

This has been provided solely as a courtesy to CTE PTA members.
Official copies of the bylaws can be obtained by contacting a PTA Board Member.

BYLAWS

... of the ...

NAME Chesapeake Terrace Elementary School

COUNCIL Baltimore County

PARENT TEACHER ASSOCIATION

or

PARENT-TEACHER-STUDENT ASSOCIATION

NATIONAL PTA ID#⁰⁰ 00016335 (last six digits)



A Local Unit
OF PARENTS AND TEACHERS
OF THE
MARYLAND BRANCH
OF THE NATIONAL CONGRESS

MARYLAND PTA FORMAT REVISED

April 2003

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INSTRUCTIONS – Please read carefully.

1. This is a recommended bylaw format for use of local PTAs in Maryland. Additional copies may be obtained from the Maryland PTA office at 5 Central Avenue, Glen Burnie, Maryland, 21601, or this format may be reproduced without permission. If additional space is required for changes, a page(s) may be added as an attachment to this format. The attached page(s) should include the local PTA name, date of the meeting at which changes were approved, and the specific bylaws change(s) with the article and section referenced. Remember that PTA is a registered trademark of the National Congress of Parents and Teachers. **DO NOT USE PERIODS AFTER EACH LETTER.**
2. Membership and dues:
 - a. Membership in the PTA shall be made available to any individual who subscribes to the Purposes and basic policies of the National PTA upon payment of dues to a local PTA (Article V). Parent Teacher Student Associations may not establish categories for student membership that deny them full and equal participation as a member of the organization.
 - b. Membership in the National PTA is on an individual basis. The Maryland PTA and its chartered local PTAs are required to concur with this policy. Families are encouraged to join the PTA, however each member of the family to whom membership applies must be issued a membership card and the organization must remit state and national dues for each individual (Article V).
3. This format consists basically of two parts:
 - a. Material marked with a number symbol (#) is designated as MANDATORY by the Maryland PTA. **MANDATORY MATERIAL MUST BE USED AS PRINTED, WORD FOR WORD AND IN THE SAME ORDER.** Altered MANDATORY material cannot be approved. No additions OR no deletions may be made to the # Article or # Sections. Adoption of this material by a local PTA in its bylaws does not require approval by the general membership.
 - b. All other material pertains directly to the operating structure of a local PTA. This material may be altered to meet the requirements of an individual local PTA and any changes thereto must be approved by the general membership of that local PTA.
4. Send the completed original format and two (2) photocopies (3 complete sets) directly to the Maryland PTA office for approval by the local bylaws chairman. **NO FAXED, SCANNED, OR OTHER ELECTRONICALLY REPRODUCED COPIES WILL BE ACCEPTED.** Upon approval, the original format will be returned to the local PTA to be retained by the secretary to have available at all meetings. One of the photocopies will be placed on file in the Maryland PTA office and the other photocopy will be sent to the local council.
5. **DO NOT SEND AMENDED ARTICLES OR SECTIONS SEPARATELY.** An original format and two photocopies of the PTA's complete bylaws must be submitted or they cannot be approved.
6. Local PTAs in Maryland are required to review and submit their bylaws every three years. With or without changes, the general membership must vote to approve the bylaws prior to submission to Maryland State PTA. (See #Article XV)

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Article I: Name

The name of this organization is the Chesapeake Terrace Elementary PTA, (town), Maryland. It is a local PTA (or PTSA) organized under the authority of the Maryland Congress of Parents and Teachers, Inc. (Maryland PTA), a branch of the National Congress of Parents and Teachers (National PTA).

Article II: Purpose

Section 1. The Purposes of the Chesapeake Terrace Elementary PTA in common with those of the National PTA and the Maryland 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 their 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 National PTA, the Maryland PTA, and the Chesapeake Terrace Elementary PTA are promoted through an advocacy and educational program directed towards 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.

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 "Internal Revenue Code").

Article III: Basic Policies

The following are basic policies of the Chesapeake Terrace Elementary PTA, in common with those of the National PTA and the Maryland 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 board 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.

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- d. No part of the net earnings of the organization shall inure to the benefits 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 dissolution of this organization, after paying or adequately providing for the debts and obligations of the organizations, the remaining assets shall be distributed to one of 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 anyway, 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 Maryland PTA

Section 1. This local PTA shall be organized and chartered under the authority of the Maryland 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 Maryland PTA may in its bylaws prescribe. The Maryland PTA shall issue to this local PTA an appropriate charter evidencing the due organization and good standing of this local PTA.

A local PTA in good standing is one that:

- a. Adheres to the Purposes and basic policies of the PTA;
- b. Remits the national and state dues to Maryland PTA office by dates designated;
- c. Has bylaws approved every three (3) years according to the procedures of Maryland PTA; and
- d. Has a minimum of twenty-five (25) members.

Section 2. All PTAs shall be incorporated.

Section 3. The articles of organization of this local PTA include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization.

Section 4. This local PTA shall adopt such bylaws for the government of the organization as may be approved by the Maryland PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of Maryland PTA.

Section 5. Bylaws of this local PTA shall include an article on amendments.

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Section 6. Bylaws of this local PTA shall include a provision establishing a quorum.

Section 7. Each officer or board member of this local PTA shall be a member of this local PTA.

Section 8. The bylaws of the local PTA shall prohibit voting by proxy, mail (including electronic communications), or absentee.

Section 9. A PTA member shall not serve as a voting member of this local PTA's board while serving as a paid employee of, or under contract to, this local PTA.

Section 10. Only members of this local PTA who have paid dues for the current membership year may participate in the business of this local PTA.

Section 11. This local PTA shall collect dues from its members and shall remit a portion of such dues to the Maryland PTA as provided in Article V hereof.

Section 12. The members of the nominating committee for officers of this local PTA shall be elected by the general membership, board of directors/managers, executive board, or executive committee.

Section 13. All PTAs shall have bonding and liability insurance.

Section 14. 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 Maryland PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Maryland PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

Section 15. The charter of this local PTA 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 Maryland PTA.

Section 16. This local PTA is obligated, upon withdrawal of its charter by the Maryland PTA:

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

Section 17. This local PTA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the number symbol (#).

Article V: Membership and Dues

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

Section 2. Membership in this local PTA shall be made available by this local PTA, 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 or the Maryland bylaws, as may be prescribed in the bylaws of this local PTA, to any individual who subscribes to the Purposes and basic policies of the National PTA.

Section 3. Each local PTA shall conduct an annual membership campaign but shall continue to admit individuals to membership at any time.

Section 4. Each member of a local PTA shall pay such annual dues (including local, state, and national) as may be prescribed by the organization. The amount of the state portion of each member's due shall be one dollar and fifty cents (\$1.50) per annum. The national portion of each member's due shall be as recommended by the board of directors and approved by a two-thirds (2/3) majority of the voting body at the National PTA Annual Convention. Each local PTA shall remit the state and national portion of the due to reach the Maryland PTA office by the dates designated by the Maryland PTA.

Section 5. Each member of this local PTA shall pay annual dues of an amount to be determined annually by the executive board. The amount of such annual dues shall include the portion payable to the Maryland PTA and the portion payable to the National PTA.

Article VI: Officers and Their Election

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

Section 2. Officers and the election:

- a. The officers of this local PTA shall be a president, 1 (number) vice president(s), a secretary, and a treasurer.
- b. Officers shall be elected by ballot at the annual general membership meeting in the month of June. However, if there is but one nominee for any office, election for that office may be by voice vote. A majority vote shall be required for election.
- c. Officers shall assume their official duties July 1st (date) and shall serve for a term of 1 year(s) or until their successors assume their official duties.
- d. An officer shall not be eligible to serve more than two (2) consecutive terms in the same office. An officer who has served in an office for more than one half a full term shall be deemed to have served a full term in such office.

Section 3. Nominating Committee:

- #a. There shall be a nominating committee composed of 3 members (specify an uneven number, no less than three) who shall be elected by the Executive Board (specify membership or Executive Board). The committee shall elect its own chairman.
- b. The nominating committee shall be elected at least two (2) months prior to the election of the officers.

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- c. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the general membership at least ten (10) days prior to the general membership meeting in June (month).
- d. 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 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 executive board, notice of such election having been given. In case a vacancy occurs in the office of president, the first vice president shall serve notice of the election.

Article VII: Duties of Officers

Section 1. The president shall preside at all meetings of this local PTA and of the executive board; shall perform such other duties as may be prescribed in these bylaws or assigned by this local PTA, or by the executive board; shall coordinate the work of the officers and committees of this local PTA in order that the Objects may be promoted; and shall be a member ex officio of all committees except the nominating committee.

Section 2. The vice president(s) shall act as aide(s) to the president; shall in their designated order perform the duties of the president in the absence or inability of that officer to serve; and shall perform other delegated duties as assigned.

Section 3. The secretary shall record the minutes of all meetings of this local PTA and of the executive board; shall file all records; shall have a current copy of the bylaws; shall maintain a current membership list; and shall perform other delegated duties as assigned.

Section 4. The treasurer shall have custody of all funds of this local PTA; shall keep a full and accurate account of receipts and expenditures; shall make disbursements as authorized by the president, executive board, or this local PTA in accordance with the budget adopted by this local PTA; shall present a written financial statement at every meeting of the executive board and of the general membership and at other times when requested by the executive board; shall make a full report before the newly elected officers officially assume their duties; shall be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section 14 of these bylaws; shall be responsible for preparing and filing all necessary tax forms; shall have the accounts examined at the close of the fiscal year and upon change of treasurer by an auditor or an auditing committee of not less than three persons, who, satisfied that the treasurer's annual report is correct, shall sign a statement of fact at the end of the report. An auditor or an auditing committee shall be selected by the executive board at least thirty (30) days before the new officers assume their duties.

Section 5. All PTAs shall have checks and vouchers signed by two persons (the treasurer and one other officer).

Section 6. All PTAs shall submit a copy of the treasurer's annual report, reviewed by an auditing committee, to the Maryland State PTA or their qualified designee.

Section 7. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over

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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.

Article VIII: Executive Board

Section 1. Each board member shall be a member of this local PTA.

Section 2. The executive board shall consist of the officers of this local PTA, the chairmen of standing committees, the delegates to the PTA council, and the principal of the school or a representative appointed by him. The chairmen of the standing committees shall be elected by the officers of this local PTA. The president may appoint a parliamentarian (non-voting), subject to the approval of the officers of this local PTA.

Section 3. A PTA member shall not serve as a voting member of this local PTA's executive board while serving as a paid employee of, or under contract to, this local PTA.

Section 4. The duties of the executive board shall be (a) to transact necessary business in the intervals between general membership meetings and other such business as may be referred to it by this local PTA; (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 general membership meetings of this local PTA; (e) to select an auditor or an auditing committee to audit the treasurer's accounts; (f) to prepare and submit an annual budget to this local PTA's general membership for adoption; (g) to approve routine bills within the limits of the adopted budget.

Section 5. Regular meetings of the executive board shall be held during the year, the time to be fixed by the board at its first meeting of the fiscal year. A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by the president or by a majority of the members of the board, 3 (number) days' notice having been given.

Section 6. 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 board by resolution adopted by the executive board.

Article IX: Committees

Section 1. Only members of this local PTA shall be eligible to serve in any elective or appointive position.

Section 2. The executive board may create such standing committees as it may deem necessary to promote the Objects and carry on the work of this local PTA. The term of each chairmen shall be 1 year(s) or until the election of a successor. * *See addendum*

Section 3. The chairman of each standing committee shall present a plan of work to the executive board for approval. No committee shall be undertaken without the consent of the executive board.

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

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

Article X: General Membership Meetings

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Section 1. At least 2 general membership meetings of this local PTA shall be held during the school year. Dates of meetings shall be determined by the executive board and announced at the first general membership meeting of this fiscal year. 5 (number) days' notice shall be given of a change of date.

Section 2. Special general membership meetings of this local PTA may be called by the president or by a majority of the executive board, 3 (number) days' notice having been given.

Section 3. The annual general membership meeting (election meeting) shall be held in June (month).

Section 4. 9 (number) members shall constitute a quorum for the transaction of business in any general membership meeting of this local PTA.

Section 5. Only members of this local PTA who have paid dues for the current membership year may participate in the business of this local PTA.

Article XI: Council Membership

Section 1. *Deleted during editing/re-write process.*

Section 2. This local PTA shall pay annual dues to the Baltimore County Council of PTAs as provided in the council bylaws.

Article XII: Maryland PTA Convention

Section 1. This local PTA shall be entitled, upon payment of registration, to be represented at the annual meeting of the Maryland PTA by the president or alternate, two (2) other officers or their alternates, and one (1) delegate for every fifty (50) members or major fraction thereof,

- a. This local PTA must be in good standing annually as of March 31.
- b. All representatives to the Maryland PTA convention must be members of this local PTA.
- c. Delegates and their alternates shall be chosen according to the guideline established by this local PTA.

Article XIII: Fiscal Year

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

Article XIV: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Chesapeake Terrace Elementary PTA in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA Bylaws, the Maryland PTA bylaws, or the articles of incorporation.

Article XV: Amendments

Section 1.

- a. These bylaws may be amended at any general membership meeting of this local PTA by a two-thirds vote of those members present and voting, a quorum being present, provided

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notice of the proposed amendment shall have been given to the general membership at least thirty days prior to the meeting at which the amendment is to be voted upon. When amended, articles are in effect, but shall be subject to the approval of the Maryland PTA.

- b. A decision to totally revise the bylaws as a substitute for the existing bylaws, requires a majority vote of those members present and voting at a general meeting of this local PTA, or a two-thirds vote of the Executive Board. A committee to carry out this task shall be appointed by the Executive Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- c. Submission of amendments or revised bylaws for approval by the Maryland PTA shall be in accordance with the bylaws of the Maryland PTA.

Section 2. The adoption of an amendment to any provision of the bylaws of the Maryland PTA identified by a symbol (#) shall serve automatically and without the requirement of further action by the Chesapeake Terrace Elementary PTA to amend their corresponding bylaws.

These bylaws are submitted by *an existing* PTA/PTSA in Maryland and were approved at a GENERAL MEMBERSHIP MEETING of the Chesapeake Terrace Elementary PTA on June 2, 2004

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****Signed by Secretary, Allison McAlister.*

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Chesapeake Terrace Elementary PTA
Addendum

Article IX: Committees

Section 2. At the first meeting of the Executive Board (Preliminary Budget creation), an initial list of desired Standing Committees will be created. A standing committee must cover a function that requires attention throughout the school year. By the next regular monthly meeting, or at the meeting, the chairs of these committees should be determined. The Executive Board may, at any time through the year, create or eliminate committees as necessary. These committees may include, but are NOT limited to the following, Newsletter, Yearbook, Ways & Means, Reading Incentives, Inventory, etc. The Treasurer will maintain a list of Standing Committee approved and signed by all 4 officers.

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