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**Royal Oak PTA Council**  
Michigan ID#411000  
Royal Oak, Oakland County, Michigan  
Royal Oak Council  
Region D



Revised Bylaws  
Adopted January 5, 2009

### **Article I: Name**

The name of this organization is the Royal Oak Council Parent-Teacher Association (PTA) Royal Oak, Michigan. It is a local PTA unit in Region D, organized under the authority of the Michigan Congress of Parents, Teachers and Students, (Michigan PTSA), a branch of the National Congress of Parents and Teachers (National PTA).

### **#Article II: Articles of Organization**

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

### **#Article III: Purposes**

**Section 1.** The Objects of the Royal Oak PTA Council, in common with those of the National PTA and the Michigan PTSA 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 Objects of the National PTA, the Michigan PTSA and the Royal Oak PTA Council 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 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 IV: Basic Policies**

The following are basic policies of the Royal Oak PTA Council in common with those of the National PTA and the Michigan PTSA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Objects of the organization.
- c. 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.
- d. The organization 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 organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The Michigan PTSA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA representative shall make no commitments that bind the group he represents.
- f. 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 III hereof.
- g. 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.
- h. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.
- i. Only Michigan PTAs/PTSAs in the city of Royal Oak shall be members of this council.
- j. The council shall meet for the purpose of conference and cooperation in matters of child welfare only. It may not legislate for the local PTAs/PTSAs.

## **Article V: Relationship with National PTA and State PTSA**

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

A local PTA in good standing is one which:

- a. Adheres to the Objects and basic policies of the PTA;
- b. Remits the national portion of the dues through the state PTA to reach the national office by dates designated by the National PTA;
- c. Has bylaws approved according to the procedures of each state; and
- d. Meets other criteria as may be prescribed by the individual state PTA.
- e. Operates under bylaws which have been reviewed/revised and approved every three (3) years by the Michigan PTSA Committee on Bylaws.
- f. Has paid per capita dues of its members and local unit dues to the Michigan PTSA by the dates required in these bylaws.
- g. Each local PTA (PTSA) unit shall submit a copy of their annual audit and budget to the MPTSA state office by February 28<sup>th</sup> of each year.

**# Section 2.** This PTA shall adopt such bylaws for the government of the organization as may be approved by the Michigan PTSA. Such bylaws shall not be in conflict with the Bylaws of the National PTA or the Bylaws of the Michigan PTSA.

**# Section 3.** Bylaws of each constituent organization shall include an article on amendments.

**# Section 4.** Each constituent organization shall include in its bylaws provisions corresponding to the Bylaws of the National PTA as are identified herein by a number (#) symbol.

**# Section 5.** The adoption of an amendment to any provision of the Bylaws of the National PTA identified by a number sign (#) shall serve automatically and without the requirement of further action by the constituent organization to amend correspondingly the bylaws of each constituent organization. Notwithstanding the automatic character of the amending process, the constituent organization shall promptly incorporate such amendments in their respective bylaws.

**Section 6.** The purpose of this council are:

- a. To unify and strengthen local PTAs/PTSAs comprising the council.
- b. To provide for the conference and cooperation of the local PTAs/PTSAs in the council membership so as to create a public opinion favorable to the interests of child welfare; to encourage child welfare projects in the various local units; and to assist in the formation of new PTAs according to the plan of the Michigan PTSA.
- c. To promote the interests of the National PTA and of the Michigan PTSA within its territory.

**# Section 7.** Councils shall not legislate for local PTAs/PTSAs.

**# Section 8.** Each officer or board member of a constituent organization shall be a member of a local PTA/PTSA within its area.

**# Section 9.** Each officer or board member of a local PTA/PTSA shall be a member of such local PTA/PTSA.

**# Section 10.** Only members of a local PTA/PTSA who have paid dues for the current membership year may participate in the business of that association.

**# Section 11.** The council 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 amount of dues remitted to the Michigan PTSA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Michigan PTSA or, where directed by the Committee on State and National Relationships, by a duly authorized representative of the National PTA.

**# Section 12.** Bylaws of each constituent organization shall include a provision establishing a quorum.

**# Section 13.** Voting by proxy shall be prohibited.

**# Section 14.** The members of the nominating committee for officers of a constituent organization shall be elected by the membership, Board of Directors/Managers, Executive Board, or Executive Committee

**# Section 15.** The charter of this council shall be subject to withdrawal and the status of such organization as a PTA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Michigan PTSA.

**# Section 16.** This council is obligated, upon withdrawal of its charter by the Michigan PTSA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Michigan PTSA or to such agency as may be designated by the Michigan PTSA, or to another local PTA organized under the authority of the Michigan PTSA;
- b. To cease and desist from further use of any name that implies or connotes association with the National PTA or the Michigan PTSA or status as a constituent organization of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the Michigan PTSA, all proceedings necessary or desirable for the purpose of dissolving this PTA.

**# Section 17.** There shall be but one person serving in any elected office.

## **Article VI: Membership and Dues**

**# Section 1.** Each council unit shall pay \$25.00 annual council dues to the Michigan PTSA office on or before June 1 of each fiscal year. This payment will constitute payment for the

following fiscal year. No council packet shall be distributed until payment of council dues to Michigan PTSA is received.

**Section 2.** Membership in this council shall consist only of local units chartered by the Michigan PTSA as authorized by the National PTA in the City of Royal Oak, and the County of Oakland, upon payment of dues as herein provided.

**Section 3.** The annual dues for membership in this council shall be determined at the annual general meeting in June. The budget will be presented annually to all local units at the first general meeting in the fall, and upon approval, payment will be due no later than November 15<sup>th</sup>.

**Section 4.** Additional local units may be accepted as members at any time.

**Section 5.** Delegates from local PTAs/PTSAs whose dues to the council are in arrears shall not participated in the business meetings of the council.

**Section 6.** Each local Council shall submit a copy of their annual audit and budget to the MPTSA state office by February 28<sup>th</sup> of each year.

## **Article VII: Voting Body**

**Section 1.** The voting body for general board meetings of this council shall consist of the officers of the Council; the chairmen of the standing committees; the President of each member unit or his/her alternate; accredited delegates of their alternates as specified in Section 2 of this article; and the principals of schools having units in Council membership or their representatives.

**Section 2.** Each member PTA/PTSA shall be entitled to representation on the voting body by its president or his/her alternate; the principal or their representative; and by a delegate or their alternate, selected by the PTA/PTSA according to its own bylaws or procedure. A total of three (3) votes per member unit.

**Section 3.** Individual members are entitled to one vote even though they may be in more than one position.

**Section 4.** The voting body for executive board meetings of this Council shall consist of the officers of the Council; and the chairmen of the standing committees.

## **Article VIII: Officers and Their Election**

**Section 1.** The officers of this organization shall be president, first vice president, second vice president, third vice president, recording secretary, corresponding secretary, treasurer, historian, and no more than (3) member(s)-at-large.

**Section 2.** There shall be but one person serving in any elected office.

**Section 3.** Officers shall be elected by ballot annually in the month of April. However, if there is but one nominee for any office, upon motion from the floor the election may be by voice vote.

**Section 4.** Officers shall assume their official duties at the final meeting of the academic year and shall serve for a term of one year and shall remain in office until their successors assume office (excepting the treasurer, whose term of office coincides with the PTA fiscal year, July 1 through June 30).

**Section 5.** Only members in good standing of a local PTA/PTSA whose State and Council dues are paid, shall be eligible to hold office, to serve on a council committee, or to serve as a delegate to the council.

**Section 6.** An officer shall not be eligible to serve more than two consecutive terms in the same office. Anyone who has served more than one half of a term shall be credited with having served that term. No member shall serve as chair for a committee for more than two (2) consecutive terms if someone else is willing to fulfill the position.

**Section 7.** Nominations for officers shall be made by a nominating committee consisting of a total of seven (7) members (plus two (2) alternates) selected from the Council officers and standing committee chairmen, PTA/PTSA Presidents of member units, and Council delegates. No more than two shall represent the same member unit.

- a. This committee shall be selected by the nominating committee chairman, who is appointed by the Council President. The selected committee shall be presented to the Council Executive Board at the December board meeting.
- b. The nominating committee shall present the list of nominees to the members of the Board and to the President of each member association at least thirty days prior to the annual election meeting. The consent of each candidate must be obtained before his/her name is placed in nomination. Additional nominees may be made from the floor the night of the meeting, provided the consent of each candidate has been obtained before his/her name is placed in nomination.

**Section 8.** The liaison officers of this council are the Teacher Vice President and the Administrative Vice President and the Superintendent's Representative.

- a. The Teacher Vice President shall be appointed by the teachers' union of the Royal Oak Schools.
- b. The Administrative Vice President shall be appointed by the principals' association of the Royal Oak Schools.
- c. The Superintendent's Representative shall be appointed by the Superintendent of the Royal Oak Schools.

**Section 9.** In case of vacancy occurring in the office of the President, the First Vice President shall assume the office. The next in line to fill the vacancy of President will be the Second Vice President, and then the Third Vice President in that order with the approval of the Executive Board. If an election is needed to fill any vacated office, thirty days' notice shall be given and handled by the presiding officer of the Council.

## Article IX: Duties of Officers

### Section 1. The president shall:

- a. Preside at all meetings of the Council and its executive board.
- b. Be a member ex officio of all committees except the nominating committee.
- c. Appoint chairmen of the Council standing committees.
- d. Appoint chairmen of special committees.
- e. Perform such duties as may be prescribed in these bylaws or assigned by the Council or its Executive Board.
- f. Coordinate the work of the officers and committees of the association in order that the Objects may be promoted.
- g. Appoint an auditor to audit the Treasurer's accounts and insure the completed audit is given at the Council meeting in September.
- h. In the event of consolidation, change of name, or disbandment of this unit, notify the Michigan PTSA.

### Section 2. The vice president(s) shall:

- a. Act as aide(s) to the president and shall in their designated order, perform the duties of the president in the absence or disability of that office to act.
- b. Establish PTA Council general programs.

### Section 3. The recording secretary shall:

- a. Record the minutes of all meetings of the Council and its Executive Board.
- b. Keep an accurate roster of the names and addresses of the local officers and the delegates of each unit, and the names and addresses of the members of the Council Executive Board.
- c. At the request of the President, take general membership attendance of local PTAs/PTSAs at the Council meetings to identify a quorum.

### Section 4. The corresponding secretary shall:

- a. Conduct the correspondence delegated to him/her.
- b. #Immediately following the election, send the name and address of the newly elected President to the Michigan PTSA Office.
- c. Notify officers of their election.
- d. Send out notices for all meetings.

### Section 5. The treasurer shall:

- a. Serve as the chairman of the budget committee.
- b. Receive all monies of the council.
- c. Keep an accurate record of receipts and expenditures.
- d. Make disbursements in accordance with the approved budget, as authorized by the Council or its Executive Board.
- e. Present a financial statement at every meeting of the Council and at other times when requested by the President or the Executive Board.
- f. Provide and end-of-the-year semi-final report at the annual meeting in June.
- g. Forward the \$25.00 Council dues to the Michigan PTSA office on or before the first day of June each fiscal year.
- h. Be responsible for the maintenance of such books of accounts and records as to conform to the requirements of Article V, Section 11 of these bylaws.

- i. Submit the Treasurer's accounts for examination by the approved auditor for an annual audit no more than two weeks after closing the books for the fiscal year in order to satisfy that the Treasurer's annual report is correct.
  1. The auditor being satisfied that the Treasurer's annual report is correct shall sign a statement of that fact at the end of the report.
  2. The auditor's report shall be presented at the first general meeting in September along with the new budget submitted for approval by the general membership.
- j. Submit copies of the annual audit and budget to the MPTSA state office by February 28<sup>th</sup> of each year.

**Section 6.** The historian(s) shall:

- a. Collect and preserve the history of the organization.
- b. Review material from officers and committee chairmen to determine historical merit prior to discard.

**Section 8.** The member(s)-at-large shall:

- a. Serve in an advisory capacity at the call of the President and assist in performances of duties assigned from time to time.

**Section 9.** All officers shall:

- a. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these Bylaws and those assigned from time to time.
- b. Deliver to their successor all official material following the expiration of their term in office, in the form of a committee report.

## **Article X: Meetings**

**Section 1.** At least three (3) general meetings of this association shall be held during the school year. The purposes will be: the budget approval in September, the election of officers in April, and installing officers and honoring scholarship recipients at an annual meeting in May or June. Five (5) days notice shall be given of a change of date.

**Section 2.** Special meetings of the association may be called by the president or by a majority of the executive board, five (5) days' notice having been given.

**Section 3.** The majority of the members of local PTA/PTSA units represented by a voting member shall constitute a quorum for the transaction of business at general meetings of this Council.

**Section 4.** Meetings of the Executive Council shall be open to member units; however, the privilege of introducing motions, debating, and voting shall be limited to the voting body of the Executive Board.

**Section 5.** Eight (8) members including four (4) officers of the Executive Board shall constitute a quorum.



**Section 6.** Presidents' meetings are held at the discretion of the Council President to provide a forum for the exchange of information. The meetings are to be attended by the unit President or his/her representative, along with the Council President.

## **Article XI: Executive Board**

**Section 1.** The executive board shall consist of the officers of the association, the Administrative Vice President, the Teacher Vice President, the Superintendent's Representative, and the chairmen of standing committees. The members of this board shall serve for a term of one (1) year and shall remain in office until their successors assume office.

**# Section 2.** A PTA member shall not serve as a voting member of a constituent organization's board on the local, council, district, region, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

**Section 3.** The duties of the executive board shall be:

- a. To transact necessary business in the intervals between meetings and such other business as may be referred to it by the association.
- b. To create standing and special committees.
- c. To approve the plans of work of the standing committees.
- d. To approve the appointment of the auditor to audit the Treasurer's accounts.
- e. To approve the budget to be submitted to the Council general membership for approval for the fiscal year.
- f. To present a report at the regular meeting of the Council.

**Section 4.** Regular meetings of the executive board shall be held during the school year, the time to be fixed by the board at its first meeting of the year. A majority of the executive board members shall constitute a quorum at these meetings. Special meetings of the executive board may be called by the president or by a majority of members of the board.

**Section 5.** Each member of the Executive Board is required to be a member in good standing of a local PTA/PTSA.

## **Article XII: Standing and Special Committees**

**Section 1.** Such standing committees shall be created by the Executive Board or the President as deemed necessary to promote the objects and carry on the work of the Council. The chairmen of the standing committees shall be appointed by the President. The term of each chairman shall be one (1) year or until their successor assumes office.

**Section 2.** The chairman of each standing committee shall present a plan of work to the Executive Board for approval.

**Section 3.** Special committees may be formed by the authorization of the Council, by formal resolution, by action of the Executive Board or by the President. The chairman and the members of the new committees shall be appointed by the President.

**Section 4.** Chairpersons of all standing committee shall present a plan of work to the executive board and no work shall be undertaken without approval of the executive board.

**Section 5.** The quorum of any committee shall be a majority of its members, all members having been notified of the meeting.

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

### **# Article XIII: Fiscal Year**

The fiscal year of this PTA shall begin on July 1<sup>st</sup> and end on the following June 30<sup>th</sup>.

### **# Article XIV: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the National PTA and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws, the Bylaws of the Michigan PTSA, and the Bylaws of the National PTA, or the Articles of Incorporation.

### **# Article XV: Disbandment**

**Section 1.** If a local PTA unit is considering disbandment, the local unit executive committee shall meet with the Field Service Representative or the Region Vice President, prior to formal action.

**Section 2.** After meeting with the Field Service Representative or Region Vice President, the written notice stating the recommendation of the executive board shall be given to each member entitled to vote at such meeting and to the President of the Michigan PTSA, to the appropriate Field Service Representative and council at least thirty (30) days prior to the date of such a meeting.

**Section 3.** Only those persons who were members in good standing thirty (30) days prior to date of the vote of disbandment shall be entitled to vote. Membership enrollment shall be available at any time. (See Article VI – Membership, #Section 3.)

**Section 4.** Approval of disbandment of a local unit shall require the affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the meeting, a quorum being present. The secretary shall notify their council president, if part of a council, Field Service Representative and the Michigan PTSA Office of the decision.

**Section 5.** Should a local unit fail to:

1.
  - a) elect officers and
  - b) hold at least one (1) meeting and
  - c) enroll at least twenty-five (25) members and
  - d) pay the \$25.00 unit dues by February 28,the immediate past treasurer or the principal shall notify their council president, Field Service Representative or Region Vice President, and the Michigan PTSA Office.
2. Activate itself before the end of the school year, its assets, funds and records shall be turned over to the Michigan PTSA to be held in escrow until the unit reactivates itself, a period not to exceed two (2) years.
3. Reactivate itself during this two (2) year period, its funds and assets shall become the property of the Michigan PTSA.

## **Article XVI: Amendments**

**Section 1.**

- a. These bylaws may be amended at any regular meeting of the association by two-thirds (2/3) vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting and that the proposed amendment shall be subject to approval of the Michigan PTSA.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the association, or by a two-thirds (2/3) vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- #c. After adoption of these bylaws, three (3) copies of the bylaws shall be sent for approval to the Michigan PTSA, 1011 North Washington Ave., Lansing, MI 48906.
- #d. After approval of any amendment, three (3) copies of all approved amendments together with one (1) copy of current bylaws, shall be sent for approval to the Michigan PTSA, 1011 North Washington Ave., Lansing, MI 48906.

**# Section 2.** The adoption of an amendment to any provision of the Bylaws of the National PTA identified by a number sign (#) shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA. Notwithstanding the automatic character of the amending process, the local PTAs shall promptly incorporate such amendments in their respective bylaws.

**# Section 3.** The adoption of an amendment to any provision of the bylaws of the Michigan PTSA identified by a number (#) symbol shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA.