



Missouri PTA  
2102 Burlington St.  
Columbia, MO 65202

November 14, 2015

Jen Stafford  
Mason Elementary PTA  
27600 E. Colbern Rd  
Lee Summit, MO 64086

Dear Jen,

***Congratulations! Your Bylaws have been approved.***

Your Bylaws have been approved.

A copy of your stamped approved bylaws should be placed in the secretary's book for safekeeping. Copies should be made available to your membership.

Your bylaws must be submitted to the Missouri PTA for approval every three (3) years. Amendments may be submitted at any time upon approval by your membership.

Bylaws approval date is 11/15/15  
Bylaws review date is 11/14/18

If you have any questions, please do not hesitate to call me at (636)332-1858 or email me at [carlaw@mopta.org](mailto:carlaw@mopta.org).

Sincerely,  
*Carla Wiese*  
Carla Wiese  
Missouri PTA  
Procedure and Bylaws Chairman

## **BYLAWS FOR Mason Elementary School Parent Teacher Association**

### **ARTICLE I: NAME**

The name of this organization is the “Mason Elementary School Parent Teacher Association (herein after referred to as “Mason PTA” and “this local PTA”), Three Trails Region, Lee’s Summit, Missouri. The Mason PTA is under the authority of the Missouri Congress of Parents and Teachers (the Missouri PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

### **# ARTICLE II: PURPOSES**

**Section 1.** The Purposes of the Mason PTA, in common with those of the National PTA and the Missouri 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 National PTA, the Missouri PTA, and the Mason PTA are promoted through an advocacy and 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 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 “Internal Revenue Code”).

### **# ARTICLE III: BASIC POLICIES**

The following are basic policies of the Mason PTA, in common with those of the National PTA and the Missouri 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 the organization, after paying or adequately providing for the debts and obligations of the organization, 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 Missouri PTA. *Note: See Article IV for specific details.*

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 MISSOURI PTA**

**Section 1.** The local PTA shall be organized and chartered under the authority of the Missouri PTA, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Missouri PTA may in its bylaws prescribe. The Missouri PTA shall issue to this local PTA an appropriate charter evidencing the due organization and good standing of this local PTA.

A local PTA is in good standing when it does all of the following. If a local PTA becomes “not in good standing” as soon as it has fulfilled the necessary requirements, it is again considered “in good standing.”

- a. Adheres to the Purposes and basic policies of the PTA;
- b. Remits national and state dues to the state PTA by dates required (Article V Section 4);
- c. Has bylaws approved every three years according to the procedures of the state PTA;
- d. Submits a copy of the unit’s annual financial report and audit to the state PTA by December 1<sup>st</sup> of each year;
- e. Submits a copy of the required IRS tax form to the state PTA by December 1<sup>st</sup> of each year;
- f. Submits the names and addresses of officers to the state PTA by March 31<sup>st</sup> of each year; and
- g. Meets other criteria as may be prescribed by the state PTA.

**Section 2.** This local PTA shall adopt such bylaws for the government of the organization as may be approved by the Missouri PTA. Such bylaws shall not be in conflict with the bylaws of the National PTA or the bylaws of the Missouri PTA and shall include verbatim any required language as stated in the model bylaws approved by the Missouri PTA Executive Committee and identified by the number symbol (#).

**Section 3.** Bylaws of this local PTA shall include an article on amendments.

**Section 4.** Bylaws of this local PTA shall include a provision establishing a quorum.

**Section 5.** There shall be no voting by proxy by any constituent organization of National PTA.

**Section 6.** Local units shall submit two hard copies or one electronic copy of their bylaws to the state office for approval by the procedures and bylaws chairman once every three years. Amendments shall be sent immediately after adoption for approval. Bylaws and amendments shall become effective upon receipt of state approval.

**Section 7.** This local 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 amounts of dues remitted to the Missouri PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Missouri PTA, or where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

**Section 8.** The books of the treasurer shall be reviewed annually and upon the resignation or removal of the treasurer or any other authorized bank signatory, by an auditor or auditing committee whose report shall be submitted to the local PTA general membership for adoption; a copy must be submitted to Missouri PTA.

**Section 9.** The charter of this local PTA shall be subject to withdrawal and the status of such organization as a local PTA shall be subject to termination, in the manner and under the circumstances provided by the bylaws of the Missouri PTA.

**Section 10.** This local PTA is obligated, upon withdrawal of its charter by the Missouri PTA, to carry out promptly, under supervision and direction of the Missouri PTA, all proceedings necessary or desirable for the purpose of dissolving the Mason PTA.

**Section 11.** A local PTA may dissolve in the following manner:

- a. The executive committee (or other body that, under its bylaws manages the affairs of the local PTA) shall adopt a resolution recommending that the local PTA be dissolved and directing that the questions 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 local PTA shall be given each member entitled to vote at such meeting at least thirty days prior to the date of 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 Missouri PTA at least thirty days before the date fixed for such special meeting of its members.
- c. Only those persons who were members of the local PTA on the date of the 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 PTA shall require the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting, a quorum being present.
- e. If this local PTA votes to dissolve, it must yield up and surrender all of its books and records and all of its assets and property to the Missouri PTA or to such agency as may be designated by the Missouri PTA or to another local PTA organized under the authority of the Missouri PTA. It must also cease and desist from the further use of any name that implies or connotes association with the National PTA or the Missouri PTA or status as a constituent organization of the National PTA.

## **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 Missouri PTA by which this local PTA is chartered, and is entitled to all the benefits of such membership.

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

**# Section 3.** This local PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time. The membership year shall be July 1 through June 30.

**# Section 4.** Each member of this local PTA shall pay such annual dues to said organization as may be determined by the organization. The amount of such dues shall include the portion payable to the Missouri PTA (the state portion) and the portion payable to the National PTA (the national portion).

**# Section 5.** The National PTA portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per annum.

**# Section 6.** The Missouri PTA portion of each member's dues shall be two dollars (\$2.00) per annum.

**Section 7.** Types of Mason PTA Membership

- a. Annual membership dues shall be as determined by the Executive Board;
- b. An "individual" membership shall be applicable to an individual person;
- c. "Family" membership dues may be paid by members of a single family and shall be considered as two "individual" memberships.
- d. "Business" memberships may be established at one or more varying levels of support as determined by the Executive Board. Dues for such membership shall be paid by a company or other business entity and shall be considered as one "individual" membership.

**# Section 8.** Local units may enroll business members. The amount of such dues shall include \$5.50 per business member, which includes the state portion, national portion and service fees.

**# Section 9.**

- a. The local treasurer shall keep the record of the state and national portions of the membership dues separate from the record of the general funds of the local unit. All state and national portions are payable to the state office the first of each month.
- b. Any PTA unit whose dues are not received at the state office postmarked on or before March 1 shall be delinquent and shall not be entitled to representation at the state convention except as provided in Article XI, Section 2 of the Missouri PTA bylaws.
- c. Ten or more paid members shall constitute a PTA Unit.
- d. After three years delinquency, a unit shall not be eligible for reinstatement, but upon payment of dues, shall be organized as a new unit.

**ARTICLE VI: Executive Board**

**# Section 1.** Each officer of the Executive Board shall be a member of this local PTA. No person shall hold any elective or appointive position in any local PTA who is not a member in good standing of such local PTA.

**# Section 2.** All local PTAs shall elect officers before March 31, and shall send to the state office by that date, the names of officers who shall serve the ensuing year.

**Section 3.** The Executive Board of this local PTA shall be the President, the First Vice President, the Second Vice President, the Recording Secretary, the Corresponding Secretary, the Treasurer and the Historian.

**Section 4.** Officer elections of the Executive Board:

- a. Officers for the succeeding year shall be elected by majority vote of the general membership no later than March 31.
- b. The vote shall be conducted by ballot, a majority shall elect. When there is only one candidate for an office, the election may be held by voice vote at the discretion of the Executive Committee.
- c. In order to vote in the annual election of officers, an individual shall have been a member in good standing of this association for at least thirty (30) days prior to the election.

**Section 5.** No PTA member shall hold more than one officer position at a time. Only One PTA member shall fill the position of President at a time. With the exception of the overlap in terms, only one PTA member shall fill the position of Treasurer at a time.

**Section 6.** The following provisions shall govern the eligibility of individuals to be officers of the Mason PTA:

- a. No officer may be eligible to serve more than two 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. In order to be eligible for the office of President, a person must have served on the Mason PTA Board for at least one term.
- c. Only those individuals who are current Mason PTA members and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

**Section 7.** Term of Office

- a. With the exception of Treasurer, each officer elected by the General Membership shall serve a term of (2) years (twenty-four months) or, in the case of resignation or removal from office, until their successor is elected.
- b. The treasurer's term shall run from June 1-July 31
- c. All other officers shall assume their official duties at the conclusion of the April board meeting or on May 1 whichever occurs first.

**Section 8.** Nominating committee:

- #a. The nominating committee shall be elected.
- b. There shall be a nominating committee composed of five (5) members who shall be elected by this local PTA at a regular general membership meeting at least two months prior to the election of officers, as outlined in Article VI, Section 4.
- c. The committee shall elect its own chairman.
- d. The committee shall nominate an eligible person for each office to be filled and report its nominees at least seven calendar days prior to the election. Additional nominations may be made from the floor of the general membership meeting immediately prior to the election.
- e. All discussions within the nominating committee and their respective conversations with candidates shall be strictly confidential.

**Section 9.** Vacancies

- a. A vacancy in any elected office except that of the President shall be filled for the unexpired term by ballot vote of the Executive Board within 14 calendar days of the notice of such vacancy. At least three days notice shall be provided for such vote.
- b. Until such time as a vacancy position is filled, and at the discretion of the Executive Committee, duties of the vacant position shall be performed by the other officers as follows:
  - i. First Vice President by the Second Vice President
  - ii. Second Vice President by the Recording Secretary
  - iii. Corresponding Secretary by the Historian
  - iv. Treasurer by the First Vice President

- v. Historian by the Corresponding Secretary
- c. In the case of a vacancy in the office of President, the first Vice President shall become the President and the First Vice President position shall be filled as a vacancy.

**Section 10.** Removal from Office. Any officer failing to perform the duties of the office as set forth in the bylaws, standing rules, and parliamentary procedures may be removed by a two-thirds vote of the Executive Board.

## **ARTICLE VII: DUTIES OF OFFICERS**

**Section 1.** The President shall:

- a. preside at all meetings of this local PTA; including General Membership, Executive Board, and Executive Committee meetings of the Mason PTA.
- b. serve as an ex-officio member of all committees except the nominating committee;
- c. coordinate the work of the officers and committees of this local PTA in order that the Purposes may be promoted;
- d. ensure that the Executive Board report is presented to the unit at the regular General Membership Meetings;
- e. ensure that a representative of Mason PTA is present at attended Mason Elementary functions, and meetings of the Three Trails Region PTA, Lee's Summit Area Council PTA, and such other functions and events to which Mason PTA has been invited;
- f. keep on file his or her signature at the financial institution holding Mason PTA funds as an emergency signature in the event of temporary absence of both the Treasurer and the First Vice President;
- g. ensure that procedures manuals for each office are complete and updated at the end of the officer's term; and
- h. turn over procedures manuals to new officers on or before May 1.

**Section 2.** The First Vice President shall:

- a. serve as the President's primary aide;
- b. perform the duties of the President in the President's absence or inability to serve;
- c. be responsible for coordinating school-wide fundraising efforts; and
- d. keep on file his or her signature at the financial institution holding Mason PTA funds as an emergency signature in the event of temporary absence of the Treasurer.

**Section 3.** The Second Vice President shall

- a. be responsible for planning and enacting the membership drive; and
- b. perform the duties of the First Vice President in the temporary absence of that officer.
- c. Take attendance as established in the parliamentary authority at meetings with quorum requirements; and
- d. maintain our g-mail and Facebook website in corroboration with our volunteer coordinator

**Section 4.** The Recording Secretary shall:

- a. record and preserve the minutes of all meetings of the Mason PTA; including General Membership, Executive Board, and Executive Committee meetings of the Mason PTA and any other meetings of the Mason PTA as requested by the President;
- b. keep on file and maintain a current copy of the bylaws, standing rules, changes made to bylaws and standing rules during the year, and ensure that a copy of by-laws are available at every General Membership, Executive Board, and Executive Committee meeting;
- c. keep on file a current membership list;

- d. forward names and addresses of newly elected officers to the state office no later than March 31.
- e. forward names of the council delegate(s) and their alternates (if any) to the council secretary no later than March 31;
- f. take roll at all general membership, executive board and executive committee meetings and any other meetings of the Mason PTA as requested by the President;
- g. take attendance as established in the parliamentary authority at meetings with quorum requirements in order to determine if a quorum has been established; and
- h. maintain a list of all current standing and special committees, their chairs, and their committee members.

**Section 5.** The Corresponding Secretary shall:

- a. handle the general, non-financial correspondence of the Mason PTA;
- b. report at meetings on correspondence received and sent by the Mason PTA; and
- c. notify the General Membership, Executive Board and Executive committee of times, dates and locations of applicable meetings.
- d. Send out the monthly executive board agenda

**Section 6.** The Treasurer shall:

- #a. submit the books for an audit annually and upon the resignation or removal of the treasurer or any other authorized bank account signatory;
- #b. keep the record of the state and national portions of the membership dues separate from the record of the general funds of the local unit. All state and national portions are payable to the state office the first of each month;
- #c. submit a copy of the unit's annual financial report and audit to the state PTA by December 1<sup>st</sup> of each year;
- #d. submit a copy of the required IRS tax form to the state PTA by December 1<sup>st</sup> of each year;
- e. have custody of the funds of this local PTA;
- f. maintain a full and accurate account of all Mason PTA funds through tracking of individual receipts and expenditures;
- g. make disbursements within the limits of the approved budget adopted by this local PTA;
- h. prepare vouchers and file them with applicable receipts for audit purposes;
- i. be authorized to sign Mason PTA checks;
- j. submit to the President for prior approval all requests for reimbursement to the Treasurer.
- k. serve as Chairperson of the Budget Committee;
- l. provide a financial statement at each regular General Membership and Executive Board meeting;
- m. present an annual report of the financial condition of the organization; and
- n. be responsible for preparing or having prepared IRS forms at the proper time.

**Section 7.** The Historian shall:

- a. keep a summary history of Mason PTA activities for the year and present a report at the annual Executive Board and General Membership meetings; and
- b. be responsible for procuring and presenting Mason PTA awards and recognitions.

**Section 8.** All Executive board officers shall:

- a. maintain a procedures manual for their office and present it to the President on or before May 1.
- b. turn over to the President, without delay, all records, books, and other materials pertaining to their office, and shall return to the treasurer, without delay, all receipts and funds pertaining to their office upon the expiration of their term or in case of resignation.
- c. meet with new officers during the month of April to help them transition to their position, to help train them, and to transfer knowledge;
- d. perform such other duties as may be provided for by these bylaws, prescribed by the

- parliamentary authority, or directed by the President, the Executive Committee or Mason PTA; and
- e. not also serve concurrently in any of the following roles: the Area Council Delegate, the Principal, nor as the teacher Representative; and
  - f. Cast only one vote regardless of the number of concurrent Executive Board positions held.

## **ARTICLE VIII: BOARD**

**# Section 1.** Each board member shall be a member of this local PTA. No person shall hold any elective or appointive position in any local PTA who is not a member in good standing of such local PTA.

**# Section 2.** A PTA member shall not serve as a voting member of this local PTA's board while serving as a paid employee of or under contract to this local PTA.

**Section 3.** The members of the board shall be:

- a. elected officers; and
- b. committee chairs, teacher representative(s), and the Principal.
- c. a maximum of three teacher representatives shall be selected by and serve for such a period as determined by the Mason Elementary staff.

**Section 4.** The affairs of the Mason PTA shall be managed by the executive board in the intervals between Mason PTA General Membership (local unit PTA general membership (unit) meetings. Duties of the Executive Board shall be to:

- #a. select an auditor or an auditing committee to audit the treasurer's accounts whose report shall be submitted to the general membership for adoption; a copy must be submitted to Missouri PTA.
- b. meet with the principal of Mason Elementary School and newly elected Mason PTA officers no later than April 30 for the purpose of establishing the succeeding school year calendar to include Executive Board and General Membership meetings.
- c. establish annual membership dues and incorporate them into the standing rules no later than May 31 for each type of membership.
- d. carry out such Mason PTA business as directed by the Mason PTA membership;
- e. create and dissolve sub-committees and special committees;
- f. approve the plan of work presented by committee chairpersons;
- g. prepare a report to be presented at the regular General Membership meeting;
- h. prepare and submit an annual budget to this local PTA's general membership for adoption;
  - 1. The Executive Board shall prepare a draft budget by July 31 for the succeeding fiscal year
  - 2. The Executive Board shall adjust the draft budget as necessary and provide the proposed budget to the General Membership at least seven (7) calendar days prior to the Unit meeting at which it is to be voted upon.
  - 3. Adoption of the budget shall be voted upon by the General Membership at the August/September Unit Meeting.
  - 4. If the budget is not adopted at the September meeting, the Executive Board shall revise the budget as required and re-submit to the Unit as many times as necessary to adopt.
  - 5. All versions of the annual budget shall provide for at least \$4,000 available cash at the conclusion of the fiscal year.
- i. vote upon expenditures if they exceed the applicable budgeted line item by \$500 or more;
- j. Allow the Treasure discretion to pay out items over budget within 25% of budget line item (not to exceed \$500 per year) after discussion with the President to provide a check and balance. No vote needed. Communication of overage at the following monthly meeting is required.
- k. appoint a parliamentarian.

**Section 5.** Regular meetings of the board shall be held monthly during the school year, beginning in August; times and locations to be fixed by the Executive Board at its first meeting of the year.

**Section 6.** Special meetings of the board may be called by the President or when requested by at least 3 **executive** members upon five (5) days' notice to each member of the Executive Board.

**Section 7.** Six Executive Board members, including at least three elected officers shall constitute a quorum for at meetings of the Mason PTA Executive Board.

**Section 8.** If any member of the 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 a resolution adopted by the Executive Board.

**Section 9.** Upon the expiration of the term of office, or when individuals cease to hold the position that entitles them to be a member of the Executive Board, they shall automatically cease to be a member of the Executive Board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the President (or to the First Vice President in the case of the President's cessation) and all funds pertaining to the position shall be returned to the treasurer within fourteen days.

#### **ARTICLE IX: EXECUTIVE BOARD**

**Section 1.** The members of the Mason PTA Executive Board shall be the current elected officer's, Teacher Representative(s), and the Principal of Mason Elementary School (or the Principal's delegate).

**Section 2.** Five members of the Executive Board shall constitute a quorum.

**Section 3.** The duties of the Mason PTA Executive Board shall be to:

- a. meet within 14 days of assuming office for the purpose of planning for the ensuing year;
- b. create and dissolve standing committees
- c. appoint as many standing committee chairpersons as there are volunteers no later than May 15;
- d. appoint an Area Council Delegate
- e. recommend to the General Membership the financial institution and the type of financial account (or changes thereto) within which the Mason PTA funds are to be kept and maintained.

**Section 4.** The Executive Board has the authority to spend or approve spending up to \$1000.00 prior to adoption of the annual budget by the Unit.

#### **ARTICLE X: COMMITTEES**

**# Section 1.** Only members of this local PTA shall be eligible to serve in any elective or appointive positions.

**Section 2.** Standing committees are those that perform a continuing function and serve all year. Such standing committees may be created by the board to promote and carry out the Purposes and the work of the PTA. The standing committees of this local PTA shall be:

- a. Carnival
- b. Major Fundraising
- c. Cultural Arts
- d. Ecology Program
- e. Miscellaneous Fundraising
- f. Hospitality

- g. Legislation
- h. Events
- i. Public Relations
- j. Room Representatives
- k. Volunteer Coordinator
- l. Yearbook
- m. Educational Programs

Section 3. Committee-related efforts, tasks and events shall be performed under the leadership and coordination of the Committee Chairperson who shall oversee the work of sub-committees and sub-committee chairpersons.

Section 4. Each sub-committee shall be managed and organized under a Committee Chair as defined in the Standing Rules.

**Section 5.** The Executive Board may create such special committees as it may deem necessary to promote the Purposes and carry on the work of this local PTA. Special committees are created for a special purpose and automatically cease to exist when their work is done and the final report is received. The chairperson of each special committee shall be appointed by the Executive Board.

**Section 6.** The term of each Committee Chairperson shall begin on May 20 and expire the following May 19 or when a successor is selected by the Executive Committee in such case as when the individual is unable or unwilling to serve. The term of each special committee chairperson shall expire when the duties of that committee are completed.

**Section 7.** The chairperson of each standing and special committee shall present a plan of work if required by the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

**Section 8.** The President shall be a member ex officio of all committees except the nominating committee. The President shall be notified of all committee meetings.

**Section 9.** An audit committee consisting of at least three Mason PTA members, none of whom shall be an elected officer, shall be appointed by the Mason PTA Executive Board no later than May 15.

- a. The audit committee shall work with the new and outgoing Treasurers to satisfy themselves that the Treasurer's annual report is correct or shall direct the Treasurer to make corrections as necessary.
- b. Each audit committee member shall then sign a statement at the end of the Treasurer's annual report verifying their review and the accuracy of the report.
- c. The Audit Committee shall ensure that the approved report is presented to the General Membership at the first Unit Meeting of the fiscal year.

## **ARTICLE XI: GENERAL MEMBERSHIP (UNIT) MEETINGS**

**# Section 1.** In general membership (unit) meetings the right to offer motions, make nominations, speak in debate, and vote, shall be limited to members of this association whose dues are paid.

**Section 2.** At least five regular meetings of the general membership (unit) of the local PTA shall be held during the school year unless otherwise provided by this local PTA, the board or executive committee. Dates of the meetings shall be determined by the Mason PTA Executive Board and announced no later than the first Executive Board Meeting of the fiscal year. At least five (5) calendar days' notice shall be given to the membership of any change of date.

**Section 3.** Special meetings of Mason PTA General Membership may be called by the Executive Board or by a majority of the Committee heads, at least five calendar days' notice having been given.

**Section 4.** Twenty (20) members shall constitute a quorum for the transaction of business in any general membership (unit) meeting of the Mason PTA.

**Section 5.** The general membership shall be responsible for:

- a. Approving an annual budget
- b. Electing officers
- c. Approving changes to the financial institution(s) and types of financial account(s) within which the Mason PTA funds are to be kept and maintained.
- d. Approving expenditures that exceed line-item budgeted amounts by more than \$500.00;
- e. Approving the primary goal or goals of fundraising for the fiscal year.

#### **ARTICLE XII: COUNCIL MEMBERSHIP**

**Section 1.** This local PTA shall be represented in meetings of the Lee's Summit Council PTA's (herein named "Area Council" or "Council") by the Mason PTA President, or appointed alternate, the Mason Elementary School Principal, or by one Area Council delegates or alternate.

- #a. All representatives to the council PTA must be members of this local PTA.
- b. One Mason PTA Area Council Delegate shall be appointed by the Executive Board no later than May 1.
- c. The Area Council Delegate shall serve a term of one year (twelve months) or in the case of resignation, until their successor is appointed.

**Section 2.** This local PTA shall pay annual dues of \$75 to the Lee's Summit Council PTA. Payment is due in September and is delinquent December 1. This amount shall be included in the annual budget.

#### **ARTICLE XIII: MISSOURI PTA CONVENTION**

Mason PTA may send representation to the annual meeting of the Missouri PTA at the discretion of the Executive Board.

- #a. All representatives to the Missouri PTA convention must be members of this local PTA.
- #b. The number of voting delegate cards this local unit is entitled to is based on membership of the previous year.
- c. Representatives shall be chosen by a vote of the Executive Board no later than September 15.
- d. All versions of the annual budget shall include funds sufficient to reimburse expenses for two representatives for the duration of the Missouri PTA convention.

#### **ARTICLE XIV: FISCAL YEAR**

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

#### **# ARTICLE XV: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the National PTA and the Mason Elementary PTA in all cases in which they are applicable and in which they are not in conflict with these bylaws, the bylaws of the National PTA, the Missouri PTA Bylaws or the Articles of



## INDEX

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
ARTICLE I	NAME	1
ARTICLE II	PURPOSES	1
ARTICLE III	BASIC POLICIES	1
ARTICLE IV	RELATIONSHIP WITH NATIONAL PTA AND MISSOURI PTA	2
ARTICLE V	MEMBERSHIP AND DUES	3
ARTICLE VI	OFFICERS	4
ARTICLE VII	DUTIES OF OFFICERS	6
ARTICLE VIII	EXECUTIVE BOARD	8
ARTICLE IX	EXECUTIVE COMMITTEE	9
ARTICLE X	COMMITTEES	9
ARTICLE XI	MEETINGS	10
ARTICLE XII	COUNCIL MEMBERSHIP	11
ARTICLE XIII	MISSOURI PTA CONVENTION	11
ARTICLE XIV	FISCAL YEAR	11
ARTICLE XV	PARLIAMENTARY AUTHORITY	11
ARTICLE XVI	AMENDMENTS	11
ARTICLE XVII	STANDING RULES	12