

BYLAWS FOR LOCAL PTA/PTSA UNITS

007378

National PTA
Identification Number

1432

California State PTA
Identification Number

SUNDANCE ELEMENTARY PTA

Name of Association

PALOMAR COUNCIL

Council PTA

NINTH DISTRICT (9th)

District PTA

8944 TWIN TRAILS DRIVE

Address of School - Street

SAN DIEGO, 92129

City - Zip Code

K-5

Grades in School

OCTOBER 16, 1979

Organization Date of This Association

REVISED JUNE 2007

California State

PTA

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BYLAWS

for PARENT-TEACHER ASSOCIATIONS and PARENT-TEACHER-STUDENT ASSOCIATIONS

These bylaws outline the essential structure and specific regulations to govern parent-teacher associations and/or parent-teacher-student associations in the state of California. They may be modified to meet the needs of the association.

Refer to page *i* for procedures to follow for a bylaws review and to pages *ii-iii* for instructions for completing the standard bylaws.

MISSION STATEMENT OF THE CALIFORNIA STATE PTA

*The mission of the California State PTA is to
represent our members and
to empower and support them
with skills in advocacy, leadership, and communication
to positively impact the lives of all children and families.*

Adopted March 2006

CALIFORNIA STATE PTA

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PROCEDURES FOR BYLAWS REVIEW

Standard bylaws are updated and reprinted at least once a year. The cover sheet color changes at least once during every two-year term. Current bylaws are available for purchase from the **List of PTA Materials** found in the **California State PTA Toolkit**. Many council and district PTAs also maintain a supply of bylaws for purchase. *See Article XVI – Amendments on pp. 22-23 for bylaws amendment requirements.*

REVIEW PROCESS

- The president appoints a bylaws review committee (3-5 people) chaired by the parliamentarian.
- Using the “Instructions for Completing the Standard Bylaws” (page ii) the committee reviews the bylaws to see if any changes are necessary and then completes a set of the most current edition of **Bylaws for Local PTA/PTSA Units**.
- The parliamentarian consults with the council or district PTA parliamentarian regarding how to complete a section or make a desired change.
- The committee prepares a detailed list of proposed amendments.
- The committee presents to the executive board the recommendation that no changes be made or the list of proposed amendments to be forwarded to the California State PTA parliamentarian for approval. An update to the most current version of the bylaws with no changes still requires that the bylaws be forwarded to the California State PTA parliamentarian for review and signature.
- The executive board votes and the outcome is recorded in the minutes.
- The parliamentarian keeps one copy of the bylaws for reference.
- The parliamentarian submits the detailed list of proposed amendments (if any) along with one **original set** and ~~four (4)~~ ^{one (1)} copies of the bylaws and standing rules through council and district PTA channels to the California State PTA parliamentarian. Out-of-council associations submit directly to the district PTA. [NOTE: Please verify with the district PTA how many copies to send.]

WHEN BYLAWS ARE RETURNED:

- The California State PTA parliamentarian returns signed bylaws and standing rules to the association through district and council PTA channels.
- Upon receipt of the state-approved bylaws and standing rules, an association meeting is scheduled to adopt the amendments to the bylaws. Members must be notified of the meeting at least thirty (30) days in advance and a list of the proposed amendments must be included with the notice.
- A two-thirds (2/3) vote at an association meeting is required to adopt the amendments.
- After* the association adopts the amendments, the secretary signs and dates the master set of the bylaws, which is kept by the secretary. Other copies are signed by the secretary and kept by the president and parliamentarian.
- Additional copies of the bylaws and standing rules are made for the procedure books of each member of the executive board, including the principal. A copy of these bylaws shall be made available to any member of the association upon request.

UNSIGNED BYLAWS

If the bylaws and standing rules are returned by the California State PTA parliamentarian unsigned, the PTA must make the required changes and resubmit the bylaws and standing rules through channels.

INSTRUCTIONS FOR COMPLETING THE STANDARD BYLAWS

The current standard bylaws **MUST** be used when submitting bylaws for approval. The California State PTA prints the date on the front cover and at the bottom of each page. **USING OUTDATED STANDARD BYLAWS MAY BE CAUSE FOR THE BYLAWS TO BE RETURNED UNSIGNED.**

Bylaws and standing rules may be modified to meet the needs of the association, but because they are a legal document, additions and/or changes must be written legibly in blue or black ink or typed. Bylaws completed in pencil, black marker or any other ink color will not be accepted. **RETYPED OR COMPUTER PRINTOUTS OF BYLAWS WILL NOT BE ACCEPTED.** The standard bylaws may be photocopied using a double-sided format. All blanks must be completed.

1. **DO NOT ALTER, CHANGE, OR ADD TO ANY ARTICLES OR SECTIONS WITH STARS.** Authority for the articles and sections marked with stars are from the California State PTA bylaws (***) or are required by the Corporation Code of the State of California (**) and shall be included in all unit bylaws.
2. Several sections refer to information in the **California State PTA Toolkit** and **MAY NOT BE ALTERED.** They are policies or procedures of the California State PTA. See Article XII, Section 3.
3. Words in *italics* indicate certain optional provisions and **SHOULD BE LINED OUT** when not applicable.
4. To line out, neatly draw a single straight horizontal line through each word and/or sentence which does not apply. Do not use a slash or an X to strike. Do not use white-out or a wide-tipped marker.
5. Words in brackets [] are for information or directions only. Line out words following or beneath a blank which give directions, e.g., _____ [month].
6. Use the association's full legal PTA or PTSA name (which is on the charter) on the cover: *Selena Sloan Butler PTA* not *Butler PTA*; or *Phoebe Apperson Hearst High School PTSA*, not *Hearst High PTSA*.
7. Spell out all words; do not use abbreviations, e.g., Sept - September; 2nd - second; VP - vice president. Use the long form for dates - February 7, 2006.
8. Write numbers as words and place figures in parenthesis, e.g., one (1); twenty (20), five dollars (\$5.00); twenty-five cents (\$0.25). Do not duplicate words already included in the printed text.
9. The following articles and sections require special attention:
 - Article I (p. 1) - If out-of-council, line out "of the" and insert "out of" in blank.
 - Article IV, Section 4 (p. 3) - Line out unused blanks. Consult with council/district parliamentarian regarding student and/or family memberships.
 - Article V, Section 3g (p. 5) and Section 7 (p. 6) must state a specific month; Section 8 must state an exact date.
 - Article V, Section 3g (p. 5) must agree with Article V, Section 7 (p. 6) and Article VII, Section 1 and 2 (p. 13). Set the election month early enough to allow the president-elect to attend the California State PTA Convention held in late April/early May (Article V, Section 9) and meet the council/district deadline for directory data (Article VI, Section 1e).
 - Article VI, Section 2 (p. 8) - Use this section for an executive vice president or a vice president if there is no executive vice president and only one vice president.

- Article VI, Section 4 (p. 8) and Section 5 (p. 9) – If there is only one secretary, line out corresponding secretary and combine these sections and renumber subsequent sections.
- Along with the president, the Article VI, Sections 6b (p. 9), 6l (p. 10), and 6m (p. 10) – If out of council, line out ONLY the last sentence, substituting the italicized sentence that follows.
- Article VI, Section 8b (p. 11) – The mid-year audit should be completed approximately halfway through the term of office. The year-end audit must be completed immediately following the end of the term of office (For example, if the term ends June 30, the year-end audit must be completed in July. The mid-year audit would be completed in December or January.) A third audit is required at the end of the fiscal year if the term of office is different from the fiscal year.
- Article VI, Section 8d (p. 11) must agree with association meeting months in Article VII, Section 1 (p. 13).
- Article VII, Section 1 (p. 13) – Set the first meeting of the school year early enough to assure that the PTA program and budget is approved by the association *prior to* beginning PTA programs or expending PTA funds (Article VII, Section 3).
- Article VII, Section 2 (p. 13) must agree with Article V, Section 3g (p. 5) and Section 7 (p. 6) and Article VII, Section 1 (p. 13). Set the election month early enough to allow the president-elect to attend the California State PTA Convention held in late April/early May (Article V, Section 9, p. 6) and meet the council/district deadline for directory data (Article VI, Section 1e, p. 7).
- Article VII, Section 5b (p. 14) – The voting power of the association is equal to all members as stated in Article VII, Section 6. The quorum must assure general member participation beyond that of the executive board. The minimum quorum for an association meeting is the number of officers plus four (4) or eleven (11), whichever is higher. Officers are listed in Article V, Section 2.
- Article VIII, Section 1 (p. 14) – Standing committees are those committees that function all year, e.g. hospitality, membership, program, ways and means, fundraising, etc. Standing committees are listed in Standing Rule #9.
- Article VIII, Section 2c (p. 14) – Guidelines for the expenditure of unbudgeted funds is as follows (**California State PTA Toolkit 5.2.4**):
 - Eight or more association meetings per year – up to \$500.00
 - Five to seven association meetings per year – up to \$750.00
 - Four or less association meetings per year – up to \$1000.00
- Article VIII, Section 7b (p. 16) – The quorum for an executive board meeting is based on the number of executive board members, including the principal and teacher representative (majority = $1/2 + 1$ to the next whole number).
- Article X (p. 18) – Consult with council parliamentarian to verify agreement with council bylaws.
- Article XIII (p. 21) – Attach copy of articles of incorporation, if an incorporated association.
- Standing Rules (p. 24 and following) must be attached and may not conflict with or supersede bylaws. Do not restate bylaws sections in the standing rules.

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BYLAWS FOR LOCAL PTA/PTSA UNITS

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BYLAWS

ARTICLE I - NAME

The name of this association is SUNDANCE ELEMENTARY Parent-Teacher-Student Association, hereinafter referred to as the "association", located in the city of SAN DIEGO, a local association of the PALOMAR Council, NINTH (9th) District of the California Congress of Parents, Teachers, and Students, Inc. (California State PTA), a branch of the National Congress of Parents and Teachers (National PTA).

***ARTICLE II - PURPOSES

SECTION 1.

The purposes of this association, in common with the purposes of the National PTA and the California State 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.
- 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 this association are promoted in cooperation with the National PTA and the California State PTA through an advocacy and educational program directed toward parents and 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.

This association 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 National PTA, the California State PTA and this association:

- 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 the 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 organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purposes of the organization;
- i. The organization shall not enter into membership with other organizations except such international, national or state organizations as may be approved by the California State PTA. The California State PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA/PTSA representative shall make no commitments that bind the group he represents.

ARTICLE IV – MEMBERSHIP AND DUES

***SECTION 1.

Every individual who is a member of this association is, by virtue of that fact, a member of the National PTA and of the California State PTA by which this local association is chartered, and is entitled to all benefits of such membership.

***SECTION 2.

Membership in this association shall be made available by such local association, without regard to race, color, creed or national origin, under such rules and regulations not in conflict with the provisions, the Bylaws of the National PTA or the Bylaws of the California State PTA, as may be prescribed in the bylaws of this local association, to any individual who subscribes to the purposes and basic policies of the National PTA.

***SECTION 3.

The association shall conduct an annual enrollment of members but may admit persons to membership at any time.

SECTION 4.

Each member of the association shall pay annual dues of TEN DOLLARS dollars and NO cents (\$ 10.00) per member (also means per capita) to the association.

***a. Such annual dues shall include the portion of one dollar and seventy-five cents (\$1.75) per member payable to the National PTA.

***b. Such annual dues shall include the portion of one dollar and twenty-five cents (\$1.25) per member payable to the California State PTA.

c. Such annual dues shall include the portion of ONE dollars and NO cents (\$ 1.00) per member payable to NINTH (9th) District.

d. Such annual dues shall include the portion of NO dollars and SIXTY cents (\$ 0.60) per member payable to PALOMAR Council.

~~e. Each association shall forward to the council per capita dues of _____ dollars and _____ cents (\$ _____) annually.~~

~~[Out-of-council associations should substitute the following.]~~

~~e. Each out-of-council association shall forward to the district per capita dues of _____ dollars and _____ cents (\$ _____) annually.~~

f. The remainder shall constitute the local portion of each member's dues and shall remain in this association.

