

BYLAWS

OF

Bourne PTA
Bourne, Massachusetts

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IDENTIFICATION AND SCOPE

Region: 6

District: 20

EIN: 043006231

Schools Served:

Bourne High School, 75 Waterhouse Road, Bourne, MA 02532

Bourne Middle School, 77 Waterhouse Road, Bourne, MA 02532

Bourne Intermediate School, 70 Trowbridge Road, Bourne, MA 02532

Bournedale Elementary School, 41 Ernest Valeri Road, Bourne, MA 02532

ARTICLE I: NAME

Section 1. The name of this association is the Bourne Parent-Teacher Association, Incorporated of Bourne, Massachusetts. It is a local PTA organized under the authority of the Massachusetts Parent Teacher Association (Massachusetts PTA), a branch of the National Congress of Parents and Teachers (National PTA). For convenience, the association shall be referred to in these bylaws as the Bourne PTA.

#ARTICLE II: PURPOSES

Section 1. The purposes of the Bourne PTA, in common with those of National PTA and Massachusetts PTA are:

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

Section 2. The purposes of National PTA, Massachusetts PTA and the Bourne PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and 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 "Internal Revenue Code").

#ARTICLE III: BASIC POLICIES

Section 1. The following are basic policies of the Bourne PTA, in common with those of National PTA and Massachusetts 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 boards 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 individuals 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 the 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, organizations, or associations that have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.
- g. The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) 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.
- h. A local PTA unit may cooperate with other associations and agencies concerned with child welfare, but PTA representatives shall make no commitments that bind the group they represent.

#ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND MASSACHUSETTS PTA

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

A local PTA in good standing is one that:

- a. Adheres to the purposes and basic policies of the PTA;
- b. Remits the national portion of the dues through the state PTA to reach the national office by dates designated by National PTA;
- c. Remits the state portion of the dues to the state PTA by the dates designated by Massachusetts PTA November 1st and monthly thereafter;
- d. Remits a membership list to the State PTA with dues each month. You may send your list to the State PTA on a disk or email in an Excel spreadsheet format. This is an IRS requirement. The Massachusetts PTA does not share its membership lists;
- e. Has a minimum of 25 members to become a PTA, It is expected that membership drives be held on a yearly basis for increasing members; (exceptions to this will be reviewed on an individual basis);
- f. Has current officer list with **names, addresses, telephone numbers and email addresses** on file with Massachusetts PTA;
- g. Has current bylaws (bylaws approved by the state PTA within the last four (4) years are considered current);
- h. Has Employer Identification number (EIN) on file with Massachusetts PTA.
- i. File with the IRS a 990-N, 990EZ, or 990 and form PC with Massachusetts Attorney General.

Section 2. The articles of association of the Bourne PTA include (a) the bylaws of such association and (b) the certificate of incorporation or articles of incorporation of such association (in cases in which the association is a corporation) or the articles of association by whatever name (in cases in which the association exists as an unincorporated association).

Section 3. The Bourne PTA shall adopt such bylaws for the government of the association as may be approved by Massachusetts PTA. Such bylaws shall not conflict with National PTA Bylaws or the bylaws of Massachusetts PTA.

Section 4. The Bourne PTA shall include in its bylaws those articles and sections identified by the number (#) symbol as found in the Massachusetts PTA suggested local unit bylaws.

Section 5. Bylaws of the Bourne PTA shall include an article on amendments.

Section 6. Bylaws of the Bourne PTA shall include a provision establishing a quorum.

Section 7. The bylaws of the Bourne PTA shall prohibit voting by proxy.

Section 8. A PTA member shall not serve as a voting member of the Bourne PTA's board while serving as a paid employee of or under contract to the Bourne PTA.

Section 9. The charter of the Bourne PTA shall be subject to withdrawal and the status of such association as a local PTA shall be subject to termination, in the manner and under the circumstances provided in the bylaws of Massachusetts PTA.

Section 10. The Bourne PTA is obligated, upon withdrawal of its charter by Massachusetts PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to Massachusetts PTA or to another 501 (C) (3) association approved by Massachusetts PTA.
- b. To cease and desist from the further use of any name that implies or connotes association with National PTA or Massachusetts PTA or status as a constituent association of National PTA.
- c. To carry out promptly, under the supervision and direction of Massachusetts PTA, all proceedings necessary or desirable for the purpose of dissolving the Bourne PTA.

Section 11. A local PTA may dissolve and wind up its affairs in the following manner:

- a. The executive board shall adopt a resolution recommending the Bourne PTA dissolve and directing that a question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating purpose of such meeting is to consider the advisability of dissolving the Bourne PTA shall be given to each member 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 Massachusetts PTA at least twenty (20) days before the date fixed for such special meeting of the members.

- c. Arrange for a Massachusetts PTA representative to speak to the executive board prior to taking action.
- d. Only those persons who were members in good standing of the Bourne PTA on the date of the 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.
- e. Approval of dissolution of the Bourne PTA shall require the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting, a quorum being present. However, before the final vote can be taken, the members must decide how to dispose of the property and assets of the unit in accordance with Section 501(C)(3) of the Internal Revenue Code (Article III f).
- f. Notify Massachusetts PTA in writing with the results of the vote. If the Bourne PTA unit votes to disband, they must return their Charter to the Massachusetts PTA Office. The Massachusetts PTA will notify the IRS that this unit is no longer a tax-exempt association of Massachusetts PTA and will also notify National PTA that the unit has dissolved.

#ARTICLE V: MEMBERS AND DUES

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

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

Section 3. The Bourne PTA shall conduct an annual enrollment of members prior to November 1, but may admit persons to membership at any time in accordance with Article 10 Section 5.

Section 4. Each member of a local PTA shall pay such annual dues as may be determined by the association. The amount of such dues shall include:

The portion payable to Massachusetts PTA as recommended by the Massachusetts PTA board of directors and approved by a majority of the voting body at the Massachusetts PTA Annual Convention, and the portion payable to National PTA as recommended by the National PTA board of directors and approved by a two-thirds (2/3) majority of the voting body at the National PTA Annual Convention.

Section 5. The state and national portion of the dues paid by each member to a local unit shall be set aside and remitted to Massachusetts PTA on or before November 1. Additional dues from members joining after November 1 should then be submitted monthly and not kept as part of the Bourne unit's treasury. Dues received after March 31, will not be reflected in the current National PTA membership year.

Section 6. An official membership card is issued when the member's name is entered into the Massachusetts PTA's tracking system and dues payment is submitted. A membership is not interchangeable between PTA units or schools and does not confer membership on more than one individual.

Section 7. Massachusetts PTA membership year is July 1 to June 30. Renewing members have until September 30 to submit their membership renewal, allowing a grace period from July 1 to September 30. During this grace period, members are entitled to their full membership rights, including voting rights on approval of the PTA budget and programs or meetings.

Section 8. Membership may be paid for by a scholarship or sponsorship. Funds must be identified and set aside in a "membership scholarship fund" within the budget. Teachers may be included to receive a membership scholarship with their permission.

Section 9. A PTA unit will not be considered a unit in good standing and therefore not be eligible to participate in the Reflections Program if their dues have not been sent to the State Office by December 31, bylaws are not current, and officers are not updated. Parents of reflections winners must be a member of the local PTA unit or Cranberry PTA.

Section 10. A PTA unit will not be considered a unit in good standing and therefore not be eligible for awards (national or state) if the dues and bylaws are not current and officers are not updated..

ARTICLE VI: OFFICERS

Section 1. The officers of the Bourne PTA shall be a President, a Vice President, a Membership Chairperson, a Secretary, and a Treasurer. These jobs may be shared by two people, such as in the case of Co-Presidents, Membership Chairpersons, etc., as agreed upon by the board.

Section 2. Officers shall be elected at the Bourne PTA Annual Meeting to be held in the month of May.

Section 3. There shall be a nominating committee composed of an uneven number, but no less than three (3), members who shall be elected by the Bourne PTA at a regular general membership meeting at least six months prior to the election of officers, as outlined in *Article VI, Section 2*.

- a. The committee shall elect its own chair. The Bourne PTA has elected the Vice President to serve as the chair of the nominating committee.

- b. The nominating committee shall nominate at least one (1) eligible person for each office and each seat of the standing committees, and report its nominees at the regular general membership meeting in April, at which time additional nominations may be made from the floor. A thirty-day notice of the meeting, including the slate of officers to be presented, must be given to the membership.
- c. The nominating committee shall nominate at least one (1) eligible person for each office and each seat of the standing committees, and report its nominees at the regular general membership meeting in April, at which time additional nominations may be made from the floor. A thirty-day notice of the meeting, including the slate of officers to be presented, must be given to the membership.
- d. Only those individuals who are current members of the Bourne PTA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.
- e. The proposed ballot must be published to the membership of Bourne PTA by website, email, or other appropriate means following the April meeting and in no case less than 21 days prior to the Annual Meeting in May.

Section 4. Election of officers and standing committees shall be accomplished as follows:

- a. At the Annual Meeting in May a final call for nominees must be made by the President;
- b. The proposed ballot must then be approved by two-thirds vote of the members present. In the event that the ballot is not approved, objections and discussion may be heard and an attempt to rectify the situation shall be made immediately;
- c. Once the ballot is approved no changes can be made, and no write in candidates are allowed. The election shall be conducted by paper ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for the election.
- d. The Vice President and Membership Chairman shall jointly tally the ballots and audit the electoral process. In the event of a disagreement between the auditors the President shall decide the matter.
- e. In the event of a tie, a runoff election between the two tied candidates shall be conducted at the June meeting.
- f. Election results shall be announced by the Vice President as soon as practical, and no later than 24 hours following the Annual Meeting. Results are official at the time such announcement is made.

Section 5. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Bourne PTA:

- a. Each officer shall be a paid member of the Bourne PTA at the time of their nomination, and throughout their term in office.
- b. No officer may serve more than three (3) consecutive terms in the same office, except in that situation where a qualified officer has agreed to extend their term in the absence of a qualified successor and as approved by the members of the Bourne PTA.
- c. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

Section 6. Officers shall assume their official duties on July 1st following their election and shall serve for a term of not less than one year, and until their successor is elected and takes office.

Section 7. A vacancy occurring in the office of President shall be filled for the remainder of the un-expired term by the Vice President. The Executive Board shall, by nomination and majority vote, fill a vacancy in any office other than the President.

Section 8. When an officer fails to attend three (3) consecutive meetings without adequate excuse, or when an officer is not fulfilling the responsibilities of the office as prescribed in the bylaws, or when an officer engages in conduct which the executive board determines to be injurious to the association or its purposes, the executive board may by a two-thirds (2/3) affirmative vote take such action as it determines appropriate. Such action may include: (1) asking for the resignation of the officer; (2) making a formal recommendation that the officer be removed from office following a hearing conducted in accordance with Due Process.*

***Footnote:** "Due Process' Procedures: Following the two-thirds (2/3) affirmative vote recommending that the officer be removed from office: (1) The officer must be given fifteen (15) days' written notice of the hearing to remove the officer from office; (2) The written notice shall contain the reasons for the proposed removal, and shall be mailed certified mail, return receipt requested, to the last address of the officer shown on the association's records; (3) At the hearing, the officer must be given an opportunity to address the executive board, either orally or in writing; (4) Not less than five (5) days following the hearing, the executive board shall convene and vote whether the officer will be removed from office; (5) A two-thirds (2/3) vote of the executive board shall be sufficient to remove the officer from office; (6) The removal vote shall be recorded in the executive board minutes and shall specify the number of voting in favor of and against such removal."

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The President or Co-Presidents shall:

- a. Preside as Chairman at all meetings of the Bourne PTA;
- b. Serve as an ex-officio member of all committees except the nominating committee;
- c. Coordinate the work of the officers and committees of the Bourne PTA in order that its purposes may be promoted;
- d. Appoint a parliamentarian should circumstances warrant, subject to the approval of the general membership of the Bourne PTA;
- e. Sign all contracts;
- f. Forward to the Massachusetts PTA Office by June 30th the names, addresses, telephone numbers and email addresses of the officers that will serve for the following school year (even if the officers do not change);
- g. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Executive Board;

Section 2. The Vice-President shall:

- a. Act as aide to the President;
- b. Perform the duties of the President in the President's absence or inability to serve;
- c. Act as Chairperson of the Nominating Committee;
- d. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President, or the Executive Board.

Section 3. The Membership Chairperson shall:

- a. Maintain a membership list, with names and addresses of members;
- b. Report to the membership and Treasurer at each regular meeting the number of active paid members of Bourne PTA;
- c. Comply with all directives contained in Article V as applicable;
- d. Perform the duties of the President in the event that both the President (or Co-Presidents) and Vice President are absent or unable to serve;
- e. Perform such duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President or Executive Board.

Section 4. The Secretary shall:

- a. Record the minutes of all meetings of the Bourne PTA;
- b. Be prepared to read the records of any previous meetings;
- c. File and retain all records;
- d. Have a current copy of the bylaws (bylaws approved by the state within the last three (3) years are considered current);
- e. Complete the Certificate of Change of Directors for the State of Massachusetts;

- f. Perform such duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President or Executive Board.

Section 5. The Treasurer shall:

- a. Have custody of all the funds of the Bourne PTA;
- b. Maintain a full and accurate account of receipts and expenditures of the Bourne PTA;
- c. Make disbursements as authorized by the President, Executive Board, or the Bourne PTA in accordance with the budget and motions adopted by the Bourne PTA;
- d. Notify the Massachusetts PTA Office of its unit's Employer Identification Number (EIN). If no number is presently available, the local PTA unit must apply for one;
- e. Shall keep all records of national and state portions of the membership dues separate from the records of the general fund of the Bourne PTA;
- f. Present a written financial statement at every meeting of the Bourne PTA and at other times when requested by the executive committee or any member;
- g. Forward the state and national portion of the membership dues to the Massachusetts PTA Office on or before November 1 along with names and addresses of members. Additional membership dues should be submitted on a monthly basis thereafter;
- h. Present an annual treasurer's report to the Bourne PTA at the annual meeting;
- i. Have the accounts reviewed when a person who has signature authority leaves the board. Such audit shall be performed by an audit committee of 2 current PTA members selected by the Executive Board and must be completed prior to the next regular membership meeting following the departure of said officer;
- j. Complete a form 990 or 990EZ with a Schedule A. If gross receipts exceed \$50,000 annually, then you must submit the form to the IRS. If gross receipts are under \$50,000, you will now be required to file electronically Form 990-N, also known as the e-Postcard, with the IRS annually.
- k. File form PC with the Massachusetts Attorney General's Office, submitting required forms in accordance with the instructions specified on the form.
- l. File an annual report to the Massachusetts Secretary of State's Office, if incorporated;
- m. Submit annually to Massachusetts PTA by the 15th day of the 5th month following the end of the Bourne PTA's fiscal year a completed audit form provided by Massachusetts PTA or a report from an independent auditor stating that the annual audit has been performed for the Bourne PTA.
- n. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President or the Executive Board.

Section 6. Accounts and records of the Bourne PTA shall at all reasonable times be open to inspection by an authorized representative of Massachusetts PTA or, where directed by the committee on state and Bourne relationships.

Section 7. No two members of the same family may be on the signature card for this PTA's bank account.

Section 8. All officers shall deliver to their successors all official materials by June 30th following a regular election, within 10 days of a special election, or upon resignation.

#ARTICLE VIII: EXECUTIVE BOARD

Section 1. The executive board shall consist of the elected officers of the Bourne PTA (President or Co-Presidents, Vice President, Membership Chairperson(s), Secretary, and Treasurer), and the Chairperson of each standing committee (Communications, BHS, BMS, BIS, and BES)

Section 2. Special meetings of the Executive Board shall be called by the President or Co-Presidents at their discretion, or upon written request of two members of the Executive Board or ten (10) current PTA members-at-large with three (3) days' notice given to each member of the Executive Board. Notice may be given by means of regular mail, electronic mail, telephone, website postings, printed media or any combination thereof.

Section 3. Seven (7) members of the Executive Board shall constitute a quorum for the transaction of business.

Section 4. Duties of the Executive Board shall be to:

- a. Transact necessary business in the intervals between general PTA meetings and such other business as may be referred to it by the Bourne PTA. This authority specifically includes the reimbursement of funds for projects already approved by the membership;
- b. Appoint standing and special committee chairs and members as may deem necessary to promote the purposes of PTA and carry on the work of the Bourne PTA;
- c. Approve the work of the committees;
- d. Make a report at the general meetings of the Bourne PTA;
- e. Select an auditor or audit committee to be approved by the general membership of the local PTA to audit the treasurer's accounts;
- f. Prepare and submit to the Bourne PTA for adoption a budget for the year;
- g. Approve routine bills within the limits of the budget;
- h. Familiarize yourself with all PTA programs and resources. Training and tools are available from your State PTA and National PTA.

Section 5. The executive board shall take no action in conflict with any action taken by the general membership of the Bourne PTA.

ARTICLE IX: COMMITTEES

Section 1. Only current members of the Bourne PTA shall be eligible to serve in any elective or appointive positions.

Section 2. The standing committees of the Bourne PTA shall be: Membership, Communications, Bourne High School (BHS), Bourne Middle School (BMS), Bourne Intermediate School (BIS), and Bournedale Elementary School (BES).

Section 3. The term of each standing committee chair shall be one year or until the selection of a successor.

Section 4. Committees other than standing committees may be convened by general consent at any time, and shall remain convened until such time as their appointed tasks are completed or the committee is dissolved by two-thirds vote at a regular PTA meeting.

Section 5. The chair of each committee shall present a plan of work to the membership for approval. Committees are authorized to meet, plan, and perform work at their discretion, however no funds shall be expended and no binding agreements entered without the initial approval of the membership, and subsequent and ongoing approval of the Executive Board.

Section 6. When a chairman fails to attend three (3) consecutive meetings without an adequate excuse or when a chairman is not fulfilling the responsibilities of the office as prescribed in the bylaws, or engages in conduct which the executive board determines to be injurious to the association or its purposes, the executive board may by a two-thirds vote (2/3) affirmative vote, take such action as it determines appropriate, which may include: (1) asking for the resignation of the chairman; (2) making a formal recommendation that the chairman be removed from office.

Section 7. Upon the expiration of the term of office or in the case of the resignation or termination, each chairman shall turn over to the President, without delay, all records, books and other material pertaining to the chairmanship, and shall return to the Treasurer, without delay, all funds belonging to the association.

ARTICLE X: GENERAL MEMBERSHIP MEETINGS

Section 1. At least nine (9) regular meetings of the association shall be held during the school year. Dates of the meetings shall be determined by the President, approved by the Executive Board, and announced at the first regular PTA meeting of the school year. Four (4) days' notice shall be given to the general membership of any change of date. Notice may be given by means of regular mail, electronic mail, telephone, website postings, printed media or any combination thereof.

Section 2. Special meetings of the Bourne PTA may be called by the president or by a majority of the Executive Board. Four (4) days' notice having been given. Notice may be given by means of regular mail, electronic mail, telephone, website postings, printed media or any combination thereof.

Section 3. The annual meeting shall be in May and shall be for the purpose of electing officers, receiving reports of officers and committees, and conducting any other business that may arise.

Section 4. Nine (9) members shall constitute a quorum for the transaction of business in any meeting of the Bourne PTA. (quorum should be at least double the number of officers and should be an odd number)

Section 5. The privilege of making motions, debating, and voting at Bourne PTA meetings shall be limited to members of the association who are present and who were paid members in good standing at the time the meeting was convened.

Section 6. Approval of new projects, new initiatives, and new funding requests shall be given by majority vote of the PTA-at-large at a general membership meeting.

- a. Each paid member, including board members, shall have one vote.
- b. Subsequent requests involving funding for approved projects and/or the day to day operation of PTA business shall be handled by the Executive Board.
- c. Any motion which substantially changes the scale, scope, or intent of an approved project should be referred to the membership at a general meeting if practical. Such action may be recommended by any member of the Executive Board and approved by majority vote of the officers.

ARTICLE XI: COUNCIL MEMBERSHIP

<reserved>

ARTICLE XII: FISCAL YEAR

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

ARTICLE XIII: PARLIAMENTARY AUTHORITY

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

ARTICLE XIV: AMENDMENTS

Section 1. These bylaws may be amended at any regular general membership meeting of the Bourne PTA by a two-thirds vote of the members present and voting, a quorum being present, provided that notice of the proposed amendments has been provided to the membership 21 days prior to the meeting.

Section 2. A committee may be appointed by a majority vote at a general meeting of the Bourne PTA, or by a two thirds vote of the Executive Board of the Bourne PTA, to submit a revised set of bylaws as a substitute for the existing bylaws.

Section 3. Submission of amendments or revised bylaws for approval by Massachusetts PTA shall be in accordance with the bylaws or regulations of Massachusetts PTA.

#Section 4. The adoption of an amendment to any provision of Massachusetts PTA suggested Bourne PTA unit bylaws identified by a number (#) symbol shall serve automatically and without the requirement of further action by the Bourne PTA to amend their corresponding bylaws. The Bourne PTA shall promptly incorporate such amendments in it bylaws.

BYLAWS SUBMISSION FORM FOR LOCAL UNITS

Amendments or Revisions to Bylaws

Barbara Bailey Bylaws Chair Mass PTA
84 Reed St
Lexington, MA 02421
781-861-7911

Unit Name: Bourne PTA

Unit Number
(8-digits): 00025609

Bylaw Committee
Contact Person: **Jennifer Mello**

Address: **PO Box 615**

City, State, Zip: **Sagamore Beach, MA 02562**

Daytime Phone: **508-274-0488**

Email Address: **1954bonhomme@gmail.com**

Bylaw Committee
Contact Person: **Heather Rauch**

Address: 8 Spinnaker Drive

City, State, Zip: Pocasset, MA 02559

Daytime Phone: 508-667-4404

Email Address: rauchen98@gmail.com

Was official notice given (per bylaws) of intent to amend bylaws? Yes No

If yes, date of notice: **9/10/19**

If no, reason:

Was a quorum present at the time of voting? x Yes No
Meeting Date:

President's Name
(please print): Heather Rauch

Email Address:
See Above

Street, City, State,
Zip: Same as above

Telephone: Same as above

Secretary's
Signature: (may type **Emily Wilcox**
in name if submitting
by email)

Date Submitted: **November 2019**

For approval please submit:

- Bylaws submission form
- Completed bylaws submitted on the most updated suggested local unit bylaws
- Submissions made by regular mail at the address above, or by email to baileypta@aol.com.

Allow 2-3 weeks for response from the State Bylaws Chair. Approved bylaws will be returned to the Bylaws Committee Contact Person.

MASSACHUSETTS PTA APPROVAL

STATE BYLAWS CHAIR: _____ Date: _____

Bylaws Committee: Barbara Bailey, Chair
Maryalice Foisy, Secretary

Summary of Changes Made to Bourne PTA Bylaws: Replacement of Peebles Elementary with Bourne Intermediate School. Update Article VII, Section 4, line e to read "Complete the Certificate of Change of Directors for the State of Massachusetts"