

BYLAWS FOR HIGHLAND PARK ELEMENTARY PTA

ARTICLE I: NAME

The name of this organization is the Highland Park Elementary Parent Teacher Association (PTA), Three Trails Region, Lee's Summit, Missouri. It is a local PTA under the authority of the Missouri Congress of Parents and Teachers (the Missouri PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

#ARTICLE II: PURPOSES

Section 1. The Purposes of the Highland Park Elementary PTA, in common with those of the National PTA and the Missouri PTA are:

- a. To promote the welfare of children and youth in home, school, place 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; and
- 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 Missouri PTA, and the Highland Park Elementary PTA are promoted through an advocacy and educational program directed toward 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 Highland Park Elementary PTA, in common with those of the National PTA and the Missouri 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. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in Missouri PTA.
- e. 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 distribution in furtherance of the purposes set forth in Article II hereof.
- f. 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.
- g. 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 which 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 Missouri PTA.
- h. 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 MISSOURI PTA

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

A local PTA is in good standing when it does all of the following. If a local PTA becomes "not in good standing" as soon as it has fulfilled the necessary requirements, it is again considered "in good standing."

- a. Adheres to the Purposes and basic policies of the PTA;
- b. Remits national and state dues to the state PTA by dates required (Article V Section 4);
- c. Has bylaws approved every three years according to the procedures of the state PTA;

- d. Submits a copy of the unit's annual financial report and audit to the state PTA by December 1st of each year;
- e. Submits a copy of the required IRS tax form to the state PTA by December 1st of each year;
- f. Submits the names and addresses of officers to the state PTA by March 31st of each year; and
- g. Meets other criteria as may be prescribed by the state PTA.

Section 2. This local PTA shall adopt such bylaws for the government of the organization as may be

approved by the Missouri PTA. Such bylaws for the government of the organization as may be approved

by the Missouri PTA Executive Committee and identified by the number symbol (#).

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

Section 4. Bylaws of this local PTA shall include a provision establishing a quorum.

Section 5. There shall be no voting by proxy by any constituent organization of National PTA.

Section 6. Local units shall submit two hard copies or one electronic copy of their bylaws to the state

office for approval by the procedures and bylaw chairman once every three years. Amendments shall be

sent immediately after adoption for approval. Bylaws and amendments shall become effective upon

receipt of state approval.

Section 7. This local PTA shall keep such permanent books of accounts 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 Missouri PTA. Such books of account and records shall at all reasonable times be open

to inspection by an authorized representative of the Missouri PTA, or where directed by the committee

on state and national relationships, by a duly authorized representative of the National PTA.

Section 8. The books of the treasurer shall be audited annually and upon the resignation or removal of

the treasurer or any other authorized bank signatory, by an auditor or auditing committee whose report

shall be submitted to the local PTA general membership for adoption; a copy must be submitted to

Missouri PTA.

Section 9. The charter of this local PTA shall be subject to withdrawal of its charter by the Missouri PTA,

to carry out promptly, under supervision and direction of the Missouri PTA, all proceedings necessary or

desirable for the purpose of dissolving the Highland Park Elementary PTA.

Section 10. This local PTA is obligated, upon withdrawal of its charter by the Missouri PTA, to carry out

promptly, under supervision and direction of the Missouri PTA, all proceedings necessary or desirable

for the purpose of dissolving the Highland Park Elementary PTA.

Section 11. A local PTA may dissolve in the following manner:

a. The executive committee (or other body that, under its bylaws manages the affairs of the local PTA) shall adopt a resolution recommending that the local PTA be dissolved and directing that the questions 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 shall be given each member entitled to vote at such meeting at least thirty days prior to the date of such meeting.

b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the president of the Missouri PTA at least thirty days before the date fixed for such special meeting of its members.

c. Only those persons who were members of the local PTA on the date of the adoption of the resolution 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 shall require the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting, a quorum being

present.

e. If this local PTA votes to dissolve, it must yield up and surrender all of its books and records and all of its assets and property to the Missouri PTA or to such agency as may be designated by the Missouri PTA or to another local PTA organized under the authority of the Missouri PTA. It must also cease and desist from the further use of any name that implies or connotes association with the National PTA or the Missouri PTA or status as a constituent organization of the National PTA.

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 Missouri 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 open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.

#Section 3. This local PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time. The membership year shall be July 1 through June 30.

#Section 4. Each member of this local PTA shall pay such annual dues to said organization as may be determined by the organization. The amount of such dues shall include the portion payable to the Missouri PTA (the state portion) and the portion payable to the National PTA (the national portion).

#Section 5. The National PTA portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per annum.

#Section 6. The Missouri PTA portion of each member's dues shall be two dollars (\$2.00) per annum.

Section 7. Each member of this local PTA shall pay annual dues of no more than fifteen dollars (\$15.00)

to said organization. The amount of such dues shall include the portion payable to the Missouri PTA and

the portion payable to the National PTA.

#Section 8. Local units may enroll business members. The amount of such dues shall include five dollars

and fifty cents(\$5.50) per business member, which includes the state portion, national portion and

service fees.

Section 9. Each business member of this local PTA shall pay business membership dues of no more than

fifty dollars (\$50.00) to said organization.

#Section 10.

a. The local treasurer shall keep the record of the state and national portions of the membership dues separate from the record of the general funds of the local unit. All state and national portions are payable to the state office the first of each month.

b. Any PTA unit whose dues are not received at the state office postmarked on or before March 1 shall be delinquent and shall not be entitled to representation at the state convention except as provided in Article XI, Section 2 of the Missouri PTA bylaws.

c. Ten or more paid members shall constitute a PTA Unit.

d. After three years delinquency, a unit shall be eligible for reinstatement, but upon payment of dues, shall be organized as a new unit.

ARTICLE VI: OFFICERS

#Section 1. Each officer shall be a member of this local PTA. No person shall hold any elective or

appointive position in any local PTA who is not a member in good standing of such local PTA.

#Section 2. All local PTAs shall elect officers before March 31, and shall send to the state office by that

date, the names of officers who shall serve the ensuing year.

Section 3. The officers of the local PTA shall be a President(s), First Vice-President, Second Vice-

President, Third Vice-President/Parliamentarian, Secretary, and Treasurer.

Section 4. Officers shall be elected by the general membership, ballot prior to March 31st

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Section 5. The vote shall be conducted by ballot, a majority shall elect. When there is only one candidate for an office, the election may be held by voice vote.

Section 6. The following provisions shall govern the eligibility of individuals to be officers of the Highland Park Elementary PTA:

a. No officer may be eligible to serve more than one consecutive term (term defined as two years) in the same office unless a replacement cannot be found. 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 7. Officers shall assume their official duties following the close of the school year, except the treasurer who shall assume that officer's duties at the close of the fiscal year. Officers shall serve for a term of two years or until their successors are elected.

Section 8. Nominating Committee

#a. The nominating committee shall be elected.

b. There shall be a nominating committee composed of three (3) who shall be elected by this local PTA at a regular general membership meeting at least one (1) month prior to the election of officers, as outlined in Article VI, Section 4.

c. The committee shall elect its own chairman.

d. The committee shall nominate an eligible person for each office to be filled and report its nominees at a regularly scheduled meeting prior to March 31st, at which time additional nominations may be made from the floor of the general membership meeting when the election is held.

e. Only those individuals who are current members of this local PTA (or from a "feeder school") and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 9. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by

a majority vote of the 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:

a. preside at all meetings of this local PTA

b. serve as an ex-officio member of all committees except the nominating committee;

c. coordinate the work of the officers and committees of this local PTA in order that the purposes may be promoted; and

d. appoint a parliamentarian, if desired.

e. Along with treasurer, sign all unit contracts, post-budget and non-budgeted expense vouchers upon approval of the Executive Board;

f. be bonded and said bond be paid from the funds of the unit;

g. appoint chairmen and provide job descriptions to such chairmen to all standing and special committees and appointed officers with the ratification by the executive committee;

h. attend monthly meetings of the Area Council, Superintendent/President's Meeting, any other committees or meetings that PTA is involved with through the school. If unable to attend, a representative must be sent.

Section 2. The First Vice-President(s) shall:

a. serve as aide(s) to the President; and

b. perform the duties of the President in the President's absence or inability to serve; if more

than one Vice President they will preside in order of First Vice-President, Second Vice-President, etc.

c. If agreed at the time of the nomination, shall serve as President-Elect for the following term.

Section 3. The Second Vice-President(s) shall:

- a. serve as aide(s) to the President; and
- b. serve as the Chairman of the Membership Committee.

Section 4. The Third Vice-President(s) shall:

- a. render assistance to the President, First and Second Vice-Presidents at all times;
- b. serve as the unit Parliamentarian;
- c. be responsible to review and approve, with signature, the monthly HPE PTA reconciliation report provided by the Treasurer;
- d. be a consultant and advisor to the President, Officers, Committee Chairmen, and members on matters of parliamentary procedure;
- e. present on behalf of the audit committee, the Audit Report to the association for approval;
- f. maintain impartiality in all situations. Therefore, comments or voting on a question before the assembly cannot be expressed except in the case of a ballot vote;
- g. be acquainted with parliamentary procedure.

Section 5. The Secretary shall:

- a. record and preserve the minutes of all meetings of the Highland Park PTA;
- b. be prepared to read the records of any previous meetings;
- c. preserve all records;
- d. have a current copy of the bylaws;
- e. maintain a current membership list; and
- f. forward names and addresses of newly elected officers to the state office no later than March 31;
- g. keep an accurate record of all delegates and their alternates to Council, State, and National Conventions;
- h. distribute copies of all executive board minutes to the executive committee no later than one week prior to the next regularly scheduled meeting;
- i. conduct correspondence of the unit as directed by the President and/or executive board;
- j. notify all members of the executive committee as to the dates, and times of the executive committee meetings.

Section 6. The Treasurer shall:

- #a. submit the books for an audit annually and upon the resignation or removal of the Treasurer or any other authorized bank account signatory;
- #b. keep the record of the state and national portions of the membership dues separate from the record of the general funds of the local unit. All state and national portions are payable to the state office at the first of each month.
- #c. submit a copy of the unit's annual financial report and audit to the state PTA by December 1st of each year;
- #d. submit a copy of the required IRS tax form to the state PTA by December 1st of each year;
- e. have custody of the funds of this local PTA;
- f. maintain a full account of the funds of this local PTA;
- g. make disbursements as authorized by the President, board, or this local PTA, in accordance with the budget adopted by this local PTA;
- h. have checks signed by the Treasurer and President (if a two signature line check is

available);

- i. have vouchers signed by the committee chairman or in their absence, the President;
- j. cause to be kept a full and accurate account of receipts and disbursements in the books belonging to the Highland Park Elementary PTA;
- k. provide a financial statement at each meeting;
- l. present an annual report of the financial condition of the organization; and
- m. be responsible for preparing or having prepared IRS forms at the proper time;
- n. be bonded and said bond paid from the funds of the unit;
- o. along with the President, co-sign all association contracts, post-budget and non-budgeted expense vouchers;

Section 7. All officers shall:

- a. meet within sixty (60) days of installation of office for the purpose of appointing committee chairmen and begin planning for ensuing year;
- b. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President, the executive committee or association; and
- c. turn over to the President, without delay all records, books, and other materials pertaining to their office, and shall return to the Treasurer, without delay, all receipts and funds pertaining to their office upon the expiration of their term or in case of resignation.

ARTICLE VIII: EXECUTIVE BOARD

#Section 1. Each board member shall be a member of this local PTA. No person shall hold any elective

or appointive position in any local PTA who is not a member in good standing of such local PTA.

#Section 2. 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 3. The members of the board shall be:

- a. elected officers; and
- b. standing committee chairs, council delegates, teacher representatives, and school principal or their representative.

Section 4. The affairs of the Highland Park Elementary PTA shall be managed by the board in the intervals between local unit PTA general membership (unit) meetings. Duties of the board shall be to :

#a. select an auditor or auditing committee to audit the treasurer's accounts whose report shall be submitted to the general membership for adoption; a copy must be submitted to Missouri PTA.

- b. carry out such business as may be referred to it by the membership of the association;
- c. create standing and special committees;
- d. approve the plan of work presented by committee chairmen;
- e. present a report at the regular general membership meetings of this local PTA;
- f. prepare and submit an annual budget to this local PTA's general membership for adoption;
- g. approve payment of routine bills within the limits of the approved budget;
- h. establish standing rules, which shall be reviewed at the beginning of each fiscal year. If changes are made, approval of these rules are needed by the Executive Board.

Section 5. Regular meetings of the board shall be held the first Thursday of every month. If the meeting

must be changed, the board must be notified 3 days prior to the regularly scheduled meeting.

Section 6. Special meetings of the board may be called by the President or when requested by a

majority of members upon two (2) days' notice to each member of the board.

Section 7. At all meetings of the board, eight (8) members of the executive board shall constitute a

quorum for the transaction of business.

Section 8. . If any officer shall cease to meet the qualifications or fulfill the duties of the position, that

person may be removed by a two-thirds (2/3) vote of the executive board.

Section 9. Upon the expiration of the term of office, or when an individual ceases 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.

ARTICLE IX: COMMITTEES

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

positions.

Section 2. Standing committees are those that perform a continuing function and serve all year. Such

standing committees may be created by the board to promote and carry out the Purposes and the work

of the PTA. The standing committees of this local PTA shall be:

a. Box Tops

b. Fundraising

c. Outdoor Classroom

d. Lighthouse

e. School Party

f. Spirit Wear

g. Yearbook

h. Appreciation

i. Hospitality

j. Family Events

k. Gift Baskets

l. Grade Level Chair Coordinator

m. Economic Snacks

Section 3. Special committees are created for a special purpose and automatically cease to exist when

their work is done and the final report is received. The board may create such special committees as it

may deem necessary, for example:

a. Bingo for Books

- b. Trunk or Treat
- c. Pancakes for Parents
- d. Fitness Club
- e. Boo-Hoo Woo-Hoo Breakfast
- f. New Family Dinner
- g. MAP Snacks
- h. Carnival
- i. Walk to School Day

Section 4. The chair of committees shall be selected by the officers of the association and shall serve for a term of no less than one (1) year.

Section 5. The chair of each committee shall present a plan of work to the executive board for approval.

No committee work shall be undertaken without the consent of the board.

Section 6. The President shall be a member ex-officio of all committees except the nominating committee. The President shall be notified of all committee meetings.

ARTICLE X: GENERAL MEMBERSHIP (UNIT) MEETINGS

#Section 1. In general membership (unit) meetings the right to offer motions, make nominations, speak

in debate, and vote, shall be limited to members of this association whose dues are paid.

Section 2. Regular meetings of the general membership (unit) of the local PTA shall be held following

the Executive Board meetings – preferably on Thursdays – unless otherwise provided by this local PTA,

the board or executive committee. Three (3) days' notice shall be given to the membership of any change of date.

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

Section 4. Fifteen (15) members shall constitute a quorum for the transaction of business in any general membership meeting of this local PTA.

Section 5. The annual meeting shall be the last general membership (unit) meeting of the year, at which

time annual reports shall be received and new officers installed. The annual meeting shall be held prior to April 30th.

Section 6. At least three (3) meetings for this unit shall be held each year. In the event that it is impossible to hold a meeting on the scheduled day, the President of the unit, with the Principal of the

school, shall have the power to set the date on which the meeting shall be held. There shall be at least

three (3) days notice.

Section 7. In the case of a national emergency declared by the President of the United States, of a

State Emergency declared by the governor and/or of a State of Emergency of the local county executive or city council , the PTA Executive Committee is authorized to meet by electronic means and to have the full powers of the PTA Board of Directors to adjust budgets and cancel/postpone events. The Executive Committee may take any other emergency actions deemed helpful and necessary that they do not violate the other specific provisions of the local PTA Bylaws.

ARTICLE XI: COUNCIL MEMBERSHIP

Section 1. This local PTA shall be represented in meetings of the Lee's Summit Area Council PTA by the President, or appointed alternate.

#a. All representatives to the Council PTA must be members of this local PTA.

Section 2. This local PTA shall pay annual dues of \$100 to the Lee's Summit Area Council PTA as provided in the Area Council PTA bylaws.

ARTICLE XII: MISSOURI PTA CONVENTION

This local PTA shall be represented at the annual meeting of the Missouri PTA by the President, or appointed alternate, and by the number of delegates the unit is allowed to send.

#a. All representatives to the Missouri PTA convention must be members of this local PTA.

#b. The number of voting delegate cards this local unit is entitled to is based on membership of previous year.

c. Delegates and their alternates shall be chosen by appointment in September.

ARTICLE XIII: FISCAL YEAR

The fiscal year of the Highland Park Elementary PTA shall begin on the 1st of July and end on the following 30th of June.

#ARTICLE XIV: PARLIAMENTARY AUTHORITY

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

ARTICLE XV: AMENDMENTS

#Section 1. These bylaws may be amended at any general membership (unit) meeting of the Highland Park Elementary PTA by a two-thirds vote of those members present and voting, a quorum being present, provided that the proposed amendments have been provided to the membership at the

previous meeting or five days prior to the meeting.

Section 2. If a complete revision of the bylaws is needed, a committee may be appointed by a majority

vote at a general membership (unit) meeting of this local PTA, or by a two-thirds vote of the board of

this local PTA, to submit a revised set of bylaws as a substitute for the existing bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

#Section3. Submission of amendments or revised bylaws for approval by the state PTA shall be sent, in

duplicate, to the state office and shall become effective upon approval by the state procedures and

bylaws chairman.

#Section 4. The bylaws of local PTAs shall not conflict with any provision of the National PTA bylaws or

the Missouri PTA bylaws. The adoption by Missouri PTA of any changes in required language in the

model bylaws identified by a number symbol (#) shall serve automatically and without the requirement

of further action by the local PTA to amend correspondingly the bylaws of the local PTA.

Notwithstanding the automatic process, the local PTA shall promptly incorporate such amendments into

their respective bylaws.

December 6, 2017

Carla Wiese

Missouri PTA

HIGHLAND PARK ELEMENTARY PTA

THREE TRAILS REGION

BYLAWS COMMITTEE

Bylaws Committee: Chris Taylor, President

(Chairman)

Jackie Shelp, 1st Vice President

(Member)

(Chairman)

January Barr

Bylaws Revised (Date): Bylaws Approved by Unit (Date):