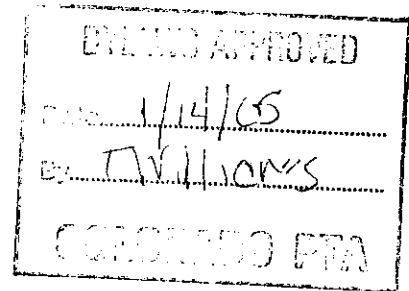


Appleton Elementary PTA Bylaws



* Article I -- Name

The name of this organization is the Appleton Elementary Parent - Teacher Association (PTA), Grand Junction, Colorado. It is a local PTA organized under the authority of Colorado Congress of Parents and Teachers (Colorado PTA), a branch of the 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 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 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

one or more nonprofit funds, foundations, or organizations that 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 National PTA.

- g. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

*** Article IV -- Relationship with National PTA and Colorado PTA**

Section 1. This local PTA shall be organized and chartered under the authority of the Colorado PTA in the area in which this local PTA functions, in conformity with such rules and regulations, as the Colorado PTA may in its bylaws prescribe. The Colorado PTA shall issue to this local PTA an appropriate charter evidencing the due organization and good standing of this local PTA.

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

Section 3. The charter of a local PTA shall be subject to withdrawal and the status of the local PTA shall be subject to termination under the circumstances provided in the bylaws of the Colorado PTA.

Section 4. Delinquent status: Failure to remit membership dues by the end of the Colorado PTA fiscal year (June 30) shall result in the association being declared "delinquent". Delinquent units will be ineligible for all Colorado PTA sponsored activities, materials, and services until such time as dues are paid. Continued delinquency may result in withdrawal of the charter under the procedure outlined in Article XVIII on Dissolution.

Section 5. Provisional status: The following may constitute cause for a unit to be placed on provisional status. Failure to correct violations within time lines set by the Colorado PTA may result in withdrawal of the charter.

- a. Failure to comply with IRS Regulations,
- b. Violation of the purposes or basic policies of PTA,
- c. Violation of unit, Colorado PTA, or National PTA bylaws. Each constituent organization (council or local unit) shall include in its bylaws provisions corresponding to the Colorado PTA bylaws as are identified herein by a single asterisk (*);

Section 6 . Good Standing: Colorado PTA requires the following to be a unit in good standing:

- a. Remits the state and national portion of the dues and membership reports through the Colorado PTA to reach the state office by dates established by Colorado PTA.
- b. Has bylaws approved according to the procedures of Colorado PTA.
- c. Purchases Directors/Officers, Liability, and Bonding insurance coverage. Should insurance not be purchased through Colorado PTA, proof of insurance is required to be submitted to Colorado PTA.
- d. Submits a complete officers list as requested by Colorado PTA.
- e. Submits a copy of its annual audit report.
- f. Submits a copy of its IRS Form 990 or 990EZ (if required to file a tax return).
- g. Meets other criteria as may be prescribed by the Colorado PTA (as necessitated by state statute, IRS regulations, etc.).

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

***Section 2.** Membership in PTA shall be made available without regard to race, color, creed, or national origin.

***Section 3.** Each member of this local PTA shall pay annual dues to this organization. The amount of such dues shall include the portion payable to the Colorado PTA (the "state portion") and the portion payable to National PTA (the "national portion"). Dues for the local unit portion shall be determined by the membership at a regularly called meeting or a special meeting called for that purpose. (The total amount of each member's dues shall be \$ 6.00.

***Section 4.** Each local PTA shall conduct an annual enrollment of members, but may admit persons to membership at any time.

***Section 5.** The state and national portions of the dues paid by each member of a local PTA shall be set aside and remitted to the Colorado PTA according to established procedure.

Article VI -- Officers and Their Election

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

Section 2. Officers and their election:

a. The elected officers of this association shall be president, ~~president elect,~~(1)one vice president, secretary, and a treasurer.

*b. Officers shall be elected in the month of March.

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

d. No officer shall serve more than two [2] consecutive terms in the same office except the 2nd vice president who is the principal of the school or his/her representative.

*e. 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.

Section 3. Appointed Officers:

2nd Vice President - Principal or his representative.

President Emeritus- Immediate past president

Section 4. Officers shall assume their official duty August 1 and shall serve for a term of two year(s) or until their successors are elected and assume office.

***Section 5.** Nominating Committee:

There shall be a nominating committee composed of three(3) members who shall be elected by the membership of this local PTA at least three (3) months prior to the election of

The committee shall:

a. Elect a chairman.

b. Nominate one eligible person for each office to be filled and report its nominees at the regular general membership meeting at least thirty (30) days prior to the election. Additional nominations may be made from the floor at the election meeting.

c..Only those individuals who are current 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 6. Vacancy Committee:

A vacancy occurring in any office shall be filled for the unexpired term by a majority vote of the Board of Directors. In the case a vacancy occurs in the office of president, the first vice president shall assume office.

Article VII -- Duties of Officers

Section 1. The President shall

a. Preside at all meetings of this local PTA;

b. Serve as an ex-officio member of all committees except the nominating committee and the audit 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 these bylaws, prescribed by the parliamentary authority, or directed by the board of directors.
- e. Appoints standing committee chairmen with the approval of the board of officers with the exception of the Nominating and Audit Committees chairmen.
- f. Appoint special committees, as needed, with the approval of board of officers.

Section 2. The President elect shall

- a. Act as aide(s) 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 such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of officers or the executive committee.

Section 3. The 1st 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 such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of officers or the executive committee.

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Section 4. The secretary shall

- a. Record the minutes of all meetings of the PTA, board of directors and executive committee; *Appleton*
- b. Be prepared to read the records of any previous meetings;
- c. File and maintain all records.
- d. Have a current approved copy of the bylaws;
- e. Maintain a membership list;
- f. 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.

Section 5. The treasurer shall

- a. Have custody of the funds of this local PTA
- b. Maintain a full account of the funds of this local PTA
- c. Make disbursements as authorized by the president, the executive committee, the board of directors or the membership of this local PTA accordance with the budget adopted by this local PTA;
- *d. Two officers shall sign all PTA checks. Signers of PTA accounts cannot have disbursement authority over school/school district funds;
- e. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the PTA ~~provide a financial report to the board of directors at each meeting;~~
- g. Provide an annual report of the financial condition of the organization to the membership at the meeting following the audit;
- h. Submit the books annually for an audit by an auditing committee selected by the board of directors. Audit to be completed within thirty (30) days of the close of the fiscal year. Present the completed audit to the board of directors for adoption at the first meeting following the completion of the audit.
- i. 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.

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Section 6. The President Emeritus shall:

- a. Serve for a term of one year, immediately following the end of their term(s) as President of this PTA..
- b. Serve as a mentor/teacher to the incoming president, with the purpose of helping to ease the transition in leadership.

Article VIII -- Board of Directors

- does not have an exec.*
- *Section 1. The affairs of the PTA shall be managed by the board of directors in the intervals between local PTA general membership meetings.
 - *Section 2. Each board member shall be a member of this local PTA.
 - *Section 3. A PTA member shall not serve as a voting member of the local unit's board of directors while serving as a paid employee of, or under contract to, that unit.
 - Section 4. The members of the board shall be
 - a. Elected officers.
 - c. The president may appoint a parliamentarian, subject to approval of the board of directors or the executive committee of this local PTA.
 - Section 5. Duties of the board shall be to
 - a. Carry out such business as may be referred to it by the membership of the association;
 - b. Create standing and special committees;
 - c. Create 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 and adopt the completed audit at the first meeting following completion of the audit.
 - e. Present an annual budget prepared by the budget committee, to be approved by membership.
 - f. Approve bills to be paid within the limits of the approved or amended budget;
 - Section 6. If any member of the board of officers 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 7. Regular meetings of the board of officers shall be held with the date and time to be fixed by the board at its first meeting of the year.
 - Section 8. Special meetings of the board of officers may be called by the president or when requested by three members upon 3 days' written notice to each member of the board.
 - *Section 9. At all meetings of the board of officers, a majority of the members of the board shall constitute a quorum for the transaction of business.
 - *Section 10. 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 (14) days.

Article IX -- Committees

- *Section 1. Only members of this local PTA shall be eligible to serve in any elected or appointed positions.
- Section 2. 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 3. The term of office of a committee chair shall correspond to that of the officers or until the selection of a successor. A new body of committee members shall be appointed at the beginning of each administration. Committee chairmen and committee members may serve unlimited terms in the same position.
- Section 4. The chairman of each committee shall present a plan of work to the board of officers for approval. No committee work shall be undertaken without the consent of the board of officers.
- Section 5. The chairman of each standing committee shall appoint the members of that committee with the approval of the president.

Article X -- General Membership Meetings

- *Section 1.** Regular meetings of this local PTA shall be held at least three (3) times per year. Dates to be set by the board of officers at the first regular meeting of the year, unless otherwise provided by this local PTA, the board of officers, or the executive committee. Seven (7) 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 board of directors, three days' notice having been given.
- *Section 3.** The election meeting shall be held in March.
- *Section 4.** Five members shall constitute a quorum for the transaction of business in any meeting of this local PTA.
- *Section 5.** There shall be no proxy voting.

Article XI -- PTA Conventions

***Section 1. Colorado PTA Convention.**

This local PTA shall be entitled to be represented by five (5) delegates or alternates and one (1) delegate or alternate for the first one hundred (100) members or fraction thereof plus one (1) delegate or alternate for each additional one hundred (100) members or fraction thereof in good standing as shown on the books of the Colorado PTA as of the second dues reporting date of the fiscal year.

- a. All representatives to the Colorado PTA convention must be members of this local PTA.
- b. Delegates and their alternates shall be chosen by an election of the board of directors in March.

Section 2. National PTA Convention.

Colorado PTA Bylaws require that Appleton Elementary PTA shall submit names of delegates to attend the National PTA Convention to the Colorado PTA office. Delegates shall attend National PTA Convention as delegates of the Colorado PTA but name tag and registration will include the local PTA name.

*** Article XII -- Fiscal Year & Financial Responsibilities**

Section 1. The fiscal year of the Appleton Elementary PTA shall begin on September 1 and end on the following August 31.

Section 2. 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 amounts of dues remitted to the Colorado PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Colorado PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

Section 3. This association must file in the Colorado PTA office, by the date required by the IRS for filing, a copy of the current 990 IRS form if its gross income is in excess of twenty-five thousand dollars (\$25,000).

Section 4. The charter of this local unit 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 Colorado PTA.

Section 5. This local PTA is obligated, upon withdrawal of its charter by the Colorado PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Colorado PTA or to such agency as may be

- designated by the Colorado PTA, or to another local PTA organized under the authority of the Colorado PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Colorado PTA or status as a constituent organization of the National PTA; and
 - c. To carry out promptly, under the supervision and direction of the Colorado PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA.

*** Article XIII -- Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern Appleton Elementary PTA in all cases in which they are applicable and in which they are not in conflict with National PTA Bylaws, the Colorado PTA Bylaws, special rules of order, Articles of Incorporation or these bylaws.

*** Article XVI -- Amendments**

Section 1. These bylaws may be amended at any regular general membership meeting of the Appleton Elementary PTA by a two-thirds (2/3) vote of members present and voting, provided the amendments have been provided to the membership at least thirty (30) days prior to the meeting.

Section 2. The executive committee or the board of directors by a majority vote may authorize the Committee on Bylaws 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 Colorado PTA shall be in accordance with the bylaws or regulations of the Colorado PTA.

Section 4. The adoption of an amendment to any required provisions of the National PTA and the Colorado PTA shall serve automatically and without requirement of further action by the constituent organization, the Appleton Elementary PTA. The constituent organization (Local Unit) shall promptly incorporate such amendments in their respective bylaws.

*** ARTICLE XVII -- Dissolution**

Section 1. A local PTA, under the supervision and direction of the Colorado PTA, shall dissolve its affairs in the following manner:

- a. Notice, by certified mail, of pending dissolution must be given to the Colorado PTA at least forty-five (45) days before the meeting of the membership is held to discuss and vote on the dissolution issue.
- b. Notice of the meeting of the membership must be mailed to all members of the unit and the Colorado PTA at least thirty (30) days before the meeting. A representative of the Colorado PTA, designated by the appropriate Colorado PTA Region Director, must be present. A two-thirds ballot vote of members present and voting, a quorum being present, must carry this intent of dissolution. Dissolution is effective immediately if vote is in the affirmative.
- c. Upon dissolution, the Colorado PTA must receive:
 - (1) A certified letter giving details of the vote to dissolve, and a detailed accounting of the disbursements of funds.
 - (2) A copy of the final IRS form 990 and the original IRS Employer Identification number (EIN).
 - (3) Charter, all Colorado PTA and National PTA materials, current bylaws and standing rules, and minutes, budget, and all financial books of account and records.
- d. Disbursement of funds and assets must be approved by a majority vote of members present and voting at the dissolution meeting. All funds and assets must be distributed within two (2) weeks according to Article III, f. No

PTA/PTSA money may be used by a new or existing school organization or deposited in school accounts.

Appleton Elementary PTA # 0028981 bylaws approved by the general membership on May 18, 2004

Cathy Story

signature of president

May 18, 2004

date

Submitted to Colorado PTA for approval on: August 16, 2004