

BYLAWS FOR ST. JOSEPH COUNCIL PTA

ARTICLE I: NAME

The name of this organization is the St. Joseph Council Parent Teacher Association (PTA), Pony Express Region, St. Joseph, Missouri. It is a council PTA under the authority of the Missouri Congress of Parents and Teachers (the Missouri PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

ARTICLE II: PURPOSES

Section 1. The Purposes of the St. Joseph Council PTA, in common with those of the National PTA and the Missouri 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. The Purposes of the National PTA, the Missouri PTA, and the St. Joseph Council PTA are promoted through an advocacy and 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 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 "Internal Revenue Code").

ARTICLE III: BASIC POLICIES

The following are basic policies of the St. Joseph Council PTA, in common with those of the National PTA and the Missouri 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 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 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 Missouri PTA. *Note: See Article IV for specific details.*
- 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 MISSOURI PTA

Section 1. This council PTA shall be organized and chartered under the authority of the Missouri PTA in the area in which its local council PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Missouri PTA may in its bylaws prescribe. The Missouri PTA shall issue to this council PTA an appropriate charter evidencing the due organization and good standing of this local PTA. A council is in good standing when it does all of the following. If a council becomes “not in good standing,” as soon as it has fulfilled the necessary requirements, it is again considered “in good standing.”

- a. Adheres to the Purposes and basic policies of the PTA;
- b. Remits the annual council service fee by December 1st of each year;
- c. Has bylaws approved every three (3) years according to the procedures of the state PTA;
- d. Submits a copy of the council’s fiscal year-end report to the state PTA by December 1st of each year;
- e. Submits a copy of the council’s annual financial review to the state PTA by December 1st of each year;
- f. Submits a copy of the required IRS tax form to the state PTA by December 1st of each year;
- g. Submits the names and addresses of officers to the state PTA by March 31st of each year; and
- h. Meets other criteria as may be prescribed by the state PTA.

Section 2. This council PTA shall adopt such bylaws for the government of the organization as may be approved by the Missouri PTA. Such bylaws shall not be in conflict with the bylaws of the National PTA or the bylaws of the Missouri PTA and shall include verbatim any required language as stated in the model bylaws approved by the Missouri PTA Executive Committee and identified by the number symbol (#).

Section 3. Bylaws of this council PTA shall include an article on amendments.

Section 4. Bylaws of this council PTA shall include a provision establishing a quorum.

Section 5. There shall be no voting by proxy by any constituent organization of National PTA.

Section 6. Council PTAs shall submit two (2) hard copies or one (1) electronic copy of their bylaws to the state office for approval by the procedures and bylaws chairman once every three (3) years. Amendments shall be sent immediately after adoption, for approval. Bylaws and amendments shall become effective upon receipt of state approval.

Section 7. Each council shall pay an annual service fee of twenty-five dollars (\$25.00) to Missouri PTA. This service fee shall be due December 1st of each year.

Section 8. This council PTA 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, and the dues collected from its members. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Missouri PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

Section 9. The books of the treasurer shall be reviewed annually and upon the resignation or removal of the treasurer or any other authorized bank account signatory, by an auditor, reviewer or review committee whose report shall be submitted to the council PTA voting body for adoption; a copy must be submitted to Missouri PTA.

Section 10. Councils are organized for the purpose of conference, leadership training and coordination of the efforts of local PTA units, and for the promotion of National PTA and Missouri PTA interests. Council PTAs shall:

- a. Be comprised of PTA units eligible for membership and participation as determined by Missouri PTA;
- b. Assist in the formation of new PTAs as determined to be eligible by Missouri PTA; and
- c. Work with local units to create a public opinion favorable to the interests of children, to encourage programs and projects in the various PTA units, which carry out the mission and Purposes of PTA.
- d. Council PTAs shall not legislate for local units.

Section 11. Council bylaws shall be in harmony with the bylaws of the National and Missouri PTAs. Each council is privileged to adopt other rules suited to its individual needs when not in conflict with state or national policies or bylaws.

Section 12. The charter of a council PTA shall be subject to withdrawal and the status of such organization as a council PTA shall be subject to termination in the manner and under the circumstances provided by the bylaws of the Missouri PTA.

Section 13. This council PTA is obligated, upon withdrawal of its charter by the Missouri PTA, to carry out promptly, under supervision and direction of the Missouri PTA, all proceedings necessary or desirable for the purpose of dissolving the St. Joseph Council PTA.

Section 14. A council PTA may dissolve in the following manner:

- a. The executive committee or voting body of the council shall adopt a resolution recommending that the council be dissolved and direct that a special meeting be held for a vote, written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the council shall be given to each member of the executive committee, president of each member unit, and each voting delegate, at least thirty (30) days prior to the date of such meeting.
- b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting of voting members, shall be given to the president of the Missouri PTA at least thirty (30) days before the date fixed for such special meeting.
- c. Only officers, chairmen, unit presidents and delegates from units, and others who are designated as voting members by the council bylaws, shall be entitled to vote on the question of dissolution. Delegates must vote as directed by their respective units.
- d. Approval of dissolution of a council shall require the affirmative vote of at least two-thirds (2/3) of the voting body at the special meeting, a quorum being present.
- e. If this council PTA votes to dissolve, it must yield up and surrender all of its books and records and all of its assets and property to the Missouri PTA, or to such agency as may be designated by the

Missouri PTA, or to another council PTA organized under the authority of the Missouri PTA. It must also cease and desist from the further use of any name that implies or connotes association with the National PTA or the Missouri PTA or status as a constituent organization of the National PTA.

ARTICLE V: MEMBERSHIP AND DUES

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

Section 2. Membership in each local PTA shall be open, without discrimination, to anyone who believes in and supports the mission and Purposes of National PTA.

Section 3. Only local units of the National PTA, organized under the authority of the Missouri PTA shall be members of or participate in the activities of this council.

Section 4. This council PTA shall conduct an annual enrollment of member local PTA units but may admit additional units at any time.

- a. The membership year shall be July 1 through June 30.
- b. Three (3) or more paid member units shall constitute a council PTA.

Section 5. The annual dues for membership in this council shall be thirty dollars (\$30.00) for each local PTA in membership and shall be payable on October 15th.

Section 6. Delegates from local PTAs where dues to the council PTA are in arrears shall not participate in the business meetings of the council PTA.

ARTICLE VI: VOTING BODY

Section 1. Each unit in membership in a county, school district or area council shall have equal representation in a voting body of the council. The number of representatives from each unit shall be determined by council bylaws. Council meetings shall be open to all members of local PTA units.

Section 2. The voting body of this council shall consist of the officers of the council; the chairmen of council standing committees; the president of each member unit or their alternate; the superintendent of schools or their representative; and the principals of schools having units in council membership or their representatives, Regional Director, National and State Board Members residing in St. Joseph, Missouri and the Chairman of the Clarence J. Carpenter Memorial Board.

Section 3. Each member PTA shall be entitled to be represented in the voting body by its president.

Section 4. Individuals are entitled to one (1) vote, even though they may be serving in more than one position.

ARTICLE VII: OFFICERS

Section 1. Each officer shall be a member of a local PTA within the area of this council PTA.

Section 2. All council PTAs shall elect officers before March 31, and shall send to the state office by that date, the names of officers who shall serve the ensuing year.

Section 3. The officers of this council PTA shall be a president, four (4) vice presidents, a recording secretary, a corresponding secretary, a treasurer and Sergeant-At-Arms.

Section 4. The voting body shall elect officers by ballot in the month of March.

Section 5. The vote shall be conducted by ballot, a majority shall elect. When there is only one (1) candidate for an office, the election may be held by voice vote.

Section 6. The following provisions shall govern the eligibility of individuals to be officers of the St. Joseph Council PTA:

- a. Only members of a local PTA/PTSA whose state and council dues are paid, and members whose individual dues to the local PTA are paid, shall be eligible to hold office, serve on the board, serve on a council PTA committee, or serve as delegates to the council.
- b. No officer may be eligible to serve more than two (2) consecutive terms in the same office. Any person who has served in an office for more than one half (1/2) of a full term shall be deemed to have served a full term in such office.

Section 7. Officers shall assume their official duties at the beginning of the fiscal year. Officers shall serve for a term of one (1) year or until their successors are elected.

Section 8. Nominating committee:

- #a. The nominating committee shall be elected.
- b. There shall be a nominating committee composed of five (5) members and one (1) alternate of the voting body of the council PTA, no two (2) of whom shall be from the same member unit, who shall be elected by this council PTA at a regular general membership council meeting at least (4) four months prior to the election of officers as outlined in Article VII, Section 4. The nominating committee shall select its own chairman after the close of the November meeting. The chairman shall be responsible for sending the list of nominees to the COUNCIL CLIPPINGS typist at least thirty (30) days before the election.
- c. The Superintendent of the St. Joseph Schools or a representative shall serve in an advisory capacity without the privilege of voting.
- d. The committee shall elect its own chair; no person shall be eligible to serve in this capacity for more than two (2) consecutive one (1) year terms.
- e. The nominating committee shall nominate an eligible person for each office & chair to be filled and report its nominees to the members of the board and to the president of each member unit at least thirty (30) days before the annual election meeting. Additional nominations may be made from the floor at the time of the election.
- f. Only those individuals who are current members of a member PTA and who have signified their consent to serve if elected shall be nominated for, or elected to such office.
- g. In order to vote in the annual election of officers, an individual must be a member of the voting body of the council PTA.
- h. In order to qualify for the office of president, the nominee shall have served on the executive board previously for at least one (1) year.
- i. Trustees to the Clarence J. Carpenter Memorial Fund Board shall be nominated annually by the Council nominating committee for a term of three (3) years, and fill vacancies as necessary.

Section 9. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the board, notice of such election having been given. In case a vacancy occurs in the office of president, the first vice president shall serve notice of the election.

Section 10. No person shall serve in more than one (1) elected office at a time in the St. Joseph PTA Council. The President of the St. Joseph PTA Council shall not serve as president of a member unit during their term of office.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The president shall:

- a. Preside at all meetings of this council PTA;
- b. Appoint chairman of special committees, unless such committees are to be designated by the Executive committee of the Council;
- c. Serve as an ex-officio member of all committees except the nominating committee;
- d. Coordinate the work of the officers and committees of this council PTA in order that the Purposes may be promoted;
- e. Serve on the Clarence J. Carpenter Memorial Fund Board by virtue of the office;
- f. The President shall report to the Missouri PTA through the Regional Director;
- g. Assist in extending PTA work into all parts of the council PTA area, keeping it in harmony with the Missouri PTA plan;
- h. Call a meeting within thirty (30) days after the annual meeting as prescribed in the Article X, Section 5; and
- i. Appoint a parliamentarian, if desired.

Section 2. The vice presidents (in their designated order) shall:

- a. act as aides to the president; and
- b. perform the duties of the president in the president's absence or inability to serve; if more than one vice president they will preside in the order of 1st vice president, 2nd vice president, etc.
- c. The first vice president shall :
 1. Serve as coordinator of activities for each chairmanship, which shall include: Reflections, Spelling Bee, Founders Day, and Membership.
 2. Sign with the president or treasurer all orders of the treasury of the council.
- d. The second vice president shall:
 1. Serve as coordinator of activities for each chairmanship which shall include: Ways & Means, Salute to Schools, and School of Information/PTA University.
- e. The Third Vice-President shall:
 1. Serve as coordinator of activities for each chairmanship which shall include: Bylaws, Clippings, Legislative, Awards, and Character & Spiritual.
- f. The Fourth Vice-President shall:
 1. Serve as coordinator of activities for each chairmanship which shall include: Early Childhood, Health/Wellness & Safety, Family & Community Engagement, and Special Education.

Section 3. The Recording Secretary shall:

- a. Keep a correct record of all meetings of the St. Joseph Council PTA. The minutes are to be typed and saved to a flash drive. A printed copy will be kept in a binder in chronological order.
- b. Be prepared to read the records of any previous meetings;
- c. File all records;
- d. Keep an accurate roster of the names of the local PTA/PTSAs in membership, the names and addresses of the council executive committee, a list of all standing and special committees, and other duties as may be delegated.

- e. Forward to the state office no later than March 31, the names and addresses of the newly elected officers.
- f. Have a current copy of the bylaws.
- g. Collect and preserve documents relating to the history of the St. Joseph Council PTA.
- h. Prepare an annual report of the work done by the St. Joseph Council PTA.
- i. One (1) copy of this annual report will be placed in the permanent file of the President of the Council and also published in the last issue of Clippings.

Section 4. The Corresponding Secretary shall:

- a. Conduct such correspondence of the Council as directed.
- b. Maintain a file of all letters to the Council and of correspondence from the St. Joseph Council PTA
- c. Advise on all questions asked of parliamentary procedure at Council meetings.
Bring the Council's copy of "Robert's Rules of Order" to all Council meetings for reference.

Section 5. The Treasurer shall:

- #a. submit the books for a review annually and upon the resignation or removal of the treasurer or any other authorized bank account signatory.
- #b. submit a copy of the council's fiscal year-end report to the state PTA by December 1st of each year;
- #c. submit a copy of the council's annual financial review to the state PTA by December 1st of each year;
- #d. submit a copy of the required IRS tax form to the state PTA by December 1st of each year;
- #e. remit council's annual service fee of twenty-five dollars (\$25.00) to Missouri PTA by December 1st of each year;
 - a. Have custody of the funds of this council PTA except the funds of the Clarence J. Carpenter Fund Board, which will have its own treasurer that will report to the council each month and whom shall collect and keep a full accounting of all monies related to the fund.
 - g. maintain a full account of the funds of this council PTA;
 - h. make disbursements as authorized by the president, board, or council PTA in accordance with the budget adopted by this council PTA;
 - i. have reimbursement forms signed by the chairman before presenting to the treasurer for payment;
 - j. have checks signed by the treasurer and the 1st Vice-President or President;
 - k. cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the St. Joseph Council PTA;
 - l. provide a written financial statement at each council PTA meeting;
 - m. present an annual report of the financial condition of the Council PTA; and
 - n. be responsible for preparing or having prepared IRS forms at the proper time.

Section 6. The Sergeant-at-Arms shall:

- a. Keep the registration of attendance in a bound book at all Executive and General Council meetings
- b. Inform the presiding officer of the presence or absence of a quorum.
- c. Perform such other duties as pertain to the office.

Section 7. All officers shall:

- a. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or executive committee or board; and
- b. turn over to the president (with the exception of Treasurer and Ways & Means Chairman) within ten (10) days after the annual May meeting, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all receipts and funds pertaining to the office upon the expiration of the term of office or in case of resignation.

ARTICLE IX: EXECUTIVE BOARD

Section 1. Each board member of this council PTA shall be a member of a local PTA within the area of the council.

Section 2. A PTA member shall not serve as a voting member of this council PTA while serving as a paid employee of, or under contract to, this council PTA.

Section 3. The members of the board shall be:

- a. elected officers and
- b. standing committee chairs

Section 4. The affairs of the St. Joseph Council PTA shall be managed by the executive board in the intervals between Council PTA general membership meetings. Duties of the board shall be to:

- #a. select an auditor or a review committee to review the treasurer's accounts whose report shall be submitted to the voting body for adoption; a copy must be submitted to Missouri PTA;
- b. carry out such business as may be referred to it by the membership of the council PTA;
- c. act in emergencies between meetings of the council;
- d. meet as soon as the officers have been duly elected, for the purpose of formulating tentative plans for their term of office and selecting chairmen of standing and special committees;
- e. approve plans of work of council's standing committees;
- f. present a report at the regular general membership meetings of this council PTA;
- g. prepare and submit an annual budget to the council PTA's general membership for adoption;
- h. approve payment of routine bills within the limits of the approved budget; and
- i. fill vacancies in any office.

Section 5. Regular meetings of the board shall be held as designated by the board at its first meeting. A minimum of four (4) executive board meetings must be held per year as well as a planning meeting.

Section 6. Special meetings of the board may be called by the president or upon the request of a majority of the members of the board, upon three (3) days written notice to each member of the board.

Section 7. At all meetings of the executive board, the majority of those in attendance shall constitute a quorum for the transaction of business.

Section 8. If any member of the board shall at any time cease to meet the qualifications or fulfill the duties of the position or fail to attend 80% of meetings unless through board approved extenuating circumstances, that person may be removed from the board by a resolution adopted by the board.

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 (14) days.

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. Standing committees are those which perform a continuing function and serve all year. Such standing committees may be created by the newly elected board officers and the Superintendent of the St. Joseph schools or his designee at called Executive meeting 30 days after the March meeting. The quorum for this group shall be the majority of those in attendance. The standing committees of this council PTA shall be:

- a. Clippings
- b. Membership
- c. Legislation

Section 3. The term of office of a standing committee chair shall be one (1) year or until the selection of a successor.

Section 4. Special committees are created for a special purpose and automatically cease to exist when their work is done and the final report is received. The board may create such special committees, as it may deem necessary.

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

Section 6. The quorum of any committee shall be a majority of its members.

Section 7. The president shall be a member ex officio of all committees except the nominating committee. The president shall be notified of all committee meetings.

Section 8. Chairman of all standing committees shall be members of local PTA/PTSAs in good standing with the St. Joseph Council PTA.

ARTICLE XI: MEETINGS

Section 1. The St. Joseph Council PTA shall hold a minimum of five (5) general meetings. Regular meetings of the general membership of this council PTA shall be held the first Monday of each month September-May, unless otherwise provided by this council PTA board. Three (3) days' notice shall be given to the voting body of any change of date.

Section 2. Special meetings of this council PTA may be called by the president, the executive committee, or upon written request of five (5) members of the council, two (2) of these from the executive committee. At least three (3) days' notice of special meetings must be given, the purpose of these meetings being clearly stated in the call, and no other business shall be transacted.

Section 3. The annual meeting shall be held in May and shall be for the purpose of installing officers, approving the next year's budget and any other business that may arise.

Section 4. The St. Joseph council PTA general meeting quorum shall be 10.

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 VI.

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 XII—FISCAL YEAR

Section 1. The approval at the annual May meeting of the budget for the following fiscal year will authorize the payment of expenditures for budgeted items up to the approved amount, provided the money is available.

Section 2. All checks for disbursement of funds must have two (2) authorized signatures. Authorized signatures for the St. Joseph Council PTA will be the following officers: President, 1st Vice-President and Treasurer.

Section 3. The authorized signatures for the Clarence J. Carpenter Memorial Fund Board will be the following: the Chairman of the Board and the Board Treasurer or the Council President.

Section 4. All St. Joseph Council PTA fundraisers must be approved by the Superintendent of Schools of his/her designee.

Section 5. The fiscal year of the St. Joseph Council PTA shall begin on July 1st and end on the following June 30th.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the National PTA and the St. Joseph Council 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 Missouri PTA, or the Articles of Incorporation.

ARTICLE XIV: AMENDMENTS

Section 1. These bylaws may be amended at any regular general membership meeting of this council PTA by a two-thirds (2/3) vote of the delegate body present and voting, a quorum present, provided the proposed amendment has been provided to the voting body at the previous meeting or at least thirty (30) days prior to the meeting at which the amendment is voted upon.

Section 2. If a complete revision of the bylaws is needed, a committee may be appointed by a majority vote at a general membership meeting of this council PTA, or by a two-thirds (2/3) vote of the board of this council PTA, to submit a revised set of bylaws as a substitute for the existing bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 3. Submission of amendments or revised bylaws for approval by the state PTA shall be sent in duplicate to the state office, and shall become effective upon approval by the state procedure and bylaws chairman.

Section 4. The bylaws of council PTAs shall not conflict with any provision of the National PTA bylaws or the Missouri PTA bylaws. The adoption by Missouri PTA of any changes in required language in the model bylaws identified by a number symbol (#) shall serve automatically and without the requirement of further action by the St. Joseph Council PTA to amend correspondingly the bylaws of this council PTA. Notwithstanding the automatic process this council PTA shall promptly incorporate such amendments identified with a number symbol into its bylaws.

ARTICLE XV: CLARENCE J. CARPENTER MEMORIAL FUND BOARD

The object of the Clarence J. Carpenter Memorial Fund Board is to provide health and eye care assistance to worthy students of the St. Joseph Council PTA member schools.

Section 1. The Clarence J. Carpenter Memorial Fund Board shall be an associate board of St. Joseph Council PTA.

Section 2. This fund shall be administered by a Board of eleven (11) trustees, nine (9) elected. The Council President, and the Coordinator of Health Services for the St. Joseph School District shall serve on the Board by virtue of their offices and positions. The Regional Director(s) and Superintendent of Schools shall serve as ex-officio members. Trustees shall be nominated annually by the St. Joseph Council PTA nominating committee for a term of three (3) years. Vacancies occurring on the on the Board shall be filled by the Executive committee of Council, until the next Nominating committee convenes.

Section 3. The Board shall meet in September, November, January, March and May, dates to be set by each year's Board. Special meetings may be called by the chairman or three (3) members of the board. Officers are to be elected at the regular May meeting. The quorum for this Board of Trustees shall be five (5).

Section 4. The Treasurer of the Board shall submit a report to COUNCIL CLIPPINGS after each Carpenter Board meeting.

Section 5. The Chairman of this Board shall present an annual report in the COUNCIL CLIPPINGS following the annual meeting of the Board.

Section 6. No one may serve more than two (2) consecutive three (3) year terms.

**ST. JOSEPH COUNCIL PTA
PONY EXPRESS REGION
BYLAWS COMMITTEE SIGNATURE PAGE**

Bylaws Committee:

_____ Joyce Brewka(chairman)	_____ Nici Hayes
_____ Michael Otto	_____ Laura Henderson
_____ Lori Prussman	

Bylaws Revised: 04/04/2016
(date)

Bylaws Approved by Council: 5-2-16
(date)

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ST. JOSEPH PTA COUNCIL STANDING RULES

1. The President is empowered to act in any emergency that may arise without a called meeting, action to be ratified at the next meeting.
2. The President of the Council shall be allowed \$350.00 a year for expenses.
3. No free will offerings shall be taken at regular Council meetings.
4. The Founder's Day committee shall consist of: Founders' Day Chairman, Corresponding Secretary, the First Vice President, Treasurer and the Clippings Editor. This committee may select person(s) as recipient of the Honorary Missouri Distinguished Service Award (formally known as MO Life Membership); if they so choose. Application to be sent to MO PTA along with \$50.00 fee plus shipping. Honoree will receive a certificate and lapel pin. Other awards include; **Caroline B. Ullman Honoree**; this is given to the Teacher of the Year. This honoree is presented with a framed certificate and a donation of \$100 is made in their honor to the MO State PTA. **MO PTA Building Fund Honoree**; this is given to the Support Person of the Year. This honoree is presented with a framed certificate and a donation of \$100 is made in their honor to the MO State PTA. **Clarence J. Carpenter Memorial Fund Board Honoree**; this honoree is selected by the Clarence J. Carpenter Memorial Fund Board. They are presented with a framed certificate. A \$100 donation is made from Council to the Carpenter Board in their honor. **Help a Child to See**; this is an award given to each school who have participated in the Clarence J. Carpenter Memorial Fund Board "Help a Child to See" campaign. Each school is presented a certificate for participation. Each school must have a donation equal to or above their total staff to be eligible for this award. A volunteer of the St. Joseph School District will be honored with the **St. Joseph PTA Council Outstanding Volunteer Honoree Award** at the annual PTA Council Founder's Day Banquet (TBA) to recognize a PTA member their contribution of making a difference in their school. There will be one (1) honoree per member unit. Nominations must be made by the school principals. Each honoree will receive a certificate, lapel pin and a book will be donated to their school library. The Council will create a committee to choose the **Principal of the Year Award Honoree**. The committee will be composed of the awards chairperson, third vice president, previous principal of the year award winner, president of PTA Council, and Clippings editor. This honoree will receive a framed certificate and a gift of \$500 to be used at their own discretion. First year principals are not eligible for this award. **Davis-Langamach Honoree** this award is given to one individual per year at Founder's Day dinner. This honoree is recognized for making a difference in a child's life. The committee will consist of Council Awards Chair, 2nd Vice President, 3rd Vice President, Corresponding Secretary and a District Representative (representative to be appointed by Superintendent of Schools). The honoree will be presented a framed certificate, a small keepsake and a book will be donated to their school library. **St. Joseph PTA Council Lifetime PTA Leadership Award**, to recognize a PTA leader for lifetime commitment. The committee for this award is the St. Joseph PTA Council Awards Chair and the St. Joseph PTA Council Executive Officers Board. The honoree will receive a framed certificate and a donation of \$250 is made in

their honor to the National PTA Foundation.

- a. Founders Day being an invitation only event; invitations will be extended to PTA Council Officers and Chairman, Past Council Presidents/Past Preschool PTA Council presidents, Clarence J. Carpenter Memorial Fund Board, Downtown Administration Personnel, current/elected School Board members, School Principals, Unit Presidents, Unit Officers, the St. Joseph PTA Council Outstanding Volunteer award winners (1 per member unit) and State Representatives (State PTA President, Regional Director, etc.). This may extend to others such as Mayor, City Council members or local dignitaries. Invitees may bring a guest at their own expense.
5. The incoming President of the St. Joseph PTA Council shall be delegate to the National PTA Convention. If funds are available (one-half of the total of next year's budget carried over), the incoming First Vice-President shall be the second delegate to the National PTA Convention. The budgeted amount shall be divided equally. If either delegate cannot attend, alternates will be chosen from the Council's chain-of-command. All council delegates are to prepare a written report to be published in Council Clippings following the convention.
6. The President and the First Vice-President of the St. Joseph PTA Council shall be delegates to the Missouri State PTA Convention. If either cannot attend, the alternates shall be chosen from the Council's chain of command. All council delegates are to prepare a written report to be published in COUNCIL CLIPPINGS immediately following the convention.
7. The Council shall have bonding insurance.
8. The Council tea service shall be stored at the school district office. The silver service shall be loaned out to responsible persons for a donation to the Clarence J. Carpenter Memorial Fund. The tea service shall be appraised when deemed necessary for insurance purposes.
9. The approved bylaws shall be in the hands of the President and the Recording Secretary shall also have a copy of the approved set.
10. An elected officer of Council can hold no more than one (1) other elected office on any associate board of Council at the same time.
11. No person shall be elected to serve on more than one (1) associate Board of Council at the same time.
12. Any officer or Chairman of Council, receiving budgeted or unbudgeted funds, must present an expense sheet and receipts to the Council Treasurer verifying expenses.
13. When the Missouri PTA sponsors a leadership conference, the PTA Council may send up to (5) delegates, if funds are available. They shall be the incoming President and First Vice President of Council by virtue of their office. The other three delegates shall be council officers or chairman whose duties pertain to the scheduled topics. All Council delegates are to prepare a written report to be published in COUNCIL CLIPPINGS immediately following the conference.
14. When the Missouri PTA sponsors PTA Legislative Rally, the PTA Council may send, if funds are available, the legislative chairman, the Council President, the 3rd Vice-President and two delegates elected by the Council. If either cannot attend, the alternates shall be chosen from the Council's chain-of- command. All

Council delegates are to prepare a written report to be published in COUNCIL CLIPPINGS immediately following the conference.

15. In the event of the death of a past or present President of the PTA Council a \$25.00 donation will be made in their memory to the Clarence J. Carpenter Memorial Fund. The amount is to come from Miscellaneous Expense.
16. The Corresponding Secretary shall send reminders to all voting delegates, principals, and any State or National Representative residing in St. Joseph, notifying them of all meetings.
17. Any request for assistance or support from St. Joseph PTA Council must be presented by one of the following:
 - A member of Council executive committee.
 - An administrator from the St. Joseph School District
 - A President of a member unit of the St. Joseph PTA Council.
18. The budget committee shall consist of the incoming and outgoing treasurers, the incoming 2nd Vice-President, the incoming sgt at arms and outgoing recording secretary and shall meet by April 30, with the proposed budget to be presented at the May Council meeting.
19. The Council President will send an annual letter to Unit Presidents, Unit Treasurers, and building Principals stating Council approved guidelines by September 30th.
20. All officers will receive a procedure book with their job description, job description of chairman in their departments and previous plans of work. Copies of chairmen's reports made at meetings and expenses incurred shall be placed in appropriate procedure book
21. All chairmen will receive a procedure book with their job description and duties. Each chairman will place in the procedure book copies of their plan of work and reports. Each chairman will submit a copy of all reports and expenses to their departmental chairman.
22. On special projects (Salute the Schools, Reflections Program, Spelling Bee, School of Information/PTA University, and Founders' Day) emergency funds, over the budgeted amount can be paid up to an amount not to exceed \$50.00 without prior Council approval.
23. The St. Joseph PTA Council may choose to purchase for the outgoing President, who has served two consecutive years, a Missouri Distinguished Service Award or a National Life Membership. Funds will be budgeted accordingly every 2nd year.
24. \$1000.00 of the Character and Spiritual budget shall be used as a student scholarship to be used for post secondary education expenses.
25. The Council shall create a committee to select the character and spiritual Scholarship winner. The committee will be composed of PTA Council President, 3rd vice president, awards chairperson, treasurer and Clippings editor. If the occasion occurs that one of the committee members is related to one of the applicants then that committee member will excuse themselves from the committee and another person will be elected to replace them.
26. The Council shall pay mileage at the same rate of the State PTA.

27. The Council shall keep in reserve enough money to equal one year of the budgeted amount.
28. Grants from the St. Joseph PTA Council shall be awarded based on having a least one membership turned into the state PTA office, dues paid to St. Joseph PTA Council, a completed application and current by-laws and sale of 40 fundraiser products.
29. The PTA Council shall have 5 people on any committee formed.
30. Any person; officer or chairperson of St. Joseph PTA Council, once asked to resign will no longer be a future candidate to hold that or any other office or chairmanship on the St. Joseph PTA Council.
31. The St. Joseph PTA Council will sign a contract with fundraising company before May 31st to secure our next year's program.
32. As a courtesy; the St. Joseph PTA Council; will collect Clarence J. Carpenter Memorial Fund Board books along with their own books; for financial review and the St. Joseph PTA Council will pay for said financial review.
33. The St. Joseph PTA Council; if their budget needs have been met; will donate their "Summer Skate" proceeds to the Clarence J. Carpenter Memorial Fund Board.
34. For Units to be eligible for the 100% faculty award; Unit must have the St. Joseph PTA Council President and the Superintendent of Schools, as members.
35. Each Unit shall acquire bonding insurance.
36. The St. Joseph PTA Council shall hire a professional to do a financial review and file taxes at the end of each fiscal year.
37. St. Joseph PTA Council funds must be used for PTA functions; workshops, conferences, etc., unless approval is obtained by the executive board or voted on at a general meeting.
38. Budget item for membership should include Council Presidents PTA/PTSA membership to each unit.