

**UNIT BYLAWS COVER SHEET**

PTA District **12** County **Cuyahoga** Council **Rocky River PTA**

Name of PTA **Rocky River High School PTA**

School District served by PTA **Rocky River**

School(s) served by PTA **Rocky River High School**

Unit/School Mailing Address

**Rocky River High School PTA**  
**20951 Detroit Rd.**  
**Rocky River, OH 44116**

\_\_\_ Amendment(s) only, date unit adopted amendment(s) \_\_\_\_\_

**X** Replacement bylaws, date unit adopted bylaws **5/20/08**

Date unit organized **1925**

IRS Employer Identification Number **23-7252950**

Select: \_\_\_ Early Child

\_\_\_ Primary

\_\_\_ Elementary

\_\_\_ Intermediate

\_\_\_ Middle

\_\_\_ Junior

**X** Senior

Grade levels **9-12**

Current contact name & address

**Kim O'Rourke**  
**51 Oak Rd.**  
**Rocky River, OH 44116**

Current contact email **orourke.kj@gmail.com** Phone **440-331-3418**

Ohio PTA approved \_\_\_\_\_ *Sue Hummer*

Director of Bylaws & Standing Rules

Ohio PTA approved date *5/10/2009*

# Rocky River High School PTA Bylaws

## TABLE OF CONTENTS

ARTICLE I NAME.....	3
ARTICLE II PURPOSES.....	3
ARTICLE III BASIC POLICIES.....	3
ARTICLE IV RELATIONSHIP WITH NATIONAL AND OHIO PTA.....	4
ARTICLE V MEMBERSHIP AND DUES.....	5
ARTICLE VI OFFICERS.....	5
ARTICLE VII NOMINATIONS & ELECTIONS .....	5
ARTICLE VIII DUTIES OF OFFICERS.....	6
ARTICLE IX EXECUTIVE COMMITTEE.....	7
ARTICLE X EXECUTIVE BOARD .....	7
ARTICLE XI STANDING AND SPECIAL COMMITTEES.....	8
ARTICLE XII GENERAL MEMBERSHIP MEETINGS.....	8
ARTICLE XIII COUNCIL MEMBERSHIP .....	9
ARTICLE XIV OHIO PTA CONVENTION .....	9
ARTICLE XV FISCAL YEAR .....	9
ARTICLE XVI DISSOLUTION.....	9
ARTICLE XVII PARLIAMENTARY AUTHORITY.....	10
ARTICLE XVIII AMENDMENTS.....	10

## **\*Article I—Name**

The name of this organization is the Rocky River High School Parent and Teacher Association (PTA) of Rocky River, Ohio. It is a local PTA organized under the authority of Ohio Congress of Parents and Teachers (Ohio PTA), a branch of National Congress of Parents and Teachers (National PTA).

## **\*Article II—Purposes**

Section 1. The purposes of the 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, and
- 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 PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and 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 referred to as "Internal Revenue Code").

Section 4. In accordance with Ohio PTA, this association further defines children and youth as birth through 23 years of age.

## **\*Article III—Basic Policies**

The following are basic policies of the 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 education authorities, and local education authorities.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to Ohio PTA.
- g. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote

more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

#### **\*Article IV—Relationship with National PTA and Ohio PTA**

Section 1. This local PTA is chartered as a constituent organization of the Ohio PTA in conformity with such rules and regulations as the Ohio PTA and National PTA may prescribe.

The Ohio PTA has issued to this local PTA an appropriate charter. The charter shall be subject to withdrawal and the status of this organization as a PTA unit shall be subject to termination in the manner and under the circumstances provided in the bylaws of the Ohio PTA.

Section 2. Individual National and Ohio PTA dues are collected from members by this local PTA and shall be submitted to the Ohio PTA monthly with an associated list of members.

Section 3. This local PTA to be in good standing with Ohio PTA:

- a. Adheres to the purposes and basic policies of PTA,
- b. Remits the initial payment of National and Ohio PTA dues to the Ohio PTA by November 30,
- c. Reviews these bylaws every three (3) years and submits them to the Ohio PTA Director of Bylaws and Standing Rules for further approval, and
- d. Meets other criteria as may be established by the National or Ohio PTA.

Section 4. These bylaws and amendments to them must be approved by the Ohio PTA and shall not be in conflict with National PTA bylaws or Ohio PTA bylaws.

Section 5. This local PTA not in good standing by:

- a. November 30:
  1. Shall not be eligible for awards.
  2. Shall have their unit removed from the mailing list of the Ohio PTA.
  3. Shall not be eligible to participate in the Reflections program of the Ohio PTA.
- b. March 15:
  1. Shall be considered inactive.
  2. Shall know that the Internal Revenue Service (IRS) will be notified by Ohio PTA that this unit is no longer a tax-exempt organization of the Ohio PTA.

Section 6. To be reinstated to good standing this local PTA shall provide a list of members and remit current National and Ohio PTA dues and a \$20 reinstatement fee to the Ohio PTA.

Section 7. This local PTA shall keep minutes of meetings, a membership list, and accounting records sufficient to establish the items of gross income and disbursements of the organization, including dues collected from its members and the amount of dues remitted to the Ohio PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Ohio PTA.

Section 8. This local PTA if disbanding or withdrawing from the Ohio PTA shall notify its Ohio PTA District Advisor or the Ohio PTA office thirty (30) days before a disbanding vote is taken and be governed by the procedure established by the Board of Directors of the Ohio PTA.

Section 9. This local PTA, in accordance with IRS regulations, shall:

- a. File an annual financial report with the Ohio PTA office;
- b. File a Form 990 or 990 EZ with a Schedule A if gross receipts exceed \$25,000 annually or file a form 990 N if gross receipts do not exceed \$25,000 annually with the IRS; and

- c. Know that the Ohio PTA office staff has applied for a Federal Employer Identification Number (EIN) for this constituent unit.

### **\*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 Ohio PTA and is entitled to all the benefits of such membership.

Membership in this local PTA does not imply membership in any other local PTA/PTSA.

Section 2. Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of PTA.

Section 3. Each member shall pay annual dues to this local PTA in the amount of \$ 10.00. For each individual, these annual dues shall include Ohio PTA dues (\$1.75) and National PTA dues (\$1.75).

Section 4. Individuals are entitled to only one vote even though they may be serving in more than one position. There shall be no voting by proxy in any type meeting of this PTA.

Section 5. Only current members of this PTA may serve in any elective or appointive positions or participate in any business of this PTA.

Section 6. Members who are under 18 years of age are prohibited under Ohio law from signing contracts that bind the members of this PTA.

### **\*Article VI—Officers**

Section 1. The officers of this local PTA shall be one (1) president, one (1) first vice president, one (1) second vice president, one (1) recording secretary, one (1) corresponding secretary, one (1) treasurer and four (4) council delegates.

Section 2. The current Rocky River High School principal or his/her appointed representative is the second vice president.

### **Article VII—Nominations & Elections**

Section 1. There shall be a nominating committee composed of five (5) members, the first vice president and four (4) members who shall be elected by this local PTA at a regular general membership meeting at least two (2) months prior to the election of officers.

- a. The chair shall be the first vice president.

- b. The nominating committee shall nominate one (1) eligible person for each office to be filled and report its nominees to the regular general membership in February. Additional nominations may be made from the floor at the election meeting.

Section 2. The following provisions shall govern the eligibility of individuals to be officers of the Rocky River High School PTA:

- a. No officer may be eligible to serve more than two (2) consecutive terms in the same office. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.
- \*b. An officer must be a current member of this PTA.

Section 3. Officers shall be elected in the month of March.

Section 4. The vote shall be conducted by ballot and a majority vote shall elect. When there is only one candidate for any office that election may be held by voice vote.

Section 5. Officers shall assume their official duties at the conclusion of the May general membership meeting and shall serve for a term of one (1) year or until their successors are elected.

Section 6. In case a vacancy occurs in the office of president, the first vice president shall serve notice of the election. A vacancy occurring in any other elective position shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given.

### **Article VIII—Duties of Officers**

Section 1. The president shall:

- a. Preside at all meetings of this local PTA;
- b. Serve as an ex-officio member of all committees except the nominating and audit committees;
- c. Coordinate the work of the officers and committees of this local PTA in order that the purposes may be promoted;
- \*d. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTA.

Section 2. The first vice president shall:

- a. Act as aide to the president;
- b. Perform the duties of the president in the president's absence or inability to serve;
- \* c. Perform duties prescribed by these bylaws, standing rules, and the parliamentary authority adopted by this PTA.

Section 3. The second vice president shall perform duties prescribed by these bylaws, standing rules, and the parliamentary authority adopted by this PTA.

Section 4. The recording secretary shall:

- a. Keep a record of all meetings of the association, Board and Executive Committee;
- b. Be custodian of the permanent file;
- c. Have a current copy of the bylaws and standing rules;
- d. Maintain a membership list;
- \* e. Perform duties prescribed by these bylaws, standing rules, and the parliamentary authority adopted by this PTA.

Section 5. The corresponding secretary shall:

- a. Conduct correspondence as delegated;
- b. Maintain a file of correspondence received by the association;
- c. Submit to Ohio PTA the requested list of names and addresses of unit officers or chairs;
- d. Submit to Ohio PTA a record of annual volunteer hours of this PTA;
- \*e. Perform duties prescribed by these bylaws, standing rules, and the parliamentary authority adopted by this PTA.

Section 6. The treasurer shall:

- \*a. Have custody of the funds and maintain a full and accurate account of the receipts and disbursements belonging to this local PTA;
- b. Make disbursements as authorized by the president, Executive Board, or this local PTA in accordance with the budget adopted yearly by this local PTA;
- c. Provide a current bank statement at each meeting;
- d. Provide a financial statement at each meeting;
- \*e. Submit to the Ohio PTA an annual report of the financial condition of the organization;
- \*f. Submit the books annually or upon change of officer to an audit;
- g. Report the findings of the annual audit to the Executive Board;
- h. Pay bonding fee to Rocky River Council of PTAs to have this PTA bonded for a sum equivalent to the average gross receipts of this association during a year;
- \*i. Submit the Ohio PTA and National PTA portion of the dues to Ohio PTA monthly with the first payment no later than November 30.
- \*j. Have custody of debit card in his/her name enabling this local PTA Pay Pal usage for fundraising events; transfer card to newly elected treasurer upon conclusion of his/her term of office.
- k. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTA.

Section 6. The council delegates shall:

- a. Attend the meetings of Rocky River Council of PTAs and report to the association,
- b. Be members of the PTA Council voting body representing this PTA, and
- c. Perform duties prescribed by these bylaws, standing rules, and the parliamentary authority adopted by this PTA.

### **Article IX—Executive Committee (Elected Officers)**

Section 1. There shall be an Executive Committee of the Rocky River High School PTA, the members of which shall be all elected officers.

Section 2. Special meetings of the Executive Committee may be called by the president upon confirmed notification of the Executive Committee or upon written request of ten (10) members with fourteen (14) days notice to each member of the Executive Committee. No other business than that which is stated in the call shall be transacted at this meeting.

Section 3. A majority of the Executive Committee shall constitute a quorum for the transaction of business.

Section 4. Duties of the Executive Committee shall be to:

- a. Transact business referred to it by the Executive Board;
- b. Make a report at each Executive Board meeting;
- c. Take no action in conflict with any action taken by the Executive Board; and
- d. Appoint committee chairs.

### **Article X—Executive Board**

Section 1. The Executive Board shall consist of the elected officers of the association, the chairmen of standing committees, and the principal of Rocky River High School or a representative appointed by him/her.

Section 2. Duties of the Executive Board shall be to:

- a. Transact necessary business in the intervals between regular association meetings and such other business as may be referred to it by the association;
- b. Create standing and special committees with chairmen selected by the officers;
- c. Approve the plans of work of the standing committees;
- d. Report at the regular meetings of the association;
- e. Appoint an auditor or an auditing committee at least one month prior to the end of the fiscal year or on change of treasurer to audit the treasurer's accounts;
- f. Ensure a budget is prepared and submitted to the general association for approval for the fiscal year;
- g. Fill vacancies in elective positions.

Section 3. If any member of the Executive Board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the Executive Board by resolution adopted by 2/3 vote in the Executive Board.

Section 4. Meetings of the Executive Board shall be held as needed during the school year. A majority of the Executive Board members shall constitute a quorum. Special meetings of the Executive Board may be called by the president or by a majority of the members of the Executive Board, with fourteen(14)days notice being given.

Section 5. Upon the expiration of the term of office or when individuals cease to hold an Executive Board position they shall be relieved of all duties and responsibilities. All records, books, and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen (14) days.

### **Article XI—Standing & Special Committees**

Section 1. The Executive Board may create such standing and special committees as it may deem necessary to promote the purposes of PTA and carry on the work of this local PTA.

Section 2. The term of office of a standing committee chair shall be one (1) year or until the selection of a successor.

Section 3. 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 4. The president shall be an ex-officio member of all committees except the nominating and audit committees. An ex-officio member has the right to make motions, debate and vote but is not counted in the quorum.

Section 5. Audit Committee: An Audit Committee appointed by the Executive Board shall consist of at least three members without check signing privileges. The duties of this committee are to audit the treasurer's accounts and sign an audit report.

### **Article XII—General Membership Meetings**

Section 1. Regular meetings of this local PTA shall be held on the third Tuesday of September, November, January, March and May. Fourteen (14) days notice shall be given to the membership of any change of date.

Section 2. Special meetings of this local PTA may be called by the President or by a majority of the Executive Board with two weeks notice having been given. No other business than that which is stated in the call shall be transacted at this meeting.

Section 3. Six (6) members, two (2) of whom are officers, shall constitute a quorum for the transaction of business in any meeting of this local PTA.

### **Article XIII—PTA Council Membership**

Section 1. A PTA council may be organized for the purpose of conference and cooperation in matters of common interest and shall admit only local PTAs in membership with the National PTA and the Ohio PTA.

Section 2. This local PTA shall be represented in meetings of the Rocky River Council of PTAs by the president, or appointed alternate, and by the council delegates.

Section 3. This local PTA shall pay annual dues of \$.50 per member to the Rocky River Council of PTAs as provided in the Rocky River Council of PTAs bylaws.

### **\*Article XIV—Ohio PTA Convention**

This local PTA if in good standing shall be represented at the annual meeting of the Ohio PTA by:

- a. Elected officers or their representatives;
- b. Other accredited delegates who are current members of this PTA.

### **\*Article XV—Fiscal Year**

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

### **\*Article XVI: Dissolution**

Section 1. 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 the Ohio PTA, a nonprofit organization, which is tax-exempt and meets the requirements of regulations under Section 501C(3) of the Internal Revenue Code.

Section 2. The procedure for dissolution is as follows:

- a. When a motion to disband is presented and seconded, it must be deferred for vote until the next meeting. All members must be notified by first class mail, along with the Ohio PTA District Advisor or the Ohio PTA office at least thirty (30) days prior to the meeting at which the vote will be taken on the motion to disband.
- b. At the next meeting the motion to disband is opened for discussion. A two-thirds (2/3) vote of members present and voting is required for the motion to be adopted.
- c. If the motion to disband passes, the IRS shall be notified that this unit is no longer a tax-exempt organization of the Ohio PTA and the books, records, and Charter of the unit shall be returned to the Ohio PTA office by registered mail or given to the Ohio PTA Board of Directors representative.

## **\*Article XVII—Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised Tenth Edition* shall govern this PTA in all cases in which they are applicable and in which they are not in conflict with these bylaws, standing rules, National PTA Bylaws, the Ohio PTA Bylaws, special rules of order or Articles of Incorporation.

## **\*Article XVIII—Amendments**

Section 1. These bylaws may be amended at any regular general membership meeting of this PTA by a two-thirds vote of those present and voting. Notice of proposed amendments must have been provided to the membership fourteen(14) days prior to the meeting.

Section 2. This local PTA may appoint a committee to submit a revised set of bylaws as a substitute for the existing bylaws. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 3. All revisions and amendments to these bylaws shall be submitted to the Ohio PTA Director of Bylaws and Standing Rules for approval.

Section 4. The adoption of an amendment by Ohio PTA to any provision of these bylaws identified shall serve automatically and without the requirement of any further action by this organization to amend correspondingly these bylaws. This organization shall promptly incorporate such amendments into these bylaws.

Rocky River High School PTA's 2007-2008 Bylaws and Standing Rules Review and Revision Committee:

Kim O'Rourke, Committee Chairman and 2007-2008 RRHS PTA Vice-President  
Dianna Foley, 2007-2008 RRHS PTA President  
Beth Hauck, 2008-2009 RRHS PTA Co-President  
Linda Rudy, 2008-2009 RRHS PTA Co-President  
Ann Stemen, 2007-2008 RRHS PTA Treasurer  
Carrie Pyros, 2008-2009 RRHS PTA Council Delegate

Revised May 6, 2008

Adopted May 20, 2008

Rocky River High School PTA's 2008-2009 Bylaws and Standing Rules Review and Revision Committee:

Kim O'Rourke, Committee Chairman and 2008-2009 RRHS PTA Vice-President  
Beth Hauck, 2008-2009 RRHS PTA Co-President  
Linda Rudy, 2008-2009 RRHS PTA Co-President  
Ann Stemen, 2008-2009 RRHS PTA Treasurer, 2009-2010 RRHS PTA President  
Tracy Blossey, 2009-2010 RRHS PTA Treasurer  
Gwen Paull 2009-2010 RRHS PTA Council Delegate

Revised November 17, 2008 & May 10, 2009

Adopted May 26, 2009