals, but no less than two. The primary objectives of the review are to:

- a. Verify the accuracy of the Treasurer's financial reports;
- b. Ensure that the club's cash balances are accurate;
- c. Determine that established procedures for handling school support organization funds have been followed;
- d. Ensure that expenditures occurred in a manner consistent with the organization's bylaws;
- e. Ensure that all revenues have been appropriately received and recorded, and
- f. All members of the review committee shall sign a statement indicating their agreement with the findings detailed in the report.

The review committee shall make a report to the general membership upon completion of the review. Any discrepancies noted shall be brought to the attention of the president of the

organization and a resolution reached prior to presentation. All officers of the organization shall make records available as rested by the review committee. Copies of final review reports should be submitted to the campus principal and Director of Schools/designee by July 31 of each year for the prior fiscal year in conjunction with the financial information requirements.

ARTICLE IX

MEETINGS

Section 1. General meetings of this Organization shall be held at least four times per year with the day and time to be determined by the Executive Board and the principal.

Section 2. Executive Board meetings will be held prior to the general meeting, with the time and date determined by the Board. Meeting dates will be announced.

Section 3. The Executive Board with prior notice may call special meetings.

Section 4. A quorum is defined as a minimum of four officers of the Executive Board.

Section 5. In the event that a called General meeting of the PTO is not possible, the Executive Board shall act for the best interests of the Organization in matters requiring immediate attention.

Section 6. In matters of voting at General PTO meetings, one must be present in order to vote.

PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order Newly Revised shall govern the Organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE X

INSURANCE

The corporation shall have the power to procure insurance on behalf of any person who is or was a Director, officer, employee, or agent of the corporation, or is or was serving at the request of the corporation as a Director, officer, employee, or agent of another business, non-profit or foreign corporation, partnership, joint venture or other enterprise against any liability asserted against or incurred by him in any such capacity, or arising out of his status as such, whether or not the corporation would have the power to indemnify him against such liability under the provisions of these bylaws.

ARTICLE XI

DISSOLUTION

Upon dissolution of this Organization, after paying or adequately providing for the debts and obligations of this Organization, the remaining assets shall be distributed to Gladeville Middle School General Fund to be distributed as the Principal sees fit. If Gladeville Middle School ceases to exist, remaining assets shall be distributed for one or more exempt purposes within their meaning of section 501 (c) (3) of the Internal Revenue Code, or 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.

ARTICLES XII

AMENDMENTS

Section 1. The Bylaws will be reviewed at least every five years, and in the year following the AdvancEd Review and modified as necessary.

Section 2. Approved amendments and revisions shall be enacted immediately and may be retroactive where applicable.

Section 3. Approved: (Date) _____