

ROMONA PARENT-TEACHER ASSOCIATION

BYLAWS 2009

600 Romona Rd., Wilmette, IL 60091

ARTICLE I - NAME

The name of this organization is the Romona Parent-Teacher Association (Romona PTA) of Wilmette. It is a local PTA 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. This PTA is incorporated under the laws of the State of Illinois.

**** ARTICLE II - ARTICLES OF ORGANIZATION**

The articles of organization of this local PTA/PTSA unit 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 - OBJECTS

#Section 1.

The Objects of the Illinois PTA and the Romona PTA, in common with the purposes of the National PTA are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2.

- a. The additional Objects of the Romona PTA are to work with Romona Elementary School ("Romona") and District 39 to enhance the educational experience of Romona students by:

1. Providing curriculum-related activities and events that enrich the academic lives of the students and fundraising for that purpose;
2. Creating and maintaining a safe and comfortable environment for the students; and
3. Establishing a strong sense of community within Romona.

b. The Objects of the Illinois PTA and Romona 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 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 Romona PTA in common with those of the National PTA and Illinois PTA:

**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 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 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 individuals 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 the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

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

#Section 2.

Membership in each local PTA/PTSA unit shall be made available by such local PTA/PTSA unit without regard to race, color, creed, or national origin.

#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. The membership year shall be July 1 through June 30.
- b. Persons who join during the membership year shall pay dues for that year. Persons may hold membership in one or more local PTA/PTSA units upon payment of all-inclusive dues as required by the bylaws of each local PTA/PTSA unit.

#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 such 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 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 Illinois PTA (the "state portion") and the portion payable to the 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 (\$2.00) 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 unit.

Section 11.

#a. The state and national portions of the dues paid by each member of a local PTA/PTSA unit shall be set aside by the local PTA/PTSA unit and remitted to the Illinois PTA through such channels and at such times as the state PTA bylaws may provide. The Illinois PTA shall remit to the National PTA the amount of the national portion of dues paid by all members of local PTA/PTSA units in its area.

#b. The initial state and national portion of the dues paid by each member to a local PTA/PTSA unit shall be set aside by the local PTA/PTSA unit and remitted to the Illinois PTA, and shall be postmarked no later than October 1. Dues should be submitted monthly thereafter.

#Section 12.

a. A local PTA/PTSA unit shall be considered delinquent if, by December 31, it has failed to send to the Illinois PTA the state and national portion of dues paid by no less than twenty-five (25) individual members, or no less than ten (10) individual members for a new local PTA/PTSA unit or for an existing local PTA/PTSA unit where the school enrollment is less than one hundred (100) students.

b. A local PTA/PTSA unit not affiliated with a school shall be considered delinquent if, by December 31, it has failed to send to the Illinois PTA the state and national portions of dues paid by no less than ten (10) individual members.

c. Local PTA/PTSA units which fail to send to the state office of the Illinois PTA by June 30 the national and state portions of dues paid by individual members shall be discontinued as local PTA/PTSA units and their charters shall be withdrawn, as provided in ARTICLE XIII, #Section 9. a., b., and c.

d. Reinstatement procedures and reinstatement fees shall be in such manner as prescribed by the state board of managers.

ARTICLE VI - OFFICERS AND THEIR ELECTION

#Section 1.

Each officer or board member of a local PTA/PTSA unit shall be a member of such local PTA/PTSA unit.

Section 2.

a. The officers of this organization shall be a president, president-elect, five (5) vice presidents, a secretary, and a treasurer.

b. Officers shall be elected by ballot annually in the month of April. However, if there is only one (1) candidate for any office, upon adoption of a motion from the floor, the election for that office (or offices) may be by voice.

c. Officers shall assume their official duties at the close of the PTA meeting in May. The Treasurer shall serve for a term of two (2) years and all other officers shall serve for a term of one (1) year. The President-Elect shall serve for a term of one year and then assume the office of the President when said President's term has expired and shall then serve as President for one (1) year.

d. An officer shall not be eligible to serve more than two (2) terms in the same office, except that the President and the Treasurer may each serve only one (1) term, subject to the exception in Article VI Section 2e.

e. If there are no nominations for an office and if there are no floor nominations for that office at the election in April, nominations for that office will be taken from the floor and an election will be held at the regular PTA meeting in May, and the provisions of Article VI Section 2d will not apply.

#Section 3.

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The members of the nominating committee for officers of a local PTA/PTSA unit shall be elected.

#Section 4.

a. There shall be a nominating committee consisting of seven (7) members, two (2) of whom shall be elected by the Executive Board from its body, and five (5) elected by this organization at a regular meeting at least four (4) months prior to the election. There shall be one (1) alternate elected by the Executive Board and one (1) from the organization. The committee shall choose its own chairman before the close of the regular meeting at which they are elected.

b. The nominating committee shall select one (1) nominee for each office to be filled and report at least thirty (30) days prior to the election meeting.

c. During the election meeting, an opportunity shall be given for nominations from the floor.

d. Only those who have consented to serve if elected shall be eligible for nomination either by the committee or from the floor. No one may be eligible for election who has not been a member of this organization or that of a feeder school for at least thirty (30) days.

e. To be eligible to vote in any election a person must have been a member for at least thirty (30) days.

Section 5.

a. If a vacancy occurs in the office of President, the President-Elect will assume the office of President for the unexpired term and continue as President for the succeeding year.

b. If a vacancy occurs in the office of President-Elect, the First Vice-President shall assume the duties of the President-Elect (in addition to his/her own duties) for no more than three (3) months or until an election to fill the vacant office occurs. If the First Vice President is unavailable, the other vice presidents - in their designated order - shall perform those duties.

c. If a vacancy occurs in the office of First Vice President, the Second Vice President shall assume the duties of the First Vice President, in addition to his/her own duties, for no more than three (3) months, until an election to fill the vacant office occurs. If the Second Vice President is unavailable, the other vice presidents - in their designated

order - shall perform those duties. A vacancy occurring in any other office shall be filled for the un-expired term by a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given.

d. In the event of one or more such vacancies, an election shall be called for the next general PTA meeting after thirty (30) days notice and within three (3) months. During such an election meeting an opportunity shall be given for nominations from the floor and all vacancies shall be filled by a majority vote.

ARTICLE VII - DUTIES OF OFFICERS

Section 1.

The president shall:

a. preside at all meetings of this organization, the Executive Board, and the Regular Board;

#b. be a member ex-officio of all committees except the nominating committee and, if authorized to sign checks, the audit committee;

c. countersign all checks;

d. have the sole authority to sign contracts on behalf of the PTA;

e. appoint members to special committees;

e. be responsible for other duties as may be assigned by him/her by the organization, the Executive Board, or the Regular Board;

f. delegate the work of the organization to other officers or chairmen as may be appropriate;

g. coordinate the work of the officers and committees in order that the Objects may be promoted; and

h. be encouraged to complete the Illinois PTA President's Course before election or within six (6) months of election.

Section 2.

The President-Elect shall:

a. Act as a direct aide to the President; be an ex-officio member of all committees and assist in coordinating the work of other officers and committees (including special committees).

b. The President-Elect shall not have a vote in any manner as an officer except and unless the President is unavailable. If the President is unavailable to vote, then the President-Elect shall vote instead.

- c. **The President-Elect shall assume the office of the President when said President's term has expired and shall serve as President for one (1) year;**
- d. **The President-Elect shall assume the office of the President should a vacancy occur during the term of that office; shall represent the President in his/her absence and shall perform other duties as delegated.**

Section 3.

The First Vice President shall:

- a. assist the President and President-Elect in all of the duties of that office;
- b. countersign checks in the temporary absence of the President and President-Elect;
- c. perform the other duties of the President in the temporary absence of the President and President-Elect;
- d. shall assume the duties of the President-Elect if a vacancy occurs in the office of President-Elect (in addition to his/her own duties) for no more than three (3) months, until an election to fill the vacant office occurs. If the First Vice President is unavailable, the other vice presidents - in their designated order - shall perform those duties.
- e. be the liaison to the Executive Board for his/her designated group of PTA Standing Committees indicated in the standing rules and shall fulfill the liaison duties as outlined in Article VII Sections 4b, 4c and the standing rules.
- f. be responsible for such other duties as the organization or the Executive Board may assign to him or her.

Section 4.

The Second through Fifth Vice Presidents shall each:

- a. be the liaison to the Executive Board for his/her designated group of PTA Standing Committees as outlined in the standing rules, and be responsible for such duties as the organization or the Executive Board may assign to him/her and shall in their designated order perform the duties of the President in the event the President, President-Elect and the First Vice President are temporarily absent or unable to act;
- b. report on liaison committees to the Executive Board;
- c. The 2nd Vice President shall countersign checks in the temporary absence of the Treasurer and shall not be a member of the Audit Committee.

Section 5.

The secretary shall:

- a. record the minutes of all meetings of this organization, the Executive Board, and the Regular Board;
- b. have a current copy of the bylaws;
- c. have a current membership list;
- d. conduct correspondence of the organization as directed; and
- e. perform such other duties as may be delegated.

Section 6.

The treasurer shall:

- a. receive all monies of this organization, keep an accurate record of receipts and expenditures, and reconcile bank statements;
- 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 the chairman of the committee submitting the expense and the corresponding Vice President. Checks shall be signed by original signature of the Treasurer and the President or their designated alternates as specified in sections 3b and 4c of Article VII;
- d. present a written financial statement at every meeting of the organization and at other times as requested by the Executive Board, making a full report at the last general PTA meeting of the year;
- #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 and deposit slips, treasurer's record book and receipt book, vouchers and invoices for all disbursements to the Audit Committee at the end of the fiscal year and when there is a change in Treasurer during a term of office;
- 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;
- i. be a member of the Budget Committee; and
- j. complete the Illinois PTA ABCs of PTA Finance.

Section 7.

All officers shall:

- a. be encouraged to have completed the Illinois PTA ROADS TO SUCCESS Course before election or within six (6) months of their election;
- b. perform the duties prescribed in the parliamentary authority of this organization in addition to those outlined in these bylaws and those assigned from time to time; and
- c. deliver to their successors all official material within ten (10) days following the meeting at which their successors take office.

ARTICLE VIII - MEETINGS

Section 1.

Regularly scheduled meetings of this organization shall be held at least eight (8) times during the school year. Dates of meetings shall be determined by the Executive Board and be announced at the first regular meeting of the year. Five (5) days notice shall be given of a change of date.

Section 2.

Special meetings may be called by the Executive Board or Regular Board, with five (5) days notice having been given.

Section 3.

The May PTA meeting shall be the annual meeting at which time annual reports shall be given.

****Section 4.**

Bylaws of each local PTA/PTSA unit shall include a provision establishing a quorum.

Section 5.

A quorum for the transaction of the business of this organization shall consist of sixteen (16) members including at least two (2) officers from the Executive Board. Approval of any resolution shall be by majority of those present unless otherwise stated.

#Section 6.

Proxy voting shall be prohibited.

Section 7.

Each member, except the president or acting president, shall be entitled to one vote in each matter submitted to a vote at a meeting of members. The president or acting president may vote to break a tie, or in instances when the vote is by ballot.

ARTICLE IX - EXECUTIVE BOARD

Section 1.

This organization shall establish an Executive Board.

Section 2.

The Executive Board shall consist of elected officers and must include at least a President, a Secretary, and a Treasurer. The principal of the school or his/her representative is invited and encouraged to attend Executive Board meetings. The Past President is invited and encouraged to attend Executive Board meetings.

****Section 3.**

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

Section 4.

Meetings shall be held at least eight (8) times per year prior to each regularly scheduled meeting of this organization. Additional meetings may be called by the president or a majority of the Executive Board as needed. At least five (5) days notice shall be given if there is a change of the regular meeting date or for an additional meeting date. A majority shall constitute a quorum.

Section 5.

The newly elected Executive Board shall meet prior to the general PTA meeting in May. The purposes of the meeting are to formulate tentative plans for their term of office and to review the plans and proposed budgets of the standing committees.

Section 6.

The Executive Board shall:

- a. review tentative budgets for recommendation as a proposed budget to the general membership of this organization for adoption;
- b. elect a Budget Committee chairman;
- c. elect an Audit Committee;

- d. elect two members and an alternate of the Nominating Committee;
- e. elect a Bylaws Committee every two years, the committee to consist of three (3) to seven (7) PTA members, including at least one officer.

- f. submit the proposed committee budgets for the following school year to the membership of this organization for approval at the first PTA meeting of that school year;
- g. consider for approval committee requests to spend over the approved budget;
- h. transact necessary business in the intervals between regular meetings and such other business as may be referred to it by this organization;
- i. create standing committees; and
- j. not take any actions in conflict with that taken by the voting body of this organization .

ARTICLE X - REGULAR BOARD

#Section 1.

This organization shall establish a Regular Board.

Section 2.

The Regular Board shall consist of the officers of this organization, the chairmen of standing committees, and the principal of the school or his/her representative.

****Section 3.**

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

Section 4.

The Regular Board shall:

- a. present reports and recommendations to the regular meeting of this organization;

- a. review and approve committee plans for the following school year at the Regular Board's last meeting of the school year in which the Regular Board was elected;
- b. periodically review committee plans for recommendation to the Executive Board for approval;

- c. submit initial committee plans for the following school year to the Executive Board for approval at the last Executive Board meeting of the school year in which the Executive Board was elected;

Section 5.

Regular meetings of the Regular Board shall be held at the general PTA meetings. Dates of meetings shall be determined by the Executive Board and announced at the first regular PTA meeting of the year. Five (5) days notice shall be given of a change of date. Eight (8) members, including at least two (2) officers, shall constitute a quorum. Each standing committee shall have one vote on the Regular Board.

Section 6.

Special meetings of the Regular Board may be called by the president or by a quorum of the Regular Board or Executive Board provided that members receive three (3) days notice.

Section 7.

Any appointed Regular 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 Regular Board members present and voting, prior notice having been given. Any appointed Regular Board member absent for two (2) meetings without prior notice shall automatically forfeit his/her place on the Regular Board and be so notified.

Section 8.

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

ARTICLE XI - STANDING AND SPECIAL COMMITTEES

Section 1.

The Executive Board shall create such standing committees as it may deem necessary to promote the Objects and carry on the work of this organization. The chairman of each standing committee shall be selected by the members of that standing committee for a term of one (1) year, subject to the proviso in Article VI Section 2. In the event that a standing committee is unable to agree on the selection of the chairman, the Executive Board will elect the chairman of such committee by vote.

Section 2.

a. The chairman of each standing committee, in conjunction with his/her VP liaison, shall present a written plan of work to the Executive Board for approval. All committee work shall be undertaken only with the consent of the Executive Board.

b. The chairman of each standing committee shall present a proposed committee budget to the Budget Committee. The Budget Committee shall submit the proposed budgets to the Executive Board for approval. All proposed budgets shall be presented to the general PTA membership for final approval. Expenditures in excess of the approved budget require the Executive Board's approval and the approval of the Regular Board as an amendment to the budget.

c. The chairman of each standing committee, or his/her designee, shall attend all general PTA and Regular Board meetings. In the event that the chairman or designee is unable to attend a meeting, the chairman shall submit a written committee report to the President prior to the meeting.

Section 3.

Special committees may be created by the Executive Board, the Regular 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.

A Budget Committee of five (5) members shall be formed annually in April. The Executive Board will elect a non-officer to chair this committee at the April election.

The Budget Committee reviews, organizes and approves committee budgets for presentation to the Executive Board.

Section 6.

An Audit Committee, of at least three (3) members and no more than five (5), shall be elected by the Executive Board, at least four (4) weeks before its meeting in May. The committee shall examine the financial records at the close of the fiscal year, and report its findings to the membership at the general PTA meeting/Regular Board meeting in September. By decision of the Executive Board, a professional auditor may be used. Anyone authorized to sign checks is not eligible to audit the financial records.

Section 7.

The president 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

This organization may be represented at the district annual meeting and at the annual or special convention of the Illinois PTA as provided in the state bylaws. The President and the President-Elect, or their designated alternates, as well as other PTA members as selected by the Executive Board, shall serve as delegates.

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 such rules and regulations not in conflict with the Bylaws of the 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 Objects 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 the 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 such bylaws for the government of the organization as may be approved by the Illinois PTA. Such bylaws shall not be in conflict with the Bylaws of the National PTA or the Bylaws of the Illinois PTA.

#Section 3.

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

#Section 4.

- a. All local PTA/PTSA units' bylaws and amendments thereto shall be approved by the district director or the designated representative of the state board of managers. Bylaws shall be submitted for review upon request and/or every two (2) years.
- b. If approved bylaws do not exist, the current ILLINOIS PTA BYLAWS FOR LOCAL PTA/PTSA UNITS shall be in effect.

#Section 5.

This local PTA/PTSA unit shall collect dues from its members and shall remit a portion of such dues to the Illinois PTA as provided in ARTICLE V, Section 10., a., #b., and c. and Section 11., **a., and #b.

Section 6.

This local PTA/PTSA unit 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 Illinois PTA. Permanent books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Illinois PTA.

#Section 7.

The charter of this local PTA/PTSA unit shall be subject to withdrawal and the status of such organization as a local PTA/PTSA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Illinois PTA.

#Section 8.

If a local PTA/PTSA unit wishes to be discontinued or is dropped, its charter shall be withdrawn by the Illinois PTA.

A local PTA/PTSA unit may dissolve and terminate its organization in the following manner:

a. Upon receipt of a signed petition of fifteen (15) members or twenty-five percent (25%) of the membership, not including members of the executive board, of a local PTA/PTSA unit, whichever is larger, recommending dissolution of the local PTA/PTSA unit, the executive board of that local PTA/PTSA unit shall submit the question of dissolution to a vote at an open membership meeting of members having voting rights, and that all monies shall be frozen, except for those already budgeted or approved until the question of dissolution has been decided. If dissolution is approved, disposition of funds shall be in accordance with ARTICLE VI, #Section 8. a. of the Illinois PTA Bylaws. The executive board of such local PTA/PTSA unit shall not submit the question of dissolution on its own motion.

b. Written notice stating the question of such dissolution shall be given to each member entitled to vote at such meeting, to the president of the Illinois PTA, and to the appropriate district director or designated representative of the state board of

managers, at least sixty (60) days prior to the date of such meeting.

c. Only those persons who were members in good standing of the local PTA/PTSA unit on the date of submission of the question of dissolution, and who continue to be members in good standing on the date of the meeting, shall be entitled to vote on the question of dissolution.

d. Approval of dissolution of the local PTA/PTSA unit shall require the affirmative vote of at least two-thirds (2/3) of the membership. The district director or designated representative of the state board of managers shall be invited to this meeting.

e. Upon dissolution and withdrawal of the charter, each local PTA/PTSA unit shall be required to follow procedures as directed under #Section 9. a., b., and c. of this ARTICLE.

#Section 9.

This local PTA/PTSA unit is obligated, upon dissolution or withdrawal of its charter by the Illinois PTA:

a. To yield up and surrender all of its books and records and all of its assets and property to the designated representative of the Illinois PTA who will distribute such assets as directed by the Illinois PTA;

b. To cease and desist from the further use of any name that implies or connotes association with the Illinois PTA or status as a constituent organization; and

c. To carry out promptly, under the supervision and direction of the Illinois PTA, all proceedings necessary or desirable for the purpose of dissolving the Romona PTA/PTSA.

#Section 10.

When the Illinois PTA office receives notification of the dissolution from the district director or designated representative of the state board of managers, the Illinois PTA treasurer shall notify the local PTA/PTSA unit by certified mail that this local PTA/PTSA unit is no longer a tax exempt or tax deductible organization of the Illinois PTA.

#Section 11.

Dissolution of a local PTA/PTSA unit pursuant to Sections #7., #8., and #9. of this ARTICLE shall not preclude the immediate organization of a new local PTA/PTSA unit. Upon approval by the Illinois PTA, a new charter shall be issued.

#ARTICLE XIV - FISCAL YEAR

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

#ARTICLE XV - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Romona PTA in all cases in which they are applicable and in which they are not in conflict with these bylaws, the bylaws of the National PTA, the bylaws of the Illinois PTA, or the articles of incorporation.

ARTICLE XVI - AMENDMENTS

#Section 1.

a. These bylaws may be amended at any regular meeting of this organization by a two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous regular meeting, or written notice of the proposed amendment has been given to all members thirty (30) days in advance of the regular meeting at which the amendment is to be considered, a quorum being present, and that the proposed amendments shall be subject to approval of the district director or the designated representative of the state board of managers of the Illinois 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 this organization 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 the amendment.

c. Two (2) copies of all proposed amendments or revisions shall be submitted to the district director or the designated representative of the state board of managers for review, prior to presentation at a regular meeting of the organization for its consideration and action.

d. After approval by a two-thirds (2/3) vote at a regular meeting of the organization, two (2) copies of all amendments or revisions shall be sent for approval to the district director or designated representative of the state board of managers, as a representative of the Illinois PTA.

e. Submission of amendments or revised bylaws for approval by the Illinois PTA shall be in accordance with the Bylaws of the Illinois PTA.

#Section 2.

This local PTA/PTSA unit shall include in its bylaws provisions corresponding to the Illinois PTA Bylaws as are identified herein by a double star (**).

#Section 3.

The adoption of an amendment to any provision of the Illinois PTA Bylaws identified by a double star (**) shall serve automatically and without the requirement of further action by the Romona PTA/PTSA to amend their corresponding bylaws. Notwithstanding the automatic character of the amending process, local PTA/PTSA units shall promptly incorporate such amendments in their respective bylaws.

#Section 4.

Each local PTA/PTSA unit shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as are identified by the number symbol (#).

#Section 5.

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 the Romona PTA to amend their corresponding bylaws.

ARTICLE XVII - STANDING RULES

These bylaws are supplemented by separate Romona PTA Standing Rules, which govern operating procedures and rules for Romona PTA that are not otherwise covered herein.

ADOPTED _____

Date

Approved by: _____

District director of designated representative of PTA/PTSA President
the state board of managers

on _____

Date PTA/PTSA Secretary