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August 10, 2010

Shellie Pike
Cleveland Elementary PTA
300 18th St NW
Cedar Rapids, Iowa 52405

Dear Shellie,

The bylaws of the Cleveland Elementary PTA have been approved.

I am enclosing a copy of your bylaws that contains the official Iowa PTA approval stamp. The official copy should be kept with the secretary's records, as verification of state approval. The other copy is on file at the Iowa PTA office. Copies of the bylaws should be distributed to all officers and committee chairpersons, and should be made available to the general membership.

Your bylaws will be due for state approval again in **2013**. To keep your bylaws up-to-date, your PTA should have a standing committee that reviews the bylaws every year to make sure they are still applicable to your unit. The committee should update the required state (#) items each year as needed. Amendments to required items, which are made at the State PTA Conventions, do not require any action by your PTA, but do need to be incorporated into your bylaws immediately. You will be notified by Iowa PTA if such changes are in order.

If you need more information or have any future questions regarding your bylaws, please contact the Iowa PTA office. Thank you so much for your cooperation in the bylaws approval process.

Sincerely,

Heidie Bates

Heidie Bates
Iowa PTA Bylaws Chair

enclosure

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Cleveland Elementary School PTA Unit Bylaws

Table of Contents

ARTICLE NAME PAGE
ARTICLE I NAME 2
ARTICLE II PURPOSES 2
ARTICLE III BASIC POLICIES 2
ARTICLE IV RELATIONSHIP WITH NATIONAL AND IOWA PTA 3
ARTICLE V MEMBERSHIP AND DUES 4
ARTICLE VI OFFICERS 4
ARTICLE VII DUTIES OF OFFICERS 4
ARTICLE VIII EXECUTIVE BOARD 5
ARTICLE X COMMITTEES 6
ARTICLE XI GENERAL MEMBERSHIP MEETINGS 6
ARTICLE XII COUNCIL MEMBERSHIP 6
ARTICLE XIII IOWA PTA CONVENTION 6
ARTICLE XIV FISCAL YEAR 6
ARTICLE XV PARLIAMENTARY AUTHORITY 7
ARTICLE XVI AMENDMENTS 7

Iowa Model Local Bylaws, Updated April 2007



Article I—Name

The name of this organization is the Cleveland Elementary School Parents and Teacher Association (PTA/PTSA), Cedar Rapids, Iowa, hereafter referred to as *this local PTA*. It is a local PTA/PTSA organized under the authority of Iowa Congress of Parents and Teachers, (the Iowa 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, and place of worship,
- b. To raise the standards of home life,
- c. To secure adequate laws for the care and protection of children and youth,
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth, and
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2. The purposes of the PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

Section 3. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as "Internal Revenue Code").

Article III—Basic Policies

The following are basic policies of this local PTA in common with those of the National PTA and the Iowa PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- g. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- h. The Iowa PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but PTA/PTSA representatives shall make no commitments without approval of the group they represent.

Article IV—Relationship with National PTA and Iowa PTA

Section 1. This local PTA shall be organized and chartered under the authority of the Iowa PTA in the area in which this local PTA functions, in conformity with such rules and regulations, as the Iowa PTA may in its bylaws prescribe. The Iowa 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. Collects and remits the portion of the dues through the Iowa PTA for the state and national portion on a monthly basis;
- c. Has bylaws approved by the Iowa PTA at least every three years;
- d. Minimum of twenty-five (25) memberships remitted to the Iowa PTA no later than March 31 of the current membership year;
- e. A one-year grace period will be allowed for a local PTA to increase membership and to come into compliance with all other criteria.

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

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. Each officer, board member, executive committee member, or committee chairperson of this local PTA shall be a member of this local PTA

Section 6. The bylaws of this local PTA shall prohibit voting by proxy.

Section 7. This 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 Iowa PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Iowa PTA.

Section 8. The charter of this PTA shall be subject to withdrawal and the status of such organization as a PTA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Iowa PTA.

Section 9. This PTA shall collect dues from its members and shall remit a portion of such dues to the Iowa PTA.

Section 10. The bylaws governing the local unit shall conform to the bylaws suggested by the Iowa PTA. Two (2) complete copies shall be sent to the Iowa PTA Office every three (3) years for approval.

Section 11. Two (2) copies of all amendments to the unit bylaws shall be sent to the Iowa PTA office for approval.

Section 12. Each local PTA shall include in its bylaws provisions corresponding to the provisions of the bylaws of the Iowa PTA as are identified by the state symbol #.

Section 13. A member of this local PTA shall not serve as a voting member of the board of managers or executive committee while serving as a paid employee of, or under contract to, this local PTA.

Section 14. This local PTA may dissolve and terminate its organization in the following manner:

- a. Upon receipt of a petition recommending dissolution of the local PTA and signed with their addresses by ten (10) members or ten percent (10%) of the membership of the local PTA, whichever is larger, and not including members of the Board of Managers, the Board of Managers of this local PTA shall submit the questions of dissolution to a vote at a special meeting of those members having voting rights. All monies shall be frozen, except for those already budgeted or approved, until the question of dissolution has been decided. If dissolution is approved, disposition of funds shall be in accordance with Article III, (f) of the Iowa PTA Bylaws.
- b. Written notice stating the question of such dissolution shall be given to each member entitled to vote as such meeting, and to the president of the Iowa PTA, at least thirty (30) days prior to the date of such meeting. The list of names and addresses of the petitioners shall be given to the state president.
- c. Only those persons who were members in good standing of the local PTA on the date of submission of the question of dissolution 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 (2/3) of the members present and entitled to vote at the special meeting, a quorum being present.

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

Section 2. Each member of this local PTA shall pay local annual dues as determined by this local PTA to said organization. The amount of such annual dues shall include the portion payable to the Iowa PTA and the portion payable to National PTA.

Section 3. Membership in PTA shall be made available, without discrimination, to anyone who believes in and supports the Mission and Purposes of the Iowa PTA, and each of its constituent organizations, in common with the National PTA.

Section 4. The membership card shall expire August 31 following the school year for which it was purchased.

Section 5. This local PTA Shall conduct an annual enrollment of members, but may admit individuals to membership at any time.

Article VI—Officers

Section 1. The officers of this PTA shall consist of up to two (2) president, up to two (2) vice presidents, a secretary, and a treasurer.

Section 2. Officers shall be elected in the month of May.

Section 3. The vote shall be conducted by ballot and a majority vote shall elect. When there is only one candidate for any office that election may be held by voice vote.

Section 4. The following provisions shall govern the eligibility of individuals to be officers of this local PTA:

- # a. Each officer shall be a member of this local PTA.
- b. No officer may be eligible to serve more than three consecutive terms in the same office.
- c. 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 5. Officers shall assume their official duties following the close of the meeting in June in which they are elected and shall serve for a term of one (1) year or until their successors are elected.

Section 6. A vacancy in any office other than president shall be filled for the remainder of the unexpired term by the Co-President or Vice President, in their designated order. In case a vacancy occurs in the office of president, the first vice president shall serve notice of the change in titles and duties of elected officers.

Section 7. There shall be a nominating committee composed of three or five members 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 2.

- a. The committee shall elect its chair.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting in May, at which time additional nominations may be made from the floor.
- c. Only those individuals who are current members of this local PTA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

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;
- d. Perform such other duties as may be provided for by these bylaws, prescribed or assigned by the local PTA
- e. (in their designated order) perform the duties of the president in the absence or inability of that officer to serve.

Section 2. The vice president(s) shall

- a. Act as aide(s) to the president;
- b. In their designated order perform the duties of the president in the president's absence or inability to serve;

Section 3. The secretary shall

- a. Record the minutes of all meetings of this local PTA;
- b. File all records;
- c. Have a current copy of the bylaws;
- d. Maintain a membership list; unless membership chair is appointed
- e. Perform such other duties as assigned.

Section 4. The treasurer shall

- a. Have custody of the funds of this local PTA;
- b. Maintain a full account of the funds of this local PTA;
- c. Make disbursements as authorized by the president, the executive board, or PTA in accordance with the budget adopted by this local PTA;
- # d. Have checks or vouchers signed by two people; (at least one of which is an active signer on the account)
- e. present a financial statement at every meeting of this local PTA and at other times when requested by the executive board.
- f. make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting).
- g. 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;
- h. Submit the books annually for an audit by an auditing committee selected by the executive board at least two weeks before the meeting at which new officers assume duties;
- i. have the accounts examined annually or upon change of an office by an auditor or an auditing committee of not fewer than three members, who, satisfied that the treasurer's annual report is correct, shall sign the statement of that fact at the end of the report.

Section 5.

- a. 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 a resignation, each office 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.
- b. A Funds Disbursement Form must be completed prior to commitment of funds over \$50.00. This does not apply to items included in the Operating Budget. After completion of the Funds Disbursement Form, approval must be obtained by a majority vote at a regular PTA meeting. After approval the funds will be released.

Article VIII—Executive Board

Section 1. The affairs of this local PTA shall be managed by the executive board in the intervals between local PTA general membership meetings.

Section 2. Each board member shall be a member of this local PTA.

Section 3. The members of the board shall be

- a. elected officers;
- b. standing committee chairs, and the principal of the school or an appointed representative designated by the principal.

Section 4. Duties of the board shall be to

- a. to carry out 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 regular meeting of the local PTA;
- e. to select an auditor or an auditing committee to audit the treasurer's accounts;
- f. to prepare and submit to this local PTA for adoption a budget for the year ;
- g. to approve routine bills within the limits of the budget.

Section 5. Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting of the year.

Section 6. Special meetings of the board may be called by the president or when requested by a majority of the members upon one days' written notice to each member of the board.

Section 7. At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of business.

Section 8. The executive board may recommend to the PTA members the removal of any officer not performing their duties as outlined in the bylaws. An affirmative vote of two-thirds (2/3) of the PTA members present and voting shall be necessary for the removal of an officer, prior notice having been given.

Article X—Committees

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

Section 2. The executive board or this local PTA may create standing committees as it may deem necessary to promote the Purpose and carry on the work of the local PTA.

Section 3. The chairperson of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without a majority vote by this local PTA or with the consent of the executive board.

Section 4. The term of office of a committee chair shall be one [year](#) or until the selection of a successor.

Section 5. The members of the committee shall decide upon the chairperson of the standing committee.

Section 6. A member of the executive board will be appointed as a point of contact or attend all committee meetings.

Article XI—General Membership Meetings

Section 1. At least seven (7) regular meetings of this local PTA shall be held during the school year. Dates of these meetings will be determined by the executive board and announced at the first regular meeting of the year. Seven [days](#)' notice shall be given to the membership of any change of date.

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

Section 3. The annual meeting shall be held in May.

Section 4. Six members shall constitute a quorum for the transaction of business in any meeting of this local PTA.

Section 5. Meetings must follow the Order of Business. If it is desired to add/omit/remove items, a 2/3 majority vote is required.

Article XII—Council Membership

This article applies only to those local PTAs holding membership in a council PTA. The following sections **must** correspond to the council PTA bylaws, and are provided as a guideline to local PTAs.

Section 1. This local PTA shall be represented in meetings of [the Cedar Rapids](#) Council PTA, hereafter referred to as *the PTA Council* by the president, or appointed alternate, and by two (2) delegate(s) or alternate(s).

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

b. Delegates and their alternates shall be chosen by election in May.

c. Delegates to the PTA Council shall serve for a term of one [year](#).

Section 2. This local PTA shall pay annual dues to the PTA Council as provided in the PTA Council bylaws.

Article XIII—Iowa PTA Convention

Section 1. Representation of this local PTA at the annual convention of the Iowa PTA is open to the president, or appointed alternate, and by one delegate for every fifteen (15) members or major fraction thereof. All representatives to the Iowa PTA convention must be members of this local PTA.

a. Delegates shall be chosen by the Executive Board in February.

Article XIV—Fiscal Year

The fiscal year of this local PTA shall begin on [August 1](#) and end on the following July 31.

Article XV—Parliamentary Authority

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

Article XVI—Amendments

Section 1. These bylaws may be amended at any regular general membership meeting of this local PTA by a two-thirds vote of those present and voting, provided the amendments have been approved by the board of managers or executive committee and notice of proposed amendments has been provided to the membership 30 days prior to the meeting.

Section 2. The executive committee or the board of managers by a majority vote may authorize the Committee on Bylaws to submit a revised set of bylaws as a substitute for the existing bylaws.

Section 3. Submission of amendments or revised bylaws for approval by the Iowa PTA shall be in accordance with the bylaws or regulations of the Iowa PTA.

Section 4. The adoption of an amendment to any provision of the bylaws of the Iowa PTA identified by a number symbol (#) shall serve automatically and without the requirement of further action by the local PTA or council to amend correspondingly the bylaws of each local PTA or council. Notwithstanding the automatic character of the amending process, the local PTAs and councils shall promptly incorporate such amendments in their respective bylaws.

These bylaws were voted on by the general membership on: May 4, 2010