

PENNINGTON ELEMENTARY PTO BYLAWS

ARTICLE I - NAME

The name of and location of this organization shall be Pennington Parent Teacher Organization (PES PTO), Pennington Elementary School, 2817 Donna Hill Drive, Nashville, TN 37214.

ARTICLE II - PURPOSE STATEMENT

The purpose of the PTO is to enhance and support the educational experience at Pennington Elementary School, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Pennington Elementary School through volunteer and financial support. Our goal is to foster a sense of pride and enthusiasm throughout the Pennington community enhancing our children's educational environment.

ARTICLE III - POLICIES

(Section 1) PES PTO shall be a non-profit organization under section 501(c)(3) of the Internal Revenue Code. The use of funds, dues, and proceeds derived by this organization shall be for the benefit and improvement of the school.

(Section 2) PES PTO shall be non-commercial, non-sectarian, non-partisan and non-political. The names of its members or officers shall not be used in any manner other than in the regular work of the organization.

(Section 3) PES PTO shall not seek to direct the administrative activities of the school or to control its policies.

(Section 4) In the event of the dissolution of the PES PTO, a committee shall be immediately appointed by PES PTO to disburse all funds on hand within thirty (30) days of the dissolution date to Pennington Elementary School.

(Section 5) The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

ARTICLE IV - MEMBERSHIP AND DUES

(Section 1) The members shall be parents or guardians of students, patrons and teachers who take interest in Pennington Elementary School and who are willing to uphold policies and subscribe to the Bylaws of the PES PTO.

(Section 2) Membership to the PES PTO will be available to all people regardless of race, color, creed, national origin or sex.

(Section 3) Membership will correspond with the school year upon payment of dues.

(Section 4) All members must pay annual dues, which may include possible incentives.

(Section 5) Members have voting privileges, one vote per household.

ARTICLE V MEETINGS

(Section 1) Meetings of the PTO Board will be held at least quarterly or as designated by the President.

(Section 2) General Membership meetings shall be held monthly during the school year or at the discretion of the Board.

(Section 3) A two-thirds majority of Board members shall be present to transact business.

CONDUCT OF MEETINGS

(Section 1) Roberts Rules of Order shall govern the conduct of all meetings of the PES PTO. A standard agenda will be used for the conduct of all meetings and will consist of the following elements:

- A. Call to Order
- B. Approval of Previous Meeting Minutes by vote
- C. Treasure's Report
- D. Committee Member's Reports, when applicable
- E. Old Business
- F. New Business
- G. Reports from Pennington Staff, when applicable
- H. Open Forum, when applicable
- I. Adjournment

(Section 2) The agenda can be rearranged as needed.

(Section 3) Quorum – Seven (7) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE VI - OFFICERS AND BOARD MEMBERS

(Section 1) Qualifications for Officers and Board Members

- A. An officer must be a member of the PES PTO.
- B. An officer must be a parent or legal guardian of a child enrolled in Pennington Elementary School or must be a member of the Pennington Elementary School staff.
- C. No member shall hold more than one officer position at one time, and no member may serve for more than three consecutive terms in the same officer position. An officer may continue in their position for one additional year after their term expires if a replacement cannot be found.
- D. No officer or board member shall profit from any ventures of the PES PTO.

(Section 2) Term Of Office – The term of office for all officers is one year, beginning July 1 and ending June 30 of the following year.

(Section 3) Officers and Duties

PRESIDENT

1. Preside at all meetings of the PES PTO and of the Board
2. Perform such other duties as assigned by the PES PTO.
3. Coordinate the work of the officers and members of the PES PTO and principal, in order that the objectives of the PES PTO may be accomplished.
4. Serve as an authorized signatory on all PES PTO accounts.
5. Serve as official representative of the PES PTO.

VICE-PRESIDENT

1. Attend all PES PTO meetings.
2. Serve as an authorized signatory on all PES PTO accounts.
3. In the event that the President is unable to attend meetings, the Vice President will preside.
4. Perform other such duties as assigned by the PES PTO.

SECRETARY

1. Attend all PES PTO meetings.
2. Serve as an authorized signatory on all PES PTO accounts.
3. Distribute a summary of the minutes.
4. Will keep attendance records for all meetings.
5. In the event that the President and Vice-President are unable to attend a meeting, the Secretary will preside.
6. Perform other such duties as assigned by the PES PTO.

TREASURER

1. Attend all PES PTO meetings.
2. Maintain all accounts and present a financial statement at each PES PTO meeting.
3. At the end of the current school year, the Treasurer will prepare and present an approved written financial report to the incoming Board.
4. Serve as an authorized signatory on all PES PTO accounts.
5. Serve as custodian of the PES PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records.

(Section 4) Board - The PES PTO Board consists of the above mentioned Officers.

(Section 5) Removal – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the PES PTO members.

(Section 6) Vacancy – If a vacancy occurs on the PES PTO Board, the PES PTO will hold a special election at the next general membership meeting.

ARTICLE VII - COMMITTEE CHAIRS

VOLUNTEER COORDINATOR(S)

1. Regularly attend PES PTO meetings.
2. Coordinate volunteers for special events.
3. Coordinate volunteers but not necessarily chair the following events such as:
 - Fall Festival
 - Book Fair
 - Spring Teacher Appreciation Week
 - End of Year Testing

SPECIAL EVENTS COORDINATOR(S)

1. Regularly attend PES PTO meetings.
2. Coordinate special events such as but not limited to:
 - Fall Festival
 - Book Fair
 - Teacher Appreciation Week

FUND RAISER COORDINATOR(S)

1. Regularly attend PES PTO meetings.
2. Coordinate fund raising activities such as but not limited to:
 - Spirit Nights
 - T-shirt sales

ROOM PARENT COORDINATOR(S)

1. Regularly attend PES PTO meetings.
2. Coordinate matching parents with teachers needs such as but not limited to:
 - Making copies
 - Laminating
 - Help plan class parties
 - Reading with students

TEACHER REPRESENTATIVE(S)

1. Attend all PES PTO meetings
2. Report on School and Teachers needs for the upcoming month.

ARTICLE VIII – FINANCIAL POLICIES

(Section 1) Fiscal Year – The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

(Section 2) Banking – All funds shall be kept in a checking account in the name of Pennington Elementary PTO, requiring two signatures of the PES PTO Board and held at a local financial institution.

(Section 3) Reporting – All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review by a PTO member of its financial records each year.

(Section 4) Ending Balance – The organization shall leave a minimum of \$1,000 in the treasury at the end of each fiscal year.

(Section 5) Contracts – Authority to sign contracts is limited to the President or the President's designee.

(Section 6) Budget – A tentative budget for the next fiscal year shall be prepared by the PES PTO Board and approved by a majority vote of the members present in the Spring before the end of the school year.

(Section 7) Unbudgeted Expenditures – The PES PTO Board may approve by a majority vote unbudgeted expenditures of no more than \$100.

ARTICLE IX – BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.