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National PTA Model Local PTA Bylaws – updated Nov. 2002  
Carrcroft PTA Bylaws updated April 2010

# Carrcroft PTA Bylaws

## **ARTICLE I: NAME**

The name of this organization is the Carrcroft Parents and Teachers Association (PTA). It is a local PTA organized under the authority of Delaware Congress of Parents and Teachers (DPTA), a branch of the National Congress of Parents and Teachers (the 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 "Internal Revenue Code").

## **ARTICLE III: BASIC POLICIES**

The following are basic policies of the National PTA.

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The organization shall work with the schools and the 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

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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 the 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.

### **ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND DELAWARE PTA**

**Section 1.** This local PTA shall be organized and chartered under the authority of the Delaware PTA in the area in which this local PTA functions, in conformity with such rules and regulations as the Delaware PTA may in its bylaws prescribe. The Delaware 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 Objects and basic policies of the PTA;
- b. Remits the national portion of the dues through the state PTA to reach the national office by dates designated by the National PTA;
- c. Has bylaws approved according to the procedures of its state; and
- d. Meets other criteria as may be prescribed by the individual state PTA.

**Section 2.** This local PTA shall adopt such bylaws for the government of the organization as may be approved by the Delaware PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of Delaware 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 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.** Only members of this local PTA who have paid dues for the current membership year may participate in the business of this local PTA.

**Section 8.** 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 the bylaws of the Delaware PTA.

**Section 9.** This local PTA is obligated upon withdrawal of its charter by the Delaware PTA:

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

**Section 10.** This local PTA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the number symbol (#).

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## **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 Delaware 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 annual dues to said organization. The amount of such dues shall include the portion payable to the Delaware PTA and the portion payable to the National PTA.

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

## **ARTICLE VI: OFFICERS**

**Section 1.** The officers of this local PTA shall be a president, first, second, third vice president(s), a recording secretary, financial secretary and treasurer.

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

**Section 3.** The vote shall be conducted by ballot and a majority vote shall elect. When there is but one candidate for an office, the ballot for that office may be dispensed with an election held by voice vote.

**Section 4.** The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Carrcroft 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 following the close of the meeting in May in which they are elected and shall serve for a term of one year(s) or until their successors are elected.

**Section 6.** A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the first vice president. A vacancy in any office other than president shall be filled by the executive board.

**Section 7.** There shall be a nominating committee composed of three members who shall be elected by this local PTA at a regular general membership meeting at least two months 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 regular general membership meeting in April, at which time additional nominations may be made from the floor.
- 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 8.** All officers are encouraged to attend the training offered district or state PTA.

## **ARTICLE VII: DUTIES OF OFFICERS**

**Section 1.** The president shall:

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- 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 Objects may be promoted
- d. Perform such other duties as may be provided by these by-laws, prescribed by the parliamentary authority, or directed by the President or the Executive Board.
- e. Maintain a corporate book for this local PTA. The corporate book shall include the following: EIN Number, 501(c)(3) status, copy of current Insurance policy, Certificate of Insurance, current by-laws, any and all current amendments.

### **Section 2.** The vice president(s) shall:

- a. act as aide(s) to the president;
- b. in their designated order first, second or third, perform the duties of the president in the president's absence or inability to serve;
- c. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president of the Executive Board.

### **Section 3.** The recording secretary shall:

- a. record the minutes of all meetings of the Carrcroft 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. maintain a membership list;
- 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 4** The financial secretary shall:

- a. Collect all monies received for the association and deposit in the PTA bank account. Record deposit slip with applicable committee chair and AR signature on deposit slip.
- b. In absence of financial secretary and treasurer, the president may collect and deposit monies from committee chair.
- c. Prepare monthly treasurers report and bank reconciliation with Treasurer.
- d. Present the monthly treasurers report and bank reconciliations to the Executive Board and at general membership meetings.
- e. Keep accurate records of all receipts which are to be kept in a binder as they are property of the Carrcroft PTA. This binder should be available for inspection/review by any Executive Board member at anytime. This binder must also be passed onto newly elected financial secretary.
- f. Working with the Treasurer, submit the books annually for an audit by a licensed professional at least one month before the meeting in which the new officers assume duties.
- g. Report the findings of the annual audit to the Executive Board and general membership.
- h. Maintain continuous and direct communication with the President and Executive Board regarding the finances of this local PTA.
- i. Working with the Treasurer, be responsible for completing and forwarding all required tax forms and insurance forms to appropriate agencies.
- j. Perform such other duties as may be provided by these by-laws, prescribed by the parliamentary authority, or directed by the President or the Executive Board.

### **Section 5** The treasurer shall:

- a. Have custody of the all funds of this local PTA. Maintain a full account of all the funds of this local PTA.
- b. Make disbursements as authorized by the Executive Board or this local PTA in accordance with the budget adopted by this local PTA. Prepare all payment authorizations/check requests for the disbursements. Have all payment authorizations/check requests approved by any board member except the financial secretary.

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- c. Have checks signed by two people, the treasurer and any other executive board member except the financial secretary and any dual related officers (this means officers related by blood, marriage, or living in the same household). On the Swap Shop account, one check signer must be the treasurer; the second signature may be any other signatory on the account.
- d. No blank checks may be signed for any reason.
- e. Prepare monthly treasurers report and bank reconciliation with financial secretary.
- f. Present the monthly treasurers report and bank reconciliations to the Executive Board and at general membership meetings.
- g. Keep accurate records of all payment authorization/check requests, which are to be kept in a binder as they are property of the Carrcroft PTA. This binder should be available for inspection/review by any Executive Board member at anytime. This binder must also be passed onto newly elected Treasurer.
- h. Working with the financial secretary, submit the books annually for an audit by a licensed professional at least one month before the meeting in which the new officers assume duties.
- i. Report the findings of the annual audit to the Executive Board and general membership. Maintain continuous and direct communication with the President and Executive Board regarding the finances of this local PTA.
- j. Working with the financial secretary, be responsible for completing and forwarding all required tax forms and insurance forms to appropriate agencies.
- k. Maintain continuous and direct communication with the President and Executive Board regarding the finances of this local PTA.
- l. Perform such other duties as may be provided by these by-laws, prescribed by the parliamentary authority, or directed by the President or the Executive Board.

### **ARTICLE VIII: EXECUTIVE BOARD**

Section 1. The affairs of the Carrcroft PTA shall be managed by the Executive Board in the intervals between local unit 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. principal and immediate past president. 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;
- c. appoint standing committee chairs;
- d. approve the work of the committees; present a report at the regular general membership meetings of this local PTA;
- e. prepare and submit an annual budget to this Local PTA's general membership for adoption;
- f. approve payment of routine bills within the limits of the general budget;
- g. select an auditor or an auditing committee to audit the treasurer's accounts.

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 a majority of the members upon five days' written notice to each member of the board.

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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: 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:

- a. Swap Shop, Market Day, Shop "Til You Drop and Membership.

Section 3. The Executive Board may create such special committees as it may deem necessary to promote the Objects of PTA and carry on the work of this local PTA.

Section 4. The terms of office of a committee chair shall be at least one year or until the selection of a successor, unless the chair fails to perform or is unable to perform the duties of the position, at which time the Executive Board will find a replacement. After three consecutive years of the same chair, the Executive Board will actively seek a replacement for that chair. If none is found, the chair may continue in that capacity for another year, and each year thereafter the Executive Board will continue to seek a replacement until the chair position turns over. Terms shall be staggered so that all Committee chairs do not turnover at the same time.

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.

Section 6. Chair nor Co-chairs of a Standing Committee shall be an Executive Board member.

### **ARTICLE X: GENERAL MEMBERSHIP MEETINGS**

Section 1. Regular meetings of this local PTA shall be held on the fourth Wednesday of each month, unless otherwise provided by this local PTA, the Executive Board. Ten days notice shall be given to the membership of any change of date.

Section 2. Special meetings of this local unit PTA may be called by the president or by the majority of the Executive Board, five days' notice having been given.

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

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

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

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

- a. All representatives to the council PTA must be members of this local PTA.
- b. Delegates and their alternates shall be chosen by election in May.
- c. Delegates to the Brandywine School District Council PTA shall serve for a term of one year(s).

Section 2. This local PTA shall pay annual dues of \$35 to the Brandywine School District Council PTA as provided in the Brandywine School District Council PTA bylaws.

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## **ARTICLE XII: DELAWARE PTA CONVENTION**

Section 1. This local PTA may be represented at the annual meeting of the Delaware PTA by the president or appointed alternate, plus one additional delegate per 20 members.

- a. All representatives to the Delaware PTA convention must be members of this local PTA.
- b. Delegates and their alternates shall be chosen by the President in May.

## **ARTICLE XIII: FISCAL YEAR**

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

## **ARTICLE XIV: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Carrcroft 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 Delaware PTA bylaws, or the articles of incorporation.

## **ARTICLE XV: AMENDMENTS**

Section 1. These bylaws may be amended at any regular general membership meeting of the Carrcroft PTA by a two-thirds vote of those members present and voting, a quorum being present, provided that the proposed amendments have been approved by Delaware PTA and notice of the proposed amendments has been provided to the membership thirty days prior to the meeting.

Section 2. A committee may be appointed by a majority vote at a general membership meeting of this local PTA, or by a 2/3 vote of the Executive Board of this local 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 Delaware PTA shall be in accordance with the bylaws or regulations of the Delaware PTA.

Date adopted by Carrcroft PTA Members \_\_\_\_\_.