

MAKALAPA ELEMENTARY SCHOOL

PTA BYLAWS

ADOPTED AUGUST 22, 2000

**ARTICLE I: NAME

The name of this association is the Makalapa Elementary School Parent-Teacher Association (PTA), Honolulu, Hawaii. It is a local PTA unit organized under the authority of the Hawaii Congress of Parents, Teachers and students (the HSPTSA) a branch of the National Congress of Parents and Teachers (the National PTA).

**ARTICLE II: ARTICLES OF ORGANIZATION

The articles of organization of Makalapa PTA 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 objects of the Makalapa PTA, in common with those of the National PTA and the Hawaii State 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 Hawaii State PTSA and the Makalapa Elementary School PTA are promoted through an educational program directed toward parents, teachers and the general public; are 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 education purposes within the meaning of Section 501 ©(3) of the Internal Revenue Code or Corresponding Section of any future Federal tax code (hereinafter referred to as "Internal Revenue Code").

**ARTICLE IV: BASIC POLICIES

The following are basic Policies of the Makalapa Elementary School PTA in common with those of the National PTA and the Hawaii PTSA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Objects of the organization.

- c. 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.
- d. The organization shall work with the schools 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.
- e. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The Hawaii State PTSA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA representative shall make no commitments that bind the group he represents.
- f. 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 III hereof.
- g. Notwithstanding any other provisions 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 ©(3) of the Internal Revenue Code.

****ARTICLE V: Relationship WITH NATIONAL PTA AND HAWAII STATE PTSA**

Section 1. This PTA shall be organized and chartered under the authority of the Hawaii PTSA in the area in which this PTA functions, in conformity with such rules

and regulations, not in conflict with the National PTA Bylaws, as the Hawaii State PTSA may in its bylaws prescribe. The Hawaii State PTSA shall issue to this PTA an appropriate charter evidencing the due organization and good standing of this PTA.

A local PTA in good standing is one which:

- a. Adheres to the Objects and basic policies of the PTA.
- b. Remits the national portion of the dues through the Hawaii State PTSA to reach the National officers by dates designated by the National PTA.
- c. Has bylaws approved according to the procedures of the Hawaii State PTSA;
and
- d. Meets other criteria as may be prescribed by the Hawaii State PTSA.

#Section 2. Additionally, a local unit in good standing is one which:

- a. Remits the state portion of the dues and membership roster to reach the Hawaii State PTSA office by the dates designated by the State PTSA.
- b. Remits the insurance premium to the Hawaii state PTSA office postmarked no later than December 15th annually.

**Section 3. This PTA shall adopt such bylaws for the government of the organization as may be approved by the Hawaii State PTSA. Such laws shall not be in conflict with the bylaws of the National PTA or the bylaws of the Hawaii State PTSA.

**Section 4. Bylaws of each constituent organization shall include an article on amendments.

**Section 5. Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of the Bylaws of the National PTA as are identified herein by a double star.

**Section 6. The adoption of an amendment to any provision of the Bylaws of the National 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 PTA's shall promptly incorporate such amendments in their respective bylaws.

#Section 7. Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as are identified by the state symbol #.

#Section 8. The adoption of an amendment to any provisions of the Bylaws of the Hawaii State PTSA, identified by the state symbol of #, 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 PTA's shall promptly incorporate such amendments in their respective bylaws.

**Section 9. Bylaws of each constituent organization shall include a provision

establishing quorum.

**Section 10. The charter of the PTA 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 Hawaii State PTSA.

**Section 11. This local PTA is obligated, upon withdrawal of its charter by the Hawaii State PTSA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Hawaii State PTSA or to such agency as may be designated by the Hawaii State PTSA or to another local PTA organized under the authority of the Hawaii State PTSA.
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Hawaii State PTSA or status as a constituent organization of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the Hawaii State PTSA. all proceedings necessary or desirable for the purpose of dissolving this PTA.

**Section 12. This PTA shall collect dues from its members and shall remit apportion of such dues to the Hawaii State PTSA as provided in Article VI hereof.

**Section 13. This PTA 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 Hawaii State PTSA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Hawaii State PTSA or where directed by the committee on state and national relationships, by a duly authorized representative of the national PTA.

#Section 14. All units for which dues and insurance premiums have not been paid by March 1st shall be notified in writing by the Hawaii State PTSA treasurer that all services of the State and National PTAs will be terminated on March 31st. Services shall be reinstated after payment of delinquent dues and insurance premiums.

#Section 15. Membership cards will not be issued to a local unit that did not send dues and rosters and/or insurance payments for the previous fiscal year(s). Cards will be issued after payment of delinquent dues and/or insurance premiums and receipt of rosters.

#Section 16. The charter of all units who remain delinquent for one (1) year beyond the March 1st termination of services will be revoked at the next Board of Directors meeting held after the second March 31st deadline.

#Section 17. This ITA may dissolve and wind up its affairs in the following manner:

- a. The Executive Committee (or other body that, under the bylaws, manages

the affairs of this ITA shall adopt a resolution recommending that this ITA be dissolved and directing the question of such dissolution be submitted to a vote at a special meeting of the members having voting rights. Written or printed notice stating the purpose of such meeting is to consider the advisability of dissolving this ITA shall be given to each member entitled to vote at such meetings at least thirty (30) days prior.

- b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the president of the Hawaii State ITSA at least twenty (20) days before the date fixed for such special meeting of the members.
- c. Only those persons who were in good standing of the ITA on the date of adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution.
- d. Approval of dissolution of the local ITA shall require the affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the special meeting, a quorum being present.
- e. Notification of the result of the vote to dissolve must be provided in writing to the Hawaii State ITSA president within five (5) days of the vote, at which time all proceedings as outlined in these bylaws, Article V, section 10 shall be carried out.

ARTICLE VI: MEMBERSHIP AND DUES

**Section 1. Every individual who is a member of this ITA is, by virtue of that fact, a member of the National ITA and of the Hawaii State ITSA by which such local ITA is chartered, and is entitled to all the benefits of such membership.

**Section 2. Membership in this ITA 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 ITA Bylaws, a may be prescribed in the bylaws of this ITA to any individual who subscribes to the Objects and basic policies of the National ITA.

**Section 3. This ITA shall conduct an annual enrollment of members, but may admit persons to membership at any time.

**Section 4. Each member of this ITA 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 Hawaii State ITSA (the "state portion") and the portion payable to the National ITA (the "national portion").

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

**Section 6. The amount of the state portion of each member's dues shall be determined by the Hawaii State PTSA. The national portion of each member's dues shall be one dollar and twenty-five cents (\$1.25) per anum.

#Section 7. The Hawaii State PTSA portion of each member's dues shall be one dollar (\$1.00) per anum.

Section 8. Each member of this PTA shall pay annual dues of \$5.00 per member to the organization. The amount of such annual dues shall include the portion payable to the State PTSA and the portion payable to the National PTA.

**Section 9. The State and National PTA portions of the dues paid by each member to the PTA shall be set aside by this PTA and remitted to the Hawaii State PTSA 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 PTAs in its area.

#Section 10. The Hawaii State PTSA membership year shall be October 1 to September 30 annually.

ARTICLE VII: OFFICERS AND THEIR ELECTIONS

Section 1. Each officer or Board Member of a constituent organization shall be a member of a local PTA within its area.

**Section 2. Each officer or board member shall be a member of this PTA.

**Section 3

- a. The officers of this organization shall consist of a president, two (2) vice presidents, one (1) recording secretary, one (1) corresponding secretary and one (1) treasurer.
- b. Officers shall be elected by ballot at the General Membership meeting to be

held in the month of May. 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 at the regular June meeting and serve no more than two (2) years or until their successors are chosen.
- d. Notification of said elections and nominees for office to have been given to the general membership at least thirty (30) days prior to the election.
- e. A person shall not be eligible to serve more than two consecutive terms in the same office.

Section 4. Nominating Committee:

- a. Members of the nominating committee for officers shall be elected by membership. Board of Directors. Executive Board. or Executive Committee.
- b. There shall be a nominating committee composed of three (3) members and two (2) alternates who shall be elected by this PTA at a regular meeting at least two (2) months prior to the election of officers. The committee shall elect its own chairman.
- c. 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.
- d. 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 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. In case a vacancy occurs in the office of president. the first 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.
- d. Coordinate the work of the officers and committees of the association in order that the Objects may be promoted.
- e. Attend Regional meetings or appoint a Board Representative to such.

Section 2. The Vice Presidents shall:

- a. Act as assistants to the president.
- b. Perform the duties of the president in the absence or inability of that officer to serve.

Section 3. The Recording Secretary shall:

- a. Record the minutes of all meetings of the association. both general and executive board;
- b. Have a current copy of the bylaws;
- c. Maintain a membership list;
- d. Perform other delegated duties as assigned.

Section 4. The Corresponding Secretary shall:

- a. Act as assistant to the Recording Secretary;
- b. Perform the duties of the Recording Secretary in the absence or inability of that officer to serve;
- c. Provide necessary administrative/correspondence support to the Recording Secretary, the organization and the Executive Board;
- d. Perform other delegated duties as assigned.

Section 5. The Treasurer shall:

- a. Have custody of all funds of the association;
- b. Keep a full and accurate account of expenditures;
- c. Make disbursements as authorized by the president, executive board or association in accordance with the budget adopted by the association;
- d. Have checks or vouchers signed by two (2) 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 13 of these bylaws;
- h. Have the accounts examined annually or upon change of treasurer by an auditor or an auditing committee of not fewer than three (3) members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report;
- i. Submit the books annually for an audit by an auditing committee selected by

the executive board at least two (2) weeks before the meeting at which new officers assume duties.

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 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 BOARD

Section 1.

- a. The Executive Board shall consist of the elected officers of the association, one faculty representative, the Parent Community Network Coordinator (PCNC), the standing committee chairs, and the principal of the school or a representative appointed by the principal. The chairs of the standing committees shall be selected by the officers of the association.
- b. The principal or principal representative shall serve as an advisor only and, as such, shall be a nonvoting member of the board.
- c. The teacher's representative shall be appointed by the Makalapa faculty and be given one vote.
- d. The PCNC shall serve in an ex-officio capacity and be given one vote.
- e. The President may appoint a parliamentarian, subject to the approval of the association.

**Section 2. A PTA member shall not serve as a voting member of a constituent organization's board at the local, council, district, region, state or national level while

serving as a paid employee of or under contract to the constituent organization.

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 and special committees;
- c. To approve the plans of work of all 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;
- g. To approve routine bills within the limits of the budget.

Section 4. Regular meetings of the executive board shall be held during the school year on a schedule to be mutually decided upon by the newly-elected and installed Executive Board at their first meeting in June. The meeting day and time shall be published in the school newsletter. 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 board, two days notice being given.

ARTICLE X: MEETINGS

Section 1. Two (2) regular meetings of the association shall be held during the school

year as follows: August and May, unless otherwise provided by the association or by the executive board, thirty (30) days' notice having been given of change of date.

Section 2. The Board shall meet in Executive Session in months when school is in session and no regular Board meetings are held in addition to any special or emergency meetings as required by event.

Section 3. Special meetings of the association may be called by the president or by a majority of the executive board, five (5) days notice having been given.

Section 4. The annual meeting shall be held in August.

Section 5. Fifteen (15) members shall constitute a quorum for the transaction of business in any general meeting of this association.

ARTICLE XI: COMMITTEES

Section 1. Only members of the association shall be eligible to serve in any elective or appointive positions.

Section 2. The term of each chair shall be two (2) years or until the selection of a successor.

Section 3. The standing committees of this unit shall be Nominating, Membership and

Fund Raising.

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.

Section 5. The executive board may create such special committees as it may deem necessary to promote the Objects and carry on the work of the association.

Section 6. The president shall be a member ex officio of all committees except the nominating committee.

ARTICLE XII: STATE CONVENTION & REGIONAL DIRECTOR ELECTIONS

#Section 1. Each local unit shall be entitled to be represented at the annual convention of the Hawaii State PTSA by its president and three (3) other officers, or their alternates, and one (1) additional delegate for every fifty (50) members in good standing per rosters and dues submitted to the Hawaii State PTSA office and postmarked at least forty five (45) days prior to the first day of convention. Local units formed within the forty five (45) day period shall be entitled to full representation at convention based on the number of member in good standing as shown on the books of the treasurer of the Hawaii State PTSA twenty four (24) hours before the start of the convention.

#Section 2. The annual convention of the Hawaii State PTSA shall be open to

members of the Hawaii State PTSA and guests, but the privileges of making motions, debating and voting shall be limited to members of the Board of Directors and to the delegates from each local unit and region. No member shall have more than one (1) vote.

#Section 3. Region directors shall be elected by the delegates representing local units within that region in attendance at the annual Hawaii State PTSA Convention. The person receiving the majority of votes shall assume office on July 1. If there is but one candidate for office, election may take place by voice vote.

ARTICLE XIII: FISCAL YEAR

The fiscal year of this PTA shall begin on June 1st and end the following May 31st.

**ARTICLE XIV: 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 Hawaii State PTSA, and the bylaws of the national PTA, or the articles of incorporation.

ARTICLE XV: 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 to the membership IN WRITING AT LEAST THIRTY (30) DAYS PRIOR and that the proposed amendment shall be subject to approval of the Hawaii State PTSA.

- 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 Hawaii State PTSA shall be in accordance with the bylaws or regulations of the Hawaii State PTSA.

**Section 2. The adoption of an amendment to any provision of the Bylaws of the National 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 PTA's shall promptly incorporate such amendments in their respective bylaws.

#Section 3. The adoption of an amendment of any provision of the bylaws of the Hawaii State PTSA identified by a number (#) symbol shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA.

These bylaws were passed by a 2/3 vote at the general membership meeting held on

August 22, 2000.

President

Date

Secretary

Date

Approved-Hawaii State PTSA

Date

ADOPTED: _____

AMENDED: _____