

Bylaws of Westside PTA

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Westside PTA Bylaws

Article I—Name

The name of this organization is the Westside Parents and Teacher Association (PTA), West Fargo, North Dakota. It is a PTA organized under the authority of North Dakota Congress of Parents and Teachers (NDPTA), a branch of National Congress of Parents and Teachers (National PTA).

Article II—Purposes

Section 1. The purposes of the 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 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 (hereinafter 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 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 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 a 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 PTA 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.

Section 3. Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purpose of National PTA.

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 May.

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 Westside PTA:

- a. Each officer shall be a member of this PTA.
- b. No officer may be eligible to serve more than two 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 within one month after the meeting 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 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 PTA 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 committee shall elect its chair.
- b. 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 April, at which time additional nominations may be made from the floor.
- c. 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.

Section 8. In the event that it becomes necessary or beneficial to have the office of president-elect, the majority of the board of directors would decide to create this position.

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 nominating 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 or 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 Westside 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 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 or vouchers signed by two people: the treasurer and one other person;
- e. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to Westside 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;
- 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 Westside 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. Principal or representative
- c. Special committee chairs as applicable to the PTA (i.e. standing committee chairs, teacher representatives)
- d. 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. Collaboratively establish a mission statement and goals to guide all budgetary decisions.
- c. Create special committees;
- d. Create a report at the regular general membership meetings of this PTA;
- e. Select an auditor or an auditing committee to audit the treasurer's accounts;
- f. Prepare and submit an annual budget to this PTA's general membership for adoption;
- g. 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 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 three members upon two 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 Westside PTA, the members of which shall be

- a. All elected officers; and
- b. Principal or representative; and
- c. Immediate past president

Section 2. Special meetings of the executive committee may be called by the president or upon written request of majority members with two 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 board;
- 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 may be

- a. For example, bylaws, health/welfare, education

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.

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. This PTA shall have a minimum of 5 regular meetings, the dates of which shall be communicated at the first meeting. Two 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, two days' notice having been given.

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

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

Article XII--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 be chosen on a volunteer basis prior to the annual meeting.
- 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 XIII—Fiscal Year

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

Article XIV—Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern Westside PTA in all cases in which they are applicable and in which they are not in conflict with National PTA Bylaws, the North Dakota 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 Westside 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 30 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.

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.