

COUNCIL BYLAWS

- (1) NYS PTA Code # 10 - 011
- (2) Region Nassau
- (3) Levittown Council of PTAs (Council name)
- (4) LEVITTOWN UFSD (School District)
- (5) National PTA Code # 00053788
- (6) Federal ID Number 11-3243953
- (7) New York State Sales Tax Exempt Number EX - 117674
- (8) Membership Adoption Date 11/19/2015
- (9) President's Name Angela List
- (10) President's Signature _____
- (11) Secretary's Name Margaret Costa
- (12) Secretary's Signature _____

Do not write in this space.

State Approved (signature)



Date of Approval 3/1/2016 Date of Expiration 4/1/2019

Bylaws valid as of state approval date.

Bylaws, whether revised or not, must be adopted by the council and sent to your Region Bylaws Chair at least 90 days prior to the date of expiration.

MODIFICATION OR DELETION OF ANY OF THE TERMS AND CONDITIONS IN THIS TEMPLATE MAKE THESE BYLAWS NULL AND VOID

(8) 11/19/2015
(Adoption Date)

(13) THE LOCAL UNITS OF THE NATIONAL PTA WHO ARE MEMBERS OF THIS COUNCIL ARE:

Unit Code	Unit Name
200	SUMMIT LANE PTA
207	SALK-MACARTHUR PTSA
191	ABBEY LANE PTA
194	GARDINERS AVENUE SCHOOL PTA
196	LEE ROAD ELEMENTARY SCHOOL PTA
197	NORTHSIDE ELEMENTARY PTA
199	EAST BROADWAY PTA
206	WISDOM LANE MIDDLE SCHOOL PTA
209	DIVISION AVENUE HIGH SCHOOL PTSA
451	LEVITTOWN SEPTA

ARTICLE I – NAME

The name of this association is the Levittown Council of PTAs of the Parent Teacher Associations of the New York State Congress of Parents and Teachers, Inc. (the New York State PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

ARTICLE II – ARTICLES OF ASSOCIATION

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

ARTICLE III – PURPOSES

Section 1. The Purposes of the Levittown Council of PTAs in common with those of the National PTA and the New York State 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 New York State PTA and this council are promoted through an educational program directed toward parents, teachers and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article IV.

Section 3. The association 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 this council in common with those of the National PTA and the New York State PTA:

- a. The association shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the association or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Purposes of the association.
- c. The association 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 association 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.
- e. The association shall not enter into membership with other associations except as such international or national associations as may be approved by the National Board of Directors. The New York State PTA, or any of its divisions, may cooperate with other associations and agencies concerned with child welfare, but a PTA/PTSA representative shall make no commitments that bind the group he or she represents.
- f. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons, except that the association 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 association shall not carry on any other activities not permitted to be carried on (i) by an association exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code
- h. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations or associations which 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 the National PTA.

ARTICLE V – RELATIONSHIP WITH NATIONAL PTA AND NEW YORK STATE PTA

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

Section 2. Each constituent association shall adopt such bylaws for the government of the association as may be approved by the New York State PTA. Such bylaws shall not be in conflict with the bylaws of the National PTA or the bylaws of the New York State PTA.

Section 3. Bylaws of each constituent association shall include an article on amendments.

Section 4. The adoption of any provision of the bylaws of National PTA and the New York State PTA identified by the state symbol (#) shall serve automatically, and without the requirement of further action, by the constituent association to amend correspondingly the bylaws of each constituent association. Notwithstanding the automatic character of the amending process, the constituent association shall promptly incorporate such amendments in their respective bylaws.

Section 5. The Purposes of this council are to:

- a. Unify and strengthen local PTAs comprising the council.
- b. Provide for the conference and cooperation of the local PTAs/PTSAs in the council membership so as to create a public opinion favorable to the interests of child welfare.
- c. Encourage child welfare projects in the various local units.
- d. In cooperation with the region, assist in the formation of new PTAs according to the procedures of the New York State PTA.
- e. Promote the interests of the National PTA and of the New York State PTA within its territory.

Section 6. PTA councils shall not legislate for local PTAs.

Section 7. Each officer or board member of a constituent association shall be a member of a local PTA within its area.

Section 8. Each officer or board member of a constituent association shall be a member of such local PTA.

Section 9. Only members of a local PTA who have paid dues for the current membership year may participate in the business of the association.

Section 10. The council shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the council, including, specifically, the number of its member PTAs/PTSAs 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 New York State PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

Section 11. Each constituent association shall include in its bylaws a provision establishing a quorum.

Section 12. The bylaws of all constituent associations shall prohibit voting by proxy.

Section 13. The members of the nominating committee for officers of a constituent association shall be elected by membership and the executive board.

Section 14. The charter of this council shall be subject to withdrawal, and the status of such association as a PTA council shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the New York State PTA.

Section 15. This council is obligated, upon dissolution by the New York State PTA:

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

Section 16. This PTA council may dissolve and shall conclude its affairs in the following manner:

- a. The executive board shall adopt a resolution recommending that the council be dissolved and direct that the question of such dissolution be submitted to a vote at a special meeting of member units. Written notice stating that the purpose of such meeting is to consider the advisability of dissolving the council shall be given to each member unit entitled to vote at such meeting 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, shall be given to the president of the New York State PTA and to the region director at least thirty (30) days before the date of such meeting.
- c. Only those member units who were members in good standing of this council on the date of adoption of the resolution and on the date of the special meeting shall be entitled to vote on the question of dissolution.
- d. Approval of dissolution of this council shall be by instructed unit vote and shall require the affirmative vote of at least two-thirds (2/3) of the member units entitled to vote at the special meeting, a quorum being present.

Section 17. Each council shall include in its bylaws provisions corresponding to the provisions of such bylaws of the New York State PTA as are identified herein a state symbol (#).

Section 18. A PTA council in good standing is one which:

- a. Adheres to the Purposes and basic policies of the PTA.
- b. Has a minimum of three (3) member units in good standing.
- c. Has bylaws approved according to the procedures of the New York State PTA.
- d. Meets other criteria as may be prescribed by the New York State PTA.

ARTICLE VI – MEMBER UNITS DUES

Section 1. Membership in this council shall consist only of local units chartered by the New York State PTA as authorized by the National PTA in LEVITTOWN UFSD upon payment of dues as hereinafter provided.

(14) **Section 2.** The annual dues for membership in this council shall be \$150 for each local PTA/PTSA in membership and shall be payable by November 1.

Section 3. Additional local units may be accepted as members at any time.

Section 4. Delegates from local PTAs/PTSAs not in good standing and whose dues to the council are in arrears shall not participate in the business meetings of the council.

Section 5. Honorary Life Membership.

- a. An Honorary Life Membership in New York State PTA in recognition of distinguished service to children and youth may be conferred by the New York State PTA, or any of its constituent associations in good standing, upon payment of a fee established by the Board of Managers of the New York State PTA. An Honorary Life Member must pay dues to a local PTA to be entitled to all the rights and privileges of active status.
- b. All contributions made in recognition of the selection of persons to Honorary Life Membership in the New York State PTA shall be paid to the funds for the New York State PTA Jenkins Memorial Scholarship Fund for Teacher Education and/or for the New York State PTA Fellowship for Graduate Study in Memory of Richard Gazzola as designated by the contributor.

ARTICLE VII – VOTING BODY

Section 1. The voting body of this council shall consist of the officers of the council, chairmen of council standing committees, executive board, the president/alternate of each member unit, and accredited delegates (as specified in Section 2 of this article)

(15) Section 2. Each member PTA/PTSA shall be entitled to representation on the voting body by its president/alternative and by 7 delegates selected by the PTA/PTSA according to its own bylaws/procedures. In addition the immediate past president if available.

Section 3. Members of the voting body are entitled to only one vote even though they may serve in more than one position. A delegate may represent only one member unit.

Section 4. Only members of a local PTA in council membership shall be eligible to participate in the meetings of the council or to serve in any of its elective or appointive positions.

Section 5. Each member PTA shall send to the recording secretary of the council the names and addresses of its delegates immediately following their selection.

ARTICLE VIII – OFFICERS AND THEIR ELECTION

Section 1. Each officer shall hold membership in a member unit.

Section 2. Officers and their election:

(16) a. The officers of the association shall consist of a president, 2 vice president(s), a recording secretary, a corresponding secretary, and a treasurer.

(17) b. Officers shall be elected by ballot annually at a regular meeting of the council in March However, if there is only one nominee for any office, election may be by voice vote.

c. Officers shall assume their official duties on July 1 and shall serve for a term of one year or until a successor is elected. Notwithstanding the provisions of this section, no member shall remain in office for more than two (2) consecutive one year terms or one 2 year term. In the event a successor is not elected after two years, the position shall be declared vacant and the vacancy shall be filled as provided in these bylaws.

d. Officers may serve for a maximum of two consecutive one-year terms in the same office. An officer who has served more than one-half of a term shall be credited with having served that term.

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- # e. No person shall hold more than one office at the same time.
- # f. No person under the age of 18 shall be eligible to serve in the office of president, recording secretary (or secretary), or treasurer.

Section 3. Nominating Committee.

- (18) a. There shall be a nominating committee consisting of 11 members, 11 members elected from the voting body of the council at a regular council meeting and at least 0 members who shall not be members of the executive board.

The committee shall be elected by the council at a regular meeting of the council at least sixty (60) days prior to the election meeting. The chair of the nominating committee shall be elected by the committee.

- # b. The nominating committee shall nominate one person for each office to be filled.
- # c. Members of the nominating committee may be nominees for office without resigning from the committee.
- # d. Only those persons who have consented to serve if elected shall be nominated for or elected to such office.
- # e. The nominating committee shall present its report at the regular meeting of the council in March, at which time additional nominations may be made from the floor.
- f. Additional nominations may be made from the floor provided the written consent of the nominee has been secured and the chair of the nominating committee has received notice at least two business days prior to the election meeting of the candidate's intention to run.

Section 4. Vacancies.

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

ARTICLE IX – DUTIES OF OFFICERS

Section 1. The president shall:

- # a. Supervise the business and affairs of the council and perform the duties usually incident to the office of president of a not-for-profit council chartered by the New York State PTA and organized under the laws of New York State.
- # b. Sign and execute all contracts, agreements or other obligations in the name of the council.

- c. When present, preside at all meetings of the council, the executive board and the executive committee.
- # d. Be a member ex officio of all committees except the nominating committee and the audit committee. The president may not be an ex officio, elected or appointed member of these two committees.
- e. In cooperation with the executive committee, appoint the committee chairmen including all special committee chairmen, except those for which other provision is made and fill vacancies in chairmen of standing committees with the approval of the executive committee.
- f. Coordinate the work of the officers and committees of the council in order that the Purposes may be promoted.
- # g. Keep a current copy of the council's state-approved bylaws.

Section 2. The vice president(s) shall:

- a. Act as aide(s) to the president.
- # b. Perform the duties of the president in the absence or inability of that officer to act. In order to perform the duties of the president, a person must be at least 18 years of age.
 - c. Vice presidents shall be elected by designated order (1st, 2nd, 3rd, etc).

Section 3. The Recording Secretary shall:

- # a. Record and maintain a permanent file of the minutes of all meetings of the council, executive board and the executive committee.
- # b. Send the names and addresses of the elected officers to the region director immediately following their election.
- c. Maintain a permanent file of committee reports, membership lists and records pertaining to the work of the council.
- # d. Keep a current copy of the council's state-approved bylaws.

Section 4. The Corresponding Secretary shall:

- a. Conduct the correspondence of the council under the direction of the president.
- b. Maintain a file of all correspondence pertaining to the work of the council.
- c. Send notices of meetings as required.

Section 5. The treasurer shall:

- # a. Have custody of all of the funds of the council.
- b. Keep a full and accurate account of receipts and expenditures.
- # c. Make disbursements as authorized by the president, executive board or council in accordance with the budget adopted by the council.
- # d. Issue written receipts for donations of seventy-five dollars (\$75) or more indicating the portion of the donation exceeding the value of the goods or services received that is deductible.
- # e. Serve as the chair of the budget committee to prepare a budget for submission to the executive board for review and to the council for adoption.
- # f. Present a financial statement at every meeting of the council and at other times when requested by the executive board.
- # g. Present a complete annual report at the annual meeting of the council.
- # h. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 11.
- # i. Submit all financial records in accordance with Article XIII, Section 9 to the audit committee or a professional auditor at least two weeks prior to date audit report is due.
- # j. Have the accounts examined annually or upon change of treasurer by an audit committee or professional auditor who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.
- # k. File all forms required by the Internal Revenue Service and New York State agencies.

All officers shall:

- # a. Meet the fiduciary duties of careful and prudent judgment and adherence to the association's purpose and rules.
- # b. Attend region training workshops.
- c. Perform the duties outlined in these bylaws and those assigned from time to time.
- d. Turn over to the president/successor all pertinent records, books and materials, and return to the treasurer all funds without delay upon the expiration of the term of office, or in case of resignation.

ARTICLE X – EXECUTIVE COMMITTEE

(8) 11/19/2015
(Adoption Date)

(19) Section 1. The executive committee shall consist of the officers of the council , the immediate past president.

Section 2. The executive committee shall:

a. In cooperation with the president, appoint committee chairmen.

b. Appoint delegates to the New York State PTA convention in accordance with the provisions of the bylaws of the New York State PTA, to other state and region meetings and to meetings of other associations as defined in Article IV, e.

c. Transact necessary business between meetings of the executive board and all business referred to it by the executive board/council.

d. Make recommendations to the executive board.

Section 3. The executive committee shall meet at the call of the president or a majority of the executive committee members. At least ten days' notice shall be given.

Section 4. Special meetings of the executive committee may be called by the president or upon the request of the majority of the members. At least two days' notice shall be given.

Section 5. A majority of the executive committee shall constitute a quorum.

ARTICLE XI – EXECUTIVE BOARD

Section 1. Each board member shall hold membership in a local member PTA

(20) Section 2.

The executive board shall consist of the executive committee, chairmen of the standing committees, the president of each member unit.

Section 3. A PTA member shall not serve as a voting member of a constituent association's board at the local, council, region, state or national level while serving as a paid employee of, or under contract to, that constituent association.

Section 4. The executive board shall:

a. Transact necessary business in the intervals between regular council meetings and such other business as may be referred to it by the council.

b. Create committees, in accordance with the provisions of Article XIII.

c. Approve the plans of work of the standing committees.

d. Present a report at the regular meetings of the council.

e. Review and submit the budget prepared by the budget committee to the council for adoption.

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(Adoption Date)

- # f. Appoint an audit committee of no fewer than three (3) members or a professional auditor at least two (2) weeks prior to the date the audit report is due.
- g. Fill vacancies in office.

Section 5. The executive board shall meet at least two (2) times a year, the dates and times to be determined by the board. At least ten days' notice shall be given.

Section 6. Special meetings of the executive board may be called by the president or upon the request of a majority of the members. At least two days' notice shall be given.

- # **Section 7.** A majority of the executive board shall constitute a quorum.

ARTICLE XII – MEETINGS

Section 1. Regular meetings of the council shall be held at least three times during the year, the dates and times to be determined by the executive board. At least ten days' notice of a meeting shall be given.

- (21) # **Section 2.** The annual meeting shall be held in the month of May at which time annual reports of officers and committee chairmen shall be presented.

Section 3. Special meetings of the council may be called by the president, a majority of the executive board or upon the written request of a majority of the member units. At least two days' notice of any special meeting shall be given.

Section 4. A quorum for the transaction of business in any meeting of this council shall consist of a majority of the executive board and at least one delegate from a majority of member unit units.

ARTICLE XIII – COMMITTEES

- # **Section 1.** Only members of member units of the council shall be eligible to serve in any elective or appointive positions.

Section 2. The executive board may create such standing committees as it deems necessary to promote the Purposes and to carry on the work of the council.

Section 3. Chairmen of standing committees shall be appointed by the president in cooperation with the executive committee.

- a. The term of each chair shall be one year, or until a successor is appointed.

- # A person shall not be eligible to serve more than two consecutive years as chair of the same standing committee.

- # **Section 4.** The chair of each standing committee shall prepare a plan of work and, after its approval by the executive board, shall carry out its provisions. No committee work shall be undertaken without the approval of the executive board.

Section 5. The chair of each standing committee shall attend region workshops.

Section 6. Special committees may be created by the council or by the executive board.

Section 7. A nominating committee shall be formed and shall perform its duties in accordance with the provisions of Article VIII, Section 3.

Section 8. A budget committee shall be appointed by the executive board. The treasurer shall chair the committee.

Section 9. An audit committee of no fewer than three (3) members or a professional auditor shall be appointed by the executive board at least two (2) weeks prior to date audit report is due. This committee shall examine the treasurer's accounts and, satisfied that they are correct, sign a statement of that fact to be presented for adoption by the voting body at the first general meeting of the council at the start of the school year.

Section 10. A majority of any committee shall constitute a quorum.

Section 11. The president shall be a member ex officio of all committees except that he shall not be an ex officio, elected or appointed member of the nominating committee and the audit committee.

#ARTICLE XIV – FISCAL YEAR

The fiscal year of this council 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 National PTA and its constituent Associations in all cases in which they are applicable and in which they are not in conflict with these bylaws, the bylaws of the New York State PTA, and the bylaws of the National PTA or the articles of incorporation.

#ARTICLE XVI – AMENDMENTS/REVISIONS TO BYLAWS

Section 1. These bylaws are valid for three years from the date of approval by the New York State PTA. At least every three years or more often as changes may be needed, the bylaws must be submitted for approval by the New York State PTA in accordance with the bylaws or regulations of the New York State PTA:

- a. The existing bylaws should be reviewed by a committee, revised if necessary, and approved by the association whether revised or not.
- b. Sent, whether revised or not, to the region bylaws chair for review or, the chair's absence, to the region director, who shall forward all bylaws to the New York State PTA Bylaws Coordinator for approval.
- c. These bylaws may be revised or amended at any regular meeting of the association by a two-thirds (2/3) vote of members present and voting, provided that 30 days notice has been given.
- d. A committee may be appointed to submit a revised set of bylaws as substitute for the existing bylaws by a majority vote at a meeting of the association or by a two-thirds (2/3) vote of the executive board.

Section 2. All new or revised bylaws adopted by this PTA must not conflict with the required

articles prescribed in the bylaws of the National PTA and the New York State PTA, are subject to approval by the New York State PTA Bylaws Coordinator, and shall become effective upon such approval.

Section 3. The adoption of an amendment to any provision of the bylaws of the National PTA or to the bylaws of the New York State PTA, identified by the state symbol (#), shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA.