

LOCAL UNIT BYLAWS

of

Pleasant Prairie Elementary PTA

Pleasant Prairie, Wisconsin

Located in Region: E

Contact Person: Jenifer Bentz

Address: 8399 94th Avenue

City: Pleasant Prairie Zip: 53157

Phone: 262-945-8677

E-Mail: jeniferbentz@hotmail.com

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**You may add words and sections to the existing articles not labeled with a #.
Italicized text may be deleted, however, any other wording in Articles, Sections or Lines
as presented in this standardized form may not be deleted or altered.**

LOCAL UNIT BYLAWS

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ARTICLE I: Name

The name of this association is the Pleasant Prairie Elementary Parent Teacher Association (PTA), located in Pleasant Prairie, Wisconsin. It is a local PTA unit organized under the authority of the Wisconsin Congress of Parents and Teachers (Wisconsin PTA), a branch of the National Congress of Parents and Teachers (National PTA).

#ARTICLE II: Purposes

- Section 1. The Objects of this association in common with those of the National PTA and the Wisconsin 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 Objects of the National PTA, the Wisconsin PTA and this association are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.
- 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 III: Basic Policies

The following are basic policies of the National PTA, the Wisconsin PTA, and this association:

- Section 1. The association shall be noncommercial, nonsectarian, and nonpartisan.
- Section 2. The association shall work with schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- Section 3. The association 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.
- Section 4. 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 persons 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 in Article II hereof.
- Section 5. Notwithstanding any other provisions 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.
- Section 6. Upon the dissolution of this 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 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 the National PTA.
- Section 7. 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.

#ARTICLE IV: Constituent Associations

- Section 1. The constituent associations of National PTA include
- a. Branches of the National PTA that have been established in the 50 states of the United States, the District of Columbia, the U.S. Virgin Islands, and among schools for American dependents in Europe and the Pacific hereinafter called state PTAs.
 - b. Local PTAs and PTSAs organized under the authority of the state PTAs in an organized area.
- Section 2. The articles of association of a constituent association 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 association (in cases in which the association exists as an unincorporated association). If articles of association do not exist for an unincorporated association, the bylaws shall be deemed to be the articles of association.
- Section 3. The national board of directors shall determine criteria for establishing constituent associations and setting standards for continuing affiliation with National PTA.
- Section 4. There shall be no proxy or absentee voting by any constituent association of National PTA.
- Section 5. The purposes and basic policies of National PTA shall in every case also be the purposes and basic policies of each constituent association.
- Section 6. Each constituent association shall adopt bylaws for the government of the association approved by the Wisconsin PTA. Such bylaws shall not be in conflict with National PTA or state PTA bylaws.
- Section 7. The bylaws of all constituent associations are subject to review by the National PTA Bylaws and Policy Committee.

#ARTICLE V: Local Unit Status

- Section 1. Local PTA/PTSA's shall be organized and chartered under the authority of the Wisconsin PTA, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Wisconsin PTA may in its bylaws prescribe. The Wisconsin PTA shall issue to each local PTA/PTSA an appropriate charter evidencing the due association and good standing of the local PTA/PTSA.
- Section 2. A local PTA/PTSA in good standing is one that:
- a Adheres to the Objects and basic policies of the PTA;
 - b Consists of ten (10) or more members to organize a local unit and twenty-five (25) or more members to sustain good standing status of existing unit;
 - c Submits an officer list to Wisconsin PTA no later than September 15th;
 - d Remits the state and national portion of the dues to the Wisconsin PTA annually starting November 1 and periodically thereafter;
 - e Reviews or revises their bylaws every three (3) years and submits copies to the Wisconsin PTA Bylaws Committee for approval;
 - f Audits the treasurer's books as specified in Article IX and submits the PTA audit form to the Wisconsin PTA by November 1st;
 - g Submits proof of filing IRS required tax forms (either proof of online filing or by sending a copy of the completed forms) to Wisconsin PTA by December 15th.
- Section 3. Each local PTA/PTSA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the association, including, specifically, the number of its members, the dues collected from its members, and the amount of dues remitted to the Wisconsin PTA. Such books of account and records shall, at all reasonable times, be open to inspection by an authorized representative of the Wisconsin PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.
- Section 4. The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such association as a local PTA/PTSA shall be subject to termination, in the manner described in the bylaws and policy of the Wisconsin PTA.
- Section 5. Each local PTA/PTSA is obligated, upon withdrawal of its charter by the Wisconsin PTA:

- a To yield up and surrender all of its books and records and all of its assets and property to the Wisconsin PTA or to another 501(c)3 organization approved by the Wisconsin PTA;
- b To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Wisconsin PTA;
- c To carry out promptly, under the supervision and direction of the Wisconsin PTA, all the necessary steps for the purpose of dissolving this PTA/PTSA; and
- d To lose its tax exempt status as a local PTA/PTSA unit organized under the authority of the Wisconsin PTA.

#ARTICLE VI: Membership and Dues

- Section 1. Every individual who is a member of this association is, by virtue of that fact, a member of the National PTA and of the Wisconsin PTA by which such local association is chartered, and is entitled to all the benefits of such membership.
- Section 2. Membership in each PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.
- Section 3. Each local PTA/PTSA shall conduct an annual enrollment of members but may admit individuals to membership at any time.
- a Only members of a local PTA/PTSA who have paid dues for the current membership year may participate in the business of the local PTA/PTSA.
 - b A PTA/PTSA member shall not serve as a voting member of a constituent association's board at the local, council, or region level while serving as a paid employee of, or under contract to, that same constituent association.
- Section 4. The membership year shall be established by the Wisconsin PTA Board of Directors.
- Section 5. Each member of this association shall pay annual dues as may be determined by the association.
- c Such annual dues shall include the portion of two dollars and twenty-five cents (\$2.25) per member payable to the National PTA.
 - d Such annual dues shall include the portion of three dollars (\$3.00) per member payable to the Wisconsin PTA.
- Section 6. The state and national portion of the dues paid by each member shall be remitted

to the Wisconsin PTA on or before November 1. Additional dues shall be remitted periodically.

e If, by November 1, a local PTA/PTSA has failed to remit its first installment of annual dues, it will not be recognized as a PTA/PTSA in good standing for the current year and further service from the state office may be withheld.

f The remittance to the Wisconsin PTA shall be accompanied by a report, in such form as may be required by the Wisconsin PTA, including the name and address of the president of the association, the amount of dues, and the names and information about the members of the association.

Section 7. PTA/PTSA membership is not transferable to another PTA/PTSA unit.

ARTICLE VII: Meetings of the Association

Section 1. Regular meetings of the association shall be held monthly during the school year on the 3rd Wednesday of the month, unless announced by the executive board, with 7 days' notice having been given of 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 days' notice having been given.

Section 3. The annual election meeting shall be held in the month of April

Section 4. 10 members shall constitute a quorum for the transaction of business in any meeting of this association.

ARTICLE VIII: Officers and Their Election

Section 1. #Each officer or board member of this association must have paid membership dues to this association during the current year.

Section 2. The officers of this association shall consist of a president, 2 vice-president (s), a secretary, and and a treasurer.

Section 3. 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.

a Officers shall assume their official duties on July 1st) and shall serve for a term of two (2)years or until their successors are elected.

b A person shall not be eligible to serve more than two consecutive terms in the

same office within this association.

- c If an office remains unfilled after election, it shall be considered a vacant office to be filled by the board-elect.

Section 4. Nominations for office shall be made by a nominating committee which shall be elected by the association.

- a There shall be a nominating committee composed of 3 members who shall be elected by this association at a regular meeting at least two months prior to the election of officers.
- b The committee shall elect its own chair.
- c The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting at least one month prior to election meeting.
- d #Nominees for the office of president, treasurer, and any elected officer authorized to sign checks shall not be related by blood, marriage, or reside in the same household.
- e Additional nominations may be made from the floor following the nominating committee report.
- f Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 5. Vacancies

- a A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given.
- b In case a vacancy occurs in the office of president, the first vice president shall serve notice of an election to replace the president of not less than 7 days.

ARTICLE IX: Duties of Officers

- Section 1.** The president shall:
- a preside at all meetings of the association;
 - b perform such other duties as may be prescribed in these bylaws or assigned by the association;
 - 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 Objects may be promoted.

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- Section 2.** The vice-president 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 serve.
 - c *The first vice president shall oversee membership and meeting agendas.*
 - d *The second vice president shall oversee grants and grant opportunities.*
 - e Perform other delegated duties as assigned.

- Section 3.** The secretary shall:
- a record and retain the minutes of all meetings of the association;
 - 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 serve as chair of the budget committee and prepare the budget for adoption;
 - c keep a full and accurate account of receipts and expenditures;
 - d verify that all cash/checks received are counted by two individuals;
 - e make the disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
 - f have checks or vouchers signed by two persons, the treasurer and one other officer, who are not related by blood, marriage, or living in the same household;
 - g present a financial report at every association meeting;
 - h complete an annual financial report at the end of each fiscal year;

- i be responsible for the maintenance of such books of account and records and conform to the requirements of Article V, Section 2, of these bylaws;
- j be responsible to verify that all government forms and insurance forms are completed and submitted according to deadlines;
- k have the accounts examined annually at the end of each fiscal year and at any time during the year when there is a change to the bank account's signature card 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;
- l upon completion of the audit, send a signed copy of the audit report to the state PTA office.
- m perform other delegated duties as assigned.
- n The auditing committee cannot consist of signers from the audit year or signers of the current year. The auditor or auditing committee cannot be related by blood, marriage or living in the same household to any signer from the audit year or from the current year.

Section 5. All officers shall compile an annual report of their duties, budgets and programs annually.

Section 6. All officers shall perform the duties outlined in these bylaws and those assigned by the executive board or the association. 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, immediately, all funds pertaining to the office.

ARTICLE X: Executive Board

Section 1. The executive board shall consist of the officers of the association, the chairs of the standing committees, *a teacher liaison and the principal of the school or an appointed alternate.*

Section 2. #All of the Executive Board members shall be members of this association.

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 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 approve routine bills within the limits of the budget;
- g to fill vacancies in the officers of this association.

Section 4. #The executive board is subject to the orders of the association and none of its acts shall conflict with action taken by the association.

Section 5. Meetings of the Executive Board

- a Regular meetings (at least six per year) of the executive board shall be held during the school year, the time to be fixed by the board at its first meeting of the year.
- b A majority of the executive board members shall constitute a quorum.
- c Special meetings of the executive board may be called by the president or by a majority of members of the board 3 days' notice having been given.

Section 6. Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the president within fourteen days and all funds pertaining to the position shall be returned to the treasurer immediately.

Section 7. When a board member fails to attend three (3) consecutive meetings without adequate excuse and/or notice or when a board member is not fulfilling the responsibilities of the office as prescribed in the bylaws, standing rules or policies or engages in conduct not in compliance with the goals and purpose of the PTA the executive board may by a two-thirds (2/3) ballot vote, take such action as the board deems appropriate, which may include a probation period, or asking for the resignation of the board member. The vote and outcome must be recorded in the executive board minutes. If removing a board member from the board who refuses to resign or if the board member disagrees with the decision, the executive board must make a formal written request to the Region Advisor or

designated State Board member, before taking any action. A formal written request can also be submitted if the executive board chooses. A hearing panel of at least 3 members will be convened under the direction of the Region Advisor or designated State Board member. If the Region Advisor, or designated State Board member, is a member of the unit's executive board, the State President-elect will convene the hearing panel. The board member and unit officers will be given a written 15 day notice of the hearing meeting. The written notice will include the reasons for the panel. The board member will be given the opportunity to appear before the hearing panel. If the board member is unable to attend a written statement can be submitted. The hearing panel with a 2/3 majority will decide on an appropriate action. The hearing panel will notify the executive board of their recommendations in writing. The executive board will then document their action in the executive board meeting minutes and send a copy to the PTA office.

ARTICLE XI: Committees

- Section 1. #Only members of this association shall be eligible to serve as committee chairs or committee members.
- Section 2. The president shall be a member ex-officio of all committees except the nominating committee.
- Section 3. The chairs of the standing committees shall be appointed by the president of the association and ratified by the executive board.
- Section 4. The executive board may create such standing committees, as it may deem necessary to promote the Objects and carry on the work of the association. The term of each chair shall be two (2) years or until the selection of a successor.
- Section 5. The chair 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 6. The power to form special committees and appoint or elect their members rests with the association (unless the bylaws delegate this power to the president or the executive board).

Section 7. All chairs shall perform the duties outlined in these bylaws and those assigned. Upon the expiration of the term of office or in case of resignation, each chair shall turn over to the president, without delay, all records, books, and other materials pertaining to the position, and shall return to the treasurer, immediately, all funds pertaining to the office.

ARTICLE XII: Fiscal Year

- Section 1. #The fiscal year of this PTA/PTSA shall begin on July 1 and end on June 30.
- Section 2. The charter date of this association is December 5, 1994.
- Section 3. This association has a Federal Tax Exemption under Wisconsin PTA Congress Group # 2257. The Internal Revenue Service Employer Identification Number for this association is 39-1455844.
- Section 4. The National PTA Unit ID # is 00029776.
- Section 5. The Wisconsin Registration to Solicit Certificate # is 10238-800.
- Section 6. The Sales Tax Exemption Certificate # is ES-37048.
- Section 7. The Incorporation # (if applicable) for this association is N/A.

#ARTICLE XIII: Parliamentary Authority

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

#ARTICLE XIV: Amendments

- Section 1.
- a. These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting (at least 30 days prior to the meeting at which the amendment is voted upon) and that the proposed amendment shall be subject to approval of the state 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 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.

- c. Submission of amendments or revised bylaws for approval by the state PTA shall be in accordance with the bylaws or regulations of the state PTA.

Section 2. The adoption of an amendment to any provision of the Bylaws of the Wisconsin PTA identified by a number (#) symbol shall serve automatically and without the requirement of further action by the local PTA/PTSA to amend correspondingly the bylaws of each local PTA/PTSA.

This local unit article must be included verbatim in the bylaws of all units holding membership in a council. A Council is a group of three or more PTA units. If this unit is a member of a council, fill this article out to match **Article XI** of the Council Bylaws. Contact your council or the WI State PTA Bylaws Chair to receive the current information. If this PTA is not part of a council, delete or choose N/A and cross out this article.

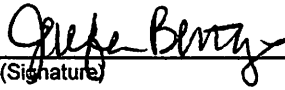
ARTICLE XV: Council Membership and DUES (N/A)

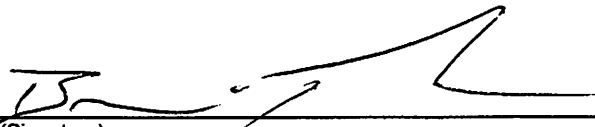
Revision Date _____


- Section 1. The general membership of the _____ Council of PTAs shall consist of the board of directors; local PTAs chartered by the Wisconsin PTA in _____ [country, city, geographical area] upon payment of dues as hereinafter provided, *the superintendent of schools or alternate; a district teacher liaison*. All voting representatives to a council must be members of a local unit in good standing.
- Section 2. Membership in this council shall be made available without regard to race, color, creed, or national origin.
- Section 3. This council shall conduct an annual enrollment of members but may admit local PTAs to membership at any time.
- Section 4. Each member local PTA shall be eligible to be represented by the unit president or alternate and _____ [number] delegates or alternates. Delegates and their alternates shall be chosen by the local PTA unit. Presidents and delegates will serve a term of one year beginning in _____ [month]. Units must submit their president, delegate, and alternate names and contact information to the council by _____ [date].
- Section 5. Individuals are entitled to only one vote, even though they may be serving in more than one position.
- Section 6. The annual membership dues in this Council shall be _____ [amount] for each local PTA in membership and shall be payable on or before _____ [date].

SUBMITTED BY: Pleasant Prairie Elementary PTA

BYLAWS COMMITTEE MEMBERS:

1) 
(Signature)
Jenifer Bentz
(Print/type name)

2) 
(Signature)
Brian Thoe
(Print/type name)

3) 
(Signature)
Melissa Garst
(Print/type name)

APPROVED BY UNIT MEMBERSHIP: 12/16/15 (date)

After your bylaws are approved by your membership, keep a copy for your records and **send 3 paper copies** to the WI State PTA office, 4797 Hayes Road, Suite 102, Madison, WI 53704.

You will receive an email acknowledging receipt of your bylaws. It is important to keep a copy of the email in case there is any miscommunication regarding your unit's good standing status.

APPROVED BY WISCONSIN PTA: 6/5/16 (date)

WI PTA BYLAWS COMMITTEE MEMBER: Laurie Fritsch (name)

WI PTA BYLAWS COMMITTEE MEMBER:  (signature)