

GEORGE W. VANCE MIDDLE SCHOOL PTSA BYLAWS

ARTICLE I: NAME

The name of this organization is the George W. Vance Middle School Parent-Teacher-Student Association, PTSA, Bristol, Tennessee. It is a local PTSA organized under the authority of the Tennessee Congress of Parents and Teachers (the Tennessee PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

ARTICLE II: PURPOSES

Section 1. The Purposes of the George W. Vance Middle School PTSA, in common with those of the Tennessee PTA and the National PTA, are:

- a. To promote the welfare of children and youth in 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 the George W. Vance Middle School PTSA 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 organization 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 the George W. Vance Middle School PTSA, in common with those of the Tennessee PTA and the National PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.

- b. The organization 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.
- c. The organization 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.
- d. The Tennessee PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but PTA/PTSA representatives shall make no commitments that bind the group they represent.
- e. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private individuals except that the organization 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.
- f. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- g. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be returned to the Tennessee PTA.
- h. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community.

ARTICLE IV: RELATIONSHIP WITH TENNESSEE AND NATIONAL PTA

Section 1. This local PTA 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 by March 1. To be eligible for any and all awards, a local unit membership report, with the national and state portion of the dues, must be received in the state office by December 1;
- 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. Requires a minimum of 20 members.

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

Section 3. George W. Vance Middle School PTSA shall adopt such bylaws for the governance of the organization as may be approved by the Tennessee PTA. Such bylaws shall not be in conflict with the Tennessee PTA Bylaws or the National PTA Bylaws.

Section 4. Bylaws of George W. Vance Middle School PTSA shall include an article on amendments.

Section 5. Bylaws of George W. Vance Middle School PTSA shall include a provision establishing a quorum.

Section 6. Each officer or board member of George W. Vance Middle School PTSA shall be a member of George W. Vance Middle School PTSA.

Section 7. The bylaws of George W. Vance Middle School PTSA shall prohibit voting by proxy (unless proxy voting is specified by applicable state law).

Section 8. A PTA member shall not serve as a voting member of George W. Vance Middle School PTSA's board while serving as a paid employee of or under contract to George W. Vance Middle School PTSA.

Section 9. Only members of George W. Vance Middle School PTSA who have paid dues for the current membership year may participate in the business of this local PTSA.

Section 10. The George W. Vance Middle School PTSA shall collect dues from its members and shall remit a portion of such dues to the Tennessee PTA as provided in Article V thereof.

Section 11. The George W. Vance Middle School PTSA 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.

1 **Section 12.** The charter of George W. Vance Middle School PTSA shall be subject to
2 withdrawal and the status of such organization as a local PTSA shall be subject to
3 termination, in the manner and under the circumstances provided in the bylaws of the
4 Tennessee PTA.

5
6 **Section 13.** The George W. Vance Middle School PTSA is obligated, upon withdrawal
7 of its charter by the Tennessee PTA:

- 8
9 a. To yield up and surrender all of its books and records and all of its assets and
10 property to the Tennessee PTA or to such agency as may be designated by the
11 Tennessee PTA or to another local PTA organized under the authority of the
12 Tennessee PTA;
13 b. To cease and desist from the further use of any name that implies or connotes
14 association with the Tennessee PTA or the National PTA; and
15 c. To carry out promptly, under the supervision and direction of the Tennessee PTA,
16 all proceedings necessary or desirable for the purpose of dissolving the George
17 W. Vance Middle School PTSA.

18
19 **Section 14.** The George W. Vance Middle School PTSA shall include in its bylaws
20 provisions corresponding to the provisions of state bylaws identified by the pound sign
21 (#).

22
23 **Section 15.** To organize a new PTA unit requires a minimum of eight (8) members; to
24 remain a unit in good standing requires a minimum of twenty (20) members.

25
26 **Section 16.** Each local PTA/PTSA shall adopt such bylaws for the governance as may be
27 approved by the Tennessee PTA Board of Managers or by a person or persons to whom
28 the work is delegated. The bylaws of each local unit shall be reviewed at least once every
29 five (5) years.

30
31 **Section 17.** A local PTA or PTSA may dissolve in the following manner.

- 32
33 a. A local unit executive committee considering recommending to its general
34 association a resolution to dissolve must afford the council president, region
35 director or state PTA representative an opportunity to speak to the executive
36 committee prior to its taking any action on such a proposal. If the executive
37 committee then votes to present to its general membership a motion to dissolve, it
38 must inform in writing the council president, region director, the state president
39 and its general membership at least thirty (30) days prior to the next general
40 membership meeting that the resolution to dissolve will be considered. No
41 meeting for the purpose of considering dissolution of a local PTA/PTSA unit shall
42 be held during the periods of time when school is closed for vacation or holidays.
43 The council must be afforded the opportunity to speak at that meeting to the
44 membership prior to action being taken by them on the proposed resolution to
45 dissolve.

- b. Approval to dissolve requires a two-thirds 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, 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 organization 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.

#ARTICLE V: MEMBERSHIP AND DUES

Section 1. Every individual who is a member of this local PTSA is, by virtue of that fact, a member of the Tennessee PTA and of the National PTA by which George W. Vance Middle School PTSA is chartered, and is entitled to all the benefits of such membership.

Section 2. Membership in George W. Vance Middle School PTSA shall be made available by George W. Vance Middle School PTSA, without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the Tennessee PTA Bylaws or the National PTA Bylaws, as may be prescribed in the bylaws of George W. Vance Middle School PTSA, to any individual who subscribes to the Purposes and basic policies of the National PTA.

Section 3. The George W. Vance Middle School PTSA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

Section 4. Each member of George W. Vance Middle School PTSA shall pay such annual dues to said organization as approved by a 2/3 vote of the voting body of the general membership. The amount of such dues shall include the portion payable to the Tennessee PTA – the “state portion” – and the portion payable to the National PTA – the “national portion.”

Section 5. The Tennessee PTA portion of each member’s dues shall be recommended by the Board of Managers and approved by a two-thirds (2/3) vote of the voting body at the Annual Convention.

Section 6. The National PTA portion of each member’s dues shall be determined by a two-thirds (2/3) vote of the voting body at the National PTA annual convention.

1 **Section 7.** The state and national portions of the dues paid by each member of George
2 W. Vance Middle School PTSA shall be set aside and remitted to the Tennessee PTA
3 through such channels and at such times as the state PTA bylaws may provide. The
4 Tennessee PTA shall pay the national portion of dues to the National PTA for all
5 members.
6

7 **Section 8.** Each local unit membership chairman shall maintain an accurate list of
8 members and shall furnish a copy to the local unit secretary. A copy of this list shall be
9 sent with each membership report.
10

11 **Section 9.** All memberships received during the fiscal year ending June 30 shall expire
12 no later than the following October 31.
13

14 **ARTICLE VI: OFFICERS AND THEIR ELECTION**

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17 **Section 1.** The officers of George W. Vance Middle School PTSA shall be a President,
18 three Vice-Presidents, a Secretary, and a Treasurer.
19

20 **Section 2.** The officers shall be elected by ballot at the annual meeting in the month of
21 April, at which time nominations may be made from the floor.
22

23 **Section 3.** The vote shall be conducted by ballot. When there is but one candidate for an
24 office, the ballot for that office may be dispensed with and election held by voice vote. A
25 majority vote shall elect. Written ballots shall be counted by three members selected at
26 the election meeting.
27

28 **Section 4.** The following provisions shall govern the qualifications and eligibility of
29 individuals to be officers of the George W. Vance Middle School PTSA.
30

- 31 # a. Each officer shall be a member of the George W. Vance Middle School PTSA.
32 b. No officer may be eligible to serve more than two consecutive terms in the same
33 office.
34 c. A person who has served in an office for more than one half of a full term shall be
35 deemed to have served a full term in such office.
36

37 **Section 5.** Officers shall assume their official duties following the close of the meeting
38 in May and shall serve for a term of one year or until their successors are elected.
39

40 **# Section 6.** No person shall serve on the Board of Managers in more than one elected
41 capacity.
42

43 **Section 7, Vacancies**

44 A vacancy occurring in the office of President shall be filled for the remainder of the
45 unexpired term by the First Vice-President. A vacancy in any office other than president
46 shall be filled by the board of managers.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The President shall:

- a. preside at all meetings of George W. Vance Middle School PTSA;
- b. serve as an ex-officio member of all committees except the Committee on Nominations and Leadership Development;
- c. be a designated signator on checks or vouchers;
- d. coordinate the work of the officers and committees of this local PTSA in order that the Purposes may be promoted.
- e. Perform such other duties as may be provided by these bylaws, standing rules, parliamentary authority, or as directed by the board of managers, or the executive committee.

Section 2. The Vice-Presidents shall:

- a. act as aides to the President;
- b. in their designated order, perform the duties of the President in the President's absence or inability to serve;
- c. and 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 Secretary shall:

- a. record the minutes of all meetings of the George W. Vance Middle School PTSA;
- b. be prepared to read the records of any previous meeting;
- 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 shall:

- a. have custody of the funds of George W. Vance Middle School PTSA;
- b. keep a full and accurate account of receipts and expenditures in the books belonging to George W. Vance Middle School PTSA;
- c. make disbursements as authorized by the President, board of managers, or George W. Vance Middle School PTSA in accordance with the budget adopted by George W. Vance Middle School PTSA;
- d. have checks or vouchers signed by two bonded officers: the Treasurer, the President, or one other designated officer;
- e. present a financial statement at every meeting of George W. Vance Middle School PTSA 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 11, of these bylaws;
- h. present an annual report of the financial condition of the organization;
- i. have the accounts examined annually or upon change of officer by an auditor or an auditing committee of not less than three members, who, satisfied that the Treasurer's annual report is correct, shall 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 as directed by the President, the board of managers, or the executive committee.

ARTICLE VIII: BOARD OF MANAGERS

Section 1. The business of George W. Vance Middle School PTSA shall be conducted by the board of managers in the intervals between local unit PTSA general meetings.

Section 2. Each board member shall be a member of George W. Vance Middle School PTSA.

Section 3. The members of the board shall be:

- a. the elected officers;
- b. the chairmen of the standing and/or special committees, the principal or an appointed representative, teacher representatives, student representatives, and the immediate Past President; and
- c. a Parliamentarian, appointed by the President and approved by the officers of George W. Vance Middle School PTSA.

Section 4. No person shall serve on the Board of Managers in more than one elected capacity.

Section 5. 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 George W. Vance Middle School PTSA;
- d. select an Auditor or an Auditing Committee to audit the Treasurer's accounts;
- e. prepare and submit an annual budget to George W. Vance Middle School PTSA's general membership for adoption; and
- f. approve payment of routine bills within the limits of the approved budget.

1 **Section 6.** If any member of the board of managers shall at any time cease to meet the
2 qualifications or fulfill the duties of the position, that person may be removed from the
3 board in the following manner:

- 4
5 a. A resolution adopted by the executive committee;
6 b. A ten (10) day notice issued to board member in question;
7 c. An opportunity for the member in question to address the board of managers at
8 the next regular meeting; and
9 d. Two-thirds (2/3) vote of the board of managers for removal.

10
11 **Section 7.** Regular meetings of the board shall be held with the date and time to be fixed
12 by the board at its first meeting of the year.

13
14 **Section 8.** Special meetings of the board may be called by the President or when
15 requested by a majority of members upon two days written notice to each member of the
16 Board.

17
18 **# Section 9.** At all meetings of the Board, a majority of the members of the board shall
19 constitute a quorum for the transaction of business. (National PTA Bylaws Article IV –
20 Constituent Organizations Section 5)

21
22 **Section 10.** Upon the expiration of the term of office or when individuals cease to hold
23 the position that entitles them to be a member of the board all records, books, and other
24 materials pertaining to the position shall be turned over to the President and all funds
25 pertaining to the position shall be returned to the Treasurer within fourteen days.

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28 **ARTICLE IX: EXECUTIVE COMMITTEE**

29
30 **Section 1.** The executive committee shall be composed of the elected officers, the
31 principal of the school, and the parliamentarian of the PTSA.

32
33 **Section 2.** Special meetings of the executive committee may be called by the President
34 or upon written request of a majority of members with two days notice given to each
35 member of the executive committee.

36
37 **# Section 3.** A majority of the executive committee shall constitute a quorum for the
38 transaction of business.

39
40 **Section 4.** Duties of the executive committee shall be to:

- 41
42 a. transact business referred to it by the Board;
43 b. appoint standing committee chairmen and members;
44 c. approve the work of the committees;
45 d. act in emergencies between meetings of the Board; and
46 e. make a report at each board meeting.

1 **Section 5.** The executive committee shall take no action in conflict with any action taken
2 by the board of managers or the general membership.
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5 **ARTICLE X: COMMITTEES**

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7 **Section 1.** Only members of George W. Vance Middle School PTSA shall be eligible to
8 serve in any elected or appointed position.
9

10 **Section 2.** The standing committees of George W. Vance Middle School PTSA shall be
11 listed in the unit's standing rules.
12

13 **Section 3.** The board of managers may create such special committees as it may deem
14 necessary to promote the Purposes of PTA and carry on the work of George W. Vance
15 Middle School PTSA.
16

17 **Section 4.** The chairmen of standing/special committees shall be elected by the officers
18 of George W. Vance Middle School PTSA.
19

20 **Section 5.** The term of office of a committee chairman shall be one year or until the
21 selection of a successor.
22

23 **Section 6.** The chairman of each committee shall present a plan of work to the executive
24 committee or board of managers for approval. No committee work shall be undertaken
25 without the consent of the executive committee or board of managers.
26

27 **Section 7.** The President shall be a member ex-officio of all committees except the
28 Committee on Nominations and Leadership Development.
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31 **#ARTICLE XI: COMMITTEE ON NOMINATIONS** 32 **AND LEADERSHIP DEVELOPMENT** 33

34 A Committee on Nominations and Leadership Development shall be elected at least two
35 months prior to the election of officers. The committee shall be composed of five
36 members, at least one of which shall be a member at large.
37

- 38 a. The committee shall elect its own chair.
- 39 b. The Committee shall nominate an eligible person for each office to be filled
40 and report its nominees at the regular general membership meeting in April at
41 which time additional nominations may be made from the floor.
- 42 c. Only those individuals who are current members of George W. Vance Middle
43 School PTSA and who have signified their consent to serve if elected shall be
44 nominated for office.
- 45 d. No member shall serve on the Committee in consecutive years.
46

1 **ARTICLE XII: GENERAL MEMBERSHIP AND MEETINGS**

2
3 **Section 1.** Regular meetings of George W. Vance Middle School PTSA shall be held at
4 least five times per year as provided by George W. Vance Middle School PTSA, the
5 board of managers, or the executive committee. Five day's notice shall be given to the
6 membership of any change of date.

7
8 **Section 2.** Special meetings of George W. Vance Middle School PTSA may be called by
9 the President or by a majority of the board of managers, two days notice having been
10 given.

11
12 **Section 3.** The annual meeting shall be held in May.

13
14 **# Section 4.** Five members shall constitute a quorum for the transaction of business in
15 any meeting of George W. Vance Middle School PTSA.

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18 **ARTICLE XIII: COUNCIL MEMBERSHIP**

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20 **Section 1.** The George W. Vance Middle School PTSA shall be represented in meetings
21 of the Bristol Tennessee PTA Council by the President or the George W. Vance Middle
22 School PTSA Council Representative, the principal or alternate.

- 23
24 a. All representatives to the PTA/PTSA council must be members of George W.
25 Vance Middle School PTSA.
26 b. The George W. Vance Middle School PTSA Council Representative to the Bristol
27 Tennessee PTA Council shall serve for a term of one year.

28
29 **Section 2.** The George W. Vance Middle School PTSA shall pay annual dues of \$.15 per
30 member to the Bristol Tennessee PTA Council as provided in the Bristol Tennessee PTA
31 Council Bylaws.

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34 **ARTICLE XIV: TENNESSEE STATE PTA CONVENTION**

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36 **# Section 1.** Each local PTA unit is entitled to representation by:

- 37 a. the President or an elected alternate;
38 b. one delegate or alternate; and
39 c. in addition, each local unit in good standing is entitled to one delegate for every
40 50 members or a major fraction thereof, as shown by the official membership
41 records.

42
43 **# Section 2.** No delegate is allowed to represent more than one local unit and must have
44 been a member of George W. Vance Middle School PTSA at least thirty (30) days prior
45 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 George W. Vance Middle School PTSA shall be 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 George W. Vance Middle School PTSA 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 XVII: AMENDMENTS

Section 1. These bylaws may be amended at any regular general membership meeting of George W. Vance Middle School PTSA 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.

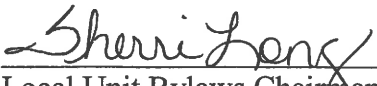
Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of George W. Vance Middle School PTSA, or by a two-thirds (2/3) vote of the board of managers. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

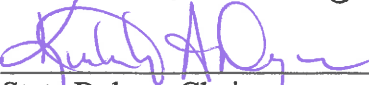
Section 3. Submission of amendments or revised bylaws for approval by the Tennessee PTA shall be in accordance with the bylaws or regulations of the Tennessee PTA.

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 George W. Vance Middle School PTSA to amend their corresponding bylaws.

March 5, 2010
Date of Revision

May 31, 2010
Date of Approval


Local Unit Bylaws Chairman


State Bylaws Chairman

1 **NAME OF**
2 **LOCAL UNIT:** George W. Vance Middle School PTSA
3
4 **UNIT ADDRESS:** 815 Edgemont Avenue
5
6 Bristol, Tennessee 37620
7
8
9 **CHAIRMAN'S**
10 **EMAIL ADDRESS:** slong1964@charter.net or longs@btcs.org
11
12
13 **# FEDERAL EMPLOYER IDENTIFICATION NUMBER:** 62-1293540