

LOCAL UNIT BYLAWS

9-8-2011

APPROVED

School Name TCHEFUNCTE MIDDLE SCHOOL

Address 1530 WEST CAUSEWAY APPROACH

MANDEVILLE, LA 70471

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Bylaws Chair
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Article I: Name

The name of this organization is the TCHEFUNCTE MIDDLE Parent Teacher Association PTA, located in MANDEVILLE, Louisiana. It is a local PTA organized under the authority of the Louisiana Congress of Parents and Teachers, a branch of the National Congress of Parents and Teachers (National PTA).

****Article II: Purposes**

Section 1. The Purposes of 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.
- 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 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.
- h. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Purposes of the organization.

****Article IV: Relationship with National PTA and State PTA**

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

A local PTA in good standing is one which:

- a. adheres to the Purposes and basic policies of the PTA;
- b. remits the national portion of the dues through the Louisiana PTA to reach the national office by dates designated by the National PTA;
- c. has approved bylaws on file in the Louisiana PTA office. Bylaws must be approved by the State Secretary at least once every five (5) years.
- d. has a current years budget verified by a local unit budget approval form signed by the local president, treasurer and principal and submitted to the Louisiana PTA office. In the instance that the unit is a community or non-traditional PTA, another member may sign in place of the principal.
- e. has been assigned their own Employer Identification Number (EIN/Tax Identification Number) from the I.R.S. A copy of the confirmation letter with the Employer Identification Number (EIN/Tax Identification Number) must be forwarded to the Louisiana PTA office.
- f. must issue a PTA membership card to every paying member. Each unit must purchase a minimum of thirty (30) cards per year.

To enter programs, apply for awards and send voting delegates to state convention:

- a. Entries to all recognitions and awards for the Louisiana PTA and National PTA will be ineligible unless the criteria for a unit in good standing has been met by the district and state deadlines, whichever comes first.
- b. All local PTA units must meet the criteria for a unit in good standing by March 31st of each year to send voting delegates to the state convention.

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

Section 3. This PTA shall include in its bylaws provisions corresponding to the Louisiana PTA Bylaws as are identified herein by a double star (**).

Section 4. Bylaws of this PTA shall include an article on amendments.

Section 5. Bylaws of this PTA shall include a provision establishing a quorum.

Section 6. Each officer or board member of this PTA shall be a member of this PTA.

Section 7. The bylaws of this PTA shall prohibit voting by proxy.

Section 8. A PTA member shall not serve as a voting member of this PTA's board while serving as a paid employee of or under contract to this PTA.

Section 9. This 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 amount of dues remitted to the Louisiana PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Louisiana PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

Section 10. The charter of a local PTA shall be subject to withdrawal and the status of this PTA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Louisiana PTA.

Section 11. Only members of this PTA who have paid dues for the current membership year may participate in the business of this PTA.

Section 12. This local PTA is obligated, upon withdrawal of its charter by the Louisiana PTA:

- a. to yield up and surrender all of its books and records and all of its assets and property to the Louisiana PTA or to such agency as may be designated by the Louisiana PTA or to another local PTA organized under the authority of the Louisiana PTA;
- b. to cease and desist from the further use of any name that implies or connotes association with the National PTA or the Louisiana PTA or status as a constituent organization of the National PTA; and
- c. to carry out promptly, under the supervision and direction of the Louisiana PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA.

Article V: Members 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 Louisiana PTA by which this local PTA is chartered, and is entitled to all benefits of such membership.

****Section 2.** Membership in each local PTA shall be made available by this local PTA, without regard to race, color, creed or national origin.

****Section 3.** Each member of this local PTA shall pay annual dues to said organization. The amount of such dues shall include the portion payable to the Louisiana PTA — the "state portion" — and the portion payable to the National PTA — the "national portion".

****Section 4.** The amount of the state portion of each member's dues shall be determined by the Louisiana PTA. The national portion of each member's dues shall be one (2) dollars and twenty-five (25) cents per annum.

****Section 5.** The Louisiana PTA portion of each member's dues shall be one (1) dollar. Thirty (30) cents of the one (1) dollar dues portion, which is paid to state, shall be sent quarterly to the respective district officer for deposit in the district account to defray operational expenses incurred by the district. No additional assessments shall be made against local units.

Section 6. Each member of this PTA shall pay annual dues of \$ 8.50 to the organization. The amount of such annual dues shall include the portion payable to the state PTA and the portion payable to the National PTA.

****Section 7.** The state and national portions of the dues paid by each member of this PTA shall be set aside by this PTA and remitted to the Louisiana PTA through such channels and at such times as the state PTA bylaws may provide. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

Article VI: Officers

Section 1. The officers of this PTA shall be a President, TWO (2) vice president(s), TWO (2) secretary(ies), and a treasurer.

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

Section 3. The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. 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 this 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.
- 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 JULY 1 and shall serve for a term of TWO (2) year(s) or until their successors are elected.

Section 6. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the board of directors, notice of such election having been given. In case a vacancy occurs in the office of president, the first vice-president shall serve notice of the election.

Section 7. There shall be a nominating committee composed of FIVE (5) members who shall be elected by this local PTA at a general membership meeting at least one month prior to the election of officers as outlined in Article VI, Section 2.

- a. The committee shall elect its own chair.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the general membership meeting in April, at which time additional nominations may be made from the floor.
- c. Only those persons 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:

- a. preside at all meetings of this local 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. appoint a parliamentarian, subject to the approval of the board of directors of this PTA;
- e. recommend standing committee chairs with board of director approval; and
- f. 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-presidents shall:

- a. act as aides to the president;
- b. in their designated order, perform the duties of the president in the absence or inability of that officer to act; and
- c. 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 3. The secretary shall:

- a. record the minutes of all meetings of this 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. have a current membership list; and
- f. 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 4. The treasurer shall:

- a. have custody of all the funds of this local PTA;
- b. maintain a full account of the funds of this local PTA;
- c. provide a copy of the bank statement to the president/finance committee each month.
- d. make disbursements as authorized by the president, board of directors, or this PTA in accordance with the budget adopted by this local PTA;
- e. have checks or vouchers signed by two persons: the treasurer and one other officer;
- f. cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to this PTA;
- g. provide a written financial statement at every meeting and at other times when requested by the board of directors;
- h. present an annual report of the financial condition of the organization;
- i. submit the books annually or upon change of officer for a compilation by an auditor or auditing committee of not fewer than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report;
- j. report the finding of the annual audit to the board of directors; and
- k. 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.

Article VIII: Board of Directors

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

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

Section 3. Members of the board of directors shall consist of the elected officers, the chairmen of the standing committees, and the principal of the school or a representative appointed by him.

Section 4. The 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 standing and special committees;
- c. approve the plan of work of the committees;
- d. present a report at the 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 association for adoption; and
- 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 a majority of members upon THREE (3) days' 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 fourteen days.

Article IX: Executive Committee

Section 1. The executive committee shall consist of all elected officers.

Section 2. Special meetings of the executive committee may be called by the president or by a majority of the members with THREE (3) days' notice to each member of the 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. act in emergencies between meetings of the board; and
- c. make a report at each board meeting.

Section 5. 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 board of directors may create such standing or special committees as it may deem necessary to promote the Purposes of PTA and carry on the work of this association.

Section 3. The term of office of a committee chair shall be two(2) year(s) or until the selection of a successor.

Section 4. The chairman of each committee shall present a plan of work to the board of directors for approval. No committee work shall be undertaken without the consent of the board of directors.

Article XI: General Membership Meetings

Section 1. General membership meetings of this local PTA shall be held on TUESDAY, WEDNESDAY or THURSDAY of August, February, AND April, unless otherwise provided by this PTA, the board of directors, or the executive committee, THREE (3) days' notice having been given of change of date.

Section 2. Special meetings of this local PTA may be called by the president or by a majority of the board of directors, THREE (3) day's notice having been given.

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

Section 4. 10 (TEN) members shall constitute a quorum for the transaction of business in any meeting of this local PTA

Article XII: District Membership

The PTA shall be represented in meetings of the St. Tammany District PTA by the president or appointed alternate and the principal or alternate. All representatives to the district must be members of this PTA.

****Article XIII: Fiscal Year**

The fiscal year of this PTA shall begin on JULY 1 and end on JUNE 30.

****Article XIV: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this PTA 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 Louisiana PTA bylaws, special rules of order or Articles of Incorporation.

**** Article XV: Amendments**

Section 1. These bylaws shall be amended at any general membership meeting of this local PTA by a two-thirds vote of those members present and voting, a quorum being present, provided that notice of the proposed amendments has been provided to the membership thirty days prior to the meeting and that the proposed amendment shall be subject to the approval of the Louisiana PTA.

Section 2. A committee shall be appointed by a majority vote at a general membership meeting of this local PTA, or by a two-thirds vote of the board of directors of this PTA, 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 Louisiana PTA shall be in accordance with the bylaws or regulations of the Louisiana PTA.

Section 4. The adoption of an amendment to any provision of the bylaws of the Louisiana PTA identified by a double star (**) shall serve automatically and without the requirement of further action by this PTA to amend their corresponding bylaws.

Addendum to the Bylaws

Revised June, 2008

Addendum to the Bylaws

Article V: Section 6

Changed \$6.00 to now read \$8.00

Article XI: Section 1

Changed the word Tuesday to now read Tuesday, Wednesday, or
Thursday
Omitted the month October

Article XI: Section 4

Changed the number 15 (fifteen) to the number 10 (ten)