

# **BY-LAWS FOR FOOTHILLS ELEMENTARY SCHOOL FAMILY TEACHER ORGANIZATION REVISED 2013**

## **May**

The FTO is a self-governing unit. The structure of the organization and the specific rules and regulations for conducting its business and governing affairs are contained in the by-laws adopted by the members of the organization.

### **Article I: Name**

The name of this organization is Foothills Elementary School FTO, Maryville, Tennessee.

### **Article II: Article of Organization**

The "Article of Organization" of a local FTO include (a) the by-laws of such organization.

### **Article III: Purpose**

Section 1. The objectives of the organization are:

- A. To promote the welfare of children and youth in the school community. B. To bring into closer relation the home and the school, that parent may cooperate intelligently in the education of children and youth.
- C. 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 and social education.

Section 2. The objectives of this organization are:

- A. Promoted through and educational program directed toward parents, teachers, and the general public.
- B. Developed through committees, projects and programs.
- C. Governed and qualified by the basic policies set forth in Article IV.

### **Article IV: Basic Policies**

- A. The policies of this organization shall be congruent with the Maryville School Board.
- B. The organization shall be non-commercial, non-sectarian, and non-partisan.
- C. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statements, or lobbying) in any political campaign on behalf of or in oppositions of any candidate for public office.
- D. The name of the organization or the names of any member in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- E. The purpose of this organization shall be solely to promote the educational welfare of the children. The organization shall not seek to direct the technical operation of the school nor to control the school's policies, recognizing that the legal responsibility to make decisions has been delegated by the people to the board of education. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.
- F. In the event of the dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 (c) (3) of the Internal Revenue Code of 1954 as from time to time amended.

#### **Article V: Membership and Dues**

Section 1: All persons who are interested and or have children at Foothills Elementary School are eligible to become members of the FTO.

Section 2: Every individual who is a member of the FTO is, by virtue of that fact, entitled to all benefits of such membership.

Section 3: Membership in this FTO shall be made available without regard to race, color, creed, or national origin, under such rules and regulations as may be prescribed in the by-laws of this FTO.

Section 4: The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section 5: Each family of the organization **may be required to pay** annual dues of \$5.00 to the organization. The total amount of dues is utilized within the Foothills Elementary School as designated by the FTO governing body.

Section 6: Only members of the organization shall be eligible to participate in business meetings or serve in any of its elective or appointed positions.

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

Section 1. Each officer of this FTO shall be a member of this FTO.

Section 2. Officers and their election:

- A. The officers of this organization shall consist of a president, and one (1) vice-president (president-elect), a secretary, a treasurer, consulting treasurer (treasurer from previous year).
- B. Officers shall be elected by ballot in the month of May with the exception of the consulting treasurer.
- C. Officers shall assume their official duties following the close of the meeting in May and shall serve for a term of one (1) year until their successors are elected.
- D. A person shall not be eligible to serve more than two (2) consecutive terms in the same office.

Section 3. Nominated Committee:

- A. There shall be a nominating committee composed of three (3) or five (5) members (at least three (3) and always an uneven number) who shall be elected by the organization at a regular meeting at least one month prior to the election of officers. The chair will be appointed by the Executive Board.
- B. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in March, at which time additional nominations may be made from the floor.
- C. Only those persons who have signified their consent to serve if elected shall be nominated for or be elected to such office.

#### Section 4. Vacancies:

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given. In case of a vacancy occurring in the president, the vice-president shall serve.

### **Article VII: Duties of Officers**

Section 1. The president shall preside at all meetings of the organization and of the executive board, shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the organization or be the executive board; shall be a member ex-officio of all committees except the nominating committee, and shall coordinate the work of the officers and committees of the organization in order that the objectives be promoted.

Section 2. The vice-president shall act as an aide to the president and shall in their designated order perform the duties of the president in the absence or inability of that officer to act.

Section 3. The secretary shall record the minutes of all meetings of the organization and of the executive board, shall have a current copy of the by-laws, shall maintain a membership list, and shall perform such other duties as may be delegated.

Section 4. The treasurer shall have custody of all funds of the organization, shall keep a full and accurate account of receipts and expenditures, and in accordance with the budget adopted by the organization, shall make disbursements as authorized by the president, executive board, or organization. Checks or vouchers over \$1000 shall be signed by two persons, the treasurer, the president and one of the elected teacher representatives. The treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the executive board and shall make a full report at the meeting at which new officers officially assume their duties. The treasurer shall be responsible for the maintenance of such books of account and records as conform to the requirements of Article XIII, of these by-laws. FTO financial reports will be published periodically in the Parent-Student Newsletter.

Section 5. All officers shall perform the duties outlined in these by-laws and those assigned from time to time. Upon the expiration of the term of office or in the case of resignations, each officer shall turn over to the president, without delay, all records,

books, and other materials pertaining to the office and shall return to the treasurer, without delay, all funds pertaining to the office.

### **Article VIII: Executive Board**

Section 1. The executive board shall be composed of the elected officers, the principal or the assistant principal of the school and two (1) teacher representatives.

Section 2. The duties of the executive board shall be:

- A. To select the chairpersons of the standing committees.
- B. To have the power to act for the best interest of the organization in emergencies and in matters requiring immediate attention.
- C. Meet all the call of the president.
- D. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- E. To create standing and special committees.
- F. To approve the plans of work of the standing committees.
- G. To present a report at the regular meetings of the organization.
- H. To select an auditor or an auditing committee at least two (2) weeks before the May meeting to audit the treasurer's accounts.
- I. To prepare and submit to the organization for adoption, a budget for the year.
- J. To approve routine bills within the limits of the budget.

Section 3. Meetings of the executive board shall be held 30 minutes prior to the general FTO meeting as needed. A majority of the executive board members shall constitute a quorum. Special meeting of the executive board may be called by the president or by the majority of the members or the board.

## **Article IX: Meetings**

Section 1. General FTO meetings will be held once a month. Date of the meetings shall be determined by the executive board and announced at the first regular meeting of the year.

Section 2. Special meetings of the organization may be called by the president or by the majority of the executive board, reasonable notice having been given.

Section 3. The election meeting shall be held in May.

## **Article X: Committees**

Section 1. Only members of the organization shall be eligible to serve in any elected or appointed position.

Section 2. The executive board may create such standing committees, as it may deem necessary to promote the objectives and carry on the work of the organization. **These committees include, but are not limited to: Raccoon Romp, Book Fair/Grand Event, Teacher Luncheons, New Families, and Winter Blast Carnival. The term of each chairperson shall be one year, not to exceed 2 consecutive terms."**

Section 3. The chairman of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 4. The power to form special committees rests with the organization and the executive board.

Section 5. The president shall be a member of ex officio of all committees except the nominating committee.

## **Article XI: Fiscal Year**

The fiscal year of this organization shall begin 1 July and end 30 June.

## **Article XII: Parliamentary Authority**

Section 1. Robert's Rules of Order Newly Revised shall govern the organization in cases in which they are applicable and in which they are not in conflict with these by-laws.

## **Article XIII: Amendments**

### Section 1

- A. These by-laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least 2 weeks prior to the meeting at which the amendment is voted upon.
  
- B. A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws only by a majority vote at a meeting of the organization, or by a two-thirds vote of the executive board. The requirements of adoption of a revised set of by-laws shall be the same as in the case of an amendment.

### FTO Meeting Amendment

#### Article IX –

Section 1. At least two (2) regular meetings of this organization shall be held during the school year. Dates of the meetings shall be determined by the executive board and announced at the first regular meeting of the year. Five (5) days notice shall be given of a change of date.

Section 2. Special meetings of the organization may be called by the president or by the majority of the executive board, five (5) days notice having been given.

Section 3. The election meeting shall be held in May.

Section 4. Five (5) members shall constitute a quorum for the transaction of business in any meeting of this organization.

