

Oklahoma Congress  
Of  
Parents and Teachers

Classen School of Advanced Studies PTA Bylaws  
PTA/PTSA (Name)

Oklahoma City Public Schools  
School District

1901 N. Ellison Oklahoma City 73106  
School Address Town & Zip

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APPROVED

May 27, 2008  
Date

May 27, 2011  
Must be renewed by

**\*Article I: Name**

The name of this organization is the Classen School of Advanced Studies (Classen SAS) Parent Teacher Student Association (PTA/PTSA) of Oklahoma City, Oklahoma. It is a local PTA organized under the authority of the Oklahoma Congress of Parents and Teachers (Oklahoma PTA), a branch of the National Congress of Parents and Teachers (National PTA).

**\*Article II: Purposes**

**Section 1.** The purposes of the Classen SAS PTSA, in common with those of National PTA and Oklahoma 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 National PTA, Oklahoma PTA and Classen SAS PTSA are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article 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 Classen SAS PTSA in common with those of National PTA and Oklahoma 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 among 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 distributed to, its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- e. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from federal income tax under Section 501[c][3] of the Internal Revenue Code, or (2) 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 non profit 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 Oklahoma PTA**

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

A local PTA in good standing is one that:

- a. Adheres to the purposes and basic policies of PTA;
- b. Remits the National portion of the dues as prescribed by National PTA;
- c. Remits the Oklahoma portion of the dues as prescribed by Oklahoma PTA;
- d. Has bylaws approved by Oklahoma PTA every three (3) years;
- e. Submits a copy of a current audit to Oklahoma PTA by October 31<sup>st</sup> of each year;
- f. Submits a list of current officers to Oklahoma PTA by October 31<sup>st</sup> of each year;
- g. Submits all reports as required by the Internal Revenue Service and/or Oklahoma Tax Commission; and
- h. Submits to Oklahoma PTA a copy of current reports filed with the Internal Revenue Service and/or Oklahoma Tax Commission as prescribed by Oklahoma PTA.

**Section 2.** The articles of organization of this local PTA include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a

corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

**Section 3.** The charter of a local PTA shall be subject to withdrawal and the status of such organization as a local PTA shall be subject to termination for failing to remain a "PTA in good standing" as described in Article IV, Section 1 of these bylaws.

**Section 4.** The adoption of an amendment to any provision of National PTA Bylaws shall serve automatically and without the requirement of further action by this local PTA to amend its corresponding bylaws. This local PTA shall promptly incorporate such amendments in its bylaws.

**Section 5.** Bylaws of this local PTA shall include an article on amendments.

**Section 6.** Bylaws of this local PTA shall include a provision establishing a quorum.

**Section 7.** Each officer or board member of this local PTA shall be a member of this local PTA.

**Section 8.** The bylaws of this local PTA shall prohibit voting by proxy (unless proxy voting is specified by applicable state law).

**Section 9.** A PTA member shall not serve as a voting member of this local PTA's board while serving as a paid employee of or under contract to this local PTA.

**Section 10.** Only members of this local PTA who have paid dues for the current membership year may participate in the business of this local PTA.

**Section 11.** This local PTA shall collect dues from its members and shall remit a portion of such dues to the Oklahoma PTA as provided in Article V hereof.

**Section 12.** The members of the nominating committee for officers of this local PTA shall be elected by the general membership, board of directors, executive board, or executive committee.

**Section 13.** This local 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, the dues collected from its members, and the amount of dues remitted to Oklahoma PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Oklahoma PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of National PTA.

**Section 14.** The charter of this local unit PTA shall be subject to withdrawal and the status of such organization as a local PTA shall be subject to termination, in the manner and under the circumstances provided in the bylaws of Oklahoma PTA.

**Section 15.** This local PTA is obligated, upon withdrawal of its charter by Oklahoma PTA:

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

Such books and records shall include but not be limited to the following:

1. Local Unit Charter (certificate issued upon organization of Local PTA/PTSA Unit).

2. PTA materials received from the Oklahoma or National PTA (i.e., membership cards, manuals or resource materials, educational informational kits, training materials, mailings, convention materials, etc.).
3. PTA publications (i.e., National PTA magazine, legislative publications, Oklahoma PTA newsletters, etc.).
4. Copies of the following (if not already on file in the Oklahoma PTA office):
  - (i) Unified Local PTA/PTSA Unit Bylaws (with blanks filled in)
  - (ii) Standing Rules
  - (iii) Budget
  - (iv) Minutes from preceding 12 months
  - (v) Financial statements from the preceding 12 months
  - (vi) Year-end Financial Statement
  - (vii) Copy of bank statements from preceding 12 months
  - (viii) Final IRS Form 990 (if required to file)
  - (ix) Copy of IRS Employer Identification Number (EIN)
5. Any and all cards or certificates granting the local unit special exemptions or privileges based on its affiliations with Oklahoma PTA.
6. All legal records, such as minutes of meetings, financial statements, bylaws, membership lists, agendas, audit reports, budget and insurance information shall be placed in clearly marked boxes and held in storage at the school until completion of the dissolution/disaffiliation process.

**Section 16.** This local PTA shall include in its bylaws provisions required by the Oklahoma PTA as identified by the star symbol (\*).

**Section 17.** The bylaws of this organization are subject to approval every three years by Oklahoma PTA.

**Section 18.** No person shall speak in the name of Oklahoma PTA before official legislative bodies except the Oklahoma PTA president and/or other persons designated by the executive committee or the president.

#### **Article V: Membership and Dues**

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

**\*Section 2.** Membership in this local PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.

**\*Section 3.** This local PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

**\*Section 4.** Each member of this local PTA shall pay such annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to Oklahoma PTA--the "state portion"--and the portion payable to National PTA--the "national portion".

**\*Section 5.** The national portion of each member's dues shall be one dollar seventy-five (\$1.75) per annum.

**\*Section 6.** The Oklahoma portion of each member's dues shall be one (1) dollar.

**Section 7.** Each member of this local PTA shall pay annual dues of \$5.00 to the organization. The amount of such annual dues shall include the portion payable to Oklahoma PTA and the portion payable to National PTA.

**\*Section 8.** The state and national portions of the dues paid by each member of this local PTA shall be set aside by the local PTA and remitted through such channels and at such times as directed by Oklahoma PTA and National PTA.

**\*Section 9.** Only members of the organization shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions.

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

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

**Section 2.** The officers of this local PTA shall be a president, president-elect, 1 vice president, 1 teacher vice president, a secretary, and a treasurer.

**Section 3.** Officers shall be elected by ballot at a meeting in the month of May, at which time additional nominations may be made from the floor. When there is but one candidate for an office the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.

**Section 4.** Officers shall assume their official duties following the close of the school year and shall serve for a term of one (1) year or until their successors are elected.

**Section 5.** A person shall not be eligible to serve more than two consecutive terms in the same office.

**Section 6.** 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 7.** Nominating Committee:

- a. There shall be a nominating committee of five (5) members, to include the president elect, one school patron, and one school administrator, who shall be elected by this PTA at a regular meeting in February. The committee shall elect its own chair.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in April and again in May (see Art. VI, Sec. 3). Only members of the Classen SAS PTSA shall be eligible for election.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

**Section 8.** Vacancies:

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Board of Directors, 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. The remaining officers shall serve as the nominating committee.

#### **Article VII: Duties of Officers**

**Section 1.** The president shall:

- a. preside at all meetings of this local PTA;
- b. perform such other duties as may be prescribed in these bylaws or assigned by the organization;
- c. be a member ex officio of all committees except the nominating committee;
- d. coordinate the work of the officers and committees of the organization in order that the purposes may be promoted;
- e. appoint student vice president.

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

- a. preside at meetings in the absence of the President;
- b. serve as Regular Meeting Program Chair and Membership Chair;
- c. perform such other duties as may be assigned by the President or the Board of Directors.

**Section 3.** The vice president(s) shall:

- a. act as aide(s) to the president;
- b. in the order of vice president, teacher vice president and student vice president, perform the duties of the president and president-elect in the absence or inability of those officers to serve;
- c. perform such other duties as may be provided for by these bylaws, or directed by the president.

**Section 4.** The secretary shall:

- a. record the minutes of all meetings of this local 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. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president or the board of directors.

**Section 5.** The treasurer shall:

- a. have custody of all the funds of this local PTA;
- b. keep a full and accurate account of receipts and expenditures;
- c. make disbursements as authorized by the president, Board of Directors, or this local PTA in accordance with the budget adopted by this local PTA;
- d. have checks or vouchers signed by two persons, the treasurer and one other person;
- e. present a financial statement at every meeting of this local PTA and at other times when requested by the Board of Directors;
- f. make a full report at the meeting at which new officers officially assume their duties;
- g. be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section 13, of these bylaws;
- h. have the accounts examined annually or upon change of officer by an auditor or an auditing committee of no fewer than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report (see Article VIII, Section 5e);
- i. submit the books for an audit. The Board of Directors shall select an auditor/audit committee at least two (2) weeks before the officers assume duties.
- j. perform such other duties as may be provided for by these bylaws, or directed by the president.

**Section 6.** The elected officers of this local PTA shall select the chairs of the standing committees.

**Section 7.** All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office.

**Article VIII: Board of Directors**

**Section 1.** The board of directors shall manage the affairs of this local PTA in the intervals between local unit PTA meetings.

**\*Section 2.** Each board member shall be a member of this local PTA.

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

- a. the elected officers;
- b. the standing committee chairs;
- c. the principal of the school or his/her representative.

**Section 4.** The president may appoint a parliamentarian. The parliamentarian does not have to be a member of the PTA unit and will have no vote.

**Section 5.** The duties of the board of directors shall be to:

- a. carry out such business as may be referred to it by the membership of this local PTA;
- b. create standing and special committees;
- c. approve the plans of work of the standing committees;
- d. present a report at the regular meetings of this local PTA;
- e. select an auditor or an auditing committee to audit the treasurer's accounts;
- f. prepare and submit to this local PTA for adoption a budget for the year;
- g. approve routine bills within the limits of the budget;
- h. elect the delegates to represent the unit at convention.

**Section 6. Board Meetings**

- a. Regular meetings of the board of directors shall be held during the year, the time to be fixed by the Board at its first meeting of the year.
- b. Special meetings of the board may be called by the president or by a majority of the members of the Board.

**Section 7.** Five (5) members shall constitute a quorum for the transaction of business.

**Section 8.** If any member of the board of directors 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 a resolution adopted by the Board of Directors.

**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.

## **Article IX: Committees**

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

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

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

**Section 4. Special Committees:**

- a. The power to form special committees and appoint their members rests with the organization, the board of directors or the president.
- b. As a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

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

## **Article X: General Membership Meetings**

**Section 1.** At least five (5) regular meetings of the organization shall be held during the school year. Dates and/or times of meetings shall be determined by the board of directors and announced at the first regular meeting of the year. Three (3) days' notice shall be given of a change of date and/or time.

**Section 2.** Special meetings of the organization may be called by the president or by a majority of the Board of Directors, three (3) days notice having been given.

**Section 3.** The election of officers shall be held at the annual meeting in May.

**Section 4.** Eleven (11) members shall constitute a quorum for the transaction of business in any meeting of the organization.

## **Article XI: Council Membership**

(APPLIES ONLY TO LOCAL PTAs HOLDING MEMBERSHIP IN A COUNCIL OF PTAs, AND MUST CORRESPOND TO COUNCIL BYLAWS.)

**Section 1.** Classen SAS PTA shall be represented in meetings of the Oklahoma City Council of Parent Teacher Associations by the president or alternate, the principal or alternate, and by one (1) delegate or alternate.

- a. All representatives to a council must be members of a local unit.
- b. Delegates and their alternates shall be chosen by election at the first Board meeting of the newly elected Board of Directors.
- c. Delegates to Oklahoma City Council of PTAs shall serve for a term of one (1) year.

**Section 2.** Classen SAS PTA shall pay annual dues of \$25.00 to the Oklahoma City Council of PTAs as provided in the council bylaws.

## **\* Article XII: Oklahoma PTA Convention**

**Section 1.** Each local PTA/PTSA, operating under a currently approved charter, whose members dues have been remitted to Oklahoma PTA as required by the Oklahoma PTA bylaws, shall be entitled to representation at the annual convention by the following delegates:

- a. The president, or alternate of the local PTA/PTSA
- b. One elected delegate or alternate for every twenty-five (25) members or major fraction thereof, in good standing, as shown on the books of the Oklahoma treasurer on March 31 of each year.

**Section 2.** The election of delegates, other than the president of the local PTA who is a delegate ex officio, shall be governed by Article VIII, Section 5h of these bylaws.

**Section 3.** A voting delegate or a person authorized by the local PTA shall, in person, present current membership cards and credentials for those having been pre-registered and/or those being registered at the convention site.

## **\*Article XIII: Fiscal Year**

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

## **\*Article XIV: Parliamentary Authority**

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

**\*Article XV: Amendments**

**Section 1.** These bylaws may be amended at any regular meeting of the organization by two-thirds vote of the members present and voting, provided that notice of the amendment has been given at least 30 days prior to the regular meeting and that the proposed amendment shall be subject to approval of Oklahoma PTA.

**Section 2.** A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the organization, or by a two-thirds vote of the board of directors. 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 Oklahoma PTA shall be in accordance with the bylaws or regulations of Oklahoma PTA.

**Section 4.** The adoption of an amendment to any provision of the National PTA bylaws shall serve automatically and without the requirement of further action by this local PTA to amend their corresponding bylaws. Local PTAs shall promptly incorporate such amendments in their respective bylaws.

**Section 5.** The adoption of an amendment to any provision of the bylaws of the Oklahoma PTA identified by a number (\*) symbol shall serve automatically and without the requirement of further action by this local PTA to amend their corresponding bylaws.

Revisions Adopted by  
Convention Body July 2007