

# Bylaws of the Quarton Elementary School PTA

Michigan ID # 402013 \_\_\_\_\_ Region D Date of Adoption: **November 11, 2015**

City Birmingham, Oakland County

Birmingham PTSA Council

## Article I: Name

The name of this organization is the Quarton School Parent-Teacher Association (PTA) Birmingham, Michigan. It is a local PTA unit organized under the authority of the Michigan Congress of Parents, Teachers and Students, (Michigan PTSA), a branch of the National Congress of Parents and Teachers (National PTA).

## #Article II: Articles of Organization

The articles of organization of a constituent organization 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 Quarton PTA, in common with those of the National PTA and the Michigan 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. 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 Michigan PTSA and the Quarton 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 Quarton PTA in common with those of the National PTA and the Michigan PTSA:

- 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 Michigan PTSA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA representative shall make no commitments 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 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: Relationship with National PTA and State PTSA

# **Section 1.** This PTA shall be organized and chartered under the authority of the Michigan PTSA in the area in which this PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Michigan PTSA may in its bylaws prescribe. The

Michigan PTSA shall issue to this PTA an appropriate charter evidencing the due organization and good standing of this 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 state PTA to reach the national office by dates designated by the National PTA;
- c. Has bylaws approved according to the procedures of each state; and
- d. Meets other criteria as may be prescribed by the individual state PTA.
- #e. Operates under bylaws which have been reviewed/revised and approved every three (3) years by the Michigan PTSA Committee on Bylaws.
- #f. Has paid per capita dues of its members and local unit dues to the Michigan PTSA by the dates required in these bylaws.

**# Section 2.** This PTA shall adopt such bylaws for the government of the organization as may be approved by the Michigan PTSA. Such bylaws shall not be in conflict with the Bylaws of the National PTA or the Bylaws of the Michigan PTSA.

**# Section 3.** Bylaws of each constituent organization shall include an article on amendments.

**# Section 4.** Each officer or board member of a constituent organization shall be a member of a local PTA within its area.

**# Section 5.** Each officer or board member of a local PTA shall be a member of such local PTA.

**# Section 6.** This 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 Michigan PTSA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Michigan PTSA or, where directed by the Committee on State and National Relationships, by a duly authorized representative of the National PTA.

**# Section 7.** The charter of this PTA shall be subject to withdrawal and the status of such organization as a PTA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Michigan PTSA.

**# Section 8.** This local PTA is obligated, upon withdrawal of its charter by the Michigan PTSA:

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

**# Section 9.** This PTA shall collect dues from its members and shall remit a portion of such dues to the Michigan PTSA as provided in Article VI hereof.

**# Section 10.** Only members of a local PTA who have paid dues for the current membership year may participate in the business of that association.

**# Section 11.** Bylaws of each constituent organization shall include a provision establishing a quorum.

**# Section 12.** The members of the nominating committee for officers of a constituent organization shall be elected by the membership, Board of Directors/Managers, Executive Board, or Executive Committee.

**# Section 13.** Voting by proxy shall be prohibited.

**# Section 14.** Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of the Bylaws of the National PTA as are identified herein by a number sign (#).

**# Section 15.** The adoption of an amendment to any provision of the Bylaws of the National PTA identified by a number sign (#) shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA. Notwithstanding the automatic character of the amending process, the local PTAs shall promptly incorporate such amendments in their respective bylaws.

**# Section 16.** 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 17.** A local PTA shall be organized and chartered under the authority of the Michigan PTSA in any geographical area within the State where no local unit for the college, high school, junior high/middle school, elementary school, preschool or special education group exists.

The PTA shall be known as the Quarton School Parent, Teacher Association (PTA), in membership with the Michigan PTSA and National PTA and conform with such rules and regulations, not in conflict with the bylaws of the National PTA as the Michigan PTSA may in its Bylaws prescribe. The PTA shall be organized by the Michigan PTSA President, President Elect, a Region Vice President, Field Service Representative or any qualified member of the Board of Managers, as appointed by the Region Vice President, and shall be self-governing in accordance with the Bylaws of the Michigan PTSA and the National PTA.

Local PTAs become Michigan PTSA units upon adoption of bylaws which have been approved by the Michigan PTSA Committee on Bylaws and payment of Michigan PTSA and National PTA dues. Ten (10) or more members are required to organize a local unit and twenty-five (25) or more to sustain the charter. Any unit found to be in violation of this section shall be able to appeal the withdrawing of their charter through the Committee on Local PTA and Council Relationships.

- a. The bylaws of a local PTA shall be deemed to be part of its articles of organization and its bylaws shall so provide. Upon approval of bylaws a charter shall be issued.
- b. Local PTAs shall review/revise their bylaws every three-(3) years and submit three (3) copies to the Michigan PTSA Committee on Bylaws for approval.

**# Section 18.** The name and address of the president of each local PTA shall be sent to the Michigan PTSA Office immediately following election.

**# Section 19.** There shall be but one person serving in any elected office.

## **Article VI: Membership and Dues**

**# Section 1.** Every individual who is a member of this PTA is, by virtue of that fact, a member of the National PTA and of the Michigan PTSA by which such local PTA is chartered, and is entitled to all the benefits of such membership.

**# Section 2.** Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of National PTA, under such rules and regulations, not in conflict with the provisions of the Bylaws of the National PTA, as may be prescribed in the bylaws of this PTA.

**# Section 3.** This PTA shall conduct an annual enrollment of members, but may admit persons to membership at any time.

**# Section 4.** Each member of this 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 Michigan PTSA (the "state portion") and the portion payable to the National PTA (the "national portion").

**# Section 5.** The amount of the state portion of each member's dues shall be determined by the Michigan PTSA. The national portion of each member's dues shall be one dollar seventy-five cents (\$1.75) per annum.

**# Section 6.** The Michigan portion of each member's dues shall be \$3.25 dollars.

**Section 7.** Each member of this PTA shall pay annual dues to the organization. The amount of such annual dues shall be set by the Executive Board of this PTA prior to August 31<sup>st</sup> of each year and will include the portion payable to the Michigan PTA and the portion payable to the National PTA.

**# Section 8.** The state and National PTA portions of the dues paid by each member of this PTA shall be set aside by this PTA and remitted to the Michigan PTSA through such channels and at such times as the state bylaws may provide. Each state 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.

**# Section 9.** The membership year to the Michigan PTSA shall be from the first day of October through the thirtieth (30) day of September of the following year.

**# Section 10.** The local PTA treasurer shall keep the record of the National PTA and the Michigan PTSA portions of the membership dues separate from the record of the general funds of the local PTA.

**# Section 11.** The Michigan PTSA and the National PTA dues shall be remitted by the treasurer of the local PTA to the Michigan PTSA State Office on a monthly basis by the 28<sup>th</sup> of each month. The remittance to the Michigan PTSA shall be accompanied by a Treasurer's Remittance Report, showing the name and address of the president and treasurer of the association, the amount of dues collected during the period covered by the report, and the number of the members of the association.

**# Section 12.** All unsold membership cards shall be returned to the State PTA Office by June 1 of each year. A local unit shall be billed for any unaccounted for membership cards.

**# Section 13.** Each local PTA shall pay \$25.00 annual unit dues to the Michigan PTSA on or before June 1 of each fiscal year. This payment will constitute payment for the following fiscal year. No unit packet shall be distributed until payment of unit dues to Michigan PTSA is received.

**# Section 14.** Privileges of making motion, debating, voting, holding office, serving as chairmen of standing or special committees or serving on committees shall be reserved for members.

**# Section 15.** Each local PTA shall submit a copy of their annual audit and budget to the MPTSA state office by December 1 of each year.

## **Article VII: Officers and Their Election**

**# Section 1.** Each officer shall be a member of this PTA.

### **Section 2.**

- a. The officers of the Quarton PTA shall be President, Vice-President, Recording Secretary, Treasurer, Assistant Treasurer, Legislative Liaison, Social Chairman and Past President.
- b. There shall be but one person serving in any elected office.
- c. Officers shall be elected by ballot annually in the last regular PTA meeting of the school year. However, if there is but one nominee for any office, upon motion from the floor, the election may be by voice vote. Elections must be 30 days after nominations.
- d. Officers shall assume their official duties at the close of the last regular meeting and shall serve for a term of one year and shall remain in office until their successors assume office.

### **Section 3. Nominating committee:**

- a. There shall be a nominating committee consisting of no less than three members appointed by the Executive Board, and representing the association at large, and at least two members from the Board. This committee must be appointed at least two months preceding the election of officers, and shall in turn report at the election meeting, the name of a candidate for each office to be filled. Additional nominations

may be made from the floor and voting shall not be limited to the slate as presented by the nominating committee.

- b. The nominating committee shall nominate one or more eligible persons for each office to be filled and report its nominees at the April general PTA meeting. The nominating committee shall also select a President-Elect from those nominated as officers. **The slate of officers shall be announced and posted for 30 days prior to May General Meeting** and shall be voted upon at the May general PTA meeting.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

**Section 4. Vacancies:**

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board. In case a vacancy occurs in the office of the President, the Vice President shall assume the duties of the President.

## **Article VIII: Duties of Officers**

**Section 1.** The president shall:

- a. Preside at all meetings of the Quarton PTA and the Executive Board;
- b. Be a member ex-officio of all committees.
- c. Appoint the chair and members of special committees when a special committee is created by the Executive Board.
- d. Attend meetings of the Birmingham PTSA Council, or arrange for an alternate to attend.
- e. Perform all other duties usually pertaining to the office.

**Section 2.** The Vice President shall be responsible for organizing the Room Parents and other duties as assigned. The Vice President shall act as aides to the President and shall perform the duties of the President in the absence of that officer.

**Section 3.** The Recording Secretary shall keep an accurate record of all the meetings of the Quarton PTA and of the Executive Board. The Recording Secretary shall be responsible for all correspondence of the Quarton PTA and shall perform such other duties as may be delegated.

**Section 4.** The Treasurer shall have custody of all funds of the Quarton PTA, keep a full and accurate account of receipts and expenditures, make disbursements in accordance with the approved budget, as authorized by the Quarton PTA or the Executive Board, present a financial statement at every meeting of the Quarton PTA and at other times as requested by the Executive Board, and send a copy of the annual audit and budget to the MPTSA office by December 1st of each year. In conjunction with the PTA Membership Chair, the Treasurer shall see that national and state monies are kept in a fund separate from the Quarton PTA and shall see that this fund is sent to the state treasurer as provided by the state bylaws.

**Section 5.** The Treasurer's accounts may be subject to examination annually by an auditor or an auditing committee of not less than three members, appointed by the Executive Board, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

**Section 6.** The Legislative Liaison works in conjunction with the Birmingham PTSA Council to keep Quarton up to date on all legislative and procedural changes pertaining to educational legislation on a local, state and national level.

**Section 7.** The Social Chairman shall oversee all social events held at Quarton including but not limited to: New Families Night, Ice Cream Social, Hospitality Committee, Family and/or Science Night and Fifth Grade Celebration. The Social chairman will work with the event chairs to ensure all details including budget, communication, timeline and space restrictions are adhered to.

**Section 8.** All officers shall perform the duties prescribed in these bylaws and those assigned from time to time consistent with parliamentary authority. Officers shall deliver all official materials to their successor within 10 days of the expiration of their term.

## **Article IX: Executive Board**

**Section 1.** The Executive Board shall consist of the officers of the Quarton PTA (President, Vice President, Treasurer, Assistant Treasurer, Recording Secretary, Legislative Liaison and Social Chairman), the Principal, the past PTA President, and Teacher Representative. The Teacher Representative shall be appointed by the staff and/or Principal prior to the first fall general PTA meeting.

**Section 2.** All of the Executive Board members shall be members of this PTA.

**# Section 3.** A PTA member shall not serve as a voting member of a constituent organization's board on the local, council, district, region, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

**Section 4.** The Executive Board's duties shall be to transact necessary business between Quarton PTA meetings, and such other business as may be referred to it by the Quarton PTA. Further, the Executive Board shall approve of, and pass on, the plans of the work of the standing committees, whose objectives and activities shall be regularly reported on by their respective chair through direct presentation or written report at Quarton PTA meetings. Further, the Executive Board shall, if necessary appoint an auditing committee.

**Section 5.** Regular meetings and regular communication of the Executive Board shall be held during the year, the meeting times and communication methods to be determined by the board at its first meeting of the fiscal year. A majority of the Executive Board members shall constitute a quorum. Special meetings of the executive board may be called by the president or by a majority of members of the board.

## **Article X: Meetings**

**Section 1.** It is customary to hold regular meetings of the Quarton PTA at Quarton School, at a time fixed by the President, the Executive Board, and the Principal, unless otherwise provided by the Quarton PTA or by the Executive Board. Meeting dates shall be scheduled at the



beginning of each school year by the President. Meeting dates may be changed with 10 days notice to the school community.

**Section 2.** The privilege of holding office, making motions, debating and voting shall be limited to members of the Quarton PTA whose dues have been paid.

**Section 3.** Eight members present at a meeting shall constitute a quorum.

## **Article XI: Standing and Special Committees**

**Section 1.** There shall be such standing committees created by the Executive Board as may be required to promote the objects and interest of the Quarton PTA. The chair of the standing committees shall be selected by the incoming President with the cooperation of the officers of the Quarton PTA.

**Section 2.** The chair of each standing committee shall present a plan of work to the Executive Board for approval. No policy decisions shall be made without the approval of the Executive Board.

**Section 3.** Special committees may be formed by authorization of the Executive committee by formal resolution. The chair and members of the special committee shall be appointed by the President with the approval of the Executive Board.

## **Article XII: Council Membership**

**Section 1.** The Quarton PTA shall be represented in meetings of the Birmingham Council of Parent Teacher Association by its President or his/her alternate.

## **#Article XIII: Fiscal year**

The fiscal year of this PTA shall begin on August 1st and end on the following July 31<sup>st</sup>.

## **# Article XIV: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the National PTA and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws, the Bylaws of the Michigan PTSA, and the Bylaws of the National PTA, or the Articles of Incorporation.

## **# Article XV: Disbandment**

**Section 1.** If a local PTA unit is considering disbandment, the local unit executive committee shall meet with the Field Service Representative or the Region Vice President, prior to formal action.

**Section 2.** After meeting with the Field Service Representative or Region Vice President, the written notice stating the recommendation of the executive board shall be given to each member entitled to vote at such meeting and to the President of the Michigan PTSA, to the appropriate Field Service Representative and council at least thirty (30) days prior to the date of such a meeting.

**Section 3.** Only those persons who were members in good standing thirty (30) days prior to date of the vote of disbandment shall be entitled to vote. Membership enrollment shall be available at any time. (See Article VI – Membership, #Section 3.)

**Section 4.** Approval of disbandment of a local unit shall require the affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the meeting, a quorum being present. The secretary shall notify their council president, if part of a council, Field Service Representative and the Michigan PTSA Office of the decision.

**Section 5.** Should a local unit fail to:

1.
  - a) elect officers and
  - b) hold at least one (1) meeting and
  - c) enroll at least twenty-five (25) members and
  - d) pay the \$25.00 unit dues by February 28,the immediate past treasurer or the principal shall notify their council president, if part of a council, Field Service Representative and the Michigan PTSA Office.
2. Activate itself before the end of the school year, its assets, funds and records shall be turned over to the Michigan PTSA to be held in escrow until the unit reactivates itself, a period not to exceed two (2) years.
3. Reactivate itself during this two (2) year period, its funds and assets shall become the property of the Michigan PTSA.

## **Article XVI: Amendments**

**Section 1.**

- a. These bylaws may be amended at any regular meeting of the Quarton PTA by two-thirds (2/3) vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting and that the proposed amendment shall be subject to approval of the Michigan PTSA.
- 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 the Quarton PTA, 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 an amendment.
- c. Submission of amendments or revised bylaws for approval by the state PTA shall be in accordance with the bylaws or regulations of the Michigan PTSA.

- d. After adoption of these bylaws three (3) copies of the bylaws shall be sent for approval to the Michigan PTSA, 3300 Washtenaw Avenue, Suite 220, Ann Arbor, MI 48104-4200.
- e. After approval of any amendments three (3) copies of all approved amendments together with one (1) copy of current bylaws shall be sent for approval to the Michigan PTSA, 3300 Washtenaw Avenue, Suite 220, Ann Arbor, MI 48104-4200.

**# Section 2.** The adoption of an amendment to any provision of the Bylaws of the National PTA identified by a number sign (#) shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA. Notwithstanding the automatic character of the amending process, the local PTAs shall promptly incorporate such amendments in their respective bylaws.

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