

**MARVIN RIDGE MIDDLE SCHOOL
PARENT TEACHER STUDENT ORGANIZATION
2831 Crane Road, Waxhaw, NC 28173
EIN# 26-0396680**

MISSION STATEMENT

The Marvin Ridge Middle School Parent Teacher Student Organization (MRMS PTSO) is a nonprofit, volunteer organization whose membership includes all parents, legal guardians, staff and students at Marvin Ridge Middle School. The PTSO's mission is to promote open and positive communication and understanding between parents and staff at MRMS. Our efforts serve to enhance and maximize the education of every child while aiding them in achieving their highest potential. The PTSO provides financial assistance to teachers in their classroom settings, holds fundraisers for supplemental educational materials and experiences, and supports school and family social interaction. It is our belief that the team effort of a parent teacher student organization offers the best possible learning environment for our children.

BYLAWS

ARTICLE I: NAME

The name of this organization is Marvin Ridge Middle School Parent Teacher Student Organization (MRMS PTSO). The organization is located in Waxhaw, in Union County, North Carolina.

ARTICLE II: PURPOSES

Section 1. The purposes of the Marvin Ridge Middle School PTSO are:

- a. To promote the welfare of children and youth in home, school and community.
- b. To raise the standards of home life.
- c. To bring into closer relation the home and the school, that parents, teachers and students may cooperate intelligently in the education of children and youth.
- d. To develop between educators and the general public such united efforts will secure all children and youth the highest advantages in physical, mental and social education.
- e. To encourage the relationships within the school community that are a vital influence on the success of our children's futures, including those between students, teachers, staff, parents and patrons.
- f. To foster a sense of support, pride, and enthusiasm for the school community by providing positive school/community relationships that enhance our children's educational environment.

Section 2. The Marvin Ridge Middle School PTSO, along with the faculty and staff of Marvin Ridge Middle School, are committed to achieve and maintain high standards for excellence. We are dedicated to achieving the following goals for success: Attain high academic achievement for all students; Create a safe and orderly learning environment; Ensure community collaboration; Ensure equity; and Develop efficient and effective support operations.

Section 3. The organization is organized exclusively for the charitable, scientific, literary, or 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 “Internal Revenue Code”).

ARTICLE III: BASIC POLICIES

The following are basic policies of the Marvin Ridge Middle School PTSO:

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. 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 the people to boards of education, state education authorities, and local education authorities.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, 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 individuals 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. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- g. The organization or members in their official capacities 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; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- h. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purposes of the organization.

ARTICLE IV: GOVERNING ARTICLE

Section 1. The Articles of Incorporation of this Marvin Ridge Middle School Parent Teacher Student Organization, Inc. include (a) the Bylaws of such organization and (b) the Certificate of Incorporation or Articles of Incorporation.

Section 2. Bylaws of this PTSO shall include a provision establishing a quorum.

Section 3. Each officer or board member of this PTSO shall be a member of this local PTSO.

Section 4. The Bylaws of this PTSO shall prohibit voting by proxy.

Section 5. A PTSO member shall not serve as a voting member of this local PTSO's board while serving as a paid employee of, or under contract to, this local PTSO.

Section 6. The executive committee will elect the nominating committee.

Section 7. This PTSO shall keep such permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization.

Section 8. This PTSO may dissolve and conclude its affairs in the following manner:

- a. The executive committee shall adopt a resolution recommending that the PTSO be dissolved and directing that the question of such dissolution be submitted to a vote of 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 the local PTSO shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.
- b. Only those persons who were members in good standing of the PTSO on the date of adoption of the resolution, and who continue to be members in good standing on the date of the special meeting, shall be entitled to vote on the question of dissolution.
- c. Approval of dissolution of the PTSO shall require the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting, a quorum being present.

ARTICLE V: MEMBERSHIP AND DUES

Section 1. Membership. Membership in this local PTSO shall be made available by this local PTSO, without regard to race, color, creed, or national origin.

Section 2. Eligibility. Any parent, guardian, or other adult standing in loco parentis for a student at Marvin Ridge Middle School may be a member and shall have voting rights. The principal and any teacher or staff employed at the school may be a member and have voting rights. There shall be no limit in the number of members in the organization. All members must be willing to uphold the basic policies of the Marvin Ridge Middle School PTSO and subscribe to its Bylaws.

Section 3. Dues. There shall be no dues for membership in this organization. Funds may be obtained by donations and by fundraising activities that are organized by PTSO volunteers and supported by members of the organization.

Section 4. Only members of this local PTSO shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions. A member shall be defined as one who is a parent, guardian or other adult standing in loco parentis for a student at Marvin Ridge Middle School or any current MRMS staff member.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1. Each officer and committee chairperson shall be a member of this PTSO.

Section 2. Nominating Committee

- a. There shall be a nominating committee composed of up to 5 members (an uneven number, no less than 3) who shall be elected by the executive committee at least one month prior to the election of officers. The committee shall elect its own chairman. A reasonable attempt will be made to secure committee members that reflect the population of the school community. (i.e. diversity of neighborhoods, feeder schools, etc.)
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting of the organization in May or June, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- d. The principal shall not be a member of the Nominating Committee. However, an assistant principal shall be a viable option as a member.
- e. A reasonable attempt will be made to secure officer nominees that reflect the population of the school community. (i.e. diversity of neighborhoods, feeder schools, etc.)

Section 3. Officers and Their Election

- a. There shall be not less than two officers and not more than six officers in this local PTSO. The officers of this local PTSO shall consist of one (1) President, one (1) Vice President, one (1) Vice President for Communications, one (1) Secretary position, one (1) Treasurer position and one (1) Member-at-Large position.
- b. All officers shall be insured (with the Treasurer also being bonded) at the expense of the MRMS PTSO organization.
- c. Officers shall be elected at a regular meeting of the general membership of the organization in the month of May or June. If there is one nominee for an office, election may be by voice vote. However, if there is more than one nominee for any office, election for that office must be by ballot.
- d. An officer shall assume his/her official duties July 1.
- e. All positions shall serve for a term of one (1) year, or until his/her successor is elected.

Section 4. Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. President: The President shall preside at all meetings of this local PTSO and of the executive board at which he/she may be present; shall perform such other duties as may be

prescribed in these bylaws or assigned to him/her by the organization or by the executive board; shall be a member ex officio of all committees except the nominating committee; and shall coordinate the work of the officers and committees of the organization in order that the purposes may be promoted. Only the President will have the authority to enter into contracts on behalf of the organization.

Section 2. Vice-President: The Vice-President shall perform the duties of the President in the absence or inability of that officer to serve. He/she shall act as aide to the President, shall perform such other delegated duties as may be assigned to him/her by the organization or by the executive board, and shall be a member ex officio of all committees except the nominating committee.

Section 3. Vice-President for Communications: The Vice-President of Communications shall oversee external information for the organization including, but not limited to creation of content for newsletters, social media accounts, and marketing (i.e., graphics, fliers, etc). He/she shall perform the duties of the Vice President in the absence or inability of that officer to serve. He/she shall perform such other delegated duties as may be assigned to him/her by the organization or by the executive board.

Section 4. Secretary: The Secretary shall record the Minutes of all meetings of the Marvin Ridge Middle School PTSO and of the executive board, retain all past Board Meeting Minutes, have a current copy of the Bylaws, and shall perform such other delegated duties as may be assigned.

Section 5. Treasurer:

- a. The Treasurer shall collect all monies for the association. All monies collected, raised in unit activities, received as contributions, or otherwise acquired, belong to this local PTSO to promote and implement a program of services, projects and other activities approved, adopted and directed by the membership of the association.
- b. The Treasurer shall have custody of the funds of the association; shall keep a full and accurate account of receipts and expenditures; and in accordance with the provisions in the annual budget adopted by the organization, shall make disbursements as authorized by the executive committee/board, or the unit membership. The Treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the meeting at which new officers officially assume their duties. The treasurer shall be responsible for the maintenance of such books of account and records as conform to the bylaws of this organization.
- c. All audit procedures shall be in compliance with current Union County School Board policies.
- d. The Treasurer shall be responsible for filing any required tax forms within three (3) months following the end of the unit's fiscal year.
- e. The Treasurer shall have oversight of grants.

Section 6. Member-at-Large: A Member-at-Large is an officer whose duties and responsibilities are not fixed but instead vary according to the needs of the association.

Section 7. All officers shall:

- a. Perform the duties outlined in these Bylaws and those assigned by the executive committee/board of the organization.
- b. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the executive board, 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. The affairs of the Marvin Ridge Middle School PTSO shall be managed by the executive board in the intervals between local unit PTSO general meetings.

Section 2. The executive board shall consist of the elected officers of the organization and the principal of the school or his/her representative.

Section 3. The duties of the executive board shall be: (a) to transact necessary business in the intervals between association meetings and such other business as may be referred to it by the members of the local unit; (b) to create standing and special committees; (c) to approve the plans of work of the standing committees; (d) to present a report at the regular meetings of the organization; (e) to select an auditing committee to audit the treasurer's accounts; (f) to prepare and submit to the organization at large for adoption a budget for the year; (g) to approve routine bills within the limits of the budget.

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 meeting of the year, but at a minimum of one every 6 weeks. A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by a majority of the members of the board, four days' notice being given.

ARTICLE IX: EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the elected officers of this local unit and the principal of the school or a representative appointed by him/her.

Section 2. The duties of the executive committee shall be to transact emergency business in the interval between executive board meetings.

Section 3. The majority of the executive committee shall constitute a quorum.

Section 4. Meetings of the executive committee shall be held as needed.

ARTICLE X: COMMITTEES

Section 1. Only members of this local PTSO shall be eligible to serve in any elective or appointive positions.

Section 2. The executive board may create such standing committees as it may deem necessary to promote the purposes and carry on the work of the organization. The term of each chairman shall be one year or until the selection of a successor.

Section 3. The chairman of each standing committee shall present a plan of work to the executive board for approval.

Section 4. No committee work shall be undertaken without the consent of the executive board.

Section 5. Special committees and their members shall be formed by the executive board as needed. Special committees are created and appointed for a specific purpose; they automatically go out of existence when the work is done and the final report is received.

Section 6. All members of the executive board shall be a member ex officio of all committees except the nominating committee.

ARTICLE XI: MEMBERSHIP MEETINGS

Section 1. Regular membership meetings (meetings of the general membership) of this local PTSO shall be twice a year, once in the Fall (September or October) and once in the Spring (May or June). 15 days notice must be given to the membership prior to the meeting.

Section 2. Special meetings of this local PTSO may be called by the majority of the executive board, 7 days' notice having been given.

Section 3. The annual meeting of this local PTSO shall be in May or June. At an annual meeting, the officers' and standing committees' annual reports are in order along with any items of business that the Bylaws may prescribe. See *Robert's Rules of Order Newly Revised*.

Section 4. 15 members, or majority of the executive board, shall constitute a quorum for the transaction of business in any regular membership meeting of this local PTSO.

ARTICLE XII: FINANCES

Section 1. Fiscal Planning. A minimum of \$22,000 dollars will be set aside at the end of each fiscal year to provide start-up funds for the next year. Appropriate funds will also be set aside for budgeted or approved expenses which have not yet been invoiced or paid during the current fiscal year. Funds beyond the minimum requirement should be earmarked for a future purpose, or spent by the end of the year in accordance with the PTSO purpose.

Section 2. Fiscal Year. The Fiscal Year of the MRMS PTSO will begin July 1 and end the following June 30. The current treasurer is responsible for closing the books for the current fiscal year.

Section 3. Access to Information. Federal law requires that a nonprofit tax-exempt organization’s IRS Form 1023 and copies of the organization’s annual information returns (IRS Form 990 or 990 EZ) for the most recent three years be available for public review when requested.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the Marvin Ridge Middle School PTSO and in all cases in which they are applicable and in which they are not in conflict with these Bylaws or the Articles of Incorporation.

ARTICLE XIV: AMENDMENTS

These Bylaws may be amended at any regular membership meeting of the Marvin Ridge Middle School PTSO by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon. The approved amendment shall be effective immediately, unless otherwise stated at the time of the vote.

A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws by a majority vote at a meeting of the organization, or by a two-thirds vote of the executive board. The requirements of adoption of a revised set of Bylaws shall be the same as in the case of an amendment.

I verify that these revised/amended Bylaws were adopted by the executive board of the Marvin Ridge Middle School PTSO at a meeting on Monday, March 25th, 2024.

President: _____ Term: 2023-2024
Jean So
drjeanso2018@gmail.com

Vice President: _____ Term: 2023-2024
Traci Churn
tracichurn@gmail.com

Treasurer: _____ Term: 2023-2024
Katie Ewing
kewing621@gmail.com

Secretary: _____ Term: 2023-2024
Dania Tuzuner
djaara@gmail.com

Member-at-Large: _____ Term: 2023-2024
Michele Hollatz
michelehighland0410@msn.com