

**R. F. BUMPUS MIDDLE SCHOOL  
PARENT TEACHER ORGANIZATION  
BYLAWS**

**ARTICLE I: NAME AND ADDRESS**

The name of this organization is Bumpus Middle School Parent Teacher Organization (Bumpus PTO). Bumpus PTO is an organization of parents, teachers, and other concerned individuals. It is located at 6055 Fleming Parkway, Hoover, Alabama, 35244. The Bumpus PTO currently operates under the Hoover City Board of Education (hereinafter referred to as "HCBOE").

**ARTICLE II: ARTICLES OF ORGANIZATION**

In the absence of separate articles of organization, the bylaws of Bumpus PTO (also referred to as the "organization") shall be deemed to be the articles of organization. In the event of the absence of articles of organization or any conflict between these bylaws and the articles of organization, these bylaws shall govern.

**ARTICLE III: PURPOSES**

Section 1. The purposes of the Bumpus PTO include the following:

- a. To promote the educational welfare of children and youth in home, school, community, and place of worship;
- b. To raise the standards of home life;
- c. To secure adequate laws for the educational welfare of children and youth;
- d. To bring into closer relation the home and the school; that parents and teachers may cooperate intelligently in the educational welfare of children and youth;
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2. The purposes of the Bumpus PTO are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed by officers qualified by the basic requirements set forth in Article VI.

Section 3. The Bumpus PTO is a support organization for the student, teachers, and administrators of R.F. Bumpus Middle School organized for charitable, scientific, literary, and educational purposes. R.F. Bumpus Middle School is an affiliate of the

HCBOE, a governmental entity and a qualifying organization for the purpose of charitable donations under section 170 (c) 1 of the Internal Revenue Code.

## ARTICLE IV: BASIC POLICIES

The following are basic policies of Bumpus PTO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan;
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the organization;
- c. The organization shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to any candidate for public office;
- d. The organization shall work with the school 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 state and local education authorities.
- e. 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 payment and distributions in furtherance of the purposes set forth in Article III thereof. See Article XV for Procedure for Dissolution.

## ARTICLE V: MEMBERSHIP AND DUES

Section 1. Any parent or guardian of a student at Bumpus Middle School is a member of the PTO, having voting privileges, one vote per household.

Section 2. The principal and any teacher employed at the school are members and have voting privileges.

Section 3. Only members of the organization shall be eligible to participate in its business meetings, vote at general meetings, and to serve in any of its elected or appointed positions.

Section 4. There are no membership dues. Monetary donations are accepted.

## ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1. Each officer shall be a member of this PTO.

Section 2. Officers and Their Election

- a. The officers of this organization shall consist of a President, President-Elect, first vice-president (Fundraising), assistant vice-president (Fundraising), second vice-president (Volunteers), assistant vice-president (Volunteers), third vice-president (Communications), Treasurer, Hospitality Director, Assistant Hospitality Director, ~~Events Director, Assistant Events~~, Recording Secretary, and Parliamentarian. ~~There shall be two assistant vice-presidents (volunteers), two assistant fundraisers and two assistant hospitality directors only when there are 3 grade levels attending Bumpus Middle School; otherwise, there shall only be one assistant vice-president (volunteers), one assistant fundraiser and one assistant hospitality director.~~ Additional Assistants to the Fundraising, Hospitality and Events Directors can be added as determined by the Directors and the President. In the event that there are 3 grade levels attending Bumpus, there will be ~~and-an~~ Incumbent Treasurer position.
- b. Nominated officers shall be presented to the Executive Board in the spring. Either a ballot vote or an email vote will be available or transmitted to all Bumpus PTO members before school year end. If there is but one (1) nominee for any office, election for that office may be by acclamation.
- c. Officers shall assume their duties following the close of the general meeting or Executive Board meeting in May (whichever is later) and shall serve for a term of one (1) year or until their successors assume their official duties. (Executive Board is defined in Article VIII)
- d. No member shall hold more than one (1) office at any time, with the exception of parliamentarian, and no officer shall be eligible to serve more than two (2) consecutive terms in the same office.

### Section 3. Nominating Committee

- a. There shall be a nominating committee composed of three (3) to five (5) members, one (1) whom shall be chosen by the Executive Board from its PTO body, one (1) of whom shall be chosen from the faculty, and at least one (1) of whom shall be chosen from the PTO general body at large at least one (1) week prior to the election. The committee shall elect its own chairman.
- b. Only those persons who have signified their consent to serve if elected shall be nominated for, appointed to, or elected to an office.
- c. The nominating committee shall nominate an eligible person for each office to be filled and report it to the PTO Executive Board in the spring. The parliamentarian shall be appointed by the president and voted on by a simple majority vote of the Executive Board. The slate of officers shall then be presented to the general membership for a vote.
- d. Individuals are welcome to self-nominate but must have approval of nominating committee before a recommendation for an officer position can be made.
- e. If recommendation by another person or individual is reviewed by the nominating committee and it is determined that after research followed by a vote among a majority of the committee including the Principal of the school that the nominee is not eligible to be considered for an officer position and there is no other name

that has been submitted at that time, the officer position remains vacant until a candidate is found.

- f. A member of the Nominating Committee can be nominated for an office if they have signified their consent to serve in such capacity and provided further that they are not present for discussion concerning their consideration for a position. Such a person will also not be allowed to vote for the position they are being considered for.

#### Section 4. Vacancies

Any vacancy occurring in any office shall be filled for the unexpired term by a person elected by a simple majority vote of the Executive Board, notice of such election having been given. In case a vacancy occurs in the office of president, the president-elect shall act as president for the remainder of the unexpired term unless voted otherwise by a simple majority vote of the Executive Board members during a special called meeting as defined in Article VIII, section 6.

#### Section 5. Removal of an officer

An officer who is not fulfilling the duties of their elected position as determined by the Executive Board may be removed from their position by a simple majority vote of the remaining members of the Executive Board. Five days (5) notice must be given to said officer prior to the voting of the Executive Board. The reasons for removal must be cited at the voting meeting and opened for discussion, defense, or explanation. The said officer, though not required, has the option of being present at this meeting. The vacant position will be filled according to Article VI, section 4.

## ARTICLE VII: DUTIES OF OFFICERS

#### Section 1. The President shall perform the following functions:

- a. Preside at all meetings of the organization.
- b. Perform such other duties as may be prescribed in these bylaws or assigned to them by the organization or Executive Board.
- c. Send out notices of executive committee and other meetings when needed;
- d. Be a member ex-officio of all committees.
- e. Coordinate the work of the officers and committees of the organization in order that the purposes may be promoted.
- f. Ensure written material and all computer files are received by each committee chair by May Executive Board meeting.

#### Section 2. The President-Elect shall perform the following functions:

- a. Preside in the absence of the president.
- b. Serve as president the year following his term as president-elect.
- c. Assist the president as needed.
- d. Oversees all PTO digital records.

- e. See that the bylaws are reviewed and revised if needed by April of every odd-numbered year.
- f. Serve as a member of the bylaws committee.
- g. Perform other duties as assigned.

Section 3. The first vice-president (Fundraising) shall perform the following functions:

- a. Preside in the absence of the president and president-elect;
- b. Serve as coordinator of all fundraising committees;
- c. Perform other delegated duties as assigned.
- d. Actively initiate fundraising activity and communicate information to the Executive Board Members.

Section 4. The assistant vice-president(s) (Fundraising) shall perform the following functions:

- a. Assist in the coordination of all fundraising activities;
- b. Perform other delegated duties as assigned.

Section 5. The second vice-president (Volunteers) shall perform the following functions:

- a. Preside in the absence of the president, president-elect, and first vice-president;
- b. Serve as coordinator of all volunteer services **or ensure that their designee is present to coordinate**
- c. Perform other delegated duties as assigned.

Section 6. The assistant vice-president (Volunteers) shall perform the following functions:

- a. Report directly to the 2<sup>nd</sup> VP;
- b. **Serve as coordinator of all volunteer services in the absence of second vice-president.**
- c. Perform other delegated duties as assigned.

Section 7. The third vice-president (Communications) shall perform the following functions:

- a. Preside in the absence of the President, President-Elect, first vice-president, and second vice-president;
- b. Serve as coordinator of all PTO-~~programs~~ communications and publicity;
- c. Maintain Bumpus PTO web page on Bumpus Middle School website, keeping all Bumpus PTO financials, minutes, forms, and meeting times current.
- d. Perform other delegated duties as assigned.

Section 8. The Recording Secretary shall perform the following functions:

- a. Record the minutes of all meetings of the organizations and of executive committee meetings with attachments and keep on file;
- b. Prepare and distribute a copy of the minutes for approval at each Executive Board meeting
- c. Provide a copy of the approved minutes to every member of the Executive Board prior to or during the Executive Board Meeting and provide a copy to the bookkeeper. Upload approved minutes to google drive;
- d. Provide an approved, up to date copy of the bylaws to all officers by the first (1st) board meeting;
- e. Perform other delegated duties as assigned.

Section 9. The Hospitality Director shall perform the following functions:

- a. Coordinate all hospitality events sponsored ~~or supported~~ by the organization;
- b. Perform other delegated duties as assigned.

Section 10. The Assistant Hospitality Director(s) shall perform the following functions:

- a. Assist in the coordination of all **sponsored** hospitality events;
- b. Perform other delegated duties as assigned.

**Section 11. The Events Director shall perform the following functions:**

- a. Coordinate all hospitality events supported by the organization;**
- b. Perform other delegated duties as assigned.**

**Section 12. The Assistant Events Director shall perform the following functions:**

- a. Assist in the coordination of all supported hospitality events;**
- b. Perform other delegated duties as assigned.**

Section 13. The Treasurer shall perform the following functions:

- a. Be responsible for the maintenance of such books of account and records of the PTO as it conforms to the requirements of Article III, Article IV, and Article VIII;
- b. Keep a full and accurate account of receipts and expenditures;
- c. Notify the bookkeeper to allocate funds in accordance with the budget adopted by the general membership and also of the proper disbursement of said funds to Bumpus Middle School;
- d. Present a financial statement at every meeting of the organization and at other times when requested by the Executive Board;
- e. Make a full report at the meeting at which new officers officially assume their duties at the last Executive Board meeting.
- f. Work in tandem with Bumpus Middle School bookkeeper during independent audits and audit committee reviews;
- g. Obtain documentation of each meeting to have on record for the final audit;
- h. Be responsible for passing reconciled financial materials to new treasurer by June fifteenth (15th) of the applicable year;
- i. Chair the budget committee which consists of president, president elect, the principal, and other Executive Board members as determined;
- j. Present the budget approved by the Executive Board to the general membership for adoption;
- k. Approve POs as needed;
- l. Perform other delegated duties as assigned.

Section 14. The Incumbent Treasurer shall perform the following functions:

- 1. Work with Treasurer to learn the budget and accounting process;
- 2. Serve as Treasurer for the following year;
- 3. Perform other duties as assigned.

Section 15. The Parliamentarian shall perform the following functions:

- a. Advise the presiding officers, following recommendations in Robert's Rules of Order on questions of parliamentary law or matters of procedure;
- b. Perform other delegated duties as assigned.

Section 16. The Office of President, President-Elect, Treasurer, VP and Asst Fundraising must attend at least one financial workshop for support organization officers hosted by the HCBOE.

Section 17. Expiration of Term

Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

## ARTICLE VIII: EXECUTIVE BOARD

Section 1. Members of the Executive Board

- a. The Executive Board shall consist of the officers of the PTO, the chairpersons of standing committees, and the principal of the school or the principal's representative.
- b. Teacher representatives appointed by the principal shall serve as ex-officio members of the Executive Board.
- c. Executive Board will create standing committees as it may deem necessary to promote the purposes and carry on the work of this organization. The chairperson of the standing committee(s) shall be selected by the president or officers of the organization and serve at the pleasure of the elected officers.

Section 2. The duties of the Executive Board shall be the following:

- a. To transact necessary business, including use of the purchase card by eligible board members, in the intervals between general meetings and such other business as may be referred to it by the organization;
- b. To create standing and special committees;
- c. To approve the plans of work of the standing/special committees;
- d. To present a report to the general membership during the regular school year on a date decided on by the Executive Board on an as needed basis;
- e. To turn over treasurer's report to school appointed auditor upon request for review;
- f. To prepare and submit to the general membership for adoption, a budget for the year;
- g. To authorize expenditures within the limits of the budget;
- h. To vote approval of any expenditures greater than \$100 outside the limits of the adopted budget;
- i. Any amendments to the approved budget more than \$500 shall require **an** affirmative vote of at least two-thirds (2/3) of the voting membership present and entitled to vote;
- j. To approve and vote on any fundraiser changes, major program or vendor changes, or any agreements with vendors that would commit the PTO for any length of time or for amount \$250 or greater;

- k. Executive Board as well as the Principal of the school must approve all contracts entered into by the PTO prior to signing;
  - l. To review the final audited report presented by the treasurer.
- Section 3. All chairmen of any standing or special committees shall deliver to the president no later than June fifth (5<sup>th</sup>) of the year in which work is complete, or immediately upon resignation, all records, books, and other materials pertaining to the committee and shall return to the treasurer, all funds pertaining to the committee.
- Section 4. Regular meetings of the Executive Board shall be held during the school year, the time to be fixed by the board at its first (1st) meeting of the year.
- Section 5. A majority of the elected officers of the Executive Board shall constitute a quorum.
- Section 6. All scheduled board meetings of executive officers are considered mandatory. Excessive consecutive absences from board meetings will be reviewed by the board and considered using the criteria in Article VI, Section 5.
- Section 7. Special meetings of the Executive Board may be called by the president or by a majority of the members of the board, seven (7) days written notice being given.

## ARTICLE IX: MEETINGS

- Section 1. General meetings of the organization will be held two (2) to three (3) times a year during the regular school year on the dates determined by the Executive Board after working with the school Principal to prepare the school's calendar of events. Scheduled meetings may be changed by the Executive Committee with five (5) days written or posted notice having been given of the new meeting date.
- Section 2. For the purpose of General Meetings, a quorum of the assembly will be present when there are members are in attendance.
- Section 3. Special meetings of the organization may be called by the president or by the Executive Board, four (4) days written notice having been given.
- Section 4. The annual meeting shall be the first (1st) meeting of the school year.
- Section 5. All meetings of officers, executive committee, standing committees, and any other meetings related to the organization shall be open to all members, although only those so entitled may vote. Minutes with attachments of all Executive Board meetings will be kept on file by the recording secretary.

## ARTICLE X: STANDING AND SPECIAL COMMITTEES

- Section 1. Only members of the Bumpus PTO shall be eligible to serve in any elected or appointed position.
- Section 2. The Executive Board may create such standing committees and appoint chairmen as it may deem necessary to promote the objects and carry on the work of the Bumpus PTO. Their term shall be one (1) year.

Section 3. The chairman of each standing committee shall present a plan of work to the Executive Board for approval. No committee's work shall be undertaken without the consent of the Executive Board.

Section 4. The power to form special committees and appoint their chairmen and members rests with the Executive Board or the president as the need arises. Since a special committee is appointed for a specific purpose, it automatically goes out of existence when its work is done and its final written report is received.

Section 5. The president shall be a member ex-officio of all committees.

## ARTICLE XI: COUNCIL MEMBERSHIP

Section 1. The organization shall be represented in meetings of the Hoover Parent Teacher Council of Hoover, Alabama by the president and/or president-elect or alternate representative(s).

Section 2. This organization shall pay annual dues to the Hoover Parent Teacher Council of Hoover, Alabama as provided in the council bylaws.

## ARTICLE XII: FISCAL YEAR

The fiscal year of this PTO shall begin July first (1<sup>st</sup>) and end June thirtieth (30<sup>th</sup>).

## ARTICLE XIII: BUDGET

Section 1. The PTO budget is a reflection of the needs and priorities of the Bumpus PTO. In cooperation with the school's faculty and administration, the budget is developed to answer specific needs of the school. The overall budget is derived in conference with the PTO officers and chairpersons, interested PTO members, faculty and administration. The budget provides specific local support for the school year and, if possible, a foundation for developing more funds in the following year. The budget will be approved by the general membership by majority vote at the opening of school.

Section 2. Accounting Procedures:

- a. The Bumpus Middle School bookkeeper is responsible for the collection, disbursement, and accounting of all Bumpus PTO funds. All money collected by fundraising activities will be turned over to the bookkeeper, who will deposit all funds into the Bumpus PTO account. All debts incurred by the organization will be paid out of Bumpus PTO funds. The Bumpus PTO treasurer is responsible for reviewing all bookkeeper transactions for accuracy, assisting the bookkeeper when questions or concerns arise, and educating the Bumpus PTO Executive Board in proper policy and procedures for collection, submitting reimbursements, payments, pos, and funds for deposit.

- b. Authorization for disbursement of funds: Each committee should have an amount budgeted from the general funds. Each chairperson is responsible for requesting specific authorization within the guidelines of his budget for the funds necessary for the committee activities. All bills and invoices should be supported by approved purchase orders and receipts and expeditiously submitted as per the direction of the treasurer in accordance to proper policies and procedures of the organization.
- c. The treasurer shall secure legal and/or collection services as necessary to protect the financial interest of the Bumpus PTO.
- d. The President and his/her designees, excluding the Treasurer and Incumbent Treasurer, will be able to check out the Purchasing Card (p.card) after they have attended the required fiscal training from Hoover City Schools. All users of the p.card must sign the Purchasing Card Agreement.
- e. Unless otherwise designated for future projects, budgeted monies will be used by June thirtieth (30<sup>th</sup>). On that date, the funds revert back to the General Budget.
- f. There will be a minimum \$2,000 carryover of PTO funds from one year to the next to cover start-up expenses for the following school year.

## ARTICLE XIV: AMENDMENTS/REVISIONS

### Section 1. Amendments

These bylaws may be amended by an affirmative vote of at least two-thirds (2/3) majority of the voting membership who are present and entitled to vote, provided that written notice of the proposed amendment shall have been given at least seven (7) days prior to the meeting at which the amendment shall be considered.

### Section 2. Bylaw Revision

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a general meeting of the organization or by a three-fourths (3/4) vote of the elected officers. The requirements for adoption of a revised set of bylaws shall be the same as in Article XIV, section 1.

## ARTICLE XV: PROCEDURE FOR DISSOLUTION

The Procedure of Dissolution shall be as follows:

- a. The Executive Committee shall adopt a resolution recommending that this PTO is dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving this PTO

- shall be given to each member entitled to a vote at such meeting at least thirty (30) days prior to the date of such meeting.
- b. Approval of dissolution of the organization shall require affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the special meeting, a quorum being present. See Article IX section 2.
  - c. Upon dissolution of this organization, after paying or adequately providing for debts and obligations of the organization, the remaining assets shall be distributed to R.F. Bumpus Middle School, the HCBOE, or one (1) or more nonprofit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)3 of the Internal Revenue Code as per the recommendation set forth in the resolution adopted by the Executive Committee and voted on by the members as provided herein.