

Nordonia Middle School PTSA Bylaws
November 1, 2025

UNIT BYLAWS COVER SHEET



Ohio PTA Region: **5**

County: **Summit**

Council: **Nordonia Hills Council of PTA**

Name of PTA/PTSA: **Nordonia Middle School PTSA**

Date unit organized: **May 16, 1967**

IRS Employer Identification Number: **23-7382212**

School District served by PTA: **Nordonia Hills**

School(s) served by PTA: **Nordonia Middle School**

Unit/School Mailing Address: **73 Leonard Avenue, Northfield, OH 44067**

School Telephone Number: **330-467-0584**

☐ Amendment(s) only, date unit adopted amendment(s): **[date]**

☒ Replacement bylaws, date unit adopted bylaws: **DATE**

☐ Bylaws reviewed, no changes necessary, date of review: **[date]**

Select: ☐ Early Child Select: ☐ Public

☐ Primary ☐ Private

☐ Elementary

☐ Intermediate

☒ Middle

☐ Junior

☐ Senior

☐ Community

Grade levels: **7-8**

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ADDRESS

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Ohio PTA approved: _____ Bylaws &
Standing Rules Committee

Ohio PTA approved date _____

Table of Contents will be added in once bylaws are approved

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Article I – Name

The name of this organization is the Nordonia Middle School Parent, Teacher, Student Association (PTSA) of Northfield, OH. It is a local PTSA organized under the authority of the Ohio Congress of Parents and Teachers (Ohio PTSA), a branch of the National Congress of Parents and Teachers (National PTSA).

Article II – Purpose

Section 1. The purposes of the PTSA are:

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

Section 2. The purposes of the PTSA are promoted through advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

Section 3. The organization is organized exclusively for 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 referred to as “Internal Revenue Code”)

Section 4. Ohio PTSA further defines children and youth as birth through 23 years of age.

Article III – Basic Policies

The following are basic policies of this PTSA:

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

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establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the boards of education, state education authorities, and local education authorities.

- c. 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 at large.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to, its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay furtherance of the purposes set forth in Article II hereof.
- e. 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.
- f. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to Ohio PTSA.
- g. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including 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.

Article IV – Relationship with the National and Ohio PTSA

Section 1. This local PTSA is chartered as a constituent association of the Ohio PTA in conformity with such rules and regulations as the Ohio PTA and National PTA may prescribe.

The Ohio PTA has issued to this local PTSA an appropriate charter. The charter shall be subject to withdrawal and the status of this association as a PTSA unit shall be subject to termination in the manner and under the circumstances provided in the bylaws of the Ohio PTA.

Section 2. Individual National and Ohio PTA dues are collected from members by this local PTA/PTSA and shall be submitted to the Ohio PTA monthly.

Section 3. This local PTSA to be in good standing with Ohio PTA:

- a. Adheres to the purposes and basic policies of PTA,
- b. Remits the initial payment of National and Ohio PTA dues to the Ohio PTA by November 30,
- c. Reviews these bylaws every three (3) years and submits them to the Ohio PTA Bylaws and Standing Rules Committee for further approval,

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- d. Adheres to the Ohio PTA Standards of Affiliation, and
- e. Meets other criteria as may be established by the National or Ohio PTA.

Section 4. These bylaws and amendments to them must be approved by the Ohio PTA and shall not be in conflict with National PTA bylaws or Ohio PTA bylaws.

Section 5. This local PTSA not in good standing by:

- a. November 30:
 - 1. Shall not be eligible for awards.
 - 2. Shall have their unit removed from the mailing list of the Ohio PTA.
 - 3. Shall not be eligible to participate in the Reflections program of the Ohio PTA.
- b. March 15:
 - 1. Shall be considered inactive.
 - 2. Shall know that the Internal Revenue Service (IRS) will be notified by Ohio PTA that this unit is no longer a tax-exempt association of the Ohio PTA.

Section 6. To be reinstated to good standing, this local PTSA shall provide a list of current officers, remit the current year's National PTA dues and Ohio PTA dues, and fulfill Ohio PTA Standards of Affiliation and current IRS regulations collaborating with the Ohio PTA office.

Section 7. This local PTSA shall keep minutes of meetings, a membership list, and accounting records sufficient to establish the items of gross income and disbursements of the association, including dues collected from its members and the amount of dues remitted to the Ohio PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Ohio PTA.

Section 8. This local PTSA, if disbanding or withdrawing from the Ohio PTA, shall notify its Ohio PTA Region Advisor or the Ohio PTA office thirty (30) days before a disbanding vote is taken and be governed by the procedure established by the Board of Directors of the Ohio PTA.

Section 9. This local PTSA, in accordance with IRS regulations, shall:

- a. File a Form 990 or 990 EZ with a Schedule A if gross receipts exceed \$50,000 annually or file a form 990 N if gross receipts do not exceed \$50,000 annually with the IRS; and
- b. Know that the Ohio PTA office staff has applied for a Federal Employer Identification Number (EIN) for this constituent unit.

Section 10. This local PTSA, in accordance with the State of Ohio regulations shall: Register with the Attorney General's office and file annually thereafter.

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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 National PTA and of the Ohio PTA and is entitled to all the benefits of such membership.

Section 2. Membership in PTSA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of PTSA.

Section 3. Each member shall pay annual dues in the amount of \$10.00 to this local PTSA. For each individual, these annual dues shall include Ohio PTA dues (\$2.50) and National PTA dues (\$2.25).

Section 4. Individuals are entitled to only one vote even though they may be serving in more than one position. There shall be no voting by proxy at any meeting of this PTSA.

Section 5. Only current members of this PTSA may serve in any elective or appointive positions or participate in any business of this PTSA.

Section 6. Members who are under 18 years of age are prohibited under Ohio law from signing contracts that bind the members of this PTA/PTSA.

Section 7. Membership year is the first day of August to the last day of July

Section 8. Membership in this local PTSA does not imply membership in any other local PTA/PTSA.

Article VI - Officers

Section 1. The officers of this local PTSA shall be one (1) president, one (1) 1st vice president, one (1) 2nd vice president, one (1) recording secretary, one (1) treasurer, one (1) PTSA council delegate and one (1) alternate PTSA council delegate.

Section 2. The principal of Nordonia Middle School shall be the 2nd vice president.

Article VII-Nominations & Elections

Section 1. There shall be a nominating committee composed of a minimum of two (2) and a maximum of three (3) members who shall be elected by this local PTSA at a regular general membership meeting at least three (3) months prior to the election of the officers.

- a. The chair shall be elected by the committee.
- b. The nominating committee shall nominate one (1) eligible person for each office to be filled and report its nominees to the regular general membership in March. Additional nominations may be made from the floor at the election meeting.

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- c. Only those individuals who are current members of this local PTSA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 2. The following provisions shall govern the eligibility of individuals to be elected officers of the Nordonia Middle School PTSA:

- a. No elected officer may be eligible to serve more than two (2) consecutive terms in the same office.
- b. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office. A term is one (1) year.
- c. A member shall not be eligible to serve as president or treasurer unless the member is at least twenty-one (21) years of age and thus, competent to enter into contracts.

Section 3. Officers except 2nd vice president shall be elected in the month of April.

Section 4. The vote shall be conducted by ballot and a majority vote shall elect. When there is only one candidate for any office that election may be held by voice vote.

Section 5. Elected officers, except the treasurer, shall assume their official duties at the close of the final meeting of the school year. The treasurer shall assume office July 1. Elected officers shall serve a term of one (1) year or until their successors are elected.

Section 6. In case a vacancy occurs in the office of president, the first vice president shall serve notice of the election. The president shall be elected by majority.

Section 7. A vacancy occurring in any other elective position shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given.

Article VIII - Duties of Officers

Section 1. The president shall:

- a. Preside at all meetings of this local PTSA;
- b. Serve as an ex-officio member of all committees except the nominating and audit/financial review committees. (An ex-officio member has the right to make motions, debate and vote, but is not counted in the quorum, which is a majority of committee members.)
- c. Coordinate the work of the officers and committees of this local PTSA in order that the purposes may be promoted;
- d. Appoint committee chairmen except the chair of the nominating committee;
- e. Update and maintain the Rushwood PTA website;

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- f. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTSA.

Section 2. The 1st vice president shall:

- a. Act as an aide to the president;
- b. Perform the duties of the president in the president's absence or inability to serve;
- c. Chair the Mini Grant Program.
- d. Schedule all PTSA-sponsored assemblies.
- e. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTSA.

Section 3. The 2nd vice-president (Nordonia Middle School principal) shall:

- a. Aid the Board, standing committees and special committees with direction and guidance in planning properly and efficiently for the welfare of the students;
- b. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTSA.

Section 4. The recording secretary shall:

- a. Keep a record of all meeting of the association, and shall be custodian of the permanent file;
- b. Have a current copy of the bylaws and standing rules;
- c. Maintain a membership list provided by the membership chairman;
- d. Help with creating event fliers when needed;
- e. Maintain a file of correspondence received by the association;
- f. Conduct correspondence as directed by the president, Board, or association;
- g. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted this PTSA.

Section 5. The treasurer shall:

- a. Have custody of the funds and maintain a full and accurate account of the receipts and disbursements belonging to this local PTSA;
- b. Make disbursements as authorized by the president, executive board, or this local PTSA in accordance with the budget adopted yearly by this local PTSA;
- c. Have checks signed by two people, who are not immediate family members: the treasurer and president;
- d. Provide a financial statement at each meeting;
- e. Present an annual report of the financial condition of the organization;

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- f. Submit the books annually or upon change of officer for an audit/financial review by an auditor or an auditing/financial review committee of no fewer than three members, none of whom shall be the treasurer, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The audit/financial review is to be completed by July 31, for books, receipts, and statements of previous fiscal year (July 1-June 30);
- g. Report the findings of the annual audit/financial review to the executive board;
- h. Be bonded for a sum sufficient to protect the unit from loss.
- i. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by the Ohio PTSA.
- j. File a 990 form annually with the IRS;
- k. Have this unit maintain appropriate liability insurance;
- l. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTSA.

Section 6. The Director of Membership shall:

- a. Submit the membership roster and dues to the Ohio PTA;
- b. Use social media posts to communicate upcoming NMS and district events to the membership;
- c. Contact and inform local newspapers or social media groups of NMS events that should be publicized to the Nordonia community;
- d. Organize the volunteer appreciation event in conjunction with the president;
- e. Submit to Ohio PTA a record of annual volunteer hours of this PTA/PTSA;
- f. Perform duties prescribed by these bylaws, standing rules and the parliamentary authority adopted by this PTSA

Section 7. The local PTSA council delegate (or the alternate PTSA council delegate) shall:

- a. Attend the meetings of Nordonia Hills Council of PTSAs and shall report to the association.
- b. If the PTSA delegate or alternate delegate are both unable to attend a particular meeting of Nordonia Hills Council of PTSAs, they must find another PTSA officer or member to attend in their place. There must always be a representative from this PTSA at each Council meeting.
- c. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTSA.

Article IX - Executive Board

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Section 1. The members of the Executive Board shall be:

- a. elected officers;
- b. 2nd vice-president (Nordonia Middle School principal)

Section 2. Duties of the Executive Board shall be to:

- a. Transact necessary business in the intervals between regular association meetings and such other business as may be referred to it by the association;
- b. Create special committees;
- c. Approve the plans of work of the standing committees
- d. Report at the regular meetings of the association;
- e. Ensure a budget is prepared and submitted to the general association for approval for the fiscal
- f. Fill vacancies in elective and appointive positions.

Section 3. If any member of the Executive Board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by resolution adopted by 2/3 vote of the executive board.

Section 4. Regular meetings of the Board shall be held with the date and time to be fixed by the Board at its first meeting of the year.

Section 5. Special meetings of the Board may be called by the president or when requested by at least four (4) members with one day notice provided to each member of the Executive Board. No other business than that which is stated in the call shall be transacted at this meeting.

Section 6. At all meetings of the Executive Board, four (4) members of the Executive Board, two (2) of whom are officers, shall constitute a quorum for the transaction of business.

Section 7. Upon the expiration of the term of office or when individuals cease to hold an executive board position they shall be relieved of all duties and responsibilities. All records, books, and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within 14 days of leaving the Board position.

Article X - Committees

Section 1. The standing committees of this local PTSA shall be:

- a. Hospitality
- b. Membership
- c. Ways & Means
- d. Financial Review

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e. Nominating

Section 2. The Executive Board may create such special committees as it may deem necessary to promote the purposes of PTSA and carry on the work of this local PTSA.

Section 3. The term of office of a standing committee chair shall be one (1) year or until the selection of a successor.

Article XI - General Membership Meetings

Section 1. Regular meetings of this local PTSA shall be held on the second Monday of each month September through May. Two 2 days' notice shall be given to the membership of any change of date. Specific meeting dates will be set by the Executive Board prior to its first meeting of the year and publicized as soon as possible to the membership.

Section 2. Special meetings of this local PTSA may be called by the President or by a majority of the Executive Board with two (2) days' notice having been given. No other business than that which is stated in the call shall be transacted at this meeting.

Section 3. Four (4) members, two (2) of whom shall be officers, shall constitute a quorum for the transaction of business in any meeting of this local PTSA.

Article XII - PTSA Council Membership

Section 1. A PTSA council may be organized for the purpose of conference and cooperation in matters of common interest and shall admit only local PTSAs/PTSAs in membership with the National PTSA and the Ohio PTSA.

Section 2. This local PTSA shall be represented in meetings of the Nordonia Hills Council of PTSA by the PTSA council delegate or alternate PTSA council delegate.

- a. All representatives to the council PTSA must be members of this local PTSA.
- b. The delegate and alternate shall be elected.

Section 3. This local PTSA shall pay annual dues to the Nordonia Hills Council of PTSAs as provided in the Nordonia Hills Council PTSAs Bylaws.

Article XIII - Ohio PTSA Convention

Members of this local PTSA, if in good standing may attend the Ohio PTSA Convention.

Article XIV - Fiscal Year

The fiscal year of this local PTSA shall begin on July 1 and end on the following June 30.

Article XV - Dissolution

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Section 1. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to the Ohio PTSA, a non-profit organization, which is tax-exempt and meets the requirements of regulations under Section 501C(3) of the Internal Revenue Code.

Section 2. Procedure for dissolution:

- a. When a motion to disband is presented and seconded, it must be deferred for vote until the next regularly scheduled general membership meeting. All members must be notified by first class mail, along with the Ohio PTSA office thirty (30) days prior to the meeting at which the vote will be taken on the motion to disband.
- b. At the next regularly scheduled general membership meeting the motion to disband is opened for discussion. A two-thirds (2/3) vote of members present and voting is required for the motion to be adopted.
- c. If the motion to disband passes, the IRS shall be notified that this unit is no longer a tax-exempt organization of the Ohio PTSA and the books, records, and the charter of the unit shall be returned to the Ohio PTSA office by registered mail or given to the Ohio PTSA Board of Directors representative.

Article XVI - Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised, Twelfth Edition* shall govern Nordonia Middle School PTSA in all cases in which they are applicable and in which they are not in conflict with National PTSA Bylaws, the Ohio PTSA Bylaws, these bylaws, unit standing rules, special rules of order or Articles of Incorporation.

Article XVII— Electronic Technology/Procedure Integrity

Section 1. This local PTSA may place policy procedures, such as the Ohio PTA Bylaws and Nordonia Middle School PTSA bylaws and standing rules on password-protected areas of the PTSA Google Drive.

Section 2. This local PTSA will make every effort to ensure the website information is free from outside tampering so as to protect the integrity of the information and will alert users when breaches of security are identified.

Section 3. Use of the National PTA and Ohio PTA trade name and seal on a website is prohibited without written permission from the Ohio PTA.

Article XVIII - Amendments

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Section 1. These bylaws may be amended at any regular general membership meeting of Nordonia Middle School PTSA by a two-thirds vote of those present and voting. Notice of proposed amendments must have been provided to the membership at a previous meeting.

Section 2. This local PTSA may appoint a committee to submit a revised set of bylaws as a substitute for the existing bylaws. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 3. All revisions and amendments to these bylaws shall be submitted to the Ohio PTSA Director of Bylaws and Standing Rules for approval.

Section 4. The adoption of an amendment by National PTSA or Ohio PTSA to any provision of these bylaws identified shall serve automatically and without the requirement of any further action by this organization to amend correspondingly these bylaws. This organization shall promptly incorporate such amendments into these bylaws.