



**Brawley Middle School (BMS)  
Parent Teacher Student Organization (PTSO)  
Articles and By-laws**

## BMS PTSO By-laws

### Table of Contents

Article 1:	Name	3
Article 2:	Purpose	3
Article 3:	Membership and Dues	3
Article 4:	Executive Officers	3
Article 5:	Duties	4
	President	4
	Secretary	5
	Treasurer	5
	Committee Chairs	6
	Subcommittees	6
Article 6:	Nominations	7
Article 7:	Executive Board and Members	7
Article 8:	Membership Meetings	7
Article 9:	Fiscal Year	8
Article 10:	Amendment of By-laws	8
Article 11:	Indemnification	8

**Article 1: Name**

The name of this organization is the Brawley Middle School Parent Teacher Student Organization (PTSO).

**Article 2: Purpose**

The purpose of this non-profit organization is (1) to promote the welfare of children and youth at the middle school; and (2) to bring into closer relations the parents, guardians, teachers, and students so that they may work together to determine and prioritize school needs.

**Article 3: Membership and Dues**

- a. Membership in this organization is available without regard to race, color, creed, or national origin.
- b. Membership in this organization shall consist of parents or legal guardian(s) of any child enrolled at Brawley Middle School and any faculty or staff employed at Brawley Middle School.
- c. There shall be NO membership dues or fees collected.
- d. Any member is welcome to attend and provide input at the BMS PTSO membership meetings. Any member shall be entitled to make motions and serve on committees.
- e. All members of the BMS PTSO shall be eligible to vote during meetings of the membership.
- f. Membership shall commence upon the registration of a student at Brawley Middle School.

**Article 4: Executive Officers**

- a. The business and officers of the organization shall consist of a President, Secretary, and Treasurer.
- b. Each officer in this organization must be a member of this PTSO or a pending member who is the legal guardian of a student for the upcoming school year at Brawley Middle School.

- c. Executive officers and committee chairs shall be elected during May at the regular meeting. Any office not filled at this time can be filled by majority vote of the Executive Board anytime throughout the year. In the event that any of the positions cannot be filled, the Board may choose to reassign responsibilities amongst the existing chairs or eliminate events or activities as deemed appropriate given the amount of volunteer support available.
- d. Executive officers and committee chairs shall assume their official duties at the end of May and shall serve for a term on one year.
- e. In the event of a vacancy in an office, the vacancy shall be filled by a vote of the Executive Board to complete the unexpired term.

**Article 5: Duties**

**President**

1. The President shall preside at all board and membership meetings.
2. Fulfills leadership role for PTSO activities.
3. Ensures appointments of committee chairs for the PTSO committees.
4. Develops agendas for board and membership meetings in consultation with Principal, Teacher Representative, Board Members, and Committee Chairs.
5. Keep parents, teachers, principal, and community apprised of PTSO activities and progress and acts as liaison between them.
6. Shall cast the deciding vote in case of a tie at board and membership meetings.
7. Publicity and communications shall be cleared by the PTSO President.
8. She/he will represent the PTSO at any other pertinent meetings.

### **Secretary**

1. The Secretary shall execute and safeguard accurate recording of minutes of all board meetings.
2. She/he shall handle the correspondences for the PTSO board as needed.
3. Keeps accurate written record of all meetings of the organization and/or the board meetings and distributes them to all officers within ten (10) days of each meeting.
4. Is a custodian of all communications, documents, and papers belonging to the organization.
5. Keeps an updated copy of the PTSO By-laws and Articles of Incorporation.
6. Provides and reads the minutes of the previous meeting for approval at each PTSO meeting.
7. Shall ensure that all notices are given in accordance with these By-laws.

### **Treasurer**

1. The Treasurer shall record and safeguard the financial assets of the organization, receiving all the monies due to the BMS PTSO, be the custodian thereof, and deposit all funds in a timely manner to a BMS PTSO authorized bank account.
2. The bank account(s) should be carried in the full name of the BMS PTSO and the Treasurer will prepare financial statements on a monthly basis for review and approval by the Board at its regular meetings.
3. She/he shall make arrangements to pick up and make deposits of all fundraising money.
4. Keeps records of all receipts and disbursements of monies.
5. Coordinates with all committees and board members to make deposits, pay bills, and reimbursements as needed.
6. Maintains all financial records, prepares financial reports on a monthly basis with a final financial report at the close of the school year, and make additional financial reports available to the PTSO as requested.
7. Shall comply with all applicable regulations, laws, and procedures to maintain tax exempt status for the organization.

8. Shall prepare all necessary tax returns and documentation. North Carolina Sales Tax refund forms (E-585) should be filed by the Treasurer for periods ending Dec. 31 and June 30 each year. In addition, IRS Form 990 must be filed by the Treasurer each year for year ending June 30 to maintain non-profit status.
9. Shall be responsible for coordination with any outside accountant, auditor, or governmental entity for any audit or review if necessary
10. The board shall have an opportunity to review and approve these documents before submittal.

### **Committee Chairs**

1. Committee chairs shall document and describe all committee related activities, responsibilities, and expenses.
2. Committee meetings shall be called by the Committee Chair and shall meet as often as is necessary to carry out their functions.
3. The Committee Chair shall provide the PTSO President with periodic status reports.
4. A financial summary shall be prepared by the Committee Chair and presented to the Treasurer after each event.

### **Subcommittees**

In order to fulfill their responsibilities it recommended that each Committee Chairperson create fall signup sheets to solicit and organize subcommittees to assist with activities as appropriate, not limited to but including:

- Box Tops,
- Night of the Arts,
- School Directory
- School Store, and
- Staff Appreciation

**Article 6: Nominations**

- a. There shall be a nominating committee composed of five (5) members (always uneven) who shall be elected by the membership at the April meeting prior to the election of officers.
- b. The nominating committee shall nominate eligible persons for each office to be filled and report its nominees at the regular meeting in May at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- d. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the Executive Board.

**Article 7: Executive Board and Members**

- a. The Executive Board shall consist of the Executive officers of the membership. The members shall consist of the committee chairs, a teacher liaison, and the principal of the school.
- b. The duties of the Executive Board shall be (1) to transact necessary business in the intervals between regular PTSO meetings and such other business are referred by the membership; (2) to create standing committees; (3) to approve the plans of the work of the standing committees; (4) present a report at the regular PTSO meetings; (5) to approve routine bills within the limits of the budget not to exceed \$500.00.
- c. Regular meetings of the Executive Board shall be held during the year. A majority of the Board will represent a quorum. The decision of the majority at the meeting shall prevail.

**Article 8: Membership Meetings**

- a. At least four (4) regular membership meetings of this organization shall be held during the school year. Dates of these meetings shall be determined by the Executive Board and announced at the first regular meeting of the year. Five (5) days' notice shall be given of a change of date.
- b. The election meeting shall be held in May.

- c. Any business transacted during PTSSO meetings will be acted upon by a majority of members present.

**Article 9: Fiscal Year**

The fiscal year of the Brawley Middle School PTSSO shall commence on July 1<sup>st</sup> and end the following June 30<sup>th</sup>.

**Article 10: Amendment of By-Laws**

Copies of these By-laws shall be available to members at all meetings of the membership. Each officer shall keep a copy of these By-laws and the Secretary shall maintain the original. At least once a year, these By-laws shall be reviewed and amended as necessary. Any amendment to the By-laws may be proposed by any member of the BMS PTSSO. By-laws and proposed amendments shall be reviewed and amended prior to the April membership meeting for review and comment. These By-Laws may be amended at any meeting of the membership by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment(s) shall have been given at the meeting immediately preceding the membership meeting at which the vote shall be taken.

**Article 11: Indemnification**

The Brawley Middle School PTSSO shall indemnify every Director, Officer, and every other member of the Executive Board, his heirs, executors, administrators, against all loss, cost, and expense, reasonably incurred by him/her in connection with action, suit or proceeding to which he may be made a party, by reason of his being or having been a Director, Officer, or when member of the Executive Board, including reasonable matters wherein he/she shall be finally adjudged in such action, suit, or proceeding to be liable for or guilty of negligence, except to the extent such liability, damage, or injury is covered by any type of insurance; however, this indemnification shall not cover any acts of gross negligence, willful misconduct or with fraudulent or criminal intent. The foregoing rights shall be in addition to and not exclusive of all other rights to which such Director, Officer, or other member of the Executive Board may be entitled.