BYLAWS

of the

Waverly Elementary School PTA, Inc.

(Full Legal Name)

PARENT TEACHER ASSOCIATION

OR

PARENT-TEACHER-STUDENT ASSOCIATION

Howard County

(County)

Incorporation #: D0310219

National PTA ID #: 00028064

Employer Identification Number (EIN): 52-1686461

Sales & Use Tax #: 0579338

Insured by: KNIGHT Insurance Services

Maryland PTA

*every*child. *one*voice.

A Local Unit of

PARENTS AND TEACHERS OF THE MARYLAND BRANCH OF THE NATIONAL CONGRESS

5 Central Avenue

Glen Burnie, Maryland 21061

July, 2018

FOR MDPTA USE ONLY!

APPROVED BY LOCAL 3/19/19 APPROVED BY STATE 6/20/19

RESUBMIT BY 3/19/22 *

RECEIVED JUN 17 2019

INSTRUCTIONS FOR COMPLETING THE BYLAWS – Read before proceeding.

1. All PTA/PTSA units in Maryland are required to submit its bylaws on the most current template every three years with or without revisions.
2. The general membership must vote to approve bylaws even if no revisions are made
3. All PTAs/PTSAs must use the MD PTA local bylaws template in the booklet format. Contact MD PTA for the current booklet.
    a. A working draft may be downloaded from www.mdpta.org under the "members only" section
    b. Final submission must be on the original booklet template, the book is not to be taken apart and copies will not be accepted.
        i. Bylaws may be modified to meet the needs of the local, but because it is a legal document additions and/or changes must be written legibly in blue/black ink or typed. Bylaws completed in pencil or any other ink color will not be accepted. RETYPED OR COMPUTER PRINTOUTS OF BYLAWS WILL NOT BE ACCEPTED. The bylaws may be photocopied using a double-sided format. All blanks must be completed. Do not scan, fax or convert the pdf to a word document. For additions/changes, use additional page(s) *(which must be typed.)* Fill in on the top of the page:
            1. PTA/PTSA legal name.
            2. Date of bylaws approval meeting.
            3. The specific article and section referenced.

4. Mandatory articles/sections are identified with the # sign. Pounded (#) *articles/sections may not be moved, changed or renumbered.*
5. Any changes must be approved by the general membership of that local PTA/PTSA per #Article XVI and within the ruling of the MD PTA bylaws committee.

SUGGESTIONS – (helpful hints for completing the bylaws template)

Article I

- **Fill-in** Full Legal Name (be sure to include *Inc.* as all PTAs/PTSAs are incorporated.)

Article II – Article IV

- # Articles – Read. There are many important things to know but no changes are to be made.

Article VI *Section 2a*

- State number of VPs and/or Secretaries. If more than one vice president or secretary, list number and insert distinctive/separate names *(i.e.: 1st VP/2nd VP /recording secretary/corresponding secretary/VP of ....).*

Article VI *Section 2b*

- Fill in with a specific month for elections or indicate the last meeting of the school year.

Article VI, Section 3 #a

- If you choose executive committee or board of directors you must add this to the duties of these bodies either in Article VIII, Section 4 or Article IX, Section 4.

Article VI *Section 3c*

- If officers serve a two-year term, circle odd or even year for election.

Article VII *Section 2*

- If more than one VP, list each VP's title, separate duties and list order of succession.

Article VII *Section 3*

- If more than one secretary, list each secretary and separate duties.

Article VIII *Section 2*

- If additional positions are added to the board of directors *(i.e. faculty/student member etc.)* state how this position (s) is selected elected/appointed, in what venue the selection occurs and the term service.

Article XI *Section 3*

- Must agree with Article VI Section 2b. The annual meeting is held in spring at which elections are held, when needed.

Article XII

- If your city/county has a council, the numbers of delegates are determined in the council bylaws. If there is no council, cross the section out.

NOTE:

- Secretary prints and signs their name and the date is of the general meeting for approval. **(Please note that this is a legal and binding document.)**
- On page 12, list the person who MDPTA bylaws chair can contact should there be any questions.

To submit bylaws for approval by MDPTA Bylaws Committee:
Submit by postal mail or the equivalent the completed original signed booklet, 1 copy and the draft minutes from the general meeting where the bylaws were approved to: **MD PTA, Attention: Bylaws Committee, 5 Central Ave, Glen Burnie, MD 21061. No email or faxes will be accepted.**

Upon approval by MD PTA bylaws committee, a copy of the bylaws will be returned to the local PTA/PTSA to be retained by the secretary who will have it available at all meetings and to make copies as needed. The original will be placed on file in the Maryland PTA office.

If only submitting amendments to existing bylaws, contact MD PTA Bylaws Chair for more specific instructions. Email the chair at Bylaws@mdpta.org.

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ARTICLE I Name

The name of this association is Waverly Elementary School PTA, Inc.
(full legal name)

located at 10220 Wetherburn Rd. Ellicott City MD 21042
(address) (city/town/zip)

It is a local PTA/PTSA organized under the authority of the Maryland Congress of Parents and Teachers, Inc. (Maryland PTA), a branch of the National Congress of Parents and Teachers (National PTA). This association shall hereinafter be referred to in these bylaws as Waverly Elementary School PTA, Inc..

#ARTICLE II Purposes

Section 1. The purposes of this local PTA/PTSA in common with those of National PTA and Maryland PTA are:

a. To promote the welfare of children and youth in home, school, places of worship and throughout the community,
b. To raise the standards of home life,
c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth,
d. To promote the collaboration and engagement of families and educators in the education of children and youth,
e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Section 2. The purposes of National PTA, Maryland PTA, and this local PTA/PTSA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; are governed and qualified by the basic policies set forth in Article III.

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 referred to as "Internal Revenue Code").

#ARTICLE III Basic Policies

The following are basic policies of this local PTA/PTSA in common with those of National PTA and Maryland PTA:

a. The association shall be noncommercial, nonsectarian, and nonpartisan.
b. 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 the board of education, state education authorities, and local education authorities.
c. The association 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 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 II hereof.
e. 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.
f. 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 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 association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution 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 Maryland PTA

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

A local PTA/PTSA in order to meet the standards of affiliation shall:

a. adhere to the purposes and basic policies of the National and Maryland PTA;
b. remit the national and state dues to the Maryland PTA office by dates designated;
c. have bylaws approved every three (3) years according to the procedures of Maryland PTA;
d. have a minimum of twenty-five (25) members;
e. submit the name and contact information including phone number, address and e-mail address of all elected officers to the Maryland PTA office within two (2) weeks of election;
f. remit bonding, liability and directors and officers insurance premiums by the date designated;
g. have an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) on file with Maryland PTA;
h. maintain its status as a corporation and have as required by MD Non-Profit law at a minimum a president, a secretary and a treasurer;
i. file the appropriate tax forms by the required date with the IRS and submit a copy to the Maryland PTA office within thirty (30) days of filing;
j. submit a copy of its annual financial review to Maryland PTA before October 31 each year; and
k. file all appropriate state forms with the appropriate state authorities by the required date and submit a copy to the Maryland PTA office within 30 days of filing.

Section 2. Have at minimum 2 board members, one of which is the treasurer, trained by a Council, Maryland PTA or National PTA within 180 days of taking office. Training must include financial training regarding Maryland and IRS tax forms.

Section 3. The articles of organization of this local PTA/PTSA include:

a. the bylaws of such association; and
b. the certificate of incorporation or articles of incorporation of such association.

Section 4. This local PTA/PTSA shall adopt such bylaws for the government of the association as may be approved by Maryland PTA. Such bylaws shall not be in conflict with National PTA bylaws or the bylaws of Maryland PTA.

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

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

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

Section 8. The bylaws of this local PTA/PTSA shall prohibit voting by proxy, mail (including electronic communications), or absentee.

Section 9. A PTA/PTSA member shall not serve as a voting member of this local PTA/PTSAs board while serving as a paid employee of, or under contract to, this local PTA/PTSA.

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

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

Section 12. The members of the nominating committee for officers of this local PTA/PTSA shall be elected by the general membership, board of directors, or executive committee (Article VI Section 3a).

Section 13. This local PTA/PTSA 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 association, including, specifically, the number of its members,

the dues collected from its members, and the amounts of dues remitted to Maryland PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Maryland PTA.

Section 14. In the event this local PTA/PTSA votes to dissolve and terminate its affairs, it shall be done as follows:

a. The board of directors (or other body that, under its bylaws, manages the affairs of the constituent association) shall adopt a resolution recommending that this local PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving this local PTA/PTSA shall be given to each member 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 of members, shall be given to the president of the Maryland PTA at least twenty (20) days before the date fixed for such special meeting of the members. Only those persons who were members in good standing of this local PTA/PTSA on the date of adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution. Approval of dissolution of this local PTA/PTSA shall require the affirmative vote of at least two thirds (2/3) of the members present and entitled to vote at the special meeting, a quorum being present.

Section 15. In the event of alleged violations by this local PTA/PTSA of the bylaws of the National PTA, the Maryland PTA, or said local PTA/PTSA, or other practices or activities of this PTA/PTSA that may tend to defeat the purposes and basic policies of the National and Maryland PTA, the process for action that may be taken including but not limited to involuntary dissolution shall be as follows:

a. There shall be a committee on state, council, and local relationships of five (5) members, no two (2) from the same county/city/council, appointed by the incoming state president within thirty (30) days of assuming office. The committee shall consist of at least three (3) members of the board of directors, and the term of committee members shall be two (2) years.

b. The committee on state, council, and local relationships, upon receiving the written request of any member of this local PTA/PTSA, any council member, or member of the Maryland PTA Board of Directors, shall review the alleged bylaws violations or other practices or activities of this local PTA/PTSA, and shall provide a written report to the Maryland PTA Executive Committee of the results of the committee's findings and its recommendations, if any, for action. A copy of the report shall be sent to this local PTA/PTSA and the person who submitted the original request.

c. After giving due consideration to the report of the committee, and action is deemed necessary, the Executive Committee shall provide an opportunity for the said PTA/PTSA to be heard and to respond in writing within thirty (30) days from the date of the report.

d. If, upon such consideration and hearing, the Executive Committee finds a violation by this local PTA/PTSA, it may, by a two-thirds (2/3) vote of all its members then in office, require this local PTA/PTSA to take appropriate action within a period of time stipulated by the Executive Committee. When such a requirement has been made by the Executive Committee and if the recommended action is not taken by the local PTA/PTSA within the allotted time, the Executive Committee may, by a two-thirds vote of its members then in office, grant this local PTA/PTSA an extension of time in which to achieve satisfactory compliance with the action required by the Executive Committee.

e. Failing compliance by this local PTA/PTSA, the Executive Committee may, subject to concurrence in such action by the Maryland PTA Board of Directors, withdraw the charter of this local PTA/PTSA.

Section 16. This local PTA/PTSA is obligated, upon withdrawal of its charter by Maryland PTA:

a. To yield up and surrender all of its books and records and all of its assets and property to Maryland PTA or to such agency as may be designated by Maryland PTA or to another like local PTA/PTSA organized under the authority of Maryland PTA;

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

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

Section 17. This local PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the number/pound symbol (#).

ARTICLE V Membership and Dues

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

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

#Section 3. Each local PTA/PTSA shall conduct an annual membership campaign but shall continue to admit individuals to membership at any time.

#Section 4. Each member of a local PTA/PTSA shall pay such annual dues (including local, state, and national) as may be prescribed by the association. The amount of the state portion of each member's dues shall be two dollars ($2.00) per annum. The national portion of each member's dues shall be as recommended by the board of directors and approved by a two-thirds (2/3) majority of the voting body at National PTA Annual Convention. This local PTA/PTSA shall remit the state and national portion of the dues to reach the Maryland PTA office by the dates designated by Maryland PTA.

Section 5. Each member of this local PTA/PTSA shall pay annual dues of an amount to be determined annually by the board of directors. The amount of such annual dues shall include the portion payable to Maryland PTA and the portion payable to National PTA.

#Section 6. A person may hold membership in one or more local PTA/PTSAs upon payment of all-inclusive membership fees as required in each local PTA/PTSA's bylaws.

ARTICLE VI Officers and Their Election

#Section 1. Each officer shall be a member of this local PTA/PTSA.

Section 2. Officers and their election:

a. The officers of this local PTA/PTSA shall be a president, 2 vice president(s), 2 secretary (ies), and a treasurer. *(If more than 1 vice president and/or secretary, list the position descriptions in Article VII: Officers Duties, listed in designated order.*

b. Officers shall be elected at the last annual general membership meeting ~~in the month of~~ of the year.

c. Officers shall be elected by ballot; however, if there is but one nominee for any office, election for that office may be by voice vote. A majority vote shall be required for election.

d. Officers shall assume their official duties the first day of the fiscal year and shall serve for a term of one year(s) or until their successors assume their official duties. If two (2) years circle odd or even.

e. An officer shall not be eligible to serve more than ~~two (2)~~ three (3) consecutive terms in the same office. An officer who has served in an office for more than one half a full term shall be deemed to have served a full term in such office.

Section 3. Nominating Committee:

#a. There shall be a nominating committee composed of 3 members (specify an uneven number, no less than three) who shall be elected by the Board of Directors. The committee shall elect its own chair.
(Specify general membership, executive committee or board of directors).

b. The nominating committee shall be elected at least two (2) months prior to the election of officers.

c. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the general membership at least ten (10) days prior to the general membership meeting in At the last (month) general PTA meeting of the year at which time additional nominations may be made from the floor.

d. Only those individuals who are current members of this local PTA/PTSA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 4. Vacancies:

Upon acceptance of a letter of resignation from any officer, notice shall be given to the general membership of the vacancy within fifteen days. The vacancy, except for president, shall be filled for the unexpired term by a person elected by a majority vote of the board of directors. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the 1st vice president. In the event the 1st vice president chooses not to assume the office of president, the general membership shall be notified and a special election shall be held by the general membership (Article XII Section 2).

ARTICLE VII Duties of Officers

Section 1. The president shall:

a. preside at all meetings of this local PTA/PTSA, the board of directors, and the executive committee;
b. coordinate the work of the officers and committees of this local PTA/PTSA in order that the purposes may be promoted;
c. be a member *ex officio* of all committees except the nominating committee;
d. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors;
e. review bank statements monthly and initial; and
f. represent this PTA/PTSA at all council meetings or send an alternate.

Section 2. The vice president(s) shall: (1st and 2nd vice president shall)

a. act as aide(s) to the president;
b. perform in their designated order the duties of the president in the absence or inability of that officer to serve; and
c. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

Section 3. The secretary shall: (both recording and corresponding secretary, see below)

a. record the minutes of all meetings of this local PTA/PTSA, the board of directors, and executive committee; (recording)
b. be prepared to read the minutes of the previous meeting; (recording)
c. file all records; (recording)
d. have a current copy of the bylaws; (corresponding)
e. maintain a current membership list; and (corresponding)
f. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors. (recording)

Section 4. The treasurer shall:

a. have custody of all funds of this local PTA/PTSA;
b. keep a full and accurate account of receipts and expenditures including reconciliation of the bank statement each month;
c. make disbursements as authorized by the president or board of directors of this local PTA/PTSA in accordance with the budget adopted by this local PTA/PTSA;
d. present a written financial statement at every meeting of the executive committee, the board of directors, the general membership and at other times when requested by the board of directors;
e. make a full report before the newly elected officers officially assume their duties;
f. be responsible for the maintenance of such books of account and records as to conform to the requirements of Article IV, Section 13 of these bylaws;
g. be responsible for preparing and filing all necessary tax forms and submitting a copy to the Maryland PTA office within thirty (30) days of filing;
h. have the accounts examined at the close of the fiscal year and upon change of treasurer by an auditor or an auditing committee of not less than three (3) persons who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. An auditor or an auditing committee shall be selected by the board of directors at least thirty (30) days before the new officers assume their duties;
i. and perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

#Section 5. This local PTA/PTSA shall have checks and vouchers signed by two (2) persons (the treasurer and one other officer).

#Section 6. This local PTA/PTSA shall submit a copy of its annual financial review to Maryland PTA within one hundred twenty (120) days following the close of the local's fiscal year.

Section 7. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, within fourteen (14) days, all records, books, and other materials pertaining to the office, and shall return to the treasurer, immediately, all funds pertaining to the office.

ARTICLE VIII Board of Directors

#**Section 1.** Each board member shall be a member of this local PTA/PTSA.

the past president and a teacher representative elected by the faculty

Section 2. The board of directors shall consist of the officers of this local PTA/PTSA, the chairs of standing committees, the delegates to the PTA Council, and the principal of the school or a representative appointed by him/her. The president may appoint a parliamentarian (non-voting), subject to the approval of the Executive Committee of this local PTA/PTSA.

#**Section 3.** A PTA/PTSA member shall not serve as a voting member of this local PTA/PTSA's board of directors while serving as a paid employee of, or under contract to, this local PTA/PTSA.

Section 4. The duties of the board of directors of this PTA/PTSA shall be:

a. to transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by this local PTA/PTSA;
b. to create standing and special committees;
c. to approve the plans of work of the standing committees;
d. to present a report at the general membership meetings of this local PTA/PTSA;
e. to select an auditor or an auditing committee to audit the treasurer's accounts;
f. to approve and submit an annual budget to this local PTA/PTSA's general membership for adoption;
g. to approve routine bills within the limits of the adopted budget; and
h. to fill vacancies.
i. approve a spending increase/decrease for each budget line item as needed, and

Section 5. Regular meetings of the board of directors shall be held during the year, the time to be fixed by the board of directors at its first meeting of the fiscal year. A majority of the board of directors' members shall constitute a quorum. Special meetings of the board of directors may be called by the president or by a majority of the members of the board, 2 (number) days' notice having been given.

Section 6. The board of directors, by a two-thirds (2/3) vote of the members present and voting, may remove from his/her position any board member who fails to perform designated duties as outlined in these bylaws, the current policies, procedures and/or job descriptions, fails to attend two consecutive meetings and/or board of directors meetings without being excused, violates the basic policies, misrepresents the positions of the association or acts in any other way which is detrimental to the philosophy and purposes of the association. When removal action is contemplated, the board member shall be advised by certified mail at least seven (7) days prior to the meeting determination of his/her right to appear before the board of directors at that meeting. Such removal constitutes a vacancy in that office.

ARTICLE IX Executive Committee

#**Section 1.** The elected officers shall be members of the executive committee.

Section 2. Meetings of the executive committee shall be held as needed. Meetings shall be called by the president or by a majority of the committee members with 2 (number) days' notice.

#**Section 3.** At all meetings of the executive committee, a majority of the members of the committee shall constitute a quorum for the transaction of business.

Section 4. Duties of the executive committee shall be:

a. to transact business referred to it by the board of directors;
b. elect standing and special committee chairs;
c. to act in emergencies between meetings of the board of directors; and
d. submit a report at each board of directors meeting.

Section 5 The executive committee shall take no action in conflict with any action taken by the board of directors.

ARTICLE X Committees

#**Section 1.** Only members of this local PTA/PTSA shall be eligible to serve in any elected or appointed position.

Section 2. The board of directors may create such standing or special committees as it may deem necessary to promote the purposes and carry on the work of this local PTA/PTSA.

j. to elect members of the nominating committee

Section 3. The chair of each standing or special committee shall be elected by the executive committee of this local PTA/PTSA. The term of each chair shall be one year(s) or until the election of a successor. If two (2) years circle (**odd or even**).

Section 4. 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 consent of the board of directors.

Section 5. The power to form special committees and elect members rests with the board of directors.

Section 6. The president shall be a member *ex officio* of all committees except the nominating committee.

Section 7. Vacancies of standing or special committee chairs shall be filled by the executive committee.

ARTICLE XI Electronic Meetings and Communication

Section 1. Maryland Board of Directors, to include all committees and subcommittees and all subsidiary locals and councils board of directors, committees and subcommittees, may meet by telephone conference or through other electronic communications media, as long as all the members can simultaneously clearly communicate, and/or electronically stream each other and participate during the meeting.

Section 2. Unless members indicate otherwise to the cognizant board of directors, all communication required by these bylaws, including meeting notices, maybe sent electronically unless otherwise specified in these bylaws.

ARTICLE XII General Membership Meetings

Section 1. At least 2 (number) general membership meetings of this local PTA/PTSA shall be held during the school year. Dates of meetings shall be determined by the board of directors and announced at the first general membership meeting of the fiscal year. 2 (number) days' notice shall be given of a change of date.

Section 2. Special general membership meetings of this local PTA/PTSA may be called by the president or by a majority of the board of directors, 2 (number) days' notice having been given.

Section 3. The annual general membership meeting of this local PTA/PTSA shall be held in at the last general meeting of the school year (month); elections to be conducted if applicable.

#**Section 4.** 12 (number) members shall constitute a quorum for the transaction of business in any general membership meeting of this local PTA/PTSA.

#**Section 5.** Only members of this local PTA/PTSA who have paid dues for the current membership year may participate in the business of this local PTA/PTSA.

ARTICLE XIII Council Membership

Section 1.

a. This local PTA/PTSA shall be represented in meetings of the Howard County Council of Parent Teacher Associations by the president or alternate, the principal or alternate, and by 2 (number) delegates or their alternates. All representatives to the council must be members of this local PTA/PTSA.

b. Delegates shall be elected in at the last general meeting of the year (month) by the board of directors or general membership. (Circle One)

c. Delegates to the PTA Council of Howard Council of PTAs shall serve for a term of one year(s). If two (2) years circle odd or even.

Section 2. To participate in the business of the council this local PTA/PTSA shall pay annual dues to the Howard Council of PTAs as provided in the council bylaws.

ARTICLE XIV Maryland PTA Convention

Section 1. This local PTA/PTSA shall be entitled, upon payment of registration, to be represented at the annual meeting of the Maryland PTA by the president or alternate, two (2) other officers or their alternates, and one (1) delegate for every fifty (50) members or major fraction thereof.

a. This local PTA/PTSA shall meet the standards of affiliation annually as of March 31 (or be a new local PTA/PTSA chartered prior to convention as shown on the books of the state treasurer).
b. All representatives to the Maryland PTA convention shall be members of this local PTA/PTSA.
c. Delegates and their alternates shall be chosen according to the guidelines established by this local PTA/PTSA.

#ARTICLE XV Fiscal Year

The fiscal year of this local PTA/PTSA shall begin on July 1st and end on the following June 30th.

#ARTICLE XVI Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the

Waverly Elementary School PTA, Inc.
(full legal name)

in all cases in which they are applicable and in which they are not in conflict with these bylaws, National PTA bylaws, Maryland PTA bylaws, or the articles of incorporation.

#ARTICLE XVII Amendments

Section 1.

a. These bylaws may be amended at any general membership meeting of this local PTA/PTSA by a two-thirds (2/3) vote of those members present and voting, a quorum being present, provided notice of the proposed amendment, which has been approved by the board of directors, has been given to the general membership at least thirty (30) days prior to the meeting at which the amendment is to be voted upon. When amended, articles are in effect, but shall be subject to the approval of Maryland PTA.
b. A decision to totally revise the bylaws as a substitute for the existing bylaws, requires a majority vote of those members present and voting at a general meeting of this local PTA/PTSA, or a two-thirds (2/3) vote of the board of directors. A committee to carry out this task shall be appointed by the board of directors. The requirement for adoption of a revised set of bylaws shall be the same as in the case of the amendment, including 30 days' prior notification to the general membership.
c. Submission of amendments or revised bylaws for approval by Maryland PTA shall be in accordance with the bylaws of Maryland PTA.

Section 2. The adoption of an amendment to any provision of the bylaws of Maryland PTA identified by a number/pound symbol (#) shall serve automatically and without the requirement of further action by this local to amend their corresponding bylaws.

These bylaws are submitted by **a new** (**an existing**) PTA/PTSA in Maryland and were approved at a **GENERAL MEMBERSHIP MEETING** of
(circle one)

Waverly Elementary School PTA, Inc.
(full legal name – no initials)

on March 19, 2019.
(Date)

Eleanor Paczkowski
Secretary (printed name)

Secretary (signature)

Attendance on 3/19/19

Alison Cuomo, President (Present) | Nnenna Nwosu, 1st Vice President (Absent) | Lorenza Biagioni, Treasurer (Present) | Ellie Paczkowski, Corresponding Secretary (Present) | Irem Demirkan, Recording Secretary (Present) | Kelly Balchunas, PTAC Delegate (Present) | Ami Gadhia, PTAC Delegate (Present)

Cristen Boarman, Nana Boalaye, Kristin Jarrell, Jill Ruppe, Alayne Huntimer, Kelly Balchunas, Ayanna Baker, Kelly VanHorn, Laura Van Tine, Parthra Chinnaswamy, Shari Haddaway, Scarlett Goon, Kathy Jacobs, Rachel Edoho Eket

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Time	Item	Owner
7:00 pm	Welcome/Call to Order	Alison Cuomo
7:00- 7:30 pm	**President's Updates** Suggestion: VP in charge of membership and committee around membership VP in charge of fundraiser and committee Define the responsibilities for the two roles. Corresponding secretary will be more of social media/ communication person between the PTA and the school population. Motion to vote by Ellie Paczkowski, seconded by Laura Van Tine, all voted in favor. Motion passes. **Bylaws Discussion** Motion to vote on the bylaws by Laura Van Tine, motions seconded by Ellie Paczkowski, all 19 members agreed to make the amendments on the bylaws. Vote on the Bylaws- Voted , passed. Discussion of Position Modifications and New Committees	Alison Cuomo

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May 15th , 9:50- 10:50 am, Kindergarten orientation, representative present from PTA

Your bylaws will be returned to the school. Please indicate to whom they should be addressed:

Name: Alison Cuomo

Title: President

For Maryland PTA Use Only
Action of Maryland Congress of Parents and Teachers, Inc.

Approved on June 30, 2019

Nicole Alexander-Ayala
Chair, MD PTA Bylaws Committee

If MD PTA has questions or must decline these bylaws, the person to contact is:

Name: Alison Cuomo

Title: President

Phone: 410 336 0374

E-mail: president@wavespta.com

School Address: 10220 Wetherburn Rd
Ellicott City MD 21042

PURPOSES

OF THE NATIONAL CONGRESS OF PARENTS AND TEACHERS

- To promote the welfare of children and youth in home, school, places of worship and throughout the community,
- b. To raise the standards of home life,
- c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth,
- d. To promote the collaboration and engagement of families and educators in the education of children and youth,
- e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

MISSION

OF THE PARENT TEACHER ASSOCIATION IS THREEFOLD:

- To support and speak on behalf of children and youth in the schools, in the community, and before government bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children; and
- To encourage parent and public involvement in the public schools of this nation.

Waverly Elementary School PTA, Inc. 2/1/10

Article VII: Duties of Officers

Section 8: The Delegates to the PTA Council of Howard County shall represent the association in the work of the PTA Council. The Delegates are responsible to report to the Executive Board on PTA Council activities. The Delegates shall vote as directed by the executive board and are authorized to use their own judgment when the executive board cannot be polled.

Article X: Committees

Section 4a: The Chairman of each standing committee or their alternate shall attend meetings of the board of directors. The chairman shall maintain and make available to the board of directors, the duration of their term and in a timely manner, records of the committee business including procedures for carrying out the business of the committee and financial records.

Upon expiration of office, or in case of resignation, each committee chairman shall submit a written report, turn over to the board of directors within 30 days, all records, books and other materials pertaining to the office, and shall return to the treasurer, within 30 days, all funds pertaining to the office.

Treasurer's report: profit from last meeting $5, 814.77, we are on track budget wise. Please see the attached report.

7:34 pm	**Principal's Report** Upcoming events at Waverly, science fair, cultural night, class- house activities, creation of class quilt, primary math night, innocence stolen will be on April 1 st. 5th graders are taking MESA (science), winter Map results are coming in on Friday the 22nd. Registration: Kindergarten occured last week, May 15th orientation, June 6th playdate. People can register online - still come in and show the documents.On the Howard county PS website. Conferences and dinners are appreciated. Thanks to hospitality committee Field day, May 24th June 7th , June 14th (rain day) end of the year picnic 5th grade ceremony, leaning towards June 17th at 10 am- Not a certain date yet.	Kathy Jacobs and Rachel Edoho-Eket
7:45 pm	**Committee Updates** **Book Fair** Total sales: $18,804.13 Collected $187.21 in All for Books (new this year) Bought 60 books for Media Center totalling $763.72 Bought 42 books for teachers totalling $257.58 Bought 15 Books for Guessing Game winner totalling $118.87 Online Sales : $318.63, ice cream social went great $40.00 donations from Harris Teether and $20.00 from Weis We took out $3,900, Have over $700 Scholastic $$ in reserve.	Cristen Boarman

Cris will not be chairing the book fair, will be there to help.

Need to think about next year. Do we want to continue with Scholastic or explore other vendors?

Laura Van Tine- Cultural Arts and Wellness- Cyberbullying coming out, questions: we don't have a field day assembly, wellness committee budget is there too, what happens to that surplus? Not a use it lose it situation.

We will have a cultural arts budget, with the surplus this year, we can book in advance with reasonable cancellation policy.

Movie Night update - Ralph Breaks the Internet, also will be a pyjama drive Casey Care. Encourage collecting pyjamas and wearing pyjamas, will have a table at the lobby for collecting pyjamas and gift cards.

Kelly Van Horn- Rita's April 11th, all day, And Yogi Castle

7:55 pm	New Business
8:00 pm	Adjournment

Treasurer's Report

Board of Director's Meeting March 19, 2019

1. Our beginning balances on February 28 were $43,923.35 in our checking account, $20,039.76 in our savings account and $116.46 in our PayPal account.
2. Ending balances for December 31 were $42,322.31 in checking, $20,043.60 savings and $1,981.87 in PayPal.
3. Total income for the period since our last meeting was $8,719.35 - in Membership dues, Family Enrichment Events, Book Fair, Community Partners, Hassle Free, Spirit Wear and Interest.
4. Total expense for the period was $2,904.58 - in Membership Dues, Cultural Arts, Family Enrichment Events, Hospitality, School Wide Incentives, Book Fair and PTA meetings.
5. This results in a net profit of $5,814.77 for the month from 2/20/19 to 3/19/19.
6. Despite a lower than expected income for our Hassle Free Campaign, we are on track in terms of our year's budget forecast.
7. Our next financial reporting obligation is to submit our Personal Property Tax return, but this isn't due until April 15.
8. I would like to remind everyone that we are seeking a new treasurer for the next school year and would encourage anyone who might be interested to reach out to me.