

# **BYLAWS OF THE ARNOLD ELEMENTARY SCHOOL PTA**

## **ARTICLE I**

### **Name**

The name of this association is **Arnold Elementary School Parent Teacher Association** located at 95 East Joyce Lane Arnold Maryland 21012. It is a local PTA organized under the authority of the Free State PTA, Inc. a branch of the National Congress of Parents and Teachers (National PTA). This association shall hereinafter be referred to in these bylaws as “Arnold Elementary PTA.”

## **ARTICLE II**

### **Purposes**

Section 1. Objectives – The purposes of the Arnold Elementary PTA in common with those of National PTA and Free State PTA are:

- a. To promote the welfare of children and youth in home, school, community, and place 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. Awareness – The purposes of National PTA, Free State PTA, and the Arnold Elementary PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic principles set forth in Article III hereof.

Section 3. Federal Status – 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 (referred to as “Internal Revenue Code”).

### **ARTICLE III**

#### **Basic Policies**

The following are basic policies of Arnold Elementary PTA and are in common with those of National PTA and Free State PTA:

- a. Arnold Elementary PTA shall be noncommercial, nonsectarian, and nonpartisan. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, 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.
- b. Arnold Elementary PTA shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
- c. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in the Arnold Elementary PTA.
- d. Notwithstanding any other provision of these articles, Arnold Elementary PTA shall not carry on any other activities not permitted to be carried on by an association:
  - i. exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code; or,
  - ii. to which contributions are deductible under Section 170 (c)(2) of the Internal Revenue Code.
- e. Upon the dissolution of the Arnold Elementary PTA, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to Free State PTA whose purposes are in accordance with those of National PTA.
- f. The Arnold Elementary PTA 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.

## ARTICLE IV

### Relationship with National PTA and Free State PTA

Section 1. The Arnold Elementary PTA shall be organized and chartered under the authority of Free State PTA in the area in which the Arnold Elementary PTA functions, in conformity with such rules and regulations, not in conflict with National PTA bylaws, as Free State PTA may in its bylaws prescribe. Free State PTA shall issue to Arnold Elementary PTA an appropriate charter evidencing the due organization and good standing of the Arnold Elementary PTA and the Arnold Elementary PTA shall maintain the standards of affiliation set by the Free State PTA board of Directors.

Section 2. The articles of organization of the Arnold Elementary PTA shall include:

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

Section 3. The Arnold Elementary PTA shall adopt such bylaws for the governance of the association in accordance with Free State PTA guidelines. Such bylaws shall not conflict with National PTA or Free State PTA bylaws.

Section 4. Bylaws of the Arnold Elementary PTA shall include an article on amendments.

Section 5. Bylaws of Arnold Elementary PTA shall include provisions establishing a quorum.

Section 6. Each officer or board member of the Arnold Elementary PTA shall be a member of the Arnold Elementary PTA.

Section 7. The bylaws of the Arnold Elementary PTA shall prohibit voting by proxy, mail (including email), or absentee.

Section 8. An Arnold Elementary PTA member shall not serve as a voting member of the Arnold Elementary PTA board while serving as a paid employee of, or under contract to, this the Arnold Elementary PTA.

Section 9. Only members of the Arnold Elementary PTA who have paid dues for the current membership year may participate in the business of the Arnold Elementary PTA.

Section 10. The Arnold Elementary PTA shall collect dues from its members and remit a portion of such dues to Free State PTA as provided in Article V hereof.

Section 11. The members of the nominating committee for officers of the Arnold Elementary PTA shall be elected by executive committee. The nominating committee for officers will be chaired by the outgoing President. (see Article VI Section 3a for the choice to be made).

Section 12. The Arnold Elementary 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 association, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to Free State PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Free State PTA.

Section 13. In the event the Arnold Elementary PTA votes to dissolve and terminate its affairs, it shall be done as follows:

- a. The Executive Board (or other body that, under its bylaws, manages the affairs of the constituent association) shall adopt a resolution recommending that the Arnold Elementary PTA be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the Arnold Elementary PTA shall be given at least thirty (30) days prior to the date of such meeting to each member entitled to vote at such meeting.
- 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 Free State PTA at least twenty (20) days before the date fixed for such special meeting of the members.
- c. Only those persons who were members in good standing of the Arnold Elementary PTA 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 Arnold Elementary PTA 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.

Section 14. In the event of alleged violations by the Arnold Elementary PTA of the bylaws of the National PTA, the Free State PTA, or the Arnold Elementary PTA; or other practices or activities of the Arnold Elementary PTA that may tend to defeat the purposes and basic policies of the National and Free State PTA, the process for action that may be taken including but not limited to involuntary dissolution shall be as determined by policies adopted by the Free State PTA.

Section 15. The Arnold Elementary PTA is obligated, upon withdrawal of its charter by Free State PTA to:

- a. yield up and surrender all of its books and records and all of its assets and property to Free State PTA;
- b. cease and desist from the further use of any name that implies or connotes association with National PTA or Free State PTA or status as a constituent association of National PTA; and,

c. carry out promptly, under the supervision and direction of Free State PTA, all proceedings necessary or desirable for the purpose of dissolving the Arnold Elementary PTA.

## **ARTICLE V**

### **Membership and Dues**

Section 1. Every individual who is a member of the Arnold Elementary PTA is, by virtue of that fact, a member of National PTA and of Free State PTA by which Arnold Elementary PTA is chartered and is entitled to all the benefits of such membership.

Section 2. Membership in the Arnold Elementary PTA shall be open, without discrimination, to anyone who believes in and supports the mission, purposes, and principles of National PTA, and pays dues as required in these bylaws.

Section 3. The Arnold Elementary PTA shall conduct an annual membership campaign during September of each year but shall continue to admit individuals to membership at any time.

Section 4. Each member of the Arnold Elementary PTA shall pay such annual dues including local, state, and national dues (and council dues if applicable) as may be prescribed by the association. The amount of the state portion of each member's dues shall be as determined by the Free State PTA. The amount of the national portion of each member's dues shall be as determined by National PTA. The Arnold Elementary PTA shall remit the state and national portion of the dues to reach Free State PTA by the dates designated by Free State PTA. If the Arnold Elementary PTA is a member of a Council PTA, the Council portion of dues shall be as determined by the Council PTA, and the Arnold Elementary PTA shall remit the Council portion of the dues to reach the Council PTA by the dates determined by the Council PTA.

Section 5. A person may hold membership in one or more local PTA/PTSA's upon payment of all-inclusive membership dues as required in each local PTA/PTSA's bylaws.

## **ARTICLE VI**

### **Officers and Their Election**

Section 1. Each elected officer shall be a member of this the Arnold Elementary PTA.

Section 2. Officers and their election

- a. The officers of the Arnold Elementary PTA shall be a President, Vice President, Secretary and Treasurer.
- b. Officers shall be elected at the annual general membership meeting in the month of May of every other school year.

- 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 (July 1<sup>st</sup>) and shall serve for a term of 2 years or until their successors assume their official duties.
- 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 (1/2) a full term shall be deemed to have served a full term in such office.

### Section 3. Nominating Committee

- a. There shall be a nominating committee composed of three (3) members who shall be appointed by the President and confirmed by the executive board. The President shall serve as the chair.
- b. The nominating committee shall be elected one ( ) month 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 every other year, at which time additional nominations may be made from the floor.
- d. Only those individuals who are current active members of the Arnold Elementary PTA 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 (15) 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 1st vice president. In the event the 1st 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 3)

## ARTICLE VII

### Duties of Officers

#### Section 1. The President shall:

- a. preside at every general, board of directors, and executive committee meeting of the Arnold Elementary PTA;

- b. coordinate the work of the officers and committees of the Arnold Elementary PTA in order that the purposes may be promoted;
- c. be a member ex officio of all committees except the nominating committee;
- d. review bank statements monthly, and sign and date;
- e. represent the Arnold Elementary PTA at all council meetings or send an alternate; and,
- f. perform such other duties as may be prescribed in these bylaws or assigned by the Arnold Elementary PTA or by the executive committee.

Section 2. The Vice President shall:

- a. act as aide to the president;
- b. in their designated order perform the duties of the president in the absence or inability of that officer to serve; and,
- c. perform such other duties as may be prescribed in these bylaws or assigned by the Arnold Elementary PTA or by the executive committee.

Section 3. The Secretary shall:

- a. record the minutes of every general, board of directors, and executive committee meeting of the Arnold Elementary PTA;
- b. be prepared to read the records of the previous meeting;
- c. file all records;
- d. have a current copy of the bylaws;
- e. maintain a current membership list; and,
- f. perform such other duties as may be prescribed in these bylaws or assigned by the Arnold Elementary PTA or by the executive committee.

Section 4. The Treasurer shall:

- a. have custody of all funds of the Arnold Elementary PTA;
- b. keep a full and accurate account of funds, receipts, and expenditures including reconciliation of the bank statement each month;
- c. make disbursements as authorized by the president or executive committee of the Arnold Elementary PTA in accordance with the budget adopted by the Arnold Elementary PTA;
- d. have checks or vouchers signed by two people, the Treasurer and the President;

- e. review, sign, and date bank statements monthly, obtaining review, signature, and date from the president;
- f. present a written financial statement at every general and executive committee meeting, and at other times when requested by the executive committee;
- g. maintain such books of account and records as to conform to the requirements of these bylaws;
- h. prepare and file all necessary tax forms, submitting a copy to Free State PTA within thirty (30) days of filing;
- i. present an annual report of the financial condition of the organization to the membership;
- k. submit a proposed annual budget to the executive committee and general membership for approval;
- l. have the account(s) examined, at the close of the fiscal year and upon change of treasurer, by an auditor or a financial review committee of not less than three (3) persons who, satisfied that the treasurer's report is correct, shall sign a statement of that fact at the end of their report;
- m. report the findings of the annual financial review to the board of directors and submit a copy to Free State PTA within the timeframe specified by the Local Standards of Affiliation; and,
- n. perform such other duties as may be prescribed in these bylaws or assigned by the Arnold Elementary PTA or by the executive board.

Section 5. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, within fourteen (14) days, all records, books, and other materials pertaining to the office, and shall return to the treasurer, immediately, all funds pertaining to the office.

## **ARTICLE VIII**

### **Board of Directors**

Section 1. Each board member shall be a member of the Arnold Elementary PTA.

Section 2. The board of directors shall consist of the officers of the Arnold Elementary PTA, the chairs of standing committees, a teacher/faculty liaison and the principal of the school or a representative appointed by him/her.

Section 3. A PTA member shall not serve as a voting member of Arnold Elementary PTA's board of directors while serving as a paid employee of, or under contract to, the Arnold Elementary PTA.

Section 4. The duties of the board of directors of the Arnold Elementary PTA shall be to:

- a. transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by the Arnold Elementary PTA;
- b. each committee chair shall present a report of each committee at the general membership meetings of the Arnold Elementary PTA.

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 director's 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, 1 days notice having been given.

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 his/her designated duties as outlined in these bylaws, the current policies, procedures and/or job descriptions; fails to attend two consecutive general membership and/or board of directors meetings without being excused; violates the basic policies or 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 determination meeting of his/her right to appear before the board of directors at that meeting. The board member may have representation by counsel, not necessarily an attorney, who is a member of the association. Such removal constitutes a vacancy in that office.

## **ARTICLE IX**

### **Executive Committee**

Section 1. The elected officers shall be the 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 two (2) days notice.

Section 3. 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 to:

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

## **ARTICLE X**

### **Committees**

Section 1. Only members of the Arnold Elementary PTA shall be eligible to serve in any elected or appointed position.

Section 2. The executive board may create such standing or special committees as it may deem necessary to promote the purposes and carry on the work of the Arnold Elementary PTA.

Section 3. The chair of each standing or special committee shall be elected by the executive committee of the Arnold Elementary PTA. The term of each chair shall be one (1) year or until the election of a successor.

Section 4. The chair of each standing committee shall present a plan of work to the executive committee for approval. No committee work shall be undertaken without the consent of the executive committee.

Section 5. The power to form special committees and appoint their members rests with the executive committee.

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

Section 7. Vacancies of standing or special committee chairs shall be filled by the executive committee.

## **ARTICLE XI**

### **General Membership Meetings**

Section 1. At least four (4) general membership meetings of the Arnold Elementary PTA shall be held during the school year. Dates of meetings shall be determined by the executive committee and announced at the first general membership meeting of the fiscal year.

Section 2. Five (5) days' notice shall be given of a change of date, location, or time of a general membership meeting.

Section 3. Special general membership meetings of the Arnold Elementary PTA may be called by the president or by a majority of the executive committee five (5) days' notice having been given.

Section 4. The annual general membership meeting of the Arnold Elementary PTA shall be held in September of each school year.

Section 5. Ten (10) members shall constitute a quorum for the transaction of business in any general membership meeting of the Arnold Elementary PTA.

Section 6. Only members of the Arnold Elementary PTA who have paid dues for the current membership year may participate in the business of this PTA.

## **ARTICLE XII**

### **Council Membership**

Section 1. The Arnold Elementary PTA shall be represented in meetings of the Anne Arundel County Council of Parent Teacher Associations by the president or alternate. All representatives to the council must be members of the Arnold Elementary PTA.

Section 2. To participate in the business of the council the Arnold Elementary PTA shall pay annual dues to the Anne Arundel County Council PTA as provided in the council bylaws.

## **ARTICLE XIII**

### **Free State PTA Convention**

Section 1. The Arnold Elementary PTA shall be entitled, upon payment of registration, to be represented at the annual meeting of the Free State PTA by the president or alternate.

- a. The Arnold Elementary PTA shall meet the standards of affiliation annually as of March 31 of the calendar year.
- b. All representatives to the Free State PTA convention shall be members of the Arnold Elementary PTA.
- c. Delegates and their alternates shall be chosen according to the guidelines established by the Arnold Elementary PTA.

## **ARTICLE XIV**

### **Electronic Meetings and Communication**

Section 1. Meetings. Free State PTA constituent associations and all committees and subcommittees shall be authorized to meet by telephone conference or through other electronic communications media so long as all the members can simultaneously hear each other and participate during the meeting.

Section 2. Communication. Unless the general membership indicates otherwise to the executive committee, all communication required in these bylaws, including meeting notices, may be sent electronically.

## **ARTICLE XV**

### **Fiscal Year**

The fiscal year of the Arnold Elementary PTA 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 Arnold Elementary PTA in all cases in which they are applicable and in which they are not in conflict with these bylaws, National PTA bylaws, Free State PTA bylaws, or the articles of incorporation.

## **ARTICLE XVII**

### **Amendments**

#### Section 1.

- a. These bylaws may be amended at any general membership meeting of the Arnold Elementary PTA 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 executive committee has been given to the general membership at least ten (10) 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 Free State PTA.
- b. 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 the Arnold Elementary PTA, 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 ten (10) days prior notification to the general membership.
- c. Submission of amended or revised bylaws for approval by Free State PTA shall be in accordance with the bylaws of Free State PTA.

Section 2. The adoption of an amendment to any provision of the bylaws of Free State PTA that requires a change to the local bylaws of the Arnold Elementary PTA shall serve automatically and without the requirement of further action by this local to amend the local PTA/PTSA bylaws.

These bylaws are submitted by the Arnold Elementary PTA, an existing PTA/PTSA in Maryland and were approved at a GENERAL MEMBERSHIP MEETING of the Arnold Elementary School PTA on September 7, 2023.

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President (printed name)

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President (signature)

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\_\_\_\_\_  
Secretary (printed name)

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\_\_\_\_\_  
Secretary (signature)

Your bylaws will be returned to the school. Please indicate to whom they should be addressed:

Erin Binner  
PTA President

If Free State PTA has questions or must refer these bylaws back for revision, the person to contact is:

Erin Binner  
PTA President  
[erinsbinner@gmail.com](mailto:erinsbinner@gmail.com)  
443-928-0596

## **PURPOSES OF THE NATIONAL CONGRESS OF PARENTS AND TEACHERS**

- 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.

## **PRINCIPLES OF THE PARENT TEACHER ASSOCIATION**

- A. The association shall be noncommercial, nonsectarian, and nonpartisan.
- B. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, 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 association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.