

**Bylaws  
Bull Run Middle School  
Parent Teacher Student Organization**

**ARTICLE I: NAME**

The name of the organization shall be the Bull Run Middle School Parent/Teacher/Student Organization), hereunto referred to as the PTSO or the Organization. It is a local PTSO organized in accordance with the Prince William County School Board's Regulation 951.01-1, the laws of the Commonwealth of Virginia, and all applicable federal regulations governing non-profit organizations.

**ARTICLE II: OBJECTIVES**

The objectives of the Organization are as follows:

- A. To support and enhance the school community through fund raising and social events that are consistent with the philosophy and mission statements of the school.
- B. To identify needs particular to Bull Run Middle School (BRMS) and to provide financial support in meeting those needs when that is appropriate.
- C. To assist in identifying and organizing parent volunteers to support school activities.
- D. To serve as a forum for communication among students, parents, teachers, and administrators.

**ARTICLE III: BASIC POLICIES**

Following are the basic policies of the organization:

- 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 in connection with any commercial concern, with any partisan interest, or for any purpose not appropriately related to promotion of the objectives of the organization.

**ARTICLE IV: ARTICLES OF ORGANIZATION**

The Organization exists as an unincorporated organization of its members. Its "Articles of Organization" comprise these bylaws, which shall be amended as necessary.

**ARTICLE V: MEMBERSHIP AND DUES**

Section 1: Membership

- A. The membership of the BRMS PTSO shall be open to all parents or guardians of children who attend BRMS, its faculty, and all students of BRMS.
- B. Every member in attendance at a general meeting shall be eligible to vote if a vote becomes necessary. Each family represented at these meetings gets one vote.

Section 2: Dues

Annual dues shall be determined by the Officers prior to September of each year. Notification of annual dues shall be announced following the determination of dues through various mail, e-mail, or web site postings and/or at the September general meeting.

## **ARTICLE VI: STEERING COMMITTEE**

This organization shall have a Board of Directors known as the Steering Committee, consisting of the Principal or Vice Principal of BRMS, the designated faculty representatives, the Officers, and any other coordinators or liaisons as designated by the Steering Committee. The Chairman of this Steering Committee shall be the President.

It shall be the goal of the Steering Committee to make decisions by consensus.

All volunteers, committee chairs, and committees shall be recruited or appointed by the PTSO Steering Committee and shall be representative of a cross section of the membership.

The Steering Committee can create special committees, known as Ad Hoc committees, as needed for a special purpose. When its work is done, the committee is automatically out of existence.

## **ARTICLE VII: OFFICERS**

The Organization shall have the following officers: President, Vice-president, Secretary, Treasurer, and Member-at-Large.

### Section 1: Election of Officers

- A. In April of each year, notification will be sent out to all current PTSO members soliciting Officers for the following year.
- B. All parents are eligible to run for office whether or not they served as former PTSO members.
- C. Election of Officers will occur at the May meeting. Transition of new Officers will be complete by the end of the current school year.

### Section 2: Duties

- A. **President**  
The President shall be responsible for presiding over meetings, and shall perform all other duties as determined by the Steering Committee. The President shall be recognized as the Chairperson as he/she performs the duties of the office.
- B. **Vice President**  
The Vice President shall also be responsible for presiding over meetings, and shall perform all other duties as determined by the Steering Committee. The Vice President shall be recognized as the Co-Chairperson as he/she performs the duties of the office.
- D. **Secretary**  
The Secretary shall record the minutes of all meetings, shall be responsible for preparing and posting the agendas for each meeting, and shall perform all other duties as determined by the Steering Committee.
- E. **Treasurer**  
The Treasurer shall have custody of all the funds of the Organization and shall keep full and accurate account of receipts and expenditures. In accordance with the budget accepted by the Organization, the Treasurer shall make disbursements as authorized by the Steering Committee. The Treasurer shall present a financial statement at every meeting. The Treasurer shall be responsible for the maintenance of such books of account and records as to conform to the requirements of ARTICLE VIII, Section 1 of these bylaws. The Treasurer shall also perform all other duties as determined by the Steering Committee.

F. Member-at-Large

The Member-at-Large shall be responsible for maintaining all necessary paperwork regarding the registration for the Organization's non-profit status. The Member-at-Large shall also be responsible for ensuring that all rules, regulations, and laws are followed by the Organization with regards to its By-Laws and non-profit status.

### **ARTICLE VIII: FUNDS**

#### Section 1: Controls

The Organization's operating funds shall be obtained from monies collected by membership dues and other fundraising activities. The following controls will prevail:

- A. The Treasurer may make payment for authorized activities within the amounts established by the approved budget.
- B. Funds collected for a specific project must be accounted for separately in the PTSO accounts ledger.
- C. Fundraising efforts must comply with current Prince William County School Board policies and regulations, and in accordance with all federal and state laws related to non-profit organizations under Section 501 (c)(3).
- D. All fundraising activities will be supervised by the PTSO Steering Committee and carried out by the membership.

#### Section 2: Disbursement of Funds

There shall be two authorized signatures on the checking account, that of the Treasurer and Chairperson. Only one signature will be required for the issuance of funds. The Chairperson will sign in the absence of the Treasurer.

#### Section 3: Annual Audit

The Treasurer's accounts shall be examined by an independent auditor chosen by the Steering Committee to obtain an independent review at the end of the school year

#### Section 4: Dissolution of Organization

Upon dissolution of the Organization, all remaining monies held will be turned over to Bull Run Middle School to use at its discretion.

### **ARTICLE IX: MEETINGS**

#### Section 1: General Meetings

Each June, the Steering Committee will determine the meeting dates and times for all general meetings for the following year. A notice of no less than 15 days prior to the meeting shall be given to the general membership. Reading of the treasurer's report and reading of the minutes from previous meetings shall occur at each general meeting.

#### Section 2: Special Meetings

Special meetings may be called by any member of the Steering Committee with a minimum of 10 days prior notification to the general membership.

#### Section 3: Notification of Meetings for Elementary Schools

In April of each year, all elementary schools will be notified in writing as to the dates and times of all remaining meetings for the Organization for that current school year, with information provided regarding the nomination and election of officers for the following school year.

## **ARTICLE X: LIMITS OF LIABILITY AND INDEMNITY**

### **Section 1: Liability**

No person shall be liable to the Organization for any loss or damage suffered by it on account of any action taken or omitted to be taken by him/her as a Steering Committee member, member, or volunteer of the Organization if such person 1) exercised and used the same degree of care and skill as a reasonable person would have exercised and used under the same circumstances and in the conduct of his or her own affairs, or 2) took or omitted to take such action in reliance upon advice of counsel for the Organization or upon statements made or confirmation furnished by Steering Committee members, members, or volunteers which he or she had reasonable grounds to believe. The foregoing shall not be exclusive of other rights and defenses to which he or she may be entitled as a matter of law.

### **Section 2: Indemnity**

Each Steering Committee member, whether or not then in office, shall be held harmless and indemnified by the Organization against all claims and liabilities and all expenses reasonably incurred or imposed upon him/her in connection with or resulting from any action, suit, or proceeding, civil or criminal, or the settlement or compromise thereof, to which he/she may be made party by reason of any action taken or omitted to be taken by him/her as a member of the Organization, in good faith, if such person, in the opinion of a court or by the Steering Committee 1) exercised and used same degree of care and skill as a reasonable person would have exercised and used under the circumstances in the conduct of his /her own affairs, or 2) took or omitted to take such action in reliance upon advice of counsel for the Organization or upon statements made or information furnished by any members of the Organization which he/she had reasonable grounds to believe.

## **ARTICLE XI: AMENDMENTS**

A vote for this constitution shall cause it to be in effect for the life of the Bull Run Middle School PTSO.

These Bylaws may be amended at any regular meeting of the organization by a simple majority vote of the members present.

Amended November 2006