

## **LIPSCOMB PARENTS' – TEACHERS' ORGANIZATION BYLAWS**

*As amended, restated and adopted on May 4, 2009.*

### **ARTICLE I – NAME**

The official name of this organization shall be: Lipscomb Parents' - Teachers' Organization. This organization operates exclusively for the benefit of Lipscomb Elementary School, a public school in Williamson County, Tennessee.

### **ARTICLE II – OBJECTIVES**

- A. To promote the welfare of children.
- B. To promote laws for the protection of children.
- C. To promote closer relations between home and school so that parents and teachers may cooperate intelligently in the education of children.
- D. To stimulate exchange of ideas between educators and the general public to secure for every child the best educational opportunities.
- E. To promote closer ties between the administration of Lipscomb, the Williamson County Board of Education and the parents for the continual improvement of programs and support for the school including working to meet all state and board standards.
- F. The purposes for which Lipscomb Parents'-Teachers' Organization is organized are exclusively educational within the meaning of section 501(c)(3) of the Internal Revenue Code of 1954, as amended. Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code of 1954, as amended or the laws of the State of Tennessee.

### **ARTICLE III – POLICIES**

- A. This organization shall be educational.
- B. This organization shall be nonprofit, non-commercial, non-sectarian and non-partisan. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the organization. The primary use of funds, dues, and proceeds derived by this organization shall be for the benefit of the children and improvement of the Lipscomb Elementary School. The Principal, Assistant Principal and teachers shall, subject to approval of the voting membership, have a significant voice in the decisions concerning the expenditure being disbursed.
- C. This organization is interested in educational policy, but shall not seek to interfere with the freedom of teachers or to control administrative activities of school policies.

D. In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1954, as amended, or the Federal, State, or local government for exclusive public purpose. Any such assets not so disposed of shall be disposed of by the Chancery Court for Williamson County, Tennessee, exclusively for such purposes.

E. This organization shall elect and support needed committees to represent the organization in making recommendations to proper authorities for any emergency needs of the school and to urge adequate measures for the improvement of the school. These committees shall consist of persons chosen in the manner set forth in these bylaws.

F. The calendar year shall be August 1 – July 31 for this organization.

#### **ARTICLE IV – MEMBERSHIP AND DUES**

A. Any person who is interested in the purposes for which this organization is established and willing to uphold its policies and subscribe to its bylaws may become a member upon payment of dues as hereinafter provided.

B. The annual dues shall be determined by the Executive Board by August 10.

#### **ARTICLE V – OFFICERS AND THEIR ELECTION**

A. The Executive Board of this organization shall consist of the president, vice president, secretary, treasurer, communication director, fundraising chair, principal of Lipscomb Elementary School, as appointed by the director of schools for Williamson County and volunteer teacher representative. These positions, with the exception of treasurer, are for one year. The treasurer shall serve for a period of up to 27 months but not less than 15 months so that there will be an overlap of three months to allow for transition of duties as well as the coordination and preparation of the organization's tax return.

B. The new officers shall take office on August 1. Officers may serve on the Executive Board for a maximum of three consecutive years.

C. A nominating committee, consisting of seven members, shall be appointed by the Executive Board by January 1 of the academic calendar year. Six members on the nominating committee shall consist of one representative from each of the grades, K through 5, served by Lipscomb Elementary School for the year in which they serve on the committee. The current president shall serve as the seventh member. The president will vote only in the event of a tie. The nominating committee chairperson shall be chosen by a vote of the nominating committee with the president ineligible to hold the position.

The nominating committee shall make a public announcement of pending elections at least two months prior to the election meeting and accept nominations for a period of no less than 14 days. All nominees must be members of the PTO. No current member of the nominating committee will be eligible to be nominated for an executive board position. Nominations shall be directed through the nominating committee chairperson. The committee will prepare a ballot of Executive Board candidates from nominations received. There will be one nominee per position. The consent of all nominees to serve shall be obtained prior to the proposed ballot. The ballot of candidates shall be presented in April to the

Executive Board at the Executive Board meeting. The ballot of candidates will be presented to the full PTO at the April PTO meeting. Additional nominations may be made from the floor and voting will not be limited to the nominees. Elections will be held at the May PTO regular meeting or conducted via electronic secret ballot. At the meeting, additional nominations may be taken from the floor. If more than one name is placed in nomination for an office, voting for that office shall be by secret ballot. Officers shall be approved by a vote of a simple majority of those members/parents/guardians/custodians family units (with each family unit constituting a single vote) present and voting.

D. If a vacancy should occur in the presidency, the vice president shall become president immediately and an election for vice president shall be held.

E. A vacancy occurring in any office other than the president shall be filled by a vote of the members of the organization at the next regular meeting or via electronic secret ballot. Voting membership shall be based on the previous full year's membership if the vacancy occurs during the summer months. Notice of such meeting or election shall be made seven days prior to the election. If need be, a meeting may be called for the exclusive purpose of taking a vote.

F. Standing committees may be created at any time during the year by a majority vote of all Executive Board members.

G. Any officer of the organization who, by vote of two third majority of the membership body present and voting, is found to neglect his/her duties or abuse his/her power shall be removed from office

#### **ARTICLE VI – DUTIES OF OFFICERS**

A. The duties of the president shall be: a) to preside at all meetings of the organization and of the Executive Board; b) to serve as an *ex officio* member of all committees except the nominating committee; c) with the treasurer, prepare and present the budget for approval to the Executive Board during the August Executive Board meeting and to the voting membership during the September regular meeting; d) select standing committee chairpersons; e) represent the organization at all Lipscomb Elementary events and functions; f) collect budget requests from the school principal and teachers; and g) to perform all other duties usually pertaining to the office.

B. The duties of the vice president shall be a) to assume the duties of the office of president in the event of the absence or inability of the president to do so; b) to serve as president the succeeding school year; c) assist the president with selection of standing committee chairpersons; d) assume the duties of the fundraising chair in the event that one is not elected; and e) to perform other duties as may be delegated by the Executive Board or president.

C. The duties of the secretary shall be a) to record and electronically post minutes of all meetings of the organization and of the Executive Board; b) to be responsible for receiving correspondence; c) to manage the membership list of the organization; d) to keep the bylaws; and e) to perform other duties as may be delegated by the Executive Board.

D. The duties of the communication director shall be a) to inform the members of meetings and event dates, times, and agenda by all available means; b) to manage the organization's web and online presence; c) to publish and manage all information on the activities of the organization including but not

limited to the preparation of a monthly newsletter; and d) to perform other duties as may be delegated by the Executive Board.

E. The duties of the treasurer shall be a) to receive and deposit all money collected by the organization within 10 business days of receipt; b) to keep an accurate and detailed record of all receipts and all expenditures; c) to pay out funds only as authorized by the organization; d) with the president, prepare and present the budget for approval to the Executive Board during the August meeting and to the voting membership during the September meeting; e) to present a financial statement at all regular meetings of the Executive Board and the organization and at other times when requested by the Executive Board; f) serve as ex officio member of the fundraising committee; g) may identify a co-treasurer, with unanimous approval of the Executive Board, to assist with the duties and h) to perform other duties as may be delegated by the Executive Board.

The treasurer's accounts shall be examined annually within 90 days of year end closing (July 31) by an audit committee consisting of three organization members appointed by the Executive Board. The committee shall issue its report to the Executive Board within 120 days of July 31.

The treasurer shall be responsible for the preparation of the organization's tax return, which shall be prepared and submitted to the Executive board no later than 90 days following the close of the fiscal year (July 31). The treasurer shall serve for a period of up to 27 months but not less than 15 months so that there will be an overlap of three months to allow for transition of duties as well as the coordination and preparation of the organization's tax return.

F. The duties of the fundraising chairperson shall be a) to organize and implement annual fund drives; b) to perform any duties associated with the annual fund drives; c) chair the fundraising committee and d) to perform other duties as may be delegated by the Executive Board.

G. The duties of the principal shall be a) to present the proposed expenditures for the year to the President and Treasurer by August 10; and b) to perform other duties as may be delegated by the Executive Board.

H. The duties of the teacher representative shall be a) to assist teachers in developing their proposed budgets and present them to the president and treasurer by August 10; b) communicate activities of the organization to the teachers; and c) to perform other duties as may be delegated by the Executive Board.

## **ARTICLE VII – MEETINGS AND REPRESENTATION**

A. There shall be regular monthly meetings of this organization (excluding June and July) on a day and time to be decided by the majority of the Executive Board.

B. There shall be regular monthly meetings of the Executive Board. A monthly Board meeting may be cancelled if all board members feel the meeting is not necessary, except in the case of filling a vacancy of an officer.

C. The privilege of holding office, making motions, debating and voting shall be limited to members of the organization whose dues have been paid.

## **ARTICLE VIII – PERMANENT COMMITTEES**

A. The Executive Board shall appoint a fundraising committee by August 10 which shall consist of at least nine members including at least one parent from each grade level served by Lipscomb Elementary School and one volunteer designated by the principal who is a representative of the teachers. The term of service of each of the committee members shall be one year. The Treasurer shall serve as an ex officio member of the committee. The committee shall submit their recommended budget, including projected revenue and expenditures to the president and treasurer by August 15.

## **ARTICLE IX – STANDING COMMITTEES**

A. The Executive Board shall create the standing committees by August 1. All standing committees shall serve to promote the objectives and interest of this organization.

B. All standing committee chairpersons shall be appointed by the president in consultation with the vice president by August 10. Appointments shall be for one year. The positions may be held by one person or co-chaired. Each committee chairperson shall choose their committee members in consultation with the president.

C. All committee chairpersons shall submit their recommended budgets, including projected revenue and expenditures to the president and treasurer by August 15.

## **ARTICLE X – EXPENDITURES**

A. Expenditures are limited to Executive Board members and committee chairpersons

B. Expenditures of all committees must not exceed their approved budgets.

C. Individual expenditures of more than \$500.00 require approval of the Executive Board.

D. Check signing privileges are limited to the president, vice president, secretary and treasurer. Two signatures are required on each check.

E. The organization may carryover such funds as are necessary for operational expenses such as supplies and other typical school start up expenses as have historically occurred, with the recommended amount of \$20,000 with a minimum of \$10,000. It is the intent of this provision that the funds raised by the organization be used primarily to fund current year needs and near term needs as opposed to long term goals.

F. If the organization votes to pursue a long term goal that requires multiple years of investment and/or fundraising, such activities shall be outside the scope of the organization's regular budget. The Executive Board shall create a standing committee for such purpose, with the fundraising chair as chairperson and treasurer as co-chair. A separately approved budget shall be presented to the Executive Board and membership for approval. The budget and progress report shall be presented monthly to the Executive Board and membership.

#### **ARTICLE XI – AMENDMENTS**

These bylaws may be amended at any meeting of the organization by a two-third vote of the members present and voting, provided the proposed amendment has been approved by the Executive Board and has been read at the previous general meeting of the organization or the membership has been notified in writing ten days prior to the meeting.

#### **ARTICLE XII – PARLIAMENTARY AUTHORITY**

Roberts Rules of Order Revised shall govern this organization in all cases to which they are applicable and are not inconsistent with these bylaws.

#### **ARTICLE XIII – PUBLICATION OF THE BYLAWS**

These bylaws shall be provided to each dues paying member electronically once per year when dues are paid. A permanent copy of these bylaws shall be maintained in electronic and hard copy format in the school and by the secretary.