

East Providence High School PTSA Bylaws

Article I: Name

The name of this association is the East Providence High School Parents-Teacher-Student Association (PTSA), East Providence, Rhode Island. It is a local PTA organized under the authority of Rhode Island Congress of Parents and Teachers (Rhode Island 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, place of worship, and throughout the community,
- 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 association 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: Principles

The following are basic principles of National PTA

- a. This association shall be noncommercial, nonsectarian, and nonpartisan.
- b. This association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, 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. This association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
- d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in this association.

Article IV: Relationship with National PTA and Rhode Island PTA

Section 1. This local PTA shall be organized and chartered under the authority of the Rhode Island PTA in the area in which this local PTA functions, in conformity with such rules and regulations, as the Rhode Island PTA may in its bylaws prescribe. The Rhode Island PTA shall issue to this local PTA an appropriate charter evidencing the due organization and good standing of this local PTA. (State may establish their own "good standing" policy). A local PTA in good standing is one that:

- a. Adheres to the purposes 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 National PTA;
- c. Has bylaws approved according to the procedures of its state; and
- d. Meets other criteria as may be prescribed by the individual state PTA.

Section 2. This local PTA shall adopt such bylaws for the government of the association as shall be approved by the Rhode Island PTA. Such bylaws shall not be in conflict with National PTA Bylaws or the bylaws of Rhode Island PTA.

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

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#Section 4. Each 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 state PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Rhode Island PTA.

#Section 5. The charter of a local PTA shall be subject to withdrawal and the status of such association as a local PTA shall be subjected to termination, in the manner and under the circumstances provided by the bylaws of Rhode Island PTA.

#Section 6. Each local PTA is obligated, upon withdrawal of its charter by Rhode Island PTA,

- a. To cease and desist from the further use of any name that implies or connotes association with National PTA or Rhode Island PTA or status as a constituent organization of National PTA, including the right to participate in the group insurance plan; and
- b. To carry out promptly, under the supervision and direction of Rhode Island PTA, all proceedings necessary or desirable for the purpose of dissolving such local PTA.

#Section 7. Procedures for dissolution:

- a. If a local PTA/PTSA unit is considering dissolution, the local unit Board shall meet representatives from the Rhode Island PTA Board, prior to any formal action.
- b. If after meeting with the representatives from the Rhode Island PTA Board, the local unit Board decides to proceed with the advisability of dissolution, the local unit board shall adopt a resolution recommending that the local PTA or PTSA be dissolved and directing that the question of such proposed dissolution be submitted to a vote at a special meeting of the 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/PTSA shall be given (30) days prior to the date of such meeting.
- c. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting to members, shall be given to the president of the Rhode Island PTA at least 20 days before the date fixed for such special meeting of the members.
- d. Only those persons who were members in good standing of the local PTA/PTSA on the date of the adoption of the resolution shall be entitled to vote at the special meeting on the question of dissolution.
- e. Approval of dissolution of the local PTA/PTSA shall require the affirmative vote of at least 2/3 of the members present and entitled to vote at the special meeting, a quorum being present. Written notice of the results of the vote will be given to the president of Rhode Island PTA.
- f. Upon dissolution, 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 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. Being no longer chartered by Rhode Island PTA, the local unit PTA/PTSA shall cease and desist from the further use of any name that implies or connotes association with National PTA or Rhode Island PTA or status as a constituent association of National PTA, including, but not limited to the IRS EIN number granted under the umbrella of Rhode Island PTA.

#Section 8. Each officer or board member of a local PTA shall be a member of such local PTA.

#Section 9. Only members of a local PTA who have paid dues for the current membership year may participate in the business of the local PTA.

#Section 10. Each local PTA shall collect dues from its members and shall remit a portion of such dues to Rhode Island PTA as provided in Article VII hereof.

#Section 11. Each local PTA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the number symbol (#). (Shown here as Sections 4 through 10)

Section 12. Bylaws of this local PTA shall include a provision establishing a quorum.

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Section 13. The bylaws of this local PTA shall prohibit voting by proxy.

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

Section 2. Membership in this PTA shall be made available without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the National PTA Bylaws, as may be prescribed in the bylaws of this PTA, to any individual who subscribes to the Objects and basic policies of the National PTA.

Section 3. The association shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section 4. Each member of the association shall pay annual dues to the association. Such annual dues include the portion per member payable to the state PTA (as determined in accordance with the bylaws of the state PTA) and the portion per member payable to the National PTA.

Section 5. The state and National PTA portions of the dues paid by each member of the association shall be set aside by the association and remitted to the state PTA through such channels and at such times as the state bylaws may provide. (Each state PTA is responsible for payment to the National PTA of the national portion of dues paid by members of the association.) The remittance to the state PTA shall be accompanied by a report, in such form as may be required by the state PTA, showing the name and address of the president of the association, the amount of dues collected during the period covered by the report, and the number of members of the association.

Section 6. Only members of the association shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions.

Article VI: Officers and their Elections

Section 1. Each officer of this PTSA shall be a member of this PTSA.

Section 2. Officers and their elections:

- a. The officers of this association shall consist of a president, 2 vice presidents (fundraising and membership), a secretary, and a treasurer. A student representative may be appointed to the board at the direction of the president with the approval of the board.
- b. Officers shall be elected by ballot in the month of May. Balloting will be limited to those whose dues have been paid at least thirty (30) days prior to the election meeting. 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 following the close of the last scheduled meeting of the school year following the elections and shall serve for a term of two years.
- d. A person shall not be eligible to serve more than two consecutive terms in the same office or until a successor is elected.

Section 3. Nominating Committee:

- a. There shall be a nominating committee composed of three (3) members, (at least three and always an uneven number), one of whom shall be selected by the board of directors from its body and two (2) of whom shall be elected by the association at a regular meeting at least one month prior to the election meeting. The committee shall elect its own chairperson. The president does not serve on the nominating committee.
- b. The nominating committee shall nominate one eligible person for each office to be filled and shall report its nominations at the regular meeting in May at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

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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 board of directors, due notice having been given. In case a vacancy occurs in the office of the president, the first vice president shall serve notice of the election.

Article VII: Duties of the Officers

Section 1. The president shall preside at all meetings; shall, with the aide and advice of the board of directors, appoint chairpersons of committees, direct all business of the association; shall attend or send a duly appointed alternate to state meetings; shall be ex-officio a member of all committees except the nominating committee; shall secure meeting rooms through school department policy; shall send out notices for the meetings of the association and shall perform all other duties as may be prescribed in these bylaws or assigned to him/her by the association or by the board of directors; and shall coordinate the work of the officers and committees of the association in order that the Objects may be promoted.

Section 2. The vice presidents shall act as aides to the president and shall (in their designated order) perform the duties of the president in the absence or inability of that officer to act. The first vice president will also coordinate all fundraisers. The second vice president will serve as the membership chairperson.

Section 3. The secretary is responsible for the official correspondence of the association and shall record the minutes of all meetings of the association and of the board of directors, shall have a current copy of the bylaws, shall be prepared to read the records of any previous minutes, maintain a membership list, and shall perform such other duties as may be delegated to him or her.

Section 4. The treasurer shall have custody of all of the funds of the association; shall keep a full and accurate account of the receipts and expenditures; and in accordance with the budget adopted by the association, shall make disbursements as authorized by the president, board of directors or the association. Checks over \$1000.00 shall be signed by two persons, the treasurer and one other person. The treasurer shall present a financial statement at every meeting of the association and at other times when requested by the board of directors and shall make a full report at the annual meeting. The treasurer shall be responsible for the maintenance of such books of account and records as conform to the requirements of Article XII, Section 4, of the bylaws and shall be responsible for submitting the required IRS form.

The treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three (3) members, who satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be selected by the board of directors at the last regularly scheduled meeting of the school year. The auditing committee shall review the books within two weeks in order to give the treasurer time to prepare the books to hand over to the new treasurer.

Section 5. The student representative shall be a student in the East Providence High School and shall serve as a liaison between the board of directors and the students.

Section 6.

- a. All officers shall perform the duties outlined in these bylaws and those assigned from time to time.
- b. Upon expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

Section 7. If an officer fails to perform his/her duties as outlined in these bylaws and assigned from time to time, a majority of the remaining members of the board of directors may provide a copy of the bylaws and list of other assigned duties to the member accompanied by their resolution that the nonperforming officer shall either resign their position or begin performing their duties. If the officer fails to take either action within thirty days of notification, the majority of the remaining members of the board of directors may declare the position vacant.

Article VIII: Board of Directors

Section 1. The board of directors shall consist of the officers of the association and chairpersons of standing committees. The chairpersons of the standing committees shall be selected by the officers of the association.

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Section 2. The duties of the Board of Directors are:

- a. To transact necessary business in the intervals between association meeting and such other business as may be referred to it by the association.
- b. To create standing and special committees.
- c. To approve the plans of work of the standing committees.
- d. To present a report at the regular meetings of the association.
- e. To select an auditor or an auditing committee at least two weeks before the last meeting of the school year to audit the treasurer's accounts.
- f. To prepare and submit to the association for adoption a budget for the year.
- g. To approve routine bills within the limits of the budget.

Section 3. Regular meetings of the board of directors shall be held during the year, the time to be fixed by the board of directors at its first meeting of the year. Special meetings of the board of directors may be called by the president or by a majority of the board two (2) days notice having been given.

Section 4. A majority of the board of directors shall constitute a quorum.

Article IX: Meetings

Section 1. At least four (4) regular meetings of this association shall be held during the school year. Dates of meetings shall be determined by the board of directors and announced at the first regular meeting of the year, two (2) days notice shall be given of a change of date.

Section 2. Special meetings of the association may be called by the president or a majority of the board of directors two (2) days notice having been given.

Section 3. The election meeting shall be held in May and the annual meeting shall be held in May.

Section 4. Four (4) members shall constitute a quorum for the transaction of business in any meeting of this association.

Article X: Standing and Special Committees

Section 1. Only members of the association shall be eligible to serve in any elective or appointive positions.

Section 2. The board of directors may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the association. The term of each chairperson shall be one (1) year or until the election of his/her successor. The standing committees include the Bylaws Committee and the Auditing Committee.

Section 3. The chairperson of each standing committee shall present a plan of work to the board of directors for approval. No committee work shall be undertaken without consent of the board of directors. If a chairperson fails to submit a written tentative plan which meets with the approval of the board of directors, the position may be declared vacant.

Section 4. The power to form special committees and appoint their members rests with the association and the board of directors.

Section 5. The president shall be a member ex-officio of all committees except the nominating committee.

Article XI: Fiscal Year

The fiscal year of this association shall begin July 1 and end June 30.

Article XII: Parliamentary Authority

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Robert's Rules of Order Newly Revised shall govern the association in all cases in which they are applicable and in which they are not in conflict with these bylaws and those state PTA and the National PTA.

Article XIII: Amendments

Section 1.

- a. These bylaws may be amended at any regular meeting of the association provided that notice of the proposed amendment shall be given at least 30 days prior to the meeting at which the amendment is voted upon; that quorum has been established; and that the amendment shall be subject to approval of the state PTA. Bylaws amendments require a two-thirds (2/3) vote of the members and voting.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the association, or by two-thirds (2/3) vote of the board of directors. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- c. Submissions of amendments or revised bylaws for approval by the state PTA shall be in accordance with the bylaws or regulations of the state PTA.

Section 2. The association shall include in its bylaws, provisions corresponding to the provisions of the bylaws of the National PTA that are identified therein by a double star and those pertaining to the state PTA bylaws that are identified by a number sign (#). The adoption of the National PTA of an amendment to any of the "double starred" provisions of its Bylaws and "number-signed" items pertaining to the state PTA bylaws shall serve automatically and without the requirement of further action by the association to amend correspondingly the bylaws of the association. Notwithstanding the automatic character of the amending process, the association shall take action promptly to incorporate such amendments in its bylaws.

Article XIV: Rhode Island PTA Convention

Section 1. This local PTA shall be represented at the annual meeting of the Rhode Island PTA. Voting delegates to the Rhode Island PTA Statewide Meeting shall consist of all members of this local unit PTA in Rhode Island as shown on the books of Rhode Island PTA as of 30 days prior to the meeting.

Approved by:

East Providence High School PTSA

_____ (date)

Approved by:

RI Congress of Parents and Teachers

_____ (date)

Procedure and Bylaws Chairperson

East Providence High School PTSA Bylaws

_____ (date)