

BYLAWS

of the

Ritchie Park Elementary School Parent Teacher Association, Inc

(Full Legal Name)

PARENT TEACHER ASSOCIATION (PTA)

or

PARENT-TEACHER-STUDENT ASSOCIATION (PTSA)

Montgomery County

(County)

Incorporation #: D02888824

National PTA ID #: 00027165

Employer Identification Number (EIN): 52-6070720

Sales & Use Tax #: 02104496

Insured by: KNIGHT Insurance Services

A Local Unit of
FREE STATE PTA, INC.
P.O. Box 20924
Baltimore, MD 21209

Revised January 2022

FOR OFFICE USE ONLY

APPROVED BY LOCAL _____ APPROVED BY STATE _____

ARTICLE I Name

The name of this association is Ritchie Park Elementary School Parent Teacher Association, Inc
(Full legal name)

located at 1514 Dunster Rd. Rockville, MD 20854
(address) (city/town/zip)

It is a local PTA/PTSA 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 RPES PTA.

ARTICLE II Purposes

Section 1. Objectives The purposes of this local PTA/PTSA in common with those of National PTA and Free State PTA are:

- To promote the welfare of children and youth in home, school, community, and place of worship, and throughout the community;
- To raise the standards of home life;
- To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- To promote the collaboration and engagement of families and educators in the education of children and youth;
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and,
- 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 this local PTA/PTSA 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.

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 this local PTA in common with those of National PTA and Free State PTA:
- The association 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
- 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.
- Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in this association.
- Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on
 - by an association exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code or
 - by an association, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.
- 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 Free State PTA whose purposes are in accordance with those of National PTA.
- 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.

ARTICLE IV Relationship with National PTA and Free State PTA

Section 1. This local PTA/PTSA shall be organized and chartered under the authority of Free State PTA in the area in which this local PTA/PTSA 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 this local PTA/PTSA an appropriate charter evidencing the due organization and good standing of this local PTA/PTSA and this local PTA/PTSA shall maintain the standards of affiliation set by the Free State PTA board of Directors.

Section 2. The articles of organization of this local PTA/PTSA include:

- the bylaws of such association and
- the certificate of incorporation or articles of incorporation of such association.

Section 3. This local PTA/PTSA shall adopt such bylaws for the governance of the association in accordance with Free State PTA guidelines. Such bylaws shall not be in conflict with National PTA bylaws or the bylaws of Free State PTA.

Section 4. Bylaws of this local PTA/PTSA shall include an article on amendments.

Section 5. Bylaws of this local PTA/PTSA shall include provisions establishing a quorum.

Section 6. Each officer or board member of this local PTA/PTSA shall be a member of this local PTA/PTSA.

Section 7. The bylaws of this local PTA/PTSA shall prohibit voting by proxy, mail (including email), or absentee.

Section 8. A PTA/PTSA member shall not serve as a voting member of this local PTA/PTSA's board while serving as a paid employee of, or under contract to, this local PTA/PTSA.

Section 9. Only members of this local PTA/PTSA who have paid dues for the current membership year may participate in the business of this local PTA/PTSA.

Section 10. This local PTA/PTSA 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 this local PTA/PTSA shall be elected by the general membership or board of directors (see Article VI Section 3a for the choice to be made).

Section 12. This local PTA/PTSA 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 this local PTA/PTSA votes to dissolve and terminate its affairs, it shall be done as follows:

- The board of directors (or other body that, under its bylaws, manages the affairs of the constituent association) shall adopt a resolution recommending that this local PTA/PTSA 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 this local PTA/PTSA shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.
- 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. Only those persons who were members in good standing of this local

PTA/PTSA 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. Approval of dissolution of this local PTA/PTSA 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 this local PTA/PTSA of the bylaws of the National PTA, the Free State PTA, or said local PTA/PTSA; or other practices or activities of this PTA/PTSA 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. This local PTA/PTSA is obligated, upon withdrawal of its charter by Free State PTA;

- To yield up and surrender all of its books and records and all of its assets and property to Free State PTA.
- To 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
- To carry out promptly, under the supervision and direction of Free State PTA, all proceedings necessary or desirable for the purpose of dissolving this local PTA/PTSA.

ARTICLE V Membership and Dues

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

Section 2. Membership in this local PTA/PTSA 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. Each local PTA/PTSA shall conduct an annual membership campaign but shall continue to admit individuals to membership at any time.

Section 4. Each member of a local PTA/PTSA 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 recommended by the state board of directors and approved by a two-thirds (2/3) majority of the voting body at the Free State PTA Annual Convention.. The national portion of each member's dues shall be as recommended by the board of directors and approved by a two-thirds (2/3) majority of the voting body at the National PTA Annual Convention. This local PTA/PTSA shall remit the state and national portion of the dues to reach Free State PTA by the dates designated by Free State PTA.

Section 5. A person may hold membership in one or more local PTA/PTSAs 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 officer shall be a member of this local PTA/PTSA.

Section 2. Officers and their election:

- The officers of this local PTA/PTSA shall be a president, 4 vice president(s), 1 secretary (ies), and a treasurer.

(number)(number)
- Officers shall be elected at the annual general membership meeting in the month of May .
- 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.
- Officers shall assume their official duties the first day of the fiscal year.
- The following positions shall serve for a term of 2 year(s) or until their successors assume their official duties.
 - Even Year positions (positions elected in 2022, 2024, etc.) - Fundraising, Treasurer

- Odd Year positions (positions elected in 2023, 2025, etc.) - Communications, Secretary, Programs
- For the purposes of clarity and to start this process off during an 'even year' election cycle in 2022, the roles of Communications, Secretary, and Programs shall be considered having started mid-cycle, meaning that the candidates elected into these positions will NOT have served a full term and will be eligible for additional terms without this partial term having counted against them.
- The President Pro Tem shall be elected every year and shall serve a term of 1 year, after which the President Pro Tem shall assume the duties of President.
- The President shall be elected every year for a term of 1 year.. The nomination for the role of President shall be the person who was most recently elected as President Pro Tem, unless that person has resigned from their position in which case it will be an open nomination.
- An officer shall not be eligible to serve more than two (2) consecutive full terms in the same office. An officer who has served in an office for more than one half a full term shall be deemed to have served a full term in such office.

Section 3. Nominating Committee:

- There shall be a nominating committee composed of 3 members (specify an uneven number, no less than three) who shall be elected by the _____ Board of Directors _____. The committee shall elect its own chair.
(specify general membership or board of directors)
- The nominating committee shall be elected at least two (2) months prior to the election of officers.
- 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 , at which time additional nominations may be made from the floor.
(month)
- Only those individuals who are current members of this local PTA/PTSA 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 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

- preside at all meetings of this local PTA/PTSA, the board of directors, and the executive committee;
- coordinate the work of the officers and committees of this local PTA/PTSA in order that the purposes may be promoted;
- be a member *ex officio* of all committees except the nominating committee;
- review bank statements monthly and initial; and
- represent this PTA/PTSA at all council meetings or send an alternate.
- perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors;

Section 2. The vice president(s) shall (if more than one, designate their order and provide separate job descriptions)

- act as aide(s) to the president;
- in their designated order perform the duties of the president in the absence or inability of that officer to serve; and
- perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.
- Vice Presidents shall be:

- VP Pro Tem - Serve as aide to the president and step into the role of president in the following year.
- VP Fundraising -
 - Ensure fundraising activities are scheduled and have organizers.
 - Maintain master fundraising schedule.
 - Serve as liaison between fundraising event chairs and the board.
 - Step in to resolve issues with specific fundraisers as needed
- VP Programs -
 - Ensure programs are scheduled and have organizers.
 - Maintain master program schedule.
 - Serve as liaison between program chairs and the board.
 - Step in to resolve issues with specific programs as needed
- VP Communications - Ensure timely communication to the general membership and school on all PTA issues, activities, fundraisers, etc...

Section 3. The secretary(s) shall (if more than one, one must be the recording secretary, and provide separate job descriptions)

- record the minutes of all meetings of this local PTA/PTSA, the board of directors, and executive committee;
- be prepared to read the records of the previous meeting;
- file all records;
- have a current copy of the bylaws;
- maintain a current membership list; and
- perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

Section 4. The treasurer shall

- have custody of all funds of this local PTA/PTSA;
- keep a full and accurate account of receipts and expenditures including reconciliation of the bank statement each month;
- make disbursements as authorized by the president or board of directors of this local PTA/PTSA in accordance with the budget adopted by this local PTA/PTSA;
- present a written financial statement at every meeting of the executive committee, the board of directors, the general membership and at other times when requested by the board of directors;
- make a full report before the newly elected officers assume their duties;
- be responsible for the maintenance of such books of account and records as to conform to the requirements of these bylaws;
- be responsible for preparing and filing all necessary tax forms and submitting a copy to Free State PTA within thirty (30) days of filing;
- have the accounts examined at the close of the fiscal year and upon change of treasurer by an auditor or an auditing committee of not less than three (3) persons who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. An auditor or an auditing committee shall be selected by the board of directors at least thirty (30) days before the new officers assume their duties; and
- perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

Section 7. This local PTA/PTSA shall have checks and vouchers signed by two (2) persons (the treasurer and one other officer).

Section 8. This local PTA/PTSA shall submit a copy of its annual financial review to Free State PTA by October 31st of the following fiscal year.

Section 9. 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 this local PTA/PTSA.

Section 2. The board of directors shall consist of the officers of this local PTA/PTSA, the chairs of standing committees, the delegates to the PTA Council, and the principal of the school or a representative appointed by him/her. The president may appoint a parliamentarian (non-voting), subject to the approval of the Executive Committee of this local PTA/PTSA.

Section 3. A PTA/PTSA member shall not serve as a voting member of this local PTA/PTSA's board of directors while serving as a paid employee of, or under contract to, this local PTA/PTSA.

Section 4. The duties of the board of directors of this PTA/PTSA shall be

- to transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by this local PTA/PTSA;
- to create standing and special committees;
- to approve the plans of work of the standing committees;
- to present a report at the general membership meetings of this local PTA/PTSA;
- to select an auditor or an auditing committee to audit the treasurer's accounts;
- to approve and submit an annual budget to this local PTA/PTSA's general membership for adoption;
- to approve routine bills within the limits of the adopted budget; and
- fill vacancies other than president [Article VI Section 4].

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, 5 days' notice having been given.
(number)

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 designated duties as outlined in these bylaws, the current policies, procedures and/or job descriptions, fails to attend two consecutive meetings and/or board of directors meetings without being excused, violates the basic policies, 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 meeting determination 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 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 5 days' notice.
(number)

Section 3 At all meetings of the Executive Committee, 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 transact business referred to it by the board of directors;
- to elect standing and special committee chairs;

- to act in emergencies between meetings of the board of directors; and
- to submit a report at each board of directors meeting.

Section 5 The Executive Committee shall take no action in conflict with any action taken by the board of directors.

ARTICLE X Committees

Section 1. Only members of this local PTA/PTSA shall be eligible to serve in any elected or appointed position.

Section 2. The board of directors may create such standing or special committees as it may deem necessary to promote the purposes and carry on the work of this local PTA/PTSA.

Section 3. The chair of each standing or special committee shall be elected by the executive committee of this local PTA/PTSA. The term of each chair shall be 1 year(s) or until the election of a successor.

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

Section 5. The power to form special committees and appoint their members rests with the board of directors.

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 6 general membership meetings of this local PTA/PTSA shall be held during the school year.
(number)

Dates of meetings shall be determined by the board of directors and announced at the first general membership meeting of the fiscal year.

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

Section 3. Special general membership meetings of this local PTA/PTSA may be called by the president or by a majority of the board of directors, 5 days notice having been given.
(number)

Section 4. The annual general membership meeting of this local PTA/PTSA shall be held in May ; elections to be
(month)
conducted if applicable.

Section 5. 15 members shall constitute a quorum for the transaction of business in any general membership meeting
(number)
of this local PTA/PTSA.

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

ARTICLE XII Council Membership

Section 1.

- This local PTA/PTSA shall be represented in meetings of the Montgomery County Council of Parent Teacher Associations by the president or alternate, the principal or alternate, and by
(number)
delegates or their alternates. All representatives to the council must be members of this local PTA/PTSA.

- Delegates shall be elected in __May_____ by the board of directors.

(month)

- Delegates to the _____Montgomery County_____City/County Council PTA shall serve for a term of __2_ year(s).

Section 2. To participate in the business of the council this local PTA/PTSA shall pay annual dues to the _____City/County Council PTA as provided in the council bylaws.

ARTICLE XIII Free State PTA Convention

Section 1. This local PTA/PTSA shall be entitled, upon payment of registration, to be represented at the annual meeting of the Free State PTA by the president or alternate, three (3) other officers or their alternates, and one (1) delegate for every fifty (50) members or major fraction thereof.

- This local PTA/PTSA shall meet the standards of affiliation annually as of March 31 (or be a new local PTA/PTSA chartered prior to convention as shown on the books of the state treasurer). Proviso: All PTAs have until June 1, 2022 to come into compliance with the Free State PTA Standards of Affiliation.
- All representatives to the Free State PTA convention shall be members of this local PTA/PTSA.
- Delegates and their alternates shall be chosen according to the guidelines established by this local PTA/PTSA.

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 board of directors, all communication required in these bylaws, including meeting notices, may be sent electronically.

ARTICLE XV Fiscal Year

The fiscal year of this local PTA/PTSA 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

(full legal name)

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.

- These bylaws may be amended at any general membership meeting of this local PTA/PTSA 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 board of directors, has been given to the general membership at least thirty (30) 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.
- 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 this local PTA/PTSA, 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 thirty (30) days prior notification to the general membership.

- Submission of amendments 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 this PTA/PTSA shall serve automatically and without the requirement of further action by this local to amend their corresponding bylaws.

These bylaws are submitted by **a new** **an existing** PTA/PTSA in Maryland and were approved at a **GENERAL**
(circle one)

MEMBERSHIP MEETING of Ritchie Park Elementary School Parent Teacher Association, Inc.
(full legal name – no initials)

on _____
(date)

Fiorella Vargas
Secretary (printed name)

Secretary (signature)

Your bylaws will be returned to the school.

Please indicate to whom they should be addressed: If Free State PTA has questions or must refer these bylaws refer these the bylaws back for revision, the person to contact is:

Name: _____ Fiorella Vargas _____

Title: _____ Secretary _____ Contact: secretary@ritchieparkpta.org

For Free State PTA Use Only

Approved on _____

Free State PTA Governance Committee

For Free State PTA Use Only

Approved on _____

Free State PTA Governance Committee

Phone: _____

E-mail: _____

Address: _____

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.