District St. Tammany LUR # 00004688 Tax I.D. (E.I.N.) 23-7391017

LOCAL UNIT BYLAWS

October 10, 2019
☑ APPROVED
Amy Rhodes Jarilla
LAPTA Bylaws Committee

School Name **Mandeville Junior High**

Address **639 Carondelet Street**

Mandeville, LA 70448

Article I: Name

The name of this association is the **Mandeville Junior High PTA,** located in **Mandeville**, Louisiana. It is a local **PTA** organized under the authority of the Louisiana Congress of Parents and Teachers, a branch of the National Congress of Parents and Teachers (National PTA).

Article II: Purposes

Section 1. Objectives. The Purposes of the Louisiana PTA are:

A. to promote the welfare of children and youth in home, school, places of worship and throughout the community;
B. to raise the standards of home life;
C. to advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
D. to promote the collaboration and engagement of families and educators in the education of children and youth;
E. to engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
F. to advocate for fiscal responsibility regarding public tax dollars in public education funding.

Section 2. Awareness. The purposes of the PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects and programs; and governed and qualified by the basic principles set forth in Article III.

Section 3. Federal Status. 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: Principles

The following are basic principles of Louisiana PTA in common with those of the National PTA:

A. The association shall be noncommercial, nonsectarian, and nonpartisan.

B. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, 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 families, schools, and the community at large.

D. Commitment to the inclusiveness and equity knowledge of PTA, and professional expertise shall be guiding principles for service in this association.

Article IV: PTAs/PTSAs

Section 1. PTAs shall be organized and chartered under the authority of the Louisiana PTA in the area in which the PTA functions, in conformity with such rules and regulations, as the Louisiana PTA may in its bylaws prescribe. The Louisiana PTA shall issue to each PTA in its area an appropriate charter evidencing the due association and good standing of the PTA.

A. A PTA in good standing is one that:

1. adheres to the Purposes and basic principles of the PTA;
2. remits the national portion of the dues through the state PTA to reach the national office by dates designated by the National PTA;
3. has approved bylaws on file in the Louisiana PTA office. Bylaws must be approved by the State Secretary or Bylaws Chair at least once every three (3) years.
4. has a current year's budget verified by a unit budget approval form signed by the local president, treasurer and principal; and submitted to the Louisiana PTA office. In the instance that the unit is a community or non-traditional PTA, another member may sign in place of the principal.
5. has been assigned its own Employer Identification Number (EIN/tax identification number) from the I.R.S. A copy of the confirmation letter with the Employer Identification Number (EIN/tax identification number) must be forwarded to the Louisiana PTA office.
6. must purchase a PTA membership card for every paying member. Each unit must purchase a minimum of thirty (30) cards per year.
7. submits proof of 990 filing or timely filing of a request for extension to State Office no later than November 1 of each year.
8. submit the previous fiscal year's audit committee report.
9. Files Articles of Incorporation, if charter is issued after 2017. Units with charters dated prior to 2018 should file Articles of Incorporation as needed and report this information to the state office.

B. This local PTA shall adopt such bylaws for the governance of this association as may be approved by the Louisiana PTA. Such bylaws shall not be in conflict with National PTA Bylaws or the bylaws of Louisiana PTA.

1. Bylaws of this PTA shall include an article on amendments.
2. Bylaws of this PTA shall include a provision establishing a quorum.
3. The bylaws of this PTA shall prohibit voting by proxy.
4. Each PTA shall include in its bylaws provisions corresponding to provisions of state bylaws.

Section 2. Programs and Awards/State Convention Eligibility.

A. Entries to all recognitions and awards for the Louisiana PTA and National PTA will be ineligible unless the criteria for a unit in good standing has been met by the district and state deadlines, whichever comes first.

B All PTA units must meet the criteria for a unit in good standing by March 15th of each year to send voting delegates to the Louisiana PTA state convention.

Section 3. Each 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 association, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the Louisiana PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Louisiana PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

Section 4. The charter of a PTA shall be subject to withdrawal and the status of such association as a PTA shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Louisiana PTA.

Section 5. Each PTA is obligated, upon withdrawal of its charter by the Louisiana PTA:

A. to yield up and surrender all its books and records and all its assets and property to the Louisiana PTA or to such agency as may be designated by the Louisiana PTA, or to another local PTA organized under the authority of the Louisiana PTA in accordance with Federal 501 (c) (3) regulations;

B. to cease and desist from the further use of any name that implies or connotes association with the National PTA or the Louisiana PTA or status as a constituent association of the National PTA; and

C. to carry out promptly, under the supervision and direction of the Louisiana PTA, all proceedings necessary or desirable for the purpose of dissolving such local PTA.

Section 6. Each officer or board member of a PTA shall be a member of such PTA.

Section 7. Only members of a PTA who have paid dues for the current membership year may participate in the business of the PTA.

Section 8. Each PTA shall collect dues from its members and shall remit a portion of such dues to the Louisiana PTA in accordance with Louisiana PTA bylaws.

Section 9. A PTA member shall not serve as a voting member of this PTA's board while serving as under contract to this PTA.

Section 10. New Units.

A.. A group desiring to be affiliated with the Louisiana PTA must have a minimum of thirty (30) bona fide members to receive and retain a charter.

B. Upon being accepted to the Louisiana PTA, the unit shall be assigned to a district or council.

C. PTA's preschool associations and other child welfare groups shall be organized wherever feasible as units of the Louisiana PTA.

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

A. The board of directors (or other body that, under its bylaws, manages the affairs of the local PTA) shall adopt, by a two-thirds (2/3) vote, a recommendation that the local PTA be dissolved

and directing that the questions of such dissolution be submitted to a vote at a general meeting of the members having voting rights. Written notice stating that the purpose of such meeting is to consider the advisability of dissolving the local PTA shall be given to each member entitled to vote at least thirty (30) days prior to the date of such meeting.

B. Written notice of the adoption of such a recommendation accompanied by a copy of the notice of the special meeting of members shall be given to the president of the Louisiana PTA at least twenty (20) days before the date of such special meeting.
C. Only those persons who were members in good standing of the local PTA on the date of the adoption of the recommendation and who continue to be members in good standing on the date of the meeting shall be entitled to vote on the question of dissolution.
D. Approval of the dissolution of the local PTA shall require an affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the special meeting.
E. Upon dissolution, the charter of the local PTA shall be withdrawn

Article V: Members and Dues

Section 1. Non-discrimination. Membership in PTA of all levels shall be open, without discrimination, to anyone who believes in and supports the mission, purposes and principles of National PTA and pays dues as required by the Louisiana PTA.

Section 2. Membership and Benefits. Every individual who is a member of a local PTA, organized by the Louisiana PTA, is also a member of the National PTA, the Louisiana PTA and of the associated district or council PTA by which such local PTA is chartered, and is entitled to all benefits of such membership.

Section 3. Membership Year. The membership year is from November 1 through October 31.

A. Each local PTA shall conduct an annual enrollment of members but may admit persons to membership at any time.

Section 4. Dues.

A. Annual dues for members shall include an amount for the Local PTA, as determined by the Local PTA; state and district dues in the amount of $1.75; and national dues as determined by National PTA. Of that amount, fifty cents ($0.50) shall be returned quarterly to the respective district officer for deposit in the district account to defray operational expenses incurred by the district. No additional assessments shall be made against local units.
B. Each member of this PTA shall pay annual dues of **$10.00 for parents and grandparents, $30 for corporate and $5.00 for students** to the organization. The amount of such annual dues shall include the portion payable to the state PTA and the portion payable to the National PTA.

Section 5. State and National Dues. The state and national portions of the dues paid by each member of this PTA shall be set aside by this PTA and remitted to the Louisiana PTA through such channels and at such times as provided for by state policies and procedures.

Article VI: Officers

Section 1. Officers. The officers of this PTA shall be a **president, two(2)** vice president(s), **one (1)** secretary(ies), and a treasurer.

Section 2. Election

A. Officers shall be elected by ballot in the month of **April.**

B. The election shall be by ballot. If there is no more than one nominee for an elected position, the nominee shall be declared elected by the president. A majority vote shall be required for election.

Section 3. Qualifications. The following provisions shall govern the qualifications and eligibility of individuals to be officers of this PTA:

A. Each officer shall be a current 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 4. Assuming Office. Officers shall assume their official duties on **July 1** and shall serve for a term of **one (1)** year(s) or until their successors are elected, not to exceed an additional term.

Section 5. Vacancies Vacancies in office shall be filled as follows:

A. A vacancy in any office shall be filled by a majority vote of the board of directors. Notice of filling the vacancy must be given in the call to the meeting at which the election will take place.
B. Voting shall be by ballot if there is more than one nominee.
C. A ten (10) day notice of the election shall be given to the members of the board by the First Vice President or Secretary. A majority of the votes shall constitute an election.

Section 6. Removal or Resignation of Officers. Any officer may be removed from office by the affirmative vote of two-thirds of the members of the board, then in office. Any officer may resign at any time by delivering a written resignation to the President and Secretary.

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 PTA in order that the Purposes may be promoted;
D. appoint a parliamentarian, subject to the approval of the board of directors of this PTA;
E. create such standing committees, subject to the approval of the board of directors, as may be necessary
   to promote the purposes and carry on the work of this PTA;
   1. appoint chairs of each standing committee, subject to approval of the board of directors, unless otherwise provided in these bylaws.
F. create such special committees, subject to the approval of the board, as may be necessary to promote the purposes and carry on the work of this PTA; and
G. 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. create standing committee chairs with board approval;

Section 2. The vice-presidents shall:

A. act as aides to the president;
B. in their designated order, perform the duties of the president in the absence or inability of that officer to act; and
C. 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.

Section 3. The secretary shall:

A. record and maintain the minutes of all meetings of members, board of directors and the executive committee of this PTA;
B. distribute minutes of meetings to the members, members of the board of directors and the executive committee of this PTA;
C. be prepared to read the records of any previous meetings;
D. have a current copy of the bylaws;
E. have a current membership list; and
F. 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.

Section 4. The treasurer shall:

A. have custody of all the funds of this local PTA;
B. maintain a full account of the funds of this local PTA;
C. serve as chair of the budget committee;
D. provide a copy of the bank statement for the president each month;
E. have the principal review and initial the bank statement each month;
F. have a non-signer review and sign the bank statement each month;
G. make disbursements as authorized by the president, board, or this PTA in accordance with the budget adopted by this local PTA;
H. have checks or vouchers signed by two persons: the treasurer and one other officer;
I. cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to this PTA;
J. provide a written financial statement at every meeting and at other times when requested by the board of directors;
K. present an annual report of the financial condition of the organization;
L. submit the books annually or upon change of officer for a compilation by an auditor or auditing committee of not fewer than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report;
M. report the finding of the annual audit to the board; and
N 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.

Article VIII: Board of Directors

Section 1. Composition. The members of the board of directors shall be the elected officers, chairs of standing committees and the principal or a representative appointed by the principal.

Section 2. Eligibility and Service. Each board member shall:

A. be a member of this local PTA chartered by Louisiana PTA;
B. serve in no more than two capacities and hold only one elected office on the board.

Section 3. Duties.

The board of directors shall;

A. manage the affairs of this PTA in the intervals between the general membership meetings;
B. carry out such business as may be referred to it by the membership of this PTA;
C. create standing and special committees;
D. present a tentative plan of work to the president and secretary to be placed on file;
E. present a report at the general membership meetings of this PTA;
F. select an auditor or an auditing committee to audit the treasurer's accounts;

G. prepare and submit an annual budget to this PTA's membership for adoption;

H. approve payment of routine bills within the limits of the approved budget;

I. adopt standing rules for the transaction of its business, provided they do not conflict with the bylaws of the association; and

Section 4. Meetings.

A. 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.
B. Special meetings of the board may be called by the president or five (5) members of the board upon **three (3)** days' notice to each member of the board.
C. At all meetings of the board of directors, **a majority of the** members of the board shall constitute a quorum for the transaction of business.

Section 5. Removal or Resignation of Board of Directors. Any director may be removed from office by the affirmative vote of two-thirds (2/3) members of the board of directors, then in office. Any director may resign at any time by delivering a written resignation to the Louisiana PTA President and Secretary.

Section 6. End of Term. Upon the expiration of the term of office, or when individuals are removed or resign from the position that entitles them to be a member of the board of directors, they shall automatically cease to be a member of the board of directors 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 fourteen (14) days.

Article IX: Executive Committee

Section 1. Composition. The executive committee shall consist of all elected officers.

Section 2. Quorum. A majority of the executive committee shall constitute a quorum for the transaction of business.

Section 3. Duties. The duties of the executive committee shall be to:

A. transact business referred to it by the board;
B. act in emergencies between meetings of the board; and
C. make a report at each board meeting.

Section 4. Meetings. Special meetings of the executive committee may be called by the president or when requested by a majority of members upon **three (3)** days' notice to each member of the board.

Section 5. Authority. The executive committee shall take no action in conflict with any action taken by the board of directors.

Article X: Committees

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

Section 2. Term of Office. The term of office of a committee chair shall be **one (1)** year(s) or until the selection of a successor.

Section 3. Committee Work. No committee work shall be undertaken without the consent of the board of directors.

Section 4. Standing Committees. The board of directors may create such standing committees as it may deem necessary to promote the Purposes of PTA and carry on the work of this association.

Section 5. Special Committees. 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 association.

A. There shall be a nominating committee composed of **five (5)** members who shall be elected by this local PTA at a general membership meeting at least one month prior to the election of officers as outlined in Article VI, Section 2.
   1. The committee shall elect its own chair.
   2. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the general membership meeting in **April,** at which time additional nominations may be made from the floor.
   3. Nominees considering running from the floor must give fifteen (15) days notification before the general membership meeting of their intent to run. The notification must be given to the president and secretary in writing.
   4. Only those persons 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 XI: General Membership Meetings

Section 1. General membership meetings of this local PTA shall be held on **dates designated by the board of directors in the months** of **August, December, March and April** with **seven (7)** days' notice being given to the general membership of the date, place and time of the meeting.

Section 2. Special meetings of this local PTA may be called by the president or by a majority of the board of directors, **seven (7)** days' notice having been given.

Section 3. The annual/elections meeting shall be held in APRIL.

Section 4. **Nine (9)** members shall constitute a quorum for the transaction of business in any meeting of this local PTA.

Article XII: District Membership

The PTA shall be represented in meetings of the **St. Tammany** District PTA by the president or appointed alternate and the principal or alternate. All representatives to the district must be members of this PTA.

Article XIII: Fiscal Year

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

****Article XIV: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern this PTA and in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA bylaws, the Louisiana PTA bylaws, special rules of order or Articles of Incorporation.

Article XV: Amendments

Section 1. These bylaws shall be amended at any general membership meeting of this local PTA by a two-thirds vote of those members present and voting, a quorum being present, provided that notice of the proposed amendments has been provided to the membership thirty days prior to the meeting and that the proposed amendment shall be subject to the approval of the Louisiana PTA.

Section 2. A committee shall be appointed by a majority vote at a general membership meeting of this local PTA, or by a two-thirds vote of the board of directors of this 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 the Louisiana PTA shall be in accordance with the bylaws or regulations of the Louisiana PTA.

Section 4. The adoption of an amendment to any provision of the bylaws of the Louisiana PTA identified by a double star (**) shall serve automatically and without the requirement of further action by this PTA to amend their corresponding bylaws.

Addendum to the Bylaws

ADDENDUM:

LOCAL UNIT BYLAWS APPROVED: 10/10/19
*For LAPTA Use Only

*Template Revised JULY 2017