

# Walton Ferry Elementary Pride

## Parent-Teacher Organization (PTO) Bylaws

### Article I NAME

The name of this Organization is the Walton Ferry Elementary Pride Parent-Teacher Organization (PTO), Hendersonville, Sumner County, Tennessee.

### Article II PURPOSES

**Section 1.** The objects (purposes) of the Organization are:

- a) To promote the welfare of children and youth in home, school, and community.
- b) To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth; and
- c) 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, and social education; and
- d) To promote unity in the school as a whole.

**Section 2.** Said Organization is organized exclusively for charitable, educational, or scientific purposes, within the meaning of section 501 (c) (3) of the Internal Revenue Code (or corresponding section of any future Federal tax code.)

**Section 3.** The Purposes of this Organization are promoted through education programs directed toward parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article III.

**Section 4.** The fiscal year of the organization shall begin on July 1 and end on the following June 30 of each school year.

**Section 5.** Notwithstanding any other provision of these Bylaws, the Organization shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code.

**Section 6.** Upon dissolution of this Organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue code, i.e. charitable, educational, religious or scientific, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government for a public use.

### Article III BASIC POLICIES

The following are basic policies of this Organization:

- a) The Organization shall be noncommercial, non-sectarian, and nonpartisan.
- b) The name of the Organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interests 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 distribution 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.
- 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, however the Organization recognizes that the legal responsibility to make decisions has been delegated by the people to the Board of Education.
- e) The Organization shall work with the principal to coordinate activities and build a cooperative relationship that benefits the school.
- f) This Organization will undertake no lobbying activities which will affect its tax-free status under IRS Regulation 501 (c) (3).
- g) No part of the Organization's net earnings will inure to the benefit of private shareholders or individuals.
- h) This Organization will keep permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the Organization, including, specifically, the number of its members and the dues collected from its members. Such books shall at all reasonable times be open to inspection by any member of the Organization.

## **Article IV GOVERNING BODIES**

**Section 1.** The Executive Board shall consist of the Officers of this Organization.

**Section 2.** The General Board shall consist of the Officers of the Organization, the Chairpersons of the Standing Committees, and the faculty representatives. The principal shall serve as a non-voting ex-officio member.

**Section 3.** The General Membership shall consist of the Executive Board, the General Board and all members who subscribe to the Purposes and Basic Policies of the Organization, providing said persons have paid all fees pertaining to membership. Faculty may be active members in the Organization and are exempt from all fees pertaining to membership.

## **Article V MEMBERSHIP AND DUES**

**Section 1.** Membership in this PTO shall be made available to any faculty member, parent/guardian of anyone attending the school or other individual approved by the Executive Board who subscribes to the Purposes and Basic Policies of the Organization, without regard to race, color, or national origin, under such rules and regulations not in conflict with the provisions of the Bylaws.

**Section 2.** Only members of the Organization shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions.

**Section 3.** Every individual who is a member of this PTO is entitled to all benefits of such membership.

**Section 4.** The Organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

**Section 5.** Each member of the Organization, excluding faculty, shall pay annual dues which shall be recommended by the Executive Board at the final meeting of each school year and submitted to the Organization for approval.

**Section 6.** The amount of annual dues approved at the final meeting of the school year shall be effective for the forthcoming school year.

**Section 7.** No person shall be denied the right to participate in the activities of the Organization due to financial hardship. The Executive Board shall establish a procedure for alternative payments or waivers to insure compliance with this policy.

## **Article VI OFFICERS AND THEIR ELECTION**

**Section 1.** Each Officer of this PTO shall be a member of this PTO.

**Section 2.** Officers and their election:

- a) The Officers of this Organization shall consist of a President, two Vice-Presidents – Grades K-2 and 3-5, a Treasurer, and a Secretary.
- b) Two individuals from the same household may hold any officer position with the understanding that each office represents one vote.
- c) Officers shall be elected by majority vote at the final General Membership Meeting of the school year.
- d) Officers shall serve for a term of one (1) year and shall remain in office until their successors are elected.
- e) Officers shall serve as the Budget and Finance Committee.
- f) No employee of Sumner County Schools may have access to or handle money of the Organization or serve as Treasurer.

**Section 3.** Nominating Committee:

- a) A Nominating Committee shall make nominations for Officers. This committee shall be appointed by the Executive Board at least one (1) month prior to the election of Officers. The principal of the school shall be an ex-officio member of the said committee. The committee will be composed of four (4) members of the Organization.
- b) The Nominating Committee shall report at the election meeting the name of one candidate for each office to be filled, and at this time additional nominations may be made from the floor, provided said nominee(s) are present or have consented in writing their desire to serve in said office. Voting shall not be limited to the nominees suggested by the Nominating Committee.

- c) Only those persons who have signified their consent (either in person or in writing) to serve if elected shall be nominated for or elected to such office.

#### **Section 4. Vacancies**

A vacancy occurring in any office shall be filled for the unexpired term by any person elected by a majority vote of the Executive Board, notice of such election having been given. However, should a vacancy occur in the office of President, the Vice-President Grades 3-5 shall immediately assume the office.

#### **Section 5. More than six months shall be considered a full term.**

### **Article VII DUTIES OF OFFICERS**

#### **Section 1. The President shall be the Chief Executive Officer of the Organization.**

Subject to the powers vested in the Executive Board, the President shall have general charge and supervision of the business and affairs of the Organization and shall perform the duties usually incident to the Office of President of a Not-For-Profit Corporation organized under the laws of the state of Tennessee.

The President shall:

- (a) preside at all meetings of the Organization and Executive Board;
- (b) enforce the laws and regulations of the Organization;
- (c) coordinate the work of the Officers;
- (d) work with the principal to build a cooperative relationship that benefits the school;
- (e) appoint special committees;
- (f) be responsible for updating and maintaining the permanent file; and
- (g) perform all other duties usually pertaining to the office.

The President may select a parliamentarian who shall serve with and be a member of the Executive Board, but shall not be a voting member.

#### **Section 2. The Vice Presidents shall:**

- (a) perform such duties in the absence of or inability of the President to discharge his/her duties;
- (b) be responsible for increasing volunteerism and coordinating volunteers;
- (c) be responsible for coordinating and working with the Standing Committee Chairpersons;
- (d) arrange for Standing Committee Chairpersons to provide updates at regular meetings of the General Membership as requested by the President;
- (e) be responsible for communicating with teachers and parents about PTO events and activities; and
- (f) perform all the other duties usually pertaining to the office.

#### **Section 3. The Secretary shall:**

- (a) keep and provide to each member of the Executive Board a correct record of all votes and meeting minutes of the Organization, including Executive Board meetings;
- (b) be responsible for coordinating all Organization communications within the school and community;
- (c) notify General Membership of Organization meetings; and
- (d) perform all other duties usually pertaining to the office.

**Section 4.** The Treasurer shall:

- (a) have custody of all funds of the Organization;
- (b) keep an accurate record of receipts and expenditures in books belonging to the Organization;
- (c) deposit all funds of the Organization to the credit of the Organization in such banks, trust companies or other depositories as the Executive Board may select and shall make such disbursements as authorized by the Executive Board in accordance with the budget adopted by the General Membership. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment;
- (d) disburse the funds according to the approved annual budget or as authorized by the Executive Board;
- (e) render to the Executive Board at regular meetings of the Executive Board, or whenever they may require it, an account of all transactions and of the financial condition of the Organization;
- (f) furnish to the Organization fidelity bonds in amounts determined by the Executive Board. These bonds shall include all Executive Officers of the Organization. The expense of such bonds shall be borne by the Organization.
- (g) chair the Budget and Finance Committee;
- (h) along with the President, be responsible for having prepared and submitted on or before November 1 of each fiscal year the federal income tax forms;
- (i) receive written approval by the President or Vice President, Grades 3-5 (signature on the invoice) before disbursing any funds;
- (j) require two (2) authorized signatures from the Treasurer and President for disbursements exceeding \$500;
- (k) leave no less than \$500 start-up monies in the account for successor; and
- (l) perform all other duties usually pertaining to the office.

**Section 5.** All Officers shall deliver to their successors all official material not later than ten (10) days following the meeting at which new Officers assume their duties.

**Section 6.** All new Officers shall have a duty to read and become familiar with these Bylaws.

**Article VIII THE EXECUTIVE BOARD**

The Executive Board shall consist of the President, two Vice Presidents - Grades K-2 and 3-5, Secretary and Treasurer of the Organization.

**Section 1.** The duties of the Executive Board shall be:

- (a) to transact necessary business in intervals between organization meetings and such other business as may be referred to it by the Organization;
- (b) to approve the plans of work of the standing committees;
- (c) to present a report at the regular meetings of the General Membership;
- (d) to select an auditor or auditing committee to audit the treasurer's accounts;
- (e) to file a report of the audit/inspection of the financial accounts of the Organization in the permanent records of the Organization;
- (f) to approve any expenditure;

- (g) to approve and submit a budget for the fiscal year, to be submitted to the General Membership for adoption; and
- (h) to determine the amount of, and authorize payment of fidelity bonds by the Treasurer.

**Section 2.** Regular meetings of the General Board shall be held during the school year, the time to be fixed by the General Board at its first meeting of the year. A majority of the General Board members shall constitute a quorum. Special meetings of the members of the General Board may be called with three (3) days written notice to all General Board Members.

**Section 3.** All members of the Executive Board are free to participate in social media via personal accounts if they choose to do so. Inappropriate posts on a personal account about Walton Ferry Elementary can reflect negatively on the school. Always use your best judgment when posting and follow these best practices and guidelines.

- Do not post sensitive or confidential information regarding Walton Ferry Elementary, the students or teachers.
- Do not post from a personal social media account as an “official” PTO spokesperson. All official comments will appear on the Walton Ferry Facebook page or website.
- Be aware of the permanence of what you post to personal accounts. Once the content is online, it can immediately be viewed and shared and have potential implications even if “removed” or “deleted” later.
- Be truthful and accurate with all postings.

Social media refers to the means of interactions among people in which they create, share, and exchange information and ideas in virtual communities and networks.

Any questions about whether you can post something regarding the school should be addressed to the Principal before posting.

## **Article IX BUDGET AND FINANCE COMMITTEE**

**Section 1.** There shall be a Budget and Finance Committee composed of the Officers of said Organization as well as principal and appointed faculty members of the General Board. The Treasurer shall serve as Chairman of the Budget and Finance Committee.

**Section 2.** The Budget and Finance Committee shall present to the General Membership, for approval, at the first General Membership meeting of the year, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the General Membership.

## **Article X FUNDS**

**Section 1.** All fundraising activities shall be subject to approval through a cooperative written agreement between the Executive Board and the principal of the school. The disbursements of the proceeds shall be according to the budget as approved by the General Membership.

**Section 2.** Allotted funds must be disbursed by the end of the current fiscal year. If funds are not disbursed by fiscal year-end, the funds shall revert to the general account for discretionary use by the incoming Executive Board and the new General Membership.

## **Article XI STANDING COMMITTEES/GENERAL BOARD**

The General Board is made up of the Officers, the Standing Committee Chairpersons and the appointed faculty member with the principal acting as a non-voting ex-officio member. Meetings of the Executive and General Boards shall be held during the school year, the time to be fixed by the Executive Board at its first meeting of the year.

**Section 1.** The duties of the General Board shall be:

- (a) develop and submit to the Executive Board an overall program for the Organization to be executed by the Standing Committees;
- (b) approve the budget submitted by the Executive Board for presentation and approval by the General Membership; and
- (c) provide guidance as requested by the Executive Board.

**Section 2.** Standing Committees shall be:

- (a) Fall Events (August-December)
- (b) Spring Events (January-May)
- (c) Spring Fling
- (d) On-going Fundraising (Box Tops, Tyson, Labels for Education and Loyalty programs)
- (e) Community Fundraising (Spiritwear, Spirit Nights, Gift Cards, Donations)
- (f) School Beautification
- (g) Staff Appreciation

**Section 3.** The Chairpersons of all Standing Committees shall present plans of work to the Executive Board, and no committee work shall be undertaken without approval of the Executive Board.

**Section 4.** The Chairpersons of all Standing Committees shall be appointed by majority vote or removed by majority vote of the elected Officers.

**Section 5.** The Chairpersons of all Standing Committees shall have the responsibility to appoint a minimum of two (2) members to their committee.

**Section 6.** Committee meetings shall be called at the discretion of the Chairperson. A properly called meeting is defined as a meeting where serious efforts were made to contact all members of the committee, the President, and the Vice Presidents by telephone and by email.

**Section 7.** Special committees, other than the Nominating Committee, may be appointed or dissolved by the President, as required to promote the interests of the Organization.

**Section 8.** Each Standing Committee Chairperson shall be a member of the Organization and represents one (1) vote.



## **Article XII MEETINGS**

**Section 1.** There shall be five (5) General Membership Meetings of this Organization. Five (5) days notice shall be given for change of date. If Walton Ferry Elementary School is cancelled for any reason on the day of a General meeting, the meeting shall be canceled and/or rescheduled.

**Section 2.** Special meetings may be called by the President or by a majority of the Executive Board, five (5) days notice having been given.

**Section 3.** The final General Membership of the school year shall be a the annual meeting at which time Officers shall be elected and installed, dues for the forthcoming school year shall be approved, and written committee reports shall be submitted to the President.

**Section 4.** The privilege of holding office, making motions, debating and voting shall be limited to members of the Organization whose dues have been paid, and faculty.

**Section 5.** Special meetings of the Executive Board and General Board shall be called at the discretion of the President. A properly called meeting is defined as a meeting where serious efforts were made to contact all members of said Boards by telephone and by email.

**Section 6.** A simple majority of the Executive Board shall be designated as a quorum at a properly called Executive Board meeting and shall be entitled to take action on behalf of the Executive Board.

**Section 7.** A simple majority of the General Board shall be designated as a quorum at a properly called General Board meeting and shall be entitled to take action on behalf of the General Board.

**Section 8.** Those members present at a properly called meeting of the General Membership shall be designated as a quorum and shall be entitled to take action on behalf of the Organization.

## **Article XIII PARLIAMENTARY AUTHORITY**

Robert Rules of Order Newly Revised shall govern the Organization in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

## **Article XIV AMENDMENTS**

These Bylaws may be amended at any regular or special General Membership Meeting of the Organization by a two-thirds vote of the members present and voting. Those members present at a properly called meeting of the General Membership shall be designated as a quorum and shall be entitled to take action on behalf of the Organization, provided that written notice of the proposed amendment shall have been given at least ten (10) days prior to the meeting in which the amendment is voted upon.

Created 11/12/13

Amended 5/8/14 to add Social Media Policy and an additional Vice-President

Amended 5/7/15 to remove limit on holding same office for more than two (2) consecutive terms