

## **BYLAWS FOR KELLYBROOK PTA**

### **ARTICLE I: NAME**

The name of this organization is the Kellybrook Parent Teacher Association (PTA), Pony Express Region, Liberty, Missouri. It is a local PTA under the authority of the Missouri Congress of Parents and Teachers (the Missouri PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

### **# ARTICLE II: PURPOSES**

**Section 1.** The Purposes of the Kellybrook PTA, in common with those of the National PTA and the Missouri 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 National PTA, the Missouri PTA, and the Kellybrook PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are 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 Kellybrook PTA, in common with those of the National PTA and the Missouri 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 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 those of Missouri PTA. *Note: See Article IV for specific details.*
- 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 MISSOURI PTA**

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

A local PTA is in good standing when it does all of the following. If a local PTA becomes “not in good standing” as soon as it has fulfilled the necessary requirements, it is again considered “in good standing.”

- a. Adheres to the Purposes and basic policies of the PTA;
- b. Remits national and state dues to the state PTA by dates required (Article V Section 4);
- c. Has bylaws approved every three (3) years according to the procedures of the state PTA;
- d. Submits a copy of the unit’s fiscal year-end report to the state PTA by December 1<sup>st</sup> of each year;
- e. Submits a copy of the unit’s annual financial review to the state PTA by December 1<sup>st</sup> of each year;
- f. Submits a copy of the required IRS tax form to the state PTA by December 1<sup>st</sup> of each year;
- g. Submits the names and addresses of officers to the state PTA by March 31<sup>st</sup> of each year; and
- h. Meets other criteria as may be prescribed by the state PTA

**Section 2.** This local PTA shall adopt such bylaws for the government of the organization as may be approved by the Missouri PTA. Such bylaws shall not be in conflict with the bylaws of the National PTA or the bylaws of the Missouri PTA and shall include verbatim any required language as stated in the model bylaws approved by the Missouri PTA Executive Committee and identified by the number symbol (#).

**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.** There shall be no voting by proxy by any constituent organization of National PTA.

**Section 6.** Local units shall submit two (2) hard copies or one (1) electronic copy of their bylaws to the state office for approval by the procedures and bylaws chairman once every three (3) years. Amendments shall be sent immediately after adoption for approval. Bylaws and amendments shall become effective upon receipt of state approval.

**Section 7.** This 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 Missouri

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

**Section 8.** The books of the treasurer shall be reviewed annually and upon the resignation or removal of the treasurer or any other authorized bank signatory, by an auditor, reviewer or reviewing committee whose report shall be submitted to the local PTA general membership for adoption; a copy must be submitted to Missouri PTA.

**Section 9.** The charter of this local PTA shall be subject to withdrawal and the status of such organization as a local PTA shall be subject to termination, in the manner and under the circumstances provided by the bylaws of the Missouri PTA.

**Section 10.** This local PTA is obligated, upon withdrawal of its charter by the Missouri PTA, to carry out promptly, under supervision and direction of the Missouri PTA, all proceedings necessary or desirable for the purpose of dissolving the Kellybrook PTA.

**Section 11.** A local PTA may dissolve in the following manner:

- a. The executive committee (or other body that, under its bylaws manages the affairs of the local PTA) shall adopt a resolution recommending that the local PTA be dissolved and directing that the questions of such dissolution be submitted to a vote at a special meeting of 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 shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.
- b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the president of the Missouri PTA at least thirty (30) days before the date fixed for such special meeting of its members.
- c. Only those persons who were members of the local PTA on the date of the adoption of the resolution 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.
- e. If this local PTA votes to dissolve, it must yield up and surrender all of its books and records and all of its assets and property to the Missouri PTA or to such agency as may be designated by the Missouri PTA or to another local PTA organized under the authority of the Missouri PTA. It must also cease and desist from the further use of any name that implies or connotes association with the National PTA or the Missouri PTA or status as a constituent organization of the National PTA.

## **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 Missouri PTA by which this local PTA is chartered, and is entitled to all the benefits of such membership.

**# Section 2.** Membership in this local PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.

**# Section 3.** This local PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time. The membership year shall be July 1 through June 30.

**# Section 4.** Each member of this local PTA shall pay such annual dues to said organization as may be

determined by the organization. The amount of such dues shall include the portion payable to the Missouri PTA (the state portion) and the portion payable to the National PTA (the national portion).

**# Section 5.** The National PTA portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per annum.

**# Section 6.** The Missouri PTA portion of each member's dues shall be two dollars (\$2.00) per annum.

**Section 7.** Each member of this local PTA shall pay annual dues as decided annually by the board, with the decision made no later than August 1<sup>st</sup>, to said organization. The amount of such dues shall include the portion payable to the Missouri PTA and the portion payable to the National PTA.

**# Section 8.** Local units may enroll business members. The amount of such dues shall include five dollars and fifty cents (\$5.50) per business member, which includes the state portion, national portion and service fees.

**Section 9.** Each business member of this local PTA shall pay business membership dues of twenty-five dollars (\$25.00) to said organization.

**# Section 10.**

- a. The local treasurer shall keep the record of the state and national portions of the membership dues separate from the record of the general funds of the local unit. All state and national portions are payable to the state office the first of each month.
- b. Any PTA unit whose dues are not received at the state office postmarked on or before March 1 shall be delinquent and shall not be entitled to representation at the state convention except as provided in Article XI, Section 2 of the Missouri PTA bylaws.
- c. Ten (10) or more paid members shall constitute a PTA unit.
- d. After three (3) years delinquency, a unit shall not be eligible for reinstatement, but upon payment of dues, shall be organized as a new unit.

**ARTICLE VI: OFFICERS**

**# Section 1.** Each officer shall be a member of this local PTA. No person shall hold any elective or appointive position in any local PTA who is not a member in good standing of such local PTA.

**# Section 2.** All local PTAs shall elect officers before March 31, and shall send to the state office by that date, the names of officers who shall serve the ensuing year.

**Section 3.** The officers of this local PTA shall be a president, 1<sup>st</sup> vice president of membership, 2<sup>nd</sup> vice president of Committees, Secretary, and Treasurer.

**Section 4.** Officers shall be elected by the general membership, by ballot, in the month of March.

**Section 5.** The vote shall be conducted by ballot, a majority shall elect. When there is only one (1) candidate for an office, the election may be held by voice vote.

**Section 6.** The following provisions shall govern the eligibility of individuals to be officers of the Kellybrook PTA:

- a. No officer may be eligible to serve more than two (2) consecutive terms in the same office. A person who has served in an office for more than one half (1/2) of a full term shall be deemed to have served a full term in such office.

**Section 7.** Officers shall assume their official duties on June 15th, except the Treasurer who shall assume that officer's duties at the close of the fiscal year. Officers shall serve for a term of one (1) year or until their successors are elected.

**Section 8.** Nominating committee:

- #a. The nominating committee shall be elected.
- b. There shall be a nominating committee composed of three (3) members who shall be elected by this local PTA at a regular general membership meeting at least one (1) month prior to the election of officers, as outlined in Article VI, Section 4.
- c. The committee shall elect its own chairman.
- d. The committee shall nominate a minimum of one eligible person for each office to be filled and report its nominees at the time of the election, at which time additional nominations may be made from the floor of the general membership meeting when the election is held.
- e. Only those individuals who are current members of this local PTA (or from a "feeder school") and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

**Section 9.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the board, 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.

## **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 local PTA in order that the Purposes may be promoted; and
- d. appoint a parliamentarian, if desired.

**Section 2.** The vice presidents shall:

- a. serve as aides to the president; and
- b. perform the duties of the president in the president's absence or inability to serve; if more than one vice president they will preside in the order of 1<sup>st</sup> vice president, 2<sup>nd</sup> vice president, etc.
- c. The first vice president shall maintain a current membership list and perform duties associated with membership.
- d. The second vice president shall coordinate the work of the committee chairs.

**Section 3.** The secretary shall:

- a. record and preserve the minutes of all meetings of the Kellybrook PTA;
- b. be prepared to read the records of any previous meetings;
- c. preserve all records;
- d. have a current copy of the bylaws;
- e. forward names and addresses of newly elected officers to the state office no later than March 31.

**Section 4.** The treasurer shall:

- #a. submit the books for an annual financial review and upon the resignation or removal of the treasurer or any other authorized bank account signatory;
- #b. keep the record of the state and national portions of the membership dues separate from the record of the general funds of the local unit and remit all state and national portions of the membership dues to the state office. All state and national portions are payable to the state office

- the first of each month;
- #c. submit a copy of the unit's fiscal year-end report to the state PTA by December 1<sup>st</sup> of each year;
- #d. submit a copy of the unit's annual financial review to the state PTA by December 1<sup>st</sup> of each year;
- #e. submit a copy of the required IRS tax form to the state PTA by December 1<sup>st</sup> of each year;
- f. have custody of the funds of this local PTA;
- g. maintain a full account of the funds of this local PTA;
- h. make disbursements as authorized by the president, board, or this local PTA in accordance with the budget adopted by this local PTA;
- i. have checks signed by the treasurer and /or President;
- j. have check requests and reimbursement requests signed by the chairperson and the president before presenting to the treasurer for payment;
- k. cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Kellybrook PTA;
- l. provide a financial statement at each meeting;
- m. present an annual report of the financial condition of the organization; and
- n. be responsible for preparing or having prepared IRS forms at the proper time.

**Section 5.** All officers shall:

- a. meet within thirty (30) days of election office for the purpose of discussing the appointment of committee chairpersons for the ensuing year.
- b. meet with the outgoing officers within forty-five (45) days of election, and prior to June 15<sup>th</sup>, for the purpose of collecting records, books and other materials pertaining to said offices; and for the purpose of planning the ensuing year's calendar of events; taking into account the approved Liberty School District calendar, Kellybrook school events, and Kellybrook school fundraisers, as well as the work of the budget committee and keeping in accordance with the mission of PTA.
- c. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the executive committee or association; and
- d. turn over to the president, without delay, all records, books, and other materials pertaining to their office, and shall return to the treasurer, without delay, all receipts and funds pertaining to their office upon the expiration of their term or in case of resignation.

**ARTICLE VIII: EXECUTIVE BOARD**

**# Section 1.** Each board member shall be a member of this local PTA. No person shall hold any elective or appointive position in any local PTA who is not a member in good standing of such local PTA.

**# Section 2.** A PTA member shall not serve as a voting member of this local PTA's board while serving as a paid employee of or under contract to this local PTA.

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

- a. elected officers

**Section 4.** The affairs of the Kellybrook PTA shall be managed by the executive board in the intervals between local unit PTA general membership (unit) meetings. Duties of the board shall be to:

- #a. select an auditor, a reviewer, or financial review committee to review the treasurer's accounts whose report shall be submitted to the general membership for adoption; a copy must be submitted to Missouri PTA.
- b. carry out such business as may be referred to it by the membership of the association;
- c. create standing and special committees;
- d. approve the plan of work presented by committee chairmen;

- e. present a report at the regular general membership meetings of this local PTA;
- f. prepare and submit an annual budget to this local PTA's general membership for adoption; and
- g. approve payment of routine bills within the limits of the approved budget.

**Section 5.** Regular meetings of the board shall be held as set by the board at its first meeting of the year.

**Section 6.** Special meetings of the board may be called by the president or when requested by two (2) members upon five (5) days' notice to each member of the board.

**Section 7.** At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of business.

**Section 8.** If any member of the 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 a resolution adopted by the executive board.

**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 (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.** Standing committees are those that perform a continuing function and serve all year. Such standing committees may be created by the board to promote and carry out the Purposes and the work of the PTA.

**Section 3.** Special committees are created for a special purpose and automatically cease to exist when their work is done and the final report is received. The board may create such special committees as it may deem necessary.

**Section 4.** The chairmen of committees shall be selected by the officers of the association and shall serve for a term of one (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 board.

**Section 6.** The president shall be a member ex officio of all committees except the nominating committee. The president shall be notified of all committee meetings.

#### **ARTICLE X: GENERAL MEMBERSHIP (UNIT) MEETINGS**

**# Section 1.** In general membership (unit) meetings the right to offer motions, make nominations, speak in debate, and vote, shall be limited to members of this association whose dues are paid.

**Section 2.** At least five (5) regular meetings of the general membership (unit) of the local PTA shall be held in the months set forth at the beginning of the school year by the executive board. Three (3) days' notice shall be given to the membership of any change of date.

**Section 3.** Special meetings of this local PTA may be called by the president or by a majority of the board

seven (7) days' notice having been given.

**Section 4.** Seven (7) members shall constitute a quorum for the transaction of business in any general membership meeting of this local PTA.

**Section 5.** The annual meeting shall be the last general membership (unit) meeting of the year, at which time annual reports shall be received and new officers installed. The annual meeting shall be held in April or May.

#### **ARTICLE XI: COUNCIL MEMBERSHIP**

**Section 1.** This local PTA shall be represented in meetings of the Liberty Council PTA by the president, or appointed alternate, and by one (1) delegate or alternate.

- #a. All representatives to the council PTA must be members of this local PTA.
- b. Delegates and their alternates shall be chosen by appointment by the president.
- c. Delegates to the Liberty Council PTA shall serve for a term of one (1) year.

**Section 2.** This local PTA shall pay annual dues to the Liberty Council PTA as provided in the Liberty Council PTA bylaws.

#### **ARTICLE XII: MISSOURI PTA CONVENTION**

This local PTA shall be represented at the annual meeting of the Missouri PTA by the president, or appointed alternate, and by the number of delegates the unit is allowed to send.

- #a. All representatives to the Missouri PTA convention must be members of this local PTA.
- #b. The number of voting delegate cards this local unit is entitled to is based on membership of the previous year.
- c. Delegates and their alternates shall be chosen by appointment of the executive council.

#### **ARTICLE XIII: FISCAL YEAR**

The fiscal year of the Kellybrook 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 the National PTA and the Kellybrook PTA in all cases in which they are applicable and in which they are not in conflict with these bylaws, the bylaws of the National PTA, the Missouri PTA Bylaws or the Articles of Incorporation.

#### **ARTICLE XV: AMENDMENTS**

**# Section 1.** These bylaws may be amended at any general membership (unit) meeting of the Kellybrook PTA by a two-thirds (2/3) vote of those members present and voting, a quorum being present, provided that the proposed amendments have been provided to the membership at the previous meeting or seven (7) days prior to the meeting.

**Section 2.** If a complete revision of the bylaws is needed, a committee may be appointed by a majority vote at a general membership (unit) meeting of this local PTA, or by a two-thirds (2/3) vote of the board of this local PTA, to submit a revised set of bylaws as a substitute for the existing bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.



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