

**BENJAMIN TASKER MIDDLE SCHOOL
PARENT TEACHER STUDENT ORGANIZATION
BYLAWS**

Article I – Name

The name of this organization is Benjamin Tasker Middle School Parent Teacher Student Organization. It is also commonly known, and will be referred to in these bylaws, as “PTSO”.

Article II – Purposes

Section 1

The purposes of the PTSO are:

- To promote the welfare of children and youth in home, school and community;
- To promote and encourage communication and understanding between the parents, teachers, administration, students and community of Benjamin Tasker Middle School through an exchange of ideas on topics of mutual interest;
- To develop between educators and the family such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education; and
- To promote the mission of Benjamin Tasker Middle School.

Section 2

The purposes of the PTSO are to be promoted through an advocacy and educational program directed towards parents, teachers, and students; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

Section 3

The organization 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 federal tax code (hereinafter referred to as “Internal Revenue Code”).

Article III – Basic Policies

The following are basic policies of the PTSO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the home, school, and community to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the boards of education, state education authorities, and local education authorities. This PTSO shall comply with policies and procedures established by the Prince George's County Public Schools Board of Education and Chief Operating Officer.
- c. This organization shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among parents, school, and the community at large.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code.
- f. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Article IV – Membership and Dues

Section 1

Membership in PTSO shall be open, without discrimination, to all parents, legal guardians, teachers, staff, and students enrolled at Benjamin Tasker Middle School and any member of the community with an interest in promoting the mission of Benjamin Tasker Middle School PTSO.

Section 2

Membership duration shall be from August 1 to July 31 of the following year. Each member of PTSO shall pay annual dues as may be determined by the PTSO at the end of the school year to be effective at the beginning of the new school year. The Executive Board may remove a non-productive or counter-productive member from membership by a simple majority vote of the Board. Examples of grounds for removal include threatening or bullying behavior towards the Board or other PTSO members.

Section 3

All notices of time and place of each meeting shall be posted publicly at least (1) week prior to the date of the meeting. A pre-established set of dates and times may be provided for the entire upcoming membership year. An example is the 2nd Tuesday of every month at 7 PM. General meetings are open to all families, students, staff and community members.

Section 4

The Executive Board may authorize expenditures of the PTSO's funds in accordance with the budget adopted by membership as needed to support the PTSO's stated purposes.

Section 5

Seven (7) members of the PTSO shall constitute a quorum for the transaction of business in any general membership meeting of this PTSO. Only members who have paid dues for the current membership year may vote and participate in official business of the PTSO.

Article V – Officers

Section 1

The officers for Benjamin Tasker PTSO shall be president, vice-president, secretary, and treasurer. The Board may choose to split vice-president duties between two vice-presidents.

Section 2

The term of each office is not restricted. An officer may serve until a replacement officer is voted in his/her stead if officer does not desire to continue to serve. Officers of the PTSO shall be elected no later than May or at the end of a given school year to serve the following school year. The term of office shall commence at the final meeting of the school year. Election results should be the product of simple majority rule unless otherwise stated in the bylaws.

Section 3

The members of the PTSO shall be responsible for nominating a candidate for each elective office. Only those members who have consented to serve shall be nominated or appointed. Diversity, PTSO knowledge, and professional expertise shall be guiding principles when making nominations or appointments.

Section 4

The vote shall be conducted by ballot and majority vote of the members present at the election. When there is only one candidate for any office that may be held by voice vote.

Section 5

Elected officers shall take office at the close at the office at the close of the school year after which they are elected and shall serve with their predecessors until such time as the final year end records and finances are completed.

Section 6

Vacancies shall be filled as follows:

- a. In case of vacancy in the office of the president, the vice-president shall become president and shall hold office for the balance of the term
- b. The vacancy in the office of vice-president shall be filled at the next meeting by the voting body. In the interim duties of the vice-president shall be delegated by the president.
- c. Vacancy in the office of secretary and/or treasurer shall be filled by the Executive Board. The vote shall be by ballot. When there is only one (1) candidate for the vacancy, the election may be by voice vote. A majority vote shall be required for election if at least ten (10) days' notice of the election to fill the vacancy has been given.

Section 7

The Executive Board, by a majority vote of the members present and voting, may remove from his/her position any board member who fails to perform designated duties as outlined in these bylaws, violates the basic policies of PTSO, misrepresents the positions of PTSO, or acts in any other way which is detrimental to the philosophy and purposes of this organization. When removal action is contemplated, the officer shall be advised by certified mail at least seven (7) days prior to the meeting determination of his/her right to appear before the board at that meeting. Such removal constitutes a vacancy in that office.

Article VI – Duties of Officers

Section 1

The president shall:

- a. Be a member of the PTSO;
- b. Preside at all meetings of the Benjamin Tasker Middle School PTSO and of the Executive Board;
- c. Serve as an officer and signatory of the PTSO;
- d. Develop a strategic plan for the PTSO for the upcoming school year;
- e. Appoint chairs and members of committees not otherwise specified;
- f. Delegate responsibility to members of the PTSO and committee chairpersons;
- g. Coordinate the work of the officers and committees to ensure that the objectives of Benjamin Tasker Middle School PTSO may be promoted;
- h. Serve as the official spokesperson of the PTSO but may use designees as appropriate;
- i. Represent the association before the school, community, and/or government bodies at meetings and conferences of the PTSO, at media events, and at other events as requested or delegate responsibilities; and
- j. Communicate regularly with the principal and the officers governing the organization.

Section 2

The vice-president shall:

- a. Serve as a member of the PTSO;
- b. Serve as a member of the executive board of the PTSO;
- c. Perform duties as assigned by the president;
- d. Perform the duties of the office president in the president's absence or when the president is unable to perform those duties;

- e. Be prepared to conduct media interviews as assigned by the president;
- f. As assigned, represent the PTSO before the school, community, and/or government bodies;
- g. Communicate regularly with the president and principal; and
- h. Support the president in moving the organization to achieve outcomes defined by the strategic plan for the PTSO.

Section 3

The Secretary shall:

- a. Record, transcribe, copy, and distribute the minutes of all meetings of the Benjamin Tasker Middle School PTSO and Executive Board;
- b. Maintain an up-to-date list of all Members or delegate it to another PTSO member. This list must be available at all meetings; and
- c. Provide copies of all minutes and treasury reports for the most recent twelve (12) months shall be brought to all meetings;
- d. Perform such duties as may be delegated by the Executive Board.

Section 4

The Treasurer shall:

- a. Serve as a member of the PTSO;
- b. Serve as the financial officer and signatory of the PTSO;
- c. Make disbursements as authorized by the president and executive board in accordance with the budget adopted by the PTSO membership;
- d. Report the financial status of the PTSO to the executive board and PTSO members at every meeting;
- e. Maintain an accurate record of the expenditures and receipts;
- f. Pay out funds as authorized by the executive board or the Benjamin Tasker Middle School PTSO;

- g. Present a written financial statement at every meeting of the Benjamin Tasker Middle School PTSO, to be filed with the Secretary and make a full report at the final meeting of the school year;
- h. Perform other duties as assigned by the president or the executive board;
- i. Prepare all necessary tax and financial forms in time for board review and signature and submit forms to appropriate agency after signed; and
- j. Have the accounts examined at the close of the fiscal year and/or upon change of the treasurer by an auditor or an auditing committee of three (3) persons who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditor or auditing committee shall be selected by the Executive Board at least thirty (30) days before the new officers assume their duties.

Section 5

All officers shall perform the duties listed in these by-laws and those assigned from time to time and shall deliver to their successors all official material within fourteen (14) days after the meeting at which their successor was elected.

Article VII – Executive Board

Section 1

The affairs of Benjamin Tasker Middle School PTSO shall be managed by the Executive Board.

Section 2

The Executive Board shall consist of the officers of the Benjamin Tasker Middle School PTSO, the School Principal, and following individuals: a Teacher Representative and a Student Representative.

Section 3

The duties of the Executive Board shall be as follows:

- a. To transact necessary business between the Benjamin Tasker Middle School PTSO and other business as may be referred to it by outside organizations;
- b. To create standing committees;
- c. To approve the plans of work of the standing committees;

- d. To present a report at the regular meetings of the Benjamin Tasker Middle School PTSO.

Section 4

One (1) youth member shall be appointed by the Benjamin Tasker Middle School Student Government Association (SGA) and approved by the executive board. They shall serve for a term of one (1) year or until a successor is appointed. In the event of a vacancy of a youth member, the balance of the term shall be filled by appointment by the SGA and approval of the executive board at its next regular meeting.

Section 5

Regular meetings of the executive board shall be held monthly during the school year. There shall be an executive board meeting held following the school year end to review the previous year, to establish the goals and to plan activities for the upcoming school year.

Section 6

Notice of the time and place of each Executive Board meeting shall be given to each member of the board at least one (1) week prior to the date of the meeting. All proposals shall be submitted to the PTSO.

Section 7

All proposals of the Executive Board shall be shared with the Benjamin Tasker Middle School PTSO families by email, letter, newsletter, or open meeting.

Section 8

Special meetings of the Executive Board may be called by the president on five (5) days' notice to each member of the Executive Board. Special meetings shall be called by the president or Secretary in like manner and on like notice on the written request of three (3) members of the Executive Board. Special meetings may be conducted by conference call, teleconference, or other electronic media as permitted.

Section 9

A quorum for the Executive Board, the elected officers shall consist of four or more members, two (2) of which must be PTSO officers.

Section 10

Between meetings of the executive board, the elected officers shall have and may exercise the powers of the Executive Board in the management of such affairs of the PTSO

that in their judgment require immediate action. The elected officers shall take no action in conflict with any action taken by the Executive Board.

Article VIII- Committees

Section 1

The following shall be the standing committees of the Benjamin Tasker Middle School PTSO: Membership, Publicity, Fundraising, Dance, and Staff Appreciation.

Section 2

The Executive Board may establish special committees as needed. The members of special committees shall be appointed by the president.

Section 3

Committee chairpersons shall be approved by the Executive Board.

Article IX - Duties of the Committees

Membership: The Membership committee shall develop membership strategies and evaluate effectiveness of membership development practices; maintain a database of the PTSO members; and submit Giant and Safeway accounts for school credit.

Publicity Committee: The Publicity Committee shall be responsible for managing publicity releases via the PTSO website, social media accounts, and school or PTSO newsletters. All photos and school information released shall comply with policies and procedures of Prince George's County Public Schools.

Fundraising Committee: The Fundraising Committee shall facilitate those fundraisers identified by the Executive Board. The fundraising committee shall appoint chairpersons for each fundraiser who will coordinate with the treasurer to ensure that proper financial accounting and reporting procedures are followed.

Staff Appreciation Committee: The Staff Appreciation Committee shall coordinate activities with the school to include teacher appreciation week, and other such events as designated by the Executive Board.

Dance Committee: The Dance Committee shall be responsible for planning and obtaining volunteers and chaperones for PTSO-sponsored dances approved by the school.

Article X – Parliamentary Authority

These rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the PTSO in all cases in which they are applicable and in which they are not in conflict with the PTSO bylaws or special rules of order.

Article XI – Amendments

These By-Laws may be amended at any regular meeting of the Benjamin Tasker Middle School PTSO by a two-thirds (2/3) majority vote of the membership present and voting, provided written notice of the proposed amendment shall have been given to the membership at least one (1) week prior to the vote.

Article XII – Dissolution Clause

The PTSO may be dissolved only with the authorization of the Executive Board give at a special meeting call for that purpose and with subsequent approval by a two-thirds (2/3) vote of the Active members (status determined by the Membership Committee). All active members must be notified by mail of the time and location of the pending action, at least thirty (30) days before such a vote is taken.

Upon dissolution of the Benjamin Tasker Middle School PTSO, the officers shall, after paying or making provisions for the payment of all liabilities of the PTSO, dispose of all assets of the PTSO exclusively for the purpose of the PTSO in such a manner or to such organization(s) organized and operated exclusively for charitable purposes as shall qualify as an exempt organization(s) under section 501(c)(3) of the Internal Revenue Law, or under Maryland Statute.