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## Longfellow Elementary PTA Bylaws

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Iowa Model Local Bylaws, Updated August 2005

## Article I—Name

The name of this organization is the Longfellow Elementary School Parents and Teacher Association (PTA/PTSA), Iowa City, Iowa, hereafter referred to as *this local PTA*. It is a local PTA/PTSA organized under the authority of Iowa Congress of Parents and Teachers, (the Iowa PTA), 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 this local PTA in common with those of the National PTA and the Iowa 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 Iowa PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but PTA/PTSA representatives shall make no commitments without approval of the

group they represent.

## **# Article IV—Relationship with National PTA and Iowa PTA**

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

A local PTA in good standing is one that:

- a) Adheres to the purposes and basic policies of the PTA;
- b) Collects and remits the portion of the dues through the Iowa PTA for the state and national portion on a monthly basis;
- c) Has bylaws approved by the Iowa PTA at least every three years;
- d) Minimum of twenty-five (25) memberships remitted to the Iowa PTA no later than March 31 of the current membership year;
- e) A one-year grace period will be allowed for a local PTA to increase membership and to come into compliance with all other criteria.

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

**Section 3.** Bylaws of this local PTA shall include an article on amendments.

**Section 4.** Bylaws of this local PTA shall include a provision establishing a quorum.

**Section 5.** Each officer, executive board member, or committee chairperson of this local PTA shall be a member of this local PTA

**Section 6.** The bylaws of this local PTA shall prohibit voting by proxy.

**Section 7.** 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 amounts of dues remitted to the Iowa PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Iowa PTA.

**Section 8.** The charter of this PTA shall be subject to withdrawal and the status of such organization as a PTA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Iowa PTA.

**Section 9.** This PTA shall collect dues from its members and shall remit a portion of such dues to the Iowa PTA.

**Section 10.** The bylaws governing the local unit shall conform to the bylaws suggested by the Iowa PTA. Two (2) complete copies shall be sent to the Iowa PTA Office every three (3) years for approval.

**Section 11.** Two (2) copies of all amendments to the unit bylaws shall be sent to the Iowa PTA office for approval.

**Section 12.** Each local PTA shall include in its bylaws provisions corresponding to the provisions of the bylaws of the Iowa PTA as are identified by the state symbol #.

**Section 13.** A member of this local PTA shall not serve as a voting member of the executive board while serving as a paid employee of, or under contract to, this local PTA.

**Section 14.** This local PTA may dissolve and terminate its organization in the following manner:

- a) Upon receipt of a petition recommending dissolution of the local PTA and signed with their addresses by ten (10) members or ten percent (10%) of the membership of the local PTA, whichever is larger, and not including members of the executive board, the executive board of this local PTA shall submit the questions of dissolution to a vote at a special meeting of those members having voting rights. All monies shall be frozen, except for those already budgeted or approved, until the question of dissolution has

been decided. If dissolution is approved, disposition of funds shall be in accordance with Article III, (f) of the Iowa PTA Bylaws.

b) Written notice stating the question of such dissolution shall be given to each member entitled to vote as such meeting, and to the president of the Iowa PTA, at least thirty (30) days prior to the date of such meeting. The list of names and addresses of the petitioners shall be given to the state president.

c) Only those persons who were members in good standing of the local PTA on the date of submission of the question of dissolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution

d) Approval of dissolution of the local PTA shall require the affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the special meeting, a quorum being present.

## **# 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 Iowa 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 local annual dues as determined by this local PTA to said organization. The amount of such annual dues shall include the portion payable to the Iowa PTA and the portion payable to National PTA.

**Section 3.** Membership in PTA shall be made available, without discrimination, to anyone who believes in and supports the Mission and Purposes of the Iowa PTA, and each of its constituent organizations, in common with the National PTA.

**Section 4.** The membership card shall expire August 31 following the school year for which it was purchased.

## **Article VI**

### **Officer Membership**

**Section 3.** Reelection can be sought after a one-year leave.

**Section 4.** Duties of Officer Membership include:

- a. Regularly attend meetings and participate in discussions
- b. Solicit information/opinions from constituents and share with other Officers.
- c. Disseminate PTA information to constituents.
- d. Accept at least one PTA committee assignment.

### **Officers**

**Section 5.** The officers of this PTA shall be a President, Vice President/President-Elect, Past President, Secretary, Treasurer, Volunteer Coordinator.

**Section 6.** Officers shall be elected in the month of May.

**Section 7.** The vote shall be conducted by ballot and a majority vote of members present shall elect. When there is only one candidate for any office that election may be held by voice vote.

**Section 8.** The following provisions shall govern the eligibility of individuals to be officers of

this local PTA:a. Each officer shall be a member of this local PTA.

**Section 9.** Officers shall assume their official duties following the close of the meeting in June with exception of the treasurer who will assume duties the first week in July after completion of the annual audit. All officers shall serve for a term of 1 year or until their successors are elected.

**Section 10.** A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the president elect. A vacancy in any office other than president shall be filled by the executive board.

Section 11. In the event that an Officer position is not filled during the election process, the following Officer roles will be combined until the vacancy is filled, for example: Vice President/President Elect & Volunteer Coordinator; Past President & Secretary. The president decides the combination structure in this situation.

## **Article VII—Duties of Officers**

**Section 1.** The president shall

- a) Develop meeting agenda's in coordination with the principal, and preside over PTA meetings
- a) Plan and facilitate all school meetings on specific topics
- b) Preside over committees and support all PTA activities, events, and fundraisers
- c) Manage the PTA email account, addressing all feedback, questions, and businesses' who communicate with the PTA
- d) Ensure all PTA communications, meeting agenda and minutes, and schedule of events are sent in email, and on school website and Facebook page
- e) Develop annual/bi-annual Newsletter

**Section 2.** The vice president/president-elect 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) Manage membership retention and recruitment;
- d) Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive board.

**Section 3. Past President**

- a) Recruit officer membership
- b) Mentor current President in all duties assigned
- c) Serve as Chair of Ice cream social committee

**Section 4.** The secretary shall

- a) Record the minutes of all meetings of this local PTA;
- b) Be prepared to read the records of any previous meetings;
- c) File all records;
- d) Have a current copy of the bylaws;
- f) Publishes monthly meeting minutes;
- f) Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive board.

**Section 5.** The treasurer shall

- a) Oversee custody of the funds of this local PTA;
- b) Maintain a full account of the funds of this local PTA;

c) Update income and expenses on PTO Manager at least monthly, including monthly reconciliations with the bank account(s);d) Make disbursements as authorized by the president, the executive board, or this local

PTA in accordance with the budget adopted by this local PTA;

- e) Have checks or vouchers signed by two people;
- f) Keep a full and accurate account of the receipts and disbursements in the books belonging to the Longfellow Elementary PTA;
- g) Provide a financial update to the executive board at each meeting;
- h) Present an annual report of the financial condition of the organization;
- i) 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;
- j) Report the findings of the annual audit to the executive board;
- k) Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive board.

**Section 6.** The volunteer coordinator shall

- a) Maintain a list of members, volunteers and event chairpersons;
- b) Coordinate with school staff and committee chairpersons to fill volunteer positions for events and programs;
- c) Represent this local PTA and welcome new members at events as needed;
- d) Update membership registration forms;
- e) Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive board.

## **Article VIII—Executive Board**

**Section 1.** The affairs of this local PTA shall be managed by the executive board 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

- a) elected officers;
- b) special committee chairs, principal or representative.
- c) The president may appoint a parliamentarian, subject to approval of the executive board of this local 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) Create special committees and standing committees;
- c) Appoint committee chairs and members;
- d) Approve the work of the committees;
- e) Deliver a report at the regular general membership meetings of this local PTA;
- f) Select an auditor or an auditing committee to audit the treasurer's accounts;
- g) Prepare and submit an annual budget to this local PTA's general membership for adoption;
- h) Approve payment of routine bills within the limits of the approved budget;

**Section 5.** If any member of the 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 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—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 Fall Family Picnic, Fundraising, Carnival, Book Fair, Staff Appreciation, Butterfly Garden, and Social/Community Building.

**Section 3.** The executive board 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 1 year or until the selection of a successor.

**Section 5.** The chair of each committee 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. At the completion of an event, a written guideline of instructions and summary of the event will be submitted to the executive board.

## **Article X—General Membership Meetings**

**Section 1.** Regular meetings of this local PTA shall be held on the date and time established by the membership at the first meeting of the membership of the year. Five days' written (which can include electronic mail) notice shall be given to the membership of any change of date.

**Section 2.** Special meetings of this local PTA may be called by the president or by a majority of the executive board, 5 days' notice having been given.

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

**Section 4.** 6 members shall constitute a quorum for the transaction of business in any meeting of this local PTA.

## **Article XI—Council Membership**

This article applies only to those local PTAs holding membership in a council PTA. The following sections **must** correspond to the council PTA bylaws, and are provided as a guideline to local PTAs.

**Section 1.** This local PTA shall be represented in meetings of the District Parent Organization by the parent vice president, or appointed alternate(s).

a) All representatives to the District Parent Organization must be members of this local PTA.

b) Delegates and their alternates shall be chosen by election in May.

c) Delegates to the District Parent Organization shall serve for a term of one year.

**Section 2.** This local PTA shall pay annual dues to the District Parent Organization as provided in the District Parent Organization bylaws.

## **Article XII—Iowa PTA Convention**

**Section 1.** Representation of this local PTA at the annual convention of the Iowa PTA is open to the president, or appointed alternate, and by one delegate for every fifteen (15) members or major fraction thereof. All representatives to the Iowa PTA convention must be members of this local PTA.

a) Delegates shall be chosen by the officers in May.

## **Article XIII—Fiscal Year**

The fiscal year of the Longfellow Elementary School 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 this local PTA in all cases in which they are applicable and in which they are not in conflict with National PTA Bylaws, the Iowa 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 this local 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 Iowa PTA shall be in accordance with the bylaws or regulations of the Iowa PTA.

**Section 4.** The adoption of an amendment to any provision of the bylaws of the Iowa PTA identified by a number symbol (#) shall serve automatically and without the requirement of further action by the local PTA or council to amend correspondingly the bylaws of each local PTA or council. Notwithstanding the automatic character of the amending process, the local PTAs and councils shall promptly incorporate such amendments in their respective bylaws.

These bylaws were voted on by the executive board on Approved 10-13-09, Amended, Nov. 2020

These bylaws were voted on by the general membership on Approved 10-13-09, Amended, 12-8-20  
# indicates required item in bylaws