Article I: Name
The name of this organization shall be Clovercroft Parent-Teacher Organization (hereinafter “Clovercroft PTO”), located in Franklin, Tennessee.

Article II: Purpose and Objectives
This organization is organized and operated exclusively for charitable purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code or corresponding Section of any future tax code (hereinafter “Internal Revenue code”)

This organization serves the interest of Clovercroft Elementary School and is not organized for private interest of any kind.

- To heighten awareness of our members regarding the education of our children;
- To support the school in their efforts to educate and encourage the character development of our children;
- To provide dialogue and/or feedback between school administrators and parents;
- To enhance the overall educational environment by promoting volunteerism;
- To provide opportunities for acquaintance between parents, teachers, and administrators through programs, events, and social affairs;
- To raise funds to provide for the above;

Article III: Membership and Dues
- Membership is open to all parents and guardians of children attending Clovercroft Elementary School, as well as faculty and administrative staff of the school, who are interested in the purpose for which this organization is established and willing to uphold its policies and subscribe to its by-laws.
- Dues shall be established by the Executive Board prior to or during the first meeting of each school year.
- Only active members (ones who have paid the current year’s annual dues in this organization) shall be eligible to vote on issues presented at the general meetings.

Article IV: Officers and Election
The elected officers of the Clovercroft PTO shall be President, Assistant President, Vice-President of Fundraising, Vice-President of Communications, Vice-President of Projects, Vice-President of Volunteers, Secretary, Treasurer, Assistant Treasurer and At-Large Representative(s). Also, included shall be the Principal or Assistant Principal and Teacher Representative. Collectively, they shall be the Executive Board.

All Executive Board members will have undergone a background check, signed an annual confidentiality agreement and are considered volunteers per the terms and conditions set by Williamson County School Board.

The outgoing board members, acting as a nominating committee, will announce vacancies to all Clovercroft families prior to accepting nominations. Nominations shall be accepted for a period of at least 14 days and will conclude at least 14 days prior to the last general meeting of the Clovercroft PTO for the term of office. Nominations shall be accepted from all members of the organization, staff, and teachers. The Nominating Committee will contact nominees and will obtain their consent to serve before placing the nominee on the ballot for election and confirmation.

A vote of confirmation shall be held by the Clovercroft PTO members present at the last general meeting and newly selected officers shall be installed at that time.

- Executive Board elections shall be held in March
- The term of office shall be for one year, beginning April 1, and ending March 31
- The outgoing board will serve in an advisory capacity from April 1 until the end of the school year
- A person will not be eligible to serve more than two consecutive terms in the same office
If no candidate is found for a vacant position, a current office holder may serve in the interim until a volunteer is found for that term of office. This interim term shall be approved by vote of the Executive Board.

Vacancies, during the school year, of any elected offices other than the President, shall be filled by presidential appointment of a replacement. The Executive Board shall approve the President’s proposed appointment. Should the office of the President become vacant, and if the Assistant President office is also vacant, the remaining members of the Executive Board shall promote another willing member of the Board to the office of the President.

**Article V: Duties of Elected Officers**

The general responsibilities of the Executive Board shall be:

**President:**
- To monitor the work of officers and committees of the organization in order that the objectives may be accomplished;
- To insure that the Clovercroft PTO complies with the bylaws and follows the necessary steps to amend them if the need arises;
- To set the agenda and preside at all Executive Board meetings and General meetings;
- To have general supervision of the affairs of the Clovercroft PTO;
- To serve as the ex-officio member of all committees;
- To coordinate all activities with the school administration;
- To be responsible for communicating to the membership throughout the year;
- Authorized to sign checks;
- Authorized to sign disbursement requests in accordance with the approved budget;
- To be responsible for developing the budget, with the Treasurer and Principal;
- To attend meetings as required by the office of the president e.g. School Leadership Committee meetings, PTO president and principal’s meetings;
- To maintain a binder, folder or electronic media, hereafter named Standard Operating Procedures (SOP), for the purpose of guiding and training a successor to the position;

**Assistant President:**
- To assume the office of President at the expiration of term;
- To become intimately acquainted with all Clovercroft PTO operations;
- To perform the duties of the President in the absence or inability of that officer to serve;
- To assist the President in assuming the responsibilities of any Executive Board open positions;
- Authorized to sign checks;
- Authorized to sign disbursement requests in accordance with the approved budget;
- To assist the President and Vice-Presidents as needed;
- To attend all Executive Board meetings and General meetings;
- To maintain a binder, folder or electronic media, hereafter named Standard Operating Procedures (SOP), for the purpose of guiding and training a successor to the position;

**Vice – President of Fundraising:**
- Responsible for the coordination of the Clovercroft PTO’s fund-raising activities;
- To oversee all assigned committees;
- Authorized to sign checks;
- Authorized to sign disbursement requests in accordance with the approved budget;
- To assist the President as needed;
- To attend all Executive Board meetings and General meetings;
- To maintain a binder, folder or electronic media, hereafter named Standard Operating Procedures (SOP), for the purpose of guiding and training a successor to the position;
Vice – President of Communication:
- To ensure accurate and timely communication between all Clovercroft PTO members, parents, guardians, school staff and teachers;
- Responsible for communication to the local media, including Williamson AM, Channel 3, in cooperation with the school designated media contact as assigned by the Principal;
- To oversee all assigned committees;
- To oversee Clovercroft PTO publications and website information;
- To oversee inside and outside sign boards and Marquee;
- To compile and distribute weekly news via email;
- To be responsible for the production and distribution of the Clovercroft newsletter each month;
- To submit any communication for inclusion in a school newsletter, print or distribution as letters or flyers on behalf of Clovercroft PTO to the President and the Principal for approval prior to publication.
- To communicate with the School Board Representative on relevant issues, reporting back to the PTO Executive Board;
- To be responsible for correspondence, minutes in absence of Secretary;
- To make meeting minutes available for viewing via the Clovercroft PTO website;
- To coordinate with the Clovercroft Elementary website webmaster for posting of appropriate PTO information;
- Authorized to sign disbursement requests in accordance with the approved budget;
- To attend all Executive Board meetings and General meetings;
- To assist the President as needed;
- To maintain a binder, folder or electronic media, hereafter named Standard Operating Procedures (SOP), for the purpose of guiding and training a successor to the position;

Vice – President of Projects:
- Responsible for projects of the Clovercroft PTO serving the community;
- To oversee all assigned committees;
- Authorized to sign disbursement requests in accordance with the approved budget;
- To attend all Executive Board meetings and General meetings;
- To assist the President as needed;
- To maintain a binder, folder or electronic media, hereafter named Standard Operating Procedures (SOP), for the purpose of guiding and training a successor to the position;

Vice – President of Volunteers:
- Responsible for all volunteer activities at Clovercroft Elementary;
- To work with the Clovercroft PTO and Clovercroft Elementary staff to determine volunteer needs;
- To oversee room parent coordinators, as well as miscellaneous volunteer positions;
- To oversee all assigned committees;
- Authorized to sign disbursement requests in accordance with the approved budget;
- To attend all Executive Board meetings and General meetings;
- To assist the President as needed;
- To maintain a binder, folder or electronic media, hereafter named Standard Operating Procedures (SOP), for the purpose of guiding and training a successor to the position;

Secretary:
- Responsible for keeping an accurate record of the proceedings of all Executive Board meetings and General PTO meetings;
- To present minutes of the general meetings for approval by membership in attendance;
- Support the Executive Board by copying and distributing documents as needed for all PTO executive and general meetings;
- To oversee all assigned committees;
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- To be prepared to refer to minutes of previous meetings;
- To keep a current copy of bylaws;
- To record attendance of all Clovercroft Executive Board and General PTO meetings;
- To submit a final version of the minutes to the President and VP of Communications within three (3) days of any Executive Board meeting;
- To maintain records of all past minutes;
- To be responsible for notifying the Board members of dates, times, locations, etc. of all Board meetings (1 week in advance);
- To attend all Executive Board meetings and General meetings;
- To keep the calendar of events for Clovercroft PTO;
- To file all necessary and required forms, paperwork or documents with the appropriate offices of the State of Tennessee;
- To draft and disperse all correspondence from the Clovercroft PTO Board, including but not limited to, thank you cards, sympathy cards and TEAM appreciation gift cards;
- To maintain a binder, folder or electronic media, hereafter named Standard Operating Procedures (SOP), for the purpose of guiding and training a successor to the position;

Treasurer:
- To maintain all financial information for each fiscal year during his or her term(s) of office in accordance with IRS guidelines. Fiscal year begins July 1 and ends June 30;
- To have custody of all the funds of the organization;
- To keep a full and accurate record of receipts and disbursements as a permanent record of this organization. All other financial records must be retained at the office of this organization in accordance with IRS guidelines;
- To make disbursements as authorized and in accordance with the budget adopted by the organization;
- To present a financial statement including the current monthly budget statement and a Treasurer’s report at all Executive Board meetings and at all general membership meetings;
- To keep the membership informed of expenditures as they relate to the budget adopted by the organization;
- To be responsible for filling out and forwarding all necessary tax forms required by any government agency to an independent agent for completion accordance with IRS guidelines;
- To make an annual report to the organization, this includes gross receipts and disbursements for the year;
- To receive, review and affirm the accuracy of all bank statements submitted to the Treasurer by the Assistant Treasurer;
- To reconcile all bank accounts monthly;
- Authorized to sign checks;
- To ensure appropriate signatures are obtained for each disbursement request and each corresponding check;
- To obtain an independent audit of the records of the office of the Treasurer, to be completed in the last month of the current term of office.
- To receive all monies for the organization, and deposit them in the name of the organization in a bank approved by the Executive Board;
- To receive and maintain a copy of the deposit slip for any deposit made;
- To attend all Executive Board meetings and General meetings;
- To mentor the Assistant Treasurer in preparation for the following year duties;
- To maintain a binder, folder or electronic media, hereafter named Standard Operating Procedures (SOP), for the purpose of guiding and training a successor to the position;

Assistant Treasurer:
- To assist Treasurer;
- To assume the office of Treasurer at the expiration of term;
To perform the duties of the Treasurer in the absence or inability of that officer to serve;
To receive all monies for the organization, and deposit them in the name of the organization in a bank approved by the Executive Board;
To receive and maintain a copy of the deposit slip for any deposit made;
To attend all Executive Board meetings and General meetings;
To receive bank statements, review and approve by signing, before passing over to the Treasurer;
To periodically review the Treasurer records;
To maintain a binder, folder or electronic media, hereafter named Standard Operating Procedures (SOP), for the purpose of guiding and training a successor to the position;

At-Large Representative(s):
- Should have no previous Executive Board experience;
- To serve as a member of the Executive Board;
- To chair a committee as designated by the Executive Board;
- To attend all Executive Board meetings and General meetings;
- To prepare to fill vacancies for the coming year;
- To maintain a binder, folder or electronic media, hereafter named Standard Operating Procedures (SOP), for the purpose of guiding and training a successor to the position;

Article VI: Executive Board
The duties of the Executive Board shall be:
- To meet at least once a month during the school year, unless otherwise ordered by the Executive Board. Special meetings of the Executive Board may be called by the President. The President must call a special meeting upon the written request of three (3) members. Special meetings must be held within ten (10) days of a receipt request, and all members must be notified in writing 48 hours prior to the meeting.
- When an Executive Board member fails to attend three (3) consecutive meetings without adequate excuse or is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules or engages in conduct injurious to the organization or its purposes, the Executive Board may, by two-thirds (2/3) affirmative vote, declare the office vacant.
- Each member of the Executive Board are allowed one vote by voice or ballot except for the President who votes only in the event of a tie or to cause the necessary 2/3. Quorum is established only when at least 2/3 of voting members are present. No business can be voted on without quorum.
- In the case of a vote via e-mail, a motion will carry with a 2/3 vote of all voting members. The motion and results of the vote via e-mail shall be recorded in the minutes of the Board meeting immediately following. Use of vote by email shall be used on an exception basis and reserved for urgent circumstances only.
- To transact necessary business in the intervals between general meetings and such other business as may be referred to it by the general organization.
- To create standing and special committees as are deemed necessary to promote the purpose and to carry on the work of the organization.
- To approve the plans of the standing committees.
- To present a report at the regular meetings of the organization.
- Will receive a financial report from the Treasurer at each meeting.
- To assist in all major events.
- To serve as liaison between all specified committee chairpersons and the Executive Board.
- To conduct one meeting at the beginning of each school year to train your committee volunteers and chairpersons.
- To maintain a binder, folder or electronic media for the purpose of organization and training of successor.
- To approve and implement the developed budget for the year.
- To collect all gross revenues on behalf of Clovercroft PTO and submit them to the Treasurer or Assistant Treasurer for deposit.
Article VII: Standing Committees

- The Executive Board may create standing committees, as it deems necessary, to promote the objectives and purposes and carry out the work of the organization.
- The chairpersons of each committee will appoint their own committee members and present a plan of work to the executive board for approval.
- No committee work shall be undertaken without the consent of the Executive Board.
- The term of office for a chairperson shall be for one (1) year. Consecutive terms are permissible, and if no successor has been approved, a current chairperson may retain the position until a successor is found.
- All Committee expenditures are budgeted and approved by the Executive Board in advance.
- The Committee Chairperson shall submit documentation of any and all expenses to the Treasurer within five (5) school days of incurring the expense, so that the Treasurer may reimburse for the expenses. If a Committee Chairperson anticipates extraordinary expenses not budgeted for in the annual budget, the Chairperson shall seek approval from the Executive Board prior to incurring the extraordinary expenses. If extraordinary expenses are incurred without prior approval, they shall be reimbursed at the discretion of the Executive Board.
- Upon the expiration of the term of office or in case of resignation or termination, each chairperson will turn over to the Executive Board, without delay, all records, books, funds and other materials pertaining to the organization.
- Prior to year-end, each committee chairperson will submit to the President a report of the year's activities and recommendations for changes if needed.
- Committee heads will attend Executive Board and General Meetings as necessary to deliver committee reports.
- Before a committee submits any notices for inclusion in a school newsletter, prints or distributes any letters or flyers to be sent home with students, the committee must submit the letter or flyer to the Clovercroft PTO President and the Principal for approval. The Clovercroft PTO President shall be able to immediately approve notices for programs and fund raisers that have already been approved by the Executive Board. If the President determines that a program or fund raiser is new or outside their scope of the approved program, the committee shall be required to submit their program for discussion and vote at the next Executive Board meeting before releasing any letters or flyers.

Article VIII: Budget & Expenditures

- The Clovercroft PTO school year budget shall be created the summer prior to the start of school by the Executive Board or designated members of the Executive Board and Principal. It shall be ratified at the first general PTO meeting in August of the new school year.
- The Clovercroft PTO Executive Board is authorized to make payments for items incurred over the summer prior to the ratification at the first General PTO meeting, provided such expenses do not exceed 10% of the proposed budget.
- The president has the authority to make purchasing decisions up to $100.00 for a new item or up to $100.00 over an approved budget. Anything above this amount must be voted on by the Executive Board.
- The Executive Board may authorize the payment of routine organization bills within the limits of the budget adopted by the organization, and may authorize the payment of other bills not to exceed a total of $1000.00 between general meetings of the organization. Such action shall be disclosed at the next general meeting and must be recorded in the organization minutes.
• Expenses outside the approved budget over $1000.00 must be approved by the general membership. At fiscal year end the executive board will reserve $5000.00 as a minimum bank balance plus additional expenses expected to be distributed in the first two months of the following school year.

Article IX: Meetings
• General meetings of the organization shall be held during the school year. Dates of meetings shall be determined by the Executive Board and announced at least five (5) days prior to the meeting.
• Members present at a duly called meeting will constitute a quorum.
• Meetings will include a budget review and a vote for approval if needed.
• The joint annual meeting of both the old and new Executive Boards and all Committee Chairpersons shall be held in May.
• All minutes of general membership meetings shall be made available the following general meeting. All minutes of any Clovercroft PTO meetings, including Executive Board meetings and any financial report, shall be made available upon request.
• General membership may attend Executive Board meetings, but may not vote.

Article X: Parliamentary Authority
Roberts Rules of Order Revised shall be the authority in any parliamentary question not covered in these bylaws.

Article XI: Amendments
These bylaws may be amended at any general meeting of the membership by a two-thirds (2/3) 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 meeting of the organization or has been made available to the members prior to the next regular scheduled meeting.

Article XII: Dissolution
In the event of the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, and by two-thirds (2/3) affirmative vote of the Executive Board, the remaining assets shall be distributed to Clovercroft Elementary School for the benefit of the school and its students.

Date approved and attached to minutes:

Clovercroft PTO
9336 Clovercroft Road
Franklin, TN 37067
www.wcs.edu/cces/

Federal Employee Identification Number: