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Helen Thompson School PTA BYLAWS

ARTICLE I: NAME

The name of this organization is the **Helen Thompson School Parent Teachers Association** (PTA) located in **West Gardiner**, Maine. It is a local PTA organized under the authority of the Maine Congress of Parents and Teachers and Students, and will be referred to in these bylaws as the Maine PTA, a branch of the National Parents and Teachers Association (the National PTA).

ARTICLE II: PURPOSES

Section 1: The purposes of the **Helen Thompson** PTA, in common with those of the National PTA and the Maine PTA are:

- a. To promote the welfare of the 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, and
- 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.

The mission of the Helen Thompson School Parent Teacher Association is to enrich the school experience of each child who attends Helen Thompson School by:

- Encouraging parent and community involvement in the education of our children,
- Supporting the efforts of the school staff to create a positive learning environment and provide each child with an opportunity to succeed,
- Working to keep communication between children, parents, teachers and administration open and constructive,
- Providing additional learning opportunities by bringing special arts and sciences educational guests to the school,
- Funding additional education supplies, tools, activities and/or celebrations that are not covered in the current school budget.

Section 2: The purposes of the National PTA, the Maine PTA and the **Helen Thompson** 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 by the basic policies set forth in Article III.

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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 referred to as “Internal Revenue Code).

ARTICLE III: BASIC POLICIES

The following are basic policies of the **Helen Thompson** PTA in common with those of the National PTA and the Maine PTA:

- a. The organization shall be non-commercial, non-sectarian, and non-partisan,
- b. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy; recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- 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 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 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 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 accordance with those of the National PTA, the Maine PTA and this 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.

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ARTICLE IV: RELATIONSHIP with NATIONAL PTA and MAINE PTA

Section 1: This local PTA shall be organized and chartered under the authority of the Maine PTA in the area in which this local PTA functions, in conformity with such rules and regulations not in conflict with the National PTA Bylaws, as the Maine PTA may in its bylaws prescribe. The Maine PTA shall issue to this local PTA an appropriate charter evidencing the due organization and good standing of this PTA.

A local PTA in good standing is one that:

- a. Adheres to the Purposes and Basic policies of the PTA;
- b. Remits membership due in accordance with Article V, Section 5 of these bylaws
- c. Has bylaws approved according to the procedures prescribed by the Maine PTA;
- d. Meets other criteria as may be prescribed by the Maine PTA.

Section 2: This local PTA shall adopt such bylaws for the government of the organization as may be approved by the Maine PTA. Such bylaws shall not be in conflict with the bylaws of the National PTA or the bylaws of the Maine PTA.

Section 3: Bylaws of this local PTA shall include an article on amendments.

Section 4: Bylaws of this local PTA shall include a provision establishing a quorum.

Section 5: This local PTA shall prohibit voting by proxy.

Section 6: Only members of this local PTA who have paid dues for the current membership year may participate in the voting business of this local PTA.

Section 7: The charter of this local PTA shall be subject to revocation and the status of such organization as a local PTA shall be subject to termination, in the manner and under the circumstances provided in bylaws of the Maine PTA.

Section 8: This local PTA is obligated, upon revocation of its charter by the Maine PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Maine PTA or to such agency as may be designated by the Maine PTA.
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Maine PTA or status as a constituent organization of the National PTA; and

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- c. To carry out promptly, under the supervision and direction of the Maine PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA.

Section 9: To dissolve this local PTA, the unit shall resolve its affairs in the following manner:

- a. Notify the State president one month prior to the proposed action.
- b. Notify all members of the association at least ten days previous to the meeting of the date, time, place and impending business.
- c. In the absence of the president or other officers, a member shall call the meeting to order and a temporary chairman and secretary shall be elected.
- d. Require a two-thirds vote to those present and voting on the action to dissolve (a quorum being present). Only those members whose dues have been paid at least thirty days prior this meeting may vote on the motion.
- e. Provide for disposition of the funds of the disbanding unit as specified in Article III (f).
- f. A unit that has dissolved, following the steps outlined above, may be reinstated by resubmitting a charter application to the Maine PTA.

Section 10: The charter of this local PTA shall be subject to withdrawal and the status of this local PTA as an authorized local unit of the Maine PTA shall be subject to termination when this local unit fails to meet the “Local Unit in Good Standing” criteria as stated in Article IV, Section 1(a-d) of these bylaws, or if this local PTA violates any provision of the National PTA bylaws, the Maine PTA bylaws or these bylaws. Alleged violations as mentioned above shall be handled in accordance with Article XIV of the Maine PTA bylaws.

Section 11: This local PTA shall include in these bylaws provisions corresponding to the provisions of state bylaws.

Section 12: Each local PTA’s bylaws shall be approved every three (3) years by a committee of one or more members of the board of Directors of the Maine PTA.

Section 13: Each local PTA will carry liability insurance, purchased either through the Maine PTA umbrella policy or an individually purchased policy. If the local PTA purchases an individual policy, the Maine PTA must be stated as an additional insured and must provide the Maine PTA with a certificate of insurance.

Section 14: All local PTAs shall submit an annual financial report to the Maine PTA with 30 days of the close of their fiscal year.

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

#Section 2: This local PTA shall make Membership in this local PTA available, without regard to race, color, creed or national origin.

Section 3: This local PTA shall conduct an annual enrollment of members, but are encouraged to admit individuals to membership at any time.

Section 4: Each member of this local PTA shall pay annual dues of **\$5.00**.

#Section 5: The Maine PTA portion of each member's dues shall be \$2.50 per annum. Remittances by the Local PTA shall be made to the Maine PTA monthly by the 15th. Each remittance will include the National and Maine PTA portion of each member's dues.

#Section 6: The national portion of each member's dues shall be one dollar and seventy-five cents (\$1.75) per annum.

ARTICLE VI: OFFICERS

Section 1: The officers of this local PTA shall be president, vice president, secretary, and treasurer.

Section 2: Officers shall be elected by ballot in the month of June.

Section 3: The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and the election held by voice vote. A majority vote shall be required for election.

Section 4: The following provisions shall govern the qualifications and eligibility of individuals to be officers of this PTA:

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

b. No officer may be eligible to serve more than, 8 consecutive terms in the same office.

Section 5: Officers shall assume their official duties following the close of the meeting in June of the year they are elected and shall serve for a term of 1 year or until their successors are elected.

Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the

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unexpired term by the vice president. A vacancy in any office other than the president shall be filled by the board of directors/managers.

Section 7: The Membership Chair shall also serve as the Nominating Chair and shall announce the nomination process at or before the May meeting of the general membership in preparation for voting at the June meeting of the general membership. Nominations may be made by any PTA member. Only those individuals who are members of this local PTA and who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section 8: Removal from office: If any officer shall at any time cease to meet the qualifications of that office or fail to perform the duties of that office, they may be removed from office by a two-thirds (2/3) vote of the Board of Directors.

ARTICLE VII: DUTIES of OFFICERS

Section 1: All Officers shall:

- a. abide by the policies and procedures of this PTA.

Section 1: The president shall:

- a. preside at all meetings of this local PTA and prepare meeting agendas;
- b. serve as an ex officio member of all committees except the nominating committee;
- c. coordinate the work of the officers and committees of this local PTA in order that the Purposes may be promoted;
- d. perform such other duties as may be provided for by bylaws, prescribed by the parliamentary authority, or directed by the board of directors/managers or executive committee.

Section 2: The vice-president(s) shall:

- a. act as aide to the president;
- b. perform the duties of the president in the president's absence or inability to serve;
- c. Chair at least one committee;
- d. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, board of directors/managers, or the executive committee.

Section 3. The secretary shall:

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- a. record the minutes of all meetings of this PTA;
- b. be prepared to read the records of any previous meetings;
- c. file all records of minutes and meeting agendas;
- d. have a current copy of the bylaws;
- e. perform such other duties as may be provided for by these bylaws, prescribed by parliamentary authority, or directed by the president, the board of directors/managers, or the executive committee.

Section 4: The treasurer shall:

- a. have custody of all the funds of this local PTA;
- b. maintain full account of the funds of this local PTA;
- c. make disbursements as authorized by the president, executive board, or this local PTA in accordance with the budget adopted by this local PTA;
- d. have two signatures on file at the bank for purposes of signing checks and/or expense vouchers;
- e. keep a full and accurate account of the receipts and disbursements in the books belonging to this PTA;
- f. provide a written financial statement at each regular monthly meeting;
- g. present an annual report of the financial condition of the association;
- h. submit the books annually for an audit by an auditing committee selected by the board of directors/executive committee at least one month before the meeting at which new officers assume their duties;
- i. report the findings of the annual audit to the board of directors/ executive committee;
- j. perform such other duties as may be provided for by these bylaws; prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.

ARTICLE VIII: BOARD OF DIRECTORS

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Section 1: The board of directors shall manage the affairs of this PTA in intervals between general membership meetings.

Section 2: Each board member shall be a member of this local PTA.

Section 3: The members of the board shall include elected officers, standing committee chairs and the Principal of Helen Thompson School.

Section 4: Duties of the board of directors shall be to:

- a. carry out such business as may be referred to it by the membership of the association;
- b. create special committees;
- c. present a report at the regular general membership meetings of this local PTA;
- d. select an auditor or an auditing committee to audit the treasurer's accounts;
- e. prepare and submit an annual budget to this local PTA's general membership for adoption;
- f. approve payment of routine bills within the limits of the approved budget.

Section 5: If any member of the board of directors shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by resolution adopted by the board of directors.

Section 6: Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting of the year.

Section 7: Special meetings of the board may be called by the president or when requested by 3 (three) of the members upon 10 (ten) days notice to each member of the board.

Section 8: At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of business.

Section 9: Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books, and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen days.

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Section 10: The board of directors shall take no action in conflict with any action taken by the general membership, the bylaws of this local PTA, Maine PTA or the National PTA.

ARTICLE IX: EXECUTIVE COMMITTEE

Section 1: There shall be an executive committee of this PTA, the members of which shall be the elected officers of this local PTA.

Section 2: Special meetings of the executive committee may be called by the president or upon written, telephone or e-mail request of 3 (three) members with three days written notice to each member of the executive committee.

Section 3: A majority of the executive committee shall constitute a quorum for the transaction of business.

Section 4: Duties of the executive committee shall be to:

- a. transact business referred to it by the board of directors or general membership;
- b. appoint committee members;
- c. approve the work of the committee;
- d. act in emergencies between meetings of the board of directors and general membership meetings;
- e. make a report at each board of directors meeting as necessary.

Section 5: The executive committee shall take no action in conflict with any action taken by the board of directors, the general membership, the bylaws of this local PTA, Maine PTA or the National PTA.

ARTICLE X: COMMITTEES

Section 1: Only members of this local PTA shall be eligible to serve in any elected or appointed positions.

Section 2: The standing committees of this PTA include but are not limited to Membership, Enrichment Programs, Holiday Fair, Peter Pan Fair, Scholastic Book Fair, Teacher Appreciation, Fall Fundraiser, Scholarship Program and Reading Incentive Program.

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Section 3: The board of directors may create such special committees as it may deem necessary to promote the Purposes of PTA and carry on the work of this local PTA.

Section 4: The term of office of a committee chair shall be 1 year or until the selection of a successor.

Section 5: The chair of each committee shall present a plan of work and regular updates to the membership at monthly meetings. No committee work shall be undertaken without the consent of the executive committee or president.

Section 6: The chair of each committee may be appointed by president, board of directors, executive committee or the committee may elect its chair.

ARTICLE XI: GENERAL MEMBERSHIP MEETINGS

Section 1: Regular meetings of this PTA shall be held on the 2nd or 3rd Tuesday of each month (September through June) and at least 7 days notice shall be given to the membership of any change of date (unless snow date).

Section 2: Special meetings of this local PTA may be called by the president or by a majority of the board of directors, three days notice having been given.

Section 3: The annual meeting shall be held in June.

Section 4: 7 (seven) members shall constitute a quorum for the transaction of business in any meeting of this local PTA.

ARTICLE XII: MAINE PTA CONVENTION

Section 1: This local PTA shall attempt to be represented at the annual meeting of the Maine PTA by the president, vice president, secretary, treasurer, and/or their alternates, and by one delegate or alternate for every fifteen (15) members or major fraction thereof as shown on the record of the Maine PTA membership chair as of March 31, preceding the convention.

Section 2: All representatives to the Maine PTA convention must be members of this local PTA.

ARTICLE XIII: FISCAL YEAR

The fiscal year of this PTA shall begin on July 1st and end the following June 30.

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ARTICLE XIV: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern any voting required by this PTA and in which they are not in conflict with these bylaws, the National PTA Bylaws, the Maine PTA Bylaws, or the articles of incorporation.

ARTICLE XV: AMENDMENTS

Section 1: These bylaws may be amended at any regular general membership meeting of this PTA by a two-thirds (2/3) vote of the members present and voting, a quorum being present, provided that the proposed amendments have been approved by the Maine PTA and notice of the proposed amendment has been provided to the membership thirty days prior to the meeting.

Section 2: A committee may be appointed by a majority vote at a general membership meeting of this local PTA, or by a two-thirds (2/3) vote of the board of directors of this local PTA, to submit a revised set of bylaws as a substitute for the existing bylaws.

Section 3: Submission of amendments or revised bylaws for approval by the Maine PTA shall be in accordance with the bylaws or regulations of the Maine PTA.

Section 4: The adoption of an amendment to any provision of the bylaws of the Maine PTA identified by the number sign (#) shall serve automatically and without the requirement of further action by this PTA to amend their corresponding bylaws.

Approved by the **Helen Thompson School** PTA Board of Directors:

Approved by the Maine PTA:

Approved by the Helen Thompson School PTA General Membership:

Due for review:

Revised: May 2007