

**Fairview Middle School
Parent Teacher Organization Bylaws
Revised 9/10/2018**

Fairview Middle School PTO is a non-profit 501c3 organization of parents, teachers and staff of Fairview Middle School.

**Article I
Name**

The name of the organization shall be the Fairview Middle School Parent Teacher Organization, heretofore referred to as FMS PTO.

**Article II
Goals**

- A. To bring about a partnership between families of students, faculty and administrators for the purpose of the educations of students of FMS.
- B. To facilitate communication between the school and the home.
- C. To promote programs that result in excellence individually and as a school.
- D. To enhance the overall educational environment by promoting volunteerism and parent involvement.
- E. To raise funds to provide for the above.

**Article III
Basic Policies**

- A. This body shall constitute the regulating policies, organization, working bylaws and rules of the FMS PTO. A copy of these bylaws shall be made available upon request.
- B. The objectives of the FMS PTO shall be governed by each individual committee and shall be overseen by the Executive FMS PTO board.
- C. The FMS PTO shall be a non-commercial, non-sectarian, non-partisan organization that shall not endorse a commercial enterprise or candidate.
- D. The FMS PTO shall not directly or indirectly participate or intervene in any political campaigns.
- E. The FMS PTO shall work with the school to provide quality education for all students of FMS.
- F. In the event of the dissolution of the association, its members will vote to decide how the money will be spent to better the school or another 501c3.

**Article IV
Membership and Dues**

- A. Anyone who holds an interest in Fairview Middle School or the purpose of the FMS PTO shall be a member of the organization.
- B. The FMS PTO shall not charge membership dues.
- C. All committee chairs must be a tier 3 volunteer with WCS and have a child enrolled in

Fairview Middle School.

D. A volunteer who does not have a child enrolled at FMS may co-chair a committee with FMS PTO Executive Board approval.

Article V Officers

The elected officers of this organization shall be a President or Co-Presidents, a Vice President, a Secretary and a Treasurer. These elected officials shall be referred to as the Executive Board. The Principal or another administrator from the school must not serve as a member of the executive board. A Teacher Representative will be chosen from all interested applicants currently on staff at FMS. All Executive Board members must be a tier 3 volunteer with WCS before elections.

A. The President shall organize and preside over all FMS PTO and Executive Board meetings. She/he shall also be the liaison between the administration of the school and the organization.

The President will appoint committee chairpersons, notify all officers and board members of the dates and times of meetings and shall be the official PTO representatives to the Williamson County School Board.

B. The Vice President shall assist in all presidential duties and shall assume duties of the President when the President is absent or unable to serve.

C. The Secretary shall keep a permanent and accurate record of all meetings and shall conduct all correspondence as requested by the Executive Board.

D. The Treasurer shall take care of all expenditures and shall keep a strict and accurate account of all the financial transactions, shall have the books available for audits and/or public viewing. She/he shall disburse funds in accordance with the bylaws of this organization.

Article VI Election and Terms

A. Elections of the President, Vice President, Secretary and Treasurer shall be held annually during the last general meeting of the school year.

B. Nominations shall be made from the floor, provided the consent of the nominee has been given.

C. The election will immediately follow the closing of the nominations. Balloting will be by a show of hands or written ballot. A simple majority shall constitute an election.

D. All Executive Board positions will be for a one-year term with a limit of 2 consecutive years.

E. Exceptions are sometimes necessary but not preferred. These exceptions require a majority vote of the general PTO.

Article VII Meetings

A. The FMS PTO shall meet as required to approve needed items, generally once per month.

B. Any committee meetings shall meet at their discretion.

Article VIII

Funds

- A. Expenditures exceeding \$500.00 for any single expenditure (defined as any outlay of monies not expected to be returned to the general fund as part of an individual event) shall be discussed and voted upon by the general assembly at a general meeting.
- B. Expenditures up to \$500.00 for any single expenditure shall be discussed and voted upon by the Executive Board.
- C. FMS PTO shall maintain a checking account with no less than two Executive Board members listed as signers for said account.
- D. Any separate committees formed under FMS PTO must have allocated funds voted on for specific use.
- E. No Williamson County School employee shall have authority over bank funds or be listed as an authorized signer on money accounts.
- F. Treasurer shall provide to the Williamson County School Board annually, by June 30 of each year and by request, a detailed treasurer's report or other financial records. The FMS PTO shall maintain each year's financial records for no less than 4 years.
- G. Two Executive Board members must initial the FMS PTO Bank Statement.

Article IX

Amendments

The Bylaws of this organization may be amended by a 51% vote of members of those present at a general PTO meeting.