

Revised June 2012

**BYLAWS
ANDREW JACKSON PARENT-TEACHER ORGANIZATION**

ARTICLE I: NAME

The name of this organization is the Andrew Jackson Parent-Teacher Organization, Inc. also known as Andrew Jackson P.T.O., hereinafter referred to as “Organization,” an autonomous organization started with the approval of the parents and teachers of Andrew Jackson School by majority vote on March 14, 1985.

ARTICLE II: NON-PROFIT STATUS

The Andrew Jackson Parent-Teacher Organization is a non-profit corporation, organized under the laws of Tennessee. It’s “articles of organization” comprise the certificate of incorporation and these bylaws, as from time to time amended.

ARTICLE III: ORGANIZATION PURPOSE

The purposes of this organization are:

- a. To help advance the well-being of our children in the home, school, church and community.
- b. To bring parents and teachers closer together that they may cooperate in raising the standards of education for our children.
- c. To encourage unity between educators and the general public in such efforts as will assure for all the children the highest advantages in physical, mental, and social education.
- d. To work with community leaders to bring about adequate laws to aid in the care and protection of children and youth.
- e. To fill the educational needs not otherwise provided for within our school.

ARTICLE IV: BASIC POLICIES

The following are the basic policies of this organization:

- a. The organization shall be nonsectarian and nonpartisan.
- 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 purposes of this organization.

- c. The Organization 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.
- d. The Organization shall cooperate with Andrew Jackson School to support the improvement of education in ways that will not interfere with the administration of the school and shall not seek to control its policies.
- 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. In the event of the dissolution of the Organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 601 (a)(3) of the Internal Revenue Code of 1964 from time to time amended.

ARTICLE V: MEMBERSHIP AND DUES

SECTION 1: Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member of the Organization, subject only to compliance with the provisions of the bylaws. Membership in this Organization shall be available without regard to race, color, creed, or national origin.

SECTION 2: The Organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

SECTION 3: Only members of the Organization shall be eligible to vote in its business meetings, or to serve in any of its elective or appointive positions. A membership list will be maintained by the Vice President of Membership to be available for use in determining participation privileges when deemed necessary by the school principal.

SECTION 4: Each member of the Organization shall pay annual dues as set by the Organization's elected officers.

ARTICLE VI: OFFICERS AND THEIR ELECTION

- a. The officers of this Organization shall be as follows:
 1. President
 2. Vice President
 3. Past President
 4. Chair of Programs and Events
 5. Co-Chair of Programs and Events
 6. Chair of Membership
 7. Co-Chair of Membership
 8. Chair of Fall Fundraising
 9. Co-Chair of Fall Fundraising
 10. Chair of Spring Fundraising
 11. Co-Chair of Spring Fundraising
 12. Chair of On-going Fundraising
 13. Co-Chair of On-going Fundraising
 14. Treasurer
 15. Assistant Treasurer
 16. Secretary
 17. Assistant Secretary
 18. Historian
 19. Landscaping
 20. Spirit Merchandising
 21. Principal or designee of the school
- b. These officers shall be elected annually by voting at the last school year P.T.O. meeting. However, if there is but one candidate for any office, by motion from the floor, the election may be by acclamation.
- c. In the absence or inability of the President to discharge the duties of the office, such duties shall be performed by the Vice President. The Vice President position shall be filled in accordance with the bylaws. (Article VI, Section 3).
- d. Officers shall assume their official duties following the election and serve until the election and qualification of their successors. Procedure books are to be turned over at election with the exception of the treasurer's financial records which shall be turned over July 1.

- e. A person shall not be eligible to serve more than two consecutive terms in the same office.

SECTION 2:

- a. The president and principal shall establish a nominating committee by March 1 consisting of six (6) members: teacher(s), current board member(s) and parent member(s) of the Organization. The principal and/or a representative appointed by the principal shall sit on the committee as an ex-officio member.
- b. The nominating committee shall nominate at least one eligible person for each office to be filled and report its nominees to the organization by letter one week prior to the last annual meeting, in May, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such offices.
- d. More than six months shall be considered a full term.

Section 3: A vacancy occurring in any office other than that the President shall be filled by the assistant to that position for the unexpired term. All other vacancies will be filled for the unexpired term by a majority vote of the remaining members of the executive committee, notice of such an election being given.

ARTICLE VII: DUTIES OF OFFICERS

Section 1: The president shall preside at all meetings of the Organization and of the executive committee; shall be a member ex-officio of all committees except the nominating committee; shall appoint all special committees; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Organization or by the executive committee; and shall coordinate the work of the offices and committees of the Organization in order that the purpose may be promoted. The President becomes a member of the Participatory Leadership Team. In most cases, the president is also in charge of starting the votes for issues that face the PTO. Votes can include allowing new members onto the PTO board or changing policies for meetings and organizational events, among other things. The president will generally lead discussion, as well as open voting for these important decisions.

The president is responsible for preparing agendas for each of the organization's public meetings, as well as meetings held with just the PTO board, the school administrators or the teachers alone.

PTO presidents are also responsible for the financial well-being of the organization. Presidents should keep track of the organization's financial standing, including annual budget, bank accounts, current balances, check signing policies and accounting systems used to keep track of the PTOs information.

Section 2: The Vice President shall act as an aide to the President. She/he shall perform the duties of the President in the absence or disability of that officer and prepare for the role of President for the following year.

Section 3: The Past President shall act as an aide to the president and shall serve with her/him on the Participatory Leadership Team.

Section 4: The Chair of Programs and Events shall be responsible for activities consisting of but not limited to Parents Are Lifesavers (PALS), American Education Week and End of Year Luncheon; and shall perform such other duties as may be delegated to her/him.

Section 5: The Co-Chair of Programs and Events shall assist in programs and events as needed by the Chair and prepare for the Chair position for the following year.

Section 6: The Chair of Membership shall be responsible for the membership of the organization and acquiring the volunteer opportunities needed throughout the school. She/he will ensure that information relevant to the school community is broadcast effectively through a quarterly newsletter.

Section 7: The Co-Chair of Membership shall assist with the membership as needed by the Chair and prepare for the Chair for the following year. The Co-chair shall be responsible for acquiring volunteers and coordinating their efforts as needed in the school. The Co-chair shall conduct all New Parent Tours.

Section 8: The Chair of Fall Fundraising shall be responsible for the first P.T.O. sponsored fundraiser and shall perform such other duties as may be delegated to her/him.

Section 9: The Co-Chair of Fall Fundraising shall assist in fundraising as needed by the Chair and prepare for the Chair position for the following year.

Section 10: The Chair of Spring Fundraising shall be responsible for the second P.T.O. sponsored fundraiser and shall perform such other duties as may be delegated to her/him.

Section 11: The Co-Chair of Spring Fundraising shall assist in fundraising as needed by the Chair and prepare for the Chair position for the following year.

Section 12: The Chair of On-going Fundraising is responsible for coordinating the year round fundraisers as decided upon at the annual meeting.

Section 13: The Co-Chair of On-going Fundraising shall assist in fundraising as needed by the Chair and prepare for the Chair position for the following year.

Section 14: The Treasurer shall draft a tentative budget in the fall for each school year and approved by a majority vote of the members present. The Treasurer shall have custody of all the funds of the organization; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the Organization, the executive committee, or a special committee. The treasurer shall present a financial statement at every meeting of the Organization and at other times when requested by the executive committee, and shall make a full report at the annual meeting.

The treasurer's accounts shall be examined annually by an auditor or an auditing committee, who satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing by the executive committee shall take place at least two weeks before the annual meeting in September.

Section 15: The Assistant Treasurer shall act as an aide to the treasurer; shall aid in fundraising collections; shall prepare for the role of Treasurer for the following year; and shall perform such other duties as may be delegated to her/him.

Section 16: The Secretary shall keep and correct records of all meetings of the Organization and of the executive committee. Minutes of such meetings shall be either posted, emailed or delivered within one week of a meeting. Secretary shall perform such other duties as may be delegated to her/him.

Section 17: The Assistant Secretary shall act as an aide to the secretary; shall, in the absence or inability of the secretary to serve, perform the duties of the secretary; and shall perform other such duties as may be delegated to her/him.

Section 18: The Historian shall serve as chairperson of a committee that is responsible for school scrapbooks and archives, including but not limited to documentation of school activities and events; and shall perform such other duties as may be delegated her/him.

Section 19: The Landscaping chairperson shall coordinate with local groups/organizations such as; but not limited to Hands on Nashville to facilitate the beautification of our school grounds

Section 20: The Merchandising chairperson shall be responsible for inventory and maintenance of all Spirit Store merchandise. She/he shall ensure set up of spirit merchandise at any general PTO meeting and other events as determined by the Executive Board.

Section 21: Principal shall report to the PTO what is going on at the school, such as new hires, schedules, proposed activities and so on.

Section 22: All officers shall:

- a. Perform all the duties of the office as outlined in these bylaws and suggested by the procedure book for that office.
- b. Keep a procedure book of all work done to turn over to succeeding officers at election.
- c. Turn over to the treasurer, without delay, all funds and documentation pertaining to the office.
- d. These officers shall be elected annually by voting at the last school year PTO meeting.
- e. However if there is but one candidate for any office by motion from the floor the election may be made by acclamation
- f. In the absence or inability of the president to discharge the duties of the office, such duties shall be performed by the Vice President. The Vice President position shall be filled in accordance with the bylaws. (Article VI, Section 3).
- g. Officers shall assume their official duties following the election and serve until the election and qualification of their successors. Procedure books are to be turned over at election with the exception of the treasurer's financial records which shall be turned over July 1.
- h. A person shall not be eligible to serve more than two consecutive terms in the same office.

ARTICLE VIII: EXECUTIVE COMMITTEE

Section 1: The executive committee shall consist of the officers of the Organization and the principal of the school and/or a representative appointed by the principal. The members of the executive committee shall serve until the election and qualification of their successors.

Section 2: The duties of the executive committee shall be:

- a. To conduct the business of the Organization in the intervals between meetings.
- b. To create committees and approve the plans of the committees.
- c. To present pertinent reports at the regular meetings of the Organization.
- d. To prepare and submit to the Organization for approval a budget for the fiscal year.
- e. To approve bills outside the limits of the budget.

Section 3: Regular meetings of the executive committee shall be held within one week prior to the regular scheduled Organization meetings; the time to be set by the committee at its first meeting of the year. A majority of the executive committee members shall constitute a quorum. Special meetings of the executive committee members may be called by the president or by majority of the members of the committee.

Telephone or email votes may be utilized between meetings. These must be executed in the following manner: a written statement of proposal, signed or approved by the principal, is to be copied and either read over the phone or emailed to members and/or sent home to members. The president will place phone calls or email each member to present the proposal. Members will then return an approval email or a written, signed and dated vote to school by the designated date.

ARTICLE IX: MEETINGS

Section 1: There shall be five (5) regular meetings of this Organization, one to be Open House, which shall be held in September, November, January, March and May at 7:00 P.M. unless otherwise provided by the Organization or by the executive committee. Five days notice shall be given of change of date.

Section 2: Special meetings may be called by the president or by the executive committee by written request of ten members, two days notice having been given.

Section 3: The last Organization meeting of the school year shall be the annual business meeting at which time annual reports shall be received and officers shall be installed.

Section 4: Ten (10) Organization members shall constitute a quorum.

ARTICLE X: COMMITTEES

Section 1: The executive committee may create such committees as it may deem necessary to promote the purpose and carry on the work of the Organization. No committee shall be undertaken without the consent of the executive committee. The principal and the president shall appoint the committee chairs not already assigned through the electoral process.

Section 2: The chairperson of each committee shall present a plan of work to the executive committee for approval.

Section 3: The president shall be a member ex-officio of all committees except the nomination committee.

ARTICLE XI: FISCAL YEAR

The fiscal year of the Organization shall coincide with the school year as determined by the Metropolitan Board of Education.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern the Organization in all areas in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XIII: AMENDMENTS

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 a one week written notice has been given.

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the Organization.