Austin T. Levy PTA

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National PTA Model Local Bylaws, Updated June 2016

Aligned with Rhode Island PTA Bylaws November 2016

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**Article I: Name**

The name of this association is the Austin T. Levy Parents and Teacher Association PTA, Burrillville, 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 PTA are

1. To promote the welfare of children and youth in home, school, community, and place of worship,
2. To raise the standards of home life,
3. To secure adequate laws for the care and protection of children and youth,
4. 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
5. 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 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 association 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 (hereinafter referred to as “Internal Revenue Code”).

**ARTICLE III: PRINCIPLES**

The following are basic principles of National PTA

1. This association shall be noncommercial, nonsectarian, and nonpartisan.
2. This association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children’s issues, 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.
3. This association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
4. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in National PTA.

**Article IV: Relationship with National PTA and Rhode Island PTA**

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

A local PTA in good standing is one that:

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

**Section 2.** This local PTA shall adopt such bylaws for the government of the association 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 this local PTA shall include an article on amendments.

**#Section 4.** Each local 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 charter of a local PTA shall be subject to withdrawal and the status of such association 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.** Each local PTA is obligated, upon withdrawal of its charter by Rhode Island PTA,

1. 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 the right to participate in the group insurance plan; and
2. 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:**

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. Upon dissolution, after paying or adequately providing for the debts and obligations of the association, 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.
7. 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 association 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 a local PTA shall be a member of such local PTA.

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

**#Section 10.** Each local 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.** Each local 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 this local PTA shall include a provision establishing a quorum.

**Section 13.** The bylaws of this local PTA shall prohibit voting by proxy.

**Article V: Membership and Dues**

**Section 1.** Every individual who is a member of this local 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 this local PTA shall pay annual dues to said association. 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.** Each local PTA shall

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

**Article VI: Officers**

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

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

**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 Austin T. Levy PTA:

1. Each officer shall be a member of this local PTA.
2. No officer may be eligible to serve more than two consecutive terms in the same office.
3. 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 June in which they are elected and shall serve for a term of one year 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 one vice president. A vacancy in any office other than president shall be filled by the board of directors.

**Section 7.** There shall be a nominating committee composed of three members who shall be elected by this local PTA at a regular general membership meeting at least one month prior to the election of officers, as outlined in Article VI, Section 2.

1. The committee shall elect its chair.
2. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting in May, at which time additional nominations may be made from the floor.
3. Only those individuals who are current members of this local 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

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

**Section 2.** The vice president shall

1. Act as aide to the president;
2. Perform the duties of the president in the president’s absence or inability to serve;
3. 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

1. Record the minutes of all meetings of the Austin T. Levy PTA;
2. Be prepared to read the records of any previous meetings;
3. File all records;
4. Have a current copy of the bylaws;
5. Maintain a membership list;
6. 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

1. Have custody of the funds of this local PTA
2. Maintain a full account of the funds of this local PTA;
3. Make disbursements as authorized by the president, executive board, board of directors, or this local PTA in accordance with the budget adopted by this local PTA, have all checks or vouchers in the amount of $500 or greater are to be signed by two people: eligible to sign are the president, vice-president, treasurer, board of directors, or PTA-appointed teacher.
4. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Austin T. Levy PTA;
5. Provide a written financial statement to the board of directors at each meeting;
6. Present an annual report of the financial condition of the association;
7. Submit the books annually for a financial review by a financial review committee, selected by the board of directors at least one month before the meeting at which new officers assume duties.
8. Report the findings of the financial review to the board of (directors);
9. 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 Austin T. Levy PTA shall be managed by the board of directors in the intervals between local PTA general membership meetings.

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

**Section 3.** The members of the board shall be

1. Elected officers;
2. The president may appoint a parliamentarian, subject to approval of the executive committee of this local PTA.

**Section 4.** Duties of the board shall be to

1. Carry out such business as may be referred to it by the membership of the association;
2. Create special committees;
3. Create a report at the regular general membership meetings of this local PTA;
4. Select a financial review committee to financially review the treasurer’s accounts;
5. Prepare and submit an annual budget to this local PTA’s general membership for adoption;
6. 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 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 monthly with the date and time to be set 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 3 members upon 3 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: Executive Committee**

**Section 1.** There shall be an executive committee of the Austin T. Levy PTA, the members of which shall be

1. All elected officers

**Section 2.** Special meetings of the executive committee may be called by the president or upon written request of 3 members with 3 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

1. Transact business referred to it by the board;
2. Appoint standing committee chairs and members;
3. Approve the work of the committees;
4. Act in emergencies between meetings of the board;
5. 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 local PTA shall be eligible to serve in any elective or appointive positions.

**Section 2.** The standing committees of this local PTA shall be

1. Bylaws
2. Legislative

**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 local PTA.

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

**Section 5.** The chair 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 meetings of this local PTA shall be held monthly according to the calendar set by this local PTA at the first board meeting of the year unless otherwise provided by this local PTA, the board of directors, or the executive committee. Seven days’ notice shall be given to the membership of any change of date, with the exception of unplanned school closings (ex: Snow days).

**Section 2.** Special membership meetings of this local PTA may be called by the president or by a majority of the board of directors, 3 days notice having been given.

**Section 3.** The annual meeting shall be held in September.

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

**Article XII: Rhode Island PTA Convention**

**Section 1.** This local 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 XIII: Fiscal Year**

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

**Article XIV: Parliamentary Authority**

The rules contained in the current edition of *Robert’s Rules of Order, Newly Revised* shall govern Austin T. Levy 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, special rules of order or Articles of Incorporation.

**Article XV: Amendments**

**Section 1.** These bylaws may be amended at any regular general membership meeting of the Austin T. Levy 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 30 daysprior 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.

**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 Austin T. Levy 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)

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 Procedure and Bylaws Chairperson or State PTA President

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_