

# Hollis /Brookline High School Parent Teacher Student Association

## **Article I: Name**

The name of this association is the Hollis/Brookline High School Parent Teacher Student Association (HB HS PTSA) of Hollis and Brookline, NH. It is a local PTSA unit organized under the authority of the New Hampshire Congress of Parents and Teachers (the New Hampshire PTA), a branch of the National Congress of Parents and Teachers (the 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 where the organization exists as an unincorporated association).

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

**Section 1.** The Objects of the Hollis Brookline High School PTSA, in common with the Objects of the National PTA and the New Hampshire 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 close relation the home and 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 New Hampshire PTA, and the Hollis Brookline High School PTSA 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 the basic policies of the Hollis Brookline HS PTSA in common with those of the National PTA and the New Hampshire PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.
- c. The organization shall not - directly or indirectly - participate or intervene (in any way, including 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.
- 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 New Hampshire PTA or any of its division may cooperate with other organizations and agencies concerned with child welfare, but a PTA/PTSA 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 provisions 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.

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

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

A local PTSA 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 New Hampshire PTA to reach the National Office by dates designated by the National PTA;
- c. Has bylaws approved according to the procedures of the New Hampshire PTA; and
- d. Meets other criteria as may be prescribed by the New Hampshire PTA.

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

**#Section 3.** Local unit bylaws and amendments thereto shall be approved every three (3) years by a committee of one or more members of the Board of Managers of the New Hampshire PTA.

**\*\*Section 4.** Bylaws of each constituent organization shall include an article on amendments.

**\*\*Section 5.** This 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 organization, including, specifically, the number of its members, the dues collected from its members, and the amount of dues remitted to the New Hampshire PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative

of the New Hampshire PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

**\*\*Section 6.** The charter of this PTSA shall be subject to withdrawal and the status of such organization as a PTSA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the New Hampshire PTA.

**\*\*Section 7.** This local PTSA is obligated, upon withdrawal of its charter by the New Hampshire PTA:

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

**#Section 8.** A local PTSA may dissolve and wind up its affairs in the following manner:

- a. Notify the state president one month prior to the proposed action.
- b. Notify all members of the association at least ten (10) days previous to the meeting of date, time, place, and impending business.
- c. In the absence of the president or other officers, a member shall call the meeting to order and a temporary chairman and secretary shall be elected.
- d. Require a two-thirds (2/3) vote of those present and voting on the action to dissolve (a quorum being present) and only those members whose dues have been paid at least thirty (30) days prior to the meeting may vote on the motion.
- e. Provide for disposition of funds of the disbanding unit as specified in Section 7a above.
- f. A unit out of membership not more than one year may be reinstated upon payment of dues.

**\*\*Section 9.** Each officer of a local PTSA shall be a member of such local PTSA.

**\*\*Section 10.** Each officer of a constituent organization shall be a member of a local PTA within its area.

**\*\*Section 11.** A PTSA member shall not serve as a voting member of a constituent organization's board at the local, council, district, region, state, or national level while serving as a paid employee of, or under contract to, that constituent organization.

**\*\*Section 12.** This PTSA shall collect dues from its members and shall remit a portion of such dues to the New Hampshire PTA as provided in Article VI hereof.

**\*\*Section 13.** Each local PTSA shall include in its bylaws provisions corresponding to the provisions of such of the bylaws of the National PTA as are identified herein by a double star.

**\*\*Section 14.** The adoption of an amendment to any provision of the Bylaws of the National PTA identified by a double star 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 organizations shall promptly incorporate such amendments in their respective bylaws.

**#Section 15.** Each local PTSA shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as are identified by the state symbol #.

## **Article VI: Members and Dues**

- \*\*Section 1.** Every individual who is a member of this PTSA is, by virtue of that fact, a member of the National PTA and of the New Hampshire PTSA by which such local PTSA is chartered, and is entitled to all the benefits of such membership.
- \*\*Section 2.** Membership in this PTA shall be made available without regard to race, color, creed, or national origin, under such rules and regulation, not in conflict with the provisions of the National PTA Bylaws, as may be prescribed in the bylaws of this PTA, to any individual who subscribes to the Objects and basic policies of the National PTA.
- \*\*Section 3.** This PTSA shall conduct an annual enrollment of members, but may admit persons to membership at any time.
- \*\*Section 4.** Each member of this PTSA shall pay such annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the New Hampshire PTA (the “state portion”) and the portion payable to the National PTA (the “national portion”).
- \*\*Section 5.** The amount of the state portion of each member’s dues shall be determined by the New Hampshire PTA. The national portion of each member’s dues shall be one dollar (\$1.00) per annum.
- #Section 6.** The New Hampshire PTA portion of each member’s dues shall be two dollars and fifty cents (\$2.50) per annum.
- Section 7.** Each member of this PTSA shall pay annual dues of five dollars (\$5.00) to the organization. The amount of such annual dues shall include the portion payable to the New Hampshire PTA and the portion to the National PTA.
- \*\*Section 8.** The state and National PTA portions of the dues paid by each member of this PTSA shall be set aside by this PTSA and remitted to the New Hampshire PTA through such channels and at such times as the state bylaws may provide. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.
- #Section 9.** The state and national portions of dues paid by each member of this association (\$3.50 per member) shall be set aside by the association and remitted to the Treasurer of the New Hampshire PTA. The first remittance shall be by December 10, and the final remittance by March 10. Dues may be remitted at other times during the year. Remittance shall be accompanied by a report showing the name of the PTA, the amount of dues collected during the period covered by the report, the numbers of members covered, and the name and address of the treasurer remitting the dues. The New Hampshire PTA, in turn, shall make a quarterly report to the National PTA with remittance of the national portion of dues and other monies collected from all local PTAs.
- #Section 10.** The New Hampshire PTA shall obtain a Blanket Liability Insurance Policy to insure units in good standing.
- a. Each unit shall remit an insurance surcharge as determined by the Board of Managers to cover the cost of the policy premium. The surcharge will be remitted to the state treasurer by December 10 and March 10.
  - b. Any monies collected by the New Hampshire PTA in excess of the actual cost of the policy shall be held in escrow for Blanket Liability Insurance Policy payments only.
- #Section 11.** An Honorary Life Membership in the New Hampshire PTA may be conferred for distinguished service with the following stipulations:
- a. A fee, as determined by the Board of Managers, shall be paid to the Treasurer of the New Hampshire PTA through the state chairman for Life Memberships.

- b. An Honorary Life Membership provides only state convention guest privileges upon payment of the convention registration fee.
- c. An Honorary Life Member may become an active member upon payment of dues to a local unit.

### **Article VII: Officers and their Election**

**\*\*Section 1.** Each officer shall be a member of this PTSA.

#### **Section 2.**

- a. The officers of this organization shall consist of a president, two vice-presidents, a secretary, and a treasurer.
- b. Officers shall be elected by ballot in the month of May. However, if there is but one nominee for any office, election for that office may be by voice vote.
- c. Officers shall assume their official duties beginning July 1 and serve for a term of one (1) year.
- d. A person shall not be eligible to serve more than two consecutive terms in the same office.

#### **Section 3.** Nominating Committee:

- a. There shall be a nominating committee composed of three or five members who shall be elected by this PTSA at a regular meeting at least one month prior to the election of officers. The committee shall elect its own chairman.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the annual meeting in May, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

#### **Section 4.** Vacancies:

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given. In case a vacancy occurs in the office of president, the 1<sup>st</sup> vice-president shall assume the office of president.

### **Article VIII: Duties of Officers**

#### **Section 1.** The president shall:

- a. preside at all meetings of the association;
- b. perform such other duties as may be prescribed in these bylaws or assigned by the association;
- c. be a member ex officio of all committees except the nominating committee;
- d. coordinate the work of and manage a reporting process with the officers and committees of the association in order that the Objects be promoted;
- e. act as or designate a spokesperson for the association;
- f. be one of two authorized signers on any financial accounts maintained by the association. (Two (2) authorized signatures are required on checks or vouchers.)

- g. have the option to serve as Immediate Past President for the year following the term served.

**Section 2.** The 1<sup>st</sup> vice-president shall:

- a. act as aid to president; and shall
- b. perform the duties of the president in the absence or inability of that officer to serve
- c. act as programming chairperson or aid chairperson in coordinating programs **(at least two informational meeting per year in addition to last election meeting.**

**Section 3.** The 2<sup>nd</sup> vice president shall :

- a. Serve in the place of the 1st vice president when necessary, and:
- b. Coordinate volunteer activities at school (to act as volunteer chairperson and/or aid volunteer chairperson if position is filled by another person

**Section 4.** The secretary shall:

- a. record the minutes of meetings of the association and distribute minutes at the next meeting;
- b. have a current copy of the bylaws, membership list, agenda, and the minutes of the previous meetings; and
- c. post minutes in a public area of the school.

**Section 5.** The treasurer shall:

- a. have custody of all the funds of the association;
- b. keep a full and accurate account of receipts and expenditures;
- c. make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
- d. be one of two authorized signers on any financial accounts maintained by the association (two (2) authorized signatures are required on checks and vouchers.);
- e. present a financial statement at every meeting of the association and at other times when requested by the executive board;
- f. make a full report at the meeting at which new officers officially assume their duties;
- g. maintain the membership list;
- h. be responsible for the maintenance of such books of account and record as conform to the requirements of Article V, Section 5, of these bylaws;
- i. have the accounts examined annually or upon change of officer by an auditor or an auditing committee chosen by the executive board and consisting of not fewer than three members. This auditor or auditing committee, upon satisfactory completion of the auditing process, and at least two weeks before the meeting at which new officers assume their duties shall sign a statement of that fact at the end of the report.
- j. file all documentation required by the parent organization, financial institutions, or governmental authorities; and
- k. make every effort to collect on "insufficient funds" checks.

**Section 6.** All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in the case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

## **Article IX: Executive Board**

### **Section 1.**

- a. The executive board shall consist of the officers of the association, the Immediate Past President, the chairmen of standing committees, the principal of the school or a representative appointed by her/him, and a student representative appointed by the principal. The chairman of the standing committees shall be selected by the officers of the association.
- b. The president may appoint a parliamentarian, subject to the approval of the officers of the association.

**\*\*Section 2.** A PTSA 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 association 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 present a report at the regular meetings of the association;
- e. to select an auditor or an auditing committee to audit the treasurer's accounts;
- f. to prepare and submit to the association for adoption a budget for the year;
- g. to approve routine bills within the limit of the budget.

**Section 4.** Business 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. Special meetings of the executive board may be called by the president or by a majority of the members of the executive board 24 hours notice being given. (Business meetings are generally held monthly during the school year and are open to all members)

## **Article X: Meetings**

**Section 1.** General meetings of the association shall be held monthly during the school year, the dates to be determined at the first meeting of the year. (General meetings are program meetings: speakers, events, etc. and are open to all members)

**Section 2.** Special meetings of the association may be called by the president or by a majority of the executive board, seven (7) days notice having been given.

**Section 3.** The annual meeting shall be held in May.

**Section 4.** Five (5) members shall constitute a quorum for the transaction of business in any meeting of this association.

## **Article XI: Committees**

**Section 1.** Only members of the association shall be eligible to serve in any elective or appointive positions.

**Section 2.** The executive board may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the association. The term of each chairman shall be one (1) year.

**Section 3.** The chairman of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

**Section 4.** The power to form special committees and appoint or elect their members rests with the executive board.

**Section 5.** The president shall be a member ex officio of all committees except the nominating committee.

## **Article XII: Council Membership**

This association is not a member of any council.

## **Article XIII: Fiscal Year**

The fiscal year of this PTSA shall begin on July 1 and end on the following June 30.

## **\*\*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 New Hampshire PTA, and the bylaws of the National PTA, or the articles of incorporation.

## **#Article XV: Amendments**

### **Section 1.**

- a. These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least thirty days in advance and that the proposed amendment shall be subject to approval of the New Hampshire PTA.
- 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 vote of the executive board. The requirements of adoption for a revised set of bylaws shall be the same as in the case of an amendment.
- c. Submission of amendments or revised bylaws for approval by the New Hampshire PTA shall be in accordance with the bylaws or regulations of the New Hampshire PTA.

**\*\*Section 2.** The adoption of an amendment to any provision of the Bylaws of the National PTA identified by a double star 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 New Hampshire PTA identified by a number (#) symbol shall serve automatically and without the requirement of further action by the local PTA district or council to amend correspondingly the bylaws of each local PTA, district or council. Notwithstanding the automatic character of the amending process, the local PTA district, or council shall promptly incorporate such amendments in its bylaws.