

Bylaws of the 15th District PTA

Kentucky Congress of Parents and Teachers, Inc. Required District Bylaws Format
(Revised May, 2002)

ARTICLE I. NAME

The name of this organization is the Fifteenth District of the Kentucky Congress of Parents and Teachers (the Kentucky PTA), a branch of the National Congress of Parents and Teachers (National PTA). The articles of organization include (a) the bylaws and (b) the articles of incorporation.

#ARTICLE II. PURPOSES

Section 1. The purposes (Objects) of the PTA/PTSA 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. 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.

Section 2. The purposes (Objects) of the National PTA and the Kentucky PTA 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 are governed and qualified y 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 ©(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 Kentucky PTA in common with those of the National PTA:

- a. The organization shall be non-commercial, non-sectarian and non-partisan.
- b. 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.
- 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 distribution 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 one or more non-profit

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funds, foundations, or organizations which have established their tax exempt status under Section 501 (c)(3) of the Internal Revenue Code and whose purposes are in accord with the National PTA.

- 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. CONSTITUENT ORGANIZATIONS

Section 1. The Purposes (Objects) and basic policies of the National PTA shall in every case also be the Purposes (Objects) and basic policies of each constituent organization.

Section 2. This district shall be organized and chartered under the authority of the Kentucky PTA. The Kentucky PTA shall issue to this PTA/PTSA an appropriate charter evidencing the good standing of this PTA/PTSA.

Section 3. A district in good standing is one which:

1. Adheres to the Purposes (Objects) and basic policies of the PTA;
2. Has bylaws approved by the Kentucky PTA within the past five (5) years;
3. Has an IRS Employer Identification Number (EIN) on file in the state PTA office; and
4. Meets other criteria as prescribed by the Kentucky PTA.

Section 4. Each constituent organization shall adopt such bylaws for the government of the organization as may be approved by the Kentucky PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of the Kentucky PTA.

Section 5. Bylaws of each constituent organization shall include an article on amendments.

Section 6. Bylaws of each constituent organization shall include a provision establishing a quorum.

Section 7a. District bylaws shall be reviewed and approved by the Kentucky PTA every five (5) years. Bylaws shall be submitted with a copy of the minutes reflecting the approval of the bylaws by the delegate body.

Section 7b. District bylaws amendments become effective when reviewed and approved by the Kentucky PTA. Amendments shall be submitted with a copy of the minutes reflecting the approval of the amendment(s) by the delegate body.

Section 8. Each district shall include in its bylaws provisions corresponding to the provisions of such of the bylaws as identified by the Kentucky PTA symbol (#).

Section 9. The adopting of an amendment to the bylaws of the Kentucky PTA, pertaining to its association shall automatically amend their bylaws to conform to action taken by the Kentucky PTA Convention.

Section 10. Each officer or board member of a district PTA shall be a member of a local PTA/PTSA within its area.

Section 11. The members of the nominating committee for officers of a constituent organization shall be elected by their membership, board or directors/managers, executive board, or executive committee.

Section 12. A PTA member shall not serve as a voting member of a constituent organizations board at the local or district level while serving as a paid employee of, or under contract to, that constituent organization.

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Section 13. This district 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 associations, including specifically, the dues collected from its members. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Kentucky PTA or where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

Section 14. The charter of this district shall be subject to withdrawal and the status of such organization as a district shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Kentucky PTA.

Section 16. This district is obligated upon withdrawal of its charter by the Kentucky PTA:

- a. To yield up and surrender all its books and records and all of its assets and property to the Kentucky PTA or such agency as may be designated by the Kentucky PTA, or to another district PTA organized under the authority of the Kentucky PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Kentucky PTA or status as a constituent organization of the National PTA;
- c. To carry out promptly, under the supervision and direction of the Kentucky PTA, all proceeding necessary or desirable for the purpose of dissolving this PTA/PTSA; and
- d. To file with the IRS a Federal 990 form.

Section 17. In the event of the dissolution or withdrawal of the charter of this district for any reason, its assets shall be distributed for one (1) or more of the exempt purposes specified in Section 510 (c)(3) of the Internal Revenue Code of 1954 as from time to time amended. Upon request of notice of dissolution or withdrawal of charter, notice by certified or registered mail shall be sent by the state PTA office to the

district that the Internal Revenue has been notified that the district is no longer a tax exempt organization of the Kentucky PTA.

Section 18. District shall not legislate for local PTA/PTSAs.

Section 19. 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.

Section 20. The Kentucky PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but PTA/PTSA representatives shall make no commitments that bind the group they represent.

ARTICLE V. DISTRICT

Section 1. The purpose of the PTA/PTSAs and districts shall be to promote the Purposes (Objects) and basic policies of the National PTA and Kentucky PTA.

Section 2. A district is a geographical division of the state, designated by the state board, to carry on state work effectively.

Section 3. Districts are established by the Kentucky PTA Board of Directors within the boundaries of Kentucky along geography lines to facilitate the administration of the affairs of the Kentucky PTA and the carrying out of its programs.

Section 4. District officers shall serve for a period of two (2) years.

_____ Amendment: goes here

ARTICLE VI: MEMBERSHIP AND DUES

#Section 1. Every individual who is a member of a local PTA organized by District PTA also is a member of National PTA and of the Kentucky

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PTA, and as such, is entitled to all the benefits of such membership.

#Section 2. Membership shall be make available without regard to race, color, creed, or national origin.

#Section 3. Membership in each district shall be made available to every PTA/PTSA within the district's geographical area.

#Section 4. The local unit PTAs of this district shall conduct an annual enrollment of members, but shall admit persons to membership at any time.

#Section 5. Each local unit PTA of this district must pay annual district dues to be a unit in good standing.

Section 6. Each local unit PTA/PTSA of this district shall pay annual dues of 20 cents per member to the district based on last year's membership sold. Dues must be remitted by September 15th. Provision dues increase will begin with the 2003-2004 school year.

#Section 7. Only members of a local PTA/PTSA who have paid dues by the September 15th deadline may participate in the business of that association. Voting privileges will be re-instated upon the receipt of dues paid in full.

#Section 8. Only members of a local PTA/PTSA of the Kentucky PTA shall be eligible to hold office in the Kentucky PTA or any of its divisions.

#Section 9. Local PTA/PTSAs must pay district dues to be in good standing with the Kentucky PTA and to be entitled to be represented at the annual state convention.

Section 10. Kentucky PTA Honorary Life Membership

a. A Kentucky PTA Honorary Life Membership, upon payment of twenty-five

(25) dollars to the Kentucky PTA Scholarship Fund, may be conferred upon any person for distinguished service to children and youth.

b. An honorary life member may be an active member upon payment of dues to a local PTA/PTSA.

ARTICLE VII. OFFICERS-ELECTION AND VACANCIES

#Section 1. Only members of a local unit in good standing in this district shall be eligible to hold office.

#Section 2. Each district officer or board member shall be a member of a local PTA/PTSA within this district.

Section 3. Officers and their election:

- a. The elected officers of this district shall consist of a president, Five (5) vice presidents, a secretary, and a treasurer.
- b. Officers shall be elected by ballot at the election meeting. However, if there is but one (1) nominee for any office, election for that office may be by voice vote.
- c. Officers, shall assume their official duties the beginning of the fiscal year, and shall serve for a term of two (2) years of until their successors are elected.
- d. A person shall not be eligible to serve more than one (1) term in the same office, except the treasurer, who may serve two (2) terms.

Section 4. The appointed officer of this district PTA shall be:

a. Corresponding Secretary

This person shall be appointed by the president, subject to the approval of the executive committee for a concurrent term with that of the president.

Section 5. The Superintendent of the Jefferson County Public Schools or his representative shall serve on the executive board.

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Section 6. The president may/shall appoint a parliamentarian.

#Section 7. The members of the nominating committee for officers shall be elected by the membership and board of directors/managers.

Section 8. Nominating Committee

- a. Nominations for officers shall be made by a Nominating Committee consisting of five (5) members, three (3) members elected at the second general meeting and two (2) members elected by the District Board of Managers from its membership at least one month prior to the election. The Chairman of the Nominating Committee shall be elected by the committee. The nominating committee shall nominate an eligible person in the election year for each office to be filled and report its nominees at the election meeting, at which time additional nominations may be made from the floor.
- b. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section 9. The officers of this district shall for the purpose of election and tenure, be voted as one group in the year of the election of the state PTA officers.

Section 10. One-half (1/2) term or more shall constitute a full term.

Section 11. Qualifications for officers:

- a. Only a member of a local PTA/PTSA in good standing with the district shall be eligible to hold office on the district board of directors/managers.
- b. Only those who have served at least one (1) year on the district board of directors / managers shall be eligible for the office of president.
- c. Officers of the district may serve one (1) term in the same office.
- d. An officer who has served one-half (1/2) term or more of a term shall be credited with having served the complete term.

- e. A member shall not serve on the district board of directors / managers in more than one capacity at the same time. This rule shall not apply to any member of the district board of directors / managers whose term expires within six (6) months of the election meeting.
- f. The immediate past president and the parliamentarian may serve in more than one capacity at the same time.
- g. Only those, whose consent has been secured to service if elected, shall be eligible for nomination either by the committee or from the floor.

Section 12. Vacancies:

- a. A vacancy occurring in any office shall be filled for the un-expired term by a person elected by a majority vote of the executive committee/board, notice of such election having been given. In case a vacancy occurs in the office of the president, the first (1st) vice president shall serve notice of the election.
- b. If a members of the Executive Board is absent for more than one (1) meeting without a reasonable excuse, their position may be declared vacant by a majority vote of the Executive Board / Board of Managers and the vacancy shall/may be filled.

ARTICLE VIII. DUTIES OF OFFICERS

Section 1. All officers shall be bonded.

Section 2. The president shall:

- a. Preside at all meetings of the district, the executive committee and the board of directors/managers;
- b. Perform such other duties as may be prescribed in these bylaws or assigned to him/her by the association, the executive committee of board of directors/managers;
- c. Be a member ex-officio of all committees, except the nominating committee;
- d. Coordinate the work of the officers and committees of the association in order that the Objects are promoted.
- e. Extend PTA work to all parts of the district;

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- f. Promote the organization of new units;
 - g. Submit a report for the inclusion in the annual report of the state PTA;
 - h. The president, or an elected representative, shall serve on the state board of directors. The alternate shall be an officer appointed by the president. In the event an officer is unable to serve, a committee chairman may be appointed by the president.
 - i. Issue notices of meetings of the district, the board of directors and such other notices as necessary; and
 - j. Perform other duties as specified in the District Standing Rules.
- e. Present a financial statement at every meeting of the district and at other times when requested by the executive committee or board of directors/managers;
 - f. Make a full report at the meeting at which new officers officially assume their duties;
 - g. Be responsible for the maintenance of such books of account and records as to conform to the requirements of Article IV, Section 13 of these bylaws.
 - h. Perform other duties as specified in the District PTA Standing Rules.

Section 3. The vice presidents(s) shall:

- a. Act as aides to the president;
- b. Perform the duties of the president, in their designated order, in the absence or inability of that officer to serve;
- c. Perform other duties as may be prescribed to him/her;
- d. Perform other duties as specified in the District PTA Standing Rules.

Section 4. The Secretary shall:

- a. Record the minutes of all meetings of the association, the executive committee and the board of directors/managers;
- b. Have a current copy of the bylaws;
- c. Maintain a membership list of all local units;
- d. Perform such other duties as may be prescribed to him/her; and
- e. Perform other duties as specified in the District PTA Standing Rules.

Section 5. The treasurer shall:

- a. Have custody of all the funds of association;
- b. Keep a full and accurate account of receipts and expenditures;
- c. Make disbursements as authorized by the president, executive committee, board of directors/managers, or the district, in accordance with the budget adopted by the district;
- d. Have checks or vouchers signed by two (2) persons, the treasurer and one (1) other authorized person;

The President may appoint an auditing committee of three (3) or a professional's auditor at the last meeting in the fiscal year. This committee or auditor, after examining the treasurer's accounts and annual report and finding them to be correct, shall sign a statement to the fact at the end of the report. The audit report shall be given at the next Board of Managers meeting and at the first meeting of the District in the new fiscal year.

Section 6. The corresponding Secretary shall:

- a. Conduct the general correspondence of the district.
- b. Perform such other duties as may be requested by the President, Executive board, the Board of Managers, and/or Standing Rules.

Section 7. The Parliamentarian shall:

- a. Perform duties as per the Standing Rules.

Section 8. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, bonds, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

Section 9. Officers shall be elected at the election meeting, as provided in Article VII, Section 3 b. Additional nominations may be made from the floor, provided the consent of the nominee has been obtained and his/her

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qualifications for office are as prescribed in Article VII, Section 11. If nominations are made from the floor the secretary will prepare the ballot.

Section 10. When there is but one (1) nominee for an office it shall be in order for the delegates to vote by voice or ballot.

Section 11. A vacancy occurring in any elective office shall be filled for the unexpired term by a person elected by the board of directors/managers, ten (10) days notice having been given. Voting shall be by ballot if there is more than one (1) nominee for the office and a majority of votes cast shall constitute and election.

Section 12. The outgoing president of the district shall serve until the close of the fiscal year. The newly elected president may select a board and hold preliminary meetings prior to that time. The immediate past president for a term of one (1) year corresponding to the first year of the current president's term shall serve on the Executive Committee and on the board of managers until the current president assumes the position of immediate past president.

ARTICLE IX. BOARD OF DIRECTORS/MANAGERS

Section 1. Members:

The board of directors/managers shall consist of the elected officers of the district, the chairmen of standing committees, and appointed position, subject to the approval of the officers of the association. No member shall serve on the board of directors/managers in more than one (1) capacity except those whose terms expire within six (6) months of the next conference and those in Article VII, Section 11f.

Section 2. A PTA member shall not serve as a voting member of a constituent organization's board at the local, state or national level while

serving as a paid employee of, or under contract to, that constituent organization.

Section 3. The board of directors / managers shall meet after each regularly scheduled meeting of the Executive Board. Special meetings of the board may be called by the district president, **three (3) days** notice having been given.

Section 4. The duties of this board shall be:

- a. To transact business in the intervals between district meetings;
- b. To present a report at the regular meetings of the district;
- c. To prepare and submit to the district delegates for adoption a budget for the year.

Section 5. One-fourth (1/4) of the members of the board of directors managers shall constitute a quorum.

Section 6. Only a member of a local PTA/PTSA that is in good standing with the **Fifteenth District** shall be eligible to hold office on the Fifteenth District Board of Managers.

Section 7. If a member of the Board of Managers is absent for more than one (1) meeting without a reasonable excuse, their position may be declared vacant by a majority vote of the Board of Managers and the vacancy may/shall be filled.

Section 8. Chairmen will serve concurrent with the newly elected president.

ARTICLE X. EXECUTIVE COMMITTEE

Section 1. The membership of the executive committee shall consist of the elected officers of the district, appointed officers, and the superintendent or his/her representative (ex-officio).

Section 2. The duties of the executive committee shall be to approve chairmen and

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members of standing committees and act in an emergency situation.

Section 3. A majority of the members of the executive committee shall constitute a quorum.

Section 4. The time and place of all regular meetings of the board of directors shall be determined by the president and/or executive committee. The time and place of all special meetings shall be determined by the president and/or executive committee.

ARTICLE XI. STANDING COMMITTEES

Section 1. The chairman of each standing committee shall:

- a. Submit a plan of work to the executive committee for approval within thirty (30) days of their election. No committee work shall be undertaken without the consent of the executive committee.
- b. Continue the plans of work established by their predecessors until such time as their own plan of work has been approved by the executive committee; and
- c. Circulate no material or form letters without the approval of the president or an officer designated by the president.

Section 2. Should a chairman of a standing committee fail to work toward carrying out the approved plan of work, the board of directors/managers may, upon unanimous vote of its members present at a meeting, declare the chairmanship vacant and the position filled in accordance with this article, section 3c.

Section 3. Qualifications for chairman:

- a. Only a member of a local PTA/PTSA that is in good standing with the district shall be eligible to serve on the district board of directors/managers.
- b. Only a person whose consent has been secured to serve if elected shall be eligible for nomination;
- c. A vacancy occurring in a chairmanship shall be filled for the un-expired term by a person

elected by the district board of directors/managers, ten (10) days notice having been given.

- d. Voting shall be by ballot. In the event there is but one (1) nominee for a chairmanship, it shall be by voice vote.

Section 4. All members of the board of directors/managers shall hold membership in a local PTA/PTSA that is in good standing with the district and state.

Section 5. Should a board member be absent from one (1) meeting without reasonable excuse his/her chairmanship may be declared vacant by a majority vote of the board of directors/managers.

ARTICLE XII. MEETINGS

Section 1. This district will hold a minimum of three (3) conferences during the school year. One conference shall be held in the fall at such time as may be agreeable with the state president. Notice of the meeting of the district shall be sent to the members of the district, board of directors/managers and to each local PTA/PTSA in the district at least thirty (30) days before the meeting.

Section 2. The meetings of this district shall be open, but the privilege of making motions, debating and voting shall be limited to the association's board of directors/managers, presidents of local PTA/PTSA's and accredited delegates of each local PTA/PTSA within the boundaries of the district.

Section 3. Bylaws of each constituent organization shall include a provision establishing a quorum.

Section 4. Each local PTA/PTSA in the District shall be entitled to be represented at the fifteenth (15th) district meetings by its president or an alternate, the school principal or his/her representative and three (3) delegates or their alternates. The names of the representative and

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alternates shall be sent in writing to the corresponding secretary of the district as soon as possible and no later than October 1st.

Section 5. Thirty (30) members shall constitute a quorum for the transaction of business in any meeting of this PTA/PTSA.

ARTICLE XIII. DISTRICT MEMBERSHIP

Section 1. A district is a geographical division of the state, designated by the state board, to carry on state work effectively.

Section 2. The district shall be governed by bylaws approved by the state PTA bylaws chairman every five years.

Section 3. The district shall pay no dues to the Kentucky PTA or the National PTA.

Section 4. The district shall not legislate for the local PTA/PTSA.

ARTICLE XIV. FISCAL YEAR

The fiscal year of this association shall begin July 1st and end June 30th.

#ARTICLE XV. PARLIMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the district in all cases in which they are applicable and in which they are not in conflict with the bylaws and those of the state PTA and the national PTA.

ARTICLE XVI. KENTUCKY PTA POSITIONS

Section 1. The Kentucky PTA opposes involvement of children in door-to-door sales or solicitations.

Section 2. The Kentucky PTA believes that PTA funds should always be used to further the

PTA mission and Purposes (Objects). The Kentucky PTA also believes:

- a. Federal, state and local public funds should be used to purchase textbooks and equipment; pay for regular telephone lines; and pay for certified and classified staff salaries;
- b. Paying for such items with PTA funds may contribute to inequities in local school districts; and
- c. PTA's role is to advocate for adequate funding for public education. PTAs should allocate their funds to projects such as leadership development, parent involvement and education, child health and safety projects and other educational programs that would enhance the curriculum.

Section 3. Kentucky PTA does not permit elementary students to be PTA or PTSA members.

Section 4. The Kentucky PTA Bulletin shall be the official publication of the Kentucky PTA.

ARTICLE XVII. AMENDMENTS

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the accredited delegates at any district conference, provided that notice of the proposed amendment shall have been given with the call to the conference; that a quorum has been established; and that the amendment shall be subject to approval of the Kentucky PTA. Bylaw amendments require a two-thirds (2/3) vote of the delegates present and voting.

- a. The amendment or amendments shall be proposed by the executive committee or by a committee appointed by the board of directors/managers from its own body and said amendment approved by the board of directors.
- b. A copy of the proposed amendment or amendments has been included with the call to conference.

#Section 2. The adoption of an amendment to any provision of the bylaws of the National PTA

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shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly to the bylaws of each district. Notwithstanding, the automatic character of the amending process, the association shall take action promptly to incorporate such amendments in its bylaws.

#Section 3. The adoption of an amendment to any provision of the bylaws of the Kentucky PTA identified by a number (#) symbol shall serve automatically and without requirement of further action by the local PTA to amend correspondingly the bylaws of each district.

ARTICLE XVIII. SCHOOL BASED DECISION MAKING PARENT ELECTIONS

Section 1. Each local PTA/PTSA shall have written procedures for School Based Decision Making (SBDM) Parent Elections and a copy on file at the 15th District PTA office.

SIGNATURES:

President

Secretary

Date: _____

(#) items must be included in each district bylaws.