



R.C. LaPerche School PTA Bylaws

Revised 8/15/16

Article I—R.C. LaPerche PTA

The name of this association is the R.C. LaPerche School Parents and Teachers Association (RCL PTA), Smithfield, Rhode Island. It is a local PTA organized under the authority of Rhode Island Congress of Parents and Teachers (Rhode Island PTA), 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, places of worship, and community. 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, 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 association 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 association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association 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 association 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 association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the association 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 association shall not carry on any other activities not permitted to be carried on (i) by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

f. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations 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 National PTA.

g. The association 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 Rhode Island PTA

Section 1. This local PTA shall be organized and chartered under the authority of the Rhode Island PTA in the area in which this local PTA functions, in conformity with such rules and regulations, as the Rhode Island PTA may in its bylaws prescribe. The Rhode Island PTA shall issue to this local PTA an appropriate charter evidencing the due association and good standing of this local PTA. (State may establish their own “good standing” policy.) A local PTA in good standing is one that: a. Adheres to the purposes 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 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 association as shall be approved by the Rhode Island PTA. Such bylaws shall not be in conflict with National PTA Bylaws or the bylaws of Rhode Island PTA.

Section 3. Bylaws of this local PTA shall include an article on amendments.

#Section 4. 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 association, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the state PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Rhode Island PTA.

#Section 5. The charter of a local PTA shall be subject to withdrawal and the status of such association as a local PTA shall be subjected to termination, in the manner and under the circumstances provided by the bylaws of Rhode Island PTA.

#Section 6. Each local PTA is obligated, upon withdrawal of its charter by Rhode Island PTA, a. To yield up and surrender all of its books and records to Rhode Island PTA; b. To immediately transfer all of its assets and property to Rhode Island PTA or such agency as may be designated by Rhode Island PTA or to another local PTA organized under the authority of Rhode Island PTA. No assets or property shall be transferred without the express permission of Rhode Island PTA;

c. To cease and desist from the further use of any name that implies or connotes association with National PTA or Rhode Island PTA or status as a constituent association of National PTA, including, but not limited to the IRS EIN number granted under the umbrella of Rhode Island PTA and the right to participate in the group insurance plan; and d. To carry out promptly, under the supervision and

direction of Rhode Island PTA, all proceedings necessary or desirable for the purpose of dissolving such local PTA.

#Section 7. Procedures for dissolution:

- a. If a local PTA/PTSA unit is considering dissolution, the local unit Board shall meet representatives from the Rhode Island PTA Board, prior to any formal action.
- b. If after meeting with the representatives from the Rhode Island PTA Board, the local unit Board decides to proceed with the advisability of dissolution, the local unit board shall adopt a resolution recommending that the local PTA or PTSA be dissolved and directing that the question of such proposed dissolution be submitted to a vote at a special meeting of the members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the local PTA/PTSA shall be given (30) days prior to the date of such meeting.
- c. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting to members, shall be given to the president of the Rhode Island PTA at least 20 days before the date fixed for such special meeting of the members.
- d. Only those persons who were members in good standing of the local PTA/PTSA on the date of the adoption of the resolution shall be entitled to vote at the special meeting on the question of dissolution.
- e. Approval of dissolution of the local PTA/PTSA shall require the affirmative vote of at least 2/3 of the members present and entitled to vote at the special meeting, a quorum being present. Written notice of the results of the vote will be given to the president of Rhode Island PTA.
- f. Upon dissolution, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations 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 National PTA.
- g. Being no longer chartered by Rhode Island PTA, the local unit PTA/PTSA shall cease and desist from the further use of any name that implies or connotes association with National PTA or Rhode Island PTA or status as a constituent association of National PTA, including, but not limited to the IRS EIN number granted under the umbrella of Rhode Island PTA.

#Section 8. Each officer or board member of a local PTA shall be a member of such local PTA.

#Section 9. 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 10. Each local PTA shall collect dues from its members and shall remit a portion of such dues to Rhode Island PTA as provided in Article VII hereof. #

#Section 11. Each local PTA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the number symbol (#). (Shown here as Sections 4 through 10)

#Section 12. Bylaws of this local PTA shall include a provision establishing a quorum.

#Section 13. The bylaws of this local PTA shall prohibit voting by proxy.

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 Rhode Island 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 *association*. The amount of such annual dues shall include the portion payable to the Rhode Island PTA and the portion payable to National PTA.

#Section 3. Each local PTA shall a. Adhere to the Rhode Island PTA membership year set and reflected in the RI State By-laws. b. 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 President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

Section 2. Officers shall be elected in the month of May. Prior to elections, notification of open Board positions will be communicated to entire school community on two occasions, varying in communication medium (i.e., email, paper flyer, etc.) The election process is considered open and any active member may submit self-nomination intent in writing prior to the election.

Section 3. 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 as outlined in 4a.

Section 4. The following provisions shall govern the eligibility of individuals to be officers of the R.C. LaPerche School PTA:

a. Each officer shall be a current member of this local PTA and shall have attended 5 or more general membership meetings within the election year.

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 a joint meeting of the newly elected and outgoing E-Boards [as defined in Article VIII]. This meeting shall be held in June prior to the close of the school year. At this time the financial audit shall be performed. Officers shall serve for a term of 2 years 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 1st vice president. A vacancy in any office other than president shall be filled by the E-Board. In the event that a position will be vacant due to lack of interest, the current officer will hold that position until the next election.

~~Section 7. There shall be a nominating committee composed of three members who shall be elected by this local PTA at the regular general membership meeting held in March. a. The committee shall elect its chair. b. The nominating committee shall gather the names of all nominees for each position on the ballot. c. The nominating committee shall be charged with identifying at least one qualified person for each position. The committee shall report their findings at the regular general membership meeting in April. At this time, additional nominations may be made from the floor. d. 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.~~

Article VII—Duties of Officers

Section 1. The President shall:

- a. Preside at all meetings of this local PTA and the E-Board, creating the agenda with input from all E-Board members;
- b. Serve as signatory on PTA checks;
- c. Serve as an ex-officio member of all committees except the nominating committee;
- d. Coordinate the work of the officers and committees of this local PTA in order that the purposes may be promoted;
- e. Function as a liaison between R.C. LaPerche and the families, consulting with the principal on issues of mutual concern and keeping the principal apprised of PTA activities;
- f. The President or his/her designee shall attend the monthly Superintendent's meeting, reporting all pertinent information to the general membership in a timely manner;
- g. The President may approve expenses, outside of board vote, up to \$200.
- h. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the E-Board.

Section 2. The 1st 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. Obtain necessary permits for PTA activities and events;
- d. Oversee PTA membership enrollment and monthly reports;
- e. Maintain a membership list and ensure reporting of membership to the State PTA as designated in the RI State PTA Bylaws;
- 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 E-Board.

Section 3. The 2nd Vice President/Principal:

- a. Perform the duties of the President in the President's and First Vice-President's absence or inability to serve;
- b. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President or the E-Board.

Section 4. The Recording Secretary shall:

- a. Record the minutes of all meetings of the R.C. LaPerche School PTA and submit to the E-Board for edits within 2 weeks of the next scheduled meeting;

- b. Maintain attendance list for each PTA meeting;
- c. Be prepared to read the records of any previous meetings;
- d. File all records;
- e. Maintain a current copy of the bylaws;
- 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 E-Board.

Section 5. The Corresponding Secretary shall:

- a. Coordinate all PTA correspondence (for example: newsletters, meeting flyers) to ensure all necessary information is disseminated to the PTA membership;
- b. In the absence of the Recording Secretary, the Corresponding Secretary shall record minutes of the R.C. LaPerche School PTA meetings;
- c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President or the E-Board.

Section 6. The Treasurer shall:

- a. Have custody of the funds of this local PTA and transfer all PTA funds to the PTA bank account within seven (7) days of receipt of funds;
- b. Maintain a full account of the funds of this local PTA;
- c. Make disbursements as authorized by the President, E-Board, or this local PTA in accordance with the budget adopted by this local PTA;
- d. Maintain a full and accurate account of the receipts and disbursements in the books belonging to the R.C. LaPerche School PTA;
- e. Provide a written financial statement to the E-Board at each meeting;
- f. Present an annual report of the financial condition of the association at the May membership meeting;
- g. Submit the books annually for an audit by an auditing committee consisting of the newly elected President and Treasurer; the outgoing President and Treasurer; 2 neutral parties and the school Principal. This audit will take place at the joint meeting of the incoming and outgoing boards to be held before the close of the school year in June.
- h. Report the findings of the annual audit to the E-Board;
- i. Complete all forms and fillings as required by the IRS and State PTA in accordance with their deadlines;
- j. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president or the E-Board.

Article VIII—Executive Board (E-Board)

Section 1. The affairs of the R.C. LaPerche School PTA shall be managed by the E-Board between local PTA general membership meetings.

Section 2. Each board member shall be a member of this local PTA.

Section 3. The E-Board shall consist of

- a. All elected officers
- b. The Principal of R.C. LaPerche School

Section 4. Duties of the E-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. Create a report at the regular general membership meetings of this local PTA;
- d. Prepare and submit an annual budget to this local PTA's general membership following E-Board approval;
- e. Approve payment of non-routine bills within the limits of the approved budget.

Section 5. If any member of the E-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 members.

Section 6. Regular meetings of the E-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 E-Board may be called by the president or when requested by three members upon seven days written notice to each member of the board.

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 their term of office, all officers automatically cease to be a member of the E-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 14 days.

Article IX—Event Coordinators/Committees

Section 1. Only members of this local PTA shall be eligible to serve in any elective or appointive positions.

Section 2. The E-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 chair of each committee shall present a plan of work and budget to the E-Board for approval. No committee work shall be undertaken without the consent of the E-Board.

Article X—General Membership Meetings

Section 1. Regular meetings of this local PTA shall be held within the first full week of each month, unless otherwise provided by this local PTA or the E-Board. Five 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 E-Board, five days' notice having been given.

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

Section 4. Five members shall constitute a quorum for the transaction of business in any meeting of this local PTA. E-Board members are excluded from this quorum.

Section 5. When requesting funds totaling more than \$200 from the PTA, teachers of the school must be present during a PTA meeting to present their request and respond to questions from the committee as needed.

Article XI—Rhode Island PTA Convention [The following sections must correspond to the state PTA bylaws, and are provided as a guideline to local PTAs.]

#Section 1. This local PTA shall be represented at the annual meeting of the Rhode Island PTA. Voting delegates to the Rhode Island PTA Statewide Meeting shall consist of all members of this local unit PTA in Rhode Island as shown on the books of Rhode Island PTA as of 30 days prior to the meeting.

Article XII—Fiscal Year

The fiscal year of the R.C. Laperche School PTA shall begin on July 1 and end on June 30 of said year.

Article XIII—Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern R.C. LaPerche School PTA in all cases in which they are applicable and in which they are not in conflict with National PTA Bylaws, the Rhode Island PTA Bylaws, and special rules of order or Articles of Incorporation.

Article XIV—Amendments

Section 1. These bylaws may be amended at any regular general membership meeting of the R.C. LaPerche School PTA by a two-thirds vote of those present and voting, provided the amendments have been approved by the E-Board and notice of proposed amendments has been provided to the membership 7 days prior to the meeting.

Section 2. The E-Board, by a majority vote, may authorize the Committee on Bylaws 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 Rhode Island PTA shall be in accordance with the bylaws or regulations of the Rhode Island PTA.

#Section 4. The adoption of an amendment to any provision of the bylaws of the State PTA, identified by a number symbol (#) shall serve automatically without the requirement of further action of the (local unit/council) PTA to amend their corresponding bylaws

Approved by:

Unit Name: R. C. LaPerche PTA

Unit President: _____

Date: _____

Approved by:

Rhode Island Congress of Parents and Teachers

(Rhode Island PTA)

Procedure and Bylaws Chairperson or State PTA President

Date: _____