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Date: 8/12/14
To: President or Bylaws Chair at Lamping PTA
From: Nevada PTA Bylaws Committee
Subject: **APPROVAL OF BYLAWS**

x Your bylaws have been reviewed and approved by the Nevada PTA Bylaws Committee. All of the articles or sections with the number symbol (#) are in compliance with the language required by the National PTA and the Nevada PTA. It will not be necessary to resubmit your bylaws for review again until **10/2017**

 Your bylaws have been reviewed **with corrections noted** by the Nevada PTA Bylaws Committee. The corrections are on number symbol (#) items that must be verbatim with the language required by National PTA or Nevada PTA. Please see the enclosed "Sample Local PTA Bylaws" for correct wording. **Please send one copy of your corrected bylaws to the state office.**

Corrections:

 Your bylaws have been reviewed **with recommendations noted**, by the Nevada PTA Bylaws Committee. If you wish to follow the recommendations listed below, you must follow the procedures outlined in your own bylaws for amendments. **If amended, send one copy of your amended bylaws to the state office.** It will not be necessary to resubmit your bylaws for review again until (*month/year*).

Recommendations:

 Your bylaws have been rejected. Please use the most current sample bylaws template to revise and resubmit.

Comments:

Your bylaws were not on the most up to date template so I added the sections that were updated by Nevada PTA. Please take notice of sections regarding President and Treasurer responsibilities and Relationship with Nevada PTA section 9.

Kimberley Leverett
Chair, Bylaws Committee
Nevada PTA

Approved by the local unit 8/2014
 Approved by Nevada PTA 8/2014
 Next Date of Review 10/2017

Bylaws of the
 Frank Lamping Parent Teacher Association
 2551 Summit Grove Drive
 Henderson, Nevada 89052

Article I—Name

The name of this association is the Frank Lamping Parent Teacher Association (PTA), Henderson, Nevada. It is a local PTA/PTSA organized under the authority of the Nevada Congress of Parents and Teachers, 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 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 referred to as "Internal Revenue Code").

#Article III—Basic Policies

The following are basic policies of the Frank Lamping PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association 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 association 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 association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the association 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 association 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 association, after paying or adequately providing for the debts and obligations of the association 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 association 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 Nevada PTA

#Section 1. This local PTA shall be organized and chartered under the authority of the Nevada PTA in the area in which this local PTA functions, in conformity with such rules and regulations, as the Nevada PTA may in its bylaws prescribe. The Nevada 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. Remits the national portion of the dues through the state PTA to reach the national office by dates designated by National PTA;
- c. Has bylaws approved according to the procedures of its state; and
- d. Meets other criteria as may be prescribed by the individual state PTA.

#Section 2. The Nevada PTA shall determine criteria for establishing constituent associations and setting standards for continuing affiliation with the Nevada PTA and National PTA.

#Section 3. There shall be no proxy voting by any constituent association of the Nevada PTA.

#Section 4. The purposes and basic policies of the Nevada PTA shall in every case also be the purposes and basic policies of each constituent association.

#Section 5. Each constituent association shall adopt bylaws for the government of the association. Such bylaws shall not be in conflict with National PTA or Nevada PTA Bylaws. Such bylaws shall include an article on amendments and shall include a provision establishing a quorum.

#Section 6. Each constituent association shall include in its bylaws provisions that correspond to Nevada PTA's bylaws. These provisions, identified by the number symbol (#), shall remain verbatim.

Section 7. Each officer or board member of this local PTA shall be a member of this local PTA.

Section 8. This local 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 Nevada PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Nevada PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

Section 9. A local PTA considering dissolving its relationship with Nevada PTA (and thereby National PTA) shall follow the procedures for dissolution as adopted by Nevada PTA Board of Managers. These procedures include but are not limited to:

- a. a special called meeting of the membership must be with thirty (30) days notice;
 - b. A two-thirds (2/3) vote of the membership present, a quorum having been established; and
- Notification of the state office at least forty-five (45) days in advance of such meeting

Article V—Members 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 Nevada PTA by which this local PTA is chartered, and is entitled to all the benefits of such membership.

#Section 2. Membership in 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.

#Section 4. Each member of a local PTA shall pay annual dues as may be determined by the association. The amount of the dues shall include the portion payable to the state PTA as determined by the state at its annual convention as recommended by the Board of Managers and approved by a two-thirds (2/3) majority of

the voting body, and the portion payable to National PTA as recommended by the Board of Managers and approved by a two-thirds (2/3) majority of the voting body at the National PTA Annual Convention.

Section 5. The National PTA portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per annum. The Nevada PTA portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per annum. The state and national portions of the dues paid by each member of this local PTA shall be set aside by this local PTA and remitted to the Nevada PTA through such channels and at such times as the state PTA bylaws may provide. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

Section 6. Each member of this local PTA shall pay annual dues of \$5.00.

#Section 7. An honorary life membership shall not carry the right to vote or hold office in the Nevada PTA, council PTA or local PTA.

Article VI—Officers

Section 1. The officers of this local PTA shall be a president, a vice president, 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 the Frank Lamping PTA:

- a. Each officer shall be a member of this local PTA.
- b. No officer may be eligible to serve more than two 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 last meeting of the school year and shall serve for a term of one year or until their successors are elected.

Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the un-expired term by the vice president. If there is a vacancy in any office other than president, the board will appoint a replacement for the remainder of the term.

Section 7. There shall be a nominating committee composed of an odd number, no less than three (3) members who shall be elected by this local PTA at a regular general membership meeting at least two months 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 April. All nominees running from the floor shall notify the current president or acting chair at least 14 days in advance of the election.
- 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 by the parliamentary authority, or directed by the board of directors or executive committee.
- e. Notify the candidates of an opponent's intention to run for office.
- f. Attend mandatory training provided by the Nevada PTA no later than September 30th or Presidents elected after September 30th must be trained within 30 days.

Section 2. The 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;
- c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors or the executive committee.

Section 3. The secretary shall

- a. Record the minutes of all meetings of the Frank Lamping PTA;
- b. Be prepared to read the records of any previous meetings;
- c. File all records;
- d. Have a current copy of the bylaws;
- e. Maintain a membership list;
- f. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors or the executive committee;
- g. Dispose of ballots.

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. Attend mandatory training provided by the Nevada PTA no later than September 30th or Treasurers elected after September 30th must be trained within 30 days.
- d. Make disbursements as authorized by the president, board of directors, or this local PTA in accordance with the budget adopted by this local PTA;
- e. Send membership dues and dues remittance forms to Nevada PTA on a monthly basis with the first submission due no later than September 30th.
- f. Have checks or vouchers signed by two signers; Individuals authorized to sign checks shall not be related to each other by marriage or any other relationship.
- g. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Lamping PTA;
- h. Provide a written financial statement to the board of managers at each meeting;
- i. Present an annual report of the financial condition of the association;
- j. Submit the books annually for an audit by an auditing committee selected by the board of managers at least one month before the meeting at which new officers assume duties. Submit audit findings to Nevada PTA no later than September 30th.
- k. Submit a copy of the PTAs approved annual budget to Nevada PTA no later than September 30th.
- l. Report the findings of the annual audit to the board of managers.
- m. Prepare and file such forms as may be required by the IRS or other tax agencies; provide a copy of filings to the Nevada PTA state office no later than November 30th.
- n. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the board of managers.
- o. Never sign a blank check;
- p. Pay all bills by check – never by cash;
- q. Never deposit funds of this PTA in a personal account or a school account;
- r. Do not sign checks for this PTA after the books are closed for audit;
- s. Ensure that no banking debit cards are issued or used for the PTA banking accounts
- t. Ensure monthly bank statements are reviewed and signed each month by two individuals that does not have authorization to sign checks.

#Article VIII: The PTA Audit

Section 1. An audit is a financial review that involves following financial transactions through records to be sure that receipts have been properly accounted for and expenditures made as authorized in the minutes and in conformity with PTA/PTSA bylaws and budget limitations.

Section 2. The purpose of an audit is:

- a. to certify the accuracy of the books and records of the financial officer;

b. to assure the membership that PTA/PTSA resources/funds are being managed in accordance with the Nevada PTA financial policies and procedures.

Section 3. An annual audit shall take place at the end of the school year or upon the resignation of the treasurer, before the new officer assumes his or her duties, and at any other time deemed necessary. The audit should be completed as quickly as possible.

Section 4. An auditor or auditing committee of no fewer than three (3) members shall be selected by the board of manager/directors no later than two weeks prior to the end of the school year. An auditor or auditing committee member shall not be related to any signees on the checking account by marriage or any other relationship.

Section 5. The annual audit report shall be given to this PTA/PTSA no later than the first general membership meeting of the school year.

Section 6. The annual audit report must be signed, dated and included in the minutes of the secretary.

Section 7. The outgoing officers cannot sign checks for this PTA/PTSA after the books are closed for audit.

Section 8. During the audit process it is recommended that expenditures within an adopted budget be limited to those of an emergency nature.

Article IX—Board of Directors

Section 1. The affairs of the Frank Lamping PTA shall be managed by the board of directors 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. Principal of the school, one teacher representative, past president and chairs of the following committees: Community Service, Fundraising, Legislation, Membership, Parent Involvement, Reflections, Safety, Staff Appreciation and Yearbook/Historian;
- c. The president may appoint a parliamentarian, subject to approval of the executive committee of this local PTA.

Section 4. Duties of the board shall be to

- a. Carry out such business as may be referred to it by the membership of the association;
- b. Create special committees;
- c. Create a report at the regular general membership meetings of this local PTA;
- d. Select an auditor or an auditing committee to audit the treasurer's accounts;
- e. Prepare and submit an annual budget to this local PTA general membership for adoption;
- f. Approve payment of routine bills within the limits of the approved budget;

Section 5. If any member of the board of directors shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by resolution adopted by the board of directors.

Section 6. 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 7. Special meetings of the board may be called by the president or when requested by 2/3 of the board of directors upon 24 hours written notice to each member of the board.

Section 8. At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of business.

Section 9. Upon the expiration of the term of office or when individuals cease 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. 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.

Article X—Executive Committee

Section 1. There shall be an executive committee of the Frank Lamping PTA, the members of which shall be

- a. All elected officers; and
- b. The principal of the school.

Section 2. Special meetings of the executive committee may be called by the president or upon written request of 2/3 of Executive Committee members with 24 hours notice to each member of the executive committee.

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. Appoint standing committee chairs and members;
- c. Approve the work of the committees;
- d. Act in emergencies between meetings of the board;
- e. Make a report at each board meeting

The executive committee shall take no action in conflict with any action taken by the board of directors.

Article XI—Committees

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

Section 2. The standing committees of this local PTA shall be:

- a. School Incentives (Box Tops), Take Dad (Or Someone Special) To Lunch, Reading Week, Uniform Exchange, Fall Festival, 5th Grade Programs, Kindergarten Programs, Val-O-Grams, Watch DOGS, Marquee Wishes, Accelerated Reader, Book Fair, Art Night, Field Day, JAWS, Josh Stevens “Be Kind” Program, Nevada Moves Day, and Fun Run Pancake Breakfast.

Section 3. The board of directors may create or eliminate such special committees, as it may deem necessary to promote the purposes of PTA and carry on the work of this local PTA.

Section 4. The term of office of a committee chair shall be one year from appointment, or until the selection of a successor.

Section 5. The chair of each committee shall present a plan of work to the executive committee for approval. No committee work shall be undertaken without the consent of the executive committee.

Article XII—General Membership Meetings

Section 1. Regular meetings of this local PTA shall be held regularly during the school year, with the date and time to be determined by the board of directors. 24 hours 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 directors with 24 hours notice having been given.

Section 3. The annual (election) meeting shall be held in May.

Section 4. The annual budget meeting shall be held within the first two weeks of the school year.

Section 5. A majority of officers, plus members present, shall constitute a quorum for the transaction of business in any meeting of this local PTA.

Article XIII—Council Membership

#Section 1. Where Councils exist, Council Membership is mandatory for local PTAs.

Section 2. This local PTA shall be represented in meetings of the Lake Mead Council PTA by the president, or an appointed delegate(s) or alternate(s).

- a. All representatives to the council PTA must be members of this local PTA.
- b. Two (2) delegates and two (2) alternates shall be chosen by election in May.
- c. Delegates to the Lake Mead Council PTA shall serve for a term of one year.

Section 3. This local PTA shall pay annual dues to the Lake Mead Council PTA as prescribed in the Lake Mead Council bylaws.

Article XIV—Nevada PTA Convention

This local PTA shall be entitled to be represented at the state convention by its president, or alternate, and by one delegate for every twenty-five (25) members or major fraction thereof, as shown by the records of the state treasurer as of March 15 preceding the state convention. A local PTA having twenty-five (25) members shall be entitled to send one delegate in addition to the President.

- a. All representatives to the Nevada PTA convention must be members of this local PTA.
- b. Delegates and their alternates shall be chosen by the board of directors prior to the annual state convention.

#Article XV—Fiscal Year

The fiscal year of the Frank Lamping PTA shall begin on July 1st and end on the following June 30th.

#Article XVI—Parliamentary Authority

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

Article XVII—Amendments

Section 1. These bylaws may be amended at any regular general membership meeting of the Frank Lamping PTA by a two-thirds vote of those present and voting, provided the amendments have been approved by the board of directors and notice of proposed amendments has been provided to the membership fourteen (14) of days prior to the meeting.

Section 2. The executive committee or the board of directors 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 Nevada PTA shall be in accordance with the bylaws or regulations of the Nevada PTA.

Items current through the April 2012 Nevada PTA Convention.

Local PTA Charter Date _____
Revised Bylaws Date: _____