

## **Page High School Parent Teacher Organization Bylaws**

### **Article I – Name**

The name of the organization shall be the Page High School Parent Teacher Organization, herein after referred to as “PTO”. The principal place of business shall be Page High School, 6281 Arno Road, Franklin, TN 37064.

### **Article II – Purpose**

- A. The purpose of this organization shall be to provide supplemental financial, moral, and volunteer support of the enrichment and enhancement of academic, fine arts, community, school beautification, and extracurricular programs at Page High School and to promote open communication between the administration, faculty, and families.
- B. The PTO is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to the PTO under section 501[c][3] of the Internal Revenue code (or corresponding section of any future federal tax code).
- C. No part of the net earnings of the PTO shall benefit or be distributable to its members, officers, or any private persons, except that the PTO shall be authorized and empowered to pay reasonable compensation for service rendered and to make payments and distribution in furtherance of Section 501[c][3] purposes. No substantial part of the activities of the PTO shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the PTO shall not participate in, or intervene in, (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.
- D. Notwithstanding any other provision of these articles, the PTO shall not carry on any other activities not permitted to be carried on, (a) by an organization exempted from Federal income tax under Section 501[c][3] or the Internal Revenue code (or corresponding section of any future Federal tax code) or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue code (or corresponding section of any future Federal tax code).
- E. In the event of the dissolution of this PTO, a committee shall be immediately appointed by the Executive Board to disburse all funds on hand within thirty (30) days of the dissolution date. Such disbursement shall be for the benefit of Page High School.

### **Article III – Membership**

- A. Any Page High School parent, guardian, or faculty member who is interested in upholding the purposes for which this organization is established and is willing to adhere to its policies and subscribe to its bylaws may become members upon payment of dues as herein after provided. Each member shall have the right to attend all meetings of the PTO business, to motion, to vote on all issues before the membership, to elect officers, and to hold office.

- B. The annual membership dues shall be established by majority vote of the Executive Board (herein defined as Article IX) on an annual basis.

#### **Article IV – Meetings**

- A. **Members.** All members of the PTO are entitled to attend, make motions, and vote at all PTO meetings.
- B. **General Membership Meetings.** At least four (4) general membership meetings of the PTO shall be held during each school year. The time and place shall be announced at least seven (7) days prior to the meeting.
- C. **Special Meetings.** Additional meetings of the PTO may be called either by an officer or by petition of a majority of the members. The only notification requirement on a special meeting is that all officers are notified.
- D. **Voting.** A majority vote of all members present at any meeting shall be required for approval of all actions to be taken by the PTO with the following exceptions. President, Vice President, and Treasurer may approve expenditures not to exceed three hundred dollars (\$300). There will not be proxy voting unless the Executive Board requires a vote by email.

#### **Article V – Officers**

- A. **Positions.** The officers of the PTO shall consist of a President, Vice President, Treasurer, Secretary, and Past President.
  - a. The Past President position is a position granted to the previous elected President and the term will be one year.
  - b. All other offices shall be held for two (2) years and must be voted in at the beginning of said term.
  - c. Two persons may be elected to fill any single position. In this instance, both of the persons shall be given all the rights and responsibilities of the office.
  - d. Any officer of the PTO who, by vote of the Executive Board, is found to neglect his/her duties or abuse his/her power shall be removed from office.
- B. **The President:**
  - a. Shall be the principal officer of the PTO and, subject to the control of the Executive Board and the direction of the membership, shall in general supervise and control all of the activities of the PTO.
  - b. Shall be a member of the Executive Board and, when present, shall set the agenda and preside at all meetings of the Executive Board and of the membership. As a dues paying member, contrary to Article XI, the President, acting as chair, retains the right to vote.
  - c. Must be a signatory on the PTO checking account and be background checked annually, paid by the PTO. If a Williamson County School employee, may NOT be a signatory.
  - d. Shall serve as the primary contact between the Principal and the PTO.
  - e. Shall ensure all contracts and/or legally binding documents are approved by the PTO prior to signing.

**C. The Vice President:**

- a. Shall be a member of the Executive Board.
- b. Shall assist the President and carry out the President's duties in his/her absence or inability to serve.
- c. Shall oversee the TEAM program.
- d. Shall perform such other duties as are assigned by the President and/or the Executive Board.
- e. May be a signatory on the PTO checking account if the President is employed by Williamson County Schools. Must then be background checked annually, paid by the PTO.
- f. President of the PTO after serving as Vice President with vote.

**D. The Treasurer:**

- a. Shall be a member of the Executive Board.
- b. Shall not be employed by Williamson County Schools.
- c. Shall be responsible for completion of all finance requirements of Article VIII of these bylaws.
- d. Shall have charge of and be responsible for all funds of the PTO. These duties include collection, deposits, and distributions of all monies received and owed for the business of PTO.
- e. Shall collect all membership dues and TEAM dues as established by the PTO.
- f. Shall maintain permanent books of account and records that shall be sufficient to establish the items of gross income, receipts, and disbursements of the PTO. The books of account and records shall be, at reasonable times, open to inspection by any member of the PTO in the presence of a witness.
- g. Must be a signatory on the PTO checking account and be background checked annually. Background check to be paid by PTO.
- h. Be responsible for completing and forwarding all necessary tax forms required by any government agency.
- i. Perform such other duties as may be assigned by the President and/or the Executive Board.

**E. The Secretary:**

- a. Shall be a member of the Executive Board.
- b. Shall keep the minutes and record attendance of all PTO meetings.
- c. Shall have the minutes be distributed to all members of the Executive Board and made available to any member within a reasonable time.
- d. Shall present minutes of PTO meetings for approval by the membership in attendance at the next PTO meeting. After approval, the Secretary will have the minutes posted on the web site.
- e. Shall perform all duties incident to the office of Secretary and such duties as may be assigned by the President and/or the Executive Board.

**F. The Past President:**

- a. Shall be the immediate previous-term President and not an elected position.
- b. Shall be a member of the Executive Board.
- c. Shall act in an advisory capacity and perform duties as assigned by the President and the Executive Board.

- d. Term will be one year.

## **Article VI – Non Officers**

- A. **TEAM (Together Everyone Achieves More)** Individual TEAMS are organized at each grade level, made up of parent volunteers (boosters), and named for the graduation year of the class. The TEAM program is an arm of the PTO, which manages TEAM monies received through either dues or fundraising efforts. The PTO TEAM Committee Co-Chairs hold authority over the distribution of these funds.
- B. **TEAM Leads:**
  - a. There may be eight (8) TEAM Leads, one to two (1-2) representative(s) per class.
  - b. Shall be members of the Executive Board.
  - c. Shall perform duties as assigned by the President and/or the Executive Board.
  - d. May not be a signatory on the PTO checking account.
  - e. TEAM Co-Chairs are authorized expenditures per their previously- submitted annual budget (and within their available funds). Expenditures outside the current year’s budget proposal are authorized for Perk events up to \$250 of dollars without Executive Board submission and visibility. [Reference: Page Patriot TEAMS Program, April 2014, Section III, Program Guidelines, Item 1].
  - f. Expenditures in excess of \$250 require prior presentation to the Executive Board for visibility purposes.
  - g. Senior TEAM Leads, at the Executive Board May Meeting, will submit options to vote on for determination of disbursements of surplus class funds remaining at the end of the school year. [Reference: Page Patriot TEAMS Program, April 2014, Section III, Item 5d].
- C. **The Principal & Faculty Representative:**
  - a. Shall be a member of the Executive Board.
  - b. Operates in an advisory role to the PTO.
  - c. May not be a signatory on the PTO checking account.
- D. **Other Committee Chairs – Spiritwear, communication, etc.**
  - a. Operates in an advisory role to the PTO.
  - b. Must perform all duties of the Chair position or is subject to removal.
  - c. May not be a signatory on the PTO checking accounts.

## **Article VII – Executive Board**

- A. **General Power.** The Executive Board shall manage the affairs, activities, and operation of the PTO. The Executive Board shall transact business as is necessary to fulfill the Purpose outlined in Article I. It may create standing and special committees, approve the plans and work of standing and special committees, present reports and recommendations at the meeting of membership, prepare and submit a budget to the membership for approval and, in general, conduct the business and activities of the PTO. The Executive Board shall review these Bylaws near the end of the President’s term.

- B. **Membership.** The membership of the Executive Board shall consist of the President, Vice President, Past President, Secretary, Treasurer, and TEAM Leads for each class.
- C. **Meetings.** Any member of the Executive Board may call special meetings. Adequate notice of all meetings shall be given to all members of the Executive Board and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meeting should be announced to all members of the PTO.

## **Article VIII – Finances**

- A. **Budget.**
  - a. The Executive Board shall present to the membership, at the first general meeting of the year, a budget of anticipated revenues and expenses for the year. This budget shall be used to guide the activities of the Executive Board during the year. The PTO budget shall contain such detail to allow specific funds to be reported with separate accountability.
  - b. Funds earned through general PTO fundraisers shall be dedicated to academic, beautification, and charitable donation programs.
  - c. Funds earned via TEAM fundraisers shall be dedicated to TEAM programs.
  - d. The Treasurer shall use standard accounting principals in presenting the budget.
- B. **Obligations.** The Executive Board may authorize any Officer to enter into the contracts or agreements for the purchase of material or services on behalf of the PTO. The Executive Board member shall not have the authority, however, to enter into such agreements on behalf of Page High School or the Williamson County School District, nor should they represent themselves as having such authority.
- C. **Loans.** The PTO shall make no loans to its officers or members.
- D. **Commercial Paper.** All checks, drafts, or other orders for the payment of money on behalf of the PTO shall be signed by either the Treasurer or President, or by any other officer authorized in writing by the Executive Board.
- E. **Deposits.** The Treasurer shall deposit all funds of the PTO in such banks, trust companies, or other depositories as the Executive Board may select and shall make such disbursement as authorized by the Executive Board in accordance with the budget adopted by the membership. All deposits shall be made within a maximum of thirty (30) days from receipt of the funds. All disbursements shall be made within a maximum of thirty (30) days from purchase/invoice, unless approved by motion and vote of the Executive Board.
- F. **Financial Reports.** The Treasurer shall present a financial report at each general meeting of the PTO and shall prepare a final report at the close of the year. A copy of the report will be submitted to the Chief Operations Officer of the Williamson County Schools by July 30<sup>th</sup>. The Executive Board shall have the report and the accounts examined annually by an auditor or an informal 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. Submit electronically the PTO annual income and expense statements to the Chief Operations Officer of the Williamson County Schools by July 31<sup>st</sup> annually.

- G. **Charter of Incorporation.** Every April 1<sup>st</sup>, the Treasurer will renew the Charter with the State of Tennessee.
- H. **Minimum Carryover of Funds.** A minimum of \$3,000 will be carried over to the next fiscal year to cover start-up costs.

### **Article IX – Membership Dues**

- A. **Amount.** The PTO shall authorize and collect membership dues to be used for the operation of the PTO. Any change in the amount of the dues shall be approved by a majority vote of the Executive Board on an annual basis.
- B. **Financial Hardship.** No person shall be denied the right to participate in the activities of the PTO member due to financial hardship. He/she should go through the school's Guidance Office to actively grant membership in case of need. This should be stated on the membership application.

### **Article X – Committees**

- A. The Executive Board may create standing committees, as it may deem necessary, to promote the objectives and carry out the work of the PTO. Appointments are for one year but may be extended by the President.
- B. The chairperson of each standing committee shall be accountable for staying within their approved budget. Should more funding be necessary, the standing committee chair shall present plans to the Executive Board for approval.
- C. Non-standing committees shall be created and the chairperson selected by the President or Executive Board. All non-standing committees shall serve to promote the objectives and interests of the PTO. Appointments shall be limited to the time necessary to carry out the task for which the committee has been created.
- D. Any chairperson of the PTO who, by vote of the Executive Board, is found to neglect his/her duties or abuse his/her power shall be removed from office.
- E. Under the expiration of the term or in the case of resignation or termination, each chairperson shall turn over to the President, within ten (10) days, all records, books, and other material pertaining to the chairmanship.
- F. Prior to year-end (June 30<sup>th</sup>), each committee chairperson shall submit to the President a written report of the year's activities and recommendations for changes, if needed.

### **Article XI – Parliamentary Authority**

Robert Rules of Order Revised shall govern the PTO meeting in all cases to which they are applicable and not inconsistent with these bylaws.

### **Article XII – Amendments**

These Bylaws may be altered, amended, or repealed and new Bylaws adopted, by a majority vote of the members at a General or Special Meeting. The Secretary will be

responsible for having the web site updated as well as sending the amended or new bylaws to the Chief Operations Officer of the Williamson County Schools.

**Article XIII - Authority**

If any part of these Bylaws shall conflict with the decisions, policies, or procedures adopted by the Williamson County School Board, the conflicts shall be deemed null and void and the decisions of the Williamson County School Board shall, in all cases, supersede.

These Bylaws were adopted by the membership by a majority voted during a meeting properly called on May 11, 2015 and shall take effect immediately.