

1 **Riverdale Elementary PTSA Bylaws**

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4 **ARTICLE I: NAME**

5
6 The name of this organization is the Riverdale Elementary Parent-Teacher-Student
7 Association, (PTSA), Germantown, Tennessee. It is a local PTSA organized under the
8 authority of the Tennessee Congress of Parents and Teachers (the Tennessee PTA), a
9 branch of the National Congress of Parents and Teachers (the National PTA).

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11 **# ARTICLE II: PURPOSES**

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13 **Section 1.** The Purposes of the Riverdale Elementary PTSA, in common with those of
14 the Tennessee PTA and the National PTA, are:

- 15
16 a. To promote the welfare of children and youth in home, school, community, and
17 place of worship,
18 b. To raise the standards of home life,
19 c. To secure adequate laws for the care and protection of children and youth,
20 d. To bring into closer relation the home and the school, that parents and teachers
21 may cooperate intelligently in the education of children and youth, and
22 e. To develop between educators and the general public such united efforts as will
23 secure for all children and youth the highest advantages in physical, mental,
24 social, and spiritual education.

25
26 **Section 2.** The Purposes of the Tennessee PTA, the National PTA, and the Riverdale
27 Elementary PTSA are promoted through an advocacy and educational program directed
28 toward parents, teachers, and the general public; are developed through conferences,
29 committees, projects, and programs; and are governed and qualified by the basic policies
30 set forth in Article III.

31
32 **Section 3.** The organization is organized exclusively for the charitable, scientific,
33 literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal
34 Revenue Code or corresponding section of any future federal tax code, hereinafter
35 “Internal Revenue Code”.

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38 **# ARTICLE III: BASIC POLICIES**

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40 The following are basic policies of the Riverdale Elementary PTSA, in common with
41 those of the Tennessee PTA and the National PTA:

- 42
43 a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
44 b. The organization or members in their official capacities shall not, directly or
45 indirectly, participate or intervene (in any way, including the publishing or
46 distributing of statements) in any political campaign on behalf of, or in opposition

1 to, any candidate for public office; or devote more than an insubstantial part of its
2 activities to attempting to influence legislation by propaganda or otherwise.

- 3 c. The organization shall work with the schools and community to provide quality
4 education for all children and youth and shall seek to participate in the decision-
5 making process establishing school policy, recognizing that the legal
6 responsibility to make decisions has been delegated by the people to boards of
7 education, state education authorities, and local education authorities.
- 8 d. The Tennessee PTA or any of its divisions may cooperate with other
9 organizations and agencies concerned with child welfare, but PTA/PTSA
10 representatives shall make no commitments that bind the group they represent.
- 11 e. No part of the net earnings of the organization shall inure to the benefit of, or be
12 distributable to its members, directors, trustees, officers, or other private
13 individuals except that the organization shall be authorized and empowered to pay
14 reasonable compensation for services rendered and to make payments and
15 distributions in furtherance of the purposes set forth in Article II hereof.
- 16 f. Notwithstanding any other provision of these articles, the organization shall not
17 carry on any other activities not permitted to be carried on (i) by an organization
18 exempt from federal income tax under Section 501(c)(3) of the Internal Revenue
19 Code or (ii) by an organization, contributions to which are deductible under
20 Section 170(c)(2) of the Internal Revenue Code.
- 21 g. Upon the dissolution of the organization, after paying or adequately providing for
22 the debts and obligations of the organization, the remaining assets shall be
23 returned to the Tennessee PTA.
- 24 h. The organization shall work to promote the health and welfare of children and
25 youth and shall seek to promote collaboration between parents, schools, and the
26 community.

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29 **# ARTICLE IV: RELATIONSHIP WITH**
30 **TENNESSEE AND NATIONAL PTA**

31
32 **Section 1.** This local PTSA shall be organized and chartered under the authority of the
33 Tennessee PTA in the area in which this local PTA functions in conformity with such
34 rules and regulations which are not in conflict with the Tennessee PTA Bylaws or the
35 National PTA Bylaws.

36
37 A local PTA in good standing is one that:

- 38 a. Adheres to the Purposes and basic policies of the PTA;
39 b. Remits the national and state portion of the dues to the Tennessee PTA by March;
40 c. Has bylaws approved according to the procedures of the Tennessee PTA; and
41 d. Meets other criteria as may be prescribed by the Tennessee PTA.

42
43 **Section 2.** The articles of organization of Riverdale Elementary PTSA include (a) the
44 bylaws of such organization, (b) the certificate of incorporation or articles of
45 incorporation of such organization (in cases in which the organization is a corporation) or

1 the articles of association by whatever name (in cases in which the organization exists as
2 an unincorporated association), and (c) local unit charter.

3
4 **Section 3.** Riverdale Elementary PTSA shall adopt such bylaws for the governance of
5 the organization as may be approved by the Tennessee PTA. Such bylaws shall not be in
6 conflict with the Tennessee PTA Bylaws or the National PTA Bylaws.

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8 **Section 4.** Bylaws of Riverdale Elementary PTSA shall include an article on
9 amendments.

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11 **Section 5.** Bylaws of Riverdale Elementary PTSA shall include a provision establishing
12 a quorum.

13
14 **Section 6.** Each officer or board member of Riverdale Elementary PTSA shall be a
15 member of Riverdale Elementary PTSA.

16
17 **Section 7.** The bylaws of Riverdale Elementary PTSA shall prohibit voting by proxy
18 (unless proxy voting is specified by applicable state law).

19
20 **Section 8.** A PTSA member shall not serve as a voting member of Riverdale Elementary
21 PTSA's board while serving as a paid employee of or under contract to Riverdale
22 Elementary PTSA.

23
24 **Section 9.** Only members of Riverdale Elementary PTSA who have paid dues for the
25 current membership year may participate in the business of this local PTSA.

26
27 **Section 10.** The Riverdale Elementary PTSA shall collect dues from its members and
28 shall remit a portion of such dues to the Tennessee PTA as provided in Article V thereof.

29
30 **Section 11.** The Riverdale Elementary PTSA shall keep such permanent books of
31 account and records as shall be sufficient to establish the items of gross income, receipts,
32 and disbursements of the local unit, including, specifically, the number of its members,
33 the dues collected from its members, and the amounts of dues remitted to the Tennessee
34 PTA. Such books of account and records shall at all reasonable times be open to
35 inspection by an authorized representative of the Tennessee PTA.

36
37 **Section 12.** The charter of Riverdale Elementary PTSA shall be subject to withdrawal
38 and the status of such organization as a local PTA shall be subject to termination, in the
39 manner and under the circumstances provided in the bylaws of the Tennessee PTA.

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1 **Section 13.** The Riverdale Elementary PTSA is obligated, upon withdrawal of its charter
2 by the Tennessee PTA:

- 3
- 4 a. To yield up and surrender all of its books and records and all of its assets and
5 property to the Tennessee PTA or to such agency as may be designated by the
6 Tennessee PTA or to another local PTA organized under the authority of the
7 Tennessee PTA;
 - 8 b. To cease and desist from the further use of any name that implies or connotes
9 association with the Tennessee PTA or the National PTA; and
 - 10 c. To carry out promptly, under the supervision and direction of the Tennessee PTA,
11 all proceedings necessary or desirable for the purpose of dissolving the Riverdale
12 Elementary PTSA.

13

14 **Section 14.** The Riverdale Elementary PTSA shall include in its bylaws provisions
15 corresponding to the provisions of state bylaws identified by the pound sign (#).

16

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

19

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

24

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

- 26
- 27 a. A local unit executive committee considering recommending to its general
28 association a resolution to dissolve must afford the council president, region
29 director or state PTA representative an opportunity to speak to the executive
30 committee prior to its taking any action on such a proposal. If the executive
31 committee then votes to present to its general membership a motion to dissolve, it
32 must inform in writing the council president, region director, the state president
33 and its general membership at least thirty (30) days prior to the next general
34 membership meeting that the resolution to dissolve will be considered. No
35 meeting for the purpose of considering dissolution of a local PTA/PTSA unit shall
36 be held during the periods of time when school is closed for vacation or holidays.
37 The council must be afforded the opportunity to speak at that meeting to the
38 membership prior to action being taken by them on the proposed resolution to
39 dissolve.
 - 40 b. Approval to dissolve requires a two-thirds (2/3) vote by written ballot, a majority
41 of the membership being present. Only those members, who are in good standing
42 on the day the written notice of the proposal to dissolve is mailed, may vote.
 - 43 c. Dissolution shall take effect immediately and shall not be postdated. The
44 provisions hereinafter outlined in Article IV, Section 13, shall take effect
45 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 Riverdale Elementary PTSA is chartered, and is entitled to all the benefits of such membership.

Section 2. Membership in Riverdale Elementary PTSA shall be made available by Riverdale Elementary 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 Riverdale Elementary PTSA, to any individual who subscribes to the Purposes and basic policies of the National PTA.

Section 3. The Riverdale Elementary PTSA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

Section 4. Each member of Riverdale Elementary PTSA shall pay such annual dues to said organization as approved by a two-thirds (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 executive board 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.

Section 7. The state and national portions of the dues paid by each member of Riverdale Elementary PTSA shall be set aside and remitted to the Tennessee PTA through such channels and at such times as the state PTA bylaws may provide. The Tennessee PTA shall pay the national portion of dues to the National PTA for all members.

Section 8. 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.

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

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

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8 **Section 1.** The officers of Riverdale Elementary PTSA shall be President, Vice-
9 President, Secretary, and Treasurer and the number of additional vice-presidents as
10 deemed necessary.

11
12 **Section 2.** The officers shall be elected by ballot at the meeting in the month of April, at
13 which time nominations may be made from the floor. **When there is but one candidate**
14 **for an office, the ballot for that office may be dispensed with and election held by**
15 **voice vote. A majority vote shall elect. Written ballots shall be counted by three**
16 **members selected at the election meeting.**

17
18 **Section 3.** The following provisions shall govern the qualifications and eligibility of
19 individuals to be officers of the Riverdale Elementary PTSA.

- 20
21 # a. Each officer shall be a member of the Riverdale Elementary PTSA.
22 b. No officer may be eligible to serve more than two (2) consecutive terms in the
23 same office.
24 c. To be nominated for President, requires the person to have served on the board for
25 at least **one (1) year.**

26
27 **Section 4** Officers shall assume their official duties ~~following the close of the meeting in~~
28 ~~May~~ on July 1, **with the start of the new fiscal year**, and shall serve for a term of one
29 (1) year or until their successors are elected.

30
31 **#Section 5.** No person shall serve on the Board of Directors in more than one elected
32 capacity.

33
34 **Section 6.** Vacancies

35 A vacancy occurring in the office of President shall be filled for the remainder of the
36 unexpired term by the first Vice-President. A vacancy in any office other than president
37 shall be filled for the unexpired term by a person elected by a majority vote of the
38 Executive Board, notice of such election having been given. .

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42 **ARTICLE VII: DUTIES OF OFFICERS**

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44 **Section 1.** The President shall:

- 45
46 a. preside at all meetings of Riverdale Elementary PTSA;

- 1 b. serve as an ex-officio member of all committees except the Nominating
- 2 Committee;
- 3 c. serve as one of two designated signators required on checks or vouchers in
- 4 conjunction with the Treasurer's signature;
- 5 d. coordinate the work of the officers and committees of this local PTSA in order
- 6 that the Purposes may be promoted.
- 7 e. perform such other duties as may be provided by these bylaws, standing rules,
- 8 parliamentary authority, or as directed by the executive board, or the executive
- 9 committee.

10
11 **Section 2.** The Vice-President(s) shall:

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- 13 a. act as aide(s) to the President;
- 14 b. in their designated order perform the duties of the President in the President's
- 15 absence or inability to serve.
- 16 c. perform such other duties as may be provided for by these bylaws, standing rules,
- 17 parliamentary authority, or as directed by the President, the executive board, or
- 18 the executive committee.

19
20 **Section 3.** The Secretary shall:

- 21
- 22 a. record the minutes of all meetings of the Riverdale Elementary PTSA;
- 23 b. be prepared to read the records of any previous meeting;
- 24 c. keep a permanent record and file all records;
- 25 d. have a current copy of the bylaws;
- 26 ~~e. serve as one of two designated signators required on checks or vouchers in~~
- 27 ~~conjunction with the Treasurer's signature;~~
- 28 f. maintain a membership list;
- 29 g. perform other such duties as may be provided for by these bylaws, standing rules,
- 30 parliamentary authority, or as directed by the President, the executive board, or
- 31 the executive committee.

32
33 **Section 4.** The Treasurer shall:

- 34
- 35 a. have custody of the funds of Riverdale Elementary PTSA;
- 36 b. keep a full and accurate account of receipts and expenditures in the books
- 37 belonging to Riverdale Elementary PTSA;
- 38 c. make disbursements as authorized by the President, executive board, or Riverdale
- 39 Elementary PTSA in accordance with the budget adopted by Riverdale
- 40 Elementary PTSA;
- 41 d. have checks or vouchers signed by two bonded officers: the Treasurer and the
- 42 President, or Secretary;
- 43 e. present a financial statement at every meeting of Riverdale Elementary PTSA and
- 44 at other times when requested by the executive board;
- 45 f. make a full report at the meeting at which new officers officially assume their
- 46 duties (usually the annual meeting);

- 1 g. be responsible for the maintenance of such books of account and records as
- 2 conform to the requirements of Article IV, Section 12, of these bylaws;
- 3 h. present an annual report of the financial condition of the organization;
- 4 i. have the accounts examined annually or upon change of officer by an auditor or
- 5 an auditing committee of not less than three members, who, satisfied that the
- 6 Treasurer's annual report is correct, shall sign a statement of that fact at the end of
- 7 the report;
- 8 j. report the findings of the annual report to the board of managers;
- 9 k. perform such other duties as may be provided for by these bylaws, standing rules,
- 10 parliamentary authority, or as directed by the President, the executive board, or
- 11 the executive committee.
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14 **ARTICLE VIII: BOARD OF MANAGERS**

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16 **Section 1.** The business of Riverdale Elementary PTSA shall be conducted by the **Board**

17 **of Managers** in the intervals between local unit PTSA general meetings.

18
19 **# Section 2.** Each board member shall be a member of Riverdale Elementary PTSA.

20
21 **Section 3.** The members of the board shall be:

- 22
- 23 a. the elected officers;
- 24 b. the chairmen of the standing committees, the principal or an appointed
- 25 representative, one teacher representative, and one student representative; and
- 26 c. a Parliamentarian, appointed by the President and approved by the officers of
- 27 Riverdale Elementary PTSA.
- 28

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

30 capacity.

31
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34
35 **Section 5.** Duties of the board shall be to:

- 36
- 37 a. carry out such business as may be referred to it by the membership of the
- 38 association;
- 39 b. create standing and special committees;
- 40 c. report at the general membership meetings of Riverdale Elementary PTSA;
- 41 d. select an Auditor or an Auditing Committee to audit the Treasurer's accounts;
- 42 e. prepare and submit an annual budget to Riverdale Elementary PTSA's general
- 43 membership for adoption; and
- 44 f. approve payment of routine bills within the limits of the approved budget.
- 45

1 **Section 6.** All members of the board are required to attend the regularly scheduled board
2 meetings and general membership meetings.

3
4 **Section 7.** If any member of the executive board shall at any time cease to meet the
5 qualifications or fulfill the duties of the position, that person may be removed from the
6 board in the following manner:

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

13
14 **Section 8** Board meetings shall be held with the date and time to be fixed by the board at
15 its first meeting of the year. ~~The board shall meet once every month.~~

16
17 **Section 9** Special meetings of the board may be called by the President or when
18 requested by a majority of the board of managers upon three (3) days written notice to
19 each member of the Board.

20
21 **Section 10** At all board meetings, a majority of the members of the board shall constitute
22 a quorum for the transaction of business. (National PTA Bylaws Article IV – Constituent
23 Organizations Section 5)

24
25 **Section 11** Upon the expiration of the term of office or when individuals cease to hold
26 the position that entitles them to be a member of the board all records, books, and other
27 materials pertaining to the position shall be turned over to the President and all funds
28 pertaining to the position shall be returned to the Treasurer within fourteen (14) days.

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38 **ARTICLE IX: EXECUTIVE COMMITTEE**

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

42
43 **Section 2.** Special meetings of the executive committee may be called by the President
44 or upon ~~written~~ request of a majority of the executive board members with ~~three (3) days~~
45 reasonable notice given to each member of the executive board.

1 **Section 3.** A majority of the executive committee shall constitute a quorum for the
2 transaction of business.

3
4 **Section 4.** Duties of the executive committee shall be to:

- 5
6 a. transact business referred to it by the Board;
7 b. approve the work of the committees;
8 c. act in emergencies between meetings of the Board; and
9 d. make a report at each board meeting

10
11 **Section 5.** The executive committee shall take no action in conflict with any action taken
12 by the executive board or the general membership.

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15 **ARTICLE X: COMMITTEES**

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17 **Section 1.** Only members of Riverdale Elementary PTSA shall be eligible to serve in any
18 elected or appointed position.

19
20 **Section 2.** The standing committees of Riverdale Elementary PTSA shall be listed in the
21 unit's standing rules.

22
23 **Section 3.** The executive board may create such special committees as it may deem
24 necessary to promote the Purposes of PTA and carry on the work of Riverdale
25 Elementary PTSA.

26
27 **Section 4.** The chairmen of standing committees shall be elected by the Riverdale
28 Elementary PTSA membership.

29
30 **Section 5.** The term of office of a committee chairman shall be **one (1) year** or until the
31 election of a successor.

32
33 **Section 6.** The chairman of each committee shall present a plan of work to the executive
34 committee or board of managers for approval. No committee work shall be undertaken
35 without the consent of the executive committee or executive board.

36
37 **Section 7.** The President shall be a member ex-officio of all committees except the
38 Nominating Committee.

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41 **ARTICLE XI: COMMITTEE ON NOMINATIONS AND**
42 **LEADERSHIP DEVELOPMENT**

43
44 **Section 1.** Nominations: A Nominating Committee shall be elected by the PTSA at a
45 general membership meeting at least two months prior to the election of officers. The

1 committee shall be composed of five (5) members, at least one of which shall be a
2 member at large.

- 3
- 4 a. The committee shall elect its own chair.
 - 5 b. The committee shall accept written nominations from the membership at
6 the general membership meeting in March.
 - 7 c. The Nominating Committee shall nominate an eligible person for each
8 office to be filled and report its nominees at the general membership
9 meeting in April, at which time additional nominations may be made from
10 the floor.
 - 11 d. Only those individuals who are current members of Riverdale Elementary
12 PTSA and who have signified their consent to serve if elected shall be
13 nominated for office.
 - 14 e. No member shall serve on the Nominating Committee in consecutive
15 years.
- 16

17

18 ~~**Section 4.** The vote shall be conducted by ballot. When there is but one candidate for an
19 office, the ballot for that office may be dispensed with and election held by voice vote. A
20 majority vote shall elect. Written ballots shall be counted by three members selected at
21 the election meeting.~~

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

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29 **Section 1.** General membership meetings of Riverdale Elementary PTSA shall be held at
30 least four (4) times per year as provided by Riverdale Elementary PTSA, the executive
31 board, or the executive committee. Seven (7) day's notice shall be given to the
32 membership of any change of date.

33

34 **Section 2.** Special membership meetings of Riverdale Elementary PTSA may be called
35 by the President or by a majority of the executive board, seven (7) days notice having
36 been given.

37

38 **Section 3.** The annual meeting shall be held in ~~September~~ August.

39

40 ~~#~~ **Section 4.** Twenty-five (25) members shall constitute a quorum for the transaction of
41 business in any meeting of Riverdale Elementary PTSA.

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1 The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall
2 govern the Riverdale Elementary PTSA and in all cases in which they are applicable and
3 in which they are not in conflict with these bylaws, the Tennessee PTA Bylaws, the
4 National PTA Bylaws, or the articles of incorporation.

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7 **ARTICLE XVII: AMENDMENTS**
8

9 **Section 1.** These bylaws may be amended at any regular general membership meeting of
10 Riverdale Elementary PTSA by two-thirds (2/3) vote of the members present and voting,
11 provided that written notice of the proposed amendment has been given at least two (2)
12 weeks in advance and that the proposed amendment shall be subject to approval of the
13 Tennessee PTA
14

15 **Section 2.** A committee may be appointed to submit a revised set of bylaws as a
16 substitute for the existing bylaws by a majority vote of the membership at a general
17 meeting of Riverdale Elementary PTSA, or by a two-thirds (2/3) vote of the executive
18 board. The requirements for adoption of a revised set of bylaws shall be the same as in
19 the case of an amendment

20 **Section 3.** Submission of amendments or revised bylaws for approval by the Tennessee
21 PTA shall be in accordance with the bylaws or regulations of the Tennessee PTA.
22

23 **# Section 4.** The adoption of an amendment to any provision of the bylaws of the
24 Tennessee PTA identified by a pound sign (#) shall serve automatically and without the
25 requirement of further action by the Riverdale Elementary PTSA to amend their
26 corresponding bylaws.
27

28
29 April 4, 2006

30 _____
31 Date of Revision

Local Unit Bylaws Chairman

32
33 _____
34 Date of Approval

State Bylaws Chairman

35
36
37
38 **NAME OF LOCAL UNIT: Riverdale Elementary PTSA**

39
40 **ADDRESS: 7391 Neshoba Road**

41
42 **Germantown, TN 38138**
43

44
45 **# FEDERAL EMPLOYER IDENTIFICATION NUMBER:** _____
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