

LOCAL UNIT BYLAWS

FREEDOM AREA ELEMENTARY PTA, INC

Beaver County Region 2

Article I: Name

The name of this **organization** is the **Freedom Area Parent-Teacher Association, Inc.** located in Freedom, Pennsylvania.

It is a local PTA/PTSA organized under the authority of the Pennsylvania Congress of Parents and Teachers, Inc. (the Pennsylvania PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

Article II: Purposes

Section 1. The Purposes of the **Freedom Area Elementary PTA, Inc.** in common with those of the National PTA and the Pennsylvania 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, so that parents and teachers may cooperate intelligently in the education of home 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 National PTA, the Pennsylvania PTA, and this PTA/PTSA are promoted through an advocacy and educational program directed towards 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 "Internal Revenue Code").

#Article III: Basic Policies

The following are basic policies of the **Freedom Area Elementary PTA, Inc.** in common with those of the National PTA and the Pennsylvania 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 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 among 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 the 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 the National PTA.
 - 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 National PTA & Pennsylvania PTA

Section 1. This local PTA/PTSA shall be organized and chartered under the authority of the Pennsylvania PTA, in conformity with such rules and regulations, not in conflict with the National PTA bylaws, as the Pennsylvania PTA may prescribe in its bylaws. The Pennsylvania PTA shall issue to this local PTA/PTSA an appropriate charter evidencing the due organization and good standing of this local PTA/PTSA.

Section 2. Pennsylvania PTA provides services only to local PTAs that are in good standing. To participate in the Reflections program at the

state level and receive state mailings, local units must be in good standing.

Section 3. A local PTA/PTSA in good standing is one that:

- a. Adheres to the Purposes and basic policies of the PTA;
- b. has bylaws approved to the procedures of the Pennsylvania PTA;
- c. remits the National portion of the dues through the Pennsylvania PTA office to reach the National Office by dates designated by the National PTA;
- d. submits dues to the state PTA office postmarked no later than December 1;
- e. submits officers form to the state office immediately upon the election of officers and no later than June 15 annually;
- f. forwards to the state office each year upon completion a copy of their Form 990N, 990, or 990EZ as required per IRS regulations;
- g. forwards a signed copy of all audit reports to the state office immediately following their adoption by the general membership; and
- h. meets other criteria as may be prescribed by the Pennsylvania PTA.

Article V: Bylaws

Section 1. The articles of the organization of this local PTA/PTSA include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

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

Section 3. The adoption of an amendment to any provision of the National PTA or the Pennsylvania PTA bylaws shall apply automatically and without

requirement of further action by this local PTA/PTSA to amend its corresponding bylaws. Notwithstanding the automatic character of the amending process, this local PTA/PTSA shall promptly incorporate such amendments in its bylaws.

Section 4. This local PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of National PTA and Pennsylvania bylaws identified by the (#) symbol.

Section 5. Local Unit bylaws shall be updated every five (5) years on the most current model available from the Pennsylvania PTA as provided by the Pennsylvania PTA board of managers.

#Article VI: Voting

Section 1. Only members of this local PTA/PTSA who have paid dues for the current membership year may vote on business of this local PTA/PTSA.

Section 2. Current membership must be verified for voting privileges.

Section 3. The bylaws of this local PTA/PTSA shall prohibit voting by proxy.

#Article VII: Membership & Dues

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

#Section 2. Membership in this local PTA/PTSA shall be made available without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the National PTA bylaws or the Pennsylvania PTA bylaws as may be prescribed in the bylaws of this local PTA/PTSA, to any individual who subscribes to the purposes and basic policies of the National PTA.

#Section 3. This local PTA/PTSA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

#Section 4. Each member of this local PTA/PTSA shall pay such annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the Pennsylvania PTA~the “state portion”-and the portion payable to the National PTA-the “national portion.”

#Section 5. The national portion of each member’s dues, to be determined by the National PTA, shall be two dollars and twenty-five cents (\$2.25) per annum.

#Section 6. The state portion of each member’s dues, to be determined by the Pennsylvania PTA, shall be two dollars and seventy-five cents (\$2.75) per annum.

Section 7. The local portion of each member’s dues to be determined by this PTA/PTSA, shall be one dollar (\$1.00) per annum.

#Section 8. Local PTA/PTSA Membership:

- a. Upon payment of dues, a person of Full Age shall become a member of a local PTA/PTSA unit and shall be entitled to all privileges of membership, including holding office and voting.
- b. Upon payment of dues, a person of less than Full Age (example: student in a PTA/PTSA) shall become a member of a local PTA/PTSA unit and shall be entitled to all privileges of membership including voting, holding chairmanships and offices, with the exception of President, Vice-President, Secretary and Treasurer.
- c. Full Age: Of the age of eighteen years or over, as set forth by the Pennsylvania Consolidated Statutes, Title 15, Corporations and Unincorporated Associations, under which the Pennsylvania Congress of Parents and Teachers, Inc. is governed along with the Pennsylvania PTA bylaws.

#Section 9. Honorary Recognitions

- a. Honorary Life Memberships may be conferred for distinguished service for which a fee shall be paid to the National PTA to become part of the Endowment Fund. Honorary Life Membership provides only national convention guest privileges upon payment of the convention registration fee.
- b. Honorary State Life Memberships may be conferred for distinguished service for which a fee shall be paid to the Pennsylvania PTA. The fee shall be deposited in the Hannah Kent Schoff Fund. Honorary State Life Membership provides only state convention guest privileges upon payment of the annual convention registration fee. An Honorary State Life Member may become an active member upon payment of dues in a local PTA.
- c. Child Advocacy Awards may be conferred for additional recognition of distinguished service for Pennsylvania PTA Honorary Life Members, for which a fee shall be paid to the Pennsylvania PTA. The fee shall be deposited in the Hannah Kent Schoff Fund.

#Section 10. Dues

- a. The treasurer of this PTA/PTSA shall:
 - 1. Send the completed membership form and five dollars (\$5.00) for the National and State Portions of the dues of each member of this PTA/PTSA to the same PTA office.
 - 2. Return all current unused membership cards (postmarked by July 1) to the state PTA office or be charged annual dues for each card not returned.
- b. The treasurer of this PTA/PTSA shall keep records of national and state portions of the membership dues separate from record of general fund of

the local PTA/PTSA.

- c. The state PTA office shall notify each local unit treasurer or president thirty (30) days in advance of December 1 that national and state dues are to be postmarked by December 1.
- d. Local units that do not submit at least a portion of their dues to the state PTA office postmarked by December 1 shall be removed from the unit list and will have their non-profit status revoked.

Article VIII: Officers

Section 1. The officers of this local PTA/PTSA shall consist of:

- a. #One (1) President;
- b. Two (2) Vice presidents;
- c. One (1) Secretary (ies);
- d. #One (1) treasurer; and

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

#Section 3. The vote shall be conducted by written ballot unless there is only one candidate for office, at which time a voice vote may be held. A majority vote shall be required for election.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Freedom Area Elementary PTA, Inc.:

- a. #Each officer shall be a member of this local PTA/PTSA.
- b. #A person who has served for more than one-half of a full term shall be deemed to have served a full term in office.

- c. #No person may serve in more than one elected position in this PTA simultaneously.
- d. Each officer of this PTA/PTSA shall have been a member of this PTA/PTSA for **the current school year.**
- e. No officer may be eligible to serve more than **four (4)** consecutive terms in the same office, unless no one else will accept the position.
- f. To be eligible for the presidency a person must have served on the executive board of this local unit for **zero** years.

Section 5. Officers shall assume their official duties on **July 1** and shall serve for a term of **one (1)** 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 the president shall be filled by a member elected by the executive board.

Section 7. A nominating committee composed of **three (3)** members shall be elected by this local PTA/PTSA at a regular meeting in **February**, at least two months prior to the election of officers as outlined in Article VIII, Section 2.

- a. The committee shall elect its own chair.
- b. The nominating committee shall nominate and eligible person for each office to be filled and report its nominees to the general membership in **March**. Before the election takes place, the president shall call for nominations from the floor.
- c. #Only those individuals who have met the qualifications as outlined in Article VIII, Section 4 and who have signified their consent to serve if elected, shall be nominated for, or elected to, such office.

Article IX: Duties of Officers

Section 1: The President shall:

- a. Preside at all meetings of this local PTA/PTSA;
- b. Serve as an ex officio member of all committees except the nominating committee, the election committee, and the auditing committee, if authorized to sign checks;
- c. Coordinate the work of the officers and committees of this local PTA/PTSA in order that the Purposes may be promoted;
- d. #Send contact information (name, address, phone, email if available) for the incoming officers to the state PTA office immediately upon election of officers and no later than June 15 annually;
- e. Perform other duties as may be provided by these bylaws, prescribed by the parliamentary authority, or directed by the executive board;
- f. Appoint a parliamentarian as needed; and
- g. #Have a current copy of this unit's bylaws available for membership review.

Section 2. The Vice-President shall:

- a. Act as an aide to the president; and
- b. Perform the duties of the president in the president's absence or inability to serve.

Section 3. The secretary shall:

- a. # Record the minutes of all meetings of the **Freedom Area Elementary PTA, Inc.;**
- b. Maintain a current copy of the bylaws and membership list.
- c. # Present a written copy of the previous meetings records at each meeting.
- d. # Have at each meeting, written records available for review by members, for at least the previous (12) meetings.

Section 4. The Treasurer Shall:

- a. # Have custody and maintain a full account of the funds of this local PTA/PTSA;
- b. Submit dues as directed in Article VII Membership & Dues Section 10 of these bylaws;
- c. Make disbursements as authorized by the executive board, or this local PTA/PTSA in accordance with the budget adopted by this local PTA/PTSA.
- d. # Have checks or vouchers signed by two people (the treasurer and one other person);
- e. # Provide a written financial statement to the executive board at each meeting;
- f. # Present an annual report of the financial condition of this organization to the membership;
- g. # Have the accounts examined annually by an auditor or an auditing committee of not fewer than three members, who are not authorized to sign checks. If satisfied that the treasurer's annual report is correct, they

shall sign a statement to that fact at the end of the report. The auditing committee shall be elected by the executive board at least one month before the meeting at which new officers assume duties;

- h. # Upon resignation of an officer during a term, have the accounts examined by an auditor or an auditing committee following the fiscal year end auditing procedures;
- i. # Report the findings of the annual audit in writing to the executive board;
- j. # All audit reports shall be presented to the general membership for adoption at the first general meeting held after the completion of the report;
- k. # Such books of account and records shall be open to inspection, at all reasonable times, by an officer of this PTA/PTSA, an authorized representative of the Pennsylvania PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA; and
- l. # If unit is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when there is a change of officers.

Section 6. All officers shall perform other duties as may be provided for in these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive board.

Article X: Executive Board

Section 1. There shall be an executive committee of the **Freedom Area Elementary PTA, Inc.**, the members of which shall be:

- a. All elected officers

Section 2. Special meetings of the executive committee may be called by the president or upon written request of **one (1)** member with **one (1)** day notice to each member of the executive committee.

Section 3. Nine (9) members 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 chairmen and members;
- c. Act in emergencies between meetings of the board;
- d. Make a report at each board meeting.

Section 5. The executive committee shall take no action in conflict with any action taken by the executive.

Article XII: Committees

Section 1. Only members of this local PTA/PTSA shall be eligible to serve as chairmen.

Section 2. The standing committees of this local PTA/PTSA shall be **listed in the standing rules.**

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

Section 4. Each committee chair shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Article XIII: General Membership Meetings

Section 1. At least three (3) general membership meetings of this association shall be held during the school year. Dates of the meetings shall be determined by the executive board and announced at the first general membership meeting of the year. **Five (5)** days' notice shall be given to the membership of a change of date.

Section 2. Special meetings of this local PTA/PTSA may be called by the president or by the majority of the executive board with **three (3)** days' notice having been given.

Section 3. The annual meeting shall be held in **September**, at which time the budget for the upcoming year shall be presented to the membership for a vote.

Section 4. A quorum of **ten (10)** members is required for the transaction of business in any meeting of this local PTA/PTSA.

Article XIV: Council Membership **N/A**

This article applies only to local units that are part of a council PTA. If not applicable, write N/A alongside the title and draw an "X" through this section.

The following sections must correspond to the council PTA bylaws, and are provided as a guideline to local PTAs/PTSAs.

Section 1. This local PTA/PTSA shall be represented in meetings of the _____ council PTA by the president, or appointed alternate, and by _____ (number) delegate(s) or alternate(s).

- a. All representatives to the _____ council PTA must be members of this local PTA/PTSA.
- b. Delegates and their alternates shall be chosen by election in _____(month).
- c. Delegates to the _____ council PTA shall serve for a term of _____year(s).
- d. # Current membership must be verified for voting privileges.

Section 2. This local PTA/PTSA shall pay annual dues of _____(amount), by _____(month, day), to the _____ council PTA, as provided in the council bylaws.

#Article XV: Pennsylvania PTA Convention

Section 1. This local PTA/PTSA shall be entitled to be represented at the state convention of the Pennsylvania PTA by the president (or alternate) and one (1) accredited (or alternate) delegate for every twenty-five (25) members as shown on the records of the state treasury thirty (30) days prior to the state convention.

Section 2. All representatives to the Pennsylvania PTA convention must be members of this local PTA/PTSA.

Section 3. Delegates or their alternates shall be selected in accordance with the Standing Rules of this PTA/PTSA.

#Article XVI: Fiscal Year

Section 1. This local unit PTA/PTSA shall be subject to withdrawal of its charter in the manner and under the circumstances provided in the PTA bylaws.

Section 2. A local PTA/PTSA considering dissolution must:

- a. Have a Pennsylvania PTA representative to speak in favor of continuing PTA/PTSA at a meeting of the executive board prior to taking action on dissolving;
- b. Upon decision to recommend dissolution of the unit, present the resolution to the members at the next general meeting for their information;
- c. Announce that a vote on the dissolution will be taken at the next general meeting. Two thirds (2/3) vote is required to dissolve a local unit;
- d. Require each person voting to dissolve to be a member of this local PTA/PTSA for at least 90 days;
- e. Arrange for a Pennsylvania PTA representative to speak to the members at the general meeting at which the vote is to be taken;
- f. Arrange for the proper disposal of PTA/PTSA funds and property according to the provisions of these bylaws; and
- g. Provide for the dissolution to take effect immediately after the dissolution is voted and not to be post-dated.

Section 3. This local PTA/PTSA is obligated, upon withdrawal of its charter by the Pennsylvania PTA to:

- a. Refer to #Article III: Basic Policies, (f).
- b. Cease and desist from further use of any name that implies or connotes association with the National PTA or the Pennsylvania PTA or status as a constituent organization of the National PTA; and
- c. Carry out promptly, under the supervision and direction of the Pennsylvania PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA/PTSA.

#Article XVIII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this organization and in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA bylaws, the Pennsylvania PTA bylaws, or articles of incorporation.

#Article XIX: Amendments

Section 1. These bylaws may be updated or amended at any general membership meeting of this association by two thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon and that amendment shall be subject to the approval of the Pennsylvania PTA.

Section 2. Submission of amendments or updated bylaws for approval by the Pennsylvania PTA shall be in accordance with the bylaws or regulations of the Pennsylvania PTA.

Section 3. The adoption of an amendment to any provision of the National PTA and the Pennsylvania PTA bylaws shall serve automatically and without the requirement of further action by this organization to amend their corresponding bylaws. Local PTAs/PTSAs shall promptly incorporate such amendments in their respective bylaws.

Required by the Pennsylvania PTA

- 1 There should be a corresponding section listing the duties of each vice president.
- 2 There should be a corresponding section listing the duties of each secretary.

