

TABLE OF CONTENTS

ARTICLE I	NAME	2
ARTICLE II	PURPOSES	2
ARTICLE III	BASIC POLICIES	2
ARTICLE IV	RELATIONSHIP WITH NATIONAL AND OHIO PTA	3
ARTICLE V	MEMBERSHIP AND DUES	4
ARTICLE VI	OFFICERS.....	4
ARTICLE VII	NOMINATIONS & ELECTIONS.....	4
ARTICLE VIII	DUTIES OF OFFICERS.....	5
ARTICLE IX	EXECUTIVE BOARD	6
ARTICLE X	COMMITTEES	6
ARTICLE XI	GENERAL MEMBERSHIP MEETINGS	7
ARTICLE XII	COUNCIL MEMBERSHIP	7
ARTICLE XIII	OHIO PTA CONVENTION	7
ARTICLE XIV	FISCAL YEAR.....	7
ARTICLE XV	DISSOLUTION.....	8
ARTICLE XVI	PARLIAMENTARY AUTHORITY	8
ARTICLE XVII	AMENDMENTS	8

LOVELAND ELEMENTARY PTA BYLAWS

ARTICLE I—NAME

The name of this organization is the Loveland Elementary Parent and Teacher Association of Loveland, Ohio. It is a local PTA organized under the authority of Ohio Congress of Parents and Teachers, a branch of National Congress of Parents and Teachers (National PTA).

ARTICLE II—PURPOSES

Section 1. The purposes of the PTA are

- a. To promote the welfare of children and youth in home, school, community, and place of worship,
- b. To raise the standards of home life,
- c. To secure adequate laws for the care and protection of children and youth,
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth, and
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2. The purposes of the PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

Section 3. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as "Internal Revenue Code").

ARTICLE III—BASIC POLICIES

The following are basic policies of National PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and 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 in accordance with Section 501 (c)(3) of the Internal Revenue Code to the three schools covered under the Loveland Elementary PTA.
- g. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

ARTICLE IV—RELATIONSHIP WITH NATIONAL PTA AND OHIO PTA

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

A local PTA in good standing is one that:

- a. Adheres to the purposes and basic policies of the PTA;
- b. Remits the National and Ohio PTA portion of dues to the Ohio PTA office by dates designated in Article V, Section 6 of these bylaws;
- c. Reviews their bylaws every three (3) years and submits them to the Ohio PTA Bylaws Commissioner for further approval. Units shall submit amendments to their bylaws to the Ohio PTA Bylaws Commissioner immediately upon their adoption. Submission may be made by email or U.S. Mail to Ohio PTA Bylaws Commissioner.

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

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 or board member 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 local PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, minutes, 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 Ohio PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Ohio 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 Ohio PTA.

Section 9. Any local PTA disbanding or withdrawing from the Ohio PTA shall notify its Ohio PTA District Director or the Ohio PTA office thirty (30) days before a disbanding vote is taken; and be governed by the procedure established by the Board of Managers of the Ohio PTA.

Section 10. Each local PTA, in accordance with the January 1973 ruling by the Internal Revenue Service (IRS) shall:

- a. File an annual financial report with the Ohio PTA office;
- b. File a Form 990 or 990 EZ with a Schedule A if gross receipts exceed \$25,000 annually; and
- c. Know that the Ohio PTA office staff will apply for an Employer Identification Number (EIN) for each constituent local PTA unit.

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 Ohio 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 dues in the amount of \$ 6.00. Such annual dues shall include the portion payable to the Ohio PTA (\$1.75) and the portion payable to National PTA (\$1.75) payable to the Ohio PTA.
- Section 3.** Only members of PTA's in good standing shall be eligible to participate in its business meetings or to serve in any of its elective or appointive positions. A membership card is not interchangeable between PTAs or schools and does not confer membership on more than one individual.
- Section 4.** Dues from the local PTA shall be submitted to the Ohio PTA office monthly, accompanied by a list with members, with the initial payment due no later than **October 31**. Local PTAs who have withheld the initial payment of dues later than **November 30** shall be a local PTA listed as not in good standing.
- Section 5.** Members who are under 18 years of age are prohibited under Ohio law from signing contracts that bind the members of the Ohio PTA, or its councils and units.
- Section 6.** Local PTAs not in good standing as defined in IV, Section 1.
- a. November 30:
 1. Shall not be eligible for awards;
 2. Shall have their unit removed from the mailing list of the Ohio PTA until dues are submitted;
 3. Shall not be eligible to participate in the Reflections Program
 - b. March 15:
 1. Shall be considered inactive
- Section 7.** To be reinstated a local unit shall pay current dues and a \$20 reinstatement fee, which shall entitle the unit to send voting delegates to the Ohio PTA Annual Convention

ARTICLE VI—OFFICERS

- Section 1.** The officers of this local PTA shall be one president, 9 vice presidents (including one teacher representative from each of the three schools covered by the Loveland Elementary PTA), one secretary, and one treasurer and if part of a council, one delegate.

ARTICLE VII—NOMINATIONS & ELECTIONS

- Section 1.** There shall be a nominating committee composed of 5 [an odd number, no less than three] members who shall be elected by this local PTA at a regular general membership meeting at least one month prior to the election of officers.
- a. The chair shall be elected by the committee [e.g. virtue of office, committee, highest votes].
 - b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the regular general membership in May. Additional nominations may be made from the floor at the election meeting.
 - c. Only those individuals 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.
- Section 2.** The following provisions shall govern the eligibility of individuals to be officers of the Loveland Elementary PTA:
- a. No officer may be eligible to serve more than 2 consecutive terms in the same office.
 - b. 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 3.** Officers shall be elected in the month of May.
- Section 4.** The vote shall be conducted and a majority vote shall elect. When there is only one candidate for any office that election may be held by voice vote.
- Section 5.** Officers shall assume their official duties at the end of the school year and shall serve for a term of one year or until their successors are elected.

Section 6. In case a vacancy occurs in any office, it shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given.

ARTICLE VIII—DUTIES OF OFFICERS [EXECUTIVE BOARD]

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 and audit committee;
- c. Coordinate the work of the officers and committees of this local PTA in order that the purposes may be promoted;
- d. Appoint committee chairman with the exception to nominating committee;
- e. Be able to call an emergency board meeting;
- f. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by the Ohio PTA;
- g. Act as a co-signer of checks with the Treasurer;
- h. May issue checks and carry out financial business in the absence of the Treasurer within the limits of the budget.

Section 2. The vice president(s) shall:

- a. Act as aide(s) to the president;
- b. Perform the duties of the president in the president's absence or inability to serve;
- c. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by the Ohio PTA.

Section 3. The secretary shall:

- a. Keep a record of all meetings (board and general) of the organization, present minutes of the general meeting for approval, and shall be custodian of the permanent file;
- b. Have a current copy of the bylaws and standing rules;
- c. Maintain a membership list;
- d. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by the Ohio PTA;
- e. Call the meeting to order in the absence of the president.

Section 4. The treasurer shall:

- a. Have custody of the funds and maintain a full and accurate account of the receipts and disbursements belonging to this local PTA;
- b. Make disbursements as authorized by the president, executive board, or this local PTA in accordance with the budget adopted yearly by this local PTA;
- c. Have checks and contracts signed by two people: the treasurer and president or other designated board member;
- d. Provide a financial statement at each meeting;
- e. Present an annual report of the financial condition of the organization;
- f. Submit the books annually or upon change of officer for an audit by an auditor or an auditing committee of no 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;
- g. Report the findings of the annual audit to the executive board;
- h. Secure a non profit institutional fidelity bonding policy for appropriate officers and committee chair persons;
- i. Submit form 990 to the Internal Revenue Service;
- j. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by the Ohio PTA;
- k. Prepare and submit to the organization for approval in September, a budget for the fiscal year in conjunction with the executive board;
- l. Notify committee chair persons of their approved budget for the school year.

Section 5. Local PTA delegates (or their alternates) to council shall attend the meetings of Valley Area Council of PTA and shall report to the organization.

ARTICLE IX—EXECUTIVE BOARD

Section 1. The members of the executive board shall be:

- a. Elected officers;
- b. Teacher representatives.

Section 2. Duties of the executive board shall be to:

- a. To transact necessary business in the intervals between regular organization meetings and such other business as may be referred to it by the organization;
- b. Create special committees;
- c. To approve the plans of work of the standing committees
- d. Report at the regular meetings of the organization;
- e. Appoint an auditor or an auditing committee at least one month prior to the end of the fiscal year to audit the treasurer's accounts;
- f. Ensure a budget is prepared and submitted to the general organization for approval for the fiscal year; and
- g. Fill vacancies in elective and appointive positions.

Section 3. 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 2/3 vote in the executive board.

Section 4. Regular meetings of the board shall be held monthly.

Section 5. Special meetings of the board may be called by the president or when requested by 3 members upon 5 days' written notice to each member of the Executive Board. Special meetings of the organization may be called by the President or by a majority of the Executive Board, 5 days' notice having been given. No other business than that which is stated in the call shall be transacted at this meeting.

Section 6. At all meetings of the board, a majority of the members of the Executive Board shall constitute a quorum for the transaction of business.

Section 7. Upon the expiration of the term of office or when individuals cease to hold an executive position they shall be relieved of all duties and responsibilities. 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 X—COMMITTEES

Section 1. The committees of this local PTA shall be as listed in the organization's Standing Rules.

Section 2. 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 3. The term of office of a committee chair shall be 1 year or until the selection of a successor.

Section 4. The chairman of the committees shall be selected by the Executive Board. Vacancies are to be filled by the Executive Board.

Section 5. Chairpersons of all committees shall attend as many General PTA Meetings as possible during the school year. If unable to attend, Chairperson shall send a representative or written report when there has been committee action.

Section 6. The Chairperson of each committee shall present a plan of work to the Executive Board for approval. No committee work nor any financial obligations shall be undertaken without the consent of the Executive Board.

ARTICLE XI—GENERAL MEMBERSHIP MEETINGS

- Section 1.** Regular meetings of this local PTA shall be held on the first Thursday of September, November, January, March, and May. Five (5) days' 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 of 5 days' notice having been given. No other business than that which is stated in the call shall be transacted at this meeting.
- Section 3.** Ten (10) members (at least two of whom are officers) shall constitute a quorum for the transaction of business in any meeting of this local PTA. The privilege of holding office, introducing motions, debating and voting shall be limited to members of the organization whose current dues are paid.

ARTICLE XII—COUNCIL MEMBERSHIP

- Section 1.** A council may be organized for the purpose of conference and cooperation in matters of common interest, and shall admit only local PTAs in membership with the National PTA and the Ohio PTA.
- Section 2.** This local PTA shall be represented in meetings of the Valley Area Council PTA by its elected delegate.
- a. All representatives to the council PTA must be members of this local PTA.
 - b. Delegates and their alternates shall be elected.
- Section 3.** This local PTA shall pay annual dues to the Valley Area Council PTA as provided in the Valley Area Council PTA Bylaws.

ARTICLE XIII—OHIO PTA CONVENTION

- Section 1.** This local PTA shall be represented at the annual meeting of the Ohio PTA by:
- a. Elected officers from each PTA unit or council or their representatives;
 - b. Accredited delegates from local PTAs. Local PTA units may send five delegates up to the first one hundred members and three delegates for each additional one hundred members as shown on the books of the Ohio PTA Treasurer.

ARTICLE XIV—FISCAL YEAR

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

ARTICLE XV: DISSOLUTION

- Section 1.** Any unit disbanding or withdrawing from the Ohio PTA shall:
- a. Notify its Ohio PTA district director or the Ohio PTA office.
 - b. Be governed by the procedure established by the Board of Managers of the Ohio PTA as set forth in Article VI, Section 6 and Section 23.
- Section 2.** If a motion to disband is presented and seconded, it must be deferred for vote until the next meeting. All members shall be notified, along with the district director and the Ohio PTA office, thirty (30) days prior to the meeting at which the vote will be taken on the motion to disband. At the next regular meeting, the motion to disband is open for discussion. A two-thirds (2/3) vote of members present and voting is

required for the motion to be adopted. However, before the final vote can be taken and after providing for the debts and obligations of the organization, the members must decide how to dispose of the remaining assets of the unit in accordance with Section 501 (c)(3) of the Internal Revenue Code. The books, records and the Local PTAs Charter shall be returned to the Ohio PTA office by registered mail or given to the district director.

Section 3. When the dissolution vote is taken the IRS shall be notified that this local PTA is no longer a tax exempt organization of the Ohio PTA.

ARTICLE XVI—PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised; Tenth Edition shall govern Loveland Elementary PTA in all cases in which they are applicable and in which they are not in conflict with National PTA Bylaws, the Ohio PTA Bylaws, special rules of order or Articles of Incorporation.

ARTICLE XVII—AMENDMENTS

Section 1. These bylaws may be amended at any regular general membership meeting of Loveland Elementary PTA by a two-thirds vote of those present and voting. Notice of proposed amendments must have been provided to the membership 5 days prior to the meeting.

Section 2. This local PTA may appoint a committee to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by a two thirds (2/3) vote of the executive board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 3. All revisions and amendments to the local PTA's Bylaws shall be submitted for approval to the Ohio PTA Bylaws Commissioner. The adoption of an amendment to any provision of these bylaws identified shall serve automatically and without the requirement of any further action by the local PTA to amend correspondingly the bylaws of each local PTA. The local PTA shall promptly incorporate such amendments to their respective bylaws.