

**ILLINOIS PTA
BYLAWS FOR LOCAL PTA/PTSA UNITS
2003 – 2004**

FORENOTE

The double starred (**) areas are in conformity with the regulations of Section 501 (c) (3) of the Internal Revenue Code and are required in the bylaws of the state, region(s), councils and local PTA/PTSA units.

The number symbol (#) areas are required in the bylaws of region(s), councils and local PTA/PTSA units of the Illinois PTA.

Constituent organization refers to all organizations in membership with the Illinois PTA, including region(s), councils and local PTA/PTSA units.

ARTICLE I - NAME

The name of this organization is the Hollywood School Parent-Teacher Association (Hollywood PTA) Parent-Teacher-Student Association) of Brookfield, Illinois. It is a local PTA unit organized under the authority of the Illinois Congress of Parents and Teachers (Illinois PTA), a branch of the National Congress of Parents and Teachers (National PTA). These bylaws shall be deemed to be a part of the Articles of Organization. +

**** ARTICLE II - ARTICLES OF ORGANIZATION**

The articles of organization of this local PTA unit 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).

ARTICLE III - OBJECTS

#Section 1.

The Objects of the Illinois PTA and the Hollywood PTA, in common with the purposes of the National 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.

+NOTE: When a PTA or (PTSA) has incorporated, it must amend its bylaws by inserting this sentence at the end of ARTICLE I - NAME:

This PTA is incorporated under the laws of the State of Illinois.

Section 2.

The Objects of the Illinois PTA and Hollywood PTA are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in ARTICLE IV.

****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 IV - BASIC POLICIES

The following are basic policies of the Hollywood PTA in common with those of the National PTA and Illinois PTA:

- **a.** The organization shall be noncommercial, nonsectarian, and nonpartisan.
- **b.** The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Objects of the organization.
- **c** 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.
- d.** The organization shall work with the schools 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.
- #e.** The Illinois PTA or any of its divisions may cooperate with organizations and agencies concerned with child welfare, but a PTA representative shall make no commitments as an individual that bind the group he represents.
- **f.** 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 individuals 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 III hereof.
- **g.** 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.
- **h.** Upon the dissolution of the 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 which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE V - MEMBERSHIP AND DUES

#Section 1.

Every individual who is a member of a local PTA/PTSA unit is, by virtue of that fact, a member of the National PTA and of the Illinois PTA by which a local PTA/PTSA unit is chartered and is entitled to all the benefits of such membership.

#Section 2.

Membership in each local PTA/PTSA unit shall be made available by such local PTA/PTSA unit without regard to race, color, creed, or national origin.

#Section 3.

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

#Section 4.

The membership year shall end on September 30. Persons who join during the membership year shall pay dues for that year. Persons may hold membership in one or more local PTA/PTSA units upon payment of all-inclusive dues as required by the bylaws of each local PTA/PTSA unit.

#Section 5.

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

#Section 6.

The privilege of making motions and voting in a local PTA/PTSA unit shall be limited to members of such local PTA/PTSA unit.

#Section 7.

Only a dues paying member of a local PTA/PTSA unit may be eligible for election or appointment to office or chairmanship in the Illinois PTA or any of its divisions.

#Section 8.

No person shall hold an elected or appointed position in any local PTA/PTSA unit who is not a member in good standing.

Section 9.

Each member of a local PTA/PTSA unit shall pay such annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the Illinois PTA (the "state portion") and the portion payable to the National PTA (the "national portion").

Section 10.

- a. The national portion of each member's dues shall be determined by the delegates to the National PTA annual convention.
- #b. The amount of the state portion of each member's dues shall be determined by the Illinois PTA. The annual dues to the Illinois PTA shall be one dollar and fifty cents (\$1.50) per capita for every member of each local PTA unit.
- c. The amount of the local membership dues shall be determined by the members of the local PTA/PTSA unit.

Section 11.

- #a. The state and national portions of the dues paid by each member of a local PTA/PTSA unit shall be set aside by the local PTA/PTSA unit and remitted to the Illinois PTA through such channels and at

such times as the state PTA bylaws may provide. The Illinois PTA shall remit to the National PTA the amount of the national portion of dues paid by all members of local PTA/PTSA units in its area.

- #b. The initial state and national portion of the dues paid by each member to a local PTA/PTSA unit shall be set aside by the local PTA/PTSA unit and remitted to the Illinois PTA, and shall be postmarked no later than October 1. Dues should be submitted monthly thereafter.

#Section 12.

- a. A local PTA/PTSA unit shall be considered delinquent if, by December 31, it has failed to send to the Illinois PTA the state and national portion of dues paid by no less than twenty-five (25) individual members, or no less than ten (10) individual members for a new local PTA/PTSA unit or for an existing local PTA/PTSA unit where the school enrollment is less than one hundred (100) students.
- b. A local PTA/PTSA unit not affiliated with a school shall be considered delinquent if, by December 31, it has failed to send to the Illinois PTA the state and national portions of dues paid by no less than ten (10) Individual members.
- c. Local PTA/PTSA units which fail to send to the state office of the Illinois PTA by March 31 the national and state portions of dues paid by individual members shall be discontinued as local PTA/PTSA units and their charters shall be withdrawn, as provided in ARTICLE XIII, #Section 9. a., b., and c.
- d. Reinstatement procedures and reinstatement fees shall be in such manner as prescribed by the state board of managers.

ARTICLE VI - OFFICERS AND THEIR ELECTION

#Section 1.

Each officer or board member of a local PTA/PTSA unit shall be a member of such local PTA/PTSA unit.

Section 2.

- a. The officers of this organization shall be a president, { number } vice president(s), a secretary(s), and a treasurer.
- b. Officers shall be elected by ballot annually in the month of { a spring month }. However, if there is only one (1) candidate for any office, upon adoption of a motion from the floor, the election for that office (or offices) may be by voice.
- c. Officers shall assume their official duties at the close of the regular meeting in { month } and shall serve for a term of { number } year(s) or until their successors are elected and assume their duties.
- d. A person shall not be eligible to serve more than two (2) (consecutive) terms in the same office.

#Section 3.

The members of the nominating committee for officers of a local PTA/PTSA unit shall be elected.

#Section 4.

- a. There shall be a nominating committee consisting of (an odd number) members, (number) of whom shall be elected by the executive board from its body, and (number) elected by this organization at a regular meeting at least (number) months prior to the election. There shall be one (1) alternate elected by the executive board and one (1) from the organization. The committee shall choose its own chairman before the close of the regular meeting at which they are elected.

- b. The nominating committee shall select one (1) nominee for each office to be filled and report at least thirty (30) days prior to the election meeting.
- c. During the election meeting, an opportunity shall be given for nominations from the floor.
- d. Only those who have consented to serve if elected shall be eligible for nomination either by the committee or from the floor. No one may be eligible to election that has not been a member of this organization or that of a feeder school for at least thirty (30) days.
- e. To be eligible to vote in any election a person must have been a member for at least thirty (30) days.

Section 5.

In case a vacancy occurs in the office of president, the vice president or first vice president shall serve as president for the unexpired term. A vacancy occurring in any other office 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 VII - DUTIES OF OFFICERS

Section 1.

The president shall:

- a. preside at all meetings of this organization, the executive board, and the executive committee;
- #b. be a member ex-officio of all committees except the nominating committee and, if authorized to sign checks, the audit committee;
- c. appoint members to special committees;
- d. be responsible for other duties as may be assigned by him by the organization, the executive board, or the executive committee;
- e. delegate the work of the organization to other officers or chairmen as may be appropriate;
- f. coordinate the work of the officers and committees in order that the Objects may be promoted; and
- g. have completed the Illinois PTA President's Course before election or within six (6) months of election.

Section 2.

The vice president(s) shall act as aide(s) to the president, and shall in their designated order perform the duties of the president in the absence or inability of that officer to serve. (Suggestion: list duties of vice president(s). If you only have one (1) vice president, strike "in their designated order").

Section 3.

The secretary shall:

- a. record the minutes of all meetings of this organization, the executive board, and the executive committee;
- b. have a current copy of the bylaws;
- c. have a current membership list;
- d. conduct correspondence of the organization as directed; and
- e. perform such other duties as may be delegated.

Section 4.

The treasurer shall:

- a. receive all monies of this organization and keep an accurate record of receipts and expenditures;

- b. place all monies in a depository approved by the executive board;
- c. pay out funds in accordance with the budget as approved by the membership and authorized by properly signed vouchers. Vouchers shall be signed by two persons. Checks shall be signed by the treasurer and one other duly elected and authorized officer.
- d. present a written financial statement at every meeting of the organization and at other times as requested by the executive board, making a full report at the (annual) (regular) meeting in (month);
- #e. be responsible for the remittance of the state and national portion of the dues paid by each member as directed in ARTICLE V of these bylaws;
- f. provide the checkbook, all bank statements, canceled and voided checks and deposit slips, treasurer's record book and receipt book, vouchers and invoices for all disbursements to the audit committee;
- g. be responsible for completion and filing of appropriate forms as may be required by Internal Revenue Service Regulations no later than the date established by the regulations;
- h. not be a member of the audit committee; and
- i. complete the Illinois PTA ABCs of PTA Finance.

Section 5.

All officers shall:

- a. have completed the Illinois PTA Information Course before election or within six (6) months of their election;
- b. have completed the Illinois PTA Advanced Course before election or within one (1) year of their election;
- c. perform the duties prescribed in the parliamentary authority of this organization in addition to those outlined in these bylaws and those assigned from time to time; and
- d. deliver to their successors all official material within ten (10) days following the meeting at which their successors take office.

ARTICLE VIII – MEETINGS

Section 1.

Regularly scheduled meetings of this organization shall be held monthly during the school year. Dates of meetings shall be determined by the executive board and announced at the first regular meeting of the year. Seven days notice shall be given of a change of date.

Section 2.

Special meetings may be called by the executive board, seven days notice having been given.

Section 3.

The September meeting shall be the annual meeting at which time annual reports shall be given.

**Section 4.

Bylaws of each local PTA unit shall include a provision establishing a quorum.

Section 5.

A quorum for the transaction of the business of this organization shall consist of five members which includes at least two (2) officers.

#Section 6.

The bylaws of all local PTA units shall prohibit voting by proxy.

ARTICLE IX - EXECUTIVE BOARD

#Section 1.

This organization shall establish an executive board.

Section 2.

The executive board shall consist of the officers of this organization, the chairmen of standing committees, and the principal of the school or his representative.

**Section 3.

A PTA member shall not serve as a voting member of a local PTA unit's board while serving as a paid employee of, or under contract to, a local PTA unit.

Section 4.

The executive board shall:

- a. review tentative budget for recommendation as a proposed budget to the general membership for adoption;
- b. transact necessary business in the intervals between regular meetings and such other business as may be referred to it by this organization;
- c. create standing committees;
- d. approve plans of work of the standing committees;
- e. present reports and recommendations to the regular meeting of this organization;
- f. approve routine bills within the limit of the budget; and
- g. elect an audit committee.

Section 5.

Regular meetings of the executive board shall be held yearly, the time to be fixed by the board at its first meeting of the year. At least three (3) days notice shall be given if there is a change of the regular meeting date. Four members, including at least two (2) officers shall constitute a quorum.

Section 6.

Special meetings of the executive board may be called by the president or by a quorum of the board provided that members receive three (3) days notice.

Section 7.

Any appointed board member not performing duties as outlined in the bylaws or procedures, may be removed by the affirmative vote of two-thirds (2/3) of the board members present and voting, prior notice having been given. Any appointed board member absent for three (3) consecutive meetings without prior notice shall automatically forfeit his place on the board and be so notified.

Section 8.

The executive board shall, upon the recommendation of the executive committee, consider the removal of any officer not performing duties as outlined in the bylaws. An affirmative vote of two-thirds (2/3) of the board members present and voting shall be necessary for removal of an officer, prior notice having been given.

ARTICLE X - EXECUTIVE COMMITTEE

Section 1.

The executive committee shall consist of elected officers.

Section 2.

Meetings shall be held at the call of the president or a majority of the executive committee. Seven days notice shall have been given. A majority shall constitute a quorum.

Section 3.

The committee shall meet as soon as the officers have been duly elected for the purpose of selecting the chairmen of standing committees and formulating tentative plans for their term of office.

Section 4.

The committee may transact business of this organization in an emergency; however, no action shall be in conflict with that taken by the voting body of this organization or the executive board.

ARTICLE XI - STANDING AND SPECIAL COMMITTEES

Section 1.

The executive board shall create such standing committees as it may deem necessary to promote the Objects and carry on the work of this organization. The chairman of standing committees shall be selected by the executive committee for a term of one (1) year.

Section 2.

The chairman of each standing committee shall present a written plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 3.

Special committees may be created by the executive board or the membership as the need arises.

#Section 4.

The local PTA/PTSA unit financial records must be audited annually at the close of the fiscal year and upon change of treasurer during the term of office.

Section 5.

An audit committee of at least three (3) members shall be elected by the executive board at least four (4) weeks before the regular meeting in June. The committee shall examine the financial records and report its findings to the membership. By decision of the executive board, a professional auditor may be used. Anyone authorized to sign checks is not eligible to audit the financial records.

Section 6.

The president shall be a member ex-officio of all committees except the nominating committee and, if authorized to sign checks, the audit committee.

ARTICLE XII - REPRESENTATION

Section 1.

This organization may be represented at the district annual meeting and at the annual or special convention of the Illinois PTA as provided in the state bylaws. (Suggestion: provide here for election of delegates)

Section 2.

This organization shall be a member of the Illinois Council of Parent-Teacher Associations and shall pay dues and be represented as provided in the council bylaws.

Section 3.

(PTAs in the city of Chicago only. Not applicable to other PTA/PTSAs)

This organization shall be a member of the Chicago Region PTA and shall pay dues and be represented as provided in the Chicago Region PTA bylaws.

ARTICLE XIII - RELATIONSHIP WITH NATIONAL PTA AND ILLINOIS PTA

#Section 1.

This local PTA unit shall be organized and chartered under the authority of the Illinois PTA in the area in which this local PTA unit functions, in conformity with such rules and regulations not in conflict with the Bylaws of the National PTA, as the Illinois PTA may in its bylaws prescribe. The Illinois PTA shall issue to this local PTA unit an appropriate charter evidencing the due organization and good standing of this local PTA unit.

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 Illinois PTA to reach the national office by dates designated by the National PTA;
- c. has bylaws approved according to the procedures of the Illinois PTA; and
- d. meets other criteria as may be prescribed by the Illinois PTA.

#Section 2.

This local PTA/PTSA shall adopt such bylaws for the government of the organization as may be approved by the Illinois PTA. Such bylaws shall not be in conflict with the Bylaws of the National PTA or the Bylaws of the Illinois PTA.

#Section 3.

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

#Section 4.

All local PTA units' bylaws and amendments thereto shall be approved by the district director or the designated representative of the state board of managers. Bylaws shall be submitted for review upon request and/or every two (2) years.

#Section 5.

This local PTA unit shall collect dues from its members and shall remit a portion of such dues to the Illinois PTA as provided in ARTICLE V, Section 10., a., #b., and c. and Section 11., **a. and #b.

Section 6.

This local PTA unit 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 Illinois PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Illinois PTA.

#Section 7.

The charter of this local PT/PTSA unit shall be subject to withdrawal and the status of such organization as a local PTA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Illinois PTA.

#Section 8.

If a local PTA/PTSA unit wishes to be discontinued or is dropped, its charter shall be withdrawn by the Illinois PTA.

A local PTA/PTSA unit may dissolve and terminate its organization in the following manner:

- a. Upon receipt of a signed petition of ten (10) members or ten percent (10%) of the membership, not including members of the executive board, of a local PTA/PTSA unit, whichever is larger, recommending dissolution of the local PTA/PTSA unit, the executive board of that local PTA/PTSA unit shall submit the question of dissolution to a vote at an open membership meeting of members having voting rights, and that all monies shall be frozen, except for those already budgeted or approved until the question of dissolution has been decided. If dissolution is approved, disposition of funds shall be in accordance with ARTICLE VI, #Section 8. a. of the Illinois PTA Bylaws. The executive board of such local PTA/PTSA unit shall not submit the question of dissolution on its own motion.
- b. Written notice stating the question of such dissolution shall be given to each member entitled to vote at such meeting, to the president of the Illinois PTA, and to the appropriate district director or designated representative of the state board of managers, at least sixty (60) days prior to the date of such meeting.
- c. Only those persons who were members in good standing of the local PTA/PTSA unit on the date of submission of the question of dissolution, and who continue to be members in good standing on the date of the meeting, shall be entitled to vote on the question of dissolution.
- d. Approval of dissolution of the local PTA/PTSA unit shall require the affirmative vote of at least two-thirds (2/3) of the membership. The district director or designated representative of the state board of managers shall be invited to this meeting.
- e. Upon dissolution and withdrawal of the charter, each local PTA/PTSA unit shall be required to follow procedures as directed under #Section 9. a., b., and c. of this ARTICLE.

#Section 9.

This local PTA/PTSA unit is obligated, upon dissolution or withdrawal of its charter by the Illinois PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the designated representative of the Illinois PTA who will distribute such assets as directed by the Illinois PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the Illinois PTA or status as a constituent organization; and
- c. To carry out promptly, under the supervision and direction of the Illinois PTA, all proceedings necessary or desirable for the purpose of dissolving the Hollywood PTA.

#Section 10.

When the Illinois PTA office receives notification of the dissolution from the district director or designated representative of the state board of managers, the Illinois PTA treasurer shall notify the local PTA/PTSA unit by certified mail that this local PTA/PTSA unit is no longer a tax exempt or tax deductible organization of the Illinois PTA.

#Section 11.

Dissolution of a local PTA/PTSA unit pursuant to Sections #7., #8., and #9. of this ARTICLE shall not preclude the immediate organization of a new local PTA/PTSA unit. Upon approval by the Illinois PTA, a new charter shall be issued.

#ARTICLE XIV - FISCAL YEAR

The fiscal year of this association shall begin on (month/day) and end on the following (month/day).
(Suggestion: July 1 through June 30.)

#ARTICLE XV - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the (local PTA/PTSA unit name) PTA/PTSA in all cases in which they are applicable and in which they are not in conflict with these bylaws, the bylaws of the National PTA, the bylaws of the Illinois PTA, or the articles of incorporation.

ARTICLE XVI - AMENDMENTS

#Section 1.

- a. These bylaws may be amended at any regular meeting of this organization by a two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous regular meeting, or written notice of the proposed amendment has been given to all members thirty (30) days in advance of the regular meeting at which the amendment is to be considered, a quorum being present, and that the proposed amendments shall be subject to approval of the district director or the designated representative of the state board of managers of the Illinois 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 this organization or by a two-thirds (2/3) vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of the amendment.
- c. Two (2) copies of all proposed amendments or revisions shall be submitted to the district director or the designated representative of the state board of managers for review, prior to presentation at a regular meeting of the organization for its consideration and action.
- d. After approval by a two-thirds (2/3) vote at a regular meeting of the organization, two (2) copies of all amendments or revisions shall be sent for approval to the district director or designated representative of the state board of managers, as a representative of the Illinois PTA.
- e. Submission of amendments or revised bylaws for approval by the Illinois PTA shall be in accordance with the Bylaws of the Illinois PTA.

#Section 2.

This local PTA/PTSA unit shall include in its bylaws provisions corresponding to the Illinois PTA Bylaws as are identified herein by a double star (**).

#Section 3.

The adoption of an amendment to any provision of the Illinois PTA Bylaws identified by a double star (**) shall serve automatically and without the requirement of further action by the (local PTA/PTSA unit name)

PTA/PTSA to amend their corresponding bylaws. Notwithstanding the automatic character of the amending process, local PTA/PTSA units shall promptly incorporate such amendments in their respective bylaws.

#Section 4.

Each local PTA/PTSA unit shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as are identified by the number symbol (#).

#Section 5.

The adoption of an amendment to any provision of the bylaws of the Illinois PTA identified by a number symbol (#) shall serve automatically and without the requirement of further action by (local PTA/PTSA unit name) PTA/PTSA to amend their corresponding bylaws.

ADOPTED _____
Date

Approved by: _____
District director of designated representative of
the state board of managers

PTA President

on _____
Date

PTA Secretary