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date

President, PTA Council

Rocky River Council of Parent Teacher Associations
Bylaws — As Amended 2026

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Article I—Name

The name of this organization is the Rocky River Council of Parent and Teacher Associations of Rocky River, Ohio ("Council"). It is organized under the authority of the Ohio Congress of Parents and Teachers (Ohio PTA), a branch of the 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;**

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 the Ohio PTA, this Council further defines children and youth as birth through 23 years of age.

Section 5. This Council is organized for conference, leadership training and coordination of the efforts of member PTA units.

Article III—Basic Policies

The following are basic policies of National 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 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 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 remaining Rocky River City School PTAs**

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 Council is chartered as a constituent organization of the Ohio PTA in conformity with such rules and regulations as the Ohio PTA may prescribe.

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

Section 2. This Council to be in good standing with Ohio PTA:

a. Adheres to the purposes and basic policies of the PTA;

b. Reviews these bylaws every three (3) years and submits them to the Ohio PTA Director of Bylaws and Standing Rules for further approval;

c. Meets other criteria as may be established by the National or Ohio PTA.

Section 3. These bylaws and amendments to them must be approved by the Ohio PTA and shall not be in conflict with National PTA Bylaws or the Ohio PTA Bylaws.

Section 4. This Council shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, minutes, receipts and disbursements of the organization, including, specifically, the number of its members and the dues collected from its member units. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Ohio PTA.

Section 5. This Council, 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 6. This Council, in accordance with Internal Revenue Service (IRS) regulations, shall:

a. File an annual financial report with the Ohio PTA office;

b. File the appropriate IRS Form 990 series return annually. Currently, organizations with gross receipts normally ≤ $50,000 file Form 990-N (e-Postcard); organizations with gross

receipts < $200,000 and total assets < $500,000 may file Form 990-EZ; otherwise file Form 990. Thresholds are governed by current IRS rules and any change in IRS thresholds shall apply automatically without requiring a bylaw amendment;

c. Recognize that the Ohio PTA office staff will apply for an Employer Identification Number (EIN) for each constituent local PTA Council.

Article V—Membership and Dues

Section 1. Members of this Council are local PTA units which are constituents of National PTA or Ohio PTA. PTA units associated with schools in Rocky River may be members of this Council. At least three (3) local PTAs are required in this Council.

Section 2. PTA units which are members of this Council shall pay annual dues of $0.50. Dues must be paid by November 30 for any unit or its members to participate in Council business.

Article VI—Officers

The officers of this Council shall be one president, one first vice president, one second vice president, one secretary, and one treasurer.

Article VII—Nominations & Elections

Section 1. There shall be a nominating committee composed of the First Vice President and no less than two but no more than four other members who are current members of a member PTA.

a. The committee shall be elected by this Council at a regular general membership meeting at least two (2) months prior to the election of officers.

b. The chair shall be elected by the committee.

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

d. Only those individuals who are current members of a member PTA and who have signified their consent to serve if elected shall be nominated for office.

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

a. No officer may be eligible to serve more than two (2) consecutive terms in the same office. *Unless the offices are left unfilled by the nominating committee and with a special vote* . 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.

c. **An officer must be a current member of a member 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 following the close of the May 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 Council;**

b. **Serve as an ex-officio member of all committees except the nominating and audit committee;**

c. **Coordinate the work of the officers and committees of this Council in order that the purposes may be promoted;**

d. **Appoint committee chairs with the exception of the nominating committee;**

e. **Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTA Council.**

Section 2. The first vice president shall:

a. **Act as aide to the president;**

b. **In the order listed in Article VI, 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 by the parliamentary authority adopted by the Ohio PTA.**

Section 3. The second vice president shall:

a. **Be the Superintendent of Schools;**

b. **Attend all Council meetings.**

Section 4. The recording secretary shall:

a. **Keep a record of all meetings of the association, and shall be custodian of the permanent file;**

b. **Have a current copy of the bylaws and standing rules;**

c. **Maintain a membership list;**

d. **Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTA Council.**

Section 5. The secretary shall:

a. **Give notice of Council meetings;**

b. **Create and distribute the PTA Council members' contact information at the beginning of the year and on a timely basis;**

c. **Maintain the PTA Council website;**

d. **Conduct any necessary correspondence requested by the executive board;**

e. **Submit to Ohio PTA a record of annual volunteer hours of this Council.**

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 Council;**

b. **Make disbursements as authorized by the president, executive board, or this Council in accordance with the budget adopted yearly by this Council;**

c. **Both the President and the First Vice President shall be authorized to view online bank statements. If paper copies are used, they shall be mailed to the First Vice President and then forwarded to the Treasurer;**

d. **Provide a financial statement at each meeting;**

e. **Present an annual report of the financial condition of the organization;**

f. **Submit the books annually or upon change of officer for an audit by an auditor or an auditing committee;**

g. **Report the findings of the annual audit to the Board;**

h. **Be bonded for a sum equivalent to the average amount of funds needed during the year;**

i. **Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTA Council.**

Article IX—Executive Committee

Section 1. There shall be an Executive Committee of this Council, the members of which shall be all officers.

Section 2. Special meetings of the Executive Committee may be called by the president or upon written request of three (3) 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 Board;**

b. **Make a report at each Board meeting;**

c. **Take no action in conflict with any action taken by the Board.**

Article X—Executive Board

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

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 Council voting body;**

b. **Create special committees as it may deem necessary to promote the purposes of PTA and carry on the work of this Council;**

c. **Approve the plans of work of the standing committees;**

d. **Report at the regular meetings of the Council;**

e. **Appoint an auditor or an auditing committee at least one month prior to the end of the fiscal year to audit the treasurer's accounts;**

f. **Ensure a budget is prepared and submitted to the general association for approval for the fiscal year; and**

g. **Fill vacancies in elective and appointive 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 board by resolution adopted by a two-thirds (2/3) majority vote in the executive board.

Section 4. Special meetings of the executive board may be called by the President or when requested by three (3) members upon seven (5) days' written notice to each member of the executive board. No other business than that which is stated in the call shall be transacted at this meeting.

Section 5. At all meetings of the board, three (3) of the members of the executive board shall constitute a quorum for the transaction of business.

Section 6. 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 Committees

Section 1. The executive board may create such special committees as it may deem necessary to promote the purposes of PTA and carry on the work of this Council.

Section 2. The chair of the standing committees shall be selected by the president.

Section 3. The term of office of a committee chair shall be one year or until the selection of a successor.

Section 4. The chair of each 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.

Article XII—Voting Body

Section 1. The voting body of this Council shall consist of:

a. **officers;**

b. **chairs of standing committees;**

c. **the president, or their representative, of each member PTA;**

d. **four (4) delegates, or alternates, from each member PTA elected by the local PTA;**

e. **the superintendent of Rocky River City Schools, or their representative; and**

f. **principals, or their representatives, of schools with a member PTA.**

Section 2. 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 business of Council.

Section 3. Only current members of PTAs may serve in any elective or appointive position of this Council or participate in Council business.

Section 4. Individuals who are under 18 years of age are prohibited under Ohio law from signing contracts that bind this Council or its member units.

Article XIII—General Meetings

Section 1. Regular meetings of this Council shall be held on the second Tuesday in the months of September, November, January, March and May. Seven (7) days notice shall be given to the membership of any change of date.

Section 2. Special meetings of this Council may be called by the President or by a majority of the Executive Board, with five (5) days' notice having been given. No other business than that which is stated in the call shall be transacted at this meeting.

Section 3. Ten (10) members, three (3) of whom shall be officers, shall constitute a quorum for the transaction of business in any meeting of this Council.

Article XIV—Ohio PTA Convention

Section 1. This Council, if in good standing with Ohio PTA, shall be represented at the annual meeting of the Ohio PTA by:

a. **Elected officers from each PTA unit or Council or their representatives;**

b. **Other accredited delegates who are current members of a Council member local PTA in good standing with Ohio PTA.**

Article XV—Fiscal Year

The fiscal year of this Council 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 reamining Rocky River City School's PTAs tax-exempt and meets the requirements of regulations under Section 501(c)(3) of the Internal Revenue Code.

Section 2. Procedure for dissolution:

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 email or class mail, along with the Ohio PTA office, 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 by Ohio PTA that this Council is no longer a tax-exempt organization of the Ohio PTA, and the books, records, and the Council's Charter shall be returned to the Ohio PTA office by registered mail or given to the Ohio PTA Board of Directors representative.**

Section 3. If this Council is reduced to less than three member units, this Council shall be automatically dissolved as Ohio PTA bylaws require three units to be a Council.

Article XVII—Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Rocky River Council of PTA in all cases in which they are applicable and in which they are not in conflict with 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 the Rocky River Council of PTA by a two-thirds vote of those present and voting. Notice of proposed amendments must have been provided to the membership in advance of a vote on amended bylaws.

Section 2. This Council may appoint a committee to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the association or by a two-thirds vote of the Board. The 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 this Council's Bylaws shall be submitted for approval to the Ohio PTA Director of Bylaws and Standing Rules.

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

Adoption

These bylaws were reviewed and amended by the membership of the Rocky River Council of Parent Teacher Associations on September 15 **, 2026, and submitted to the Ohio PTA Director of Bylaws and Standing Rules for approval.**

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President, Rocky River Council of PTA

Amy Oatey

Recording Secretary, Rocky River Council of PTA