

**WINTERSET PTA
COLUMBUS, OHIO
FRANKLIN COUNTY
OLD UNIT
ORGANIZATION DATE – JANUARY 23, 1969
ELEMENTARY SCHOOL
IRS# 23-725-4034**

BYLAWS

Article I: Name

The name of this organization is the Winterset Parent Teacher Association (PTA) of Columbus, Ohio. It is a local PTA organized under the authority of the Ohio Congress of Parents and Teachers (Ohio PTA), a branch of the 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 ~~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 referred to as “Internal Revenue Code”).

Article III: Basic Policies

The following are basic policies of the PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objects of the organization.
- c. 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.
- d. 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.
- e. 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 proposes set forth in Article II.
- f. 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.
- g. 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 Ohio PTA.
- h. 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 is chartered as a constituent organization of the Ohio PTA in conformity with such rules and regulations as the Ohio PTA and National PTA may prescribe. The Ohio PTA has issued to this local PTA an appropriate charter evidencing the due organization and good standing of this PTA. The charter shall be subject to withdrawal and the status of this 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 2. Individual, National, and Ohio PTA dues are collected from members by this local PTA and shall be submitted to the Ohio PTA monthly with an associated list of members.

Section 3. This local PTA to be in good standing with Ohio PTA:

- a. Adheres to the purposes and basic policies of PTA,
- b. Remits the initial payment of National and Ohio PTA dues to the Ohio PTA by November 30,
- c. Reviews these bylaws every three (3) years and submits them to the Ohio PTA Director of Bylaws and Standing Rules for further approval, and
- d. Meets other criteria as may be established by the National or Ohio PTA.

Section 4. These bylaws and amendments to them must be approved by the Ohio PTA and shall not be in conflict with National PTA bylaws or Ohio PTA bylaws.

Section 5. This local PTA not in good standing by:

- a. November 30:
 1. Shall not be eligible for awards.
 2. Shall have their unit removed from the mailing list of the Ohio PTA.
 3. Shall not be eligible to participate in the Reflections program of the Ohio PTA.
- b. March 15:
 1. Shall be considered inactive

2. Shall know that the Internal Revenue Service (IRS) will be notified by Ohio PTA that this unit is no longer a tax-exempt organization of the Ohio PTA.

Section 6. To be reinstated to good standing this local PTA shall provide a list of members and remit current National and Ohio PTA dues and a \$20 reinstatement fee to the Ohio PTA.

Section 7. This local PTA shall keep minutes of meetings, a membership list, and accounting records sufficient to establish the items of gross income and disbursements of the organization, including 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. This local PTA, if disbanding or withdrawing from the Ohio PTA, shall notify its Ohio PTA District Advisor 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 Directors of the Ohio PTA.

Section 9. This local PTA, in accordance with Internal Revenue Service (IRS) regulations shall:

- a. File an annual financial report with the Ohio PTA office;
- b. File a Form 990 or 990EZ with a schedule A if gross receipts exceed \$25,000 annually or file a form 990 N if gross receipts do not exceed \$25,000 annually with the IRS; and
- c. Know that the Ohio PTA office staff has applied for a Federal Employer Identification Number (EIN) for this constituent 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 and is entitled to all the benefits of such membership.

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

Section 3. Each member shall pay annual in the amount of \$6.00 to this local PTA. For each individual, these annual dues shall include Ohio PTA dues (\$1.75) and National PTA dues (\$1.75).

Section 4. Individuals are entitled to only one vote even though they may be serving in more than one position. There shall be no voting by proxy in any meeting of this PTA.

Section 5. Only current members of this PTA may serve in any elective or appointive positions or participate in any business of this PTA.

Section 6. Members who are under 18 years of age are prohibited under Ohio law from signing contracts that bind the members of this PTA. The President, a Vice President or the Treasurer are the only members who may sign contracts that bind the members of this PTA. The President may delegate the ability to sign contracts to a committee chair to facilitate the execution of those contracts. Notice of any obligations incurred by a committee chair shall be given to the President immediately. Notice of any obligations incurred by the President, the President's designee, or the Treasurer shall be given to the Principal in a timely manner.

Article VI: Officers

Section 1. The officers of this local PTA shall be one president, one or more vice-presidents, one second vice-president, one secretary, one treasurer, and one assistant treasurer.

Section 2. The principal of Winterset Elementary School shall serve as the second vice president of this local PTA.

Article VII: Nominations and Elections

Section 1. Only individuals who are current members of this PTA and who have signified their consent to serve if elected shall be nominated for office. At the meeting preceding the meeting of election a member of this PTA, who wishes to stand for election as an officer, shall notify the secretary of this PTA of their interest. The secretary shall prepare a slate for election and notify the body of that slate at least ten (10) days prior to the election.

Section 2. The following provisions govern the eligibility of individuals to be officers of this PTA:

a. No officer may serve more than two consecutive terms in the same office. 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.

b. An officer must be a current member of this PTA.

Section 3. Officers shall be elected in the month of April or May.

Section 4. The vote shall be conducted by ballot and a majority vote shall elect. In the event of a tie vote, candidates may address the membership for no more than five minutes regarding their qualifications for office after which a second vote shall be taken. 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 following the close of the school year except for planning duties for the following year and shall serve for a term of one (1) year or until the election of their successor.

Section 6. In case a vacancy occurs in the office of president, the first vice president shall serve notice of the election. A vacancy occurring in any other elective positions 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

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 committees;
- c. Coordinate the work of the officers and committees of this local PTA in order that the purposes may be promoted;
- d. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTA.

Section 2. The vice president(s) shall:

- a. Act as aides to the president;
- b. In the order listed in Article VI, 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 this PTA.

Section 3. The secretary shall:

- a. Keep a record of all meetings of the association, Board, and Executive Committee;
- b. Be custodian of the permanent file;
- c. Have a current copy of the bylaws and standing rules;
- d. Submit to Ohio PTA the requested list of names and addresses of unit officers or chairs;

- e. Submit to Ohio PTA a record of annual volunteer hours of this PTA;
- f. Conduct correspondence as directed by the president, Board, or association;
- g. Maintain a file of correspondence received by the association;
- h. Notify the membership of this PTA of the slate of candidates for election to office of this PTA at least ten (10) days prior to the date of the election.
- i. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTA.

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, Board, or membership in accordance with the budget adopted yearly by this local PTA;
- c. Provide a financial statement at each meeting;
- d. Submit to the Ohio PTA an annual report of the financial condition of the organization.
- e. Submit the books annually or upon change of officer to an audit;
- f. Have this PTA bonded for a sum equivalent to the average gross receipts of this association during a year;
- g. Submit the Ohio PTA and National PTA portion of the dues to Ohio PTA monthly with the first payment no later than November 30;
- h. 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 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 or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA;
- i. Submit the books to an accountant for audit annually;

- j. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTA.

Section 5. The duties of the assistant treasurer shall be:

- a. Reconcile the bank statements to the Treasurer's report on a regular basis;
- b. Assist the treasurer in the performance of the treasurer's duties;
- c. Give the treasurer's report to the membership of this PTA in the absence of the treasurer;
- d. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTA.

Article IX: Executive Board

Section 1. The members of the Executive Board shall be the officers of the association, the chairs of standing committees, a representative of the Winterset staff, and the principal of the school or the principal's representative. The members of the Executive Board shall serve until the election of their successors.

Section 2. Special meetings of the Executive Board may be called by the president or upon written request of seven members with seven days notice to each member of the Executive Board. No other business than that which is stated in the call shall be transacted at this meeting.

Section 3. A majority of the Executive Board shall constitute a quorum for the transaction of business.

Section 4. Duties of the Executive Board shall be to:

- 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 plans of work of the standing committees.
- c. To approve plans of work of the standing committees.
- d. To present a report at the regular meetings of the association.
- e. To appoint an auditor or an auditing committee at least two (2) weeks before the annual meeting to audit the treasurer's accounts.

- f. To prepare and submit to the association for approval a budget for the fiscal year.
- g. To approve routine bills within the limits of the budget.
- h. To determine expenditures for fundraising profits not covered in the annual budget.
- i. To fill vacancies in elective and appointive positions.

Article X: Standing and Special Committees

Section 1. Standing committees:

- a. 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.
- b. The chair of the standing committees shall be selected by the officers of the association.
- c. The term of each chairman shall be one year or until the selection of a successor.

Section 2. The 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.

Article XI: General Membership Meetings

Section 1. Regular meetings of this association shall be held on the second Tuesday of the month at 6:30 p.m. during the school year, unless otherwise provided by the association or by the executive board, seven (7) days notice having been given.

Section 2. Special meetings may be called by a majority vote of the executive board, the president, or the principal. All members of the executive board must be notified 24 hours in advance of an emergency session.

Section 3. Eight members shall constitute a quorum for the transaction of business in any meeting of the association.

Article XII: Ohio PTA Convention

This local PTA if in good standing may be represented at the annual meeting of the Ohio PTA by:

- a. Elected officers or their representatives;

- b. Other accredited delegates who are current members of this PTA.

Article XIII: Fiscal Year

The fiscal year of this local 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, Tenth Edition* shall govern this PTA in all cases in which they are applicable and in which they are not in conflict with these bylaws, unit standing rules, National PTA Bylaws, the Ohio PTA Bylaws, special rules of order, or the Articles of Incorporation.

Article XV: Dissolution

Section 1. 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 the Ohio PTA, a non-profit organization, which is tax-exempt and meets the requirements of regulations under Section 501(C)(3) of the Internal Revenue Code.

Section 2. The procedure for dissolution is as follows:

- a. When a motion to disband is presented and seconded, it must be deferred for vote until the next meeting. All members must be notified by first class mail, along with the Ohio PTA District Advisor or the Ohio PTA office at least thirty days prior to the meeting at which the vote will be taken on the motion to disband.

- b. At the next meeting the motion to disband is opened for discussion. A two-thirds vote of members present and voting is required for the motion to be adopted.

- c. If the motion to disband passes, the IRS shall be notified by Ohio PTA that this local PTA is no longer a tax-exempt organization of the Ohio PTA and the books, records, and charter of this PTA shall be returned to the Ohio PTA office by registered mail or given to the Ohio PTA Board of Directors representative.

Article XVI: Amendments

Section 1. These bylaws may be amended at any regular general meeting of this PTA by a two-thirds vote of those present and voting. Notice of proposed amendments must have been provided in writing to the membership at a general meeting at least twenty 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 association or by a two-thirds 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 by this PTA to these bylaws shall be submitted to the Ohio PTA Director of Bylaws and Standing Rules for approval.

Section 4. The adoption of an amendment to any provision of these bylaws by the Ohio PTA shall serve automatically and without the requirement of any further action by this PTA to amend correspondingly these bylaws. This PTA shall promptly incorporate such amendment into these bylaws.