
BYLAWS

of the

Robert Frost Middle School PTSA, Inc.

(Full Legal Name)

PARENT TEACHER ASSOCIATION

OR

PARENT-TEACHER-STUDENT ASSOCIATION

Montgomery
(County)

Incorporation #: 007450950

National PTA ID #: 00015476

Employer Identification Number (EIN): 52-1358255

Sales & Use Tax #: 05011456

Insured by: KNIGHT Insurance Services

Maryland

PTA

everychild. onevoice.

A Local Unit of

PARENTS AND TEACHERS OF THE
MARYLAND BRANCH OF THE NATIONAL CONGRESS

5 Central Avenue

Glen Burnie, Maryland 21061

July 2015

FOR MDP/PTA USE ONLY

APPROVED BY LOCAL 3/14/16 APPROVED BY STATE 4/22/16

RESUBMIT BY 3/14/19

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#ARTICLE IV Relationship with National PTA and Maryland PTA

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

A local PTA/PTSA in order to meet the standards of affiliation shall:

- a. adhere to the purposes and basic policies of the National and Maryland PTA;
- b. remit the national and state dues to the Maryland PTA office by dates designated;
- c. have bylaws approved every three (3) years according to the procedures of Maryland PTA;
- d. have a minimum of twenty-five (25) members;
- e. submit the name and contact information including phone number, address and e-mail address of all elected officers to the Maryland PTA office within two (2) weeks of election;
- f. remit bonding, liability and directors and officers insurance premiums by the date designated;
- g. have an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) on file with Maryland PTA;
- h. maintain its status as a corporation and have as required by MD Non-Profit law at a minimum a president, a secretary and a treasurer;
- i. file the appropriate tax forms by the required date with the IRS and submit a copy to the Maryland PTA office within thirty (30) days of filing; and
- j. submit a copy of its annual financial review to Maryland PTA before October 31 each year; and
- k. file all appropriate state forms with the appropriate state authorities by the required date and submit a copy to the Maryland PTA office within 30 days of filing.

Section 2. Have at minimum 2 board members, one of which is the treasurer, trained by a Council, Maryland PTA or National PTA within 180 days of taking office. Training must include financial training regarding Maryland and IRS tax forms.

Section 3. The articles of organization of this local PTA/PTSA include:

- a. the bylaws of such association; and
- b. the certificate of incorporation or articles of incorporation of such association.

Section 4. This local PTA/PTSA shall adopt such bylaws for the government of the association as may be approved by Maryland PTA. Such bylaws shall not be in conflict with National PTA bylaws or the bylaws of Maryland PTA.

Section 5. Bylaws of this local PTA/PTSA shall include an article on amendments.

Section 6. Bylaws of this local PTA/PTSA shall include a provision establishing a quorum.

Section 7. Each officer or board member of this local PTA/PTSA shall be a member of this local PTA/PTSA.

Section 8. The bylaws of this local PTA/PTSA shall prohibit voting by proxy, mail (including electronic communications), or absentee.

Section 9. A PTA/PTSA member shall not serve as a voting member of this local PTA/PTSA's board while serving as a paid employee of, or under contract to, this local PTA/PTSA.

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

Section 11. This local PTA/PTSA shall collect dues from its members and shall remit a portion of such dues to Maryland PTA as provided in Article V hereof.

Section 12. The members of the nominating committee for officers of this local PTA/PTSA shall be elected by the general membership, board of directors, or executive committee (Article VI Section 3a).

Section 13. This 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,

ARTICLE V Membership and Dues

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

#Section 2. Membership in this local PTA/PTSA 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 membership campaign but shall continue to admit individuals to membership at any time.

#Section 4. Each member of a local PTA/PTSA shall pay such annual dues (including local, state, and national) as may be prescribed by the association. The amount of the state portion of each member's dues shall be two dollars (\$2.00) per annum. The national portion of each member's dues shall be as recommended by the board of directors and approved by a two-thirds (2/3) majority of the voting body at National PTA Annual Convention. This local PTA/PTSA shall remit the state and national portion of the dues to reach the Maryland PTA office by the dates designated by Maryland PTA.

Section 5. Each member of this local PTA/PTSA shall pay annual dues of an amount to be determined annually by the board of directors. The amount of such annual dues shall include the portion payable to Maryland PTA and the portion payable to National PTA, as well as county council.

#Section 6. A person may hold membership in one or more local PTA/PTSAs upon payment of all-inclusive membership fees as required in each local PTA/PTSA's bylaws.

ARTICLE VI Officers and Their Election

Executive VP, 1st VP, 2nd VP

#Section 1. Each officer shall be a member of this local PTA/PTSA.

Section 2. Officers and their election:

- a. The officers of this local PTA/PTSA shall be a president, 3 vice president(s), 1 secretary (ies), and a treasurer. *(If more than 1 vice president and/or secretary, list the position descriptions in Article VII: Officers Duties, listed in designated order.*
- b. Officers shall be elected at the annual general membership meeting in the month of MAY.
- c. Officers shall be elected by ballot; however, if there is but one nominee for any office, election for that office may be by voice vote. A majority vote shall be required for election.
- d. Officers shall assume their official duties the first day of the fiscal year and shall serve for a term of 1 year(s) or until their successors assume their official duties. If two (2) years circle odd or even.
- e. ~~An officer shall not be eligible to serve more than two (2) consecutive terms in the same office. An officer who has served in an office for more than one-half a full term shall be deemed to have served a full term in such office.~~ Individual in the office of president.

Section 3. Nominating Committee:

- #a. There shall be a nominating committee composed of 3 members (specify an uneven number, no less than three) who shall be elected by the Board of Directors. The committee shall elect its own chair. *(Specify general membership, executive committee or board of directors).*
- b. The nominating committee shall be elected at least two (2) months prior to the election of officers.
- c. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the general membership at least ten (10) days prior to the general membership meeting in MAY, at which time additional nominations may be made from the floor. (month)
- d. Only those individuals who are current members of this local PTA/PTSA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 4. Vacancies:

Upon acceptance of a letter of resignation from any officer, notice shall be given to the general membership of the vacancy within fifteen days. The vacancy, except for president, shall be filled for the unexpired term by a person elected by a majority vote of the board of directors. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the X vice president. In the event the X vice president chooses not to assume the office of president, the general membership shall be notified and a special election shall be held by the general membership (Article XI Section 2).

Executive

Executive

the Wootton cluster representative,

ARTICLE VIII Board of Directors

#Section 1. Each board member shall be a member of this local PTA/PTSA.

Section 2. The board of directors shall consist of the officers of this local PTA/PTSA, the chairs of standing committees, the delegates to the PTA Council, and the principal of the school or a representative appointed by him/her. The president may appoint a parliamentarian (non-voting), subject to the approval of the Executive Committee of this local PTA/PTSA.

#Section 3. A PTA/PTSA member shall not serve as a voting member of this local PTA/PTSA's board of directors while serving as a paid employee of, or under contract to, this local PTA/PTSA.

Section 4. The duties of the board of directors of this PTA/PTSA shall be:

- a. to transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by this local PTA/PTSA;
- 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 general membership meetings of this local PTA/PTSA;
- e. to select an auditor or an auditing committee to audit the treasurer's accounts;
- f. to approve and submit an annual budget to this local PTA/PTSA's general membership for adoption;
- g. to approve routine bills within the limits of the adopted budget; and
- h. to fill vacancies; and
- i. to elect members of the nominating committee

Section 5. Regular meetings of the board of directors shall be held during the year, the time to be fixed by the board of directors at its first meeting of the fiscal year. A majority of the board of directors members shall constitute a quorum. Special meetings of the board of directors may be called by the president or by a majority of the members of the board, 5 days' notice having been given. (number)

Section 6. The board of directors, by a two-thirds (2/3) vote of the members present and voting, may remove from his/her position any board member who fails to perform designated duties as outlined in these bylaws, the current policies, procedures and/or job descriptions, fails to attend two consecutive meetings and/or board of directors meetings without being excused, violates the basic policies, misrepresents the positions of the association or acts in any other way which is detrimental to the philosophy and purposes of the association. When removal action is contemplated, the board member shall be advised by certified mail at least seven (7) days prior to the meeting determination of his/her right to appear before the board of directors at that meeting. Such removal constitutes a vacancy in that office.

ARTICLE IX Executive Committee

#Section 1. The elected officers shall be members of the executive committee.

Section 2. Meetings of the executive committee shall be held as needed. Meetings shall be called by the president or by a majority of the committee members with 5 days' notice. (number)

#Section 3. At all meetings of the executive committee, a majority of the members of the committee shall constitute a quorum for the transaction of business.

Section 4. Duties of the executive committee shall be:

- a. to transact business referred to it by the board of directors;
- b. elect standing and special committee chairs;
- c. to act in emergencies between meetings of the board of directors; and
- d. submit a report at each board of directors meeting.

Section 5 The executive committee shall take no action in conflict with any action taken by the board of directors.

ARTICLE X Committees

#Section 1. Only members of this local PTA/PTSA shall be eligible to serve in any elected or appointed position.

Section 2. The board of directors may create such standing or special committees as it may deem necessary to promote the purposes and carry on the work of this local PTA/PTSA.

Section 2. To participate in the business of the council this local PTA/PTSA shall pay annual dues to the Montgomery County Council of PTAs as provided in the council bylaws.

ARTICLE XIV Maryland PTA Convention

Section 1. This local PTA/PTSA shall be entitled, upon payment of registration, to be represented at the annual meeting of the Maryland PTA by the president or alternate, two (2) other officers or their alternates, and one (1) delegate for every fifty (50) members or major fraction thereof.

- This local PTA/PTSA shall meet the standards of affiliation annually as of March 31 (or be a new local PTA/PTSA chartered prior to convention as shown on the books of the state treasurer).
- All representatives to the Maryland PTA convention shall be members of this local PTA/PTSA.
- Delegates and their alternates shall be chosen according to the guidelines established by this local PTA/PTSA.

#ARTICLE XV Fiscal Year

The fiscal year of this local PTA/PTSA shall begin on July 1st and end on the following June 30th.

#ARTICLE XVI Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the

Robert Frost Middle School PTSA, Inc.
(full legal name)

in all cases in which they are applicable and in which they are not in conflict with these bylaws, National PTA bylaws, Maryland PTA bylaws, or the articles of incorporation.

#ARTICLE XVII Amendments

Section 1.

- These bylaws may be amended at any general membership meeting of this local PTA/PTSA by a two-thirds (2/3) vote of those members present and voting, a quorum being present, provided notice of the proposed amendment, which has been approved by the board of directors, has been given to the general membership at least thirty (30) days prior to the meeting at which the amendment is to be voted upon. When amended, articles are in effect, but shall be subject to the approval of Maryland PTA.
- A decision to totally revise the bylaws as a substitute for the existing bylaws, requires a majority vote of those members present and voting at a general meeting of this local PTA/PTSA, or a two-thirds (2/3) vote of the board of directors. A committee to carry out this task shall be appointed by the board of directors. The requirement for adoption of a revised set of bylaws shall be the same as in the case of the amendment, including 30 days prior notification to the general membership.
- Submission of amendments or revised bylaws for approval by Maryland PTA shall be in accordance with the bylaws of Maryland PTA.

Section 2. The adoption of an amendment to any provision of the bylaws of Maryland PTA identified by a number/pound symbol (#) shall serve automatically and without the requirement of further action by this local to amend their corresponding bylaws.

See Amendment 1, Adding Article XVIII, Budget Provisions

These bylaws are submitted by a new an existing PTA/PTSA in Maryland and were approved at a GENERAL
(circle one)

MEMBERSHIP MEETING of

Robert Frost Middle School PTSA, Inc.
(full legal name - no initials)

on March 14, 2016
(date)

Kellee S Reynolds (acting secretary)
Secretary (printed name)

Kellee S Reynolds
Secretary (signature)

AMENDMENTS to Robert Frost Middle School PTSA Bylaws (3/08/2016)

Amendment 1- Be it adopted to amend the Bylaws of the Robert Frost Middle School PTSA, adding Article XVII Budget Provisions.

Section 1. The annual budget shall be drafted at a meeting of the Board of Directors after elected officers assume their positions and before the first general meeting.

Section 2. The budget or changes to the budget approved by the general membership shall be balanced as to estimated revenues and expenditures.

Amendment 2- Be it adopted to amend the Bylaws of the Robert Frost Middle School PTSA, adding the following Vice President job descriptions to Article VII Duties of Officers, Section 2.

d. The Executive Vice President shall be primarily responsible for fundraising and committees dealing with heavy fundraising roles (i.e. Membership, Book Fair, Spirit Wear, Directory);

e. The First Vice President shall be primarily responsible for programs and areas related to programs (i.e. Student Programs, Parent Programs, FLES, Reflections, Volunteer Coordinator, Destination Imagination);

f. The Second Vice President shall be primarily responsible for fundraising.