

DATE of the meeting at which these bylaws were approved: May 8, 2012

NAME OF PTA: John Foster Dulles DISTRICT: 6

CITY: Cincinnati COUNTY: Hamilton

MEMBER OF Hamilton County Council

DATE ORGANIZED: September 1961

Elementary School

IRS EIN# 23-7256444

Local PTA ID # 018332

# J.F. DULLES PTA BYLAWS

## *ARTICLE I—NAME*

The name of this organization is J.F.Dulles Elementary Parent and Teacher Association of Cincinnati, 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").

**Section 4.** In accordance with Ohio PTA, this association further defines children and youth as birth through 23 years of age.

### **\*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 to Ohio PTA. (see OPTA Article IV, Sec. 2 & 5)
- 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/PTSA* 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/PTSA* an appropriate charter. The charter shall be subject to withdrawal and the status of this organization as a *PTA/PTSA* 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/PTSA* and shall be submitted to the Ohio PTA monthly with an associated list of members.

**Section 3.** This local *PTA/PTSA* 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/PTSA* 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/PTSA* 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/PTSA* 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/PTSA* 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/PTSA*, in accordance with IRS regulations, 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 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/PTSA* 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.

Membership in this local *PTA/PTSA* does not imply membership in any other local PTA/PTSA.

**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 dues in the amount of \$6.00 to this local PTA/PTSA.* For each individual, these annual dues shall include Ohio PTA dues (\$1.75) and National PTA dues (\$2.25).

**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 type meeting of this *PTA/PTSA*.

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

**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/PTSA*.

## ***\*ARTICLE VI—OFFICERS***

**Section 1.** The officers of this local PTA shall be one president, 2 vice presidents, one recording secretary, one corresponding secretary, one treasurer, one council delegate and one alternate council delegate.

## ***ARTICLE VII—NOMINATIONS & ELECTIONS***

**Section 1.** There shall be a nominating committee composed of 5 members who shall be elected by this local PTA at a regular general membership meeting at least 2 months prior to the election of officers. If fewer than 5 members are elected at the general membership meeting, then the remaining members will be elected at the next regular executive board meeting.

a. The chair shall be elected by virtue of having received the highest number of votes. If elected by voice vote, the committee shall elect its own chair, but the interim chair will be the first person who volunteered

b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the general membership in February, at least two weeks prior to the election. 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 J.F. Dulles PTA:

a. No officer may be eligible to serve more than two 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 March.

**Section 4.** The vote shall be conducted by ballot 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 close of the annual meeting in May and shall serve for a term of one year or until their successors are elected.

**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 position 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 committee;

c. Coordinate the work of the officers and committees of this local PTA in order that the purposes may be promoted;

- d. Appoint, with the assistance of the Board, committee chairpersons with the exception of the nominating committee;
- e. Attend council workshops, training sessions for presidents, all Hamilton County Council and Oaks Hills Advisory meetings, State Convention, and District 6 Conference;
- f. The president shall serve on Oak Hills Advisory Council following her/his term as president of J.F.Dulles PTA for a period of one year.;
- g. Ensure that the auditing committee reports the findings of the annual audit to the unit.
- \*h. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by the Ohio PTA.

**Section 2.** The first vice president shall:

- a. Act as aide to the president;
- b. Perform the duties of the president in the president's absence or inability to serve;
- c. Chair the special events/programs committee;
- d. Attend council workshops, meetings the president cannot attend, District 6 Conference, and other meetings as requested.
- \*e. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by the Ohio PTA.

**Section 3.** The second vice president shall:

- a. Act as aide to the president;
- b. Perform the duties of the president in the president and first vice president's absences or inability to serve;
- c. Chair the ways and means committee
- d. Attend council workshops, District 6 Conference, and other meetings as requested.
- \*e. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by the Ohio PTA.

**Section 4.** The recording secretary shall:

- a. Keep a record of all meetings of the association, and shall be custodian of the permanent file;
- b. Take attendance at all board meetings and determine presence of a quorum at all association meetings;
- c. Have a current copy of the bylaws, standing rules and membership list available at all times;
- d. Maintain a membership list;
- e. Attend council workshops, parliamentary procedure course and District 6 Conference and other meetings as requested,

\*f. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by the Ohio PTA.

**Section 5.** The corresponding secretary shall:

a. Care for the correspondence of the association.

b. Attend council workshops and District 6 Conference.

\*c. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by the Ohio PTA.

**Section 6.** 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. 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 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;

\*f. Have this PTA/PTSA bonded for a sum equivalent to the average gross receipts for 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. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by the Ohio PTA;

i. Responsible for timely regulatory filings (see Treasurer's Procedure Manual for these requirements).

**Section 7.** Local PTA delegates (or their alternates) to council shall attend the meetings of the Hamilton County Council of PTA and shall report to the association. The council delegates shall attend council workshops and District 6 Conference.

### ***ARTICLE IX—EXECUTIVE COMMITTEE (ELECTED OFFICERS)***

**Section 1.** There shall be an Executive Committee of the J.F. Dulles PTA, the members of which shall be all elected officers.

**Section 2.** Meetings of the Executive Committee shall be called only upon request of the executive board. The President shall give seven days' notice to each member of the Executive Committee. No other business than that which is stated in the call shall be transacted at this meeting.

**Section 3.** A majority of the executive committee shall constitute a quorum for the transaction of business.

**Section 4.** Duties of the executive committee shall be to:

- a. Transact only business referred to it by the board;
- b. Make a report at each board meeting of any meetings held or actions taken;
- c. Take no action in conflict with any action taken by the executive board.

### ***ARTICLE X—EXECUTIVE BOARD***

**Section 1.** The members of the executive board shall be elected officers, standing committee chairs, special committee chairs, teacher representatives, principal or representative and Oak Hills Area Advisor.

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

- a. Transact necessary business in the intervals between regular association meetings and such other business as may be referred to it by the association;
- b. Create special committees;
- c. Approve the plans of work of committees;
- d. Report at the regular meetings of the association;
- 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 association 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. Absence from three (3) meetings without notification to a PTA officer by any board member shall be considered a resignation from the board.

**Section 4.** 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. Written notice of the first meeting of the year, to be held in August, shall be given at least seven days prior to the meeting.

**Section 5.** Special meetings of the board may be called by the president or when requested by five members upon seven days' written notice to each member of the Executive Board

**Section 6.** At all meetings of the board, one-third 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 updated 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 XI—STANDING COMMITTEES***

**Section 1.** The **standing committees** of this local PTA include: Accelerated Reader, Advocacy, After School Enrichment, Banking, Bridge Book Coordinator, Cheer, Courtyard Decorations, Dispatch, Enrichment Day, Everybody Counts, Family Involvement(defined as but not limited to Carnivals, Halloween Bash, Movie/Bingo Nights, and Stricker's Grove) , Home School Connection, Hospitality, , Library Assistant, Materials Workshop, Membership, OH Board of Education Liaison, Parliamentarian (who chairs Bylaws

Committee), Printing, , Recognition, Reflections, RRMS Liaison, Room Parent Coordinator, School Spirit, School Tool Kits, Scouts (Cub), Spiritwear Coordinator , Student Directory/Handbook Coordinator, Teacher Representative, Theatre Program Coordinator, Volunteer Coordinator, and Winter Wonderland.

**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 one year or until the selection of a successor.

**Section 4.** 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 5.** A majority of the members of the committee shall constitute a quorum.

### ***ARTICLE XII—GENERAL MEMBERSHIP MEETINGS***

**Section 1.** Regular meetings of this local PTA shall be held on a Tuesday in September, December, February, March, and May. Ten days' notice shall be given to the membership of any meeting date or 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 with ten days' notice having been given. No other business than that which is stated in the call shall be transacted at this meeting.

**Section 3.** Twenty-five members, at least two of whom shall be officers, shall constitute a quorum for the transaction of business in any meeting of this local PTA.

### ***ARTICLE XIII—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.** J.F.Dulles PTA shall be represented in meetings of the Hamilton County Council PTA by the president, or appointed alternate, and by a delegate or alternate.

**Section 3.** This local PTA shall pay annual dues to the Hamilton County Council PTA as provided in the Hamilton Council PTA Bylaws.

### ***\*ARTICLE XIV—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 XV—FISCAL YEAR***

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

### ***\*ARTICLE XVI: 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 501C(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 (30) 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 (2/3) 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/PTSA* is no longer a tax-exempt organization of the Ohio PTA and the books, records, and charter of this *PTA/PTSA* shall be returned to the Ohio PTA office by registered mail or given to the Ohio PTA Board of Directors representative.

### ***\*ARTICLE XVII—PARLIAMENTARY AUTHORITY***

The rules contained in the current edition of Robert's Rules of Order, Newly Revised; Tenth Edition shall govern J.F.Dulles 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 XVIII—AMENDMENTS***

**Section 1.** These bylaws may be amended at any regular general membership meeting of J.F. Dulles PTA by a two-thirds vote of those present and voting. Notice of proposed amendments must have been provided to the membership at least 10 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 (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 by an asterisk (\*) 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.