

May 30, 2012

Cabin John Middle School PTSA Inc.
Montgomery County
10701 Gainsborough Road
Potomac, Maryland 20854



Dear Ms. Giles:


RE: Cabin John Middle School PTSA, Inc. bylaws

The **Cabin John Middle School PTSA Inc.** bylaws have been reviewed and approved with the following changes/additions/corrections:

- **On the Front Cover** – We have added your employer identification number and have listed your insurance carrier BB&T.
- **In Article VI, Section 2a** – As per your authorization, we removed the 2 MCCPTA Delegates and the President Elect as officer.
- **In Article VII, Section 2a** – As per your authorization, we removed the additional duty of the vice president which states, “and one may also serve as president elect.”
- **In Article VIII, Section 4a** –As per your authorization we will re-insert the current wording as written in the template.
- **In Article IX, Section 4a** –As per your authorization we will re-insert the current wording as written in the template.
- **In Article XII, Section 1a** – We will eliminate the principal in accordance with the Montgomery County Council bylaws.

Your bylaws will need to be reviewed again by **March 13, 2015** at the latest. Bylaws can, however, be reviewed and submitted at any time should the need arise. Please keep a copy of this letter with your bylaws.

If you have any questions, please contact me at bylaws@mdpta.org.


Rita Lowman
President

cc State
Council

Just a reminder that, per mandatory sections of the bylaws, a local PTA/PTSA must:

- 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 address of the local president 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;
- i. have as required by MD Non-Profit law at a minimum a president, a secretary and treasurer;
- j. file the appropriate 990 tax forms by the required dates with the IRS and submit a copy to the Maryland PTA office within thirty (30) days of filing; and
- k. submit a copy of its annual financial review to Maryland PTA before October 31 each year.

BYLAWS

of the

Cabin John Middle School PTSA, Inc.
(Full Legal Name)

PARENT TEACHER ASSOCIATION
OR
PARENT-TEACHER-STUDENT ASSOCIATION

Montgomery
(County)

Incorporation #: D 0 3 1 5 3 5 9 0

National PTA ID #: 0 0 0 1 5 4 7 5

Employer Identification Number (EIN): 5 2 - 1 6 4 9 2 9 8

Sales & Use Tax #: _____

Insured by: BB+T



A Local Unit of
PARENTS AND TEACHERS OF THE
MARYLAND BRANCH OF THE NATIONAL CONGRESS
5 Central Avenue
Glen Burnie, Maryland 21061

revised November 2011

RECEIVED MAY 08 2012

FOR OFFICE USE ONLY

APPROVED BY LOCAL <u>3/13/12</u>	APPROVED BY STATE <u>5/30/12</u>
RESUBMIT BY <u>3/13/15</u>	

INSTRUCTIONS – Please read carefully

1. This is the bylaws template for use by local PTA/PTSAs in Maryland. Additional copies may be obtained from the Maryland PTA Office at 5 Central Avenue, Glen Burnie, Maryland, 21061. A working draft version may be downloaded from the Maryland PTA website; “members only” section. However, final submission must be on the original template. Do not retype the entire form. If additional space is required for changes, a page(s) may be added as an attachment to this form. The attached page(s) should include the local PTA/PTSA name, date of the meeting at which changes were approved, and the specific bylaws change(s) with the article and section referenced. Remember that PTA/PTSA is a registered trademark of the National Congress of Parents and Teachers. Do not use periods after each letter of PTA/PTSA.
2. This form consists basically of two parts:
 - a. Material marked with the number/pound symbol (#) is designated as MANDATORY by Maryland PTA. **MANDATORY MATERIAL MUST BE USED AS PRINTED WORD FOR WORD AND IN THE SAME ORDER.** Altered mandatory material cannot be approved. No additions or deletions may be made to the # article or # sections nor can they be renumbered. The general membership is not required to approve material deemed mandatory by Maryland PTA.
 - b. All other material pertains directly to the operating structure of the local PTA/PTSA. This material may be altered to meet the requirements of an individual local PTA/PTSA, within the rulings of the Maryland PTA Bylaws committee, and any changes thereto must be approved by the general membership of that local PTA/PTSA as per #Article XVI.
3. Some suggestions:

Article I - List the full legal name of the local PTA/PTSA in the first line. You may then reference the PTA/PTSA with initials thereafter. Be sure to include “Inc.” as all PTAs must be incorporated per **Article IV Section 2** – Check the Maryland Department of Assessments and Taxation for status. (www.dat.state.md.us – click on the middle column; click on “Business Data”; search; business entity information; type name). This site will indicate if your incorporation is in good standing.

Article II through Article IV – NO additions or deletions can be made to any part of these Articles.

Article VI Section 2a - If your PTA/PTSA has more than one vice-president or secretary, state the number, insert the titles here and list their job descriptions under **Article VII**. Be sure to designate the succession order of vice presidents when more than one is listed. If any other positions are added to **Article VI**, duties for those positions must be listed under **Article VII**.

Article VI Section 2b, 3 c and Article X Section 3 - Must be filled in with the name of the month.

Article VI Section 2d – If your officers serve for a term of two years, state odd or even years for their election in **Article VI Section 2b and 3c**. (The same is true for committee chairs serving two year terms in **Article X Section 3**).

Article VIII Section 2 – If additional positions are added to the board of directors (i.e. faculty/student member, etc.), state how this person(s) is selected/elected/appointed to the position (i.e. appointed by principal, selected by faculty, etc.) and in what venue the selection occurs (i.e., staff meeting, etc.) and the term served (i.e. annually, etc.).

Article XI Section 3 must align with **Article VI Section 2b**. The annual meeting is considered the one in Spring at which elections are held, when needed.

Article XII – If your county has a council, the number of delegates is determined in the council bylaws. As a member of a council, each local PTA/PTSA has full voting rights and representation and the support of the council. If there is no council, cross this section out.
4. When submitting bylaws for review, include the entire original completed bylaw form, two photocopies (for a total of three complete sets), and the minutes from the general membership meeting when they were approved. Bylaws are required to be submitted every three years with or without revisions. The general membership must vote to approve the bylaws even if no revisions are made. **Do not retype, scan or fax the form or convert the .pdf to a word document.** All that is required is to fill in the blanks and/or add any specific information. **Submissions must be sent via postal mail or the equivalent – they may not be emailed or faxed to Maryland PTA. Please see cover page for address.**
5. When submitting only amendments to your existing bylaws, be sure to include a cover letter clearly stating that you are submitting amendments only, and include your complete current bylaws, marked up to indicate where the new amendments are being made, and attachments specifying the amendments. The attached page(s) should include local PTA/PTSA name, date of the meeting at which changes were approved, and the specific bylaw change(s) with the article and section referenced. **Submissions must be sent via postal mail or the equivalent – they may not be emailed or faxed to Maryland PTA. Please see cover page for the address.**
6. Upon approval, the bylaws will be returned to the local PTA/PTSA to be retained by the secretary to have available at all meetings and to make copies as needed. One photocopy will be placed on file in the Maryland PTA office and the other photocopy will be sent to the local council if applicable.
7. Membership and Dues:
 - a. Membership in PTA/PTSA shall be made available to any individual who subscribes to the purposes and basic policies of National PTA upon payment of dues to a local PTA/PTSA (See Article V). Student members of Parent Teacher Student Associations may have legal restrictions but may not be denied otherwise equal participation as a member of the association since there are no categories of membership allowed that deny ANY member full and equal participation in the PTA/PTSA.
 - b. Membership in National PTA is on an individual basis. Maryland PTA and its chartered local PTA/PTSAs are required to concur with this policy. Families are encouraged to join the PTA/PTSA; however, each member of the family to whom membership applies must be issued a membership card and the association must remit state and national dues for EACH INDIVIDUAL (See Article V).

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ARTICLE I Name

The name of this association is Cabin John Middle School PTSA, Inc.
(full legal name)
located at 10701 Gainsborough Rd. Potomac, MD 20854
(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 CJMS PTSA.

#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, 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, 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 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 address of the local president 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 treasurer;
- i. file the appropriate 990 tax forms by the required date with the IRS and submit a copy to the Maryland PTA office within thirty (30) days of filing; and
- j. submit a copy of its annual financial review to Maryland PTA before October 31 each year.

Section 2. 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 3. 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 4. Bylaws of this local PTA/PTSA shall include an article on amendments.

Section 5. Bylaws of this local PTA/PTSA shall include a provision establishing a quorum.

Section 6. Each officer or board member of this local PTA/PTSA shall be a member of this local PTA/PTSA.

Section 7. The bylaws of this local PTA/PTSA shall prohibit voting by proxy, mail (including electronic communications), or absentee.

Section 8. A PTA/PTSA member shall not serve as a voting member of this local PTA/PTSA's board while serving as a paid employee of, or under contract to, this local PTA/PTSA.

Section 9. 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 10. 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 11. 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 12. 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 13. 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 14. 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/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 15. 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 16. 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 one dollar and fifty cents (\$1.50) 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 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:

- The officers of this local PTA/PTSA shall be a president, 2 vice president(s), 1 secretary (ies), and a treasurer, ~~2 NCPTA delegates~~ ^(number) 1 ~~President-elect~~ ^(number).
- Officers shall be elected at the annual general membership meeting in the month of May.
- 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.
- Officers shall assume their official duties the first day of the fiscal year and shall serve for a term of 1 year(s) or until their successors assume their official duties.
- An officer shall not be eligible to serve more than two (2) 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:

- There shall be a nominating committee composed of 5 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).
- The nominating committee shall be elected at least two (2) months prior to the election of officers.
- 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 May, at which time additional nominations may be made from the floor. Notification of the ^(month) upcoming meeting must be presented to the general membership by March.
- 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 XI 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

- a. act as aide(s) to the president ~~and one may also serve as president elect;~~
- b. in their designated order perform 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

- a. record the minutes of all meetings of this local PTA/PTSA, the board of directors, and executive committee;
- b. be prepared to read the records of the previous meeting;
- c. file all records;
- d. have a current copy of the bylaws;
- e. maintain a current membership list; and
- 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.

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 14 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 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.

and the President of student government

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. A voting member of the board of directors may not serve as the parliamentarian.

#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; REINSERT
- 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. fill vacancies of officers, except as provided in Article VIII, section 4.

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 director's 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, 3 days' notice having been given. (number)

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 3 days' notice. (number)

#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; REINSERT
 - b. to elect standing and special committee chairs;
 - c. to act in emergencies between meetings of the board of directors; and
 - d. to submit a report at each board of directors meeting.
- standing and
- in the intervals between general membership meetings and board of directors meetings and such other business as may be referred to it by the board of directors.

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.

See attached sections 2-10.

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.

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 _____ year(s) or until the election of a successor.

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 appoint their 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 General Membership Meetings

Section 1. At least 4 (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. 5 (number) days' notice shall be given of a change of date. *The date of the first general membership meeting of the next fiscal year shall be determined by the board of directors and announced at the May meeting of the current fiscal year.*

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, 3 (number) days notice having been given.

Section 3. The annual general membership meeting of this local PTA/PTSA shall be held in May (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 XII Council Membership

Section 1.

a. This local PTA/PTSA shall be represented in meetings of the Montgomery 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 May (month) by the board of directors. *general membership*

c. Delegates to the Montgomery County Council of PTAs shall serve for a term of one (1) year(s).

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

Article X Committees

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

Section 3. The board of directors may create such special committees as it may deem necessary to promote the purposes and carry on the work of this local PTSA.

Section 4. The chair of each standing committee shall be elected by the Executive Committee of this local PTSA/PTSA. The term of each chair shall be one (1) year(s) or until the election of a successor. A standing committee may have more than two (2) co-chairs; provided, however, that only one (1) chair may vote in a meeting of the board of directors.

Section 5. The chair of each special committee shall be elected by the Executive Committee of this local PTSA/PTA. The term of each chair shall be as specified by this Executive Committee or until the election of a successor and shall be for less than one year. A special committee may have more than one (1) chair.

Section 6. 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 7. The president shall be a member *ex officio* of all committees except the nominating committee.

Section 8. Vacancies of standing committee chairs shall be filled by the Board of Directors. Vacancies of special committee chairs shall be filled by the Executive Committee.

Section 9. Upon the expiration of the term of office or in case of resignation, each standing or special committee chair shall turn over to the president, within fourteen (14) days, all records, books, materials pertaining to the office, and shall return to the treasurer, immediately, any funds pertaining to the office.

Section 10. The president and treasurer of this local PTSA cannot serve as chairs of any standing committees.

Cabin John MS PTSA, approved at March 13, 2012 meeting, Article X, sections 2-10.

ARTICLE XIII 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 XIV Fiscal Year

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

#ARTICLE XV Parliamentary Authority

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

Cabin John Middle School PTSA, 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 XVI 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 Cabin John Middle School PTSA, Inc. (full legal name - no initials)

on March 13, 2012 (date)

JULIA G. McCANN Secretary (printed name)

Julia G. McCann Secretary (signature)

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

Name: Merry Eisner
Title: PTSA President

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

Name: Allie Giles
Title: Bylaws Review Comm. Chair
Phone: 3017670819
E-mail: alliegiles@aol.com
Address: 8028 Cindy Ln.
Bethesda MD 20817

<p><i>For Maryland PTA Use Only</i> Action of Maryland Congress of Parents and Teachers, Inc. Approved on <u>5/30/12</u> <u>Rita Lowman</u> <small>Chair, MDPTA Bylaws Committee</small> <u>President</u></p>
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PURPOSES

OF THE NATIONAL CONGRESS OF PARENTS AND TEACHERS

- ▲ To promote the welfare of children and youth in home, school, community, and place of worship.
- ▲ To raise the standards of home life.
- ▲ To secure adequate laws for the care and protection of children and youth.
- ▲ To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- ▲ 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.

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.

Meeting Minutes

CJMS – PTSA 3/13/2012 Meeting Minutes, recorded by Julia McCann, CJMS-PTSA Secretary

The PTSA President, Merry Eisner, called the meeting to order at 7:50 am and began by asking everyone to introduce themselves (See Sign-In sheet attached). She then turned the meeting over to Allie Giles, Chair of the By-Laws Committee.

As required by the CJMS PTSA By-laws, every three years the by-laws need to be reviewed and re-approved with any applicable changes. Allie Giles led a general discussion of the proposed changes (See attached cabinjohnms-ptsa yahoo group email dated Feb 7, 2012) listed by item number. After a few minutes of debate on item (2), it was decided that we should take two votes: one for proposed changes (1) and (3 through 10), and a second for proposed change (2). With 17 people in attendance:

The first vote unanimously approved changes (1) and (3 through 10);

The second vote approved change (2), with 15 in favor, and two objections.

The by-laws were then unanimously approved, effective May 2012.

The Treasurer's Report (See attached) was summarized for the attendees by Licia Jarisch, Treasurer.

Nominations for the 2012-2013 Nominating Committee were discussed. Two people (Tracy Bottiglieri and Sara Lowen) volunteered. However, all in attendance agreed that more calls should be made so that the committee would have the right five members.

A review of Volunteer Opportunities was led by Merry Eisner. The Dedication/Celebration is in need of a new Chairperson.

Advanced English was discussed on two topics:

The first centered around the current practice of 8th Grade Advanced English class grades being reported on High School transcripts. The PTSA decided they should take an official position on the matter.

Sarah Lohen made the motion, seconded by Tracy Bottiglieri, to:

"Strive to change the policy that puts Advanced English grades on High School transcripts."

The motion was approved; with 11 in favor, 1 objection.

The second topic discussed was the CJMS Book Selection Policy. Unfortunately, prior to taking any action, several people had to depart. Thus, we were no longer in a position to take a vote. While we talked about this issue, that's all we could do at this time.

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The meeting adjourned at 9:40 am.

Signed,

Julia G. McCann

Julia G. McCann, CJMS PTSA Secretary

3/15/2012

(Date)

From: Cabin John MS PTSA E-Mail <Melly.Eisner@Gmail.com>

To: cabinjohnms-ptsa <CabinJohnMS-PTSA@yahooogroups.com>

Subject: [CabinJohnMS-PTSA] CJMS PTSA Bylaws Update - Please read

Date: Tue, Feb 7, 2012 9:12 am

Cabin John Parents:

Every three years, all PTA's and PTSA's are required to resubmit their bylaws to the state PTA for review and approval. We need to have the Maryland PTA review and approve the Cabin John PTSA bylaws by May, 2012. This process is a good opportunity to review our bylaws and determine whether we think any changes or improvements ought to be made. After careful review, we are recommending several changes that simplify our bylaws and make them more workable for future PTSA boards. Each of the proposed changes discussed below is simply a return to how our by-laws used to be; they were modified three years ago but have proved somewhat cumbersome to the executive committees and boards that have had to live within their constraints.

If you have any comments to the proposed changes, please feel free to contact me or to **come to the March 13, 2012 PTSA meeting at 7:45 a.m.** where we will be discussing the proposed changes and voting on whether to adopt them. Please note that there are certain changes that we cannot make under state PTA rules; for example, we cannot permit voting on PTA matters by email.

Our current bylaws are available for review at:

<http://www.cabinjohnptsa.org/forms/cjmsptsarevisedbylaws.pdf>

Proposed changes:

1. 1. Reduce the number of Vice Presidents from three to two (which is what it used to be) (Article VI, section 2(a)). It has proved difficult to find three Vice Presidents.
2. 2. Add a position for President Elect so that there can be better continuity within the PTSA from year to year (add "1 President-Elect" to Article VI, section 2(a) and add that a Vice President may serve as a President-Elect (Article VII section 2)).
3. 3. Allow the nominating committee to be elected by the board of directors, rather than by the general membership (because of the difficulty in getting a quorum of the general membership for such a vote) (Article VI, section 3 (a)).
4. 4. If the President unexpectedly steps down, the vacancy would be filled by the 1st Vice President (Article VI, section 4).
5. 5. The description of the Vice Presidents' duties used to be quite short; several years ago, they were modified to a quite lengthy, detailed description which reduces the President's and Vice-Presidents' flexibility in carrying out their duties. We would return to the simpler description of the Vice-Presidents' duties. (Article VII, section 2 -- the crossed out sections would simply be restored).
6. 6. State that the President may appoint a parliamentarian, rather than shall, because this position can be hard to fill (Article VIII, section 2).
7. 7. State that a majority of the board of directors shall be a quorum, rather than 8 members (because the board is usually not that large) (Article VIII, section 5)
8. 8. Change the quorum required for votes from 15 members to 12 (Article XI, section 4) because we have difficulty getting 15 members to come to meetings.
9. 9. Remove that prohibition on PTSA officers (other than the President and Treasurer) not

being able to also serve as chairs of standing committees (delete Article X section 10).

10. Remove the list of standing committees in Article X, section 11; instead, state that the PTSA membership can create whatever standing committees they need in a given year.

If you think these modifications to our bylaws are acceptable, and you are available on the morning of **March 13th at 7:45 a.m.** to join us at the PTSA meeting, then I hope you will join us. We need a quorum -- currently that's 15 PTSA members -- to get these modifications passed and sent on to MD PTA.

-- Allie Giles (former Cabin John PTSA President; Cabin John By-Laws Review Committee Chair)
(alliegiles@aol.com)

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Cabin John PTSA
Meeting Agenda: 3/13/2012

- Introductions (All)
- Review & Approval of the By-Laws (Allie Giles, By-Laws Committee Chair)
- Treasurer's Report (Licia Jarisch, Treasurer)
- Nominations for Nominating Committee for 2012-2013 CJMS PTSA
- Review of Volunteer Opportunities:
 - Walk/Run-A-Thon (Friday, April 20th)
 - 7th Grade Social (Friday, April 27th)
 - Dedication/Celebration of Student Achievement (Thursday, April 26th)
- Advanced English Discussion*:
 - Grading & Reporting
 - Book Selection

YTD Actuals vs. Budget for the 2011 - 2012 Term

7/1/2011 through 6/30/2012

Category Description	7/1/2011 - 3/10/12 Actual	Approved Budget11-12	Difference: Better / (Worse)
INCOME			
Voluntary Contributions	\$2,217.94	1,800.00	417.94
Interest	\$9.36	15.00	(5.64)
Membership Dues - Gross	\$20,969.16	22,500.00	(1,530.84)
Less: PTA Dues	<u>(4,640.75)</u>	<u>(5,500.00)</u>	<u>859.25</u>
Membership Dues - Local Portion Only	16,328.41	17,000.00	(671.59)
Other Income			
Directory Sales	\$181.91	150.00	31.91
Magazine Sales	-		0.00
Other (Car Magnets in 2012 - net receipts)	-	1,000.00	(1,000.00)
Other Other Income	<u>\$1,443.05</u>	<u>-</u>	<u>1,443.05</u>
TOTAL Other Income	\$1,624.96	1,150.00	474.96
TOTAL INCOME	\$ 20,180.67	\$ 19,965.00	215.67
EXPENSES			
Operating Expenses			0.00
Cluster Support		100.00	100.00
Insurance	179.00	180.00	1.00
Bank Charge	\$34.00	-	(34.00)
Membership Drives	4,241.73	4,500.00	258.27
Office Expenses	254.90	250.00	(4.90)
Postage	5.59	25.00	19.41
President's Fund		300.00	300.00
PTA Training		-	0.00
Other Operating Expenses	\$303.80		(303.80)
TOTAL Operating Expenses	5,019.02	5,355.00	335.98
Programs			0.00
After School Programs		-	0.00
Career Day		500.00	500.00
Community Service		-	0.00
Cultural Arts	7,360.34	8,500.00	1,139.66
Development Initiatives		250.00	250.00
Hospitality	65.72	-	(65.72)
YE Dedication/Celebration of Student Achievement*		1,500.00	1,500.00
NAACP		450.00	450.00
Outdoor Education		1,750.00	1,750.00
School Improve & Beautification		-	0.00
Special Programs/Speakers	150.00	500.00	350.00
Staff Appreciation	741.34	4,500.00	3,758.66
Student Recognition	150.92	100.00	(50.92)
Other Programs	(\$3,019.81)	500.00	3,519.81
Teacher Wish Lists	1,470.00	750.00	(720.00)
"Mixer" Activities for each Grade - in lieu of YE Activities			0.00
6th & 7th Grade "Mixer" Activities	600.00	1,200.00	600.00
8th Grade "Mixer" - in lieu of YE Celebration	-	600.00	600.00
TOTAL "Mixer" Activities	600.00	1,800.00	1,200.00
TOTAL Programs	7,518.51	21,100.00	13,581.49
TOTAL EXPENSES	\$ 12,537.53	\$ 26,455.00	13,917.47
OVERALL TOTAL	\$ 7,643.14	\$ (6,490.00)	14,133.14

check

GL Balance 07/01/2011	\$26,606.20
GL Balance 03/10/2012	\$34,249.34
Difference	<u>\$7,643.14</u>

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May 3, 2012

Rita Lowman, President
MDPTA
5 Central Avenue
Glen Burnie, MD 21061

Rita:

The Cabin John PTSA approved its bylaws (which are scheduled to expire on May 12, 2012) at its March 13, 2012 general membership meeting. I sent them to MDPTA on March 21, 2012; however, I did not put the changes onto the correct template and so they were returned to me. I have now transferred the information to the correct template and am returning three copies to you. I sent our minutes in previously and so I am not resending those, but please let me know if you need another copy. I would note that most of the handwritten edits that you will see on the template are actually changes approved by previous PTSAs (not ours) but since we did not delete them, I re-wrote them onto the template.

Thanks for your help.



Allie Giles
Cabin John MS PTSA
Bylaws Review Committee Chair
8028 Cindy Lane
Bethesda, MD 20817
301-767-0819
alliegiles@aol.com