

**BYLAWS AMENDMENTS**  
**Cover Sheet**

Jefferson Elementary PTA  
2600 N. McKinley, Little Rock, Arkansas 72207

Region: Central      County: Pulaski      Council: Little Rock

Submitted by:

Mandy Stanage Shoptaw \_\_\_\_\_  
President 2012-2013

Corie Hollingsworth \_\_\_\_\_  
Vice President 2012-2013

\*According to *IRS* Rulings for 501 (c) (3) associations, the Bylaws must be signed by 2 elected officers of the association and approved by the state association.

Please submit three copies to:

Arkansas PTA  
P.O. Box 1015  
No. Little Rock, AR 72115

***Suggested Local Unit Bylaws revised April 2013. All prior templates are voided.***

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Approved Bylaws emailed on \_\_\_\_\_  
To the following:    Submitter    Pres    VP    Sec    Treas    Bylaws Ch/Parl

*TABLE OF CONTENTS*

**ARTICLE I: NAME	3
**ARTICLE II: ARTICLES OF ORGANIZATION	3
**ARTICLE III: PURPOSES	3
**ARTICLE IV: BASIC POLICIES	4
**ARTICLE V: RELATIONSHIP WITH NATIONAL PTA AND STATE PTA	5
**ARTICLE VI: MEMBERSHIP AND DUES	7
**ARTICLE VII: OFFICERS AND THEIR ELECTIONS	7
**ARTICLE VIII: DUTIES OF OFFICERS	8
**ARTICLE IX. EXECUTIVE COMMITTEE/BOARD	11
**ARTICLE X MEETINGS	11
**ARTICLE XI: COMMITTEES	12
**ARTICLE XII COUNCIL MEMBERSHIP	12
**ARTICLE XIII: ARKANSAS PTA CONVENTION	13
**ARTICLE XIV: FISCAL YEAR	14
**ARTICLE XV: PARLIAMENTARY AUTHORITY	14
**ARTICLE XVI: AMENDMENTS	14

## **\*\*ARTICLE I: NAME**

The name of this association is the Thomas Jefferson Elementary Parent Teacher Association (PTA) of Little Rock, Arkansas. It is a local PTA/PTSA Unit organized under the authority of Arkansas Congress of Parents and Teachers, a branch of the National Congress of Parents and Teachers.

## **\*\*ARTICLE II: ARTICLES OF ORGANIZATION**

The articles of organization of a constituent organization 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).

## **\*\*ARTICLE III: PURPOSES**

Section 1. The Purposes of the Thomas Jefferson Elementary PTA, in common with those of the National PTA and the Arkansas PTA are:

- a. To promote the welfare of children and youth in home, school, community and place of worship;
- b. To raise the standard 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 Arkansas PTA and the Thomas Jefferson Elementary PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the public; developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV.

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 IV: BASIC POLICIES

The following are basic policies of the Thomas Jefferson Elementary PTA in common with those of the National PTA and the Arkansas PTA.

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The organization shall work with the 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 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, 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 III 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, (ii) or by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.
- f. 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 and whose purposes are in accordance with those of the National and Arkansas 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 statement in any political campaign on behalf of, or in opposition to, any candidate for public office, or denote more than an insubstantial part of it activities in attempting to influence legislation by propaganda or otherwise.
- h. The Arkansas PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA/PTSA representative shall make no commitments that bind the group he represents.

**\*\*ARTICLE V: RELATIONSHIP WITH NATIONAL PTA AND STATE PTA**

**\*\* Section 1.** This PTA/PTSA shall be organized and chartered under the authority of the Arkansas PTA in the area in which this PTA/PTSA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Arkansas PTA may in its bylaws prescribe. The Arkansas PTA shall issue to this PTA/PTSA an appropriate charter evidencing the due organization and good standing of this PTA/PTSA.

A Local PTA/PTSA in good standing is one which:

- a. Adheres to the Objects and basic policies of PTA;
- b. Remits the National portion of the dues through the Arkansas PTA to reach the National Office by dates designated by the National PTA;
- c. Has bylaws approved according to the procedures of each state; and
- d. Submit yearly audit by August 15 of each year
- e. Bonding of all persons signing PTA checks
- f. Meets other criteria as may be prescribed by the Arkansas PTA.

**\*\*Section 2.** This PTA/PTSA shall adopt such bylaws for the government of the organization as may be approved by the Arkansas PTA. Such bylaws shall not be in conflict with the bylaws of the National PTA or the bylaws of the Arkansas PTA.

**\*\*Section 3.** Bylaws of each constituent organization shall include an article on amendments.

**\*\*Section 4.** Each officer of a constituent organization shall be a member of a local PTA/PTSA within its area.

**\*\*Section 5.** This 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 organization, including, specifically the number of its members, the dues collected from its members, and the amount of dues remitted to the Arkansas PTA. Such books of account and records shall, at all reasonable times, be open to inspection by an authorized representative of the Arkansas PTA, or, where directed by the committee of state and national relationships, by a duly authorized representative of the National PTA.

**\*\*Section 6.** The charter of this PTA/PTSA shall be subject to withdrawal and the status of such organization as a PTA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Arkansas PTA.

**\*\*Section 7.** A local unit shall give 30 days written notice to the membership and the state PTA office of the intent to rescind the unit's bylaws and dissolve its PTA charter.

- a. Arkansas PTA reserves the right to speak to the motion at said meeting when the vote is to be taken.
- b. Bylaws may only be rescinded after a two-thirds vote or a majority of the entire membership.
- c. A vote by mail can only take place if previously stated in the bylaws.
- d. If the vote to rescind is in the affirmative, the state representative will immediately take the possession of the unit's assets and charter.
- e. If after a period of 90 days, the unit votes to return as a local unit in good standing, the Board of Managers may reissue the charter and all assets shall be restored.
- f. If after 90 days the unit's votes to become a PTA unit, the process will be the same as a new unit.

**\*\*Section 8.** This local PTA/PTSA is obligated, upon withdrawal of its charter by Arkansas PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Arkansas PTA or to such agency as may be designated by the Arkansas PTA or to another local PTA organized under the Authority of the Arkansas PTA.

- b. To cease and desist from the further use of any name that implies or connects association with the National PTA or the Arkansas PTA or status as a constituent organization of the National PTA; and

- c. To carry out promptly, under the supervision and direction of the Arkansas PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA/PTSA.

**\*\*Section 9.** This PTA/PTSA shall collect dues from its members and shall remit a portion of such dues to the Arkansas PTA as provided in Article VI hereof.

**\*\*Section 10.** Each local PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of such of the bylaws of the Arkansas PTA as are identified herein by a double star.

**\*\*Section 11.** The adoption of an amendment to any provision of the bylaws of the Arkansas PTA identified by a double star(\*\*) 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. Notwithstanding the automatic character amendments in their respective bylaws.

**\*\*Section 13.** Bylaws of each constituent organization shall include a provision establishing a quorum.

**\*\*Section 14.** The members of the nominating committee for officers of a constituent organization shall be elected by membership, Board of Directors/Managers or Executive Committee/Board.

## **\*\*ARTICLE VI MEMBERSHIP AND DUES**

**\*\*Section 1.** Every individual who is a member of this PTA/PTSA is by virtue of, a member of the National PTA and of the Arkansas PTA by which this local PTA/PTSA is chartered, and is entitled to all benefits of such membership.

**\*\*Section 2.** Membership in this PTA/PTSA shall be made available without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the National and Arkansas PTA bylaws, as may be prescribed in the bylaws of this PTA/PTSA, to any individual who subscribes to the purposes and basic policies of the National PTA.

**\*\*Section 3.** This PTA/PTSA shall conduct an annual enrollment of members in the form of annual membership recruitment campaign, but may admit persons to membership at any time.

**\*\*Section 4.** Each member of this PTA/PTSA 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 Arkansas 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 Arkansas PTA. The National portion of each member’s dues shall be one dollar and seventy-five cent (\$1.75) per annum.

**\*\*Section 6.** The Arkansas PTA portion of each member’s dues shall be one (1.00) dollar.

**\*\*Section 7.** Each member of this PTA/PTSA shall pay annual dues of \$5.00 to the organization. The amount of such annual dues shall include the portion payable to the Arkansas PTA and portion payable to the National PTA.

**\*\*Section 8.** The State and National PTA portion of the dues paid for each member of this PTA/PTSA shall be set aside for this PTA/PTSA and remitted to the Arkansas PTA through such channels and at such times as the State 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 PTA/PTSA's in its area.

**\*\*Section 9.** Only members who have paid dues for the current membership year of this association shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions.

**\*\*Section 10.** Any Honorary Life Member may become an active member of the National PTA and the Arkansas PTA through annual membership in a payment of dues to a local PTA/PTSA.

## \*\*ARTICLE VII: OFFICERS AND THEIR ELECTIONS

\*\*Section 1. Each officer or board member of this PTA/PTSA shall be a member of this PTA/PTSA.

### Section 2. Officers and Their Election:

- a. The officers of this association shall consist of a President, a Vice President, usually designated as President Elect, a Secretary, a Treasurer, and Assistant Treasurer.
- b. Officers shall be elected by ballot as early as October but no later than one month prior to the end of the school year. 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 (1) year(s) or until their successors are elected.
- d. A person shall be eligible to serve two consecutive terms in the same office.

### \*\*Section 3. Nominating Committee:

\*\*a. There shall be a nominating committee composed of 5 members (at least three and always an uneven number) who shall be elected by the association at a regular meeting at least one month prior to the election of officers. The committee shall elect its own chairperson.

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

c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office. The president is NOT a member of the nominating committee and shall not have input in the nomination process.

### Section 4. Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive committee/board, notice of such election having been given. In case a vacancy occurs in the office of president, the vice-president shall serve notice of the election.



\*\*ARTICLE VIII: 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; and
- d. Coordinate the work of the officers and committees of the association in order that the Objects may be promoted.

Section 2. The Vice-president(s) shall:

- a. Act as aide(s) to the president;
- b. (In their designated order) perform the duties of the president in the absence or inability of that officer to serve; and
- c. Perform specific duties assigned to their respective positions by the president.

Section 3. The Secretary shall:

- a. Record the minutes of all meetings of the association;
- b. Have a current copy of the bylaws;
- c. Maintain a membership list; enter data for National PTA's Online Memberships Register and
- 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 board, or association in

accordance with the budget adopted by the association or the executive board.

d. Have checks or vouchers signed by two persons, the treasurer and one other officer;

e. Present a financial statement at every meeting of the association and at other times when requested by the executive board;

f. Make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting);

g. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 5, of these bylaws;

\*\*h. Have the accounts examined annually or upon change of officers 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 at the end of the report; a copy of this report shall be submitted to Arkansas PTA by August 15 each year; and

i. Submit the books annually for an audit by an auditing committee selected by the executive board at least two weeks before the meeting at which new officers assume duties.

\*\*j. All persons signing checks shall be bonded for a sum sufficient to protect the unit from lose (suggested sum \$10,000-\$20,000 or the amount of the annual budget).

Section 5: Assistant Treasurer shall:

a. Assist the Treasurer in performance of his/her duty

b. Be willing to perform the duties of the Treasurer in the event he/she must step down.

c. Shall not sit on the auditing committee.

Section 6. 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 IX: EXECUTIVE COMMITTEE/BOARD

### Section 1.

a. The executive committee/board shall consist of the officers of the association, the chairs of standing committees, and the principal of the school or his representative. The chairs of the standing committees shall be selected by the officers of the association.

b. The president shall appoint a parliamentarian.

**\*\*Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent organizations board while serving as a paid employee of that constituent organization.

### Section 3. The duties of the executive committee/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; and

g. To approve routine bills within the limits of the budget.

### Section 4.

a. Regular meetings of the executive committee/board shall be held during the year, the

time to be fixed by the committee/board at its first meeting of the year.

b. Special meetings of the executive committee/board may be called by the president or by a majority of the members of the committee/board.

Section 5. A majority of the executive committee/board shall constitute a quorum.

**\*\*Section 6.** The executive committee/board shall elect the delegates to represent the unit at convention (as per Article XIII, Section 1.a.).

## **\*\*ARTICLE X: MEETINGS**

Section 1. At least four (4) regular meetings of this association shall be held during the school year. Dates of the meetings shall be determined by the executive committee/board and announced at the first regular meeting of the year. One (1) day's notice shall be 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 committee/board, three (3) day's notice having been given.

\*\*Section 3. There shall be a quorum established by the unit.

\*\*Section 4. For the transaction of business in any meeting of this association the number of votes required will be at least the number of your elected officers plus 2% (previous year's) of the general membership, that number being 14.

\*\*Section 5. Only members of this PTA who have paid dues for the current membership year may participate in the business of this association.

#### \*\*ARTICLE XI: COMMITTEES

\*\*Section 1. Each officer or board member of the association shall be a member of this association.

Section 2. The executive committee/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 chairman shall be one (1) year(s), or until the selection of a successor.

Section 3. The chair of each Standing Committee shall present a plan of work including a detailed budget to the executive committee/board for approval. No committee work shall be undertaken without the consent of the executive committee/board. Any committee or project expense exceeding \$250.00, whether for a single item or single purchase, including expenses in the association's budget, shall be submitted to and approved by the executive committee/board or the officers in advance of any funds spent or committed for payment.

Section 4. a. The power to form special committees and appoint their members rests with

the association, the executive committee/board, or the president.

b. As a special committee is created and appointed for a specific purpose,

it

automatically goes out of existence when its work is done and its final report

is

received.

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

#### ARTICLE XII: COUNCIL MEMBERSHIP

Section 1.

a. The association shall be represented in meetings of the Little Rock Council of

PTAs by the president or his alternate, the principal or his alternate, and by one (1) delegate(s) or their alternate(s). All representatives to the council must be members of this PTA/PTSA unit.

b. The delegate(s) and their alternate (s) shall be chosen or elected in May.

c. Delegates to the Little Rock Council of PTAs, shall serve for a term of one (1) year(s).

Section 2. This association shall pay annual dues of \$50 to the Little Rock Council of PTAs, as provided in the council's bylaws. Dues are due by November 1 of each year.

### \*\*ARTICLE XIII: ARKANSAS PTA CONVENTION

Section 1 a. Each PTA/PTSA unit shall be entitled to be represented at the annual convention by

its president; three other local officers, or their alternates; and one delegate for each fifty members as shown on the books of the state treasurer, as a voting delegate. A delegate of any local PTA/PTSA shall have been a member in good standing of such local PTA/PTSA for a period of at least thirty days preceding the date of his election as such delegate: provided however, this provision shall not apply to local PTA/PTSAs organized less than twelve months prior to the date of the state annual convention.

Accreditation or recognition of any local PTA/PTSA is dependent on the condition that such local PTA/PTSA shall not, on the date of the annual convention, be in default in the payment or remittance of dues to the State PTA as required by the State PTA Bylaws.

b. A voting member shall have but one vote, though present in more than one capacity. The privilege of making motions, debating, and voting shall be limited to the Board of Managers, presidents of city and county councils, or alternates chosen by their councils, presidents of local PTA/PTSA units or their alternates, and the accredited delegates from each PTA/PTSA.

c. The annual convention of the Arkansas PTA shall be open to all members upon payment of registration.

**\*\*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 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 bylaws of the Arkansas PTA, and the bylaws of the National PTA, or the articles of incorporation.

**\*\*ARTICLE XVI: AMENDMENTS**

Section 1.a. These bylaws may be amended at any regular meeting of the association providing

notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon; that a quorum has been established; and that the amendment shall be subject to approval of the Arkansas PTA. Bylaws amendments require a two-thirds vote of the members present and voting.

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 executive committee/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 Arkansas PTA shall be in accordance with the bylaws or regulations of the Arkansas PTA.

**\*\*Section 2.** The adoption of an amendment to any provision of the Bylaws of the Arkansas PTA identified by a double star shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA. Notwithstanding the automatic character of the amending process, the local PTAs shall promptly incorporate such amendments in their respective bylaws.

Section 3. Amendment to these bylaws becomes effective upon approval of Arkansas PTA.

***The Articles and Sections of these bylaws marked with the Double Star (\*\*) are mandatory and cannot be changed***

Name of Person Submitting Bylaws: Mandy Stanage Shoptaw

2600 N. McKinley  
Little Rock, AR 72207

501-447-5000 (school), 501-766-1879 (mobile);  
[mandy@mandyshoptaw.com](mailto:mandy@mandyshoptaw.com), [president@jeffersonlr.org](mailto:president@jeffersonlr.org) (passes to each president)

Date Submitted: \_\_\_\_\_

**Approved bylaws will be returned to the school's address. Please print address:  
Jefferson Elementary School  
2600 N. McKinley  
Little Rock, AR 72207**