

**SOUTHERN ALAMANCE MIDDLE SCHOOL PTSA
MISSION STATEMENT**

The purpose of the SMS PTSA is to strengthen, enhance, support and encourage the educational and social experience at Southern Middle School. Its goals are to develop a closer connection between school and home by acting as a communication and resource tool for parents, staff and students. It should compliment the school curriculum with additional opportunities for parents, staff and students to learn, socialize, communicate and grow. It will promote an environment that empowers all students to achieve personal excellence.

**SOUTHERN ALAMANCE MIDDLE SCHOOL PARENTS, TEACHERS AND STUDENTS FOR ACADEMICS (SMS PTSA)
Bylaws**

Article I - Name

The name of the organization shall be Southern Alamance Middle School Parents, Teachers and Students for Academics (referred to as SMS PTSA in remainder of document).

Article II - Purpose

The corporation is organized for the purpose of supporting the education of children at Southern Middle School by fostering relationships among the school staff and administration, parents, and students. This organization will promote the welfare of the students in the areas of home, school and the community by providing support for the educational, health, and recreational needs of the students; promoting open communication between the administration, teachers and parents; and promoting positive collaboration between parents, school and the community.

Article III - Policies

The following are the policies of SMS PTSA:

- a) SMS PTSA policies shall be developed through meetings, conferences and committees and shall not direct or control the administrative activities of the school;
- b) SMS PTSA may make suggestions to the administration concerning activities of the school, if such suggestion is made toward the betterment of all concerned (students, teachers, administrators, and parents);
- c) SMS PTSA shall be noncommercial, nonsectarian and nonpartisan;
- d) SMS PTSA shall not participate in the campaign of any individual for political office nor shall the name of this organization be used in conjunction with any political campaign; and
- e) The name of this organization shall not be used in connection with commercial advertisement unless voted on and approved by the general membership.

Article IV - Membership and Dues

All parents and/or legal guardians of students who currently attend SMS, all students, and all faculty and staff of SMS shall be regular members of the SMS PTSA. Regular members have the right to attend and participate in all meetings and activities of this organization and shall have the right to vote. Regular adult members also have the right to hold office.

Article V - Officers and Elections

Section 1. Officers. Elected officers shall be members of this organization. The officers shall be one (1) president, one (1) vice president, one (1) secretary and one (1) treasurer. Officers shall assume their official duties on the first day of July of the current school year of their election.

- A. **President** The president shall be a member of the Executive Board and shall call and preside at all meetings of the organization and all special meetings; shall perform other duties as assigned by the organization; shall select and appoint all chairpersons of all committees; shall be a member ex officio of all committees except the nominating committee; shall vote only in the case of a tie in a vote of the Executive Board or the general membership; shall coordinate the work of the officers and committees of the organization so that the objectives may be accomplished; and serve as an authorized signature on all PTSA checks.

- B. **Vice President** The vice president shall be a member of the Executive Board; shall act as aid to the president; shall perform the duties of the president in the absence or inability of that officer to serve, and may serve as an authorized signature on all PTSA checks.
- C. **Secretary** The secretary shall be a member of the Executive Board; shall record the minutes of all meetings of the membership and the Executive Board; shall preside at any meeting in the absence of the president and vice president; shall maintain a copy of the minutes book, bylaws, and articles of incorporation; shall perform such other duties as may be assigned by the president or Executive Board, and may serve as an authorized signature on all PTSA checks.
- D. **Treasurer** The treasurer shall be a member of the Executive Board; shall have charge of and be responsible for all funds of the organization; shall keep an accurate record of receipts and expenditures; shall make disbursements as authorized by the president in accordance with the budget adopted by the Executive Board. The treasurer shall present a written financial report at the final general membership meeting of the year and a proposed budget at the first general membership meeting of the year and at other times as requested by the Executive Board; shall prepare any and all tax forms required by the IRS; and shall sign all checks or vouchers along with one other officer. The treasurer's books shall be examined if determined necessary by the Executive Board by an auditing committee of not less than three members, who are selected by the Executive Board.

All officers shall perform the duties outlined above as well as any other duties as may be delegated to him/her. All officers shall deliver all official material pertaining to their office to their successor upon completion of their term of office, death, resignation or removal from office.

Section 2. Nominations and Elections. Elections for open positions will be held at the general membership meeting in May. The nominating committee shall select a candidate for each office and present the slate at the general membership meeting. The nominating committee shall be appointed by the Executive Board and shall not include the president or the principal of SMS. Officers shall be elected by the members present. The election of the slate, if non-contested, may be taken by voice vote. Any contested elections shall be by written ballot. Ballots will be counted by the secretary and a member of the school staff. The contested ballot will be determined by a majority of the written votes.

Section 3. Eligibility. Members are eligible for office if they are members or will be members during the upcoming school year.

Section 4. Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of the president, the vice president will become the president. Any other vacancy occurring in the office of the vice president, secretary or treasurer shall be filled for the unexpired term by a person elected by the majority vote of the remaining members of the Executive Board.

Article VI - Meetings

Section 1. Meetings. Business Meetings of the general membership shall be held at least 2 times during the school year. It is recommended that they be held in the months of September and May yet may be different if agreed to by a majority of the Executive Board. A PTSA officer shall present an annual project update at general school functions between the two business meetings. The annual general meeting shall be the meeting held in May. The day, time and place of general membership meetings shall be announced to the members at least 14 days prior to the meeting.

Section 2. Special Meetings. Special meetings may be called by the president or two members of the Executive Board. Previous notice of the special meeting shall be given to the members at least 7 days prior to the meeting.

Section 3. Quorum. Members present at a properly called general membership meeting or special meeting will constitute a quorum and shall be entitled to take action on behalf of the organization.

Article VII - Executive Board

Section 1. Executive Board Membership. The Executive Board shall consist of the elected SMS PTSA Officers (president, vice president, secretary and treasurer), SMS principal, a teacher representative and Committee Chairpersons. Only the members of the Executive Board are allowed to vote at Executive Board meetings. Members are expected to be in attendance at Executive Board Meetings to conduct the business of the SMS PTSA.

Section 2. Duties. The duties of the Executive Board shall be to manage the affairs, activities, and operations of the SMS PTSA in the intervals between general membership meetings; create standing rules and policies; create standing and temporary committees; prepare and submit a budget to the membership; approve routine bills; prepare reports and recommendations to the membership; and identify and implement fundraising activities to support school needs.

Section 3. Meetings. Regular meetings of the Executive Board shall be held monthly. The day, time and place of Executive Board meetings shall be announced to all members at least 14 days in advance. Special meetings may be called by the president or by two (2) members of the Executive Board. Any additional or special board meetings added to the calendar shall be announced by the President to the Executive Board at least 7 days prior to the meeting (notice must include date, time and place).

Section 4. Quorum. A majority of the Executive Board shall constitute a quorum for the transaction of any business.

Article VIII - Committees

Section 1. Membership. SMS PTSA committees may consist of members and board members with the president acting as an ex officio member of all committees.

Section 2. Standing and Special Committees. The Executive Board may establish such standing and specialty committees as it deems necessary and advisable to carry out the purpose of this organization. Each committee will provide a financial report to the Executive Team at least quarterly or more often if deemed necessary by the Executive Board.

Section 3. Committee Chairpersons. Only members may serve as a committee chairperson and shall be appointed by the president.

Article IX - Finances

Section 1. Budget. The Executive Board shall draft a tentative budget to be presented to the general membership at the first regular general membership meeting of the school year. This budget shall be approved by the general members and then shall be used to guide the activities of the Executive Board during the year. Any substantial deviation from the budget must be approved in advance by the general membership at either a regular or special meeting. Any expenses in excess of \$500.00 are deemed to be a substantial deviation from the budget. Any expenses equal to or under \$500.00 may be approved by the Executive Board. No committee or officer of the Executive Board may deviate from approved budget up to \$500.00 without approval of the Executive Board.

Section 2. Financial Records. The treasurer shall maintain the books and records in accordance with Article V, Section 1d. The treasurer shall present a financial report at each general membership meeting as well as every Executive Team Meeting of the SMS PTSA and shall prepare a written financial report at the end of the school year. Any member may review the financial records of the organization. Any such request must be made to the current treasurer. The treasurer will be allowed seven (7) days to respond to such request.

Section 3. Obligations. The Executive Board may authorize any officer(s) to enter into contracts or agreements for the purchase of materials or services on behalf of the organization as needed for approved projects and activities. The officers shall not have the authority to enter into such agreements on behalf of SMS or the Alamance-Burlington School System, nor shall they hold themselves out as having such authority.

Section 4. Loans. No loans shall be made by the organization to its officers or members.

Section 5. Commercial Paper. All checks, drafts or other order for the payment of money on behalf of the organization shall be signed by two persons, one being the treasurer and the other being one of the remaining officers. All checks written shall be done so upon receipt of a check request form signed by the Committee Chairperson and one officer.

Section 6. Deposits/Disbursements. The treasurer shall deposit all funds of the organization to the credit of the organization in such bank(s) as determined by the Executive Board and shall make such disbursements as authorized by the Executive Board in accordance with the budget approved by the general membership. All deposits and/or disbursements shall be made by the treasurer within a maximum of ten (10) days from the receipt of the funds and/or orders of payment.

Section 7. Fiscal Year. The fiscal year shall begin on July 1st and end on June 30th of the current school year.

Article X - Parliamentary Authority

The current edition of Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article XI - Dissolution

The SMS PTSA shall not be dissolved or disbanded except by majority vote of the general membership present at a special meeting upon which notice was given to the general membership thirty (30) days in advance. Upon approval for dissolution or disbandment all funds, programs, assets in holding by the organization after payment or provision for payment of all debts and liabilities of this corporation may be dispersed to a like organization set up for the benefit of SMS or may be spent on activities at SMS as determined by the principal and the Executive Board.

Article XII – Amendments

These bylaws may be amended at any regular or special meeting of the general membership by a majority vote of the general members present, provided that previous notice of the amendment was given at least thirty (30) days prior to such meeting.

Approval of Bylaws

These bylaws were created and approved by a majority of the general members present at the first general membership meeting of the SMS PTSA and became effective as of October 3, 2011.

The bylaws shall be reviewed annually and adopted by the SMS PTSA officers. Such approval shall be acknowledged by signature below of the President and Treasurer. A copy shall be provided to the Administration of Southern Middle School at the beginning of each school year.

Sandy Ellington-Graves
2019/2020 SMS PTSA President

Kristin Foust
2019/2020 SMS PTSA Treasurer