

Approved by the local unit 6/2008  
Approved by Nevada PTA 6/2008  
Next Date of Review 6/2010

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

**Article I—Name**

The name of this organization is the Frank Lamping Parent Teacher Association (PTA), Henderson, Nevada. It is a local PTA 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 organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as "Internal Revenue Code").

**#Article III—Basic Policies**

The following are basic policies of the Frank Lamping PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- g. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

#### **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.** This local PTA shall adopt bylaws for the government of the organization. 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 3.** Each officer or board member of this local PTA shall be a member of this local PTA.

**#Section 4.** There shall be no proxy voting by this local PTA.

**#Section 5.** This local PTA shall include in its bylaws provisions that correspond to Nevada PTA's bylaws. These provisions, identified by the number symbol (#), shall remain verbatim.

#### **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 organization. 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 one dollar and seventy-five cents (\$1.75) 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, president-elect, 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. 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.
- c. The treasurer and secretary are not eligible to serve more than two consecutive terms in the same office.
- d. The president shall serve for only one term as long as there is an elected president-elect in succession.

**Section 5.** Officers shall assume their official duties following the close of the meeting in *July* 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 unexpired term by the president-elect. If there is a vacancy in the president-elect, treasurer, or secretary positions, the board will appoint a replacement to serve the remainder of the term.

**Section 7.** There shall be a nominating committee composed of an odd number no less than three members who shall be appointed by the president of 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 May. All nominees running from the floor shall notify the current president or acting chair at least 14 days in advance.
- 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.

### **Section 2.** The president-elect 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.

### **Section 4.** The treasurer shall

- a. Have custody of the funds of this local PTA
- b. Maintain a full account of the funds of this local PTA;
- c. Make disbursements as authorized by the president, board of directors, or this local PTA in accordance with the budget adopted by this local PTA;
- d. Have checks or vouchers signed by two people: the treasurer, the president, and/or the president-elect;
- e. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Frank Lamping PTA;
- f. Provide a written financial statement to the board of directors at each meeting;
- g. Present an annual report of the financial condition of the organization;
- h. Submit the books annually for an audit as directed by the board of directors at least 14 days before the meeting at which new officers assume duties;
- i. Report the findings of the annual audit to the board of directors;
- j. Prepare and file such forms as are required by the IRS or other agencies;

- k. 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.

### **Article VIII—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, assistant to the treasurer, past president, parent involvement coordinator, yearbook/historian, and chairs of the following committees: membership, legislation, fundraising, family/community events, safety, reflections, staff appreciation, and community service.
- 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's 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 upon written notification by 2/3 members of the board to the president. At least 24 hours notice of the meeting must be given in writing or by phone to each member of the board. The meeting must be held within 7 days.

**Section 8.** At all meetings of the board, a majority of the officers 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 IX—Executive Committee**

**Section 1.** There shall be an executive committee of the Frank Lamping PTA, the members of which shall be all elected officers and principal of the school.

**Section 2.** Special meetings of the executive committee may be called by the president or upon written notification by 2/3 members of the executive committee to the president. At least 24 hours notice of the meeting must be given in writing or by phone to each member of the executive committee. The meeting must be held within 7 days.

**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 the board members (Article VIII, Section 3);
- c. Approve the work of the committees;
- d. Act in emergencies between meetings of the board;

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

### **Article X—Committees**

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

**Section 2.** The board of directors may create such special committees, as it may deem necessary to promote the purposes of PTA and carry on the work of this local PTA.

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

**Section 4.** 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 XI—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. Twenty-four 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, 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 in July.

**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 XII—Council Membership**

**Section 1.** This local PTA shall be represented in meetings of the Lake Mead Council PTA by the president, or an appointed alternate. All representatives to the council PTA must be members of this local PTA.

**Section 2.** This local PTA shall pay annual dues of the current amount to the Lake Mead Council PTA as prescribed in the Lake Mead Council PTA bylaws.

**Article XIII—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 state convention.

**Article XIV—Fiscal Year**

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

**#Article XV—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 XVI—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 30 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.

Local PTA Charter Date \_\_\_\_\_

Revised Bylaws Date: August 28, 2008