



October 4, 2010

Shellie Pike  
Cedar Rapids PTA Council  
300 18<sup>th</sup> St NW  
Cedar Rapids, Iowa 52405

Dear Shellie,

The bylaws of the Cedar Rapids PTA Council have been approved.

I am enclosing a copy of your bylaws that contains the official Iowa PTA approval stamp. The official copy should be kept with the secretary's records, as verification of state approval. The other copy is on file at the Iowa PTA office. Copies of the bylaws should be distributed to all officers and committee chairpersons, and should be made available to the general membership.

Your bylaws will be due for state approval again in **2013**. To keep your bylaws up-to-date, your PTA should have a standing committee that reviews the bylaws every year to make sure they are still applicable to your unit. The committee should update the required state (#) items each year as needed. Amendments to required items, which are made at the State PTA Conventions, do not require any action by your PTA, but do need to be incorporated into your bylaws immediately. You will be notified by Iowa PTA if such changes are in order.

If you need more information or have any future questions regarding your bylaws, please contact the Iowa PTA office. Thank you so much for your cooperation in the bylaws approval process.

Sincerely,

Heidie Bates

Heidie Bates  
Iowa PTA Bylaws Chair

enclosure

**Iowa PTA**  
5619 NW 86<sup>th</sup> St, Suite 600  
Johnston, IA 50131-2955  
(800) 475-4782  
(515) 225-4197  
(515) 327-5050 Fax

[ia\\_office@pta.org](mailto:ia_office@pta.org)  
[www.pta.org](http://www.pta.org)



everychild.one voice.

Cedar Rapids PTA Council Bylaws

Table of Contents

ARTICLE PAGE
#ARTICLE I NAME ..... 2
#ARTICLE II PURPOSES ..... 2
#ARTICLE III BASIC POLICIES ..... 2
#ARTICLE IV RELATIONSHIP WITH NATIONAL AND IOWA PTA ..... 2
ARTICLE V VOTING BODY..... 3
ARTICLE VI OFFICERS AND THEIR ELECTION..... 4
ARTICLE VII DUTIES OF OFFICERS ..... 4
ARTICLE VIII BOARD OF MANAGERS..... 5
ARTICLE IX EXECUTIVE COMMITTEE ..... 5
ARTICLE X COMMITTEES ..... 6
ARTICLE XI GENERAL MEMBERSHIP..... 6
ARTICLE XII MEETINGS ..... 6
ARTICLE XIII COUNCIL MEMBERSHIP ..... 6
ARTICLE XIV FISCAL YEAR ..... 7
ARTICLE XV PARLIAMENTARY AUTHORITY..... 7
#ARTICLE XVI AMENDMENTS..... 7

Iowa PTA Model Council PTA Bylaws - Updated April 2007
(based on the National PTA Model Council Bylaws September 2001)



## **#Article I—Name**

The name of this organization is the Cedar Rapids Council Parents and Teachers Association, Iowa. It is a council PTA/PTSA organized under the authority of the Iowa Congress of Parents and Teachers, a branch of National Congress of Parents and Teachers (the National PTA).

## **#Article II—Purposes**

**Section 1.** The purposes of the 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, and
- 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 purposes of the PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

**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 referred to as “Internal Revenue Code”).

## **#Article III—Basic Policies**

The following are basic policies of this council PTA in common with those of the National PTA and the Iowa PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the schools and community 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.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. 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 II hereof.
- e. 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.
- f. 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 nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- g. 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.

## **#Article IV—Relationship with National PTA and Iowa PTA**

**Section 1.** This council PTA shall be organized and chartered under the authority of the Iowa PTA in the area in which this council PTA functions, in conformity with such rules and regulations, as the Iowa PTA may in its bylaws prescribe. The Iowa PTA shall issue to this council PTA an appropriate charter evidencing the due organization and good standing of this council PTA.

A council PTA in good standing is one that:

- a. Adheres to the purposes and basic policies of the PTA;
- b. Has bylaws approved according to the procedures of its state; and

c. Meets other criteria as may be prescribed by the individual state PTA.

**Section 2.** A council is a group of local units organized under the authority of the Iowa PTA. They may be organized in cities, counties, or areas where there are three (3) or more local units desiring to work together. Only local units shall be members of a council of PTAs.

**Section 3.** The purposes of a council are:

- a. To unify and strengthen local PTAs comprising the council.
- b. Spearhead community projects.
- c. Develop and strengthen PTA leadership by providing study courses and workshops.
- d. Alert the Iowa PTA when new schools are being built or when a parent or school group shows interest in becoming a PTA.
- e. Serve as a catalyst to make people aware of the need for action through the united strength of local PTAs.
- f. Provide in-depth background information on current issues related to the lives and education of children and youth.
- g. Make the National PTAs programs and projects known and available to local PTAs.
- h. Build local unit and public support of Iowa and National PTA conventions.
- i. Translate into action resolutions adopted at Iowa and National conventions.
- j. Explain the basic policies of the National PTA and promote the use of Iowa and National PTA publications.

**Section 4.** A council shall not legislate for the local PTAs.

**Section 5.** Each PTA council shall be organized and chartered under the authority of the Iowa PTA in the area in which the council functions, in conformity with such rules and regulations, as the Iowa PTA may in its bylaws prescribe. The Iowa PTA shall issue to each council an appropriate charter evidencing the due organization and good standing of the council.

**Section 6.** Each council shall adopt such bylaws for the government of the organization as may be approved by the Iowa PTA. Such bylaws shall not be in conflict with the bylaws of the Iowa PTA.

**Section 7.** Bylaws of each council shall include an article on amendments.

**Section 8.** Each 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 association, including, specifically, the number of its member PTAs and the dues collected from them. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Iowa PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

**Section 9.** The charter of a council shall be subject to withdrawal and status of such organization as a council shall be subject to termination in the manner and under the circumstances provided in the Bylaws of the Iowa PTA.

**Section 10.** Each council is obligated, upon withdrawal of its charter by the Iowa PTA or upon dissolution:

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

**Section 11.** Each officer of a council shall be a member of a local PTA holding council membership.

**Section 12.** The bylaws governing the council shall conform to the bylaws suggested by the National PTA and the Iowa PTA. Two (2) complete copies shall be sent to the Iowa PTA Office every three (3) years for approval.

**Section 13.** Two (2) copies of all amendments to the council bylaws shall be sent to the Iowa PTA Office for approval.

**Section 14.** A charter may be revoked for violation of the bylaws or policies of the Iowa PTA as defined in its bylaws.

**Section 15.** Each council shall include in its bylaws provisions corresponding to the provisions of the bylaws of the Iowa PTA as are identified by the state symbol (#)

## Article V—Voting Body

**Section 1.** The voting body of this council shall consist of the officers of the council; the immediate past president; the chairmen of council committees; the president of each member unit or their representative; the superintendent of schools or their representative; principals of schools having units in council membership or their representatives; school board representative; delegates and their alternates.

- a. Delegates and their alternates shall be chosen the local PTA according to its own bylaws.
- b. Each member PTA/PTSA having up to five members shall be represented by the president and the principal or representatives and one accredited delegate or alternate for each additional 10 members.
- c. Delegates to the Cedar Rapids Council PTA shall serve for a term of one year.

**#Section 2.** Members are entitled to only one vote even though they may be in more than one position.

**#Section 3.** The bylaws of this PTA council shall prohibit voting by proxy.

## **Article VI—Officers and Their Election**

**Section 1.** The officers of this council PTA shall be a president, a president-elect, a secretary, and a treasurer.

**Section 2.** Officers shall be elected at the last meeting of the year during odd numbered years for a term of two (2) years.

**Section 3.** The vote shall be conducted by ballot and a majority vote shall elect. When there is only one candidate for any office that election may be held by voice vote.

**Section 4.** The following provisions shall govern the eligibility of individuals to be officers of the Cedar Rapids Council PTA:

- a. Each officer shall be a member of a local PTA within the area of this council PTA.
- b. Only members of a local PTA whose state and council PTA dues are paid shall be eligible to hold office.
- c. The president and president-elect may be eligible to serve only one consecutive term. No other officer shall be eligible to serve more than two (2) consecutive terms in the same office.
- d. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

**Section 5.** Nominations for officers shall be made by a nominating committee consisting of three (3) members of the voting body of the council, no two of whom shall be from the same member unit.

- a. This committee shall be elected by ballot at a council meeting not less than two (2) months before the one at which the election of officers is to be held. Nominations for committee members shall be made from the floor. If no one is willing to serve on the nominating committee, the board, excluding the president, shall make up the nominating committee.
- b. It shall be the duty of this committee to nominate one eligible candidate for each office at the last meeting of the year at which time additional nominations may be made from the floor. The persons chosen shall have demonstrated ability and interest in the work of the council. The consent of each candidate must be obtained before their name is placed in nomination.
- c. Each officer serving in this council PTA shall have had prior experience in a local unit PTA for at least one year prior to election.

**Section 6.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority of the remaining members of the executive committee.

## **Article VII—Duties of Officers**

**Section 1.** The president shall:

- a. Preside at all meetings of this council PTA;
- b. Serve as an ex-officio member of all committees except the nominating committee;
- c. Coordinate the work of the officers and committees of this council PTA in order that the purposes may be promoted;
- d. Serve as a member of the Iowa PTA Board of Managers and assist in extending PTA work into all parts of the council PTA area, keeping it in harmony with the state PTA plan;
- e. Sign, with the treasurer, all orders on the treasury of the council PTA;
- f. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of managers or executive committee.

**Section 2.** The president-elect shall:

- a. Act as aide(s) to the president in preparation for elevation to the office of president in the succeeding term;
- b. In their designated order: President-Elect, Secretary, Treasurer will perform the duties of the president in the president's absence or inability to serve;
- c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of managers, or the executive committee.

**Section 3.** The secretary shall:

- a. Record the minutes of all meetings of the Cedar Rapids Council PTA;
- b. Be prepared to read the records of any previous meetings;
- c. File all records;
- d. Have a current copy of the bylaws;
- e. Maintain a membership list;
- f. Conduct delegated correspondence;
- g. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of managers or the executive committee.

**Section 4.** The treasurer shall:

- a. Have custody of the funds of this council PTA;

- b. Maintain a full account of the funds of this council PTA;
- c. Make disbursements as authorized by the president, executive board, or this council PTA in accordance with the budget adopted by this council PTA;
- # d. Have checks or vouchers signed by two people;
- e. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Cedar Rapids Council PTA;
- f. Provide a written financial statement to the board of managers at each meeting;
- g. Present an annual report of the financial condition of the organization;
- h. Submit the books annually for an audit by an auditing committee selected by the board of managers at least one month before the meeting at which new officers assume duties.
- i. Report the findings of the annual audit to the board of managers;
- j. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of managers, or the executive committee.

## **Article VIII—Board of Managers**

**Section 1.** The affairs of the Cedar Rapids Council PTA shall be managed by the board of managers in the intervals between general membership meetings.

**Section 2.** Each board member shall be a member of a local PTA within the area of the council.

**Section 3.** The members of the board shall be:

- a. Elected officers;
- b. standing committee chairs and special committee chairs, superintendent or representative.
- c. Immediate past president;
- d. The president may appoint a parliamentarian, subject to approval of the executive committee of this council PTA.

**Section 4.** Duties of the board shall be to:

- a. Carry out such business as may be referred to it by the membership of the association;
- b. Create special committees;
- c. Present a report at the regular general membership meetings of this council PTA;
- d. Select an auditor or an auditing committee to audit the treasurer's accounts;
- e. Approve and submit an annual budget to this council PTA's general membership for adoption;
- f. Approve payment of routine bills within the limits of the approved budget;
- g. Approve plans of work of council PTA standing committees;

**Section 5.** If any member of the board of managers shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by resolution adopted by the board of managers.

**Section 6.** Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting of the year.

**Section 7.** Special meetings of the board may be called by the president or when requested by five members upon three days' written notice to each member of the board.

**Section 8.** At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of business.

**Section 9.** Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen days.

## **Article IX—Executive Committee**

**Section 1.** There shall be an executive committee of the Cedar Rapids Council PTA, the members of which shall be:

- a. All elected officers;
- b. Immediate past president; and
- c. superintendent representative

**Section 2.** Each executive committee member shall be a member of a local PTA within the area of the council.

**Section 3.** Special meetings of the executive committee may be called by the president or upon written request of three members with three days' notice to each member of the executive committee.

**Section 4.** A majority of the executive committee shall constitute a quorum for the transaction of business.

**Section 5.** Duties of the executive committee shall be to:

- a. Transact business referred to it by the board;

- b. Appoint standing committee chairs and members;
- c. Act in emergencies between meetings of the board;
- d. Make a report at each board meeting;
- e. Approve work of the committees

The executive committee shall take no action in conflict with any action taken by the board of managers.

### **Article X—Committees**

**Section 1.** Only members of this council PTA or of the local units constituting this council PTA shall be eligible to serve in any elective or appointive positions.

**Section 2.** The standing committees of this council PTA shall be:

- a. ByLaws, Legislative, Wellness

**Section 3.** The board of managers may create such special committees, as it may deem necessary to promote the Purpose of PTA and carry on the work of this council PTA.

**Section 4.** The term of office of a committee chair shall be one year or until the selection of a successor.

**Section 5.** The chair of each committee shall present a plan of work to the board of managers for approval. No committee work shall be undertaken without the consent of the board.

### **Article XI—General Membership**

**Section 1.** The general membership of the council PTA shall consist of the officers of the council; the immediate past president; the chairmen of council committees; the president of each member unit or their representative; the superintendent of schools or his/her representative; the principals of schools having units in council membership or their representative; school board representative; delegates or their alternates as specified in Section 2 of this article.

**Section 2.** Each member local PTA shall be eligible to be represented by up to three delegates or their alternates as selected by the local PTA according to its own bylaws.

**Section 3.** Individuals are entitled to one vote, even though they may be serving in more than one position.

### **Article XII—Meetings**

**Section 1.** A minimum of four (4) regular meetings of this council PTA shall be held between July 1 and June 30 unless otherwise provided by this council PTA, the board of managers or the executive committee. Three days notice shall be given to the membership of any change of date.

**Section 2.** Special meetings of this council PTA may be called by the president or by a majority of the board of managers, with three days' notice given.

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

**Section 4.** A quorum for the transaction of business in any meeting of this council PTA shall consist of at least five of members and delegates from at least three member PTAs.

**Section 5.** Meetings of this council PTA shall be open to all members of the local PTAs holding membership in the council PTA, but the privilege of introducing motions and voting shall be limited to the voting body as outlined in Article V.

**Section 6.** Delegates from local PTAs whose dues to the council PTA are in arrears or whose individual dues to the local PTA have not been paid shall not participate in the business meetings of the council PTA.

### **Article XIII—Council Membership**

**Section 1.** The local PTA shall be represented in meetings of the Cedar Rapids Council PTA by the president or their representative; the principal or their representative and by two delegates or their alternates.

- a. All representatives to the council PTA must be members of this local PTA.
- b. Delegates and their alternates shall be chosen by the local PTA according to its own bylaws.
- c. Delegates to the Cedar Rapids Council PTA shall serve for a term of one year.

**Section 2.** Membership in this council PTA shall consist of local PTAs chartered by the Iowa PTA in the Cedar Rapids School District upon payment of dues as hereinafter provided.

**Section 3.** Each member of this council PTA shall pay such annual dues to said organization as may be prescribed by the organization.

**Section 4.** The local PTA shall pay annual dues to the Cedar Rapids Council PTA as determined by the council.

### **Article XIV—Fiscal Year (If required by state PTA)**

The fiscal year of the Cedar Rapids Council PTA 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 Cedar Rapids Council PTA in all cases in which they are applicable and in which they are not in conflict with National PTA Bylaws, the Iowa PTA bylaws, special rules of order or the Articles of Incorporation.

## **#Article XVI—Amendments**

**Section 1.** These bylaws may be amended at any regular general membership meeting of the Cedar Rapids Council PTA by a two-thirds vote of those present and voting, provided the amendments have been approved by the board of managers and notice of proposed amendments has been provided to the membership seven days prior to the meeting.

**Section 2.** A committee may be appointed by a majority vote at a general membership meeting of this council PTA, or by a 2/3 vote of the board of managers of this council PTA, to submit a revised set of bylaws as a substitute for the existing bylaws.

**Section 3.** Submission of amendments or revised bylaws for approval by the Iowa PTA shall be in accordance with the bylaws or regulations of the Iowa PTA.

**Section 4.** The adoption of an amendment to any provision of the bylaws of the Iowa PTA identified by a number symbol (#) shall serve automatically and without the requirement of further action by the local PTA or council to amend correspondingly the bylaws of each local PTA or council. Notwithstanding the automatic character of the amending process, the local PTAs and councils shall promptly incorporate such amendments in their respective bylaws.

These bylaws were voted on by the City PTA Membership on September 20, 2010.