

LOCAL UNIT BYLAWS

of

WALDEN III PTSA

Racine, Wisconsin

Region: A

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LOCAL UNIT SUGGESTED BYLAWS

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BYLAWS FOR WALDEN III

ARTICLE I: Name

The name of this organization is the Walden III Parent-Teacher-Student Association (PTSA), Racine, Wisconsin. It is a local PTA/PTSA unit organized under the authority of the Wisconsin Congress of Parents and Teachers (Wisconsin PTA), a branch of the National Congress of Parents and Teachers (National PTA).

#ARTICLE II: Purposes

- Section 1. The Objects of the Walden III PTSA, in common with those of the National PTA and the Wisconsin 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 Objects of the National PTA, the Wisconsin PTA and the Walden III PTSA 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 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 Walden III PTSA in common with those of the National PTA and the Wisconsin PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with 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 provisions 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 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: Constituent Organizations

- Section 1. The constituent organizations of National PTA include
- a. Branches of the National PTA that have been established in the 50 states of the United States, the District of Columbia, the U.S. Virgin Islands, and among schools for American dependents in Europe and the Pacific hereinafter called state PTAs.
 - b. Local PTAs (Parent Teacher Associations) or PTSAs (Parent Teacher Student Associations) organized under the authority of the state PTAs in organized area; and
 - c. Local PTAs/PTSAs organized under the direct authority of National PTA when there is no state PTA/PTSA.
- Section 2. The articles of organization of a constituent organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).
- Section 3. The national board of directors shall determine criteria for establishing constituent organizations and setting standards for continuing affiliation with National PTA.
- Section 4. There shall be no proxy voting by any constituent organization of National PTA.
- Section 5. The purposes and basic policies of National PTA shall in every case also be the purposes and basic policies of each constituent organization.
- Section 6. Each constituent organization shall adopt bylaws for the government of the organization as may be approved by the Wisconsin PTA. Such bylaws shall not be in conflict with National PTA or state PTA bylaws. Such bylaws shall include an article on amendments and shall include a provision establishing a quorum.
- Section 7. The bylaws of all constituent organizations are subject to review by the National PTA Bylaws and Policy Committee.
- Section 8. Each officer or board member of a constituent organization shall be a member of a local PTA within its area.

Section 9. A PTA member shall not serve as a voting member of a constituent organization's board at the local, council, district, or region level while serving as a paid employee of, or under contract to, that constituent organization.

Section 10. The members of the nominating committee for officers of a constituent organization shall be elected by membership, board of directors, executive board, or executive committee.

#ARTICLE V: Local PTAs/PTSAs

Section 1. Local PTAs shall be organized and chartered under the authority of the Wisconsin PTA in the area in which the local PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Wisconsin PTA may in its bylaws prescribe. The Wisconsin PTA shall issue to each local PTA in its area an appropriate charter evidencing the due organization and good standing of the 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 each state; and
- d. Has five (5) or more members to organize a local unit and ten (10) or more members to sustain good standing status of existing unit;
- e. Remits state and national portion of the dues to the Wisconsin PTA annually starting November 1 and periodically thereafter;
- f. Reviews or revises their bylaws every three (3) years and submits four (4) copies to the Wisconsin PTA Bylaws Committee for approval.

Section 2. Each 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 amount of dues remitted to the Wisconsin PTA. Such books of

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

Section 3. The charter of a 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 Wisconsin PTA.

Section 4. Each local PTA is obligated, upon withdrawal of its charter by the Wisconsin PTA:

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

Section 5. Each officer or board member of a local PTA shall be a member of such local PTA.

Section 6. Only members of a local PTA who have paid dues for the current membership year may participate in the business of the local PTA.

Section 7. Each local PTA shall collect dues from its members and shall remit a portion of such dues to the Wisconsin PTA as provided in Article VI hereof.

Section 8. Each local PTA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the number symbol #.

#ARTICLE VI: Membership and Dues

Section 1. Every individual who is a member of this PTA is, by virtue of that

fact, a member of the National PTA and of the Wisconsin PTA by which such local PTA is chartered, and is entitled to all the benefits of such membership.

- Section 2. Membership in PTA shall be made available without regard to race, color, creed, or national origin.
- Section 3. Each local PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time.
- Section 4. Each member of a local PTA shall pay annual dues as may be determined by the organization. The amount of the dues shall include the portion payable to the Wisconsin PTA (the "state portion") – and the portion payable to the National PTA – (the "national portion.")
- Section 5. The amount of the state portion of each member's dues shall be determined by the Wisconsin PTA. The national portion of each member's dues shall be one (1.00) dollar and seventy five cents per annum.
- Section 6. The Wisconsin PTA portion of each member's dues shall be \$3.00.
- Section 7. The state and national portions of the dues paid by each member of a local PTA shall be set aside by the local PTA and remitted to the Wisconsin PTA through such channels and at such times as the state PTA bylaws may provide. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.
- Section 8. The membership year shall be established by the Wisconsin PTA Board of Directors.
- Section 9. The local unit treasurer shall keep the record of the national and state portions of the membership dues separate from the funds of the local PTA.
- Section 10. The state and national portion of the dues paid by each member shall be remitted to the Wisconsin PTA on or before November 1. Additional dues shall be remitted periodically. If, by November 1, a local PTA has failed to remit its first installment of annual dues, it will not be recognized as a PTA in good standing for the current year and further service from the state office may be withheld until such remittance is made.

Section 11. The remittance to the Wisconsin PTA shall be accompanied by a report, in such form as may be required by the Wisconsin PTA, showing the name and address of the president of the organization, the amount of dues collected during the period covered by the report, and the number of members of the organization.

ARTICLE VII: Officers and Their Election

#Section 1. Each officer or board member of a local PTA shall be a member of such local PTA.

Section 2. Officers and their election:

- a. The officers of this organization shall consist of a president, vice-president, a secretary, and a treasurer.
- b. Officers shall be elected by ballot in the month of May. However, if there is but one nominee for any office, election for that office may be by voice vote.
- c. Officers shall assume their official duties following the close of the meeting in May and shall serve for a term of two years or until their successors are elected.
- d. A person shall not be eligible to serve more than two consecutive terms in the same office.

Section 3. Nominating committee:

- a. There shall be a nominating committee composed of three (3) members who shall be elected by this PTA at a regular meeting at least one month prior to the election of officers. The committee shall elect its own chairman.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in April, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 4. Vacancies:

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive 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.

#Section 5. There shall be no proxy voting by any constituent organization of National PTA.

ARTICLE VIII: Duties of Officers

- Section 1. The president shall:
- a. preside at all meetings of the association;
 - b. perform such other duties as may be prescribed in these bylaws or assigned by the association;
 - c. be a member ex-officio of all committees except the nominating committee;
 - d. coordinate the work of the officers and committees of the association in order that the Objects may be promoted.
- Section 2. The vice-president(s) shall:
- a. act as aide(s) to the president;
 - b. (in their designated order) perform the duties of the president in the absence or inability of that officer to serve.
- Section 3. The secretary shall:
- a. record the minutes of all meetings of the association;
 - b. have a current copy of the bylaws;
 - c. maintain a membership list;
 - d. perform other delegated duties as assigned.
- Section 4. The treasurer shall:
- a. have custody of all the funds of the association;
 - b. keep a full and accurate account of receipts and expenditures;
 - c. make the disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
 - d. have checks or vouchers signed by two persons, the treasurer and one other officer;
 - e. present a financial statement at every meeting of the association and at other times when requested by the executive board;
 - f. make a full report at the meeting at which new officers officially assume their duties;
 - g. be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 2, of these bylaws;
 - h. have the accounts examined annually at the end of each fiscal year and at any time during the year when there is a change to the signature card by an auditor or an auditing committee of not fewer than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report;

- i. submit the books annually for an audit by an auditing committee selected by the executive board at least two weeks before the meeting at which new officers assume duties;
- j. serve as a member of the budget committee.

Section 5. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

ARTICLE IX: Executive Board

Section 1. The executive board shall consist of the officers of the association, the chair of the standing committees, and the principal of the school or an appointed representative. The chair of the standing committees shall be selected by the officers of the association. The president may appoint a parliamentarian, subject to the approval of the officers of the association.

#Section 2. All of the Executive Board members shall be members of that PTA.

#Section 3. A PTA member shall not serve as a voting member of a constituent organization's board at the local, council, district, or region level while serving as a paid employee of, or under contract to, that constituent organization.

Section 4. The duties of the executive board shall be:

- a. to transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- b. to create standing and special committees;
- c. to approve the plans of work of the standing committees;
- d. to present a report at the regular meetings of the association;
- e. to select an auditor or an auditing committee to audit the treasurer's accounts;
- f. to prepare and submit to the association for adoption a budget for the year;
- g. to approve routine bills within the limits of the budget.

Section 5. Regular meetings of the executive board shall be held during the school year, the time to be fixed by the board at its first meeting of the year. A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by the president

or by a majority of members of the board, three (3) days' notice having been given.

(If a unit desires to include an executive committee, it may add additional sections in Article IX. Define the composition and duties of the executive committee in the added sections. This committee is usually composed of the elected officers. See Robert's Rules of Order Newly Revised, 1990 edition, pp. 475, 570 and 571; 10th edition, pp. 468, 559 and 470.)

ARTICLE X: Meetings

- Section 1. Regular meetings of the association shall be held at least three (3) times during the school year on 3rd Tuesday of the month, unless otherwise provided by the association or by the executive board, seven (7) days' notice having been given of change of date.
- Section 2. Special meetings of the association may be called by the president or by a majority of the executive board, seven (7) days' notice having been given.
- Section 3. The annual meeting shall be held in the month of April.
- #Section 4. Five (5) members shall constitute a quorum for the transaction of business in any meeting of this association.

ARTICLE XI: Committees

- #Section 1. Only members of the association shall be eligible to serve in any elective or appointive positions.
- Section 2. The executive board may create such standing committees, as it may deem necessary to promote the Objects and carry on the work of the association. The term of each chair shall be one (1) year or until the selection of a successor.
- Section 3. The chair of each standing 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 4. The power to form special committees and appoint or elect their members rests with the association (unless the bylaws delegate this power to the president or the executive board).
- Section 5. The president shall be a member ex-officio of all committees except the

nominating committee.

ARTICLE XII: Council Membership

(Applies only to local PTAs holding membership in a council of PTAs, and must correspond to council bylaws. If not applicable, put a dash in blank spaces and indicate not applicable after the title.)

Section 1.

- a. The association shall be represented in meetings of the Racine Council of Parent-Teacher Associations by the president or alternate, the principal or alternate, and by one (1) delegates or their alternates. All representatives to a council must be members of a local unit.
- b. Delegates and their alternates shall be chosen by election in the month of May.
- c. Delegates to Racine Council of PTAs shall serve for a term of one (1) year.

Section 2. This association shall pay the required annual dues to the Racine Council of PTAs as provided in the council bylaws.

#ARTICLE XIII: Fiscal Year

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

#ARTICLE XIV: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern National PTA, Wisconsin PTA and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws, the bylaws of Wisconsin PTA and the National PTA Bylaws, or the articles of incorporation.

#ARTICLE XV: Amendments

Section 1.

- a. These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting (at least 30 days prior to the meeting at which the amendment is voted upon) and that the proposed amendment shall be subject to approval of the state PTA.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the association, or by a two-thirds vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- c. Submission of amendments or revised bylaws for approval by the state PTA shall be in accordance with the bylaws or regulations of the state PTA.

Section 2. The adoption of an amendment to any provision of the Bylaws of the Wisconsin PTA identified by a number (#) symbol shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA.

SUBMITTED BY: WALDEN III PTSA

BYLAW COMMITTEE:

1) _____
(Signature)

Rebecca S. Kaufman
(Print/type name)

2) _____
(Signature)

Lisa Scott Ptacek
(Print/type name)

3) _____
(Signature)

John R. Topczewski
(Print/type name)

APPROVED BY MEMBERSHIP: NOVEMBER 21, 2006

CHARTER DATE: APRIL 20, 1991

After your bylaws are approved by your membership you must send 4 hard copies to the WI State PTA office, 4797 Hayes Road, Suite 102, Madison, WI 53704. You will receive a postcard acknowledging receipt of your bylaws. It is important to keep this postcard in case there is any miscommunication regarding your unit's good standing for membership awards or eligibility to participate in the PTA Reflections program.

APPROVED BY WISCONSIN PTA: _____
(date)

WIS PTA BYLAWS COMMITTEE MEMBER: _____
(signature)