

# ***West Hills Elementary Parent Teacher Association Bylaws***

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## **# Article 1: NAME**

The name of this association is West Hills Elementary Parent Teacher Association, (PTA), Knoxville, Tennessee, hereinafter referred to as “this local unit”. It is a local PTA organized under the authority of the Tennessee Congress of Parents and Teachers (Tennessee PTA), a branch of the National Congress of Parents and Teachers (National PTA).

## **# Article II: Purposes**

Section 1. The Purposes of this local unit, in common with those of the Tennessee PTA and the National PTA, are:

- a. To promote the welfare of children and youth in the 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 this local unit 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 association 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 this local unit, in common with those of the Tennessee PTA and the National PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association 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.
- c. The association shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, school, and the community at large.
- d. No part of the net earnings of the association shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private individuals except that the association 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.
- e. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of the association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations 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.
- g. The association 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.
- h. This local unit may cooperate with other associations and agencies concerned with child welfare, but PTA/PTSA representatives shall make no commitments that bind the association.

### **# Article IV: Relationship with Tennessee and National PTA**

Section 1. This local unit 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;
- e. Meets other criteria as may be prescribed by Tennessee PTA;
- f. To be eligible for any all awards, a local unit membership report with the national and state portions of the dues must be received in the state office no later than December 1<sup>st</sup>.

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

Section 3. This local unit shall adopt such bylaws for the governance of the association as may be approved by the Tennessee PTA. Such bylaws shall be resubmitted for review by Tennessee PTA at least once every five years. Such bylaws shall contain provisions corresponding to the provisions of state bylaws identified by the pound sign (#).

Section 4. Voting by proxy is prohibited.

Section 5. Only members of West Hills Elementary PTA who have paid dues for the current membership year may participate in the business of Tennessee PTA and National PTA.

Section 6. This local unit 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 7. Organization of a new local unit requires a minimum of eight (8) members. To remain a unit in good standing, a local unit must maintain a minimum of twenty (20) members.

Section 8. The charter of this local unit shall be subject to withdrawal and the status of such association 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 9: A local unit may dissolve in the following manner:

(a) A local unit executive committee 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 executive committee prior to its taking any action on such a proposal. If the executive committee 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 (2/3) 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 out, may vote.
- (c) Dissolution shall take effect immediately and shall not be postdated. The provisions hereinafter outlined in Article IV, Section 13, shall take effect immediately.
- (d) When a local PTA/PTSA has voted to dissolve in compliance with Article IV, Section 17, and later wishes to resume activities, it is necessary to reorganize the unit. The same procedure as the association 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.

Section 10. This local unit 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 this local unit.

### **# 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 West Hills Elementary PTA is chartered, and is entitled to all the benefits of such membership.

Section 2. Membership in this local unit shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.

Section 3. This local unit shall conduct an annual enrollment of members but may admit individuals to membership at any time.

Section 4. To remain a local unit in good standing requires a minimum of twenty (20) members.

Section 5. Each member of this local unit shall pay such annual dues to said association as approved by a two-thirds (2/3) vote of the members present at a general membership meeting of the association.

Section 6. Only members of this local unit who have paid dues for the current membership year may participate in the business of this local unit.

Section 7. 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 as instructed on the report forms.

Section 8. All memberships received during the fiscal year ending June 30th shall expire no later than the following October 31st.

### **Article VI: Officers and Their Election**

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

# Section 2. The officers shall be elected by ballot at the Annual Meeting at which time nominations may be made from the floor. The Annual Meeting shall be held in the month of April.

# 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 West Hills Elementary PTA:

#a. Each officer shall be a member of the West Hills Elementary PTA.

b. No officer may be eligible to serve more than two (2) consecutive terms in the same office.

c. 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.

Section 5. Officers shall assume their official duties following the close of the fiscal year and shall serve for a term of one (1) year or until his/her successor is elected.

# Section 6: No person shall serve on the board of managers in more than one elected capacity.

Section 7. Vacancies: A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the Vice-President. A vacancy in any office other than president shall be filled by the board of managers.

### **Article VII: Duties and Officers**

Section 1. The President shall:

a. Preside at all meetings of West Hills Elementary PTA.

b. Serve as an ex officio member of all committees except the Nominating Committee.

c. Be a designated signatory 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 for by these bylaws, standing rules, parliamentary authority, or directed by the board of managers, or executive committee.

Section 2. The Vice President(s) shall:

- a. Act as aide to the President.
- b. Perform the duties of the President in the President's absence or inability to serve.
- c. Perform such other duties as may be provided for by these bylaws, standing rules, parliamentary authority, or as directed by the President, the board of managers, or the executive committee.

Section 3. The Recording Secretary (also referred to as the Secretary) shall:

- a. Record the minutes of all meetings of the West Hills Elementary PTA.
- b. Be prepared to read the records of any previous meetings.
- 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 board of managers, or the executive committee.

Section 4. The Treasurer(s) shall:

- a. Have custody of the funds of West Hills Elementary PTA.
- b. Keep a full and accurate account of receipts and expenditures in the books belonging to West Hills Elementary PTA.
- c. Make disbursements as authorized by the President or board of managers, in accordance with the budget adopted by this PTA.
- d. Have checks or vouchers signed by two (2) designated signatories as per on file at Home Federal Bank.
- e. Present a financial statement at every meeting of West Hills Elementary PTA and at other times when requested by the board of managers.
- 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 association.
- i. Have the accounts examined annually or upon change of officer by an auditor or an auditing committee of not less than three (3) members, who, satisfied that the Treasurer's annual report is correct, should sign a statement of that fact at the end of the report.
- j. Report the findings of the annual report to the board of managers.

k. Perform such other duties as may be provided for by these bylaws, standing rules, parliamentary authority, or directed by the President, the board of managers, or the executive committee.

### **Article VIII: Board of Managers**

Section 1. The board of managers shall conduct the business of the West Hills Elementary PTA in the intervals between local unit PTA general meetings.

Section 2. The members of the board shall be:

- a. The elected officers;
- b. The chairpersons of the standing and/or special committees, the principal or an appointed representative, the vice-principal, a teacher representative, and the immediate past president(s);
- c. A Parliamentarian, appointed by the President, subject to approval of the officers of West Hills 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 West Hills Elementary PTA.
- d. Select an Auditor or an Auditing Committee to audit the Treasurer's accounts.
- e. Prepare and submit an annual budget to West Hills Elementary PTA's general membership for adoption.

Section 5. 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.

Section 6. Special meetings of the board may be called by the President or when requested by three members of the board of managers upon five (5) days written notice to each member of the Board.

# Section 7. A quorum of the board of managers shall be determined by the members of the board. Voting by proxy is prohibited.

Section 8. If any member of the board of managers shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board of managers in the following manner:

- a. A resolution adopted by the executive committee.
- b. A ten (10) day notice issued to board member in question.
- c. An opportunity for the member in question to address the board of managers at the next regular meeting.

d. Two-thirds (2/3) vote of the board of managers for removal.

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 (14) days.

### **Article IX: Executive Committee**

Section 1. The executive committee shall be composed of the elected officers, the parliamentarian of the PTA, the principal of the school, the vice principal of the school, a teacher representative, and the immediate past president(s).

Section 2. Special meetings of the executive committee may be called by the President or upon written request from three members with five (5) day's notice given to each member of the executive committee.

Section 3. A quorum of the executive committee shall be a majority of the members of the committee then in office. Voting by proxy is prohibited.

Section 4. Duties of the executive committee shall be to:

- a. Transact business referred to it by the board.
- b. Appoint standing committee chairmen and members.
- c. Approve the work of the committees.
- d. Act in emergencies between meetings of the board.
- e. Make a report at each board meeting.

Section 5. The executive committee shall take no action in conflict with any action taken by the board of managers or the general membership.

### **Article X: Committees**

# Section 1. Only members of West Hills Elementary PTA shall be eligible to serve in any elective or appointed positions.

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

Section 3. The board of managers may create such special committees as it may deem necessary to promote the Purposes of PTA and carry on the work of West Hills Elementary PTA.

Section 4. The chairmen of standing committees shall be approved by the executive committee of West Hills 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 executive committee for approval. No committee work shall be undertaken without the consent of the executive committee.

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

### **# Article XI: Committee on Nominations and Leadership Development**

A Committee on Nominations and Leadership Development shall be elected at least two (2) months prior to the election of officers. The committee shall be composed of three (3) members, at least one (1) of which shall be a member at large.

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 Annual Meeting at which time additional nominations may be made from the floor.

c. Only those individuals who are current members of West Hills Elementary PTA and who have signified their consent to serve if elected shall be nominated for office.

d. No member shall serve on this committee for consecutive terms.

### **Article XII: General Membership and Meeting**

Section 1. Regular meetings of West Hills Elementary PTA shall be held at least four (4) times per year as provided by West Hills Elementary PTA, the board of managers, or the executive committee. Five (5) days' notice shall be given to the membership of any change of date.

Section 2. Special meetings of West Hills Elementary PTA may be called by the President or by a majority of the board of managers, five (5) day's notice having been given.

# Section 3. The general membership must have an Annual Meeting. (See ARTICLE VI: OFFICERS AND THEIR ELECTION, Section 2).

# Section 4. Ten (10) members shall constitute a quorum for the transaction of business in any meeting of West Hills Elementary PTA. Voting by proxy is prohibited.

### **Article XIII: Council Membership**

(This article applies only to those local PTAs holding membership in a council PTA. The following sections must correspond to the council PTA bylaws.)

Section 1. The West Hills Elementary PTA shall be represented in meetings of The Knox County Council of PTAs by the President or alternate, the principal or alternate, and by one delegate or alternate.

- a. All representatives to the PTA council must be members of West Hills Elementary PTA.
- b. Delegates and their alternates shall be appointed by the executive committee in March.
- c. Delegates to the Knox County Council of PTAs shall serve for a term of one (1) year.

Section 2. The West Hills Elementary PTA shall pay annual dues to the Knox County Council of PTAs as provided in the Knox County Council PTA Bylaws. The amount per member to be paid shall be designated by the Knox County Council PTA.

### **# Article XIV: 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 fifty (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 West Hills 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 XV: Fiscal Year**

The fiscal year of the West Hills Elementary PTA shall begin on July 1 through June 30.

## Article XVI: Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the West Hills 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 XVIII: Amendments

Section 1. These bylaws may be amended at any regular general membership meeting of West Hills Elementary TA 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 West Hills Elementary PTA, or by a two-thirds (2/3) vote of the board of managers. 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 West Hills Elementary PTA to amend their corresponding bylaws.

Date of Revision Local Unit Bylaws Chairman

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Date of Approval State Bylaws Chairman

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NAME OF LOCAL UNIT: West Hills Elementary PTA

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ADDRESS: 409 Vanosdale Road, Knoxville, TN 37909

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# FEDERAL EMPLOYER IDENTIFICATION NUMBER: 10-0115984

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NATIONAL PTA UNIT ID: 00012254

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