

1/21/04

BYLAWS

OF

Rehoboth PTSA

PTA / PTSA
(circle one)

Rehoboth

, Massachusetts

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REGION: _____ DISTRICT _____ EIN: _____

SCHOOL NAME _____
ADDRESS _____
CITY, STATE, ZIP _____

ARTICLE I: NAME

The name of this organization is Rehoboth PTSA PTA/
PTSA (circle one), of Rehoboth, Massachusetts. It is a local PTA
organized under the authority of the Massachusetts Parent Teacher Association, Inc. (Massachusetts
PTA), a branch of the National Congress of Parents and Teachers (National PTA). For convenience, the
organization shall be referred to in these bylaws as Rehoboth PTSA.

#ARTICLE II: PURPOSES

Section 1. The purposes of Rehoboth PTSA PTA/PTSA, in common with those of National
PTA and Massachusetts 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 National PTA, Massachusetts PTA and
Rehoboth PTA/PTSA 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 "Internal Revenue Code").

#ARTICLE III: BASIC POLICIES

The following are basic policies of Rehoboth PTA/PTSA, in common with those of National
PTA and Massachusetts 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 individuals 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 heretof.
- 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 the 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.
- 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) 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. A local PTA unit may cooperate with other organizations and agencies concerned with child welfare, but PTA representatives shall make no commitments that bind the group they represent.

#ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND MASSACHUSETTS PTA

*National ID
#00010179*

Section 1. This local PTA shall be organized and chartered under the authority of Massachusetts PTA in the area in which this local PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as Massachusetts PTA may in its bylaws prescribe. The Massachusetts 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. Remits the state portion of the dues to the state PTA by the dates designated by Massachusetts PTA;
- d. Remits a membership list to the State PTA with dues each month. You may send your list to the State PTA via paper, disk or email in an Excel spreadsheet format;
- e. Has a minimum of 25 members to be received by Massachusetts PTA no later than March 1 of the current membership year; (exceptions to this minimum will be

reviewed on an individual basis);

- f. Has current officer list with names, addresses, and other pertinent information on file with Massachusetts PTA;
- g. Has current bylaws (bylaws approved by the state PTA within the last three (3) years are considered current);
- h. Has Employer Identification number (EIN) on file with Massachusetts PTA.

Section 2. The articles of organization of this local PTA include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

Section 3. This local PTA shall adopt such bylaws for the government of the organization as may be approved by Massachusetts PTA. Such bylaws shall not conflict with National PTA Bylaws or the bylaws of Massachusetts PTA.

Section 4. This local PTA shall include in its bylaws those articles and sections identified by the number (#) symbol as found in the Massachusetts PTA suggested local unit bylaws.

Section 5. Bylaws of this local PTA shall include an article on amendments.

Section 6. Bylaws of this local PTA shall include a provision establishing a quorum.

Section 7. The bylaws of this local PTA shall prohibit voting by proxy.

Section 8. A PTA member shall not serve as a voting member of this local PTA's board while serving as a paid employee of or under contract to this local PTA.

Section 9. The charter of this local PTA shall be subject to withdrawal and the status of such organization as a local PTA shall be subject to termination, in the manner and under the circumstances provided in the bylaws of Massachusetts PTA.

Section 10. This local PTA is obligated, upon withdrawal of its charter by Massachusetts PTA:

2003 a. To yield upon and surrender all of it's books and records and all of it's assets and property to Massachusetts PTA or to such agency as may be designated by Massachusetts PTA, or to another local PTA organization under the authority of Massachusetts PTA.

2006 revision

- a. To yield up and surrender all of its books and records and all of its assets and property to Massachusetts PTA or to another 501(c)(3) organization approved by Massachusetts PTA.
- b. To cease and desist from the further use of any name that implies or connotes association with National PTA or Massachusetts PTA or status as a constituent organization of National PTA.
- c. To carry out promptly, under the supervision and direction of Massachusetts PTA, all proceedings necessary or desirable for the purpose of dissolving the Rehoboth PTSA.

Section 11. A local PTA may dissolve and wind up its affairs in the following manner:



or printed notice stating purpose of such meeting is to consider the advisability of dissolving the local PTA or PTSA shall be given to each member at least thirty (30) days prior to the date of such meeting.

- b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the president of Massachusetts PTA at least twenty (20) days before the date fixed for such special meeting of the members.
- c. Arrange for a Massachusetts PTA representative to speak to the executive board/committee or association prior to taking action.
- d. Only those persons who were members in good standing of the local PTA or PTSA on the date of the adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution.
- 2006 change e. (At the end of the paragraph) change from : (Article III h) to (Article III j). Approval of dissolution of the local PTA or PTSA shall require the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting, a vote of at least two-However, before the final vote can be taken, the members must decide how to dispose of the property and assets of the unit in accordance with Section 501(c)(3) of the Internal Revenue Code [REDACTED]
- f. Notify Massachusetts PTA in writing with the results of the vote. If the local PTA or PTSA unit votes to disband, they must return their Charter to the Massachusetts PTA Office. The Massachusetts PTA will notify the IRS that this unit is no longer a tax-exempt organization of Massachusetts PTA and will also notify National PTA that the unit has dissolved.

ARTICLE V: MEMBERS AND DUES

Section 1. Every individual who is a member of a local PTA chartered by Massachusetts PTA is, by virtue of that fact, a member of National PTA and of Massachusetts PTA, and is entitled to all the benefits of such membership.

Section 2. Membership in this local PTA shall be made available without regard to race, color, creed or national origin.

Section 3. This local PTA shall conduct an annual enrollment of members prior to November 1, but may admit persons to membership at any time in accordance with Article 10 Section 5.

Section 4. Each member of a local PTA shall pay such annual dues as may be determined by the organization. The amount of dues shall include:
The portion payable to Massachusetts PTA as recommended by the Massachusetts PTA board of directors and approved by a majority of the voting body at the Massachusetts PTA Annual Convention and
The portion payable to National PTA as recommended by the National PTA board of directors and approved by a two-thirds (2/3) majority of the voting body at the National PTA Annual Convention.

Section 5. The state and national portion of the dues paid by each member to a local unit shall be set aside and remitted to Massachusetts PTA on or before November 1. **Additional dues from members joining after November 1 should then be submitted monthly and not kept as part of the local unit's treasury.**

2003 version Change from:

Section 6. Each local unit shall issue, upon payment of dues, membership cards, which shall be valid from September 1 to August 31. A membership card is not interchangeable between PTA's or schools and does not confer membership on more than one individual.

2006 required revised version:

Section 6. Each local unit shall issue, upon payment of dues, membership cards, which shall be valid for the current school year. A membership card is not interchangeable between PTAs or schools and does not confer membership on more than one individual.

2003 version:

Section 7. A PTA unit will not be considered a unit in good standing and therefore not be eligible for an award if their dues have not been sent to the State PTA Office by March 1. Dues received after this date will not be reflected in the current National PTA membership year.

2006 required revised version:

Section 7. A PTA unit will not be considered a unit in good standing and therefore not be eligible for awards or to participate in the Reflections Program if their dues have not been sent to the State PTA Office by February 1. Also, dues received after this date will not be reflected in the current National PTA membership year.

2003 version

Section 8. A local unit will not be able to participate in the reflections Program if their dues have not been paid by March 1.

2006 required-deletion

Section 8. Deleted and incorporated into section 7.

ARTICLE VI: OFFICERS

(Faint, illegible text)

2006 proposed version:

Section 1. The officers of this local PTA shall be a president, three (3) vice president(s), a secretary, a treasurer, and an assistant treasurer.

2003 version reads:

Section 2. Officers shall be elected by ballot in the month of May.

2006 proposed revision

Section 2. Officers shall be elected by ballot in the month of May/June.*****.

Section 3. The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for the election.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Rehoboth PTSA:

a. Each officer shall be a member of this local PTA.

2003 version reads:

b. No officer may be eligible to serve more than two consecutive terms in the same office.

2006 Proposed revision:

b. No officer may be eligible to serve more than two consecutive terms in the same office, except in that situation where a qualified officer has agreed to extend their term in the absence of a qualified successor and as approved by the members of the Rehoboth PTSA.

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.

2003 version reads:

Section 5. Officers shall assume their official duties following the close of the meeting in May and shall serve for a term of one year until their successors are elected.

2006 Proposed revision:

Section 5. Officers shall assume their official duties following the close of the meeting in June, and shall serve for a term of one year or until their successors are elected, with the exception of the treasurer, whose position continues until August, 31 of the school year.

2003 version reads:

Section 6. A vacancy occurring in the office of the president shall be filled for the remainder of the unexpired term by the Vice President of Administration. A vacancy in any other office other than the president shall be filled by the executive board/committee.

2006 Proposed revision:

Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the vice president; next will be vice president of Palmer River, followed by the vice president of Beckwith, in this order. A vacancy in any other office other than the president shall be filled by the executive board/committee.

Section 7. a required change. (Wording)

Section 7. There shall be a nominating committee composed of three (3) members who shall be elected by this local PTA at a regular general membership meeting at least one month prior to the election of officers, as outlined in Article VI, Section 2.

a. The committee shall appoint the chair.

2003 version reads:

b. wording change April to May? Don't change

2006 proposed revision:

- b. The nominating committee shall nominate at least one eligible person for each office to be filled and report its nominees at the regular general membership meeting in April, at which time additional nominations may be made from the floor. A thirty day notice of the meeting, including the slate of officers to be presented, must be given to the membership.
- 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.

Section 8. When an officer fails to attend two consecutive meetings without adequate excuse or when an officer is not fulfilling the responsibilities of the office as prescribed in the bylaws, or engages in conduct which the executive board/committee determines to be injurious to the organization or its purposes, the executive board/committee may by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include: (1) asking for the resignation of the officer; (2) making a formal recommendation that the officer be removed from office following a hearing conducted in accordance with Due Process.*

*Footnote: "Due Process" Procedures: Following the two-thirds (2/3) affirmative vote recommending that the officer be removed from office: (1) The officer must be given fifteen (15) days' written notice of the hearing to remove the officer from office; (2) The written notice shall contain the reasons for the proposed removal, and shall be mailed certified mail, return receipt requested, to the last address of the officer shown on the association's records; (3) At the hearing, the officer must be given an opportunity to address the executive board/committee, either orally or in writing; (4) Not less than five (5) days following the hearing, the executive board/committee shall convene and vote whether the officer will be removed from office; (5) A two-thirds (2/3) vote of the executive board/committee shall be sufficient to remove the officer from office; (6) The removal vote shall be recorded in the executive board/committee minutes and shall specify the number of voting in favor of and against such removal."

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. May appoint a parliamentarian, subject to the approval of the general membership of this local PTA;
- # e. Forward to the Massachusetts PTA Office by July 1 the names and addresses of the officers that will serve for the following school year (**even if the officers do not change**);
- # f. Return current unused membership cards by July 1 to the Massachusetts PTA Office.
- g. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the executive board/committee.

- h. Oversees the activities of the bylaws committee.

2003 version reads:
The six vice-presidents shall: act as aides to the president, perform the duties of the president in the president's absence or inability to serve, perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive board/committee. Report on all activities of the above mentioned committees, as appropriate, to the president and general membership. (KEEP from 2003) Coordinate Hospitality at monthly meetings. (KEEP from 2003)

2003 ARTICLE VII DUTIES OF OFFICERS section 2-1 thru sections 2-6 along with all the sub-sections are in need of revising Please refer to separate sheets, pgs 8& 9 for 2003 versions.

2003 version reads:

Section 2. The six vice-presidents shall:

2006 Proposed revision:

Section 2. The three (3) vice-presidents shall:

- a. Act as aides to the president;
- b. In their designated order (vice-president, vice-president of Palmer River, vice-president of Beckwith) 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, or the executive board/committee.
- d. Report on all activities of the above mentioned committees, as appropriate, to the president and general membership. (KEEP from 2003)
- e. Coordinate Hospitality at monthly meetings. (KEEP from 2003)

2003 version reads:

Section 2-1 The Administrative Vice-President of Palmer River shall:
(along with a. and b.)

2006 propose changing the numbering order of section 2 to allow vice-president before vice-president of Palmer River, as well as, vice-president of Beckwith.

Section 2-1 now becomes vice-president section. NEW SECTION
Section 2-2 now becomes vice-president of Palmer River, previously 2-1
Section 2-3 now becomes vice-president section of Beckwith, previously 2-2

Sections 2-4,2-5,and 2-6 on separate pages 8 &9 from 2003 propose eliminating in 2006.

2006 proposed revision:

Section 2-1 The vice-president shall:

- a. Fill any vacancy occurring in the office of the president for the remainder of the presidential term.
- b. Assist president with all committees as needed. Oversee the following committees: Membership, Sunshine, ~~Bus~~ Tops, Reflections, Bus Drivers Brunch, Staff Appreciation, Holiday shops, Enrichment, Peg Committee, and Pictures.

2006 proposed revision:

Section 2-2 The vice-president of Palmer River shall:

- a. Fill any vacancy in the office of the president for the remainder of term if necessary.
- b. Oversee all Palmer River Events: including, yearbook, Great Books, Book Fair, Holiday Shoppe, Mother-Son dance, Sweetheart dance, Family Fall festival, RIF program, Providence Bruins, PawSox, Math/Science Night, Sundae Funday Friday, USA Skate Night, room parent, project story book *after School enrichment*

2006 proposed revisions:

Section 2-3 The vice-president of Beckwith shall:

- a. Fill any vacancy occurring in the office of the president for the remainder of the term if necessary.
- b. Oversee the activities of the Beckwith student events including yearbook, Great Books, Book Fair, Holiday Shoppe, ? Mother-Son Dance, Sweetheart Dance, Gr. 5 Events, and USA Skate Night.

Section 3. The secretary shall:

- a. Record the minutes of all meetings of the Rehoboth PTSA;
- b. Be prepared to read the records of any previous meetings;
- c. File and retain all records;
- # d. Have a current copy of the bylaws (bylaws approved by the state within the last three (3) years are considered current);
- # e. Maintain a membership list, with names and addresses of members;
- f. Perform such duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive board/committee.

Section 4. The treasurer shall:

- a. Have custody of all the funds of this local PTSA;
- b. Maintain a full and accurate account of receipts and expenditures of this local PTSA;
- c. Make disbursements as authorized by the president or executive board/committee or this local PTSA in accordance with the budget adopted by this local PSTA;

2003 version d. was broken down into d. & e.. In this version they are combined in d. to be consistent with the state proposed guidelines for units. All the letters will go ahead one from the 2003 section. The amount of \$500.00 has been changed also. Refer to pg 9 under section 4 for wording.

2006 proposed revision as follows:

- d. Have checks signed by two people: the treasurer and either the president or the assistant treasurer. The treasurer has single-signature check signing privileges for checks under \$750.00. Checks in the amount of \$750.00 and over will require dual signatures.

- e. Notify the Massachusetts PTA Office of its unit's Employer Identification Number (EIN). If no number is presently available, the local PTA unit must apply for one;
- f. Shall keep all records of national and state portions of the membership dues separate from the records of the general fund of Rehoboth PTSA.
- g. Present a financial statement at every meeting of this local PTA and at other times when requested by the executive board/committee;
- h. Forward the state and national portion of the membership dues to the Massachusetts PTA Office on or before November 1 along with names and addresses of members. Additional membership dues should be submitted on a monthly basis thereafter;
- # i. Present an annual treasurer's report of this local PTA at the annual meeting;
- # j. Have the accounts examined annually by an auditor elected by the membership or an audit committee of not fewer than three members who, shall sign a statement indicating they are satisfied that the annual treasurer's report is correct;
- # k. Have the accounts audited, when a person who has signature authority leaves the board. This is to be done by an audit committee selected by the executive board/committee at least two weeks before the meeting at which the officers assume their duties;

2006 version the words in red are required by the stae we add them. No vote is needed.

- # l. Complete a Form 990 or 990EZ with Schedule A. If gross receipts exceed \$25,000 annually, this form must be filed with the IRS;

- # m. File Form PC with the Massachusetts Attorney General's Office;

2003 version did not have this. No vote needed

- # n. File an annual report with the Massachusetts Secretary of State's Office, if Incorporated;

2003 version had this listed as n. now it fall under o. in the state updates

- o. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president or the executive board/committee.
- # Section 5. Accounts and records of RehobothPTSA shall at all reasonable times be open to inspection by an authorized representative of Massachusetts PTA or, where directed by the committee on state and local relationships.
- # Section 6. No two members of the same family may be on the signature card for this PTA's bank account.
- Section 7. All officers shall deliver to their successors all official materials no later than 30 days following the election of their successor, by the close of the school year, or upon resignation.

ARTICLE VIII: EXECUTIVE BOARD/COMMITTEE

[A unit desiring to have an Executive Committee instead of an Executive Board may do so.

An Executive Board consists of

- Elected Officers
- Chairpersons of standing committees
- Principal or assigned representative (optional)
- Other (please specify) _____

An Executive Committee consists of

- Elected Officers**
- Principal or assigned representative (optional)**
- Other (please specify) _____**

Please circle 'board' or 'committee' consistently throughout the Bylaws.]

Section 1. The executive committee shall consist of the elected officers of Rehoboth PTSA,

Section 2. Special meetings of the executive committee may be called by the president or upon written request of 3 members with 5 days' 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 necessary business in the intervals between general PTA meetings and such other business as may be referred to it by this local PTA;
2006 proposed revision by state, underlined not in 2003 bylaws.
- b. Appoint standing and special committee chairs and members as may be deemed necessary to promote the purposes of PTA and carry on the work of this local PTA;
- c. Approve the work of the committees and make sure committees report information back to the appropriate vice president.
- d. Make a report at the general meetings of this local PTA;
- # e. Select an auditor or audit committee to be approved by the general membership of the local PTA to audit the treasurer's accounts;
- # f. Prepare and submit to this local PTA for adoption a budget for the year;
- g. Approve routine bills within the limits of the budget.

The executive committee shall take no action in conflict with any action taken by the general membership of this local PTA.

ARTICLE IX: 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 Snshine, membership, box tops, bulletin board, marquee, newsletters, cable, website, Rehoboth Reporter Reflections, Bus Driver brunch, Staff appreciation week, Enrichment for Beckwith and Palmer River, pictures, yearbooks, GreAT Books for Becwith and palmer River, 5th Grade events, Book fairs Holiday Shoppe for PR and Beckwith,

Mother/son dance for pr and Beckwith, PR and Beckwith Sweetheart Dances, Family Fall Festival Rif program at pr, Providence Bruins, PawSox, Math/Science night, Sundae Fundae Friday Talent Show, Usa skate night for PR and Beckwith, Room Parent Project Story Book, Peg Committee but not limited too.

2003 by-laws were reviewed and were found to be correct. (pg 11, 12, 13, 14, 15)

- a. The executive committee may create such special committees it may deem necessary to promote the purpose of the PTA and carry on the work of this local PTSA.

Section 3. The term of each standing committee chair shall be 1 year or until the selection of a successor.

Section 4. The chair of each committee shall present a plan of work to the executive board/committee for approval. No committee work shall be undertaken without the consent of the executive board/committee.

Section 5. When a chairman fails to attend three consecutive meetings without an adequate excuse or when a chairman is not fulfilling the responsibilities of the office as prescribed in the bylaws, or engages in conduct which the executive board/committee determines to be injurious to the organization or its purposes, the executive board/committee may by a two-thirds vote (2/3) affirmative vote, take such action as it determines appropriate, which may include: (1) asking for the resignation of the chairman; (2) making a formal recommendation that the chairman be removed from office.

Section 6. Upon the expiration of the term of office or in the case of the resignation or termination, each chairman shall turn over to the president, without delay, all records, books and other material pertaining to the chairmanship, and shall return to the treasure, without delay, all funds belonging to the association.

Section 7. The chairmen and members of special committees shall serve until their assignments have been completed.

2003 contains a Section 8 and a Section 9. (at the top of copied pg 12) Would we like to keep for 2006?

ARTICLE X: GENERAL MEMBERSHIP MEETINGS

Section 1. At least 5 regular meetings of the association shall be held during the school year. Dates of the meetings shall be determined by the executive board/committee and announced at the first regular PTA meeting of the school year. 7 days' notice shall be given to the general 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/committee. 3 days' notice having been given.

Section 3. The annual meeting shall be in May and shall be for the purpose of electing officers, receiving reports of officers and committees, and conducting any other business that may arise. **2003 by-laws read 11. (The # of ex. Officers X 2 plus 1 = 15)**

Section 4. 15 members shall constitute a quorum for the transaction of business in any meeting of this local PTA.

Section 5. The privilege of making motions, debating and voting at local PTA meetings shall be limited to members of the association who are present and whose dues are paid and who have been members of the association for at least 30 days.

ARTICLE XI: COUNCIL MEMBERSHIP

Does no apply to Rehoboth PTSA

ARTICLE XII: FISCAL YEAR

The fiscal year of this PTA shall begin September, 1 and end on the following _____ August 31.

#ARTICLE XIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern Rehoboth PTSA and in all cases in which they are applicable and in which they are not in conflict with these bylaws, National PTA Bylaws, Massachusetts PTA bylaws, or the articles of incorporation.

ARTICLE XIV: AMENDMENTS

Section 1. These bylaws may be amended at any regular general membership meeting of the Rehoboth PTSA by a two-thirds vote of the members present and voting, a quorum being present, and provided that notice of the proposed amendments has been given to the membership thirty days prior to the meeting.

Section 2. A committee may be appointed by a majority vote at a general meeting of this local PTA, or by a 2/3 vote of the executive board/committee of this local PTA, 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 Massachusetts PTA shall be in accordance with the bylaws or regulations of Massachusetts PTA.

Section 4. The adoption of an amendment to any provision of Massachusetts PTA suggested local PTA/PTSA unit bylaws identified by a number (#) symbol shall serve automatically and without the requirement of further action by the Rehoboth PTSA to amend their corresponding bylaws. This local PTA shall promptly incorporate such amendments in its bylaws.

Changes made to Local PTA Unit Bylaws July 2007

Please add the following sheets to your existing PTA Bylaws

Article VII Duties of Officers Section 4 Treasurer shall:

Added the following to k at the end of existing sentence:

If gross receipts are under \$25,000, you will now be required to file electronically Form 990-N, also known as the e-Postcard, with the IRS annually.

Article VIII Executive Board/Committee Section 2

Added the following to the end of the existing sentence

Notice may be given by means of regular mail, electronic mail, telephone, website postings, printed media or any combination thereof.

Article X General Membership Meetings Section 1 and Section 2

Added the following to the end of the sentence

Notice may be given by means of regular mail, electronic mail, telephone, website postings, printed media or any combination thereof

Added page 14 Summary of Changes Made to Bylaws

This page will be helpful for you and your members as well as for the MA PTA Bylaws Chair. It will outline the changes that you make to your bylaws when you update them.

To be a unit in good standing bylaws needs to be updated every 3 years.

Please feel free to contact me if you have questions about your bylaws

Barbara Bailey Bylaws Chair

84 Reed Street

Lexington, MA 02421

781-861-7911

baileypa@aol.com

Summary of Changes Made to _____ PTA Bylaws

Article: Section:

Reads:

Now Reads:

Date Changes Made _____