

BY-LAWS OF THE TPTO, INC.

ARTICLE I – NAME

The name of the organization shall be the TPTO, Inc.

ARTICLE II – PURPOSE

The purpose of the TPTO is to:

1. Foster lines of communication among parents, teachers, administrators, staff, students and community.
2. Enrich and enhance social and educational opportunities.
3. Provide community input to Timberlane Middle School (TMS) regarding activities, curriculum, facilities and student life.
4. Represent the parents/guardians of TMS students on the District Parent Council.

This organization shall be nonsectarian, nonpartisan, nonprofit, and shall be organized exclusively for charitable purposes, within the meaning of the Internal Revenue Code, Sec. 501(c)(3).

ARTICLE III – MEMBERSHIP

Membership shall include all parents/guardians of TMS students and all TMS staff. The Principal(s) shall be ex-officio member(s) of this organization.

ARTICLE IV – MEETINGS

Regular monthly meetings shall be held during the school year unless determined otherwise by the Executive Board. Meeting dates and times shall be selected during the Spring of the previous school year for inclusion on the District Calendar.

The rules contained in Robert's Rules of Order, which pertains to parliamentary procedure, shall govern this organization in all cases in which they are applicable, and in which they are not inconsistent with these by-laws.

ARTICLE V – EXECUTIVE BOARD

The elected officers of this organization shall consist of at least one President, a First Vice-President, two Second Vice-Presidents, a Secretary, a Treasurer and a Trustee of the organization. Any other member of the organization shall be invited in advisory capacity as needed.

Other than the power to amend these By-laws and elect officers, the Executive Board shall have full power to act for the organization and supervise disbursement of funds between the regular meetings of the organization.

A Nominating Committee shall be appointed by the President(s) prior to the February meeting and shall consist of at least one member of the Executive Board and three other members of the organization. The Nominating Committee shall prepare and present a slate of nominees for office at the April meeting. Additional nominations may be made from the floor, with consent of the nominee. The Nominating Committee shall also prepare a list of committee heads to be submitted at

the April meeting. This list shall be prepared from a polling of the general membership requesting volunteers to chair specified committees.

Officers shall be elected by a majority vote at the annual meeting in the month of May. The balance of the school year will serve as a training period for new officers. Incumbent officers shall serve until June 30th.

Any vacancy occurring in an office shall be filled by a person named by the President(s) for the unexpired term.

ARTICLE VI – COMMITTEES

This organization shall consist of a variety of committees established to support the purpose of the organization as stated above. Such committees may include, but are not limited to, fundraising efforts, social events, supplemental educational programs for students, staff and parents and/or other specified events.

Each committee chair shall provide and/or update a description of duties and activities pertaining to the activity or event to allow for continuity among succeeding chairs. This information shall be submitted to the President(s) at the close of the activity or event.

ARTICLE VII – FINANCES

All proceeds of the TPTO shall be utilized by the Executive Board to benefit the TMS community. All checks over five hundred dollars (\$500.00) must be signed by two (2) members of the Executive Board.

ARTICLE VIII – AMENDMENTS

The By-Laws may be amended by a majority vote of those attending any general meeting, providing the proposed amendment has been presented at a previous meeting of the organization, or notice thereof has been given to all members of the organization at least two (2) weeks prior to said meeting.

These By-Laws shall be reviewed and, if needed, revised every three (3) years.

ARTICLE IX – DISSOLUTION

Upon dissolution of the TPTO, the Executive Board shall, after payment of all liabilities, donate any and all assets to TMS. These assets will be dispensed of at the discretion of the principal(s) for the benefit of the TMS community.