



## By-laws

### RICHLAND ELEMENTARY PARENT TEACHER ORGANIZATION

#### ARTICLE I: NAME AND BOARD COMPOSITION

The name of this organization is the RICHLAND ELEMENTARY PARENT TEACHER ORGANIZATION. The Board Composition is defined as the PTO Executive Board, PTO Board, and General PTO Membership, as defined in Appendix A.

#### ARTICLE II: ARTICLES OF ORGANIZATION

The articles of organization include

- a. The by-laws of such organization and
- b. The certificate of incorporation or articles of incorporation of such organization.

#### ARTICLE III: MISSION & OBJECTIVES

##### Section 1:

*Mission:* Richland PTO is a community of families committed to elevating the Richland school experience for all stakeholders.

##### *Objectives:*

The Richland PTO will fundraise and mobilize volunteers in order to:

- a. Promote programs and initiatives that support the well-being of the children of Richland Elementary School,
- b. Cultivate an informed and cooperative environment between parents and teachers, in support of the students,
- c. Partner with the local community, to elevate the experience of Richland students and families,
- d. Generally support, promote, assist, and supplement the educational programs and facilities of Richland Elementary School,
- e. Privately fund intervention tutors for students, not otherwise funded by the district,
- g. Model and promote inclusiveness.
- h. Organize and lead staff appreciation efforts in order to strengthen family and staff relationships and boost school morale.

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**Section 2:** The objectives of the Richland Elementary PTO are developed through committees, projects, and programs, and are governed and qualified by the basic policies set forth in Article IV.

#### **ARTICLE IV: BASIC POLICIES**

The following are the basic policies of the Richland Elementary PTO:

- a. The organization shall be noncommercial, non-sectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- c. The organization shall not, directly or indirectly, participate or intervene 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 attempt to influence legislation.
- d. The organization shall work with Richland Elementary School and all other regulated and designated authorities.
- e. The Richland Elementary PTO may cooperate with other organizations and agencies concerned with child welfare, but a PTO representative shall make no commitments that bind the group he/she represents.
- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, officers, or other private persons, except that the organization shall be authorized to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on as a tax-exempt organization recognized under Tennessee Law or as a 501(c)3 organization under the IRS code.
- h. Approval to dissolve the organization requires a two-thirds vote by written ballot or most of the membership present. Only those members who are in good standing on the day of notice of the proposal to dissolve is presented to the general membership may vote. Dissolution shall take effect immediately and shall not be postdated. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to Richland Elementary School.
- i. This organization shall keep permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization for 7 years. Such books of accounts and records shall at all reasonable times be open to inspection and an annual independent audit conducted.
- j. All checks written by Richland Elementary PTO require the signature of two Executive Board members.
- k. Outside of pre-approved committee budget spending, requests made in the amount of \$0-\$100 can be approved by the President; amounts from \$101-\$4,999 must have the

approval of the PTO Executive Board; amounts above \$5,000 must receive the approval of the PTO Board and the general membership.

I. All PTO Executive Board members and Board members must abide by the Treasurer Controls Handbook. In the event that the Treasurer Handbook needs to be updated, it must be done so collaboratively by the PTO Executive Board.

**ARTICLE V. COMMITMENT TO FUND TUTORS:** The PTO will allocate 25% of its gross income from the previous fiscal year for the intervention tutors. Any unspent funds from this allocation will not automatically carry over for the intervention program's use in the subsequent fiscal year unless otherwise deemed necessary by the PTO Executive Board.

- a. The PTO's intervention tutor donation is for the purpose of securing tutors not otherwise funded by the school district.
- b. The PTO monies shall be used for tutor salaries.
- c. The PTO must be provided with data to evaluate the effectiveness of the tutor program at Richland. Student data from FastBridge (or similar program) may be used to evaluate students' progress from before and after tutoring intervention.
- d. The PTO, upon request, must see how the tutor donation is being allocated to the tutor's salaries.
- e. The 25% PTO donation does not include any grant monies that are specific to intervention tutors. Additionally, if PTO receives donations or grants that are specific to another purpose, that amount will not be included as gross income for the year when calculating the 25% tutor allocation.
- f. If, in consultation with Richland Elementary administration, it is determined that the allocated budget amount is not needed for intervention tutors or interventionists are funded through other means, those funds may be utilized for other purposes that directly benefit student education and/or intervention.

## **ARTICLE VI. MEMBERSHIP**

**Section 1:** Membership in this organization shall be made available without regard to race, color, creed, or national origin.

**Section 2:** This organization shall conduct an annual enrollment of members but may admit persons to membership at any time. The membership drive begins in August at school registration.

**Section 3:** The Membership Chairperson (Secretary) shall maintain an accurate list of membership.

**Section 4:** Only members of the organization shall be eligible to participate in the business meeting or to serve in any elective or appointive positions.

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**Section 5:** All memberships received during an academic year shall expire no later than September 15th of the next academic year.

**Section 6:** The Executive Board members will serve 1 or 2-year terms in each position, but no more than 2 consecutive terms and not to exceed 5 consecutive years in succession.

## **ARTICLE VII: OFFICERS AND THEIR ELECTION**

**Section 1.** Each officer must be a member in good standing of this organization.

**Section 2.** Officers and their election:

- a. The Executive officers of this organization shall consist of a President, President-Elect, Vice President, a Secretary, and a Treasurer. These officers comprise the Executive Board.
- b. Officers shall be elected no later than April of the school year prior to taking office.
- c. PTO Board Officers shall assume their official duties following the close of the meeting in May and shall serve for a term of two years until their successors are elected, unless the elected's time as a Richland parent is less than two years.
- d. Nominations to the PTO board are made from General PTO membership. Nominations are at the board level and must be approved by the Executive Board.
- e. The Executive Board shall be elected from the PTO board.
- f. The PTO Board shall be nominated and be voted on by a slate at a General PTO meeting.

### **Section 3. Vacancies**

- a. A vacancy occurring in any office shall be filled for the unexpired term by appointment by the President, after consultation with the Executive Board.
- b. If a vacancy occurs in the office of President, the President-Elect shall serve as President for the remainder of the unexpired term and lasting through their own term, the following school year.
- c. If the current President cannot ascend to the role of Parliamentarian for the upcoming school year, the current Parliamentarian may serve again in the role of Parliamentarian for two consecutive years.
- d. If scenario C (detailed above) is not possible, the Executive Board should select a current PTO Board member who has institutional knowledge of our PTO policies and procedures to serve as Parliamentarian.

## **ARTICLE VIII: DUTIES OF OFFICERS**

**Section 1. The President shall:**

- a. Preside at all meetings of the organization and of the PTO Board; and shall perform such other duties as may be prescribed in these bylaws or assigned to her/him by the

organization. The President shall ensure all parts of the organization are operating as expected, by close communication with each of the PTO committees and the PTO Board members.

b. The President shall set the PTO calendar for the following school year by June 30th, in a meeting that includes at least the PTO President, the PTO President-Elect, PTO Vice President and the Principal of Richland Elementary.

c. The President shall present the approved PTO donations for the following school year to the Richland Elementary Principal in a meeting that includes the PTO president, PTO president-elect, and PTO treasurer by August 1ST before the new school year.

d. The President shall serve a 1 year term after completing a 1 year term as President-Elect.

**Section 2. The President-Elect shall:**

a. act as an aide to the President; and

b. perform the duties of the President in their absence or in the event they are unable to carry out the duties of the office,

c. shall ascend to the Presidency automatically following their term as President-Elect unless there is cause to remove him/her from office.

d. Should events, i.e. illness, death, relocation, etc., prevent the President-Elect from assuming the office of the President, the Executive Board shall slate nominees for both positions from the PTO Board membership.

e. The President-Elect shall serve a 1 year term before ascending to a 1 year term as President.

**Section 3. The Vice President, shall:**

a. act as an aide to the President and President-Elect

b. The Vice President shall serve a 2 year term in this role on the PTO Executive Board.

C. Oversee special programming as assigned by the PTO President, including but not limited to overseeing the weekly communication needs of the organization

**Section 4. The Secretary shall:**

a. record the minutes of all meetings of the organization and of the PTO Board

b. have a current copy of the bylaws

c. maintain a membership list

d. prepare copies of the minutes for reading and distribution at subsequent meetings and,

e. retain copies of the approved minutes for the year so that they can be included in the yearly records.

f. perform such other duties as may be delegated to her/him.

g. The secretary shall serve a 2 year term in this role on the PTO Executive Board.

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h. Maintain the PTO's social media accounts, email distribution, and other communication as guided by the PTO Vice President

**Section 5. The Treasurer shall:**

- a. Keep a full and accurate account of receipts and expenditures; and in accordance with the budget adopted by the organization,
- b. Make disbursements as authorized by the President and PTO Board of the organization,
- c. Present a financial report at every meeting of the organization and at other times when requested by the PTO Board or general PTO membership,
- d. Be responsible for the maintenance of such books of account and records as conform to the requirement of Article XII of these bylaws.
- e. The Treasurer shall purge all financial records of more than seven years from the PTO files.
- f. The Treasurer shall perform a bi-weekly mini-audit of the PTO bank account.
- g. The treasurer shall change account passwords after each event where PTO volunteers collect money via mobile devices, for example using the Square or Cheddar Up app.
- h. The treasurer shall serve a 2 year term in this role on the PTO Executive Board.

**Section 6. All executive officers perform the duties outlined in these bylaws and others as assigned from time to time.**

- a. Each officer shall maintain an up to date procedure book for their office which shall be passed to their successor at the May meeting of the PTO Board.
- b. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President without delay, all records, books, and other material pertaining to the office, and shall return to the treasurer, without delay all funds pertaining to the organization.
- c. Each officer will oversee specific committees as assigned by the PTO President.

**Section 7. In addition to the duties prescribed in these bylaws, the Executive Board shall:**

- a. Have the power to act for the best interest of the organization in emergencies;
- b. Meet at the call of the President.
- c. Prepare and submit to the PTO Board for adoption a budget for the fiscal year.
- d. Select and hire a CPA qualified to prepare all necessary regulatory filings, including but not limited to Form 990.
- e. Meet with the CPA as often as necessary to ensure that all documentation needed to prepare the regulatory filings are submitted by the CPA no later than November 15th of each calendar year.

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f. The president, president-elect, vice president, and the treasurer shall be named cardholders on the PTO bank account. Each PTO debit card shall have a daily spending cap of \$1500.

## **ARTICLE IX: PTO BOARD**

**Section 1:** The PTO Board shall consist of the executive officers of the organization, the chairpersons of standing committees, and the Principal and Assistant Principals of Richland Elementary School, and two Teacher Advisors.

**Section 2:** The PTO Board Meetings are open to any registered PTO member, guests may attend with prior consent of the presiding officer.

**Section 3:** The duties of the PTO Board shall be:

- a. To transact necessary business in the intervals between general meetings and such other business as may be referred to it by the organizations;
- b. To create standing and special committees;
- c. To approve the plans of work of the standing committees;
- d. To present a report at the regular meetings of the organization;
- e. To select an auditor before the annual meeting to audit the treasurer's account;
- f. To approve and submit to the general membership for adoption a budget for the year.
  1. See Appendix B for the specific procedure for adopting a budget, based on Robert's Rules of Order.
- g. To approve routine bills within the limits of the budget.

**Section 4:** Regular meetings of the PTO Board shall be held during the year, according to the approved PTO calendar.

- a. One third of the PTO Board members shall be in attendance at each meeting to constitute a quorum. A quorum is necessary to conduct any new business or to vote on anything. Business conducted without a quorum present will be null and void.
- b. Special meetings of the PTO Board may be called by the President or by a majority of the members of the board.

**Section 5:** Attendance at PTO Board meetings is expected for all officers and chairpersons of standing committees.

- a. If a member cannot attend, he/she should notify the President and submit any business that needs to be presented or discussed at the meeting.

**Section 6:** In the event that a vote is required to approve bills within the budget or changes to the budget before an in-person meeting may be held, the President may email the PTO Board

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members the details of the vote with the names of two PTO Board members presenting the motion and seconding.

- a. Votes by PTO Board members can be made via email within a 48-hour period to the email address used by the President to send the bill or budget adjustment.
- b. The number of votes required must be equal to or greater than the number required for a quorum, meaning one-third of board members must cast a vote on the emailed proposal.

**Section 7.** The Parliamentarian Chair, also known as Past President, shall:

- a. Advise the presiding officers on questions of parliamentary law and matters of procedure,
- b. Attend all meetings of the organization, and to render opinions when requested.
- c. Review and revise the by-laws every five years (2020, 2025, 2030, etc.)
- d. The role of Parliamentarian should be filled by the immediate past president when possible.
- e. The Parliamentarian shall serve a 1 year term in this role, unless a 2nd term is necessary.

## **ARTICLE IX: MEETINGS**

**Section 1:** At least 6 general meetings of the organization shall be held during the school year. Dates of meetings shall be announced at the first board meeting of the year and also at the first general PTO meeting of the year. A week's notice (when possible) shall be given of a change of date.

**Section 2:** At least 6 board meetings of the organization shall be held during the school year, with each board meeting falling prior to the general meeting to prepare old and new business for the upcoming general meeting.

**Section 3:** Special meetings of the organization may be called by the President or by a majority of the PTO Board.

**Section 4:** In the event that a vote is required to approve bills within the budget or changes to the budget, the President will present the details of the proposed change at a meeting for membership vote.

- a. If the meeting for voting was not originally on the finalized calendar, a week's notice is required
- b. At the meeting, General Membership will be given the opportunity to vote
- c. An absentee voting process may occur for a 48 hour period following the meeting by means of an emailed form if deemed necessary
- d. A Majority vote is required for approval of the proposed budget.

## **ARTICLE X: COMMITTEES**



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**Section 1:** Only members of the organization shall be eligible to serve in any elective or appointed position.

**Section 2:** The PTO Board may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization. The term of each chairperson shall be two years or until the election of his/her successor.

**Section 3:** No committee work shall be undertaken without the consent of the PTO Board.

**Section 4:** The power to form special committees and appoint their members rests with the organization and the PTO Board.

**Section 5:** The President shall assign an officer to serve as an ex-officio member for each committee.

#### **ARTICLE XI: FISCAL YEAR**

The fiscal year of this organization shall begin July 1 and end June 30. Taxes are due to be filed with the IRS no later than November 15th

#### **ARTICLE XII: PARLIAMENT AUTHORITY**

The rules contained in the current edition of Robert's Rule of Order Newly revised shall govern the Richland Elementary School PTO in all cases in which they are applicable and in which they are not in conflict with these bylaws.

#### **ARTICLE XIII: BY-LAW AMENDMENTS**

**Section 1:** These bylaws may be amended at any general meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment has been given at least 30 days prior to the meeting at which the amendment is to be voted upon.

**Section 2:** A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote of the PTO Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

**\*Voted on by General PTO membership - Approved on 5/2/2024 - Danielle Ringold, Parliamentarian.**

#### **Appendix A: Current PTO Committees**

PTO Board positions as of 5/2/24

*Executive Board*

+President

+President-Elect

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- +Vice President
- +Treasurer
- +Secretary
- PTO Board-Committee Chairs*
- +Parliamentarian
- + Accelerated Reader Chair
- + Annual Giving Campaign Chair
- + Book Fair Chair
- + Brag Tags Chair
- + Children in Need Chair
- + Community Rewards & Spirit Event Chair
- + Copy Chair - Wednesday Folders
- + Corporate Sponsor Chair
- + Grades 3-5 Copy Chair
- + Grant Writer & Fundraiser Chair
- + Grounds Beautification Chair
- + Hospitality PTO Events Chair
- + Hospitality Teacher Luncheons Chair
- + Inclusion Liaison & Advocate Chair
- + Lunchroom Volunteers Chair
- + New Student Welcome & Field Day Concessions Chair
- + Online Spring Auction Chair
- + Readathon Chair
- + Redhawk Ambassador & Safety Patrol Chair
- + Richland Redhawk Facebook Chair
- + Richland Spirit Wear Chair
- + Room Sponsor Chair
- + Safety Chair
- + Skate Night Chair
- + Spring Fling Chair
- + Staff Snack Bars/Birthdays
- + Titles for Tomorrow Chair
- + Trunk or Treat Chair
- + Webmaster Chair
- + Yearbook Chair
- + Principal
- + Vice Principal
- + Teacher Advisors

## **Appendix B: Process for Adopting a Budget**

*The PTO Board process for adopting a budget is as follows:*

1. A quorum (1/3 of members) must be present at the meeting, either in-person or virtually, and

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2. The PTO treasurer(s) shall present the proposed budget and explain any significant changes,
3. The PTO Board members shall be provided with a copy of the proposed budget for their review,
4. The PTO treasurer and PTO Exec Board answers any questions or concerns with proposed budget,
5. The PTO President calls for a vote on the proposed budget,
6. The PTO Board members vote yes or no to approve by a show of hands, in person or virtually
7. The budget is approved if the majority of votes are of the affirmative.
8. The PTO Board approved budget is then ratified at the next general PTO meeting  
Where,

*The General PTO membership process for adopting a budget is as follows:*

1. A quorum (1/3 of members) must be present at the meeting, either in-person or virtually, and
2. The PTO Treasurer(s) will present the high points of the new budget along with a copy of that information, and
3. The PTO President or PTO Treasurer will call for a motion to approve the new budget, whereas a voting member must raise hand to approve the motion, another voting member must second the motion,
4. The motion to approve the budget can be approved by General Consent, if it is not likely to be opposed. When a motion is not likely to be opposed, the presenting PTO officer says, "if there is no objection, the motion will carry." The membership shows their agreement by silence, however, if one member says, "I object," the item must be put to a vote by voice or by division.
5. To vote by voice the Chairperson asks those in favor to say, "Aye," those opposed to say "no." Any member may move for an exact count of the votes.
6. To vote by division is to have members raise their hand or stand. This is a slight variation of the voice vote.
7. The presenting officer shall announce if the motion to approve the budget has passed or failed.

\*Source: <https://robertsrules.org>