

**DISCOVERY SCHOOL PARENT TEACHER ORGANIZATION
BYLAWS**

Article I-Corporation

The corporation name is the Discovery School Parent Teacher Organization. This corporation is a non-profit public charity organized and incorporated under the law of the State Of Tennessee.

Article II-Mission

The Discovery School PTO shall carry out activities that support, promote, provide and enhance the education experience of students of Discovery School. The PTO shall carry out any activities authorized by the Tennessee nonprofit corporation act and those that may be carried out by organizations that are exempt under sections 501c(3) of the internal revenue code.

Article III-Basic Policies

1. The Discovery School PTO shall be nonprofit, nonsectarian, and nonpartisan.
2. The PTO name and the names of its members in their official capacities shall not be used in connection with any commercial concern or with any partisan interest.
3. The PTO shall not directly or indirectly participate in any political campaign or attempt to influence legislation.
4. The PTO shall work with the school to help provide quality education for children and youth. It shall seek to participate in the decision-making process regarding school policy. The PTO recognizes that the Murfreesboro City Schools Board of Education has legal responsibility to make decisions about school policy.
5. All members of the PTO and the PTO Board are strictly voluntary positions.

Article IV-Membership and Dues

PTO membership may include teachers, parents, guardians, family members and others wishing to promote the goals of the corporation without regard to race, color, creed, or national origin. Only PTO members may vote in general meetings and only PTO members who are parents or legal guardians of Discovery School students may serve in elected or appointed positions. The PTO shall conduct annual membership enrollment. New members may be admitted at any time. Each members shall pay annual dues as set by the PTO Board of Directors.

Article V -Officers

1. Each PTO officer must be a member of the organization.
2. Officers must consist of the President, Vice-President, Secretary, and Treasurer. Any office may be held jointly by two people, each of whom will retain an individual vote. The duties of secretary may be divided between two people who will each retain an individual vote. Other positions such as room parents' coordinator, way and means chairperson, and hospitality chair may be appointed separately, or may be a person in a required position.
3. A nominating committee chaired by Vice President will make nominations of officers.
4. Officers shall be elected by ballot annually at a spring general meeting. If only one nominee exists for an office, a ballot is not required and the organizations' elective ballot may cast a majority of the Board of Directors.
5. Officers shall assume their duties at the close of the school year and shall serve one year until their successors take office.
6. A person shall not be eligible to serve more than two consecutive terms in the same office; in the event that an officer assumes the role mid-year, more than one-half of a term shall be considered a full term.

7. A vacancy occurring in any office shall be filled by a person elected by a majority vote of the Board of Directors.

Article VI -Officers Duties

1. The President shall direct all board and general meetings, participate as needed in all committees (specifically in all fundraising and budget meetings), represent the PTO at Murfreesboro City Schools functions, assist the Principal as needed, and communicate with the school community and public about PTO matters.
2. The Vice-President shall assist the President, perform the President's duties where she/he is absent or unable to act, provide assistance in coordinating the membership drive, and chairs the nominations committee.
3. The Secretary shall record minutes of PTO general and board meetings, maintain the membership list, conduct correspondence, and purchase supplies.
4. The Treasurer maintains accounting books for organization, including handling deposits and payments, prepares audit each year prior to leaving office, makes financial reports at board meetings as to income and expenses in the past month and relating this to the annual budget, and participates on budget and fundraising committees. An auditor/auditing committee appointed by the board shall review the accounts annually. The audit shall be completed two weeks after the last day of school.
5. The Officers will deliver to their successors all official materials at the last meeting of the year where the new officers assume their duties.

Article VII -Board of Directors

1. The Board of Directors shall consist of the officers of the organization, the chairpersons of standing committees, and faculty grade level representatives appointed by the principal and school administration.
2. The President will appoint chairpersons of committees, and chair positions may be shared by two people who each have an individual vote. Standing committees shall include at least the following: Hospitality, Membership, Fundraising, Ways and Means, and Publicity. Ad-hoc or special committees may be formed by the Board to conduct specific activities and to approve and maintain a budget.
3. An executive committee comprised of the President (or Vice President), Secretary, Principal, and Treasurer may transact business at intervals between meetings. The committee will address only urgent or necessary business that cannot be brought before the Board. A committee consisting of the outgoing and new Presidents, outgoing and new Treasurers, and the Principal or facility representative will prepare a proposed budget for the next school year.
4. Board meetings will be held monthly during the year at a time fixed by the Board at its first meeting. Board meetings will be open to all PTO committee members. Special board meetings may be called or rescheduled with consideration given to adequate and timely notification of board members. Notification may occur through email. A quorum shall consist of a majority of board members appointed or elected with at least a majority vote when a quorum of the board is present. Members who chair special committees may vote on matters involve that the committee.

Article VIII-General Meetings

1. At least three general meetings of the PTO will be held during the school year. These will be announced at least two weeks prior to the general membership. Seven days' notice of any change in date will be given.
2. Elections of officers will be held at a general meeting in the spring of each year.

Article IX -Financial Responsibilities

1. All funds donated, raised, or acquired by the PTO are to be used exclusively to support and enhance Discovery school.

2. PTO funds will not be used for any items, programs, or event that do not directly benefit the students and/or staff at Discovery School.
3. No part of the gross earnings of the PTO shall be distributed to any officer, members, or private persons. Officers and members will be reimbursed appropriately for out-of-pocket expenses that were paid on behalf of the PTO.
4. In the event of the dissolution of the PTO, the corporation's assets shall be turned over to Discovery School in Murfreesboro, Tennessee.

APPROVED BY THE DISCOVERY SCHOOL PTO the -----DAY OF -----,20----.

PTO President -----.

Printed -----.

Discovery School Principal Kristina Maddux -----.