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# BYLAWS

of the

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(Full Legal Name)  
PARENT TEACHER ASSOCIATION  
OR  
PARENT-TEACHER-STUDENT ASSOCIATION

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(County)

Incorporation #: D 4 7 3 6 8 4 9

National PTA ID #: 0 0 0 1 6 3 3 8

Employer Identification Number (EIN): 5 2 - 1 2 7 6 0 9 8

Sales & Use Tax #: N/A

Insured by: ~~KNIGHT Insurance Services~~ AIM



*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 2018*

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**FOR MDPTA USE ONLY!**

APPROVED BY LOCAL \_\_\_\_\_ APPROVED BY STATE \_\_\_\_\_

RESUBMIT BY \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING THE BYLAWS – Read before proceeding.**

1. All PTA/PTSA units in Maryland are required to submit its bylaws on the most current template every three years with or without revisions.
2. The general membership must vote to approve bylaws even if no revisions are made
3. All PTAs/PTSAs must use the MD PTA local bylaws template in the booklet format. Contact MD PTA for the current booklet.
  - a. A working draft may be downloaded from [www.mdpta.org](http://www.mdpta.org) under the "members only" section
  - b. Final submission must be on the original booklet template, the book is not to be taken apart and copies will not be accepted.
    - i. Bylaws may be modified to meet the needs of the local, but because it is a legal document additions and/or changes must be written legibly in blue/black ink or typed. Bylaws completed in pencil or any other ink color will not be accepted. **RETYPE OR COMPUTER PRINTOUTS OF BYLAWS WILL NOT BE ACCEPTED.** The bylaws may be photocopied using a double-sided format. All blanks must be completed. Do not scan, fax or convert the pdf to a word document. For additions/changes, use additional page(s) (*which must be typed.*) Fill in on the top of the page:
      1. PTA/PTSA legal name.
      2. Date of bylaws approval meeting.
      3. The specific article and section referenced.
4. Mandatory articles/sections are identified with the # sign. Pounded (#) articles/sections may not be moved, changed or renumbered.
5. Any changes must be approved by the general membership of that local PTA/PTSA per #Article XVI and within the ruling of the MD PTA bylaws committee.

**SUGGESTIONS – (helpful hints for completing the bylaws template)**

**Article I**

- ◆ Fill-in Full Legal Name (be sure to include *Inc.* as all PTAs/PTSAs are incorporated.)

**Article II – Article IV**

- ◆ # Articles – Read. There are many important things to know but no changes are to be made.

**Article VI Section 2a**

- ◆ State number of VPs and/or Secretaries. If more than one vice president or secretary, list number and insert distinctive/separate names (*i.e.*: 1<sup>st</sup> VP/2<sup>nd</sup> VP /*recording secretary/corresponding secretary/VP of ...*).

**Article VI Section 2b**

- ◆ Fill in with a specific month for elections or indicate the last meeting of the school year.

**Article VI, Section 3 #a**

- ◆ If you choose executive committee or board of directors you must add this to the duties of these bodies either in Article VIII, Section 4 or Article IX, Section 4.

**Article VI Section 3c**

- ◆ If officers serve a two-year term, circle odd or even year for election.

**Article VII Section 2**

- ◆ If more than one VP, list each VP's title, separate duties and list order of succession.

**Article VII Section 3**

- ◆ If more than one secretary, list each secretary and separate duties.

**Article VIII Section 2**

- ◆ If additional positions are added to the board of directors (*i.e. faculty/student member etc.*) state how this position (s) is selected elected/appointed, in what venue the selection occurs and the term service.

**Article XI Section 3**

- ◆ Must agree with Article VI Section 2b. The annual meeting is held in spring at which elections are held, when needed.

**Article XII**

- ◆ If your city/county has a council, the numbers of delegates are determined in the council bylaws. If there is no council, cross the section out.

**NOTE:**

- ◆ Secretary prints and signs their name and the date is of the general meeting for approval. (**Please note that this is a legal and binding document.**)
- ◆ On page 12, list the person who MDPTA bylaws chair can contact should there be any questions.

**To submit bylaws for approval by MDPTA Bylaws Committee:**

Submit by postal mail or the equivalent the completed original signed booklet, 1 copy and the draft minutes from the general meeting where the bylaws were approved to: MD PTA, Attention: Bylaws Committee, 5 Central Ave, Glen Burnie, MD 21061. No email or faxes will be accepted.

Upon approval by MD PTA bylaws committee, a copy of the bylaws will be returned to the local PTA/PTSA to be retained by the secretary who will have it available at all meetings and to make copies as needed. The original will be placed on file in the Maryland PTA office.

If only submitting amendments to existing bylaws, contact MD PTA Bylaws Chair for more specific instructions. Email the chair at [Bylaws@mdpta.org](mailto:Bylaws@mdpta.org).

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## ARTICLE I Name

The name of this association is Oliver Beach Elementary School PTA  
(full legal name)

located at 12912 Cunningham Hill Cove Road, Baltimore, Maryland 21220  
(address) (city/town/zip)

It is a local PTA/PTSA organized under the authority of the Maryland Congress of Parents and Teachers, Inc. (Maryland PTA), a branch of the National Congress of Parents and Teachers (National PTA). This association shall hereinafter be referred to in these bylaws as Oliver Beach Elementary School PTA (OBES PTA)

## #ARTICLE II Purposes

**Section 1.** The purposes of this local PTA/PTSA in common with those of National PTA and Maryland PTA are:

- a. To promote the welfare of children and youth in home, school, places of worship and throughout the community,
- b. To raise the standards of home life,
- c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth,
- d. To promote the collaboration and engagement of families and educators in the education of children and youth,
- e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

**Section 2.** The purposes of National PTA, Maryland PTA, and this local PTA/PTSA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; are governed and qualified by the basic policies set forth in Article III.

**Section 3.** The association 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").

## #ARTICLE III Basic Policies

The following are basic policies of this local PTA/PTSA in common with those of National PTA and Maryland PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association 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 the board of education, state education authorities, and local education authorities.
- c. The association 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 association shall inure to the benefit of, or be distributable to, its members, directors, trustees, 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 II hereof.
- e. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on
  - i. by an association exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code or
  - ii. by an association, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that 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 National PTA.
- g. The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution 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.