

Scarlett Middle School
Parent-Teacher-Student-Organization (PTSO)
CONSTITUTION

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Article 1: NAME

The name of this organization shall be the Scarlett Middle School Parent-Teacher-Student-Organization (referred to hereinafter as “PTSO” or “the Organization”).

The Organization may, at its pleasure by a two-thirds (2/3) vote of attendees of a regular PTSO meeting, change its name.

Article II: PURPOSE

A. Cooperation Among Parents, Teachers and Students. The purpose of this Organization shall be to provide close cooperation and communication among parents, teachers, staff and students:

1. To promote the intellectual, physical, and emotional health of Scarlett students in the school and community at large.
2. To serve as a liaison between Scarlett students, faculty and staff, AAPS School Administration and the Board of Education.
3. To engage in appropriate action of school issues in the community at large.
4. To provide forums and opportunities for communication among parents, teachers, school building administration, school district administration and the community at large.
5. To engage in fundraising activities, to generate funds, to offer/provide for diverse and educational enrichment support/programs for students and staff; all such support/programs MUST be in accordance with our Constitution, Bylaws and Mission Statement.
6. To promote citizen involvement in school affairs.

B. Educational and Charitable Purposes. The PTSO is organized exclusively for educational and charitable purposes. Notwithstanding any other provisions of these articles, the Organization shall not carry on any activities not permitted to be carried on (a) by an association exempt from Federal Income Taxation under Section 501(c)(3) or the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an association, contributions to which are deductible under Section 170(c)(2) for the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

C. Not For Profit. The TPSO shall be established in perpetuity as a non-profit organization described under Section 501(c)(3) of the Internal Revenue Code to support the educational and charitable purposes of the Scarlett Middle School.

D. Non-Political Purposes. The Organization may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates. Individual members and officers of the Organization may participate in campaigns and endorse candidates, provided that they do not purport to represent the Organization in doing so.

E. Mission Statement. Scarlett Middle School's PTSO is a non-profit organization, that provides voluntary fundraisers and/or donations in an effort to raise funds to sponsor diverse and educational enrichment experiences, programs and materials for students, teachers, staff, and administrators. It is the Organization's belief to create an environment to allow students of Scarlett Middle School to excel academically, socially and physically while improving the community within the school.

Article III: MEMBERSHIP

The parents and/or guardians of all students registered at Scarlett Middle School, students, and all teachers and officials of the school, shall be members of the Organization. Members, excluding students, shall have the right to vote on the election of officers, amendments to this Constitution, approval of minutes and financial reports, approval of the Budget, and any matter that may be properly presented by the President or the presiding officer of a vote of the membership. Each member shall have one vote. Members, including students, shall have the right to attend and speak at PTSO meetings. Only persons who are members of the PTSO, excluding students, may serve as PTSO officers or Leadership Team representatives.

Article IV: NON-DISCRIMINATION

The PTSO shall not discriminate on the basis of gender, national origin, race, religion or sexual preference. The Organization and its board and committees shall strive to represent the diversity present at Scarlett Middle School.

Article V: FINANCES

A. Dues: No dues shall be required. However, the PTSO Board shall have the authority to seek donations from members of the Organization to support the mission of the Organization.

B. Budget: A budget of anticipated revenue and expenses of the year shall be presented to the membership at the beginning of the school year. This budget shall be used as a guide for the activities taking place during the year. Any substantial deviation from the budget must be approved in advance by the membership.

C. Record Keeping: The Treasurer shall keep accurate records of any disbursement, income, and bank account information. All deposits shall be made within a maximum of thirty (30) days from the receipt of the funds; disbursements shall be made within a maximum of thirty (30) days from the receipt of payment approval. Checking and deposit slips shall be carbon copy type.

D. Reporting: The Treasurer shall present a financial report at each regular meeting of the Organization and shall prepare a final report at the close of the school year.

E. Annual Audits: The accounts of the Treasurer shall be examined annually by an audit committee of not less than three (3) members, one of whom shall be a qualified independent auditor; such auditor need not be a Certified Public Accountant nor must every examination be a formal, certified audit. Commencing in 2012, a formal, certified audit by a Certified Public Accountant shall be completed once every three (3) years four (4). The cost of any audit shall be an expense of the Organization. Each year, upon satisfaction that annual report is accurate, the auditing committee shall sign a statement attesting to its accuracy. The audit shall occur at such time as to permit its completion prior to the Annual Meeting.

F. Proceeds of the Organization: No part to the net earning of the Organization shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in the furtherance of the purposes set forth in Article II.

G. Reimbursements and Disbursements: A valid receipt must be presented for reimbursements. Appropriate documentation (invoice, bill of sale, etc) must be tendered prior to any disbursement. All reimbursements and disbursements shall be based on the current fiscal year's approved budget.

H. Signatures: Authorized signers shall be the President and the Treasurer.

Article VI: MEETINGS

A. Regular PTSSO Meetings. A normally scheduled PTSSO meeting shall be known as a regular PTSSO Meeting. A minimum of eight (8) regular PTSSO Meetings of the entire membership shall be held each school year.

B. Annual Meeting. An Annual Meeting shall be held in the spring of each year at which annual reports are presented and elections of the officers are held. The annual reports may be written or verbal.

C. Special Meetings. The PTSSO board shall call a special meeting when so requested in writing by at least twenty (20) voting members. Notice of the meeting shall be given to the membership at least five (5) days in advance of the proposed meeting date. The special meeting shall address only the issue(s) presented in the notice. Effort must be made to schedule such meetings at a time that maximizes attendance.

D. Conduct of Meetings. The President shall preside as the chair of the regular PTSSO meetings. If the President is absent from the meeting, the Vice-President shall preside as the chair of the meeting. If neither the President nor the Vice-President is present, the Secretary shall preside as the chair of the meeting.

E. Quorum. A quorum of the PTSSO Board and Executive Board shall be three (3) Executive Board members. At a regular PTSSO meeting, at least three (3) of elected positions shall be in attendance. In order for the actions of the PTSSO or the Executive Board to be valid, a quorum must be present.

F. Voting. A majority of the Voting Members present at any meeting shall be required for all actions taken by the PTSO, except for those instances where Robert's Rules of Newly Revised (RONR) indicates a two-thirds (2/3) vote is required.

G. Parliamentary Authority. The rules contained in Robert's Rules of Order Newly Revised (10th Ed. or the latest edition) shall govern this Organization in all cases to which they are applicable and in which they are not inconsistent with this Constitution.

Article VII: ADOPTION

This constitution shall go into effect when approved by a two-thirds (2/3) majority of the members present at a regular PTSO meeting.

Article VIII: AMENDMENTS

Amendments to this constitution shall require a two-thirds (2/3) vote of the members present at a regular PTSO meeting provided that the amendment has been submitted in writing at the previous regular PTSO meeting. The membership of the PTSO shall be notified of any proposed changes to this constitution at least five (5) days in advance of said meeting at which proposed changes to this constitution will be considered or voted upon.

Article IX: DISSOLUTION

Upon dissolution of the Organization, the PTSO Board shall after paying or making provision for the payment of the liabilities of the Organization, dispose of all the assets of the Organization exclusively for the charitable and educational purposes. The assets remaining shall be transferred to one or more organizations that are exempt from taxation under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).