

UNIT BYLAWS COVER SHEET

PTA District 10 County Franklin Council Westerville

Name of PTA/PTSA Wilder Elementary School PTA

School District served by PTA Westerville City Schools

School(s) served by PTA Wilder Elementary

Unit/School Mailing Address Wilder Elementary PTA

6375 Goldfinch Dr.

Westerville OH 43081

X Amendment(s) only, date unit adopted amendment(s) _____

_____ Replacement bylaws, date unit adopted bylaws

Date unit organized August 1989

IRS Employer Identification Number 31-1274045

- Select: Early Child
- Primary
- Elementary
- Intermediate
- Middle
- Junior
- Senior

Grade levels K-5

Current contact name & address Marilyn Rogers

5180 Locust Post Ln., Columbus, OH 43230

Current contact e-mail Phone 614-432-9996

Ohio PTA approved _____
Director of Bylaws & Standing Rules

Ohio PTA approved date _____

Ohio PTA approved (date)

Wilder Elementary PTA Bylaws

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***Article I—Name**

The name of this organization is the Wilder Elementary School Parent and Teacher Association of Westerville, Ohio. It is a local PTA organized under the authority of Ohio Congress of Parents and Teachers (Ohio PTA), a branch of National Congress of Parents and Teachers (National PTA).

***Article II—Purposes**

Section 1. The purposes of the 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, and
- 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 of the PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

Section 3. The organization is organized exclusively for 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”).

Section 4. Ohio PTA further defines children and youth as birth through 23 years of age.

***Article III—Basic Policies**

The following are basic policies of this PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- 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 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 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 Ohio 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—Relationship with National PTA and Ohio PTA**

Section 1. This local *PTA/PTSA* is chartered as a constituent organization of the Ohio PTA in conformity with such rules and regulations as the Ohio PTA and National PTA may prescribe.

The Ohio PTA has issued to this local *PTA/PTSA* an appropriate charter. The charter shall be subject to withdrawal and the status of this organization as a *PTA/PTSA* unit shall be subject to termination in the manner and under the circumstances provided in the bylaws of the Ohio PTA.

Section 2. Individual National and Ohio PTA dues are collected from members by this local *PTA/PTSA* and shall be submitted to the Ohio PTA monthly with an associated list of members.

Section 3. This local *PTA/PTSA* to be in good standing with Ohio PTA:

- a. Adheres to the purposes and basic policies of PTA,
- b. Remits the initial payment of National and Ohio PTA dues to the Ohio PTA by November 30,
- c. Reviews these bylaws every three (3) years and submits them to the Ohio PTA Director of Bylaws and Standing Rules for further approval, and
- d. Meets other criteria as may be established by the National or Ohio PTA.

Section 4. These bylaws and amendments to them must be approved by the Ohio PTA and shall not be in conflict with National PTA bylaws or Ohio PTA bylaws.

Section 5. This local *PTA/PTSA* not in good standing by:

- a. November 30:
 1. Shall not be eligible for awards.
 2. Shall have their unit removed from the mailing list of the Ohio PTA.
 3. Shall not be eligible to participate in the Reflections program of the Ohio PTA.
- b. March 15:
 1. Shall be considered inactive.
 2. Shall know that the Internal Revenue Service (IRS) will be notified by Ohio PTA that this unit is no longer a tax-exempt organization of the Ohio PTA.

Section 6. To be reinstated to good standing this local *PTA/PTSA* shall provide a list of members and remit current National and Ohio PTA dues and a \$20 reinstatement fee to the Ohio PTA.

Section 7. This local *PTA/PTSA* shall keep minutes of meetings, a membership list, and accounting records sufficient to establish the items of gross income and disbursements of the organization, including dues collected from its members and the amount of dues remitted to the Ohio PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Ohio PTA.

Section 8. This local *PTA/PTSA* if disbanding or withdrawing from the Ohio PTA shall notify its Ohio PTA District Advisor or the Ohio PTA office thirty (30) days before a disbanding vote is taken and be governed by the procedure established by the Board of Directors of the Ohio PTA.

Section 9. This local *PTA/PTSA*, in accordance with IRS regulations, shall:

- a. File an annual financial report with the Ohio PTA office;
- b. File a Form 990 or 990 EZ with a Schedule A if gross receipts exceed \$25,000 annually or file a form 990 N if gross receipts do not exceed \$25,000 annually with the IRS; and
- c. Know that the Ohio PTA office staff has applied for a Federal Employer Identification Number (EIN) for this constituent unit.

***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 Ohio PTA by which this local PTA is chartered and is entitled to all the benefits of such membership.

Section 2. Each member shall pay annual dues to this local PTA in the amount of \$ 4.00. Such annual dues shall include Ohio PTA dues (\$2) and National PTA dues (\$2).

Section 3. Only members of this local PTA in good standing shall be eligible to participate in business meetings or to serve in any elective or appointive positions.

Section 4. A membership in this local PTA does not imply membership in any other local PTA/PTSA and a membership is for one individual.

Section 5. The Ohio PTA dues and National PTA dues shall be forwarded to Ohio PTA office monthly. Dues shall be submitted accompanied by a list of members or by entry of membership data in National PTA's On-line Membership Data Base. If this local PTA withholds the initial payment of dues later than November 30 it shall be not in good standing.

Section 6. Members who are under 18 years of age are prohibited under Ohio law from signing contracts that bind the members of the Ohio PTA, its councils, or its units.

Section 7. Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.

***Article VI—Officers**

The officers of this local PTA shall be one president, one vice president, one secretary, one treasurer, and a volunteer coordinator.

Article VII—Nominations & Elections

Section 1. There shall be a nominating committee composed of three members who shall be elected by this local PTA at a regular general membership meeting at least two months prior to the election of officers.

- a. The chair shall be elected by the committee.
- b. The nominating committee shall nominate one (1) eligible person for each office to be filled.
- c. The nominating Committee shall report its nominees to the regular general membership in April. Additional nominations may be made from the floor before the election.

Section 2. The following provisions shall govern the eligibility of individuals to be officers of this PTA:

- a. An individual must be a current member of this local PTA.
- b. No officer may be eligible to serve more than three consecutive terms in the same office. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.
- c. Only those individuals who have signified their consent to serve if elected shall be nominated for, or elected to, an office.

Section 3. Officers shall be elected in the month of May.

Section 4. The vote shall be conducted by ballot and a majority vote shall elect. When there is only one candidate for any office that election may be held by voice vote.

Section 5. Officers shall assume their official duties at the end of the fiscal year and shall serve for a term of one year or until their successors are elected.

Section 6. In case a vacancy occurs in the office of president, the vice president shall serve notice of the election. A vacancy occurring in any other elective position 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 VIII—Duties of Officers

Section 1. The president shall:

- a. Preside at all meetings of this local PTA/PTSA;
- b. Serve as an ex-officio member of all committees except the nominating and audit committee;
- c. Coordinate the work of the officers and committees of this local PTA in order that the purposes may be promoted;
- d. Appoint committee chairman with the exception to the nominating committee;
- e. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by the Ohio PTA.
- f. **Serve as the committee chair for the Scholarship Committee of this local PTA.**

Section 2. The vice president shall:

- a. Act as aide to the president;
- b. In their designated order, perform the duties of the president in the president's absence or inability to serve;
- c. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by the Ohio PTA.
- d. **Facilitate the Grant Program of this local PTA, ensuring that the school's principal and officers review and approve the grant application, presenting each approved grant application to members of the local PTA for approval and notifying grant originator of outcome of vote.**
- e. **Oversee the Spirit Nights committee, coordinating with school's calendar.**

Section 3. The secretary shall:

- a. Keep a record of all meeting of the association, and shall be custodian of the permanent file;
- b. Have a current copy of the bylaws and standing rules;
- c. Maintain a membership list;
- d. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by the Ohio PTA.

Section 4. The treasurer shall:

- a. Have custody of the funds and maintain a full and accurate account of the receipts and disbursements belonging to this local PTA;
- b. Make disbursements as authorized by the president, executive board, or this local PTA in accordance with the budget adopted yearly by this local PTA;
- c. Have checks signed by two people: the treasurer and the president, if it exceeds \$100.00.
- d. Provide a financial statement at each meeting;
- e. Present an annual report of the financial condition of the organization;
- f. Submit the books annually or upon change of officer for an audit by an auditor or an auditing committee of no fewer than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report;
- g. Report the findings of the annual audit to the Executive Board;
- h. Be bonded for a sum sufficient to protect the unit from loss. [suggested sum can be average amount of funds needed during the year]
- i. Submit the Ohio PTA and National PTA portion of the dues to Ohio PTA monthly with the first payment no later than November 30.

- j. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by the Ohio PTA.

Section 5. The Volunteer Coordinator shall:

- a. make certain all committee chair positions are filled;
- b. recruit committee members and provide members' names to committee chairs;
- c. recruit chairs and volunteers for classroom parties;
- d. provide chairs with necessary information and training related to the duties of the chair;
- e. keep track of volunteer hours for purposes of recognizing volunteers and submitting required information to Westerville Parent Council and Ohio PTA.

~~Article IX—Executive Committee—~~

~~Section 1. There shall be an Executive Committee of this PTA, the members of which shall be all elected officers;—~~

~~Section 2. Special meetings of the Executive Committee may be called by the president or upon written request of two members with two days' notice to each member of the Executive Committee. No other business than that which is stated in the call shall be transacted at this meeting.—~~

~~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;—~~
- ~~b. Approve the work of the committees;—~~
- ~~c. Make a report at each board meeting;—~~
- ~~d. Take no action in conflict with any action taken by the executive board.—~~

Article X—Executive Board

Section 1. The members of the Executive Board shall be:

- a. officers;
- b. principal
- d. **teacher liaison**

Section 2. Duties of the Executive Board shall be to:

- a. Transact necessary business in the intervals between regular association meetings and such other business as may be referred to it by the association;
- b. Create special committees;
- c. Approve the plans of work of the standing committees
- d. Report at the regular meetings of the association;
- e. Appoint an auditor or an auditing committee at least one month prior to the end of the fiscal year to audit the treasurer's accounts;
- f. Ensure a budget is prepared and submitted to the general association for approval for the fiscal year; and
- g. Fill vacancies in elective [and appointive] positions.

Section 3. If any member of the Executive Board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the Executive Board by resolution adopted by 2/3 vote in the executive board.

Section 4. Regular meetings of the Executive Board shall be held with the date and time to be fixed by the board at its first meeting of the year.

Section 5. Special meetings of the Executive Board may be called by the president or when requested by two members upon 3 days written notice to each member of the Executive Board. No other business than that which is stated in the call shall be transacted at this meeting.

Section 6. At all meetings of the Executive Board, four of the members of the Executive Board shall constitute a quorum for the transaction of business.

Section 7. Upon the expiration of the term of office or when individuals cease to hold an executive board position they shall be relieved of all duties and responsibilities. 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 14 days.

Article XI—Committees

Section 1. The standing committees of this local PTA shall be:

- a. Membership
- ~~b. By-laws~~
- b. Oktoberfest Games/Tickets/Prizes
Oktoberfest/Cake Walk
- ~~c. Book Fair(s)~~
- d/e. Hospitality, to include Baking
- ~~e. Box Tops/Campbell's Labels for Education~~
- f.g. Student Directory
- ~~g. Fall Fundraiser~~
- h.i. Landscaping
- ~~i. G.E.M.~~
- ~~j. Ice Cream Social~~
- ~~k. Market Day~~
- ~~l. Pioneer Days~~
- ~~q. Publishing~~
- ~~n. Reflections~~
- ~~o. Scholarship~~
- ~~p. School Supply~~
- ~~u. Sewing Projects~~
- ~~q. Spirit Wear~~
- ~~r. Teacher Appreciation~~
- ~~s. Yearbook~~
- ~~y. Incentives~~
- ~~z. Baking~~
- t. Dance-a-thon
- u. Spirit Nights (Skatezone, Restaurants)
- v. Blood Drive(s)
- w. Welcome Back Luncheon
- x. Westerville Parent Council

Section 2. The Executive Board 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. For example, the Executive Board may create a Pioneer Days Committee in years when an event will be held.

Section 3. The term of office of a committee chair shall be ~~one year~~four years or until the selection of a successor.

Section 4. The chair of each committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the ~~e~~Executive ~~b~~Board.

Article XII—General Membership Meetings

Section 1. Regular meetings of this local PTA shall be held ~~on the second Tuesday of each month~~ monthly, as determined by the Executive Board. At least three days notice shall be given to the membership of any change of date.

Section 2. Special meetings of this local PTA may be called by the President or by a majority of the Executive Board of two days notice having been given. No other business than that which is stated in the call shall be transacted at this meeting.

Section 3. Five members, three of whom shall be officers, shall constitute a quorum for the transaction of business in any meeting of this local PTA.

Article XIII—PTA Council Membership

Section 1. A PTA council may be organized for the purpose of conference and cooperation in matters of common interest, and shall admit only local PTA in membership with the National PTA and the Ohio PTA.

Section 2. This local PTA shall be represented in meetings of the Westerville Parent Council PTA by the president, or appointed alternate, and by one delegate(s) or alternate(s).

Section 3. This local PTA shall pay annual dues to the Westerville Parent Council PTA as provided in that Council's bylaws.

***Article XIV— Ohio PTA Convention**

This local PTA if in good standing shall be represented at the annual meeting of the Ohio PTA by:

- a. Elected officers or their representatives;
- b. Other accredited delegates who are current members of this PTA.

***Article XV—Fiscal Year**

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

***Article XVI: Dissolution**

Section 1. 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 the Ohio PTA, a non-profit organization, which is tax-exempt and meets the requirements of regulations under Section 501C(3) of the Internal Revenue Code.

Section 2. The procedure for dissolution is as follows:

- a. When a motion to disband is presented and seconded, it must be deferred for vote until the next meeting. All members must be notified by first class mail, along with the Ohio PTA District Advisor or the Ohio PTA office thirty (30) days prior to the meeting at which the vote will be taken on the motion to disband.
- b. At the next meeting the motion to disband is opened for discussion. A two-thirds (2/3) vote of members present and voting is required for the motion to be adopted.
- c. If the motion to disband passes, the IRS shall be notified that this unit is no longer a tax-exempt organization of the Ohio PTA and the books, records, and the unit's Charter shall be returned to the Ohio PTA office by registered mail or given to the Ohio PTA Board of Directors representative.

***Article XVII—Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, Tenth Edition shall govern this local PTA in all cases in which they are applicable and in which they are not in conflict with National PTA Bylaws, the Ohio PTA Bylaws and special rules of order or Articles of Incorporation.

***Article XVIII—Amendments**

Section 1. These bylaws may be amended at any regular general membership meeting of this local PTA by a two-thirds vote of those present and voting. Notice of proposed amendments must have been provided to the membership fourteen days prior to the meeting.

Section 2. This local PTA may appoint a committee to submit a revised set of bylaws as a substitute for the existing bylaws. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 3. All revisions and amendments to these bylaws shall be submitted for approval to the Ohio PTA Director of Bylaws and Standing Rules for approval.

Section 4. The adoption of an amendment by National PTA or Ohio PTA to any provision of these bylaws identified shall serve automatically and without the requirement of any further action by this local PTA to amend correspondingly these bylaws. This local PTA shall promptly incorporate such amendments into these bylaws.