

Edison Elementary PTA Bylaws

Minot, ND

Revised August 2012
Approved August 2012
State Bylaws Chair.....

Charter Renewed.....

Bylaws of Edison PTA

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- 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 (i) by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.
- f. 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 one or more nonprofit funds, foundations or organizations that have established their tax-exempt status under Sections 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA
- g. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the 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 National PTA and North Dakota PTA

Section 1. This PTA shall be organized and chartered under the authority of the North Dakota PTA in the area in which this PTA functions, in conformity with such rules and regulations, as the North Dakota PTA may in its bylaws prescribe. The North Dakota PTA shall issue to this PTA an appropriate charter evidencing the due organization and good standing of this PTA.

A PTA in good standing is one that:

- a. Adheres to the purposes and basic policies of the PTA;
- b. Remits the national portion of the dues through the state PTA to reach the national office by dates designated by National PTA;
- c. Has bylaws approved according to the procedures of its state; and
- d. Meets other criteria as may be prescribed by the individual state PTA.

Section 2. This PTA shall adopt such bylaws for the government of the organization as may be approved by the North Dakota PTA. Such bylaws shall not be in conflict with National PTA Bylaws or the bylaws of North Dakota PTA.

Section 3. Bylaws of this PTA shall include an article on amendments

Section 4. Bylaws of this PTA shall include a provision establishing a quorum.

Section 5. Each officer or board member of this PTA shall be member of this PTA

Section 6. The bylaws of this PTA shall prohibit voting by proxy.

Article V - Membership and Dues

Section 1. Every individual who is a member of this PTA is, by virtue of that fact, a member of the National PTA and of the North Dakota PA by which this PTA is chartered, and is entitled to all the benefits of such membership.

Section 2. Each member of this PTA shall pay annual dues to said organization. The amount of such annual dues shall include the portion payable to the North Dakota PTA and the portion payable to National PTA.

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Article VI - Officers

Section 1. The officers of this PTA shall be a president, vice president, a secretary, and a treasurer.

Section 2. Officers shall be elected in the month of *March*.

Section 3. The vote shall be conducted ;and a majority vote shall elect.

Section 4. The following provisions shall govern the eligibility of individuals to be officers of the Edison PTA.

- a. Each officer shall be a member of this PTA
- b. No officer may be eligible to serve more than three consecutive terms in the same office.
- c. 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.

Section 5. Officers shall assume their official duties following the close of the meeting in *May* (or the last committee meeting for the school year) in which they are elected and shall serve for a term of *one* year(s) or until their successors are elected.

Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the vice president. A vacancy in any office other than president shall be filled by the board of directors.

Section 7. There shall be a nomination committee composed of at least three members who shall be appointed by this PTA's Board of Directors at a regular general membership meeting at least one month prior to the election of officers, as outlined in Article VI, Section 2.

- a. The nomination committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting in march, at which time additional nominations may be made from the floor.
- b. Only those individuals who are current members of this PTA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Article VII - Duties of Officers

Section 1. The president shall

- a. Preside at all meetings of this PTA
- b. Serve as an ex officio member of all committees except the nomination committee;
- c. Coordinate the work of the officers and committees of this PTA in order that the purposes may be promoted;
- d. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors of executive committee.

Section 2. The vice president shall

- a. Act as aide to the president;
- b. Perform the duties of the president in the president's absence or inability to serve;
- c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.

Section 3. The secretary shall

- a. Record the minutes of all meetings of the Edison PTA.
- b. Be prepared to read the records of any previous meetings;

- c. File all records;
- d. Have a current copy of the bylaws;
- e. Maintain a membership list as provided by the membership committee;
- f. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.

Section 4. The treasurer shall

- a. Have custody of the funds of this PTA;
- b. Maintain a full account of the funds of this PTA;
- c. Make disbursements as authorized by the president, executive board, or this PTA in accordance with the budget adopted by this PTA;
- d. Have checks for vouchers signed by two people ; the treasurer and one other person;
- e. Keep a full and accurate account of the receipts and disbursements in the books belonging to the Edition PTA,
- f. Provide a written financial statement to the board of directors at each meeting;
- g. Present an annual report of the financial condition of the organization;
- h. Submit the books annually for an audit by an auditing committee selected by the board of directors at least one month before the meeting at which new officers assume duties.
- i. Report the findings of the annual audit to the board of directors;
- j. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.

Article VIII - Board of Directors

Section 1. The affairs of the Edition PTA shall be managed by the board of directors in the intervals between PTA general membership meetings.

Section 2. Each board member shall be a member of this PTA.

Section 3. The members of the board shall be

- a. Elected officers;
- b. Standing committee chairs, teacher representatives, and principal.
- c. The president may appoint a parliamentarian, subject to approval of the executive committee of this PTA.

Section 4. Duties of the board shall be to

- a. Carry out such business as may be referred to it by the membership of the association;
- b. Create special committees;
- c. Create a report at the regular general membership meetings of this PTA;
- d. Select an auditor or an auditing committee to audit the treasurer's accounts;
- e. Prepare and submit an annual budget to this PTA's general membership for adoption;
- f. Approve payment of routine bills within the limits of the approved budget;

Section 5. If any member of the board of directors shall at any time cease to meet the qualifications of or fulfill the duties of the position, that person may be removed from the board by resolution adopted by the board of directors.

Section 6. Regular meetings of the board shall be held with the date and time to be fixed by the board at the first meeting of the year.

Section 7. Special meetings of the board may be called by the president or when requested by *three* members upon *three* days' written notice to each member of the board.

Section 8. At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of business.

Section 9. Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be member of the board and shall be relieved of all duties and responsibilities incident to such membership. 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.

Article IX - Executive Committee

Section 1. There shall be an executive committee of the Edison PTA, the members of which shall be

- a. All elected officers, and
- b. Principal

Section 2. Special meetings of the executive committee may be called by the president or upon written request of three members with three days' notice to each member of the executive committee.

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

Section 4. Duties of the executive committee shall be to

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

The executive committee shall take no action in conflict with any action taken by the board of directors.

Article X - Committees

Section 1. Only members of this PTA shall be eligible to serve in any elective or appointive positions.

Section 2. The standing committees of this PTA shall be

- a. *As decided each year as needed.*

Section 3. The board of directors may create such special committees, as it may deem necessary to promote the purposes of PTA and carry on the work of this PTA.

Section 4. The term of office of a committee chair shall be *one* year or until the selection of a successor.

Article XI - General Membership Meetings

Section 1. Regular meetings of this PTA shall be held on a day each month as approved by the executive committee at the first meeting of the new PTA year unless otherwise provided by this PTA, the board of directors, or the executive committee. *Three days'* notice shall be given to the membership of any change of date.

Section 2. Special meetings of this PTA may be called by the president or by a majority of the board of directors, three days; notice having been given.

Section 3. The annual meeting shall be held two times per year.

Section 4. Five members shall constitute a quorum for the transaction of business in any meeting of this PTA

Article XII - Council Membership

(This article applies only to those local PTAs holding membership in council PTA. The following sections must correspond to the council PTA bylaws, and are provided as a guideline to local PTAs)

Section 1. This local PTA shall be represented in meetings of the Minot City Council PTA by the president, or elected delegate.

a. All representatives to the council PTA must be members of this local PTA

b. Delegates and their alternate shall be chosen by election in (month) Delegates to the Minot City Council PTA shall serve for a term of one year.

Section 2. This local PTA shall pay annual dues of \$50.00 to the Minot City Council PTA as provided in the Minot City Council PTA bylaws.

Article XIII - North Dakota PTA Annual Meeting/Convention

Section 1. This PTA shall be represented at the annual meeting of the North Dakota PTA by the president, or appointed alternate, and by delegate(s) or alternates. All representatives to the North Dakota PTA Annual Meeting/convention must be members of this PTA.

a. Delegates and their alternates shall volunteer/request in October.

b. The number of delegates is based on the number of members recorded with the state office as of March. One delegate is allowed per 25 members or majority thereof.

Article XIV - Fiscal Year

The fiscal year of the Edison Elementary PTA shall begin on July 1 and end on the following June 30.

Article XV - Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Edison Elementary PTA in all cases in which they are applicable and in which they are not in conflict with the National PTA Bylaws, the North Dakota PTA Bylaws, special rules of order or Articles of Incorporation.

Article XVI - Amendments

Section 1. These bylaws may be amended at any regular general membership meeting of the Edison Elementary PTA by a two-thirds vote of those present and voting, provided the amendments have been approved by the board of directors and notice of proposed amendments has been provided to the membership 14 days prior to the meeting.

Section 2. The executive committee or the board of directors by a majority vote may authorize the Committee on Bylaws 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. Submission of amendments or revised bylaws for approval by the North Dakota PTA shall be in accordance with the bylaws or regulations of the North Dakota PTA.