

FULLERTON SCHOOL PTA BYLAWS

ARTICLE I - NAME

The name of this organization is the Fullerton School PTA-Addison, Inc. 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. This PTA is incorporated under the laws of the State of Illinois.

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

The articles of organization of this local PTA 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 - PURPOSES**

Section 1.

The OBJECTS of the Fullerton PTA, in common with those of the National PTA and the Illinois 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.

Section 2.

The OBJECTS of the National PTA, the Illinois PTA, and Fullerton 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 Fullerton 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 organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The Illinois PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but PTA representatives shall make no commitments that bind the group they represent.
- 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 persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE 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 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 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 this local PTA is, by virtue of that fact, a member of the National PTA and of the Illinois PTA by which this local PTA is chartered and is entitled to all the benefits of such membership.

****Section 2.**

Membership in this local PTA shall be made available by this local PTA without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the National PTA Bylaws or the Illinois PTA Bylaws, as may be prescribed in the bylaws of this local PTA, to any individual who subscribes to the Objects and basic policies of the National PTA.

****Section 3.**

This local PTA 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 units upon payment of all-inclusive dues as required by the bylaws of each local unit.

****Section 5.**

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

#Section 6.

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

#Section 7.

Only a dues paying member of a local PTA 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 elective or appointed position in any local PTA who is not a member in good standing.

**Section 9.

Each member of this local PTA 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 amount of the state portion of each member's dues shall be determined by the Illinois PTA. The national portion of each member's dues shall be one (1) dollar and twenty-five(25) cents.

#b. 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.

c. The amount of the local membership dues shall be determined by the members of the local PTA.

Section 11.

**a. The state and national portions of the dues paid by each member of a local PTA shall be set aside by this local PTA and remitted to the Illinois PTA through such channels and at such times as the state PTA bylaws may provide. The Illinois PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

#b. The initial state and national portions of the dues paid by each member to a local PTA shall be set aside by the local PTA 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 PTA 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 unit or for an existing unit where the school enrollment is less than one hundred (100) students.

b. A PTA 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. PTA 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 PTA units and their charter shall be withdrawn, as provided in ARTICLE XIII - RELATIONSHIP WITH THE NATIONAL PTA AND ILLINOIS PTA,
**Section 11 a., b., c.

d. Reinstatement procedures and reinstatement fees shall be in such manner as may be prescribed by the state board of managers.

ARTICLE VI - OFFICERS AND THEIR ELECTION

**Section 1.

Each officer or board member of this local PTA shall be a member of this local PTA.

Section 2.

a. The officers of this organization shall be a president, a vice-president, a secretary, a treasurer and an Addison Council PTA delegate or any office that could be elected jointly (e.g., co-presidents).

b. Officers shall be nominated at the general meeting previous to the last general meeting of the school year or posted thirty (30) days prior to the last general meeting. At the last general meeting the officers shall be elected

by ballot. If there is but one (1) nominee for any office, upon adoption of a motion from the floor, the election may be by voice.

- c. All officers with the exception of the treasurer shall assume their official duties at the close of the last regular general meeting of the school year and shall serve for a term of one (1) year or until their successors are elected and assume their duties. The treasurer shall assume her office at the completion of the current fiscal year.
- 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 this local PTA shall be elected by the general membership, board of directors/managers, executive board, or executive committee.

#Section 4.

- a. There shall be a nominating committee consisting of five (5) members, four (4) of whom shall be elected by the executive board from its body, and one (1) elected by this organization at a regular meeting at least two (2) months prior to the election. There shall be one (1) alternate elected from the executive board and one 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 who 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 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 auditing committee;
- c. appoint members to special committees;
- d. be responsible for other duties as may be assigned 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. be encouraged to complete the Illinois PTA President's Course before election or within six (6) months of election.

Section 2.

The vice-president shall:

- a. act as aid to the president;
- b. shall perform the duties of the president in the absence or inability of that officer to serve;
- c. select special gifts (farewell, etc.); and
- d. fill the unexpired term of president, if president is unable to continue presiding.

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;
- 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 all meetings;
- #e. be responsible for the remittance of the state and national portion of the dues paid by each member as directed in ARTICLE V - MEMBERSHIP AND DUES, 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 auditing 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 course.

Section 5.

The Addison Council PTA delegate shall act as a liaison between the local unit and the council.

Section 6.

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 except for the treasurer who will transfer books to incoming treasurer at the end of the fiscal year (June 30).

ARTICLE VIII - MEETINGS

Section 1.

Regular scheduled meetings of this organization shall be held as designated during the school year. Dates of meetings shall be determined by the executive board and announced at the first regular meeting of the year. Three (3) days notice shall be given of a change of date.

Section 2.

Special meetings may be called by the executive board three (3) days notice having been given.

Section 3.

The first general meeting of the school year shall be the annual meeting at which time any annual reports shall be given.

**Section 4.

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

Section 5.

A quorum for the transaction of the business of this organization shall consist of twelve (12) members, which includes at least two (2) officers.

**Section 6.

The bylaws of this local PTA shall prohibit voting by proxy (unless proxy voting is specified by applicable state law).

Section 7.

The last general meeting of the school year shall be when the officers are installed.

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 members of standing committees, and the principal of the school or his representative and two (2) faculty representatives.

**Section 3.

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

Section 4.

The executive board shall:

- a. review tentative budget from budget and finance committee 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 auditing committee.

Section 5.

Regular meetings of the executive board shall be held monthly during the year, the time to be fixed by the board at its first meeting of the year. At least one (1) day notice shall be given if there is a change of the regular meeting date. Twelve (12) 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 the elected officers.

Section 2.

Meetings shall be held at the call of the president or a majority of the executive committee. Three (3) 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.

Only members of this organization shall be eligible to serve in any elective or appointive position.

Section 2.

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 serve for a term of no longer than two (2) years in the same committee without approval of the executive committee.

Section 3.

The chairman of each standing committee shall present a plan of work to the executive board for approval. Each chairman shall pass on a report of their committee work to the next year's chairman at the last meeting of the executive board for the school year.

Section 4.

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

#Section 5.

The local 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 6.

An auditing committee of at least three (3) members shall be elected by the executive board at the last executive board meeting in the school year. The committee shall examine the treasurer's books and report its findings to the membership at the first general meeting of the following school year. 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 7.

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

ARTICLE XII - REPRESENTATION

Section 1.

This organization shall be represented at the district annual meeting and at the annual or special conventions of the Illinois PTA as provided in the state bylaws.

Section 2.

This organization shall be a member of the Addison Council of Parent-Teacher Associations and shall pay dues and be represented as provided in the council bylaws and approved by our executive board. We shall be represented by the Addison Council delegate, the president and the council delegate alternate when necessary.

ARTICLE XIII - RELATIONSHIP WITH NATIONAL PTA AND ILLINOIS PTA

**Section 1.

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

A local PTA in good standing is one which:

- 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 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 National PTA Bylaws or the bylaws of the Illinois PTA.

**Section 3.

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

**Section 4.

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

#Section 5.

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 to the district director or designated representative of the state board of managers upon request and/or every two (2) years.

**Section 6.

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

**Section 7.

Each officer or board member of this local PTA shall be a member of this local PTA.

****Section 8.**

This 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 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 or, where directed by the Committee on State and National Relationships, by a duly authorized representative of the National PTA.

****Section 9.**

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

#Section 10.

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

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

- a. Upon receipt of a signed petition of ten (10) members or ten per cent (10%) of the membership, not including members of the executive board, of a local PTA unit, whichever is larger, recommending dissolution of the local PTA unit, the executive board of that local PTA 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 7a** of the Illinois PTA Bylaws. The executive board of such PTA 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 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 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 shall be required to follow procedures as directed under ****Section 11 a,b, and c** of this ARTICLE.

****Section 11.**

This local PTA is obligated, upon 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 Illinois PTA or to such agency as may be designated by the Illinois PTA or to another local PTA organized under the authority of the Illinois PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Illinois PTA or status as a constituent organization of the National PTA; 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 Fullerton PTA.

#Section 12.

When the Illinois PTA office receives notification of the dissolution by the district director or designated representative of the state board of managers, the Illinois PTA Treasurer shall notify the unit by certified mail that this unit is no longer a tax exempt nor tax deductible organization of the Illinois PTA.

#Section 13.

Dissolution of a local PTA unit pursuant to Sections **9, #10, and **11 of this ARTICLE shall not preclude the immediate organization of a new local PTA 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 July 1 and end on the following June 30.

**** ARTICLE XV - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Fullerton PTA in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA Bylaws, the Illinois PTA Bylaws, 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 amendment 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 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 the 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 unit shall include in its bylaws provisions corresponding to the National PTA Bylaws as are identified herein by a double star (**).

**Section 3.

The adoption of an amendment to any provisions of the Bylaws of the National PTA identified by a double star shall serve automatically and without the requirement of further action by Fullerton PTA to amend their corresponding bylaws. Local PTAs shall promptly incorporate such amendments in their respective bylaws.

#Section 4.

Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as are identified by the state 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 Fullerton PTA to amend their corresponding bylaws.

ADOPTED _____
(Date)

Approved by _____
(District Director)

PTA President _____

on _____
(Date)

PTA Secretary _____

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