

MAY 22 2017

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LOCAL UNIT BYLAWS SUBMITTAL COVER SHEET

1905 Acklen Avenue Nashville, TN 37212
(615) 383- 9740
Fax (615) 383-9741

Submittal Process:

- Include **two (2)** copies of this form and **two (2)** copies of bylaws
- Complete **ALL** required information
- Mail to Tennessee PTA office
- Online submittal is allowed, provided that this cover sheet is faxed to office

All Local Unit information MUST be completed.

FOR COMPLETION BY LOCAL UNIT

Local Unit Name	<u>KARNS ELEMENTARY SCHOOL PTA</u>	Unit ID #	<u>12268</u>
Unit Address	<u>8108 BEAVER RIDGE RD, KNOXVILLE, TN 37931</u>		
Federal Employer Identification Number (FEIN)	<u>62-1175411</u>		
Unit Representative Name	<u>DEANNA BUSICK</u>	Phone	<u>865 539 7767</u>
Representative's Email Address	<u>ptadeanna@gmail.com</u>		
Date of General Membership Approval	<u>5/11/2017</u>		
I certify that the information given herein is truthful and complete and that submission of falsified or non-approved bylaws shall constitute cause for charter withdrawal. The submitted bylaws of this unit have been approved by the unit's general membership.			
Unit Representative's Signature			Date <u>5/17/17</u>

FOR TENNESSEE PTA USE ONLY

Date of Submission	<u>5-22-2017</u>
Date of Approval	<u>6-24-2017</u>
Tennessee PTA Bylaws Chairman	<u>Betsy Lardus, Parliamentarian</u>
Next State Review Date:	<u>6-23-2022</u>

1 **KARNS ELEMENTARY SCHOOL PTA BYLAWS**

2
3
4 **# ARTICLE I: NAME**

5
6 The name of this organization is Karns Elementary School Parent Teacher Association (PTA),
7 Knoxville, Tennessee, hereinafter referred to as "this local unit." It is a local PTA/PTSA
8 organized under the authority of the Tennessee Congress of Parents and Teachers (Tennessee
9 PTA), a branch of the National Congress of Parents and Teachers (National PTA).

10
11 **# ARTICLE II: PURPOSES**

12
13 **Section 1.** The Purposes of this local unit, in common with those of Tennessee PTA and
14 National PTA, are:

- 15 a. To promote the welfare of children and youth in home, school, community, and places of
16 worship, and throughout the community;
17 b. To raise the standards of home life;
18 c. To advocate for laws that further the education, physical and mental health, welfare, and
19 safety of children and youth;
20 d. To promote the collaboration and engagement of families and educators in the education of
21 children and youth;
22 e. To engage the public in united efforts to secure the physical, mental emotional, spiritual, and
23 social well-being of all children and youth; and,
24 f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

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

30
31 **Section 3.** The association is organized exclusively for the charitable, scientific, literary, or
32 educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or
33 corresponding section of any future federal tax code, hereinafter "Internal Revenue Code".

34
35 **# ARTICLE III: BASIC POLICIES**

36
37 The following are basic policies of this local unit, Tennessee PTA and National PTA:

- 38
39 a. The association shall be noncommercial, nonsectarian and nonpartisan;
40 b. The association shall work with the schools and community to provide quality education
41 for all children and youth, and shall seek to participate in the decision-making process
42 establishing school policy, recognizing that the legal responsibility to make decisions has
43 been delegated by the people to boards of education, state education authorities and local
44 education authorities;
45 c. The association shall work to promote the health and welfare of children and youth, and
46 shall seek to promote collaboration among parents, schools and the community at large;

- 1 d. No part of the net earnings of the association shall inure to the benefit of, or be
2 distributable to, its members, directors, trustees, officers, or other private persons except
3 that the association shall be authorized and empowered to pay reasonable compensation
4 for services rendered, and to make payments and distributions in furtherance of the
5 purposes set forth in Article II hereof;
- 6 e. Notwithstanding any other provision of these articles, the association shall not carry on
7 any other activities not permitted to be carried on (i) by an association exempt from
8 federal income tax under Section 501 (c)(3) of the Internal Revenue Code or (ii) by an
9 association, contributions to which are deductible under Section 170 (c)(2) of the
10 Internal Revenue Code;
- 11 f. Upon the dissolution of the association, after paying or adequately providing for the debts
12 and obligations of the association, the remaining assets shall be returned to
13 Tennessee PTA;
- 14 g. The association or members in their official capacities shall not, directly or indirectly,
15 participate or intervene (in any way, including the publishing or distributing of
16 statements) in any political campaign on behalf of, or in opposition to, any candidate for
17 public office, or devote more than an insubstantial part of its activities to attempting to
18 influence legislation by propaganda or otherwise; and
- 19 h. This local unit may cooperate with other associations and agencies concerned with child
20 welfare, but no representative shall make a commitment that binds the association.
21

22 # ARTICLE IV: RELATIONSHIP WITH TENNESSEE AND NATIONAL PTA 23

24 **Section 1.** This local unit shall be organized and chartered under the authority of Tennessee
25 PTA in the area in which this local unit functions in conformity with such rules and regulations
26 which are not in conflict with Tennessee PTA Bylaws or National PTA Bylaws.
27

28 A local unit in good standing is one that:

- 29 a. Adheres to the Purposes and basic policies of PTA;
- 30 b. Submits an initial remittance of the State and National portion of membership dues to the
31 Tennessee PTA by December 1 and all remaining State and National dues by May 15;
- 32 c. Has bylaws approved according to the procedures of the Tennessee PTA;
- 33 d. Meets other criteria as may be prescribed by Tennessee PTA;
- 34 e. Submits an Audit Report Form to Tennessee PTA by November 1;
- 35 f. Shall submit annually to the Internal Revenue Service (IRS) the appropriate 990 form by
36 November 15 and shall send a copy of the appropriate 990 receipt to Tennessee PTA by
37 November 20;
- 38 g. Maintains a minimum of 20 members;
- 39 h. A unit must be in good standing on December 1st to be eligible for any and all awards.
40

41 **Section 2.** The articles of organization of this local unit include (a) the bylaws of such
42 association, (b) the certificate of incorporation or articles of incorporation of such association (in
43 cases in which the association is a corporation) or the articles of association by whatever name
44 (in cases in which the association exists as an unincorporated association), and (c) local unit
45 charter.
46

1 **Section 3.** This local unit shall adopt such bylaws for the governance of the association as may
2 be approved by Tennessee PTA. Such bylaws shall be resubmitted for review by Tennessee PTA
3 at least once every five (5) years. Such bylaws shall contain provisions corresponding to the
4 provisions of state bylaws identified by the pound sign (#).
5

6 **Section 4.** Voting by proxy is prohibited.
7

8 **Section 5.** Only members of this local unit who have paid dues for the current membership year
9 may participate in the business of Tennessee PTA and National PTA.
10

11 **Section 6.** This local unit shall keep such permanent books of account and records as shall be
12 sufficient to establish the items of gross income, receipts and disbursements of this local unit,
13 including specifically the number of its members, the dues collected from its members and the
14 amounts of dues remitted to Tennessee PTA. Such books of account and records shall at all
15 reasonable times be open to inspection by an authorized representative of Tennessee PTA.
16

17 **Section 7.** Organization of a new local unit requires a minimum of eight (8) members. To remain
18 a unit in good standing, a local unit must maintain a minimum of twenty (20) members.
19

20 **Section 8.** The charter of this local unit shall be subject to withdrawal and the status of such
21 organization as a local PTA shall be subject to termination, in the manner and under the
22 circumstances provided in the bylaws of Tennessee PTA.
23

24 **Section 9.** A local unit may dissolve in the following manner:
25

- 26 a. A local unit executive committee considering recommending to its general membership a
27 resolution to dissolve must afford the council president, region director or state PTA
28 representative an opportunity to speak to the executive committee prior to its taking any
29 action on such a proposal. If the executive committee then votes to present to its general
30 membership a motion to dissolve, it must inform in writing the council president, region
31 director, the state president, and its general membership at least thirty (30) days prior to
32 the next general membership meeting that the resolution to dissolve will be considered.
33 No meeting for the purpose of considering dissolution of a local PTA/PTSA unit shall be
34 held during the periods of time when school is closed for vacation or holidays. The
35 council or state must be afforded the opportunity to speak at that meeting to the
36 membership prior to action being taken by them on the proposed resolution to dissolve.
- 37 b. Approval to dissolve requires a two-thirds ($\frac{2}{3}$) vote by written ballot, a majority of the
38 membership being present. Only those members, who are in good standing on the day
39 the written notice of the proposal to dissolve is mailed, may vote.
- 40 c. Dissolution shall take effect immediately and shall not be postdated. The provisions
41 hereinafter outlined in Article IV, Section 10, shall take effect immediately.
- 42 d. When a local PTA/PTSA has voted to dissolve in compliance with these procedures, and
43 later wishes to resume activities, it is necessary to reorganize the unit. The same
44 procedure as the organization for a new unit would be followed.
- 45 e. A report shall be filed with the council president, region director or the State Office
46 detailing the compliance with the dissolution process.

1 **Section 10.** This local unit is obligated, upon withdrawal of its charter by Tennessee PTA or
2 dissolution:

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

12 **# ARTICLE V: MEMBERSHIP AND DUES**

13
14 **Section 1.** Every individual who is a member of this local unit is, by virtue of that fact, a member
15 of Tennessee PTA and National PTA by which this local unit is chartered, and is entitled to all
16 the benefits of such membership.
17

18 **Section 2.** Membership in each local PTA shall be made available by such local PTA, without
19 regard to race, color, creed, or national origin, under such rules and regulations, not in conflict
20 with the provisions of the National PTA Bylaws, as may be prescribed in the bylaws of the local
21 PTA, to any individual who subscribes to the Purposes and basic policies of the National PTA.
22

23 **Section 3.** This local unit shall conduct an annual enrollment of members but may admit
24 individuals to membership at any time.
25

26 **Section 4.** To remain a local unit in good standing requires a minimum of twenty (20) members.
27

28 **Section 5.** Each member of this local unit shall pay annual dues as may be determined by a two-
29 thirds ($\frac{2}{3}$) vote of the members present at a general membership meeting of the association. Said
30 dues shall include the State and National portions, determined by a two-thirds ($\frac{2}{3}$) majority of the
31 voting bodies of each respective association at their annual convention. These portions shall be
32 set aside and remitted to Tennessee PTA through such channels and at such times as prescribed
33 by Tennessee PTA. The National portion shall be remitted by Tennessee PTA on behalf of all
34 state members.
35

36 **Section 6.** Only members of this local unit who have paid dues for the current membership year
37 may participate in the business of this local unit.
38

39 **Section 7.** Each local unit membership chairman shall maintain an accurate list of members and
40 shall furnish a copy to the local unit secretary. A copy of this list shall be sent with each
41 membership report as instructed on the report forms.
42

43 **Section 8.** All membership received during the fiscal year ending June 30th shall expire no later
44 than the following October 31st.
45

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

2
3 **Section 1.** The officers of this local unit shall be a President, a Vice President, a Secretary, and a
4 Treasurer.

5
6 **# Section 2.** The officers shall be elected by ballot at the Annual Meeting, at which time
7 nominations may be made from the floor. The Annual Meeting shall be held in the month of
8 May.

9
10 **# Section 3.** The vote shall be conducted by ballot. When there is but one candidate for an
11 office, the ballot for that office may be dispensed with and election held by voice vote. A
12 majority vote shall elect. Written ballots shall be counted by three members selected at the
13 election meeting.

14
15 **Section 4.** The following provisions shall govern the qualifications and eligibility of individuals
16 to be officers of this local unit:

- 17
18 #a. Each officer shall be a member of this local unit;
19 b. No officer may be eligible to serve more than two (2) consecutive terms in the same
20 office.
21 #c. A person who has served in an office for more than one half (1/2) of a full term shall be
22 deemed to have served a full term in such office.

23
24 **Section 5.** Officers shall assume their official duties following the close of the fiscal year and
25 shall serve for a term of one (1) year or until their successors are elected.

26
27 **# Section 6.** No person shall serve on the board of managers in more than one elected capacity.

28
29 **Section 7.** A vacancy occurring in the office of president shall be filled for the remainder of the
30 unexpired term by the first officer in succession. Nominations to fill a vacancy in any office
31 other than president shall be made by the president and elected by the board of managers.

32
33 **ARTICLE VII: DUTIES OF OFFICERS**

34
35 **Section 1.** The President shall:

- 36
37 a. Preside at all meetings of this local unit;
38 b. Serve as an ex-officio member of all committees except the Committee on Nominations
39 and Leadership Development;
40 c. Be a designated signator on check and vouchers;
41 d. Coordinate the work of the officers and committees of the local unit in order that the
42 Purposes may be promoted; and
43 e. Perform such other duties as may be provided by these bylaws, standing rules,
44 parliamentary authority or as directed by the board of managers or executive committee.
45
46

1 **Section 2.** The Vice President shall:
2

- 3 a. Act as an aide to the president;
4 b. Perform the duties of the president in the president's absence or inability to serve; and
5 c. Perform such other duties as may be provided for by these bylaws, standing rules,
6 parliamentary authority, or as directed by the president, board of managers or executive
7 committee.
8

9 **Section 3.** The Secretary shall:
10

- 11 a. Record the minutes of all meetings of this local unit;
12 b. Be prepared to read the records of any previous meeting;
13 c. Keep a permanent record and file all records;
14 d. Have a current copy of the bylaws;
15 e. Maintain a membership list; and
16 f. Perform other such duties as may be provided for by these bylaws, standing rules,
17 parliamentary authority, or as directed by the president, board of managers or executive
18 committee.
19

20 **Section 4.** The Treasurer shall:
21

- 22 a. Have custody of the funds of this local unit;
23 b. Keep a full and accurate account of receipts and expenditures in the books belonging to
24 this local unit;
25 c. Make disbursements as authorized by the president, board of managers, executive
26 committee, or general membership of this local unit, in accordance with the budget
27 adopted by this local unit;
28 d. Have checks or vouchers signed by two bonded officers: the treasurer, the president or
29 one other designated officer;
30 e. Present a financial statement at every meeting of this local unit and at other times when
31 requested by the board of managers;
32 f. Make a full report at the meeting at which new officers officially assume their duties;
33 g. Be responsible for the maintenance of such books of account and records as conform to
34 the requirements of Article IV, Section 6 of these bylaws;
35 h. Present an annual report of the financial condition of the association;
36 i. Have the accounts examined annually or upon change of officer by an auditor or an
37 auditing committee of not less than three (3) members, who, satisfied that the treasurer's
38 annual report is correct, shall sign a statement of that fact at the end of the report;
39 j. Report the findings of the annual report to the board of managers; and
40 k. Perform such other duties as may be provided for by these bylaws, standing rules,
41 parliamentary authority, or as directed by the president, board of managers or executive
42 committee.
43
44
45

1 **ARTICLE VIII: BOARD OF MANAGERS**

2
3 **Section 1.** The business of this local unit shall be conducted by the board of managers in the
4 intervals between the local unit general membership meetings.

5
6 **Section 2.** The members of the board shall be:

- 7
8 a. The elected officers;
9 b. The chairmen of the standing and special committees;
10 c. The principal or an appointed representative;
11 d. Teacher representatives;
12 e. The immediate past president; and
13 f. A parliamentarian, appointed by the president and approved by the officers of this local
14 unit.

15
16 **Section 3.** The following provisions shall govern the qualifications and eligibility of individuals
17 to be members of the board of managers:

- 18
19 # a. Each board member shall be a member of this local unit;
20 # b. No person shall serve on the board in more than one elected capacity; and
21 # c. No board member shall serve as a paid employee of or under contract to this local unit.

22
23 **Section 4.** Duties of the board shall be to:

- 24
25 a. Carry out such business as may be referred to it by the membership of the association;
26 b. Create standing and special committees;
27 c. Report at the general membership meetings of this local unit;
28 d. Select an auditor or an auditing committee to audit the treasurer's accounts;
29 e. Elect the members of the committee on nominations and leadership development;
30 f. Prepare and submit an annual budget to this local unit's general membership for
31 adoption; and
32 g. Approve payment of routine bills within the limits of the adopted budget.

33
34 **Section 5.** Regular meetings of the board shall be held with the date and time to be fixed by the
35 board at its first meeting of the year.

36
37 **Section 6.** Special meetings of the board may be called by the president or when requested by
38 four (4) members, upon three (3) days' written notice to each member of the board.

39
40 **# Section 7.** A quorum of the board of managers shall be determined by the members of the
41 board. Voting by proxy is prohibited.

42
43 **Section 8.** If any member of the board of managers shall at any time cease to meet the
44 qualifications or fulfill the duties of the position, that person may be removed from the board in
45 the following manner:
46

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

6
7 **Section 9.** Upon the expiration of the term of office or when individuals cease to hold the
8 position that entitles them to be a member of the board, all records, books and other materials
9 pertaining to the position shall be turned over to the president and all funds pertaining to the
10 position shall be returned to the treasurer within fourteen (14) days.

11 **ARTICLE IX: EXECUTIVE COMMITTEE**

12
13
14 **Section 1.** The executive committee shall be composed of the elected officers, the principal of
15 the school and the parliamentarian of the PTA.

16
17 **Section 2.** Special meetings of the executive committee may be called by the president or upon
18 written request of two (2) members, with three (3) days' notice given to each member of the
19 executive committee.

20
21 **#Section 3.** A quorum of the executive committee shall be a majority of the members of the
22 committee then in office. Voting by proxy is prohibited.

23
24 **Section 4.** Duties of the executive committee shall be to:

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

30
31
32 **Section 5.** The executive committee shall take no action in conflict with any action taken by the
33 board of managers or the general membership.

34 **ARTICLE X: COMMITTEES**

35
36
37 **# Section 1.** Only members of this local unit shall be eligible to serve in any elected or appointed
38 position.

39
40 **Section 2.** The standing committees of this local unit shall be listed in the unit's standing rules.

41
42 **Section 3.** The board of managers may create such special committees as it may deem necessary
43 to promote the Purposes of PTA and carry on the work of this local unit.

- 44 a. Unless otherwise specified in this local unit's bylaws or standing rules, the executive
45 committee appoints the members and chairmen of special committees.

1 b. The chairman of a special committee shall serve until the special committee dissolves, or
2 until the selection of a successor.
3

4 **Section 4.** The chairmen of standing committees shall be appointed by the executive committee
5 of this local unit.
6

7 **Section 5.** The term of office of a standing committee chairman shall be one (1) year or until the
8 selection of a successor.
9

10 **Section 6.** The chairman of each committee shall present a plan of work to the executive
11 committee or board of managers for approval. No committee work shall be undertaken without
12 the consent of the executive committee or board of managers.
13

14 **Section 7.** The president shall be a member ex-officio of all committees except the Committee on
15 Nominations and Leadership Development.
16

17 **# ARTICLE XI: COMMITTEE ON NOMINATIONS**
18 **AND LEADERSHIP DEVELOPMENT**
19

20 A Committee on Nominations and Leadership Development shall be elected at least two months
21 prior to the election of officers. The committee shall be composed of three (3) members, at least
22 one of which shall be a member at large.
23

- 24 a. The committee shall elect its own chair;
25 b. The committee shall nominate an eligible person for each office to be filled and report its
26 nominees at the Annual Meeting at which time additional nominations may be made
27 from the floor;
28 c. Only those individuals who are current members of this local unit and who have signified
29 their consent to serve if elected shall be nominated for office; and
30 d. No member shall serve on this committee for consecutive terms.
31

32 **ARTICLE XII: GENERAL MEMBERSHIP AND MEETINGS**
33

34 **Section 1.** Regular meetings of this local unit shall be held at least four (4) times per year as
35 provided by this local unit, the board of managers or the executive committee. Seven (7) days'
36 notice shall be given to the membership of any change of date, except in the case of a school
37 closing.
38

39 **Section 2.** Special meetings of this local unit may be called by the president or by a majority of
40 the board of managers, three (3) days' notice having been given.
41

42 **# Section 3.** The general membership must have an Annual Meeting. (See ARTICLE VI:
43 OFFICERS AND THEIR ELECTION, Section 2).
44

45 **# Section 4.** Eleven (11) members shall constitute a quorum for the transaction of business in any
46 meeting of this local unit. Voting by proxy is prohibited.

1 **ARTICLE XIII: COUNCIL MEMBERSHIP**

2
3 **Section 1.** This local unit shall be represented in the meetings of the Knox County Council PTA
4 by the president or his/her appointed alternate.
5

6 **Section 2.** This local unit shall pay annual dues of \$0.25 per member to the PTA council as
7 provided in the council bylaws.
8

9 **# ARTICLE XIV: TENNESSEE STATE PTA CONVENTION**

10
11 **Section 1.** This local unit is entitled to representation by:
12

- 13 a. The president or an elected alternate;
- 14 b. One delegate or alternate; and
- 15 c. Provided that this local unit remains in good standing, one additional delegate for every
16 fifty (50) members or a major fraction thereof, as shown by the official
17 membership records.
18

19 **Section 2.** No delegate is allowed to represent more than one local unit and must have been a
20 member of this local unit at least thirty (30) days prior to the convention.
21

22 **Section 3.** Voting delegates and their alternates shall be chosen/elected in time to take advantage
23 of pre-registration.
24

25 **# ARTICLE XV: FISCAL YEAR**

26
27 The fiscal year of this local unit shall be July 1 through June 30.
28

29 **# ARTICLE XVI: PARLIAMENTARY AUTHORITY**

30
31 The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern
32 this local unit and in cases in which they are applicable and in which they are not in conflict with
33 these bylaws, Tennessee PTA Bylaws, National PTA Bylaws, or the articles of incorporation.
34

35 **# ARTICLE XVII: AMENDMENTS**

36
37 **Section 1.** These bylaws may be amended at any regular general membership meeting of this
38 local unit by two-thirds (2/3) vote of the members present and voting, provided that notice of the
39 proposed amendments has been given at the previous regular meeting and that the proposed
40 amendment shall be subject to approval of Tennessee PTA.
41

42 **Section 2.** A committee may be appointed to submit a revised set of bylaws as a substitute for the
43 existing bylaws by a majority vote at a meeting of this local unit, or by a two-thirds (2/3) vote of
44 the board of managers. The requirements for adoption of a revised set of bylaws shall be the
45 same as in the case of an amendment.
46

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

3
4 **Section 4.** The adoption of an amendment to any provision of any provision of the bylaws of
5 Tennessee PTA identified by a pound sign (#) shall serve automatically and without the
6 requirement of further action by this local unit to amend their corresponding bylaws.