

Dr. William Burrus Elementary
Parent-Teacher Organization Articles of Association/Bylaws
EIN:47-3565755

ARTICLE I **NAME**

The name of this Organization is the Dr. William Burrus Elementary School Parent-Teacher Organization (PTO), a nonprofit corporation

ARTICLE II **PURPOSE**

The purpose of the Organization is to support the education of children at Dr. William Burrus Elementary by bringing a closer relation between the home and school in order for parents and teachers to cooperate intelligently in the education of our children.

ARTICLE III **BASIC POLICIES**

The following are basic policies of this Organization.

- a. The Organization shall be non-commercial, non-secretariat, and non-partisan. The Organization is of nonprofit status.
- b. The name of the Organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern, or with any partisan interest, or for any purpose not appropriately related to promotion of the Objects of the Organization.
- c. The Organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution 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.
- d. The Organization shall work with the school to provide quality education for all children and youth, and shall seek to participate in the decision making process establishing school policy, recognizing that legal responsibility to make decisions has been delegated by the people to the Board of Education.
- e. The Organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Organization in such matters shall make no commitments that bind the Organization.
- f. No part of its net earnings will insure to the benefit of individuals.
- g. This Organization will keep permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including the specific number of its members and the dues collected from its members. Such books shall at all reasonable times be open to inspection by any member of the Organization.
- h. The board shall discuss & approve all meal expenses of volunteers working an all day event.
- i. The fiscal year of the Organization shall begin on July 1 and end on the following June 30.

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ARTICLE IV **MEMBERSHIP AND CONTRIBUTIONS**

- Section 1 Membership in this PTO shall be made available to any individual who subscribes to the Objects and basic policies of the Organization, without regard to race, color, creed, or national origin, under such rules and regulations not in conflict with the provisions of these Bylaws. Any parent or guardian of a student at the school may become a member and have voting rights. An Annual Fee shall be collected at the beginning of the school calendar year. Certified Faculty are automatic members of the PTO.
- Section 2 Only members of the Organization shall be eligible to participate in the business meetings, or to serve in any of its elective or appointive positions.
- Section 3 Every individual who is a member of this PTO is entitled to all benefits of such membership.
- Section 4 The Organization shall conduct an annual enrollment of members. Membership enrollment shall take place at the beginning of the school calendar and continue for one month. Only a new family will be allowed to enroll in the PTO beyond the standard time frame.
- Section 5 Each member of the Organization, excluding Certified Faculty, shall pay annual dues.
- Section 6 Membership in the Organization shall be extended free of charge to Certified Faculty.
- Section 7 The PTO Executive Board shall set the membership amount.

ARTICLE V **OFFICERS AND THEIR ELECTION**

- Section 1 Each Officer of this PTO shall be a dues paying member.
- Section 2 **Officers and Their Election**
- a. The Executive Board of this Organization shall consist of a President, a Vice President of Fundraising & Events, a Vice President of Volunteers, a Secretary, and a Treasurer.
 - b. An Officer of the Executive Board shall at anytime be removed if probable cause warrants such action. A majority of the Executive Board must agree to the removal of an Officer. The school Principal will provide a tie-breaking vote if necessary.

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- c. Spouses may jointly hold an Officer position if both parties are willing to accept the responsibilities of said office. Spouses may not hold two separate Officer positions.
- d. Officers shall serve a term of one (1) year and shall remain in office until their successors are elected.
- e. An executive board officer may serve in the same office for no more than two (2) consecutive terms. Because of the complicated nature of the position, the treasurer may serve in the same office for three (3) consecutive terms.
- f. Each Officer shall be a member of the Executive Board and have one (1) vote per Office.

Section 3 Nominating Officers

- a. Nominations for Officers shall be made by Dr. William Burrus Elementary PTO Members and Certified Faculty.
- b. The Nomination Committee shall include the Principal, the Dr. William Burrus Elementary PTO Executive Board, and two Certified Faculty members of Dr. William Burrus Elementary.
- c. Notification will be sent to PTO Members calling for Nominations for PTO Officers for the following year.
- d. Nominations must be received in the manner requested in the notification within the specified time period set by the Nomination Committee.
- e. The Nomination Committee will evaluate the Nominations. Once a slate has been chosen by the Nominating Committee, the Nominees will be contacted by a member of the Nomination Committee.
- f. The top three (3) Nominees for each Office will be interviewed by members of the Nomination Committee.
- g. Once the Nominees are finalized, the slate will be presented to the PTO Membership and Certified Faculty for a vote.
- h. The Elected Officers will be introduced at the May PTO Meeting.
- i. The newly elected Executive Board will meet with the Exiting Executive Board prior to their June 1 start date.

Section 4 Vacancies

A vacancy occurring in any office shall be filled for the remaining term by a person elected by a majority vote of the Executive Board, notice of such election having been given.

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ARTICLE VI **DUTIES OF OFFICERS**

Section 1 The President shall be the Chief Executive Officer of the Organization. Subject to the powers vested in the Executive Board, the President shall have general charge and supervision of the business and affairs of the Organization and shall perform the duties usually incident to the office of President of a nonprofit corporation organized under the laws of the state of Tennessee.

The President shall:

- a. Preside at all meetings of the Organization and the Executive Board.
- b. Coordinate the work of the Officers.
- c. Be allowed to select a Parliamentarian who shall serve by and be a member of the Executive Committee.

Section 2 The Vice President of Volunteers shall:

- a. Perform such duties in the absence of or inability of the President to discharge his/her duties.
- b. Assist all standing committees as needed.
- c. Be responsible for coordinating and working with the Home Room Parents, Grandparent Club, and other committees.

Section 3 The Vice President of Fundraising & Events shall:

- a. Be responsible for major WBE PTO events including but not limited to fundraisers and programs.
- b. Assist all standing committees as needed.

Section 4 The Secretary shall:

- a. Keep and provide each member of the Executive Board a correct record of all meeting minutes of the Organization, including Executive Board meetings.
- b. Update and maintain the permanent file.
- c. Provide a newsletter publication, if necessary.
- d. Perform any other duties as delegated to the office by the Executive Board.
- e. Notify members of Organization meetings.
- f. Maintain a webpage per Principal's approval.
- g. Maintain a PTO membership log.

Section 5 The Treasurer shall:

- a. Have custody of all funds of the Organization.

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- b. Keep an accurate record of receipts and expenditures in books belonging to the Organization.
- c. Deposit or cause to be deposited all moneys and other valuable effects in the name and to the credit of the Organization in such depositories as designated by the Executive Board of the Organization
- d. Disburse the funds only as according to the approved annual budget and/or funds as authorized by the Executive Board.
- e. Render to the Executive Board at a regular meeting of the Executive Board or whenever they may require it, an account of all transactions as Treasurer and of the financial condition of the Organization.
- f. Allow the Executive Board to approve needed expenditures that may not be included in the budget.
- g. Have an independent CPA to prepare tax returns. It is recommended that this CPA does not have a child attending Dr. William Burrus Elementary.
- h. Be responsible for having prepared and submitted on or before November 15 of each fiscal year the Federal Income Tax Forms.
- i. Obtain two (2) authorized signatures (Treasurer and President) for disbursements exceeding \$500.00.
- j. Leave no less than \$1,000.00 start-up monies in the account for successors.
- k. Handle and maintain monies and records in accordance with the policies set forth by Tennessee Comptroller of the Treasury. Attach copy to Bylaws.

The accounts of the Organization shall have an independent inspection each fiscal year by an auditor selected by the Treasurer and approved by the Executive Board. The report of the inspection shall be included in the permanent records of the Organization.

Section 6 The duties of the Executive Board shall be:

- a. To transact necessary business for the benefit of the Organization and in accordance with the will of the Membership.
- b. To create standing and special committees and define their duties.
- c. To report on daily business of the PTO at regular meetings of the Organization.
- d. To approve expenditures within the limits of the budget and any additional expenditures necessary.
- e. To ensure all business matters are approved by a majority of the Executive Board. The school Principal will provide a tie-breaking vote if necessary.

All Officers shall deliver to their successors all official material no later than ten (10) days following the meeting at which new officers assume their duties.

ARTICLE VII **RELATED ARTS ACCOUNT**

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- Section 1 The Related Arts Contribution amount to be determined yearly by the Executive Board, will be designated for the sole purpose of funding expenditures for the Related Arts.
- Section 2 This account will be used, but not be limited to, providing the computer teacher's salary and taxes.
- Section 3 This contribution is PER STUDENT. It is a recommended fee, but not required.

ARTICLE VIII FUNDS

- Section 1 All fundraising activities shall be subject to approval through a cooperative agreement between the PTO Executive Board and the Principal of the school. The disbursements of the proceeds shall be according to the budget as approved by the General Membership.
- Section 2 Allotted funds must be disbursed by the end of the current school year. If funds are not disbursed by year-end, the funds shall revert to the general account for discretionary use by the incoming Executive Board and new General Membership.

ARTICLE IX STANDING COMMITTEES

Standing committees will be determined at the first Executive Board meeting of the year by the Executive Board.

- Section 1 Standing committees shall include but are not limited to:
- a. Spirit Shop
 - b. Carnival
 - c. Carnival Auctions
 - d. Related Arts
 - e. Spirit Nights
 - f. Hospitality
 - g. Family Relations
 - h. Sponsorships
- Section 2 Chairpersons of standing committees shall be appointed by a majority vote of the Executive Board. A chairperson of a standing committee shall be deleted at the discretion

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of the Executive Board by a majority vote. The school Principal will provide a tie-breaking vote if necessary.

- Section 3 Members will be appointed to committees at the discretion of the Executive Board. The Executive Board will decide if the chairperson may select his/her own committee members.
- Section 4 Special committees may be appointed by the President as required to promote the interests of the Organization.
- Section 5 All committee chairs and members MUST be paying members of the PTO.

ARTICLE X MEETINGS

- Section 1 There shall be at least two (2) General Membership meetings of this Organization. Notice shall be given of a change of date. If school is canceled for any reason on the day of a General Membership meeting, the meeting will be canceled and/or rescheduled.
- Section 2 Special meetings may be called by the President or by a majority of the Executive Board, five days notice having been given.
- Section 3 The final meeting of the school year shall be the Annual Meeting at which time Officers shall be approved and installed and dues for the forthcoming school year shall be approved.
- Section 4 The privilege of holding office, making motions, debating and voting shall be limited to members of the Organization whose dues have been paid at the beginning of the school calendar, as well as Certified Faculty.

ARTICLE XI DISSOLVE OF PTO

Upon dissolve of the PTO, any remaining funds shall be remitted directly to Dr. William Burrus Elementary.

ARTICLE XII AMENDMENTS

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These bylaws may be amended at any regular meeting of the Organization by a two-thirds vote of the members present and voting, provided that the notice of the proposed amendment shall have been given at least ten days prior to the meeting at which the amendment is voted upon.

Approved June 1, 2015 by the Dr. William Burrus Elementary PTO Executive Board.

Amended May 21, 2017 vote at PTO general meeting.

Amended April 17, 2020 vote at PTO general meeting.

Amended May 6, 2021 vote at PTO general meeting.

Amanda Humphrey, President 2015-2016

Jennifer Goggin, Secretary 2015-2016

Molly Barbuto, President 2019-2020

Kelly Cusson, Secretary 2019-2020

Hollie Unger, President 2020-2021

Lindsey Baldwin, Secretary 2020-2021