

Hope PTA

INDEX

ARTICLE

ARTICLE I	NAME	2
ARTICLE II	PURPOSES	2
ARTICLE III	BASIC POLICIES	2
ARTICLE IV	RELATIONSHIP WITH NATIONAL & RHODE ISLAND PTA	3
ARTICLE V	MEMBERSHIP AND DUES.....	5
ARTICLE VI	OFFICERS.....	5
ARTICLE VII	DUTIES OF OFFICERS	6
ARTICLE VIII	BOARD OF <u>[DIRECTORS]</u> <u>[MANAGERS]</u>	7
ARTICLE IX	EXECUTIVE COMMITTEE.....	7
ARTICLE X	COMMITTEES	7
ARTICLE XI	GENERAL MEMBERSHIP MEETINGS	8
ARTICLE XII	COUNCIL MEMBERSHIP	8
ARTICLE XIII	RHODE ISLAND PTA CONVENTION.....	8
ARTICLE XIV	FISCAL YEAR.....	8
ARTICLE XV	PARLIAMENTARY AUTHORITY.....	8
ARTICLE XVI	AMENDMENTS	8

Hope PTA by Laws, Updated August 2012
National PTA Model Local Bylaws, Updated October 2005
Aligned with Rhode Island PTA Bylaws November 2009

Article I—Name

The name of this organization is the Hope PTA Parents and Teacher Association (Hope PTA), Hope, Rhode Island. It is a local PTA organized under the authority of Rhode Island Congress of Parents and Teachers (Rhode Island PTA), a branch of National Congress of Parents and Teachers (National PTA).

Article II—Purposes

Section 1. The purposes of the Hope PTA are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship,
- b. To raise the standards of home life,
- c. To secure adequate laws for the care and protection of children and youth,
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth, and
- e. 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, social, and spiritual education.

Section 2. The purposes of the Hope PTA are promoted through an 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 the 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 (herein after referred to as “Internal Revenue Code”).

Article III—Basic Policies

The following are basic policies of National PTA:

- 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 establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to 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 distributable to, its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in 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 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 Section 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 Rhode Island PTA

Section 1. The Hope PTA shall be organized and chartered under the authority of the Rhode Island PTA in Hope, Rhode Island, in conformity with such rules and regulations, as the Rhode Island PTA may in its bylaws prescribe. The Rhode Island PTA shall issue Hope PTA an appropriate charter evidencing the due organization and good standing of the association. **(State may establish their own “good standing” policy)**

A local 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. Hope PTA shall adopt such bylaws for the government of the organization as shall be approved by the Rhode Island PTA. Such bylaws shall not be in conflict with National PTA Bylaws or the bylaws of Rhode Island PTA.

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

#Section 4. The Hope PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the state PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Rhode Island PTA.

#Section 5. The Hope PTA shall be subject to withdrawal and the status of such organization as a local PTA shall be subjected to termination, in the manner and under the circumstances provided by the bylaws of Rhode Island PTA.

#Section 6. Hope PTA is obligated, upon withdrawal of its charter by Rhode Island PTA,

- a. To yield up and surrender all of its books and records to Rhode Island PTA;
- b. To immediately transfer all of its assets and property to Rhode Island PTA or such agency as may be designated by Rhode Island PTA or to another local PTA organized under the authority of Rhode Island PTA. No assets or property shall be transferred without the express permission of Rhode Island PTA;

- c. To cease and desist from the further use of any name that implies or connotes association with National PTA or Rhode Island PTA or status as a constituent organization of National PTA, including, but not limited to the IRS EIN number granted under the umbrella of Rhode Island PTA and the right to participate in the group insurance plan; and
- d. To carry out promptly, under the supervision and direction of Rhode Island PTA, all proceedings necessary or desirable for the purpose of dissolving such local PTA.

#Section 7. Procedures for dissolution:

- a. If a local PTA/PTSA unit is considering dissolution, the local unit Board shall meet Representatives from the Rhode Island PTA Board, prior to any formal action.
- b. If after meeting with the representatives from the Rhode Island PTA Board, the local unit Board decides to proceed with the advisability of dissolution, the local unit board. Shall adopt a resolution recommending that the local PTA or PTSA be dissolved and directing that the question of such proposed dissolution be submitted to a vote at a special meeting of the members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the local PTA/PTSA shall be given (30) days prior to the date of such meeting.
- c. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting to members, shall be given to the president of the Rhode Island PTA at least 20 days before the date fixed for such special meeting of the members.
- d. Only those persons who were members in good standing of the local PTA/PTSA on the date of the adoption of the resolution shall be entitled to vote at the special meeting on the question of dissolution.
- e. Approval of dissolution of the local PTA/PTSA shall require the affirmative vote of at least 2/3 of the members present and entitled to vote at the special meeting, a quorum being present. Written notice of the results of the vote will be given to the president of Rhode Island PTA.
- f. Upon dissolution, 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 Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- g. Being no longer chartered by Rhode Island PTA, the local unit PTA/PTSA shall cease and desist from the further use of any name that implies or connotes association with National PTA or Rhode Island PTA or status as a constituent organization of National PTA, including, but not limited to the IRS EIN number granted under the umbrella of Rhode Island PTA.

#Section 8. Each officer or board member of the Hope PTA shall be a member of the Hope PTA.

#Section 9. Only members of a Hope PTA who have paid dues for the current membership year may participate in the business of the Hope PTA.

#Section 10. Hope PTA shall collect dues from its members and shall remit a portion of such dues to Rhode Island PTA as provided in Article VII hereof.

#Section 11. Hope PTA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the number symbol (#). (Shown here as Sections 4 through 10)

Section 12. Bylaws of Hope PTA shall include a provision establishing a quorum (see Article XI Section 4)

Section 13. The bylaws of Hope PTA shall prohibit voting by proxy.

Article V—Membership and Dues

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

Section 2. Each member of Hope PTA shall pay annual dues to said organization. The amount of such annual dues shall include the portion payable to the Rhode Island PTA and the portion payable to National PTA.

#Section 3. Hope PTA shall

- a. Adhere to the Rhode Island PTA membership year set and reflected in the RI State By-laws.
- b. Conduct an annual enrollment of members but may admit individuals to membership at any time.

Article VI—Officers

Section 1. The officers of Hope PTA shall be a president, a vice president, a secretary, and a treasurer. On an annual basis, the Executive Board can appoint the Principal as 2nd Vice President.

Section 2. All Officers shall be elected on even years at the last meeting of the school year and will serve a term of two years.

Section 3. 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 4. The following provisions shall govern the eligibility of individuals to be officers of the Hope PTA:

- a. Each officer shall be a member of this local PTA.
- b. No officer may be eligible to serve more than two consecutive terms in the same office. Exceptions include the Treasurer, only if a candidate has not been nominated, and the 2nd Vice President, only if the 2nd Vice President position is held by the school principal.
- 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 of the school year in which they are elected and shall serve for a term of two years 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 1st vice president. A vacancy in any office other than president shall be filled by the executive board.

- a. If an office is vacated without serving a full term, the position can be filled by a Special Election.
- b. A Special Election will be held not less than 60 days following a vacancy and will follow the Nominating Procedures described herein.
- c. The Executive Board may appoint an interim officer to replace the office vacated if needed.

Section 7. There shall be a nominating committee composed of 3 members who shall be elected by Hope PTA members at a regular general membership meeting at least two months prior to the election of officers, as outlined in Article VI, Section 2.

- a. The Nominating Committee shall elect its chairs.
- b. The Nominating Committee will request/solicit nominations, review nominations, provide acknowledgement they have received a nomination to said nominee, and obtain written consent from all individuals nominated of their intent.
- c. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting, one meeting prior to the election, at which time additional nominations may be made from the floor. Nominees from the floor must have provided the nomination committee with written intent to run for a specific office within the nomination request period conducted by the Nomination Committee for the election year at hand.
- d. Only those individuals who are current members of Hope PTA for at least 30 days 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 Hope PTA President shall:

- a. Preside at all meetings of Hope PTA;
- b. Serve as an ex officio member of all committees except the nominating committee;
- c. Coordinate the work of the officers and committees of Hope 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 executive board or executive committee.

Section 2. The Hope PTA 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 executive board of, or the executive committee.

Section 3. The Hope PTA Secretary shall

- a. Record the minutes of all meetings of the Hope 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;
- f. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the executive board.

Section 4. The Hope PTA Treasurer shall

- a. Have custody of the funds of Hope PTA
- b. Maintain a full account of the funds of Hope PTA;
- c. Make disbursements as authorized by the president, executive board, or the Hope PTA in accordance with the budget, have vouchers signed by two people: the treasurer and president for all expenditures;
- d. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Hope PTA;
- e. Provide financial statement to the executive board at each meeting;

- f. Present an annual report of the financial condition of the organization;
- g. Submit the books annually for an audit by an auditing committee selected by the executive board at least one month before the meeting at which new officers assume duties.
- h. Report the findings of the annual audit to the executive board;
- i. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the executive board, or the executive committee.

Article VIII— Executive Board

Section 1. The affairs of the Hope PTA shall be managed by the Hope PTA Executive Board (the Board) in the intervals between general membership meetings.

Section 2. Each Executive Board member shall be a member of the Hope PTA.

Section 3. The members of the Board shall be

- a. elected officers;
- b. The president may appoint a parliamentarian, subject to approval of the Executive Board.

Section 4. Duties of the Board shall be to

- a. Carry out such business as may be referred to it by the general membership;
- b. Create special committees;
- c. Create a report at the regular general membership meetings;
- d. Select an auditor or an auditing committee to audit the treasurer’s accounts;
- e. Prepare and submit an annual budget to general membership for adoption;
- f. Appoint standing committee chairs and members;
- g. Approve the work of the committees;

Section 5. If any member of the Hope PTA 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 the Executive Board.

Section 6. 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 7. Special meetings of the board may be called by the president or when requested by 2 members upon 5 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 a 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 Board of Directors/Managers– Left Out

Article X—Committees

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

Section 2. Suggested committees of this local PTA include

- a. 5th grade yearbook, bingo, enrichment, fundraiser, membership, cultural arts, young authors, and family events

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

- a. Each committee will have a chair-person, and a co-chairperson if necessary.
- b. In addition, the Executive Board may appoint a Board representative to each committee in an advisory role to support chairs.

Section 4. The term of office of a committee chair(s) shall be two year(s) or until the selection of a successor.

Section 5. The chair(s) of each committee shall present a plan of work to the executive committee for approval. No committee work shall be undertaken without the consent of the executive committee.

Article XI—General Membership Meetings

Section 1. Regular general membership meetings of the Hope PTA shall be held during such months and on such days as determined by the Executive Board, with a minimum of five (5) meetings per year. A tentative schedule of meeting dates will be provided to the membership at the beginning of each school year. Five (5) days' notice shall be given to the membership of any change of date.

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

Section 3. The annual meeting shall be held as the first meeting of the school year.

Section 4. Seven (7) members shall constitute a quorum for the purposes of holding a formal vote. General transactions of business the Hope PTA can be approved by a majority of participants at a general membership meeting.

Section 5. The Hope PTA shall prohibit voting by proxy.

Article XII—Council Membership - Left out

Article XIII—Rhode Island PTA Annual Convention

Section 1. Hope PTA shall be represented at the annual meeting of the Rhode Island PTA. Voting delegates to the Rhode Island PTA Statewide Meeting shall consist of **all members** of this local unit PTA in Rhode Island as shown on the books of Rhode Island PTA as of 30 days prior to the meeting.

Article XIV—Fiscal Year

The fiscal year of the Hope PTA shall begin on July 1st and end on the following June 30th.

Article XV—Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern Hope PTA in all cases in which they are applicable and in which they are not in conflict with National PTA Bylaws, the Rhode Island PTA Bylaws, and 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 Hope PTA by a two-thirds vote of those present and voting, provided the amendments

have been approved by the executive board and notice of proposed amendments has been provided to the membership 30 days prior to the meeting.

Section 2. The executive board, by a majority vote, may authorize the Committee on Bylaws to submit a revised set of bylaws as a substitute for the existing bylaws.

Section 3. Submission of amendments or revised bylaws for approval by the Rhode Island PTA shall be in accordance with the bylaws or regulations of the Rhode Island PTA.

#Section 4. The adoption of an amendment to any provision of the bylaws of the State PTA, identified by a number symbol (#) shall serve automatically without the requirement of further action of the (local unit/council) PTA to amend their corresponding bylaws

Approved by:

Unit Name: _____

Unit President: _____

Date: _____

Approved by: _____

Rhode Island Congress of Parents and Teachers
(Rhode Island PTA)

Date: _____

Procedure and Bylaws Chairperson or State PTA President

Date: _____