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PTA
UNIFORM UNIT BYLAWS

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UNIFORM BYLAWS FOR ALL KANSAS LOCAL PTA/PTSA UNITS

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ARTICLE I: NAME

The name of this local unit shall be the «**UNIT_NAME**» Parent Teacher Association (PTA) a unit organized under the authority of the Kansas Congress of Parents and Teachers Association (the Kansas PTA), branch of the National Congress of Parents and Teachers (the National PTA). Local units with student membership may be named Parent, Teacher, and Student Associations (PTSA).

ARTICLE II: PURPOSES

Section 1. The purposes or purposes (Objects) of the Kansas PTA, in common with those of the National PTA, are:

- a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- b. To raise the standards of home life;
- c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- d. To promote the collaboration and engagement of families and educators in the education of children and youth;
- e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Section 2. The purposes of the National PTA, the Kansas PTA, and this 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 are governed and qualified by the basic policies set forth in Article III.

Section 3. The association is organized exclusively for the charitable, scientific, literary, or education purposes with 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 III: BASIC POLICIES

Section 1. The following are basic policies of this PTA, in common with those of the National PTA and the Kansas PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association 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 association 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 association shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private individuals except that the association 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 association 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 association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations 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 association 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 KANSAS PTA

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

For continued affiliation with the Kansas PTA, this PTA will abide with these standards:

- a. Adhere to the purposes and basic policies of the PTA;
- b. Remit the national and state portion of its membership dues to the Kansas PTA by the dates designated by the Kansas PTA;
- c. Maintain current uniform bylaws on file according to the procedures of each state;
- d. Submit a copy of the unit's completed federal form 990 for the last fiscal year, as required by the IRS, to the Kansas PTA office by January 15th each year;
- e. Meets other criteria as may be prescribed by the Kansas PTA.

Section 2. The charter of this PTA shall be subject to withdrawal and the status of such association as a local PTA shall be subject to termination, in the manner and under the circumstances provided by the bylaws of the Kansas PTA.

A local PTA or PTSA may dissolve and conclude its affairs in the following manner:

- a. The Executive Committee (or the body that, under its bylaws, manages the affairs of the local PTA or PTSA) shall adopt a motion recommending that the local PTA or PTSA be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the local PTA or PTSA shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.
- b. Written notice of the adoption of such motion, accompanied by a copy of the notice of the special meeting of members, shall be given to the President of the Kansas PTA at least twenty (20) days before the date fixed for such special meeting of members.
- c. Only those persons who were members in good standing of the local PTA or PTSA on the date of the adoptions of motions and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution.
- d. Approval of dissolution of the local PTA or PTSA shall require the affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the special meeting, a quorum being present.

Section 3. This local PTA is obligated, upon withdrawal of its charter by the Kansas PTA:

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

ARTICLE V: 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 the Kansas PTA 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.

Section 3. This PTA shall maintain a membership roster that will be made available to the Kansas PTA.

Section 4. Each member of this PTA shall pay annual unit dues as specified in this association's standing rules. The annual membership dues may not be changed more than once per membership year. The amount of such annual dues shall include the portion payable to the Kansas PTA and the portion payable to the National PTA.

Section 5. All local PTAs or PTSAs shall remit State and National dues to the Kansas PTA monthly. The National PTA dues are \$2.25 per member and the Kansas PTA dues are \$1.75 per member. A total of \$4.00 per member shall be sent to the Kansas State PTA office for each membership sold. All remaining dues shall be in the state office on or before March 1st, in order to be counted in the report to the National PTA for the current year.

Section 6. Only members of this PTA shall be eligible to participate in the business meetings, to vote, or to serve in any of the elective or appointive positions of this PTA. Persons joining at the organizational meeting of a new PTA unit shall be entitled to all privileges of membership.

Section 7. The Kansas PTA membership year shall begin July 1 and end the following June 30, inclusive.

ARTICLE VI: OFFICERS

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

Section 2. Officers:

- a. There shall be at least four (4) elected officers: President, Vice President, Secretary, and Treasurer and any other officers as designated in the standing rules.
- b. The officers shall be elected by ballot at a general membership meeting. The month of this meeting shall be designated in the standing rules. However, if there is but one nominee for any office, election for that office may be by voice vote.
- c. Officers shall assume their official duties on the date designated in the standing rules and shall serve for a term designated in the standing rules, or until their successors are elected.
- d. A person shall not be eligible to serve more than two (2) consecutive terms in the same office. (Anyone who has served more than half of a term shall be credited with having served that term.)

Section 3. Nominating Committee:

- a. There shall be a nominating committee composed of an uneven number, not less than three (3) members who shall be elected by this PTA at a general membership meeting at least one month prior to the election of officers. The committee shall elect its own chairman.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the general membership meeting designated for elections in the standing rules. Additional nominations may be made from the floor at that time.
- 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. A vacancy in any office other than President shall be filled by a vote of the Board of Managers for the unexpired term.
- b. In case a vacancy occurs in the office of President, the Vice President automatically assumes position of President and completes remainder of term.

Section 5. This PTA shall submit to the Kansas PTA Office and any affiliated PTA council a list of newly elected officers immediately after their election. Changes in officers and their address must be reported to the Kansas PTA office immediately.

Section 6. An Officer may be removed from office by the affirmative vote of two-thirds of the board members then in office. The request must be received in writing and come from the Executive Committee or at least five members of the Board of Managers. Notice of the intended vote must be sent to all Board members at least ten days in advance of the meeting.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside at all meetings of the PTA,
- b. Be a member ex-officio of all committees except the nominating committee,
- c. Coordinate the work of the officers and committees of the PTA in order that the purposes may be promoted, and
- d. Perform such other duties as may be prescribed in the standing rules or assigned by the PTA.

Section 2. The Vice President shall:

- a. Act as aide to the President,
- b. Perform the duties of the President in the absence or inability of that officer to server, and
- c. Perform such other duties as may be prescribed in the standing rules or assigned by the PTA.

Section 3. The Secretary shall:

- a. Keep an accurate account of all meetings of the PTA,
- b. Maintain a current copy of the Uniform Bylaws and standing rules,
- c. Maintain the membership roster, and
- d. Perform such other duties as may be prescribed in the standing rules or assigned by the PTA.

Section 4. The Treasurer shall:

- a. Maintain a full account of the funds of the PTA,

- b. Cause to be kept, a full and accurate account of the receipts and disbursements in the financial records belonging to the PTA,
- c. Make disbursements in accordance with the budget adopted by the PTA,
- d. Have checks or vouchers signed by two persons, the treasurer and one other officer (as designated in the standing rules),
- e. Present a financial statement at every meeting of the PTA and at other times when requested by the Executive Board,
- f. Be responsible for maintaining a record of membership dues,
- g. Prepare or cause to be prepared an annual report for audit,
- h. Shall file appropriate 990-N; 990-EZ; or 990 Federal Tax Return on a annual basis at fiscal year end, and
- i. Perform such other duties as may be prescribed in the standing rules or assigned by the PTA.

Section 5. All officers shall:

- a. Upon the expiration of the term of office or resignation, each officer shall turn over to the President, within thirty (30) days or before new offices assume duties, all records, books and other materials pertaining to the office, and shall return to the treasurer, within the same time period, all funds pertaining to the office.

ARTICLE VIII: BOARD OF MANAGERS

Section 1. Board of Managers

- a. The Board of Managers shall consist of the officers of the PTA, and the chairperson of standing committees. The President may appoint the chairperson of the standing committees in which the Board will vote and subsequently approve. Other members may be designated as part of the Board of Managers in the standing rules.
- b. The President may appoint a Parliamentarian. The Parliamentarian does not serve as a member of the Board of Managers and does not have voting rights.

Section 2. Regular meetings of the Board of Managers shall be held as designated by the Board at its first meeting. Special meetings of the Board may be called by the President, or upon the request of a majority of the members of the Board. The number of days' notice required for a special meeting shall be designated in the standing rules.

Section 3. A majority of the Board of Managers shall constitute a quorum for a meeting.

ARTICLE IX: EXECUTIVE COMMITTEE

Section 1. The Executive Committee of this PTA shall consist of the elected officers as defined in the Uniform Bylaws and the standing rules of the local unit.

Section 2. The Executive Committee shall perform the duties of the Board of Managers between meetings of the board, shall act in emergencies, and shall transact all business referred to it by the board, provided, however, that the action of the committee shall not be in conflict with that of the Board of Managers. It may make recommendations to the Board of Managers on matters of policy and administration.

Section 3. The Executive Committee shall meet at the call of the President or upon the request of two (2) members of the committee. The quorum of the committee shall be a majority of its members.

ARTICLE X: COMMITTEES

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

Section 2. The Board of Managers may create such standing committees, as it may deem necessary to promote the purposes and carry on the work of the PTA. The term of each chairperson shall be one year or until the selection of a successor.

Section 3. The chairperson of each standing committee shall present a plan of work to the Board of Managers for approval. No committee work shall be undertaken without the consent of the Board of Managers.

Section 4. The power to form special committees and appoint their members rests with the Board of Managers.

ARTICLE XI: ELECTRONIC TECHNOLOGY/PROCEDURAL INTEGRITY

The Kansas PTA or any local unit or council shall not place Kansas PTA Bylaws, uniform unit or council bylaws, or standing rules on a website.

ARTICLE XII: GENERAL MEMBERSHIP MEETINGS

Section 1. The months, dates, and number of regular general membership meetings of this PTA will be specified in the standing rules. The standing rules will be read and approved at the first general membership meeting of each school year and may be read by request at any meeting or shall be available for reading.

Section 2. Special meetings of this PTA may be called by the President or at the request of a majority of the Board of Managers or a majority of the membership. At least seven (7) days notice of such a special meeting shall be given.

Section 3. The annual meeting of this PTA shall be held in the month specified in the standing rules. It shall be for the purpose of electing officers, receiving reports of officers and committees, and conducting any other business that may arise.

Section 4. The privilege of introducing motions and voting in this PTA shall be limited to current members of this PTA.

Section 5. A quorum for the transaction of business should be specified in the standing rules.

Section 6. There shall be no proxy voting.

ARTICLE XIII: COUNCIL MEMBERSHIP

Section 1. Local PTAs who become members of a PTA Council, shall be represented in meetings of the Council of PTAs by delegates as specified in the Council standing rules. All representatives to a Council must be members in good standing of a local PTA unit.

Section 2. Delegates and their alternates shall be elected or appointed as specified in the local unit standing rules.

Section 3. Local PTAs who become members of a Council shall pay annual dues to that Council in the amount specified in the Council standing rules.

ARTICLE XIV: KANSAS PTA CONVENTION

Section 1. The Kansas PTA convention is open to all members of Kansas PTA. The voting body of the annual convention shall be composed of the local unit President of each constituent association of Kansas PTA and any Kansas PTA members registered for convention and verified as members by the Kansas PTA state office. The privilege of making motions and nominations, debating and voting shall be limited to the members verified by the state office. A voting member shall have but one vote. No proxy voting will be allowed. (Refer to Kansas PTA Bylaws Article XIV, Section 2-4)

- a. All representatives to the Kansas PTA convention must be members of this PTA,
- b. All Kansas PTA members are eligible to attend State and National convention, once appropriate fees are paid.

ARTICLE XV: FISCAL YEAR

The fiscal year of this PTA unit shall encompass a twelve (12) month period with the actual date to be listed in standing rules.

ARTICLE XVI: PARLIAMENTARY AUTHORITY

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

ARTICLE XVII: AMENDMENTS

Amendments to the Unit Uniform Bylaws can be made by the Kansas PTA Board of Managers only.