



GRANT ELEMENTARY SCHOOL PTA BYLAWS

As amended September 8, 2014



UNIT BYLAWS COVER SHEET

Ohio PTA District 11 County Cuyahoga Council Lakewood

Name of PTA Grant Elementary School PTA

PTA Unit Number _____ Date Unit Organized May 2006

IRS Employer Identification Number 23-7252899

School District served by PTA Lakewood City School District

School(s) served by PTA Lakewood Elementary School

Unit/School Mailing Address 1470 Victoria Avenue
Lakewood, OH 44107

School Telephone Number (216) 529-4217

X Amendment(s) only, date unit adopted amendment(s) September 8, 2014

Replacement bylaws, date unit adopted bylaws _____

____ Bylaws reviewed, no changes necessary, date of review _____

- Select: Early Child
- Primary
- Elementary
- Intermediate
- Middle
- Junior
- Senior
- Community

Grade levels K-5

Current contact name & address Rachel Vuyancih
1517 Lincoln Avenue
Lakewood, Ohio 44107

Current contact e-mail lorz@att.net Phone (216) 269-5414

Ohio PTA approved Linda Read
Ohio PTA Director of Bylaws and Standing Rules

Ohio PTA approved date September 20, 2014

Grant Elementary School PTA
Bylaws

TABLE OF CONTENTS

ARTICLE I	NAME	2
ARTICLE II	PURPOSES	2
ARTICLE III	BASIC POLICIES.....	2
ARTICLE IV	RELATIONSHIP WITH NATIONAL AND OHIO PTA	3
ARTICLE V	MEMBERSHIP AND DUES	4
ARTICLE VI	ELECTED OFFICERS	4
ARTICLE VII	NOMINATIONS AND ELECTIONS	4
ARTICLE VIII	DUTIES OF ELECTED OFFICERS.....	5
ARTICLE IX	EXECUTIVE COMMITTEE.....	6
ARTICLE X	EXECUTIVE BOARD	7
ARTICLE XI	COMMITTEES.....	8
ARTICLE XII	GENERAL MEMBERSHIP MEETINGS	8
ARTICLE XIII	LAKWOOD COUNCIL OF PTAS MEMBERSHIP	8
ARTICLE XIV	OHIO PTA CONVENTION	8
ARTICLE XV	FISCAL YEAR	8
ARTICLE XVI	DISSOLUTION	8
ARTICLE XVII	PARLIAMENTARY AUTHORITY	9
ARTICLE XVIII	ELECTRONIC TECHNOLOGY/PROCEDURE INTEGRITY	9
ARTICLE XIX	AMENDMENTS.....	9

Article I—Name

The name of this organization is Grant Elementary School Parent and Teacher Association (PTA) of Lakewood, Ohio. It is a local PTA organized under the authority of Ohio Congress of Parents and Teachers (Ohio PTA), a branch of National Congress of Parents and Teachers (National PTA).

Article II—Purposes

Section 1. The purposes of 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”).

Section 4. In accordance with Ohio PTA, this association further defines children and youth as birth through 23 years of age.

Article III—Basic Policies

The following are basic policies of 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.
- 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 Ohio 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.

Article IV—Relationship with National PTA and Ohio PTA

Section 1. This local PTA is chartered as a constituent organization of the Ohio PTA in conformity with such rules and regulations as the Ohio PTA and National PTA may prescribe.

The Ohio PTA has issued to this local PTA an appropriate charter. The charter shall be subject to withdrawal and the status of this organization as a PTA unit shall be subject to termination in the manner and under the circumstances provided in the bylaws of the Ohio PTA.

Section 2. Individual National and Ohio PTA dues are collected from members by this local PTA and shall be submitted to the Ohio PTA monthly.

Section 3. This local PTA to be in good standing with Ohio PTA:

- a. Adheres to the purposes and basic policies of PTA,
- b. Remits the initial payment of National and Ohio PTA dues to the Ohio PTA by November 30,
- c. Reviews these bylaws every three (3) years and submits them to the Ohio PTA Director of Bylaws and Standing Rules for further approval, and
- d. Meets other criteria as may be established by the National or Ohio PTA.

Section 4. These bylaws and amendments to them must be approved by the Ohio PTA and shall not be in conflict with National PTA bylaws or Ohio PTA bylaws.

Section 5. This local PTA not in good standing by:

- a. November 30:
 1. Shall not be eligible for awards,
 2. Shall have their unit removed from the mailing list of the Ohio PTA, and
 3. Shall not be eligible to participate in the Reflections program of the Ohio PTA.
- b. March 15:
 1. Shall be considered inactive, and
 2. Shall know that Ohio PTA will notify the Internal Revenue Service (IRS) that this unit is no longer a tax-exempt organization of the Ohio PTA.

Section 6. To be reinstated to good standing this local PTA shall provide a list of officers and remit current National and Ohio PTA dues to the Ohio PTA.

Section 7. This local PTA shall keep minutes of meetings, a membership list, and accounting records sufficient to establish the items of gross income and disbursements of the organization, including dues collected from its members and the amount of dues remitted to the Ohio PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Ohio PTA.

Section 8. This local PTA if disbanding or withdrawing from the Ohio PTA shall notify its Ohio PTA District Advisor or the Ohio PTA office thirty (30) days before a disbanding vote is taken and be governed by the procedure established by the Board of Directors of the Ohio PTA.

Section 9. This local PTA, in accordance with IRS regulations, shall:

- a. File an annual financial report with the Ohio PTA office;
- b. File a Form 990 or 990 EZ with a Schedule A if gross receipts exceed \$50,000 annually or file a form 990 N if gross receipts do not exceed \$50,000 annually with the IRS; and
- c. Know that the Ohio PTA office staff has applied for a Federal Employer Identification Number (EIN) for this constituent unit.

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 Ohio PTA and is entitled to all the benefits of such membership.

Membership in this local PTA does not imply membership in any other local PTA.

Section 2. Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of PTA.

Section 3. Each member shall pay annual dues in the amount of \$5.00 to this local PTA. For each individual, these annual dues shall include Ohio PTA dues (\$1.75) and National PTA dues (\$2.25).

Section 4. Individuals are entitled to only one vote even though they may be serving in more than one position. There shall be no voting by proxy, telephonic, electronic, or absentee in any type meeting of this local PTA.

Section 5. Only current members of this local PTA may serve in any elective or appointive positions or participate in any business of this local PTA.

Section 6. Members who are under 18 years of age are prohibited under Ohio law from signing contracts that bind the members of this local PTA.

Article VI— Elected Officers

The officers of this local PTA shall be one president, one first vice-president, one second vice-president, one third-vice president, one secretary, one treasurer, one Lakewood Council of PTAs delegate, and one alternative Lakewood Council of PTAs delegate.

Article VII—Nominations and Elections

Section 1. There shall be a nominating committee composed of five (5) current members of this local PTA. The nominating committee shall be composed of either the Grant Elementary School principal or a teacher representative, one (1) member of the Executive Board, and three (3) members selected from the general membership of this local PTA. The President may not serve on this committee.

- a. The committee shall be elected by this local PTA at a regular general membership no later than the month of January.
- b. The chair shall be elected by the nominating committee.
- c. The nominating committee shall nominate one (1) eligible person for each office to be filled and report its nominees to the regular general membership in February. Additional nominations may be made from the floor at the election meeting.
- d. Only individuals who are current members of this local PTA and who have signified their consent to serve if elected shall be nominated for office.

Section 2. The following provisions govern the eligibility of individuals to be officers of this local PTA:

- a. No officer may serve more than two (2) consecutive terms in the same office. A term is one (1) year. 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.
- b. An officer must be a current member of this local PTA.
- c. All officers must have at least one child enrolled in the Lakewood City School District with Grant Elementary School as the original neighborhood school (e.g., a parent of a student placed at another school by the Lakewood City School District is eligible to serve as an officer).

Section 3. Officers shall be elected in the month of March.

Section 4. Any and all votes shall be conducted by an in-person ballot and a majority vote shall elect of current members of the Local PTA. When there is only one candidate for any office that election may be held by an in-person voice vote. No proxy, telephonic, electronic, or absentee voting shall be permitted.

Section 5. Officers shall assume their official duties on the last meeting of the school year and shall serve for a term of one (1) year or until their successors are elected.

Section 6. In case a vacancy occurs in the office of president, the first vice president shall serve notice of the election for the president to the members of the PTA. The president shall be elected by a majority vote of the remaining members of the Executive Committee.

Section 7. A vacancy occurring in any other elective position shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee, notice of such election having been given, in writing, to all the remaining members of the Executive Committee.

Article VIII—Duties of Elected 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 and Audit/Financial Review Committees;
- c. Coordinate the work of the officers and committees of this local PTA in order that the purposes may be promoted;
- d. Appoint committee chairmen except the chair of the nominating committee;
- e. Appoint an auditor or an Audit/Financial Review Committee at least one month prior to the end of the fiscal year and at any change of treasurer; and
- f. Perform duties prescribed by these bylaws, standing rules, and the parliamentary authority adopted by this local PTA.

Section 2. The vice-presidents shall:

- a. Act as aide(s) to the president;
- b. In the order listed in Article VI, perform the duties of the president in the president's absence or inability to serve;
- c. Perform duties prescribed by these bylaws, standing rules, and the parliamentary authority adopted by this local PTA; and
- d. The **first vice-president** shall also be responsible for:
 1. Programming;
 2. Coordinating the calendars for this local PTS, the Lakewood Council of PTAs, and the Lakewood City School District Board of Education;
 3. Applying for all building permits;
 4. Coordinating the physical setup of all functions of this local PTA; and
 5. Fulfilling any other duties as assigned by the President.
- e. The **second vice-president** shall also be responsible for:
 1. Obtaining a volunteer list;
 2. Organizing room parents and providing room parents with directory information for Grant Elementary School parents and students as permitted by law;
 3. Supplying teachers with volunteer information for help with special events and field trips;
 - a) Ensuring that refreshments are provided for special events including, but not limited to, the Halloween Party, Winter Party, and Valentine's Party.
 4. Fulfilling any other duties as assigned by the President.

- f. The **third vice-president** shall also be responsible for:
 - 1. Serving as the Ways and Means Chairman;
 - 2. Coordinating all money-making projects; and
 - 3. Fulfilling any other duties as assigned by the President.

Section 3. The secretary (recording and corresponding) shall:

- a. Keep a record of all meetings of this local PTA;
- b. Be custodian of the permanent file;
- c. Have a current copy of the bylaws and standing rules;
- d. Maintain a membership list;
- e. Submit to Ohio PTA the requested list of names and addresses of unit officers or chairs;
- f. Submit to Ohio PTA a record of annual volunteer hours of this local PTA;
- g. Conduct correspondence as directed by the President, Executive Committee, Executive Board, Ohio PTA, or National PTA;
- h. Maintain a file of correspondence received by the Ohio PTA or National PTA; and
- i. Perform duties prescribed by these bylaws, standing rules, and the parliamentary authority adopted by this local PTA.

Section 5. The treasurer shall:

- a. Have custody of the funds and maintain a full and accurate account of the receipts and disbursements belonging to this local PTA;
- b. Make disbursements as authorized by the President, Executive Committee, Executive Board, or membership in accordance with the budget adopted yearly by this local PTA;
- c. Have checks signed by two officers, who are not immediate family members, the treasurer and one other officer;
- d. Provide a financial statement at each meeting;
- e. Submit to the Ohio PTA an annual report of the financial condition of the organization;
- f. Submit the books annually or upon change of officer for an audit/financial review;
- g. Have this local PTA bonded for a sum equivalent to the average gross receipts of this association during a year;
- h. Submit the Ohio PTA and National PTA portion of the dues to Ohio PTA monthly with the first payment no later than November 30;
- i. Perform duties prescribed by these bylaws, standing rules, and the parliamentary authority adopted by this local PTA;
- j. File a 990 form annually with the IRS; and
- k. Have this unit maintain appropriate liability insurance.

Section 6. The Lakewood Council of PTAs council delegate and the alternate Lakewood Council of PTAs delegate shall:

- a. Attend the meetings of the Lakewood Council of PTAs and report to this local PTA,
- b. Be a member of the Lakewood Council of PTAs voting body representing this local PTA, and
- c. Perform duties prescribed by these bylaws, standing rules, and the parliamentary authority adopted by this local PTA.

Article IX—Executive Committee

Section 1. There shall be an Executive Committee of this PTA, the members of which shall be all **elected** officers. The Grant Elementary School principal shall be a non-voting member of the Executive Committee.

Section 2. Special meetings of the Executive Committee may be called by the president or upon written request of two (2) members with three (3) days' notice to each member of the Executive Committee. No other business than that which is stated in the call shall be transacted at this meeting.

Section 3. A majority of the Executive Committee shall constitute a quorum for the transaction of business.

Section 4. Duties of the Executive Committee shall be to:

- a. Transact business referred to it by the Board;
- b. Assist the president as requested; and
- c. Make a report at each Board meeting.

Section 5. The Executive Committee shall take no action in conflict with any action taken by the Board.

Article X—Executive Board

Section 1. The members of the Executive Board shall be:

- a. Elected officers;
- b. Chairs of standing committees;
- c. The Grant Elementary School principal; and
- d. A Grant Elementary School teacher representative.

Section 2. Duties of the Executive Board shall be to:

- a. Transact necessary business in the intervals between regular association meetings and such other business as may be referred to it by the association;
- b. Create special committees as it may deem necessary to promote the purposes of the PTA and carry out the work of this local PTA;
- c. Approve the plans of work of the standing committees;
- d. Report at the regular meetings of the association;
- e. Ensure a budget is prepared and submitted to the general association for approval for the fiscal year; and
- f. Fill vacancies in elective positions except for president.

Section 3. Regular meetings of the Executive Board shall be held with the date and time to be fixed by the Executive Board at its first meeting of the year.

Section 4. Special meetings of the Executive Board may be called by the president or when requested by three (3) members upon three (3) days' notice to each member of the Board. No other business than that which is stated in the call shall be transacted at this meeting.

Section 5. At all meetings of the Executive Board, one half (1/2) of members of the Executive Board shall constitute a quorum for the transaction of business.

Section 6. Upon the expiration of the term of office or when an individual ceases to hold an Executive Board position, that individual shall be relieved of all duties and responsibilities. All records, books, and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer and president within fourteen (14) calendar days after leaving the Executive Board position.

Section 7. If any member of the Executive Board shall at any time ceases to meet the qualifications or fulfill the duties of the position, that person may be removed from the Board by resolution adopted by 2/3 vote of the Executive Board.

Article XI—Committees

Section 1. The standing committees of this local PTA shall be:

- a. Audit/Financial Review;
- b. Membership;
- c. Reflections;
- d. Volunteer/Parent/Teacher Involvement;
- e. Newsletter;
- f. Social Media (e.g., local PTA website, Lakewood City School District website, Grant Elementary School website, *The Lakewood Observer*, Facebook, Twitter, Instagram, et al.);
- g. Social/Hospitality; and
- h. Bylaws.

Section 2. The Executive Board may create such special committees, as it may deem necessary to promote the purposes of the PTA and carry out the work of this local PTA.

Section 3. The term of office of a standing committee chair shall be one year or until the selection of a successor.

Section 4. The chair of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

Section 5. An Audit/Financial Review Committee appointed by the president shall consist of at least three (3) members without check signing privileges. The duties of this committee are to review the treasurer's accounts and sign an audit/financial review report.

Article XII—General Membership Meetings

Section 1. Regular meetings of this local PTA shall be held set by the Executive Board and communicated to the members. 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 Executive Board, two (2) days' notice having been given. No other business than that which is stated in the call shall be transacted at this meeting.

Section 3. Three (3) members, two (2) of whom are officers, shall constitute a quorum for the transaction of business in any meeting of this local PTA.

Article XIII—Lakewood Council of PTAs Membership

This local PTA shall be a member of the Lakewood Council of PTAs and be represented in meetings of the Lakewood Council of PTAs by the president, the Grant Elementary School principal, the elected Lakewood Council of PTAs delegate, and the elected alternate Lakewood Council of PTAs delegates.

Article XIV—Ohio PTA Convention

Members of this local PTA, if in good standing, may attend the Ohio PTA Convention.

Article XV—Fiscal Year

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

Article XVI—Dissolution

Section 1. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets will be distributed to the Ohio PTA, a non-profit organization, which is tax-exempt and meets the requirements of regulations under Section 501(c)(3) of the Internal Revenue Code.

Section 2. The procedure for dissolution is as follows:

- a. When a motion to disband is presented and seconded, at a regularly scheduled general membership meeting, it must be deferred for vote until the next regularly scheduled general membership meeting. All members must be notified by first class mail, along with the Ohio PTA District Advisor or the Ohio PTA office at least thirty (30) days prior to the meeting at which the vote will be taken on the motion to disband.
- b. At the next regularly scheduled general membership meeting the motion to disband is opened for discussion. A two-thirds (2/3) vote of members present and voting is required for the motion to be adopted.
- c. If the motion to disband passes, the IRS shall be notified by Ohio PTA that this local PTA is no longer a tax-exempt organization of the Ohio PTA and the books, records, and charter of this local PTA shall be returned to the Ohio PTA office by registered mail or given to the Ohio PTA Board of Directors representative.

Article XVII—Parliamentary Authority

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

Article XVIII — Electronic Technology/Procedure Integrity

Section 1. The local PTA will not place policy procedures, such as the Ohio PTA Bylaws, the local PTA bylaws, and standing rules on computer networks that may be tampered altered without approval of the Executive Board.

Section 2. The local PTA will make every effort to ensure the website information is free from outside tampering so as to protect the integrity of the information and will alert users when breaches of security are identified.

Section 3. Use of the National PTA and Ohio PTA trade name and seal on a website is prohibited without written permission from the Ohio PTA.

Section 4. The local PTA will make every effort to ensure web pages are accurate, but assumes no liability for errors or omissions.

Article XVIII—Amendments

Section 1. These bylaws may be amended at any regular general meeting of this local PTA by a two-thirds (2/3) vote of those present and voting. Notice of proposed amendments must have been provided to the membership fourteen (14) days prior to the meeting.

Section 2. This local PTA may appoint a committee 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 a two-thirds (2/3) vote of the Executive Board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 3. All revisions and amendments by this local PTA to these bylaws shall be submitted to the Ohio PTA Director of Bylaws and Standing Rules for approval.

Section 4. The adoption of an amendment to any provision of these bylaws by Ohio PTA shall serve automatically and without the requirement of any further action by this local PTA to amend correspondingly these bylaws. This local PTA shall promptly incorporate such amendments into these bylaws.