

SHAYNE ELEMENTARY PTA BYLAWS

ARTICLE I: NAME

The name of this organization is the Shayne Elementary Parent-Teacher Association (Shayne Elementary PTA), Nashville, Tennessee. It is a local PTA organized under the authority of the Tennessee Congress of Parents and Teachers (the Tennessee PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

ARTICLE II: PURPOSES

Section 1. The Purposes of the Shayne Elementary PTA, in common with those of the Tennessee PTA and the National PTA, are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship,
- b. To raise the standards of home life,
- c. To secure adequate laws for the care and protection of children and youth,
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth, and
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2. The Purposes of the Tennessee PTA, the National PTA, and the Shayne Elementary PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.

Section 3. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, hereinafter "Internal Revenue Code".

ARTICLE III: BASIC POLICIES

The following are basic policies of the Shayne Elementary PTA, in common with those of the Tennessee PTA and the National PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.

- b. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- c. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- d. The Tennessee PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but PTA/PTSA representatives shall make no commitments that bind the group they represent.
- e. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private individuals except that the organization 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 organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- g. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that 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 Tennessee PTA.
- h. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community.

ARTICLE IV: RELATIONSHIP WITH TENNESSEE AND NATIONAL PTA

Section 1. This local PTA shall be organized and chartered under the authority of the Tennessee PTA in the area in which this local PTA functions in conformity with such rules and regulations which are not in conflict with the Tennessee PTA Bylaws or the National PTA Bylaws.

A local PTA in good standing is one that:

- a. Adheres to the Purposes and basic policies of the PTA;
- b. Remits the national and state portion of the dues to the Tennessee PTA;
- c. Has bylaws approved according to the procedures of the Tennessee PTA; and
- d. Meets other criteria as may be prescribed by the Tennessee PTA.

Section 2. The articles of organization of Shayne Elementary PTA include (a) the bylaws of such organization, (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association), and (c) local unit charter.

Section 3. Shayne Elementary PTA shall adopt such bylaws for the governance of the organization as may be approved by the Tennessee PTA. Such bylaws shall not be in conflict with the Tennessee PTA Bylaws or the National PTA Bylaws.

Section 4. Bylaws of Shayne Elementary PTA shall include an article on amendments.

Section 5. Bylaws of Shayne Elementary PTA shall include a provision establishing a quorum.

Section 6. Each officer or board member of Shayne Elementary PTA shall be a member of Shayne Elementary PTA.

Section 7. The bylaws of Shayne Elementary PTA shall prohibit voting by proxy (unless proxy voting is specified by applicable state law).

Section 8. A PTA member shall not serve as a voting member of Shayne Elementary PTA's board while serving as a paid employee of or under contract to Shayne Elementary PTA.

Section 9. Only members of Shayne Elementary PTA who have paid dues for the current membership year may participate in the business of this local PTA.

Section 10. The Shayne Elementary PTA shall collect dues from its members and shall remit a portion of such dues to the Tennessee PTA as provided in Article V thereof.

Section 11. The Shayne Elementary PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the local unit, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the Tennessee PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Tennessee PTA.

Section 12. The charter of Shayne Elementary PTA shall be subject to withdrawal and the status of such organization as a local PTA shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Tennessee PTA.

Section 13. The Shayne Elementary PTA is obligated, upon withdrawal of its charter by the Tennessee PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Tennessee PTA or to such agency as may be designated by the Tennessee PTA or to another local PTA organized under the authority of the Tennessee PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the Tennessee PTA or the National PTA; and
- c. To carry out promptly, under the supervision and direction of the Tennessee PTA, all proceedings necessary or desirable for the purpose of dissolving the Shayne Elementary PTA.

Section 14. The Shayne Elementary PTA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the pound sign (#).

Section 15. To organize a new PTA unit requires a minimum of eight (8) members; to remain a unit in good standing requires a minimum of twenty (20) members.

Section 16. Each local PTA/PTSA shall adopt such bylaws for the governance as may be approved by the Tennessee PTA Executive Board or by a person or persons to whom the work is delegated. The bylaws of each local unit shall be reviewed at least once every five (5) years.

Section 17. A local PTA or PTSA may dissolve in the following manner.

- a. A local unit PTA Board considering recommending to its general association a resolution to dissolve must afford the council president, region director or state PTA representative an opportunity to speak to the PTA Board prior to its taking any action on such a proposal. If the PTA Board then votes to present to its general membership a motion to dissolve, it must inform in writing the council president, region director, the state president and its general membership at least thirty (30) days prior to the next general membership meeting that the resolution to dissolve will be considered. No meeting for the purpose of considering dissolution of a local PTA/PTSA unit shall be held during the periods of time when school is closed for vacation or holidays. The council must be afforded the opportunity to speak at that meeting to the membership prior to action being taken by them on the proposed resolution to dissolve.
- b. Approval to dissolve requires a two-thirds vote by written ballot, a majority of the membership being present. Only those members, who are in good standing on the day the written notice of the proposal to dissolve is mailed, may vote.
- c. Dissolution shall take effect immediately and shall not be postdated. The provisions hereinafter outlined in Article IV, Section 14, shall take effect immediately.

- d. When a local PTA/PTSA has voted to dissolve in compliance with Article IV, Section 18, and later wishes to resume activities, it is necessary to reorganize the unit. The same procedure as the organization for a new unit would be followed.
- e. A report shall be filed with the council president and the region director, or the State Office detailing the compliance with the dissolution process.

#ARTICLE V: MEMBERSHIP AND DUES

Section 1. Every individual who is a member of this local PTA is, by virtue of that fact, a member of the Tennessee PTA and of the National PTA by which Shayne Elementary PTA is chartered, and is entitled to all the benefits of such membership.

Section 2. Membership in Shayne Elementary PTA shall be made available by Shayne Elementary PTA, without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the Tennessee PTA Bylaws or the National PTA Bylaws, as may be prescribed in the bylaws of Shayne Elementary PTA, to any individual who subscribes to the Purposes and basic policies of the National PTA.

Section 3. The Shayne Elementary PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

Section 4. Each member of Shayne Elementary PTA shall pay such annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the Tennessee PTA – the “state portion” – and the portion payable to the National PTA – the “national portion.”

Section 5. The Tennessee PTA portion of each member’s dues shall be recommended by the Executive Board and approved by a two-thirds (2/3) vote of the voting body at the Annual Convention.

Section 6. The National PTA portion of each member’s dues shall be determined by a two-thirds (2/3) vote of the voting body at the National PTA annual convention.

Section 7. Each member of Shayne Elementary PTA shall pay annual dues of \$5.00 to said organization. The amount of such annual dues shall include the portion payable to the Tennessee PTA and the amount of the national portion of dues paid by all members of local PTAs in its area.

Section 8. The state and national portions of the dues paid by each member of Shayne Elementary PTA shall be set aside and remitted to the Tennessee PTA through such channels and at such times as the state PTA bylaws may provide. The Tennessee PTA shall pay the national portion of dues to the National PTA for all members.

Section 9. Each local unit membership chairman shall maintain an accurate list of members and shall furnish a copy to the local unit secretary. A copy of this list shall be sent with each membership report.

Section 10. All memberships received during the fiscal year ending June 30 shall expire no later than the following October 31.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1. The officers of Shayne Elementary PTA shall be a President, Vice-President(s), a Secretary and Treasurer(s).

Section 2. The officers shall be elected by ballot at the annual meeting in the month of April or May.

Section 3. The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall elect. Written ballots shall be counted by three members selected at the election meeting.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Shayne Elementary PTA.

- # a. Each officer shall be a member of the Shayne Elementary PTA.
- b. Each officer shall be the parent or legal guardian of a child currently enrolled in Shayne Elementary School.
- c. **No officer may be eligible to serve more than two (2) consecutive terms in the same office.**
- d. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.
- e. **Each officer shall agree to have a background check run before assuming office.**

Section 5. All elected officers must have a background check run that will be paid for by PTA funds. The principal of the school will be the only individual to review the report. Should the report show any felony convictions, theft, or misconduct with children, that elected officer will forfeit their position and a new election will take place for that position.

Section 6. Officers shall assume their official duties July 1st and shall serve for a term of one (1) year or until their successors are elected.

Section 7. Vacancies

A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the President-Elect and/or a Vice-President confirmed by the PTA Board. A vacancy in any office other than president shall be filled by the Executive Board.

Section 8. Nominating Committee

There shall be a Nominating Committee composed of five (5) members who shall be elected by Shayne Elementary PTA at a regular general membership meeting at least one month prior to the election of officers, as outlined in Article VI, Section 2.

- a. The committee shall elect its own chair.
- b. The Nominating Committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting in April or May at which time additional nominations may be made from the floor.
- c. Only those individuals who are current members of Shayne Elementary PTA and who have signified their consent to serve if elected shall be nominated for, or elected to, office.
- d. No member shall serve on the Nominating Committee in consecutive years.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The President shall:

- a. preside at all meetings of Shayne Elementary PTA;
- b. serve as an ex-officio member of all committees except the Nominating Committee;
- c. be a designated signator on checks or vouchers;
- d. coordinate the work of the officers and committees of this local PTA in order that the Purposes may be promoted.
- e. perform such other duties as may be provided by these bylaws, standing rules, parliamentary authority, or as directed by the Executive Board, or the PTA Board.

Section 2. The Vice-President(s) shall:

- a. act as aide(s) to the President;
- b. chair defined areas (ie: chair over fundraising, chair over committees, etc.)
- c. perform the duties of the President in the President's absence or inability to serve;
- d. perform such other duties as may be provided for by these bylaws, standing rules, parliamentary authority, or as directed by the President, the Executive Board, or the PTA Board.

Section 3. The Secretary shall:

- a. record the minutes of all meetings of the Shayne Elementary PTA and distribute minutes to all teachers and board members within a week of any meeting;
- b. be prepared to read the records of any previous meeting;
- c. keep a permanent record and file all records;
- d. have a current copy of the bylaws;
- e. maintain a membership list;

- f. perform other such duties as may be provided for by these bylaws, standing rules, parliamentary authority, or as directed by the President, the Executive Board, or the PTA Board.

Section 4. The Treasurer(s) shall:

- a. have custody of the funds of Shayne Elementary PTA;
- b. keep a full and accurate account of receipts and expenditures in the books belonging to Shayne Elementary PTA;
- c. make disbursements as authorized by the President, Executive Board, or Shayne Elementary PTA in accordance with the budget adopted by Shayne Elementary PTA (appropriate forms and receipts must accompany all check requests);
- d. have checks or vouchers signed by two bonded officers: the Treasurer, the President, or one other designated officer;
- e. present a financial statement at every meeting of Shayne Elementary PTA and at other times when requested by the Executive Board;
- f. make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting);
- g. be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section 12, of these bylaws;
- h. present an annual report of the financial condition of the organization;
- i. have the accounts examined annually or upon change of officer by an auditor or an auditing committee of not less than three members, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report;
- j. report the findings of the annual report to the Executive Board;
- k. perform such other duties as may be provided for by these bylaws, standing rules, parliamentary authority, or as directed by the President, the Executive Board, or the PTA Board.
- l. transfer duties to the incoming Executive Board including changing signature cards at bank;
- m. file all IRS documents (ie: 990, etc.)
- n. maintain records for a minimum of the past three years.
- o. Count and prepare for deposit the funds generated by the Shayne Elementary PTA as prescribed below:
 - Funds received through various fundraising activities, events, or sales of the Shayne Elementary PTA are to be counted and logged by two (2) members of the PTA Board. Funds will then be submitted to the Treasurer for re-count and verification prior to deposit at a financial institution.
 - Deposit logs for each individual fundraising activity, event or sale will be maintained by the Treasurer
- p. Maintain accurate deposit logs.
- q. Make all reasonable efforts to collect on checks returned by financial institutions for reason of unavailable funds; and upon determination of inability to collect, report such finding to President for additional action as deemed appropriate by the Executive Board.

ARTICLE VIII: PTA BOARD

Section 1. The business of Shayne Elementary PTA shall be conducted by the PTA Board in the intervals between local unit PTA general meetings.

Section 2. Each board member shall be a member of Shayne Elementary PTA.

Section 3. The members of the board shall be:

- a. the elected officers;
- b. the chairmen of the standing and/or special committees, the principal or an appointed representative, teacher representatives, student representatives, and the immediate Past President; and
- c. a Parliamentarian, appointed by the President and approved by the officers of Shayne Elementary PTA.

Section 4. Duties of the board shall be to:

- a. carry out such business as may be referred to it by the membership of the association;
- b. create standing and special committees;
- c. report at the regular general membership meetings of Shayne Elementary PTA;
- d. select an Auditor or an Auditing Committee to audit the Treasurer's accounts;
- e. prepare and submit an annual budget to Shayne Elementary PTA's general membership for adoption; and
- f. approve payment of routine bills within the limits of the approved budget.

Section 5. If any member of the PTA Board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board in the following manner:

- a. A resolution adopted by the Executive Board;
- b. A ten (10) day notice issued to board member in question;
- c. An opportunity for the member in question to address the PTA Board at the next regular meeting; and
- d. Two-thirds (2/3) vote of the PTA Board for removal.

Section 6. Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting of the year. Attendance of all PTA Board members is mandatory. If a member of the PTA Board has three or more unexcused absences from regular meetings a replacement will be found for his/her position.

Section 7. Special meetings of the board may be called by the President or when requested by two (2) members upon five (5) days written notice to each member of the Board.

Section 8. At all meetings of the Board, a majority of the members of the board shall constitute a quorum for the transaction of business. (National PTA Bylaws Article IV – Constituent Organizations Section 5)

Section 9. Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board all records, books, and other materials pertaining to the position shall be turned over to the President and all funds pertaining to the position shall be returned to the Treasurer within fourteen days.

ARTICLE IX: EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of the elected officers and the parliamentarian of the PTA.

Section 2. Special meetings of the Executive Board may be called by the President or upon written request of two (2) members with two (2) days notice given to each member of the Executive Board.

Section 3. A majority of the Executive Board shall constitute a quorum for the transaction of business.

Section 4. Duties of the Executive Board shall be to:

- a. transact business referred to it by the PTA Board;
- b. appoint standing committee chairmen and members;
- c. approve the work of the committees;
- d. act in emergencies between meetings of the Board; and
- e. make a report at each PTA board meeting.

Section 5. The Executive Board shall take no action in conflict with any action taken by the PTA Board or the general membership.

Section 6. If any member of the Executive Board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the Board in the following manner:

- a. a resolution adopted by the remaining members of the Executive Board and/or the principal of the school;
- b. a ten (10) day notice issued to board member in question;
- c. an opportunity for the member in question to address the Executive Board at the next regular meeting; and

- d. a majority vote of the remaining Executive Board members for removal.

ARTICLE X: COMMITTEES

Section 1. Members of Shayne Elementary PTA may serve in an elected or appointed position only if they are an immediate family member (ie: parent, grandparent), or legal guardian of a currently enrolled Shayne Elementary student. Other interested members are subject to PTA Board approval.

Section 2. The standing committees of Shayne Elementary PTA shall be listed in the unit's standing rules.

Section 3. The Executive Board may create such special committees as it may deem necessary to promote the Purposes of PTA and carry on the work of Shayne Elementary PTA.

Section 4. The chairmen of standing committees shall be selected by the officers of Shayne Elementary PTA.

Section 5. The term of office of a committee chairman shall be one (1) year or until the selection of a successor.

Section 6. The chairman of each committee shall present a plan of work to the PTA Board or Executive Board for approval. No committee work shall be undertaken without the consent of the PTA Board or Executive Board.

Section 7. The President shall be a member ex-officio of all committees except the Nominating Committee.

#ARTICLE XI: COMMITTEE ON NOMINATIONS

There shall be a Nominating Committee composed of five (5) members, three (3) who shall be elected from the general membership and two (2) who shall be elected from the PTA Board, at least one month prior to the election of officers.

- a. The committee shall elect its own chair.
- b. The Nominating Committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting in April or May at which time additional nominations may be made from the floor.
- c. Only those individuals who are current members of Shayne Elementary PTA and who have signified their consent to serve if elected shall be nominated for office.
- d. No member shall serve on the Nominating Committee in consecutive years.

ARTICLE XII: GENERAL MEMBERSHIP AND MEETINGS

Section 1. Regular meetings of Shayne Elementary PTA shall be held at least three (3) times per year as provided by Shayne Elementary PTA, the Executive Board, or the PTA Board. Seven (7) day's notice shall be given to the membership of any change of date.

Section 2. Special meetings of Shayne Elementary PTA may be called by the President or by a majority of the Executive Board, five (5) days notice having been given.

Section 3. The annual meeting shall be held in August or September. This meeting will be held during the Shayne Elementary open house.

Section 4. Ten (10) members shall constitute a quorum for the transaction of business in any meeting of Shayne Elementary PTA.

ARTICLE XIII: TENNESSEE STATE PTA CONVENTION

(The following section **must** correspond to the Tennessee State PTA bylaws, and is provided as a guideline to local PTAs.)

Section 1. Each local PTA unit is entitled to representation by:

- a. the President or an elected alternate;
- b. one delegate or alternate; and
- c. in addition, each local unit in good standing is entitled to one delegate for every 50 members or a major fraction thereof, as shown by the official membership records.

Section 2. No delegate is allowed to represent more than one local unit and must have been a member of Shayne Elementary PTA at least thirty (30) days prior to the convention.

Section 3. Voting delegates and their alternates shall be chosen/elected in the month of March in order to take advantage of pre-registration.

ARTICLE XIV: FISCAL YEAR

The fiscal year of the Shayne Elementary PTA shall be July 1 through June 30.

ARTICLE XV: FINANCES

Section 1. All monies of the Shayne Elementary PTA shall be deposited by the Treasurer in a Federal or State chartered bank or credit union approved by the Executive Board.

Section 2. The authorized signatures of the account shall be President, Treasurer and other designated representative. Two (2) authorized signatures shall be required on all checks.

Section 3. The PTA Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the Shayne Elementary PTA. The officers shall not have the authority, however, to enter into such agreements on behalf of Shyane Elementary School nor should they hold themselves out as having such authority.

Section 4. No loans shall be made by the Shayne Elementary PTA to its officers or members.

Section 5. All deposits must be made within 24 hours of any fundraising activity/event.

Section 6. All disbursements shall be made within a maximum of thirty (30) days from the receipt of a payment request, provided that all appropriate forms and receipts accompany the request.

ARTICLE XVI: PARLIMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Shayne Elementary PTA and in all cases in which they are applicable and in which they are not in conflict with these bylaws, the Tennessee PTA Bylaws, the National PTA Bylaws, or the articles of incorporation.

ARTICLE XVII: AMENDMENTS

Section 1. These bylaws may be amended at any regular general membership meeting of Shayne Elementary PTA by two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment has been given at the previous regular meeting and that the proposed amendment shall be subject to approval of the Tennessee PTA.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of Shayne Elementary PTA, or by a two-thirds (2/3) vote of the Executive Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 3. Submission of amendments or revised bylaws for approval by the Tennessee PTA shall be in accordance with the bylaws or regulations of the Tennessee PTA.

Section 4. The adoption of an amendment to any provision of the bylaws of the Tennessee PTA identified by a pound sign (#) shall serve automatically and without the

requirement of further action by the Shayne Elementary PTA to amend their corresponding bylaws.

Date of Revision

Local Unit Bylaws Chairman

Date of Approval

State Bylaws Chairman

NAME OF LOCAL UNIT: Shayne Elementary PTA

ADDRESS: Shayne Elementary PTA
6217 Nolensville Road
Nashville, TN 37211

*** (February 2005 revisions in bold print)**

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____