

**Kenrose Elementary School**  
**Kenrose PTO Bylaws**

**Article I: Name**

The name of this association is the Kenrose Parent-Teacher Organization (PTO), Brentwood, Tennessee.

**Article II: Purposes and Objectives**

- a. To heighten the awareness of our members regarding the education of our children
- b. To support the school in their efforts to educate and encourage social skills in our children
- c. To provide dialogue and/or feedback between school administrators and parents
- d. To enhance the overall educational environment by promoting volunteerism
- e. To provide opportunities for acquaintance between parents, teachers, and administrators through programs, events, and social affairs
- f. To raise funds to provide for the above
- g. The organization is organized exclusively for the charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future tax code (hereinafter "Internal Revenue Code").

**Article III: Membership and Dues**

- a. This PTO shall conduct an annual enrollment of members, but may admit individuals to membership at any time.
- b. The annual dues for members shall be established by majority vote of the Executive Board on an annual basis.
- c. Membership is open to all interested families of Kenrose Elementary students and to the staff of Kenrose School.
- d. Only active members (ones who have paid the current year's annual dues in this organization) shall be eligible to vote on all issues presented at the general meetings.

#### **Article IV: Officers and their Election**

- a. The elected officers of the Kenrose PTO shall consist of a president, three (3) vice presidents, an assistant vice president, a secretary, a treasurer, an assistant treasurer, a public relations coordinator, and a parliamentarian.
- b. Non-elected officers of the Kenrose PTO shall consist of the Principal of the school and a teacher representative appointed by the principal. These members shall have full voting rights as members of the Executive Board. An Advisor to the Board shall also be included in the non-elected officers of the board. This advisor is to be appointed by the majority vote of the Executive Board. This advisor position will not have voting rights and should be a previous board member when possible.
- c. No officer may be eligible to serve more than two (2) consecutive terms in the same office.
- d. Officers shall assume their official duties following the close of the joint boards meeting in April and shall serve for a term of one year or until their successors are elected.
- e. Vacancies: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having being given. In case a vacancy occurs in the office of president, the vice president of membership shall serve notice of the election.
- f. There shall be a Nominating Committee composed of the Parliamentarian, serving as the chairperson and additional members recommended by the executive board that represent various grade levels and development locations zoned to Kenrose.
- g. The Nominating Committee shall present to the Executive Board eligible persons for each office to be filled. Only those persons who are current members of this local PTO and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.
- h. This slate of proposed officers will be presented for election at the General Meeting of the organization in March, at which time additional nominations may be made from the floor. The slate of nominated officers shall be elected by a majority vote at this General Meeting. Election by written ballot will be required if any position has more than one (1) candidate.

## **Article V: Duties of Officers**

### **1 .President:**

- a. To monitor the work of officers and committees of the organization in order that the objectives may be accomplished.
- b. Preside at all meetings of the organization and the executive board and to set the agenda or both meetings.
- c. Be a member ex-officio of all committees except the nominating committee.
- d. To perform such other duties as may be prescribed in these bylaws or assigned by the Kenrose PTO.
- e. To have all contracts and/or legally binding documents approved by the organization prior to signing.

### **2. Vice President of Membership:**

- a. To be responsible for encouraging and maximizing the PTO membership.
- b. To be responsible for the orientation of volunteers and coordination (with the Vice President of Projects) of assignments to committees and/or activities.
- c. To be responsible for the Kenrose School Directory compilation and distribution.
- d. To oversee the standing committees of:
  - \* Volunteer Connection
  - \* Coordinates Volunteers through PTO Manager
  - \* School Directory
  - \* Hospitality
  - \* Newcomers Coffee/Welcoming
  - \* Donuts For Dad/Muffins For Mom
  - \* Room Parent Coordinator
- e. To perform the duties of the President in the absence or inability of that officer to serve.
- f. To perform such other duties as may be delegated to the Vice President of Membership.

### **3. Vice President of Projects:**

- a. To be responsible for all committees that support everyday school functions including:
  - \* Safety
  - \* Playground
  - \* Environmental/Recycling
  - \* Spirit Committee
  - \* T-shirts
  - \* Landscaping
  - \* School Supplies
- b. To perform such other duties as may be delegated to the Vice President of Projects.

#### 4. Vice President of Fundraising:

- a. To be responsible for screening proposed new fundraising activities of the Kenrose PTO and presenting a fundraising proposal for the current year.
- b. To maintain all fundraising committees to ensure that opportunities are maximized to the fullest potential in a timely manner.
- c. To perform the duties of the president in the absence of both the president and the vice president of membership.
- d. To perform such other duties as may be delegated to the Vice President of Fundraising.

#### 5. Assistant Vice President of Fundraising:

- a. To assist Vice President of Fundraising with all fundraising projects sponsored by the Kenrose Elementary PTO.

#### 6. Recording Secretary:

- a. Shall keep an accurate record of the proceedings of all executive board meetings and general PTO meetings of the organization in a notebook which is the record of the Kenrose PTO.
- b. To present minutes of the general meetings for approval by membership in attendance, and posts minutes.
- c. To be prepared to refer to minutes of previous meetings.

- d. To keep a current copy of bylaws.
- e. To record attendance of all Kenrose executive board and general PTO meetings.
- f. To perform such other duties as may be delegated to the recording secretary.

#### 7. Public Relations Coordinator:

- a. To ensure accurate and timely communication between all PTO members, parents, school staff, teachers, and local media.
- b. To be responsible for the production and distribution of the Kenrose newsletter each month.
- c. To be responsible for Williamson AM, Channel 3, and Williamson Courier press releases and others as appropriate.
- d. To be responsible for the committees of:
  - \* Kenrose bulletin board
  - \* Corporate Liaison Sponsor
  - \* Marquee
  - \* Electronic Tuesday folders
  - \* Correspondence envelopes
  - \* Mentoring Program
- e. To perform such other duties as may be delegated to the Public Relations Coordinator.

#### 8. Treasurer:

- a. To keep permanent books of account and records that shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization. The books of account and records shall be at reasonable times open to inspection by any member of the organization in the presence of a witness.
- b. To keep an accurate record of receipts and disbursements in a ledger, which is a permanent record of this organization. All other financial records must be retained for seven (7) years, including the current year.
- c. To keep the membership informed of expenditures as they relate to the budget adopted by the organization.
- d. To be prepared to present a statement of account at every meeting of the organization.

- e. To be responsible for filling out and forwarding all necessary tax forms required by any government agency to an independent agent for completion.
- f. To make an annual report to the organization, which includes gross receipts and disbursements for the year.
- g. To receive bank statements and reconcile all bank accounts monthly.
- h. To perform such other duties as may be delegated to the Treasurer.

#### 9. Assistant Treasurer:

- a. To receive all monies for the organization, and depositing them in the name of the organization in a bank approved by the Executive Board.\*
- b. To receive and maintain a copy of the deposit slip for any deposit made.
- c. To write checks for budgeted expenses as approved by the GPTO, and to secure two (2) signatures on all checks. Any two (2) of the following officers are authorized to sign: President, Vice Presidents, or Assistant Treasurer. The authorized signers shall not be related by blood or marriage or reside at the same address.
- d. To be responsible to assist the treasurer in all the above described duties.
- e. To perform such other duties as may be delegated to the Assistant Treasurer.

\* No monies shall be received directly by Assistant Treasurer, but shall be instead received by a PTO officer or committee chair. When monies are collected, a record of funds received should be documented and submitted with funds to the Assistant Treasurer. Assistant Treasurer should then perform an additional tally to confirm amounts to be deposited.

#### 10. Parliamentarian:

- a. To advise the presiding officer of parliamentary law and matters of procedure during executive board and general PTO meetings.

- b. Chair the bylaws committee.
- c. To perform such other duties as may be delegated to the Parliamentarian.

11. An end-of-the-year assessment form shall be compiled annually by all officers and standing committee chairs and filed with the Kenrose PTO President.

12. When an officer or standing committee chairperson fails to attend three (3) consecutive meetings without adequate excuse or is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules or engages in conduct injurious to the organization or its purposes, the executive board may, by two-thirds (2/3) affirmative vote, declare the office vacant.

13. All officers shall perform the duties prescribed in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED in addition to those outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation or termination, each officer shall turn over to the president, without delay, all records, books and other materials pertaining to the office and shall return to the treasurer, without delay, all funds belonging to the organization.

## **Article VI: Executive Board**

1. The duties of the executive board shall be:
  - a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
  - b. To create standing and special committees as are deemed necessary to promote the purpose and to carry on the work of the organization.
  - c. To approve the plans of the standing committees.
  - d. To present a report at the general meetings of the organization.
  - e. To select an auditor or an auditing committee to audit the treasurer's accounts as required by Williamson County Schools.

- f. May authorize the payment of routine organization bills within the limits of the budget adopted by the organization, and may authorize the payment of other bills not to exceed a total of \$1500.00 between general meetings of the organization. Such action shall be disclosed at the next general meeting and must be recorded in the organization minutes.
  - g. Shall fill all vacancies in office, except that of the president.
  - h. Shall present a report of actions taken at the general meetings of the organization.
  - i. Shall receive a financial report from the treasurer at each meeting.
2. The executive board shall meet at least once a month during the school year, unless otherwise ordered by the executive board. Special meetings of the executive board may be called by the president. The president must call a special meeting upon the written request of three (3) members. Special meetings must be held within ten (10) days of a receipt request, and all members must be notified in writing 48 hours prior to the meeting.
3. Seven (7) members shall constitute a quorum for the transaction of business in any meeting of the executive board.

## **Article VII: Standing Committees**

- a. The executive board may create standing committees, as it may deem necessary, to promote the objectives and purposes and carry out the work of the organization.
- b. The chairpersons of each committee shall appoint their own committee members and present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board. The term of office for a chairperson shall be for one (1) year, but not limited to one (1) year, or until a successor has been appointed.
- c. Committee expenditures are budgeted and approved in advance. If a committee anticipates non-budgeted costs, they must approach the PTO for approval, and those expenses should be put to discussion and a vote **before** the costs are incurred. The committee will collect gross revenues and submit them to the treasurer. The committee will also submit documented expenses to the treasurer for reimbursement.



- d. Upon the expiration of the term of office or in case of resignation or termination, each chairperson shall turn over to the president, without delay, all records, books, and other material pertaining to the chairmanship, and shall return to the treasurer, without delay, all funds belonging to the organization.
- e. Prior to year-end, each committee chairperson shall submit to the president a report of the year's activities and recommendations for changes if needed.

### **Article VIII: General Membership Meetings**

- a. General meetings of the organization will be held during the school year. Dates of meetings shall be determined by the executive board and announced at least five (5) days prior to the meeting.
- b. Members present at a duly called meeting shall constitute a quorum.
- c. Meetings will include a budget review and a vote for approval if needed. **Electronic voting shall be permitted which includes but is not limited to email, telephone call out or a survey type tool. One vote per family shall be allowed.**
- d. The joint annual meeting of both the old and new Executive Boards and all Committee Chairpersons shall be held in April.
- e. All minutes of general membership meetings shall be made available the following general meeting. All minutes of any PTO meetings, including executive board meetings, shall be made available upon request.

### **Article IX: Budget**

- a. a. The PTO school year budget will be compiled by the Executive Board prior to the start of the school year. The budget will be ratified by the General Membership no later than the first General PTO Meeting of the school year. **Electronic voting shall be permitted which includes but is not limited to email, telephone call out or a survey type tool. One vote per family shall be allowed.**

- b. The PTO Executive Board is authorized to make payments for items incurred prior to the ratification of the budget by the General Membership, provided such expenses do not exceed 10% of the proposed budget.

### **Article X: Fiscal Year**

The fiscal year of the Kenrose PTO shall begin on July 1 and end on June 30.

### **Article XI: Parliamentary Authority**

Roberts Rules of Order Revised shall be the authority in any parliamentary question not covered in these bylaws.

### **Article XII: Amendments**

These bylaws may be amended at any general meeting of the membership by a two-thirds (2/3) vote of the members present and voting, provided the proposed amendment has been approved by the executive board and has been read at the previous meeting of the organization or has been made available to the members prior to the next regular scheduled meeting.

### **Article XIII: Dissolution**

In the event of the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, and by two-thirds (2/3) affirmative vote of the executive board, the remaining assets shall be distributed to Kenrose Elementary School for the benefit of the school.

Date amended and approved: April 18, 2013

Date amended and approved: December 9, 2014

Date amended and approved: May 12, 2015

Kenrose Elementary PTO

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