ILLINOIS PTA
BYLAWS FOR KINGSLEY PTA
2020-2022

FORENOTE

The double starred (**) areas are in conformity with the regulations of Section 501 (c) (3) of the Internal Revenue Code and are required in the bylaws of the state, region(s), councils and local PTA/PTSA units.

The number symbol (#) areas are required in the bylaws of region(s), councils and local PTA/PTSA units of the Illinois PTA.

Constituent association refers to all associations in membership with the Illinois PTA, including region(s), councils and local PTA/PTSA units.

ARTICLE I - NAME

The name of this association is the Kingsley Elementary School Parent-Teacher Association (Kingsley PTA) or Parent-Teacher-Student Association PTSA Evanston. It is a local PTA (or PTSA) unit organized under the authority of the Illinois Congress of Parents and Teachers (Illinois PTA), a branch of the National Congress of Parents and Teachers (National PTA). These bylaws shall be deemed to be a part of the Articles of Organization

** ARTICLE II - ARTICLES OF ORGANIZATION

The articles of organization of this local PTA/PTSA unit include (a) the bylaws of such association and (b) the certificate of incorporation or articles of incorporation of such association (in cases in which the association is a corporation) or the articles of organization by whatever name (in cases in which the association exists as an unincorporated association).

ARTICLE III – PURPOSES

#Section 1.
The Purposes of the Illinois PTA and the Kingsley PTA, in common with the purposes of National PTA are:

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

Section 2.
The Purposes of the Illinois PTA and Kingsley 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 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 "Internal Revenue Code").

ARTICLE IV - BASIC POLICIES

The following are basic policies of the Kingsley PTA/PTSA in common with those of National PTA and Illinois PTA:

**a. The association shall be noncommercial, nonsectarian, and nonpartisan.

**b. The association or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Purposes of the association.

**c. The association 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 association 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 Illinois PTA or any of its divisions may cooperate with organizations and agencies concerned with child welfare, but a PTA/PTSA representative shall make no commitments as an individual that bind the group represented.

**f. 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 individuals 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 the ARTICLE—PURPOSES as contained herein.

**g. 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 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.

**h. Upon the dissolution of the 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 which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Upon dissolution and withdrawal of the charter, each local PTA/PTSA unit shall be required to follow procedures as directed in the ARTICLE— RELATIONSHIP WITH NATIONAL PTA AND ILLINOIS PTA as contained herein.

ARTICLE V - MEMBERSHIP AND DUES

#Section 1.
Every individual who is a member of a local PTA/PTSA unit is, by virtue of that fact, a member of National

PTA and of the Illinois PTA by which a local PTA/PTSA unit is chartered and is entitled to all the benefits of membership.

#Section 2.
Membership in each local PTA/PTSA unit shall be made available by the local PTA/PTSA unit to all who believe in the Mission and Vision statements of National PTA and the Purposes of Illinois PTA inclusively.

#Section 3.
Each local PTA/PTSA unit shall conduct an annual enrollment of members but may admit individuals to membership at any time.

#Section 4.
a. Every local unit will establish a membership year.

b. The membership year of the Kingsley PTA shall begin July 1 and end on June 30.

c. Persons who join during the membership year shall pay dues for that year. Persons may hold membership in one (1) or more local PTA/PTSA units upon payment of all-inclusive dues as required by the bylaws of each local PTA/PTSA unit. Newly chartered local PTA/PTSA unit members shall be issued charter membership cards valid for a determined period of time.

d. The membership year of the Illinois PTA shall be July 1 through June 30.

#Section 5.
Only members of this local PTA/PTSA unit who have paid dues for the current membership year may participate in the business of this local PTA/PTSA unit.

#Section 6.
The privilege of making motions and voting in a local PTA/PTSA unit shall be limited to members of the local PTA/PTSA unit.

#Section 7.
Only a dues paying member of a local PTA/PTSA unit may be eligible for election or appointment to office or chairmanship in the Illinois PTA or any of its divisions.

#Section 8.
No person shall hold an elected or appointed position in any local PTA/PTSA unit who is not a member in good standing.

Section 9.
Each member of a local PTA/PTSA unit shall pay annual dues to said association as may be prescribed by the association. The amount of dues shall include the portion payable to the Illinois PTA (the "state portion") and the portion payable to National PTA (the "national portion").

Section 10.
a. The national portion of each member's dues shall be determined by the delegates to the National PTA annual convention.

#b. The amount of the state portion of each member's dues shall be determined by the Illinois PTA. The annual dues to the Illinois PTA shall be two dollars and twenty five cents ($2.25) per capita for every member of each local PTA unit.

c. The amount of the local membership dues shall be determined by the members of the local PTA/PTSA

designated order").

Section 3.
The secretary shall

a. record the minutes of all meetings of this association, the executive board, and the executive committee;

b. have a current copy of the bylaws;

c. have a current membership list;

d. conduct correspondence of the association as directed; and

e. perform such other duties as may be delegated.

Section 4.
The treasurer or co-treasurers shall:

a. receive all monies of this association and keep an accurate record of receipts and expenditures;

b. place all monies in a depository approved by the executive board;

c. pay out funds in accordance with the budget as approved by the membership and authorized by properly signed vouchers. Vouchers shall be signed by two (2) persons. Checks shall be signed by the treasurer and one (1) other duly elected and authorized officer.

d. present a written financial statement at every meeting of the association and at other times as requested by the executive board making a full report at the general membership meeting in the Fall.

#e. be responsible for the remittance of the state and national portion of the dues paid by each member as directed in ARTICLE V of these bylaws;

f. provide the checkbook, all bank statements, canceled and voided checks, deposit slips, treasurer's record book and receipt book, vouchers and invoices for all disbursements to the audit committee;

g. be responsible for completion and filing of appropriate forms as may be required by Internal Revenue Service Regulations no later than the date established by the regulations;

h. not be a member of the audit committee; and

i. complete an official Illinois PTA Financial workshop.

Section 5.
All officers shall:

a. have completed the Illinois PTA Road to Success Course before election or within six (6) months of their election;

b. perform the duties prescribed in the parliamentary authority of this association in addition to those outlined in these bylaws and those assigned from time to time; and

c. deliver to their successors all official material prior to the start of the fiscal year with the exception of the treasurer who will deliver materials at the conclusion of the annual audit.

ARTICLE VIII – GENERAL MEMBERSHIP MEETINGS

e. present reports and recommendations to the general membership meeting of this association;

f. approve routine bills within the limit of the budget; and

g. elect an audit committee.

Section 5.
Regular meetings of the executive board shall be held once a month during the year, the time to be fixed by the board at its first meeting of the year. At least three (3) days notice shall be given if there is a change of the regular meeting date. Five (5) members including at least two (2) officers shall constitute a quorum.

Section 6.
Special meetings of the executive board may be called by the president or co-presidents or by a quorum of the board provided that members receive three (3) days notice.

Section 7.
Any appointed board member not performing duties as outlined in the bylaws or procedures may be removed by the affirmative vote of two-thirds (2/3) of the board members present and voting prior notice having been given. Any appointed board member absent for three (3) consecutive meetings without prior notice shall automatically forfeit his place on the board and be so notified.

Section 8.
The executive board shall upon the recommendation of the executive committee consider the removal of any officer not performing duties as outlined in the bylaws. An affirmative vote of two-thirds (2/3) of the board members present and voting shall be necessary for removal of an officer prior notice having been given.

ARTICLE X - EXECUTIVE COMMITTEE

Section 1.
The executive committee shall consist of elected officers.

Section 2.
Meetings shall be held at the call of the president or co-presidents or a majority of the executive committee. Five (5) days notice shall have been given. A majority shall constitute a quorum.

Section 3.
The committee shall meet as soon as the officers have been duly elected for the purpose of selecting the chairmen of standing committees and formulating tentative plans for their term of office.

Section 4.
The committee may transact business of this association in an emergency; however, no action shall be in conflict with that taken by the voting body of this association or the executive board.

ARTICLE XI - STANDING AND SPECIAL COMMITTEES

Section 1.
The executive board shall create such standing committees as it may deem necessary to promote the Purposes and carry on the work of this association. The chairman of standing committees shall be selected by the executive committee for a term of one (1) year.

Section 2.
The chairman of each standing committee shall present a written plan of work to the executive board for

approval. No committee work shall be undertaken without the consent of the executive board.

Section 3.
Special committees may be created by the executive board or the membership as the need arises.

#Section 4.
The local PTA/PTSA unit financial records must be audited annually at the close of the fiscal year and upon change of treasurer during the term of office.

Section 5.
An audit committee of at least three (3) members shall be elected by the executive board at its final meeting of the fiscal year. The committee shall examine the financial records and report its findings to the membership at the first general membership meeting of the new fiscal year. By decision of the executive board, an outside auditor may be used. Anyone authorized to sign checks is not eligible to audit the financial records.

Section 6.
The president or co-presidents shall be a member ex-officio of all committees except the nominating committee and, if authorized to sign checks, the audit committee.

ARTICLE XII - REPRESENTATION

Section 1.
This association may be represented at the region and district annual meeting and at the annual or special convention of the Illinois PTA as provided in the state bylaws.
(Suggestion: provide here for election of delegates)

Section 2.
This association shall be a member of the Evanston/Skokie Council of Parent-Teacher Associations and shall pay dues and be represented as provided in the council bylaws. (This is only applicable if the PTA/PTSA unit is part of a council.)

ARTICLE XIII - RELATIONSHIP WITH NATIONAL PTA AND ILLINOIS PTA

#Section 1.
This local PTA/PTSA unit shall be organized and chartered under the authority of the Illinois PTA in the area in which this local PTA/PTSA unit functions in conformity with rules and regulations not in conflict with the Bylaws of National PTA as the Illinois PTA may in its bylaws prescribe. The Illinois PTA shall issue to this local PTA/PTSA unit an appropriate charter evidencing the due organization and good standing of this local PTA/PTSA unit.

A local PTA/PTSA in good standing is one that:

a. adheres to the Purposes and basic policies of the PTA;

b. remits the national portion of the dues through the Illinois PTA to reach the national office by dates designated by National PTA;

c. has bylaws approved according to the procedures of the Illinois PTA; and

d. meets other criteria as may be prescribed by the Illinois PTA.

#Section 2.
This local PTA/PTSA shall adopt bylaws for the governance of the association as may be approved by the

The adoption of an amendment to any provision of the bylaws of the Illinois PTA identified by a number symbol (#) shall serve automatically and without the requirement of further action by Kingsley PTA to amend their corresponding bylaws.

Affirmation of Bylaws
(PLEASE CHECK and FILL OUT ONLY ONE)

__ These bylaws were voted upon and passed at the general membership meeting of the _____ PTA/PTSA on _____ (Date).

OR

_X_ These bylaws were reviewed on 04/01/2020 (Date), and no changes were made. This was reported to the general membership on 05/26/2020 (Date).

Signed: _____ Date: 07/02/2020
(PTA President)

Printed Name: Kimberly Breier

Signed: _____ Date: 7/29/2020
(PTA Secretary)

Printed Name: Sarah Ganesan

Approved by: _____ on July 2, 2020
District/Region director or Date
designated representative of the state board of directors