

PTSA Bylaws

LOCAL UNIT BYLAWS of J.I. Case High School PTSA Racine, Wisconsin

Region: A

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Please complete by filling in the blanks.

You have the ability to add sections and lines to the existing Articles, and you may delete any italicized text but you may not remove or alter any other wording in Articles, Sections or Lines as presented in this standardized form. LOCAL UNIT BYLAWS

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ARTICLE I: Name

The name of this association is the J.I. Case High School Parent Teacher Student Association PTSA located in Racine , Wisconsin. It is a local 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

The Objects of this association in common with those of the National PTA and the Wisconsin PTA are:

To promote the welfare of children and youth in home, school, community, and place of worship,

To raise the standards of home life,

To secure adequate laws for the care and protection of children and youth,

To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth,

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.

The Objects of the National PTA, the Wisconsin PTA and this association 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.

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 "Internal Revenue Code").

ARTICLE III: Basic Policies

The following are basic policies of the National PTA, the Wisconsin PTA, and this association:

The association shall be noncommercial, nonsectarian, and nonpartisan.

The association 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.

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.

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.

Notwithstanding any other provisions of these articles, the association 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.

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 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.

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: Constituent Associations

The constituent associations of National PTA include

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.

Local PTAs and PTSAs organized under the authority of the state PTAs in an organized area.

The articles of association of a constituent association include (a) the bylaws of such association and (b) the certificate of incorporation or articles of incorporation of such association (in cases in which the association is a corporation) or the articles of association (in cases in which the association exists as an unincorporated association). If articles of association do not exist for an unincorporated association, the bylaws shall be deemed to be the articles of association.

The national board of directors shall determine criteria for establishing constituent associations and setting standards for continuing affiliation with National PTA.

There shall be no proxy or absentee voting by any constituent association of National PTA.

The purposes and basic policies of National PTA shall in every case also be the purposes and basic policies of each constituent association.

Each constituent association shall adopt bylaws for the government of the association approved by the Wisconsin PTA. Such bylaws shall not be in conflict with National PTA or state PTA bylaws.

The bylaws of all constituent associations are subject to review by the National PTA Bylaws and Policy Committee.

ARTICLE V: Local Unit Status

Local PTA/PTSAs shall be organized and chartered under the authority of the Wisconsin PTA, 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/PTSA an appropriate charter evidencing the due association and good standing of the local PTA/PTSA.

A local PTA/PTSA in good standing is one that:

Adheres to the Objects and basic policies of the PTA/PTSA;

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;

Remits the state and national portion of the dues to the Wisconsin PTA annually starting November 1 and periodically thereafter;

Reviews or revises their bylaws every three (3) years and submits copies to the Wisconsin PTA Bylaws Committee for approval.

Audits the treasurer's books as specified in Article IX and submits the PTA audit form to the Wisconsin PTA by November 1st.

Each local PTA/PTSA 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 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.

The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such association as a local PTA/PTSA shall be subject to termination, in the manner and under the circumstances provided by the bylaws of the Wisconsin PTA.

Each local PTA/PTSA is obligated, upon withdrawal of its charter by the Wisconsin PTA:

To yield up and surrender all of its books and records and all of its assets and property to the Wisconsin PTA or to another 501(c)3 organization approved by the Wisconsin PTA;

To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Wisconsin PTA;

To carry out promptly, under the supervision and direction of the Wisconsin PTA, all the necessary steps for the purpose of dissolving this PTA/PTSA; and

To lose its tax exempt status as a local PTA/PTSA unit organized under the authority of the Wisconsin PTA.

ARTICLE VI: Membership and Dues

Every individual who is a member of this association is, by virtue of that fact, a member of the National PTA and of the Wisconsin PTA by which such local association is chartered, and is entitled to all the benefits of such membership.

Membership in this association shall be made available without regard to race, color, creed, or national origin.

Each local PTA/PTSA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

Each member of this association shall pay annual dues as may be determined by the association.

Such annual dues shall include the portion of one dollar and seventy-five cents (\$1.75) per member payable to the National PTA.

Such annual dues shall include the portion of three dollars (\$3.00) per member payable to the Wisconsin PTA.

The membership year shall be established by the Wisconsin PTA Board of Directors.

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/PTSA has failed to remit its first installment of annual dues, it will not be recognized as a PTA/PTSA in good standing for the current year and further service from the state office may be withheld until such remittance is made.

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 association, the amount of dues collected during the period covered by the report, and the number of members of the association.

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

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

PTA/PTSA membership is not transferable to another PTA/PTSA unit.

ARTICLE VII: Meetings of the Association

Regular meetings of the association shall be held at least three (3) times during the school year on the second Monday of the month, unless announced by the executive board, seven (7) days' notice having been given of change of date.

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.

The annual election meeting shall be held in the month of May.

Five (5) members shall constitute a quorum for the transaction of business in any meeting of this association.

ARTICLE VIII: Officers and Their Election

#Each officer or board member of this association shall be a paid member of this association.

The officers of this association shall consist of a president, an executive vice president, a secretary, and a treasurer.

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.

Officers shall assume their official duties following the close of the meeting in May and shall serve for a term of one (1) year or until their successors are elected.

A person shall not be eligible to serve more than two consecutive terms in the same office within this association.

If an office remains unfilled after election, it shall be considered a vacant office to be filled by the board-elect.

Nominations for office shall be made by a nominating committee which shall be elected by the association.

There shall be a nominating committee composed of three (3) members who shall be elected by this association at a regular meeting at least two months prior to the election of officers.

The committee shall elect its own chairman.

The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting at least one month prior to election meeting.

#Nominees for the office of president, treasurer, and any elected officer authorized to sign checks shall not be related by blood, marriage, or reside in the same household.

Additional nominations may be made from the floor following the nominating committee report.

Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

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 executive vice president shall assume the office of president for the remainder of the term.

ARTICLE IX: Duties of Officers

The president shall:

preside at all meetings of the association;

perform such other duties as may be prescribed in these bylaws or assigned by the association;

be a member ex-officio of all committees except the nominating committee;

coordinate the work of the officers and committees of the association in order that the Objects may be promoted..

The executive vice president shall:

Serve as the primary aid to the president;

Perform the duties of the president in the absence or disability of that officer to act;

Perform such other duties as may be prescribed in these bylaws or assigned by the association;

If a vacancy occurs in the office of president, assume the office of president for the remainder of the term.

The secretary shall:

record the minutes of all meetings of the association;

have a current copy of the bylaws;

maintain a membership list in conjunction with the membership chair;

perform other delegated duties as assigned.

The treasurer shall:

have custody of all the funds of the association;

prepare the budget for adoption;

keep a full and accurate account of receipts and expenditures;

verify that all cash/checks received are counted by two individuals;

make the disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;

have checks or vouchers signed by two persons, the treasurer and one other officer, who are not related by blood, marriage, or living in the same household;

present a financial report at every association meeting;

complete an annual financial report at the end of each fiscal year;

be responsible for the maintenance of such books of account and records and conform to the requirements of Article V, Section 2, of these bylaws;

be responsible to verify that all government forms and insurance forms are completed and submitted according to deadlines;

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 bank account's 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;

upon completion of the audit, send a signed copy of the audit report to the state PTA office.

The auditing committee cannot consist of signers from the audit year or signers of current year. The auditor or auditing committee cannot be related by blood, marriage or living in the same household to any signer from the audit year or from the current year.

All officers shall compile an annual report of their duties, budgets and programs annually.

All officers shall perform the duties outlined in these bylaws and those assigned by the executive board or the association. 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, immediately, all funds pertaining to the office.

ARTICLE X: Executive Board

The executive board shall consist of the officers of the association, a representative of the standing committees, and the principal of the school or an appointed representative.

#All of the Executive Board members shall be members of this association.

The duties of the executive board shall be:

to transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;

- to create standing committees;
- to approve the plans of work of the standing committees;
- to present a report at the regular meetings of the association;
- to select an auditor or an auditing committee to audit the treasurer's accounts;
- to approve routine bills within the limits of the budget;
- to fill vacancies in the officers of this association.

#The executive board is subject to the orders of the association and none of its acts shall conflict with action taken by the association.

Meetings of the Executive Board

Regular meetings of the executive board shall be held during the school 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.

When a board member fails to attend three (3) consecutive meetings without adequate excuse and/or notice or when a board member is not fulfilling the responsibilities of the office as prescribed in the bylaws, standing rules or policies or engages in conduct not in compliance with the goals and purpose of the PTA the executive board may by a two-thirds (2/3) ballot vote, take such action as the board deems appropriate, which may include a probation period, or asking for the resignation of the board member. The vote and outcome must be recorded in the executive board minutes. If removing a board member from the board who refuses to resign or if the board member disagrees with the decision, the executive board must make a formal written request to the Region Advisor or designated State Board member, before taking any action. A formal written request can also be submitted if the executive board chooses. A hearing panel of at least 3 members will be convened under the direction of the Region Advisor or designated State Board member. If the Region Advisor, or designated State Board member, is a member of the unit's executive board, the State President-elect will convene the hearing panel. The board member and unit officers will be given a written 15 day notice of the hearing meeting. The written notice will

include the reasons for the panel. The board member will be given the opportunity to appear before the hearing panel. If the board member is unable to attend a written statement can be submitted. The hearing panel with a 2/3 majority will decide on an appropriate action. The hearing panel will notify the executive board of their recommendations in writing. The executive board will then document their action in the executive board meeting minutes and send a copy to the Wisconsin PTA office.

ARTICLE XI: Committees

Only members of this association shall be eligible to serve as committee chairmen or committee members.

The president shall be a member ex-officio of all committees except the nominating committee.

The chairs of the standing committees shall be appointed by the president of the association and ratified by the executive board.

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.

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.

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).

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

ARTICLE XII: Council Membership

The association shall be represented in meetings of the Racine Unified PTA Council of Parent-Teacher Associations by the president or an alternate. All representatives to a council must be members of a local unit.

Delegates and their alternates shall be chosen by election in the month of May.

Delegates to the Racine Unified PTA Council shall serve for a term of one (1) year.

This association shall pay annual dues of \$50 to the Racine Unified PTA Council as provided in the council bylaws.

ARTICLE XIII: Fiscal Year

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

The Internal Revenue Service Employer Identification Number for this association is 39-1785994.

The National PTA Unit ID # is 00029372.

The Wisconsin Registration to Solicit Certificate # is 11140-800.

The Sales Tax Certificate # is 050454.

The Incorporation # for this association is _____

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 associations 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.

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.

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.

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.

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/PTSA to amend correspondingly the bylaws of each local PTA/PTSA.

SUBMITTED BY:

J.I. Case PTSA Bylaws Committee:

1) _____

(Signature)

Lynne Besaw

2) _____

(Signature)

Kara Wunderle

3) _____

(Signature)

Kathy Holley

APPROVED BY MEMBERSHIP:

(date)

CHARTER DATE: April 12, 1991

After your bylaws are approved by your membership you must send 4 paper copies to the WI State PTA office, 4797 Hayes Road, Suite 102, Madison, WI 53704. You will receive a postcard or an email acknowledging receipt of your bylaws. It is important to keep this postcard or copy of email 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)

WI PTA BYLAWS COMMITTEE MEMBER:

(signature)