



# **Winton Woods Community** **PTA**

## **BYLAWS**

February 2013

Unit bylaws are to be reviewed least every three years to guarantee correlation with current practice of your PTA and maintain consistency with Ohio and National PTA Bylaws.

# UNIT BYLAWS COVER SHEET

Ohio PTA District 6 County Hamilton Council NA

Name of PTA/PTSA Winton Woods Community PTA

PTA Unit Number \_\_\_\_\_ Date unit Organized June 2007

IRS Employer Identification Number 61-1540406

School District served by PTA Winton Woods City Schools

School(s) served by PTA Winton Woods High School, Winton Woods Middle School, Winton Woods Intermediate School, Winton Woods Elementary School, Winton Woods Primary North, Winton Woods Primary South

School Telephone Number (513) 619-2420 (WWHS)

\_\_\_\_ Amendment(s) only, date unit adopted amendment(s) \_\_\_\_\_

\_\_\_\_ Replacement bylaws, date unit adopted bylaws \_\_\_\_\_

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

Grade levels PreK-12

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Director of Bylaws & Standing Rules

Ohio PTA approved date September 4, 2013

**Winton Woods Community PTA**

**Bylaws**

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**\*Article I—Name**

The name of this organization is the Winton Woods Community Parent and Teacher Association (WWCPTA) of Forest Park, Greenhills, and Springfield Township, 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). This PTA serves the following schools: Winton Woods Primary South, Winton Woods Primary North, Winton Woods Elementary, Winton Woods Intermediate, Winton Woods Middle, and Winton Woods High Schools in Winton Woods School District.

**\*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.
  - 3. Shall not be eligible to participate in the Reflections program of the Ohio PTA.
- b. March 15:
  - 1. Shall be considered inactive.
  - 2. Shall know that the Internal Revenue Service (IRS) will be notified by Ohio PTA 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/PTSA.

**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 in any type meeting of this PTA.

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

### **\*Article VI—Officers**

The officers of this local PTA shall be one president, one first vice-president, one treasurer, six building vice-presidents, one recording secretary, and one corresponding secretary.

### **Article VII—Nominations and Elections**

**Section 1.** There shall be a nominating committee composed of 3 current members of this PTA. The President may not serve on this committee.

- a. The committee shall be elected by this local PTA at a regular general membership meeting at least two months prior to the election of officers.
- 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 April. Additional nominations may be made from the floor at the election meeting.
- d. Only individuals who are current members of this 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 PTA:

- a. No officer may serve more than 2 consecutive terms in the same office. A term is 2 years. 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 PTA.
- c. If you are interested in running from the floor, please note that a copy of the qualifications of any nominee from the floor must be presented to the president and nominating chair thirty (30) days prior to the posted elections.

**Section 3.** Officers shall be elected in the month of May.

**Section 4.** 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. A majority means at least one more than 50% of the eligible number of votes.

**Section 5.** Officers shall assume their official duties on July 1 and shall serve for a term of 2 years 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 majority.

**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 Board, notice of such election having been given.

## **Article VIII—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 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 a financial review committee of at least one (excluding the current treasurer) at least one month prior to the end of the fiscal year and at any change of treasurer;
- f. Submit to Ohio PTA the requested list of names and addresses of unit officers or chairs;
- g. Submit to Ohio PTA a record of annual volunteer hours of this PTA; and
- \*h. Perform duties prescribed by these bylaws, standing rules, and the parliamentary authority adopted by this PTA.

**Section 2.** The first vice president shall:

- a. Act as aide to the president;
- b. Perform the duties of the president in the president's absence or inability to serve; and
- \*c. Perform duties prescribed by these bylaws, standing rules, and the parliamentary authority adopted by this PTA.

**Section 3.** The recording secretary shall:

- a. Keep a record of all meetings of the association, Board, and Executive Committee;
- b. Be custodian of the permanent file;
- c. Have a current copy of the bylaws and standing rules;
- d. Maintain a membership list; and
- \*e. Perform duties prescribed by these bylaws, standing rules, and the parliamentary authority adopted by this PTA.

**Section 4.** The corresponding secretary shall:

- a. Conduct correspondence as directed by the president, Board, or association;
- b. Maintain a file of correspondence received by the association;
- c. Be custodian of WWCPTA's e-mail contact list;
- d. Only use the WWCPTA's e-mail list for approved WWCPTA purposes while always maintaining the privacy of the general membership; and
- \*e. Perform duties prescribed by these bylaws, standing rules, and the parliamentary authority adopted by this 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, 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 to an audit/financial review.
- \*g. Have this 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 PTA; and
- j. Be responsible for filing correct IRS forms and documentations; and
- k. Report the findings of the annual financial review to the Executive Board;
- l. Have this unit maintain appropriate liability insurance.



**Section 6.** The building vice-presidents shall:

- a. Act as aides to the President;
- b. Be the WWCPTA representatives at the assigned schools (Winton Woods Primary South, Winton Woods Primary North, Winton Woods Elementary, Winton Woods Intermediate, Winton Woods Middle School, or Winton Woods High School);
- c. Responsibilities include, but are not limited to, organizing parent volunteers at their assigned building and working cooperatively with their building principal to plan and ensure the execution of PTA programs and events at that building;
- d. Perform duties prescribed by these bylaws, standing rules, and the parliamentary authority adopted by this PTA/PTSA.

### **Article IX—Executive Committee**

**Section 1.** There shall be an Executive Committee of this PTA, the members of which shall be the President, First Vice President, Treasurer, and Recording Secretary.

**Section 2.** Special meetings of the Executive Committee may be called by the president or upon written request of 2 members with 2 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 Executive Board;
- b. Make a report at each Executive Board meeting.

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

### **Article X—Executive Board**

**Section 1.** The members of the Executive Board shall be all elected officers.

**Section 2.** Duties of the 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 PTA and carry on 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 2 members upon 3 days e-mail or written notice to each member of the Executive 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, a number of Executive Board members equal to at least half of the total number of Executive Board members 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 a 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 within 14 days after leaving the Executive Board position.

**Section 7.** 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 Executive Board by resolution adopted by 2/3 vote of the Executive Board.

### **Article XI Committees**

**Section 1.** The standing committees of this local PTA/PTSA shall be: Membership, Reflections, and After-School Enrichment Clubs.

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

**Section 3.** The term of office of a standing committee chair shall be 2 years 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.** Financial Review Committee: A Financial Review Committee appointed by the President shall consist of at least one member without check signing privileges. The duties of this committee are to review the treasurer's accounts and sign a financial review report.

### **Article XII—General Membership Meetings**

**\*Section 1.** Regular meetings of this local PTA shall be held once a month. Seven days notice shall be given to the membership of any meeting date or 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, 3 days notice having been given. No other business than that which is stated in the call shall be transacted at this meeting.

**\*Section 3.** Ten members, 5 of whom are officers, shall constitute a quorum for the transaction of business in any meeting of this local PTA.

### **\*Article XIII—Ohio PTA Convention**

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

### **\*Article XIV—Fiscal Year**

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

### **\*Article XV—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 shall 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, 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 PTA shall be returned to the Ohio PTA office by registered mail or given to the Ohio PTA Board of Directors representative.

#### **\*Article XVI—Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised, Eleventh Edition* shall govern this 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 XVII—Amendments**

**Section 1.** These bylaws may be amended at any regular general meeting of this PTA by a two-thirds (2/3) vote of those present and voting. Notice of proposed amendments must have been provided to the membership 7 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 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 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 PTA to amend correspondingly these bylaws. This PTA shall promptly incorporate such amendments into these bylaws.