

**BYLAWS FOR
ROMONA PARENT-TEACHER ASSOCIATION
600 Romona Rd., Wilmette, IL 60091
2016**

FORENOTE

The double starred (**) areas are in conformity with the regulations of Section 501(c) (3) of the Internal Revenue Code and are required in the bylaws of the state, regions(s), councils and local PTA/PTSA units.

The number symbol (#) areas are required in the bylaws of region(s), councils and local PTA/PTSA units of the Illinois PTA.

Constituent association refers to all associations in membership with the Illinois PTA, including region(s), councils and local PTA/PTSA units.

ARTICLE I – NAME

The name of this association is the Romona Parent-Teacher Association (Romona PTA) of Wilmette. It is a local PTA unit organized under the authority of the Illinois Congress of Parents and Teachers (Illinois PTA), a branch of the National Congress of Parents and Teachers (National PTA). These bylaws shall be deemed to be a part of the Articles of Organization. This PTA is incorporated under the laws of the State of Illinois.

**** ARTICLE II - ARTICLES OF ORGANIZATION**

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

ARTICLE III – PURPOSES

#Section 1.

The Purposes of the Illinois PTA and the Romona PTA, in common with the purposes of National PTA are:

- a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- b. To advocate for laws that further the education, health, welfare and safety of children and youth;
- c. To raise the standards of home life;

- d. To advocate for fiscal responsibility regarding public tax dollars in public education funding;
- e. To promote the collaboration and engagement of families and educators in the education of children and youth; and
- f. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth.

Section 2.

- a. The Purposes of the Illinois PTA and Romona PTA are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in ARTICLE IV.
- b. The additional Purposes of the Romona PTA are to work with Romona Elementary School (“Romona”) and District 39 to enhance the educational experience of Romona students by:
 - 1. Providing curriculum-related activities and events that enrich the academic lives of the students and fundraising for that purpose;
 - 2. Creating and maintaining a safe and comfortable environment for the students; and
 - 3. Establishing a strong sense of community within Romona.

****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 "Internal Revenue Code").

ARTICLE IV - BASIC POLICIES

The following are basic policies of the Romona PTA in common with those of National PTA and Illinois PTA:

- **a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- **b. The association or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Purposes of the association.

- **c. 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.
- d. The association shall work with the schools 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.
- #e. The Illinois PTA or any of its divisions may cooperate with organizations and agencies concerned with child welfare, but a PTA/PTSA representative shall make no commitments as an individual that bind the group represented.
- **f. 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 individuals 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 the ARTICLE – PURPOSES as contained herein.
- **g. 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.
- **h. Upon the dissolution of the 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 which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Upon dissolution and withdrawal of the charter, each local PTA/PTSA unit shall be required to follow procedures as directed in the ARTICLE – RELATIONSHIP WITH NATIONAL PTA AND ILLINOIS PTA as contained herein.

ARTICLE V - MEMBERSHIP AND DUES

#Section 1.

Every individual who is a member of a local PTA/PTSA unit is, by virtue of that fact, a member of National PTA and of the Illinois PTA by which a local PTA/PTSA unit is chartered and is entitled to all the benefits of membership.

#Section 2.

Membership in each local PTA/PTSA unit shall be made available by the local PTA/PTSA unit to all who believe in the Mission and Vision statements of National PTA and the Purposes of Illinois PTA inclusively.

#Section 3.

Each local PTA/PTSA unit shall conduct an annual enrollment of members but may admit individuals to membership at any time.

#Section 4.

- a. Every local unit will establish a membership year.
- b. The membership year of the Romona PTA shall begin July 1 and end on June 30.
- c. Persons who join during the membership year shall pay dues for that year. Persons may hold membership in one (1) or more local PTA/PTSA units upon payment of all-inclusive dues as required by the bylaws of each local PTA/PTSA unit. Newly chartered local PTA/PTSA unit members shall be issued charter membership cards valid for a determined period of time.
- d. The membership year of the Illinois PTA shall be July 1 through June 30.

#Section 5.

Only members of this local PTA/PTSA unit who have paid dues for the current membership year may participate in the business of this local PTA/PTSA unit.

#Section 6.

The privilege of making motions and voting in a local PTA/PTSA unit shall be limited to members of the local PTA/PTSA unit.

#Section 7.

Only a dues paying member of a local PTA/PTSA unit may be eligible for election or appointment to office or chairmanship in the Illinois PTA or any of its divisions.

#Section 8.

No person shall hold an elected or appointed position in any local PTA/PTSA unit who is not a member in good standing.

Section 9.

Each member of a local PTA/PTSA unit shall pay annual dues to said association as may be prescribed by the association. The amount of dues shall include the portion payable to the Illinois PTA (the "state portion") and the portion payable to National PTA (the "national portion").

Section 10.

- a. The national portion of each member's dues shall be determined by the delegates to the National PTA annual convention.
- #b. The amount of the state portion of each member's dues shall be determined by the Illinois PTA. The annual dues to the Illinois PTA shall be two dollars (\$2.00) per capita for every member of each local PTA unit.
- c. The amount of the local membership dues shall be determined by the members of the local PTA/PTSA unit.

Section 11.

- #a. The state and national portions of the dues paid by each member of a local PTA/PTSA unit shall be set aside by the local PTA/PTSA unit and remitted to the Illinois PTA through channels and at times as the state PTA bylaws may provide. The Illinois PTA shall remit to National PTA the amount of the national portion of dues paid by all members of local PTA/PTSA units in its area.
- #b. The initial state and national portion of the dues paid by each member to a local PTA/PTSA unit shall be set aside by the local PTA/PTSA unit and remitted to the Illinois PTA postmarked no later than October 1. Dues should be submitted monthly thereafter.

#Section 12.

- a. A local PTA/PTSA unit shall be considered delinquent if by December 31 it has failed to send to the Illinois PTA the state and national portion of dues paid by no less than twenty-five (25) individual members, or no less than ten (10) individual members for a new local PTA/PTSA unit or for an existing local PTA/PTSA unit where the school enrollment is less than one hundred seventy five (175) students.
- b. A local PTA/PTSA unit not affiliated with a school shall be considered delinquent if by December 31 it has failed to send to the Illinois PTA the state and national portions of dues paid by no less than ten (10) individual members.
- c. Local PTA/PTSA units which fail to send to the state office of the Illinois PTA by June 30 the national and state portions of dues paid by individual members shall be

discontinued as local PTA/PTSA units and their charters shall be withdrawn, as provided in the Article on Relationship with National PTA and Illinois PTA herein.

- d. Reinstatement procedures and reinstatement fees shall be in such manner as prescribed by the state board of directors.

ARTICLE VI - OFFICERS AND THEIR ELECTION

#Section 1.

Each officer or board member of a local PTA/PTSA unit shall be a member of the local PTA/PTSA unit.

Section 2.

- a. The officers of this association shall be a president, president-elect, four (4) vice presidents, a secretary, a treasurer, and an assistant treasurer.
- b. Officers shall be elected annually in the month of May, or such other time as decided by the Executive Board. If there are more than one (1) candidate for any office, vote shall be by written ballot. However, if there is only one (1) candidate for any office, upon adoption of a motion from the floor, the election for that office (or offices) may be by voice.
- c. Officers shall assume their official duties at the beginning of the new fiscal year. The President-Elect shall serve for a term of one year and then assume the office of the President and serve as President for one (1) year. All other officers shall serve for a term of one (1) year or until their successors are elected and assume their duties.
- d. A person shall not be eligible to serve more than two (2) consecutive terms in the same office.

#Section 3.

The members of the nominating committee for officers of a local PTA/PTSA unit shall be elected.

#Section 4.

- a. There shall be a nominating committee consisting of seven (7) members, two (2) of whom shall be elected by the Executive Board from its body, and five (5) elected by this association at a general membership meeting at least four (4) months prior to the election. There shall be one (1) alternate elected by the Executive Board and one (1) from the association. The committee shall choose its own chairman before the close of the general membership meeting at which they are elected.

- b. The nominating committee shall select one (1) nominee for each office to be filled and report at least thirty (30) days prior to the election meeting.
- c. During the election meeting, an opportunity shall be given for nominations from the floor.
- d. Only those who have consented to serve if elected shall be eligible for nomination either by the committee or from the floor. No one may be eligible for election who has not been a member of this association or that of a feeder school for at least thirty (30) days.
- e. To be eligible to vote in any election a person must have been a member for at least thirty (30) days.
- f. The nominating committee shall also select one (1) chairperson for each standing committee and present the selections to the Executive Committee for approval by majority vote.

Section 5.

- a. If a vacancy occurs in the office of President, the President-Elect will assume the office of President for the unexpired term and continue as President for the succeeding year. Similarly, if a vacancy occurs in the office of Treasurer, the Assistant Treasurer will immediately assume the office of Treasurer until a replacement Treasurer can be nominated and elected consistent with the provisions of Article VI Section 5d.
- b. If a vacancy occurs in the office of President-Elect, the First Vice-President shall assume the duties of the President-Elect, in addition to his/her own duties, for no more than three (3) months, until an election to fill the vacant office occurs. If the First Vice President is unavailable, the other vice presidents – in their designated order – shall perform those duties.
- c. If a vacancy occurs in the office of First Vice President, the Second Vice President shall assume the duties of the First Vice President, in addition to his/her own duties, for no more than three (3) months, until an election to fill the vacant office occurs. If the Second Vice President is unavailable, the other vice presidents – in their designated order – shall perform those duties. A vacancy occurring in any other office shall be filled for the un-expired term by a person elected by a majority vote of the remaining members of the Executive Board, notice of such election having been given.
- d. In the event of one or more such vacancies, the secretary shall call an election for the next general membership PTA meeting after thirty (30) days' notice and within

three (3) months. During such an election meeting an opportunity shall be given for nominations from the floor and all vacancies shall be filled by a majority vote.

ARTICLE VII - DUTIES OF OFFICERS

Section 1.

The President shall:

- a. preside at all meetings of this association, the Executive Board, the Executive Committee, and the general membership;
- #b. be a member ex-officio of all committees except the nominating committee and, if authorized to sign checks, the audit committee;
- c. countersign all checks and shall not be a member of the Audit Committee;
- d. have the sole authority to sign on behalf of the Romona PTA all contracts;
- e. have the authority to place monies in the depository approved by the Executive Board;
- e. appoint members to special committees;
- f. be responsible for other duties as may be assigned to him/her by the association, the Executive Board, or the general membership;
- g. delegate the work of the association to other officers or chairpersons as may be appropriate;
- h. coordinate the work of the officers and committees in order that the Purposes may be promoted; and
- i. have completed the Illinois PTA President's Course before election or within six (6) months of election or, in the case of the President-Elect, within six (6) months of assuming the office of President.

Section 2.

The President-Elect shall:

- a. act as a direct aide to the President; be an ex-officio member of all committees and assist in coordinating the work of other officers and committees (including special committees);

- b. assume the office of the President when said President's term has expired and shall serve as President for one (1) year;
- c. assume the office of the President should a vacancy occur during the term of that office; shall represent the President in his/her absence and shall perform other duties as delegated;
- d. countersign checks in the temporary absence of the President and shall not be a member of the Audit Committee or Nominating Committee; and
- e. perform the other duties of the President in the temporary absence of the President.

Section 3.

The First Vice President shall:

- a. assist the President and President-Elect in all of the duties of those offices;
- b. countersign checks in the temporary absence of both the President and President-Elect and shall not be a member of the Audit Committee;
- c. perform the other duties of the President in the temporary absence of both the President and President-Elect;
- d. assume the duties of the President-Elect if a vacancy occurs in the office of President-Elect, in addition to his/her own duties, for no more than three (3) months, until an election to fill the vacant office occurs. If the First Vice President is unavailable, the other vice presidents – in their designated order – shall perform those duties;
- e. be the liaison to the Executive Board for his/her designated group of PTA Standing Committees indicated in the Standing Rules and shall fulfill the liaison duties as outlined in Article VII Sections 4b, 4c and the Standing Rules;
- f. shall, in each membership year during which the Romona PTA Bylaws are required to be amended, be responsible for overseeing the amendment of the Romona PTA Bylaws according to the procedures and requirements set forth in Article IX Section 6e and Article XVI; and
- g. be responsible for such other duties as the association or the Executive Board may assign to him/her.

Section 4.

The Second through Fourth Vice Presidents shall each:

- a. be the liaison to the Executive Board for his/her designated group of PTA Standing Committees as outlined in the Standing Rules (containing the organizational chart), and be responsible for such duties as the association or the Executive Board may assign to him/her and shall, in their designated order, perform the duties of the President in the event the President, President-Elect and the First Vice President are temporarily absent or unable to act; and
- b. report on liaison committees to the Executive Board.
- c. The Second Vice President shall countersign checks in the temporary absence of the Treasurer and shall not be a member of the Audit Committee.

Section 5.

The Secretary shall:

- a. prepare the notices and agendas for all meetings of this association, the Executive Board, the Executive Committee, and the general membership;
- b. record and publish the minutes of all meetings of this association, the Executive Board, the Executive Committee, and the general membership;
- c. have a current copy of the bylaws;
- d. have a current membership list;
- e. conduct correspondence of the association as directed; and
- f. perform such other duties as may be delegated.

Section 6.

The Treasurer shall:

- a. receive all monies of this association, keep an accurate record of receipts and expenditures, and reconcile bank statements;
- b. place all monies in a depository approved by the Executive Board;
- c. pay out funds in accordance with the budget as approved by the membership and authorized by properly signed vouchers. Vouchers shall be signed by both the chairperson of the committee submitting the expense and the corresponding Vice President. Checks shall be signed by original signature of the Treasurer and the President or their designated alternatives as specified in sections 3b and 4c of

Article VII. All checks must be written prior to the annual audit conducted pursuant to Article XI Section 6;

- d. present a written financial statement at every meeting of the association and at other times as requested by the Executive Board, making a full report at the last General membership meeting of the year;
- #e. be responsible for the remittance of the state and national portion of the dues paid by each member as directed in ARTICLE V of these bylaws;
- f. provide the checkbook, all bank statements, canceled and voided checks, deposit slips, treasurer's record book and receipt book, vouchers and invoices for all disbursements to the Audit Committee at the end of the fiscal year and when there is a change in Treasurer during a term of office;
- g. be responsible for completion and filing of appropriate forms as may be required by Internal Revenue Service Regulations no later than the date established by the regulations;
- h. not be a member of the Audit Committee. The incoming Treasurer shall attend the Audit meeting and bring the books to the meeting, but shall not participate in the Audit;
- i. be a member of the Budget Committee; and
- j. complete an official Illinois PTA Financial workshop before election or within six (6) months of election or, in the case of the Assistant Treasurer, within six (6) months of assuming the office of Treasurer.

Section 7.

The Assistant Treasurer shall:

- a. in the event there is a vacancy in the office of Treasurer, immediately assume the office of Treasurer until a replacement Treasurer can be nominated and elected consistent with the provisions of Article VI Section 5d; and
- b. not be a member of the Audit Committee.

Section 8.

All officers shall each:

- a. be encouraged to have completed the Illinois PTA Road to Success Course before election or within six (6) months of their election;

- b. perform the duties prescribed in the parliamentary authority of this association in addition to those outlined in these bylaws and those assigned from time to time; and
- c. deliver to their successors all official material within ten (10) days following the meeting at which their successors take office with the exception of the Treasurer who will deliver the official materials to his/her successor at the conclusion of the annual audit.

ARTICLE VIII – GENERAL MEMBERSHIP MEETINGS

Section 1.

Regularly scheduled meetings of this association shall be held at least five (5) times during the school year. Dates of meetings shall be determined by the Executive Board and shall be announced at the first general membership meeting of the year. Five (5) days' notice shall be given of a change of date.

Section 2.

General membership meetings are convened to conduct the business of the association. Business shall include, but is not limited to: adoption of the audit report, adoption or amending the budget, amending the bylaws, the election of a nominating committee, and the election of officers.

Section 3.

Special meetings may be called by the Executive Board or general membership, with five (5) days' notice having been given.

Section 4.

The May general membership meeting shall be the annual meeting at which time annual reports shall be given.

****Section 5.**

Bylaws of each local PTA/PTSA unit shall include a provision establishing a quorum.

Section 6.

A quorum for the transaction of the business of this association shall consist of sixteen (16) members which includes at least two (2) officers from the Executive Board. Approval of any resolution shall be by majority of those present unless otherwise stated.

#Section 7.

Proxy voting shall be prohibited.

Section 8.

Each member, except the President or acting president, shall be entitled to one vote in each matter submitted to a vote at a general membership meeting. The President or acting president may vote to break a tie, or in instances when the vote is by ballot.

ARTICLE IX - EXECUTIVE BOARD

#Section 1.

This association shall establish an Executive Board.

Section 2.

The Executive Board shall consist of elected officers and standing committee chairpersons, and must include at least a President, a Secretary, and a Treasurer. The principal of the school or his/her representative is invited and encouraged to attend Executive Board meetings, but shall not have any vote. The Past President is invited and encouraged to attend Executive Board meetings, but shall not have any vote.

****Section 3.**

A PTA/PTSA member shall not serve as a voting member of a local PTA/PTSA unit's board while serving as a paid employee of, or under contract to, a local PTA/PTSA unit.

Section 4.

Meetings of the Executive Board shall be held at least eight (8) times per year prior to each regularly scheduled general membership meeting of this association. Additional and/or special meetings may be called by the President or a quorum of the Executive Board provided that at least five (5) days' notice shall be given. If there is a change of the regular Executive Board meeting date, at least five (5) days' notice shall be given. Six (6) members including at least two (2) officers shall constitute a quorum.

Section 5.

The newly elected Executive Board shall meet prior to the general membership meeting in September. The purposes of the meeting are to formulate tentative plans for their term of office and to review the plans and proposed budgets of the standing committees.

Section 6.

The Executive Board shall:

- a. review tentative budgets for recommendation as a proposed budget to the general membership of this association for adoption;
- b. nominate and approve a Budget Committee chairman;
- c. nominate and approve an Audit Committee;
- d. nominate and approve two members and an alternate of the Nominating Committee;
- e. nominate and approve a Bylaws Committee every two years, the committee to consist of three (3) to seven (7) PTA members, including the First Vice President and either the President or Secretary;
- f. submit the proposed committee budgets for the following school year to the membership of this association for approval at the first PTA meeting of that school year;
- g. consider for approval committee requests to spend over the approved budget as determined by the Executive Board and/or as outlined in the Standing Rules;
- h. transact necessary business in the intervals between regular meetings and such other business as may be referred to it by this association;
- i. create standing committees;
- j. approve plans of work of the standing committees;
- k. present reports and recommendations to the general membership meeting of this association; and
- l. not take any actions in conflict with that taken by the voting body of this association.

Section 7.

Any appointed board member not performing duties as outlined in the bylaws or procedures may be removed by the affirmative vote of two-thirds (2/3) of the board members present and voting, prior notice having been given. Any appointed board member absent for three (3) consecutive meetings without prior notice shall automatically forfeit his/her place on the board and be so notified.

Section 8.

The Executive Board shall, upon the recommendation of the Executive Committee, consider the removal of any officer not performing duties as outlined in the bylaws. An affirmative vote of two-thirds (2/3) of the board members present and voting shall be necessary for removal of an officer, prior notice having been given.

ARTICLE X - EXECUTIVE COMMITTEE

Section 1.

The Executive Committee shall consist of elected officers.

Section 2.

Meetings shall be held at the call of the President or a majority of the Executive Committee. Three (3) days' notice shall have been given. A majority shall constitute a quorum.

Section 3.

The Executive Committee shall meet as soon as the officers have been duly elected for the purpose of formulating tentative plans for their term of office and approving the Nominating Committee's selections of chairpersons of standing committees by majority vote.

Section 4.

The Executive Committee may transact business of this association in an emergency; however, no action shall be in conflict with that taken by the voting body of this association or the Executive Board.

ARTICLE XI - STANDING AND SPECIAL COMMITTEES

Section 1.

The Executive Board shall create such standing committees as it may deem necessary to promote the Purposes and carry on the work of this association. The chairperson of each standing committee shall be selected according to the procedures and requirements set forth in Article VI Section 4f and in Article X Section 3 and shall serve a term of one (1) year.

Section 2.

- a. The chairperson of each standing committee, in conjunction with his/her Vice President liaison, shall present a written plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

- b. The chairperson of each standing committee shall present a proposed committee budget to the Budget Committee. The Budget Committee shall submit the proposed budgets to the Executive Board for approval. All proposed budgets shall be presented to the general PTA membership for final approval. Expenditures in excess of the approved budget require the Executive Board's approval.
- c. The chairperson of each standing committee, or his/her designee, shall attend all general membership meetings. In the event that the chairperson or designee is unable to attend a meeting, the chairperson shall submit a written committee report to the President prior to the meeting.
- d. The chairperson of each standing committee, or his/her designee, is welcome to attend all Executive Board meetings, and is specifically encouraged to attend the Executive Board meetings in advance of upcoming events related to his/her standing committee. In the event the chairperson or designee is unable to attend an Executive Board meeting, the chairperson shall submit a written committee report to his/her liaison vice president prior to the meeting.

Section 3.

Special committees may be created by the Executive Board.

#Section 4.

The local PTA/PTSA unit financial records must be audited annually at the close of the fiscal year and upon change of Treasurer during the term of office.

Section 5.

A Budget Committee of five (5) members shall be formed annually in April. The Executive Board will elect a non-officer to chair this committee at the April election.

The Budget Committee reviews, organizes and approves committee budgets for presentation to the Executive Board.

Section 6.

An Audit Committee, of at least three (3) members and no more than five (5) members, shall be elected by the Executive Board, at least four (4) weeks before its meeting in May. The committee shall examine the financial records at the close of the fiscal year, and report its findings to the membership at the general membership meeting in September. By decision of the Executive Board, an outside professional auditor may be used. Anyone authorized to sign or countersign checks is not eligible to audit the financial records.

Section 7.

The President shall be a member ex-officio of all committees except the Nominating Committee and, if authorized to sign checks, the Audit Committee.

ARTICLE XII - REPRESENTATION

This association may be represented at the region and district annual meeting and at the annual or special convention of the Illinois PTA as provided in the state bylaws. The President and the President-Elect, or their designated alternates, as well as other PTA members as selected by the Executive Board, shall serve as delegates.

ARTICLE XIII - RELATIONSHIP WITH NATIONAL PTA AND ILLINOIS PTA

#Section 1.

This local PTA/PTSA unit shall be organized and chartered under the authority of the Illinois PTA in the area in which this local PTA/PTSA unit functions in conformity with such rules and regulations not in conflict with the Bylaws of National PTA as the Illinois PTA may in its bylaws prescribe. The Illinois PTA shall issue to this local PTA/PTSA unit an appropriate charter evidencing the due organization and good standing of this local PTA/PTSA unit.

A local PTA/PTSA 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 Illinois PTA to reach the national office by dates designated by National PTA;
- c. has bylaws approved according to the procedures of the Illinois PTA; and
- d. meets other criteria as may be prescribed by the Illinois PTA.

#Section 2.

This local PTA/PTSA shall adopt bylaws for the governance of the association as may be approved by the Illinois PTA. Such bylaws shall not be in conflict with the Bylaws of National PTA or the Bylaws of the Illinois PTA.

#Section 3.

Bylaws of this local PTA/PTSA unit shall include an article on amendments.

#Section 4.

- a. All local PTA/PTSA units' bylaws and amendments thereto shall be approved by the district director or the designated representative of the state board of directors. Bylaws shall be submitted for review upon request and/or every two (2) years.
- b. If approved bylaws do not exist, the current ILLINOIS PTA BYLAWS FOR LOCAL PTA/PTSA UNITS shall be in effect.

#Section 5.

This local PTA/PTSA unit shall collect dues from its members and shall remit a portion of such dues to the Illinois PTA as provided in the ARTICLE on Membership and Dues contained herein.

Section 6.

This local PTA/PTSA unit shall keep 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 amount of dues remitted to the Illinois PTA. Permanent books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Illinois PTA.

#Section 7.

The charter of this local PTA/PTSA unit shall be subject to withdrawal and the status of such association as a local PTA/PTSA unit shall be subject to termination in the manner and under the circumstances provided in the bylaws of the Illinois PTA.

#Section 8. DISSOLUTION: Voluntary End of Affiliation with PTA

- A. To end affiliation with the State and National PTA, a local unit must legally dissolve in accordance with the process established in these Bylaws. Seeking legal counsel may be advisable.
 1. Send a request for dissolution to the Illinois PTA office, containing the following:
 - a. a signed petition of fifteen (15) members or twenty-five (25%) of the membership not including members of the Executive Board of the local unit, whichever is larger, recommending dissolution;
 - b. current membership roster to determine eligibility to vote at a dissolution meeting; and

- c. notice of dissolution meeting, giving members thirty (30) days' notification and seven (7) days' reminder; method of distribution to membership.
 2. Conduct a dissolution meeting of the general membership
 - a. an Illinois PTA representative shall be given opportunity to speak first;
 - b. determine that a quorum is present;
 - c. determine eligibility to vote;
 - d. place the question of dissolution before the members;
 - e. inform membership that to be adopted, the motion must receive a two-third (2/3) majority of those present and voting; and
 - f. conduct a ballot vote, and declare the results of such vote.
 3. Minutes of the meeting must include:
 - a. membership roster used to verify eligibility to vote, and presence of quorum;
 - b. declaration of ballot results, including votes in the affirmative, negative or abstentions;
 - c. effective date of dissolution;
 - d. distribution of funds remaining following the payment of all outstanding legal obligations, in accordance with established IRS rules and regulations;
 - e. verification of tax status of any organization receiving funds; and
 - f. signature of certifying officers and date submitted.
- B. Dissolution of the local unit ends all rights and privileges associated with affiliation with State and National PTA, and the local unit:
 1. must cease and desist from any further use of a name that implies or connotes association with the National PTA and the Illinois PTA;

2. must cease and desist from using the Federal Employer Identification Number (FEIN) issued to the local unit as a constituent association organized by the authority of the Illinois PTA;
3. loses federal tax-exempt status as a constituent association of the National PTA and the Illinois PTA as authorized by the Internal Revenue Service;
4. must distribute all remaining funds to a recognized and approved 501 c 3 association, in accordance with IRS requirements, within thirty (30) days or those funds shall revert to the Illinois PTA;
5. notify all necessary governmental agencies of the action taken, including but not limited to: the Illinois Department of Revenue, the Illinois Secretary of State if incorporated, the Internal Revenue Service;
6. notify all entities with whom you do business of the action taken, including but not limited to: banks, suppliers/vendors, insurance provider and school district;
7. perform a complete audit of the financial records of the local unit; and
8. provide the Illinois PTA via the state office, the following:
 - a. copy of the final audit;
 - b. copy of final report filed with the Internal Revenue Service;
 - c. copy of IRS Schedule N, distribution of remaining funds; and
 - d. copy of notification of dissolution to governmental agencies as required in B5 above.

- C. The Illinois PTA, as the authority under whom the local unit was granted tax-exempt status, has the right as the holder of the group exemption to approve any organization receiving funds from the dissolved local unit.

#ARTICLE XIV - FISCAL YEAR

The fiscal year of this association 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 the Romona PTA in all cases in which they are applicable and in which they are not in conflict

with these bylaws, the bylaws of National PTA, the bylaws of the Illinois PTA, or the articles of incorporation.

ARTICLE XVI - AMENDMENTS

#Section 1.

- a. These bylaws may be amended at any general membership meeting of this association by a two-thirds (2/3) vote of the members present and voting provided that notice of the proposed amendment shall have been given at the previous general membership meeting or written notice of the proposed amendment has been given to all members thirty (30) days in advance of the general membership meeting at which the amendment is to be considered, a quorum being present, and that the proposed amendments shall be subject to approval of the district director or the designated representative of the state board of directors of the Illinois PTA.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of this association or by a two-thirds (2/3) vote of the Executive Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of the amendment.
- c. Two (2) copies of all proposed amendments or revisions shall be submitted to the district director or the designated representative of the state board of directors for review, prior to presentation at a general membership meeting of the association for its consideration and action.
- d. After approval by a two-thirds (2/3) vote at a general membership meeting of the association, two (2) copies of all amendments or revisions shall be sent for approval to the district director or designated representative of the state board of directors.
- e. Submission of amendments or revised bylaws for approval by the Illinois PTA shall be in accordance with the Bylaws of the Illinois PTA.

#Section 2.

This local PTA/PTSA unit shall include in its bylaws provisions corresponding to the Illinois PTA Bylaws as are identified herein by a double star (**).

#Section 3.

The adoption of an amendment to any provision of the Illinois PTA Bylaws identified by a double star (**) shall serve automatically and without the requirement of further action by the Romona PTA to amend their corresponding bylaws. Notwithstanding the automatic character of the amending process, local PTA/PTSA units shall promptly incorporate such amendments in their respective bylaws.

#Section 4.

Each local PTA/PTSA unit shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as are identified by the number symbol (#).

#Section 5.

The adoption of an amendment to any provision of the bylaws of the Illinois PTA identified by a number symbol (#) shall serve automatically and without the requirement of further action by the Romona PTA to amend their corresponding bylaws.

ARTICLE XVII – STANDING RULES

These bylaws are supplemented by separate Romona PTA Standing Rules, which govern operating procedures and rules for Romona PTA that are not otherwise covered herein.

Affirmation of Bylaws
(PLEASE CHECK and FILL OUT ONLY ONE)

These bylaws were voted upon and passed at the general membership meeting of the Romona PTA on _____ (Date).

OR

These bylaws were reviewed on _____(Date), and no changes were made. This was reported to the general membership on _____ (Date).

Signed: _____
(PTA President)

Date: _____

Printed Name: _____

Signed: _____
(PTA Secretary)

Date: _____

Printed Name: _____

Approved by: _____
District/Region director or
designated representative of the state board of directors

on _____
Date

#Section 4.

Each local PTA/PTSA unit shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as are identified by the number symbol (#).

#Section 5.

The adoption of an amendment to any provision of the bylaws of the Illinois PTA identified by a number symbol (#) shall serve automatically and without the requirement of further action by the Romona PTA to amend their corresponding bylaws.

ARTICLE XVII – STANDING RULES

These bylaws are supplemented by separate Romona PTA Standing Rules, which govern operating procedures and rules for Romona PTA that are not otherwise covered herein.

Affirmation of Bylaws

(PLEASE CHECK and FILL OUT ONLY ONE)

These bylaws were voted upon and passed at the general membership meeting of the Romona PTA on _____ (Date).

OR

These bylaws were reviewed on _____ (Date), and no changes were made. This was reported to the general membership on _____ (Date).

Signed: _____
(PTA President)

Date: _____

Printed Name: _____

Signed: _____
(PTA Secretary)

Date: _____

Printed Name: _____

Approved by: *Fathy Ann Mertz*
District/Region director or
designated representative of the state board of directors

on 2-8-2016
Date