

BYLAWS COVER FORM

Include this form when submitting bylaws for the three (3) year review and approval, or for approval at any other time.

EMAIL TO: Indianapta@sbcglobal.com and coffman@indianapta.org (attach all documents as Word Documents (.doc)) Office will send an email reply when received.

OR mail:

MAIL TO:

Indiana PTA

6901 E. 10th Street, Suite E

Indianapolis, IN 46219

PTA Unit Name Fred H. Croninger PTA ID _____

School Address _____

(street) (city) (zip)

PTA Region _____ Council affiliation _____

President _____ Phone _____ Email _____

Address _____

(street) (city) (zip)

Person Submitting Bylaws (bylaws will be returned to this address):

Name Kim Craighhead Phone _____ Email _____

Address _____

(street) (city) (zip)

Date PTA Unit Approved Bylaws (must have) _____

Reason for Submitting Bylaws (check which one(s) applies):

_____ Time for three-year review

_____ Resubmitted with corrections

_____ New Unit

Revision

FOR USE BY BYLAWS COORDINATOR ONLY:

Approved By: Cathy Coffman

Date Approved: 9/7/18

Date Returned to Unit: 9/7/18

Bylaws due for Approval: 11/19

Unit Model Bylaws



*November 2016
Revised 5/8/18*

LOCAL PTA/PTSA MODEL BYLAWS

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November 2016

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Note: The articles and sections contained in these bylaws designated by (#) POUND SIGN are required by the Indiana PTA to be in all unit bylaws.

Fred H. Croninger PTA
Name of PTA Unit

23-7076549
Federal Identification Number

November 22, 1966
Date Organized

735521-01

State Tax Exempt Number

City: **Fort Wayne**

County: **Allen**

Region: **Northeast**

MODEL LOCAL UNIT BYLAWS

Article I : Name

The name of this organization is the **Fred H. Croninger** Parents and Teachers Association (PTA), **Fort Wayne, Indiana**. It is a local PTA organized under the authority of the Indiana Congress of Parents and Teachers, a branch of the National Congress of Parents and Teachers (the National PTA).

Article II : Purposes

Section 1. The purposes of the **Fred H. Croninger** PTA, in common with those of the National PTA and the Indiana 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 the National PTA, the Indiana PTA and the **Fred H. Croninger** 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 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 the **Fred H. Croninger** PTA in common with those of the National PTA and the Indiana PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization 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 the boards of education, state education authorities, and local education authorities.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.
- f. Upon the dissolution of 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 and whose purposes are in accordance with those of National PTA.
- g. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Article IV: Relationship with National PTA and Indiana PTA

Section 1. This local PTA/PTSA shall be organized and chartered under the direct authority of the Indiana 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 the Indiana PTA may in its bylaws prescribe. The Indiana PTA shall issue to this local PTA an appropriate charter evidencing the due organization and good standing of this local PTA/PTSA.

A local PTA in good standing is one which:

- a. Adheres to the purposes and basic policies of the PTA.
- b. Remits the first installment of dues, national and state portions by November 15th to the Indiana PTA office.
- c. Submits the membership report to the Indiana PTA office by November 15th.
- d. Has bylaws approved every three years according to the procedure of the Indiana PTA.
- e. Has current year audited annual financial report submitted to the Indiana PTA office by November 15th.
- f. Has current year officers list submitted to the Indiana PTA office.
- g. Has current year 990/990EZ or 990-N (E-postcard) filed and submits a copy to the Indiana PTA office by November 15th.
- h. Has current year NP-20 form filed and submits a copy to the Indiana PTA office by November 15th. (Indiana Nonprofit Organization's annual report)
- i. Meets other criteria as may be prescribed by the Indiana PTA.

Section 2. This local PTA shall adopt such bylaws for the government of the organization as may be approved by the Indiana PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the Bylaws of Indiana PTA.

Section 3. This local PTA shall include in its bylaws provisions corresponding to the Indiana PTA Bylaws as are identified herein by a pound sign (#).

Section 4. The adoption of an amendment to any provision of the Indiana PTA Bylaws identified by a pound sign shall serve automatically and without the requirement of further action by this local PTA to amend its corresponding bylaws. This local PTA shall promptly incorporate such amendments in its 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. Each officer or board member of this local PTA shall be a member of this local PTA.

Section 8. The bylaws of this local PTA shall prohibit voting by proxy.

Section 9. The purposes and basic policies of the Indiana PTA shall in every case also be the purposes and basic policies of this PTA.

Section 10. 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 11. Only members of this local PTA who have paid dues for the current membership year may participate in the business of this local PTA.

Section 12. This local PTA shall collect dues from its members and shall remit a portion of such dues to the Indiana PTA as provided in Article V hereof.

Section 13. This local PTA may cooperate with other organizations and agencies concerned with child welfare, but a PTA representative shall make no commitments that bind the group he represents.

Section 14. The members of the nominating committee for officers of this local PTA shall be elected by the general membership, executive board, or executive committee.

Section 15. This local PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization, including, specifically, the number of its members, the dues collected from its members, and the amount of dues remitted to the Indiana PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Indiana PTA or, where directed by the committee on state and local relationships, by a duly authorized representative of the National PTA.

Section 16 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 the Indiana PTA.

Section 17. This local PTA is obligated, upon withdrawal of its charter by the Indiana PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Indiana PTA or to such agency as may be designated by the Indiana PTA, or to another local PTA organized under the authority of the Indiana PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Indiana PTA or status as a constituent organization of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the Indiana PTA, all proceedings necessary or desirable for the purpose of dissolving the (your) **Fred H. Croninger** PTA.

Article V: Membership and Dues

Section 1. Every individual who is a member of this local PTA organized by Indiana PTA also is a member of the National PTA and of the Indiana PTA by which this local PTA is chartered, and is entitled to all the benefits of such membership.

Section 2. Membership in this local PTA shall be made available by this local PTA and shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.

Section 3. This local PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

Section 4. Those enrolled after March 15 shall be considered members for the following school year.

Section 5. PTAs may be organized with student membership. The minimum grade requirement for a PTA member is 6th grade.

Section 6. An established PTA/PTSA shall pay dues for no less than twenty members to maintain their status as a PTA unit.

Section 7. The membership card shall be valid through the month of October of the ensuing school year.

Section 8. Each member of this PTA shall pay such annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the Indiana PTA (the "state portion") and the portion payable to the National PTA (the "national portion").

Section 9. The amount of the state portion of each member's dues shall be determined by the Indiana PTA. The National PTA shall determine the national portion of each member's dues.

Section 10. The Indiana PTA portion of each member's dues shall be three dollars (\$3.00) per annum.

Section 11. The National PTA portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per annum.

Section 12. The local portion (amount your unit keeps) of each member's dues shall be **\$1.75**. The total amount of each member's dues shall include the portion payable to the Indiana PTA, the portion payable to the National PTA, and the local portion

Section 13. The state and national portions of the dues paid by each member of this local PTA shall be set aside by this local PTA and remitted to the Indiana PTA through such channels and at such times as the state PTA bylaws may provide. Indiana PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

Section 14. The treasurer of each local PTA/PTSA shall send the National and state portions of the dues to the office of the Indiana Congress of Parents and Teachers, Inc., on or before November 15th and dues for additional members on or before March 15th.

Article VI: Officers and Their Election

Section 1. The officers of this organization shall consist of a president, **3** (number) vice-president (s), (a) secretary (recording and/or corresponding) and a treasurer.

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

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 election.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the **Fred H. Croninger** PTA:

- # a. Each officer shall be a member of this local PTA.
- b. No officer may be eligible to serve more than three 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.
- d. Only those persons whose current PTA/PTSA dues are paid shall be considered eligible for office. (Current dues are paid before March 15th of any school year).
- e. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section 5. Officers, with the exception of the treasurer, shall assume their duties at the end of the school year and shall serve for a term of one year or until their successors are elected. The treasurer shall assume his duties following the completion of the annual audit.

Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the vice-president (s). A vacancy in any office other than president shall be filled for the unexpired term by an individual elected by a majority vote of the executive board, notice of such election having been given.

Section 7. There shall be a nominating committee composed of three members, one of whom shall be elected by the executive committee from its body, and two of whom shall be elected by the general membership at a regular meeting at least one month prior to the election of officers, as outlined in Article VI, Section 2. The president shall appoint one of the three to serve as chairman of the committee.

Section 8. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in February (month), at which time additional nominations may be made from the floor.

Article VII. Duties of Officers

Section 1. The president shall:

- a. Preside at all meetings of the association and of the executive board.
- b. Perform such other duties as may be prescribed in these bylaws or assigned by the association or by the executive board.
- c. Be a member ex officio of all committees except the nominating committee.
- d. Coordinate the work of the officers and committees of the association in order that the Purposes may be promoted.

Section 2. The Vice-President (s) 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.

Section 3. The secretary shall:

- a. Record the minutes of all meetings of the association and of the executive board.
- b. Have a current copy of the bylaws.
- c. Maintain a membership list.
- d. Perform other delegated duties as assigned.

Section 4. The treasurer shall:

- a. Have custody of all the funds of the association.
- b. Keep a full and accurate account of receipts and expenditures.
- c. Make disbursements as authorized by the president, executive committee, or association in accordance with the budget adopted by the association.
- # d. Have checks signed by two people, the treasurer and one other elected officer. (Persons authorized to sign checks shall not be related. Defined: same family through birth or by marriage.)
- e. Present a financial statement at every meeting of the association and at other times when requested by the executive board and make a full report at the annual meeting.
- f. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section 14, of these bylaws.
- g. Have the accounts examined annually at the close of the fiscal year or upon change of officer by an auditor or an 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.

Section 5. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

Article VIII: Auditing Committee

Section 1. The auditing committee shall be selected by the executive committee at least two weeks before the annual meeting. A copy of the committee's report shall be sent to the state office of the Indiana PTA to meet requirements for tax exemption.

Section 2. Auditing committee members shall not be related to each other or to anyone with

check signing privileges. Officers authorized to sign checks are ineligible to serve on the auditing committee. (Related defined: same family through birth or by marriage.)

Article IX: Executive Board

Section 1. The Executive Board shall consist of the officers of the association, the chairmen of standing committees, and the principal of the school or a representative appointed by him. The chairman of the standing committees shall be selected by the officers of the association. The members of the Executive Board with the exception of the treasurer shall serve until the election/selection of their successors. (See Article VI, Section 5 for Term of the Treasurer.)

Section 2. Each member shall be a member of this local PTA.

Section 3. The duties of the Executive Board shall be:

- a. To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association.
- b. To create standing and special committees.
- c. To approve the plans of work of the standing committees.
- d. To present a report at the regular meetings of the association.
- e. To appoint an auditor or an auditing committee at least two weeks before the annual meeting to audit the treasurer's accounts.
- f. To prepare and submit to the association for adoption a budget for the year.
- g. To approve routine bills within the limits of the budget.

Section 4. Regular meetings of the Executive Board shall be held during the year, the time to be fixed by the committee at its first meeting of the year. 3 (number) members of the Executive Board shall constitute a quorum. Special meetings of the Executive Board may be called by the president or by a majority of the members of the board, 3 (number) days notice being given.

Section 5. If any member of the board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by a majority vote of the Executive Board.

Article X: Executive Committee

Section 1. There shall be an executive committee of the **Fred H. Croninger** PTA, the members shall consist of the elected officers.

Section 2. Each executive committee member shall be a member of this PTA/PTSA.

Section 3. Special meetings of the executive committee may be called by the president or a majority of the executive committee with 2 days notice given to each member of the committee.

Section 4. A majority of the executive committee shall constitute a quorum for the transaction of business.

Section 5. The 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 selecting chairmen of standing committees.

Article XI: General Membership Meetings

Section 1. At least 4 (number) regular meetings of this association shall be held during the school year. Dates of meetings shall be determined by the Executive Board and announced at the first regular meeting of the year, 7 (number) days' notice shall be given of a change of date.

Section 2. Special meetings of the association may be called by the president or by a majority of the Executive Board, 7 (number) days notice having been given.

Section 3. The annual meeting shall be in September (month).

Section 4. 7 (number) members shall constitute a quorum for the transaction of business in any meeting of this association.

Section 5. The privilege of holding office, introducing motions, debating, and voting shall be limited to members of this PTA/PTSA whose dues for the current membership year are paid.

Article XII: Standing and Special Committees

Section 1. Only members of this association who have paid dues for the current membership year shall be eligible to serve in any elective or appointive positions.

Section 2. The executive board may create such standing committees, as it may deem necessary to promote the Purposes and carry on the work of the association. The term of each chairman shall be one year or until the selection of a successor.

Section 3. The chairman of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 4. The power to form special committees and appoint their members rests with the association and/or the executive board.

Section 5. The president shall be a member ex officio of all committees except the nominating committee.

Article XIII: Council Membership

(Applies only to local PTAs/PTSAs holding membership in a council of PTAs and must correspond to council bylaws).

Section 1.

- a. This local PTA shall be represented in meetings of the **Fort Wayne** Council of Parent Teacher Associations by the president or his alternate, the principal or his alternate, and by 1 (number) delegate (s) or his alternate. All representatives to a council must be members of a local unit.
- b. Delegate and his alternate shall be chosen by election in **September** (month).
- c. Delegate to the **Fort Wayne** Council of PTAs shall serve for a term of 1 year (s).

Section 2. This local PTA shall pay annual dues of **\$100.00** to the **Fort Wayne** Council of PTAs, as provided in the Council bylaws.

Article XIV: Indiana PTA Convention

Section 1. This local PTA shall be entitled to send as voting delegates to the annual convention its president or alternate, and one representative for each one hundred members or major fraction thereof as shown on the records in the state office as of March 15th; provided, however, that in no case shall the total number of voting delegates from this PTA including the president or alternate exceed four.

Section 2. Local units organized between March 15th and the annual convention, which have met, all new unit criteria may send delegates to convention as non voting delegates.

Section 3. All delegates to the Indiana PTA convention must be members of this local PTA.

Article XV: Fiscal Year

The fiscal year of the **Fred H. Croninger** PTA shall begin on July 1 and end on the following June 30.

Article XVI: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the **Fred H. Croninger** 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 Indiana PTA bylaws, or the articles of incorporation.

Article XVII: Amendments

Section 1. These bylaws may be amended at any regular meeting of the association, provided:
(1) That notice of the proposed amendment was given at least 30 days prior to the

- meeting at which time the amendment was voted upon.
- (2) That a quorum had been established; and
 - (3) That the amendment will then be subject to approval by the Indiana PTA upon the completion of the two previous provisions.

Bylaw amendments require a two-thirds vote of the members present and voting.

Section 2. 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 the association, or by a two-thirds vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 3. This local PTA/PTSA, having adopted amendments or a revision to its bylaws, shall submit to the state office two copies of such amendments or revision for approval by the state bylaws coordinator.

Section 4. Any amendment or revision shall become effective upon the approval of the state bylaws coordinator.

Section 5. The adoption of an amendment to any provision of the bylaws of the Indiana PTA identified by a pound sign (#) shall serve automatically and without the requirement of further action by the **Fred H. Croninger** PTA to amend their corresponding bylaws.

Bylaws/amendments adopted by membership 5/8/18 ~~November 8, 2016~~ (date)
Bylaws/amendments approved by State Bylaws Coordinator 9/7/18 (date)
Bylaws due for approval 5/2021 (date)