

**STEELE PTA  
BYLAWS**

**ARTICLE I: NAME <sup>1</sup>**

The name of this organization is the Steele Parent Teacher Association (PTA), Denver, Colorado. It is a local PTA organized under the authority of the Colorado Congress of Parents, Teachers and Students (the Colorado PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

**\*\*ARTICLE II: PURPOSES**

Section 1. The Objects of the Steele PTA, in common with those of the National PTA and the Colorado PTA, are:

- a. To promote the welfare of children and youth in home, school and community
- 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 Objects of the National PTA, the Colorado PTA and the Steele 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 Steele PTA, in common with those of the National PTA and the Colorado PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Objects of the organization.
- c. 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.
- d. 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 boards of education, state education authorities, and local education authorities.

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<sup>1</sup> \*\* identifies articles or sections required by National PTA.  
# identifies articles or sections required by Colorado PTA.

- e. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The Colorado PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but PTA representatives shall make no commitments that bind the group they represent.
- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- g. 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.
- h. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

#### **ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND STATE PTA**

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

A local PTA in good standing is one which:

- a. adheres to the Objects and basic policies of the PTA;
- b. remits the national portion of the dues through the Colorado PTA to reach the National Office by dates designated by the National PTA;
- c. has bylaws approved according to the procedures of the Colorado PTA;
- d. meets other criteria as may be prescribed by the Colorado PTA.

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

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

**\*\*Section 4.** This local PTA shall include in its bylaws provisions corresponding to the National PTA Bylaws as are identified herein by a double star (\*\*).

**\*\*Section 5.** The adoption of an amendment to any provision of the National PTA Bylaws identified by a double star (\*\*) shall serve automatically and without the requirement of further action by this local PTA to amend corresponding bylaws. This local PTA shall promptly incorporate such amendments in its bylaws.

**\*\*Section 6.** Bylaws of this local PTA shall include an article on amendments.

**\*\*Section 7.** Bylaws of this local PTA shall include a provision establishing a quorum.

**\*\*Section 8.** Each officer or board member of this local PTA shall be a member of this local PTA.

**\*\*Section 9.** The members of the nominating committee for officers of a constituent organization shall be elected by the membership, Board of Directors/Managers, Executive Board, or Executive Committee.

**\*\*Section 10.** 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 amounts of dues remitted to the Colorado PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Colorado PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

**#Section 11** This association must file in the Colorado PTA office, by the date required by the IRS for filing, a copy of the current 990 IRS form if its gross income is in excess of \$25,000.

**\*\*Section 12.** The charter of this local unit 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 Colorado PTA.

**\*\*Section 13.** This local PTA is obligated, upon withdrawal of its charter by the Colorado PTA:

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

**#Section 14.** A local PTA, under the supervision and direction of the Colorado PTA, shall dissolve its affairs in the following manner:

- a. Notice, by certified mail, of the pending dissolution must be given to the Colorado PTA at least forty-five (45) days before the meeting of the membership is held to discuss and vote on the dissolution issue.
- b. Notice of the meeting of the membership must be mailed to all members and the Colorado PTA at least thirty (30) days before the meeting. A representative of the Colorado PTA, designated by the appropriate Colorado PTA Region Director, must be present. A two-thirds ballot vote of members present and voting, a quorum being present, must carry this intent of dissolution. Dissolution is effective immediately if vote is in the affirmative.
- c. Upon dissolution, the Colorado PTA must receive:
  - (1) A certified letter giving details of the vote to dissolve, and a detailed accounting of the disbursements of funds.
  - (2) A copy of the final IRS form 990 and the original IRS Employer Identification number (EIN).
  - (3) Charter, all Colorado PTA and National PTA materials, current bylaws and standing rules, and minutes, budget, and all financial books of account and records.
- d. Disbursement of funds and assets must be approved by a majority vote of members present and voting. All funds and assets must be distributed within two (2) weeks according to Article III, h. No PTA money may be used by a new or existing school organization or deposited in school accounts.

**#Section 15.** This local PTA shall include in its bylaws provisions corresponding to the provisions of the Colorado PTA bylaws identified by the number symbol (#).

## ARTICLE V: MEMBERSHIP AND DUES

**\*\*Section 1.** Every individual who is a member of this local PTA is, by virtue of that fact, a member of the National PTA and of the Colorado PTA by which this 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 without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the National PTA Bylaws or the Colorado PTA bylaws, as may be prescribed in the bylaws of this local PTA, to any individual who subscribes to the Objects and basic policies of the National PTA.

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

**\*\*Section 4.** Each member of this local 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 Colorado PTA ("the state portion") and the portion payable to the National PTA (the "national portion").

**\*\*Section 5.** The amount of the state portion of each member's dues shall be determined by the Colorado PTA. The national portion of each member's dues shall be one (1.75) dollar and 75 cents per annum.

**#Section 6.** Each member of this PTA shall pay total annual dues of \$ 10.00 to the organization. Such annual dues include the portion of \$ 4.25 local unit dues plus \$5.75 per member payable to the Colorado PTA, which includes the Colorado PTA portion of \$3.00, the Denver Council portion of \$1.00, and the National PTA portion of \$1.75.

**\*\*Section 7.** The state and National PTA portions of the dues paid by each member of this local PTA shall be set aside by this local PTA and remitted to the Colorado PTA through such channels and at such times as the Colorado PTA bylaws may provide. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

**\*\*Section 8.** This local PTA shall collect dues from its members and shall remit a portion of such dues to the Colorado PTA as provided in Article V hereof.

**#Section 9.** Failure to remit membership dues by the end of the Colorado PTA fiscal year (June 30th) shall result in the association being declared 'delinquent'. Delinquent units will be ineligible for all Colorado PTA sponsored activities, materials and services until such time as dues are paid. Continued delinquency may result in withdrawal of charter under the procedure outlined in Article XVII: State and Local Relationships in the Colorado PTA bylaws.

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

## ARTICLE VI: OFFICERS AND THEIR ELECTION

**\*\*Section 1.** Each officer of this PTA shall be a member of this PTA.

**Section 2.** Officers and their election:

- a. The officers of this association shall be a president, 2 vice-presidents, secretary, and treasurer.
- b. Officers shall be elected by ballot in the month of April. However, if there is but one nominee for any office, election for that office may be by voice vote.
- c. Officers shall assume their official duties following the close of the meeting in May and shall serve for a term of one year or until their successors are elected.

d. No officer shall serve more than 2 consecutive terms in the same office.

Section 3. Nominating Committee:

- a. There shall be a nominating chairperson appointed by the President.
- b. The nominating committee shall nominate one eligible member for each office and report its nominees at the regular meeting in March, at which time additional nominations may be made from the floor.<sup>2</sup>
- c. Only those persons who have signified their consent to serve, if elected, shall be nominated for or elected to an office.

Section 4. A vacancy occurring in any office shall be filled for the unexpired term by a majority vote of the Board, notice of such election having been given. In case a vacancy occurs in the office of president, the first vice-president shall serve notice of the election.

**ARTICLE VII: DUTIES OF OFFICERS**

Section 1. The president shall preside at all meetings of the association and of the board; shall appoint standing committee chairmen subject to the approval of the officers of the association; shall be a member ex-officio of all committees except the nominating committee; shall coordinate the work of the officers and committees of the association in order that the Objects may be promoted.

Section 2. The vice-presidents shall act as aids to the president and shall 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 record the minutes of all meetings of the association and of the board, shall have a current copy of the bylaws, and shall maintain a membership list.

#Section 4. The treasurer shall have custody of all funds of the association; shall keep a full and accurate account of receipts and expenditures; shall be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section 10, of these bylaws; in accordance with the budget adopted by the association, shall make disbursements as authorized by the president, the board or the association; shall present a financial statement at every meeting of the association and at other times when requested by the board; and shall make a full report at the meeting at which new officers officially assume their duties. Checks shall be signed by two officers.

The treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three members. A check signatory may not be the auditor or a member of the auditing committee. The auditing committee shall be selected by the board at least two weeks before the meeting at which new officers assume duties. The auditing committee shall present its report for adoption at the first regular board meeting of the year.<sup>3</sup>

Section 5. All officers shall perform the duties prescribed in these bylaws, in the parliamentary authority adopted by the association, 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.

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2 Nominations from the floor may be made at the election meeting also.

3 An audit is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility, except in the case of fraud.

## **ARTICLE VIII: BOARD OF DIRECTORS or (MANAGERS)**

Section 1. The board shall be composed of the officers of the association and the chairmen of the standing committees. The president may appoint a parliamentarian, subject to the approval of the officers of the association.

\*\*Section 2. 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 3. Each board member shall be a member of this PTA.

Section 4. The duties of the 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 select an auditor or an auditing committee to audit the treasurer's accounts; (f) to prepare and submit to the association for adoption a budget for the year; (g) to approve bills within the limits of the budget.

Section 5. Regular meetings of the board shall be held during the year, the time to be fixed by the board at its first meeting of the year. Special meetings of the board may be called by the president or by a majority of the board.

\*\*Section 6. At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of business.

Section 7. The executive board shall be composed of the elected officers of the association. The duties of the executive board shall be:

- a. to transact necessary business 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 review the plans of work of the standing committees;
- d. to select an auditor or auditing committee to audit the PTA accounts.

## **ARTICLE IX: COMMITTEES**

#Section 1. Only members of the association shall be eligible to serve on any committee.

Section 2. The board shall create such standing committees as it may deem necessary to promote the Objects and carry on the work of the association. The chairmen of each standing committee shall be appointed by the president subject to the approval of the officers of the association. The term of each standing committee chairman shall be \_\_\_1\_ year/s or until the appointment of his successor.

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

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

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

## **ARTICLE X: GENERAL MEMBERSHIP MEETINGS**

Section 1. At least 3 regular meetings of this association shall be held during the school year. Dates of meetings shall be determined by the board and announced at the first regular meeting of the year. 3 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 board, 3 days notice having been given.

Section 3. The election meeting shall be held in April.

\*\*Section 4. The bylaws of all constituent organizations shall prohibit voting by proxy, (unless proxy voting is specified by applicable state law).

Section 5. 3 members shall constitute a quorum for the transaction of business in any meeting of this local PTA.

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## **#ARTICLE XI: COUNCIL MEMBERSHIP**

### **DENVER COUNTY COUNCIL:**

The association shall be entitled to be represented in meetings of the Denver County Council of Parent-Teacher Associations by the president or his alternate, the principal or his representative, and by two (2) delegates or their alternates. Delegates or their alternates shall be selected by the unit according to its own procedure. Delegates or alternates shall be members of the member unit.

## **#ARTICLE XII: STATE CONVENTION**

Section 1. This association shall be entitled to be represented by five (5) delegates or alternates and one (1) delegate or alternate for the first one hundred (100) members or fraction thereof plus one (1) delegate or alternate for each additional one hundred (100) members or fraction thereof in good standing as shown on the books of the Colorado PTA treasurer as of the second dues reporting date of the fiscal year. Delegates must be members of this association.

Section 2. Resolutions may be submitted by local units, councils, regions, divisions, or the Board of Directors of the Colorado PTA. Resolutions to be presented to the State Convention for action shall be submitted to the Resolutions Committee by December 31 of the year prior to the convention. Resolutions shall be mailed to each member of the Board of Directors and to each local unit PTA not less than sixty (60) days prior to the date of the convening of the annual convention. The Resolutions Committee shall bring the resolutions to the Board of Directors for action at least sixty-five (65) days prior to convention.

- a. Four (4) typed copies in proper form shall be submitted to the resolutions committee. Adequate documentation must accompany each resolution. (Refer to Robert's Rules of Order Newly Revised, pages 105-107.)
- b. Resolutions received from local units in good standing shall be signed by the president and secretary of the submitting group.
- c. The committee will consider only such resolutions as meet the foregoing requirements.
- d. The body submitting a resolution shall have a designated convention delegate prepared to speak to the resolution.

Section 3. Emergency resolutions may be brought to the State Convention floor by a two-thirds vote. The delegate presenting such resolution shall furnish sufficient copies for the voting delegates.

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4 A quorum is the number of members who must be present in order that business can be legally transacted. A quorum should be set at the number of members who can reasonably be depended upon to be present at any meeting.

### #ARTICLE XIII: FISCAL YEAR

The fiscal year of the Steele PTA shall begin on June 1st and end 31<sup>st</sup> of May of the following year. <sup>5</sup>

### \*\*ARTICLE XIV: PARLIAMENTARY AUTHORITY

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

### ARTICLE XV: AMENDMENTS

#### #Section 1.

- a. These bylaws may be amended at any regular general membership meeting of the association provided that notice of the proposed amendment shall have been given to the membership at least 30 days prior to the meeting at which the amendment is voted upon and that the amendment shall be subject to approval of the Colorado PTA. Bylaws amendments require a two-thirds vote of the members present and voting.
  1. After amendments to the bylaws have been adopted, four copies shall be sent to the Colorado PTA Bylaws Committee for approval.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the association, or by a two-thirds vote of the board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
  1. Every three years these bylaws shall be reviewed or revised and four complete copies submitted for approval to the Colorado PTA Bylaws Committee.
  2. Appeal of unapproved bylaws or amendments may be made to the Colorado PTA Executive Committee.

\*\*Section 2. The adoption of an amendment to any provision of the Bylaws of the National PTA identified by a double star shall serve automatically and without the requirement of further action by the [local PTA name] to amend their corresponding bylaws. Local PTAs shall promptly incorporate such amendments in their respective bylaws.

#Section 3. The adoption of an amendment to any provision of the bylaws of the Colorado PTA identified by a number symbol (#) shall serve automatically and without the requirement of further action by this PTA to amend their corresponding bylaws.

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<sup>5</sup> A fiscal year must begin on the first day of the month, and end on the last day of the preceding month, i.e. July 1 - June 30. It is recommended that the fiscal year be the same as the terms of the Officer's.