

**Bylaws of  
The Parent Teacher Organization of  
Thomas Jefferson Elementary School**

*Table of Contents*

<b>ARTICLE I: Name</b>	<b>2</b>
<b>ARTICLE II: Purposes</b>	<b>2</b>
<b>ARTICLE III: Basic Policies</b>	<b>2</b>
<b>ARTICLE IV: Membership</b>	<b>3</b>
Section 1: Regular Membership	3
Section 2: Voting Membership	3
Section 3: Dues	3
Section 4: Meetings	4
<b>ARTICLE V: Executive Board</b>	<b>4</b>
Section 1: Composition	4
Section 2: Officers	4
Section 3: Standing Committees	6
Section 4: Nominations, Elections, and Ratifications	6
Section 5: Eligibility	6
Section 6: Terms of Office	7
Section 7: Officer Meetings	7
Section 8: Quorum	7
Section 9: Voting	7
Section 10: Removal from Executive Board	7
Section 11: Remuneration	7
Section 12: Policies and Procedures	7
<b>ARTICLE VI: Finances</b>	<b>7</b>
Section 1: Fiscal Year	7
Section 2: Budget	7
Section 3: Obligations and Commitments	8
Section 4: Deposits	8
Section 5: Financial Reports	8
Section 6: Audit	9
Section 7: Disbursements	9
Section 8: Debit Card	9
Section 9: Signers	9
<b>ARTICLES VII: Means of Communications</b>	<b>9</b>
Section 1: Paper Communications	10
Section 2: Newsletter	10
Section 3: Social Media, Email, and Digital Documents	10
<b>ARTICLE VII: Amendments</b>	<b>10</b>
<b>ARTICLE IX: Parliamentary Authority</b>	<b>10</b>

## **ARTICLE I: Name**

The name of this organization shall be the Thomas Jefferson Elementary School Parent Teacher Organization (hereinafter “the/this “PTO”) and its principal place of business shall be Thomas Jefferson Elementary School, 2216 Westmoreland Dr, Kingsport, TN 37664.

## **ARTICLE II: Purposes**

The purpose or purposes of the PTO are:

- A. To promote the welfare of children in the home, school, and community.
- B. To aid the students of Thomas Jefferson Elementary School by providing support for their educational and recreational needs and to promote open communication among the administration, teachers, and parents.
- C. To enhance the educational opportunities for Thomas Jefferson Elementary School students that are not otherwise provided in the school’s operational budget.
- D. To support the faculty and staff of Thomas Jefferson Elementary School in their endeavor to provide the educational and other needs of the students.
- E. To work with the PTA/PTOs of the other schools in the Kingsport City Schools System to help promote system-wide policies for the benefit of Thomas Jefferson Elementary School and the Kingsport City Schools System.

## **ARTICLE III: Basic Policies**

The following are the basic policies of this PTO:

- A. The PTO shall be a nonprofit, nonsectarian, nonpartisan, and non-discriminatory organization.
- B. The PTO shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by advocating for children’s issues, recognizing that the legal responsibility to make the decision has been delegated by the people of the boards of education, state education authorities and local education authorities. No substantial part of the activities of the organization shall be carrying on of propaganda, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- C. Commitment to inclusiveness and equality, knowledge of Kingsport City Schools Policies, and professional expertise shall be guiding principles of service in this PTO.
- D. The PTO shall work to promote the health and welfare of children and youth and shall seek to promote collaboration among parents, schools, and the community at large.
- E. No part of the net earnings of the organization shall inure to the benefit of or be distributable to, its members, trustees, officers, or other private persons except that the PTO 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.
- F. Notwithstanding any other provision of these articles, the PTO shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax Section 501(c)(3) of the Internal Revenue Code.

- G. Upon the dissolution of the PTO, after paying or adequately providing for the debts and obligations of the PTO, the remaining assets shall be donated to Thomas Jefferson Elementary School. If Thomas Jefferson Elementary School no longer exists 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 and whose purposes are in accordance with those of the PTO.
- H. The PTO agrees to comply with the guidelines of operation as set forth by the School Support Organization Cooperative Agreement signed by Kingsport City Schools and this organization. (Attachment D).
- I. If any part of these Bylaws shall conflict with the decisions, policies, or procedures adopted by the Kingsport City Schools or the Board of Education, they shall be deemed null and void, and the decision of the Kingsport City School or the Board of Education, in all cases, control.

## **ARTICLE IV: Membership**

### **Section 1: Regular Membership**

Any parent or guardian of an enrolled Thomas Jefferson Elementary School student, community member, or current Thomas Jefferson Elementary School faculty or staff member who subscribes to the purpose of this PTO shall be eligible for membership in the organization. Regular members shall have the right to attend and participate in all meetings and activities of the organization but shall not have the right to vote or hold office. Membership in this PTO shall be available without regard to race, color, creed, or national origin, in compliance with the EEOC.

### **Section 2: Voting Membership**

- A. Any parent or guardian of an enrolled Thomas Jefferson Elementary School student, or a current Thomas Jefferson Elementary School faculty or staff member who subscribes to the purpose of this PTO and who is current in the payment of annual dues shall be designated as voting members. Voting members have the right to vote on all issues, and PTO items before the membership, to elect officers, and to hold office. A record of voting members shall be recorded and maintained by the Secretary.
- B. Non in-person votes, if necessary, shall be noticed to the General Membership via email with an action needed by date and time to be determined by the Executive Board. A voting majority would be needed to pass a motion.

### **Section 3: Dues**

Dues will be established annually by the Executive Board at the final spring meeting of the current school year, for the next school year, and approved by the General Membership. It shall be the responsibility of the Executive Board to set the dues at a reasonable amount and collect membership dues for the operation of the organization.

No regular member shall be denied the right to participate in the activities of the organization or to become a voting member due to financial hardship. The Executive Board shall establish a procedure for alternative payments or waivers to ensure compliance with this policy.

#### Section 4: Meetings

- A. General Membership meetings shall be held monthly as determined by the Executive Board and/or the President. The meeting may be rescheduled for due cause at the discretion of the President. The General Membership shall be notified of the time and place of the scheduled meetings a minimum of three (3) days prior to the meeting by electronic email, circular, message, social media post, or text.
- B. General Membership meetings shall be open to any interested persons; however, the privilege of making motions and voting shall be limited to "Voting Members".
- C. Special Meetings of the General Membership must be announced within 48 hours
- D. A quorum at any General Membership meeting shall consist of no less than five voting members.

### **ARTICLE V: Executive Board**

#### Section 1: Composition

The Executive Board is a representative group of the organization and shall consist of the elected officers of the organization, the principal, or designated Assistant Principal, a Principal-appointed staff representative, and committee chairs.

The officers of the Executive Board will be nominated by the nominating committee and voted -into office by the voting membership. All members of the Executive Board will be voting members of the organization. Any voting member of the organization is welcome to attend and vote at the Executive Board meetings.

The duties of the Executive Board shall be to transact the business of the PTO, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve expenditures, and prepare reports and recommendations to the General Membership, as well as approve and sign off on monthly bank statements, presented by the Treasurer or Co-Treasurers.

#### Section 2: Officers

The Officers of the PTO shall consist of the following: President (or Co-Presidents), Vice President, Treasurer or Co-Treasurers, and Secretary.

The President or Co-Presidents, shall:

- a. preside, when present, at all meetings of the General Assembly, and the Executive Board;

- b. serve as the primary contact for the Principal;
- c. represent the PTO in the community;
- d. coordinate the work of all the officers and committees so the purpose of the PTO is served;
- e. The President can serve as an ex-officio member of the Executive Board for one (1) term after his/her/their term as President expires, on all committees except Nominating;
- f. The president shall select and appoint a nominating committee and committee chairs for committees that are deemed necessary by the Executive Board. The president shall be an ex-officio of all committees of the organization;
- g. maintain social media accounts, electronic mail, and electronic documents.

The Vice President (VP) shall:

- a. be a member of the Executive Board;
- b. carry out the President's duties in his/her absence or inability to serve;
- c. perform such other duties as are assigned by the President of the Executive Board;
- d. assist the President in maintaining social media accounts, electronic mail, and electronic documents.

The Secretary shall:

- a. be a member of the Executive Board;
- b. record and maintain of the General Membership and the Executive Board and shall distribute, or cause to be sent, these minutes to the Executive Board in a timely manner;
- c. receive from the membership chairperson the list of Voting Members;
- d. ensure that notices are duly given in accordance with these Bylaws and perform any other duties that are related to this position or are assigned by the President;
- e. retain copies of the minutes and a list of voting members will be kept on the school premises at a location determined by the Executive Board;
- f. ensure meetings commence and dismiss in a timely fashion.

The Treasurer or Co-Treasurers shall:

- a. be members of the Executive Board;
- b. have charge of and be responsible for all funds of the organization;
- c. present a financial report for approval at each monthly General Membership meeting, and inform the Executive Board of any special financial problems and budget considerations;
- d. receive all monies collected by the PTO, and make deposits in a timely manner;
- e. be authorized to sign on bank accounts;
- f. present a preliminary annual report, i.e. budget to actual, at the last PTO meeting;
- g. be authorized to sign tax documents if the President is prohibited by terms of employment;
- h. be responsible for the preparation and submission of all Federal and State compliance filings, as well as adhering to the financial policies of this PTO as described in Article 6 of this document;
- i. payout funds only as authorized by the PTO;
- j. maintain control of the checkbook and debit card;
- k. be responsible for maintaining an accurate check registry;
- l. ensure tax-exempt status at businesses where PTO purchases are made.

### Section 3: Standing Committees

Standing committees of the PTO may include: Fundraising, Hospitality, Cultural Arts, and Social Media. The Executive Board may create additional standing committees as needed by a quorum vote of the Executive Board. Either one (1) or two (2) chairpersons shall manage each standing committee.

### Section 4: Nominations, Elections, and Ratifications

- A. The Nominating Committee consisting of two (2) to one (1) Voting Members of the PTO, shall be appointed by the President no later than the February General Membership Meeting.
- B. A slate of officers will be presented at the spring General Membership meeting. The slate shall include at least one (1) eligible candidate for each office. Following this presentation, nominations will be accepted from the floor. Only those who have consented to serve and are voting members shall be eligible for nomination.
- C. After the presentation of the slate of officers and any nominations from the floor, voting members will have a voice vote. A majority vote will be accepted. In case of a close vote, a hand count will be taken.
- D. Newly elected officers will take office on the day after school is dismissed for the summer break.
- E. Any vacancy occurring shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board, except in the case of the President. The President's position would be filled by the Vice President.
- F. Any remaining vacancy can be divided up, among current members who agree to take on certain roles, upon approval by the Executive Board.

### Section 5: Eligibility

Any parent, guardian, or other adult standing in loco parentis for a student at the school is eligible to serve in any position on the Executive Board.

### Section 6: Terms of Office

Officers shall serve for one (1) year commencing on the first day of summer break. No Officer may serve for more than two (2) consecutive terms in the same position, except for Secretary and Treasurer who serve two (2) consecutive terms. Each Officer shall only hold one (1) elected position at a time, however, they can assist with the responsibilities of the other offices when needed.

### Section 7: Officer Meetings

Officers may hold monthly meetings during the school year, and during summer months as needed.

### Section 8: Quorum

Quorum shall consist of half of the Officers, plus 1 additional General Member.

### Section 9: Voting

Executive Board meetings shall be open to any interested persons; however, the privilege of making motions and voting are limited to the Executive Board, Officers, and Committee Chairs.

### Section 10: Removal from Executive Board

Officers may be removed from office for failure to perform the duties of the office. A two-thirds vote at an Executive Board, General Membership, or Special meeting is required to remove an officer from office.

### Section 11: Remuneration

No member of the Executive Board shall receive any compensation for their services. No member of the Executive Board shall profit financially from any of the PTO's activities.

### Section 12: Policies and Procedures

Daily operation of the PTO will be in accordance with the established Policies and Procedures hereunto described. The Officers of the PTO shall review the current Policies and Procedures at the beginning of each fiscal year. Any recommendation for changes to the Policies and Procedures shall be presented to the Executive Board for ratification prior to voting at the General Membership meeting.

## **ARTICLE VI: Finances**

### Section 1: Fiscal Year

The fiscal year for the PTO shall begin on July 1st and end on June 30th.

### Section 2: Budget

The Officers shall present the anticipated tentative budget of the PTO, drafted by the Treasurer and approved by the Officers to the General Membership at the last regular meeting of the current school year for the next school year. This budget shall be used to guide the activities of the Executive Board and the PTO during the school year. Any substantial deviation from the budget must be approved in advance by the voting membership. Budget line titles should be specific to each committee and event.

### Section 3: Obligations and Commitments

The Officers may authorize any officer to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. Any individual signing a contract on behalf of the PTO without the approval of the Officers will be held personally liable and responsible for any and all expenses incurred from any break of the contract.

### Section 4: Deposits

The treasurer shall deposit all funds of the organization within 5 school business days of receipt of funds 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 adopted budget. Should the treasurer be unable to perform these duties, the bank signers (officers), as applicable, may sign or deposit in the treasurer's absence. Any collection of monies by a member at an off-site event on behalf of the organization shall be approved by the executive board, and the monies shall be brought to the school premises on the next school business day.

### Section 5: Financial Report

The Treasurer or Co-Treasurer shall present a financial report at each General Membership meeting for the review and approval of the General Membership.

On an annual basis, the Treasurer shall prepare a final report, for the review and approval of the General Membership, at the close of the year that includes a list of accounts payable incurred from the fiscal year that are yet to be paid. Voting members of the organization may request a copy of this financial report.

### Section 6: Audit

The Officers shall have the final financial report and accounts examined annually by an independent auditor or an informed audit committee, who, if satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. If utilized, the audit committee shall be comprised of at least two (2) members who are not signatories on the organization's bank or other financial institution account(s) and who are not immediate family members of signatories on the organization's bank or other financial institution account(s). The Officers will be responsible for ensuring compliance with any additional audit requirements as established by Kingsport City Schools or the Board of Education, the State of Tennessee, or relevant insurance carriers.

## Section 7: Disbursements\* and Reimbursements

Shall be the responsibility of the Treasurer, Expenditures in case of Co-Treasurers

- A. Disbursements by the PTO require the pre-approval of the Officers.
- B. Reimbursements by the PTO require an approved reimbursement request form. Request forms from Executive Officers shall be approved by the Treasurer.
- C. The treasurer will be responsible for maintaining any and all documentation pertaining to disbursements and reimbursements.

\*Disbursements are defined as budgeted line items or by the Officers.

## Section 8: Debit Card

- A. Debit Card purchases are to be used for Thomas Jefferson Elementary School PTO business purposes only, and are never, under any circumstances, to be used for personal expenses.
- B. All debit card use receipts must be included with all expense reports. The expense report must detail the purpose of the charge (for example, teacher appreciation or back to school) If a meal or other item is purchased for an individual other than the cardholder, this individual must be listed on the expense report. Charges for alcohol are not approved under any circumstances.
- C. Any disbursements made with the debit card must adhere to the budget adopted by the PTO Membership.
- D. Only one card shall be issued to the Treasurer PTO at one time.

## Section 9: Signers

- A. A minimum of 2 elected officers who are unrelated shall include the Treasurer and Co-Treasurer. If a Co-Treasurer is unavailable, or unelected, the Vice President shall assume the role of co-signer. If a Vice President is unavailable, or unelected, the President shall assume the role of co-signer.
- B. Newly elected signers shall be added to the PTO bank accounts no later than July 15th, or within 30 days of the election if elected after July 15th. This shall include the Treasurer, Co-Treasurer, and Vice President.
- C. Official signed minutes from the PTO meeting where new board members are elected, are to be taken to the bank to remove previous signatories from the account no later than July 15th.

## **ARTICLE VII: Means of Communications**

Communication from the PTO in all forms sent to the parents, students, school staff, or the community, in general, involving the business of PTO will represent the purposes and basic policies of the PTO, hereto represented, Kingsport City Schools, and the Board of Education. Any individual acting outside the policies and purposes outlined above on behalf of the PTO, or without the approval of the Executive Board, or Executive Board representative will be held personally liable and responsible for any and all damages and expenses incurred. All communications, with the exception of Social Media posts, should be reviewed by the Principal, or Principal representative, prior to publication and distribution.

## Section 1: Paper Communication

The PTO may provide paper to be used for PTO communications. Materials to be copied and distributed should be submitted for approval to the school with five (5) days of notice.

## Section 2: Newsletter

A newsletter may be published and sent home to parents via the student. Items included in the newsletter should contain various PTO activities, decisions, announcements, events, meeting times, and dates. The President shall be responsible for the publication of the newsletter and/or request the General Membership to form a committee. If a Newsletter committee is formed the newsletter may be approved by the President or Vice President if the President is unable to approve, prior to publishing. Any General Member may request to include information with the approval of the President and the committee.

## Section 3: Social Media, Email, and Digital Documents

- A. Any Social Media account will be maintained by a minimum of two PTO Members who shall be listed as site(s) administrators on the account(s). The President shall be one Administrator and may appoint a social media chair to post on the PTO sites.
- B. The President and their appointed chair will be responsible for maintaining and keeping all logins and passwords safe.
- C. A two-factor authentication shall be enabled whenever possible.
- D. All Social Media posts shall adhere to the Social Media Policy.
- E. Official signed minutes from the PTO meeting where new board members are elected, are to be used to update Social Media, Email, and Digital Document access.

## **ARTICLE VIII: Amendments**

These bylaws may be amended at any General Membership meeting of the PTO, provided a quorum vote is present, by a majority vote of the members present and voting. Notice of the proposed amendment shall be provided to the membership through regular publicity channels at least seven (7) days before the meeting upon which the amendment is voted. All changes will be adopted effective immediately, and an executed copy of the new Bylaws, or standing rules, if applicable, will be retained by the Secretary, the President, and our digital repository.

## **ARTICLE IX: Parliamentary Authority**

Robert's Rules of Order Newly Revised shall govern meetings of this PTO in all cases in which they are applicable and in which they are not in conflict with the PTO's bylaws.