

# **McKENZIE PARENT-TEACHER ASSOCIATION**

## **BYLAWS**

**2011 - 1012**

### **ARTICLE I - NAME**

The name of this organization is the McKenzie Parent-Teacher Association ("McKenzie PTA") of Wilmette. It is a local PTA unit organized under the authority of the Illinois Congress of Parents and Teachers (Illinois PTA), a branch of the National Congress of Parents and Teachers (National PTA). These bylaws shall be deemed to be a part of the Articles of Organization.

### **\*\* ARTICLE II - ARTICLES OF ORGANIZATION**

The articles of organization of this local PTA/PTSA unit include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

### **ARTICLE III - OBJECTS**

#Section 1. The Objects of the Illinois PTA and the McKenzie PTA, in common with the purposes of the National PTA are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2.

The Objects of the Illinois PTA and McKenzie PTA are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article IV.

\*\*Section 3.

The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

### **ARTICLE IV - BASIC POLICIES**

The following are basic policies of the McKenzie PTA in common with those of the National PTA and Illinois PTA:

- \*\*a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- \*\*b. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Objects of the organization.
- \*\*c. The organization or members in their official capacities shall not - directly or indirectly - participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of or in opposition to any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- #e. The Illinois PTA or any of its divisions may cooperate with organizations and agencies concerned with child welfare, but a PTA/PTSA representative shall make no commitments as an individual that bind the group represented.
- \*\*f. No part of the net earnings of the organization shall inure to the benefit of or be distributable to its members, directors, trustees, officers, or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE III hereof.
- \*\*g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- \*\*h. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Upon dissolution and withdrawal of the charter, each local PTA/PTSA unit shall be required to follow procedures as directed under ARTICLE XIII, #Section 9. a., b. and c.

## **ARTICLE V - MEMBERSHIP AND DUES**

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

#Section 2. Membership in each local PTA/PTSA unit shall be made available by the local PTA/PTSA unit without regard to race, color, creed, or national origin.

#Section 3. Each local PTA/PTSA unit shall conduct an annual enrollment of members but may admit individuals to membership at any time.

#Section 4.

- a. The membership year of the McKenzie PTA shall be July 1 through June 30.
- b. Persons who join during the membership year shall pay dues for that year. Persons may hold membership in one (1) or more local PTA/PTSA units upon payment of all-inclusive dues as required by the bylaws of each local PTA/PTSA unit. Newly chartered local PTA/PTSA unit members shall be issued charter membership cards valid for a determined period of time.
- c. The membership year of the Illinois PTA shall be July 1 through June 30.

#Section 5.

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

#Section 6.

The privilege of making motions and voting in a local PTA/PTSA unit shall be limited to members of the local PTA/PTSA unit.

#Section 7.

Only a dues paying member of a local PTA/PTSA unit may be eligible for election or appointment to office or chairmanship in the Illinois PTA or any of its divisions.

#Section 8.

No person shall hold an elected or appointed position in any local PTA/PTSA unit who is not a member in good standing.

Section 9.

Each member of a local PTA/PTSA unit shall pay annual dues to said organization as may be prescribed by the organization. The amount of dues shall include the portion payable to the Illinois PTA (the "state portion") and the portion payable to the National PTA (the "national portion").

Section 10.

- a. The national portion of each member's dues shall be determined by the delegates to the National PTA annual convention.
- #b. The amount of the state portion of each member's dues shall be determined by the Illinois PTA. The annual dues to the Illinois PTA shall be one dollar and fifty cents (\$2.00) per capita for every member of each local PTA unit.

- c. The amount of the local membership dues shall be determined by the members of the local PTA/PTSA unit.

#### Section 11.

- #a. The state and national portions of the dues paid by each member of a local PTA/PTSA unit shall be set aside by the local PTA/PTSA unit and remitted to the Illinois PTA through channels and at times as the state PTA bylaws may provide. The Illinois PTA shall remit to the National PTA the amount of the national portion of dues paid by all members of local PTA/PTSA units in its area.
- #b. The initial state and national portion of the dues paid by each member to a local PTA/PTSA unit shall be set aside by the local PTA/PTSA unit and remitted to the Illinois PTA postmarked no later than October 1. Dues should be submitted monthly thereafter.

#### #Section 12.

- a. A local PTA/PTSA unit shall be considered delinquent if by December 31 it has failed to send to the Illinois PTA the state and national portion of dues paid by no less than twenty-five (25) individual members, or no less than ten (10) individual members for a new local PTA/PTSA unit or for an existing local PTA/PTSA unit where the school enrollment is less than one hundred (100) students.
- b. A local PTA/PTSA unit not affiliated with a school shall be considered delinquent if by December 31 it has failed to send to the Illinois PTA the state and national portions of dues paid by no less than ten (10) Individual members.
- c. Local PTA/PTSA units which fail to send to the state office of the Illinois PTA by June 30 the national and state portions of dues paid by individual members shall be discontinued as local PTA/PTSA units and their charters shall be withdrawn, as provided in ARTICLE XIII, #Section 9. a., b., and c.
- d. Reinstatement procedures and reinstatement fees shall be in such manner as prescribed by the state board of managers.

### **ARTICLE VI - OFFICERS AND THEIR ELECTION**

#### #Section 1.

Each officer or general board member of a local PTA/PTSA unit shall be a member of the local PTA/PTSA unit.

#### Section 2.

- a. The executive officers of this organization shall be the President, the President-Elect, the Vice President - Enrichment, the Vice President – Room Parents, the Vice President – Fundraising, the Vice President - Communications, the Secretary and the Treasurer.
- b. Executive officers shall be elected by ballot annually in the month of April. However, if there is only one (1) candidate for any office, upon adoption of a motion from the floor, the election for that office (or offices) may be by voice.
- c. Executive officers, except the Treasurer, shall assume their official duties at the close of the organization's last regular meeting of the school year. The Treasurer shall assume his or her duties on the July 31 following the organization's last regular meeting of the school year. The President and

President-Elect shall each serve a term of one (1) year or until such time as their respective successors are elected and assume their duties. The President-Elect shall succeed the President at the conclusion of the President-Elect's one-year term, with the two one-year terms as President-Elect and President culminating in two consecutive years as an executive officer of the McKenzie PTA. The McKenzie PTA's Treasurer and VP of Enrichment shall each serve a one-year term with their successors serving as Assistant Treasurer and Enrichment Assistant respectively. The other executive officers shall each serve a term of two (2) years or until such time as their respective successors are elected and assume their duties.

- d. A person shall not be eligible to serve more than two (2) consecutive terms in the same office, nor more than four (4) consecutive years on the executive board (as defined in Article IX below), except that (i) a person filling an unexpired term for not more than half of that term may also be elected for two (2) full consecutive terms; (ii) the office of President and President-Elect may be filled by persons who have already served four (4) consecutive years on the executive board.

#### #Section 3.

The members of the nominating committee for officers of a local PTA/PTSA unit shall be elected.

#### #Section 4.

- a. There shall be a nominating committee consisting of seven (7) members, one (1) of whom shall be elected by the general board from its body, and six (6) elected by this organization at a regular meeting at least two (2) months prior to the election. There shall be one (1) alternate elected by the general board and one (1) from the organization. The committee shall choose its own chairman before the close of the regular meeting at which they are elected.
- b. The nominating committee shall select one (1) nominee for each office to be filled and report at least thirty (30) days prior to the election meeting.
- c. During the election meeting, an opportunity shall be given for nominations from the floor.
- d. Only those who have consented to serve if elected shall be eligible for nomination either by the committee or from the floor. No one may be eligible to election who has not been a member of this organization or that of a feeder school for at least thirty (30) days.
- e. To be eligible to vote in any election a person must have been a member for at least thirty (30) days.

#### Section 5.

In case a vacancy occurs in the office of President, the President-Elect shall serve as President for the unexpired term. A vacancy occurring in any other executive office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board at its next regular meeting.

## **ARTICLE VII - DUTIES OF OFFICERS**

#### Section 1.

The president shall:

- a. preside at all meetings of this organization, the executive board, and the general board;
- #b. be a member ex-officio of all committees except the nominating committee and, if authorized to sign checks, the audit committee;

- c. sign all legal documents, including contracts;
- d. appoint members to special committees
- e. be responsible for other duties as may be assigned by him by the organization, the executive board, or the general board;
- f. delegate the work of the association to other officers or chairmen as may be appropriate;
- g. coordinate the work of the officers and committees in order that the Objects may be promoted;
- h. serve on the Village Wide PTO and participate in the President's Council
- i. ensure timely review and compliance with the organization's bylaws
- j. assist the Treasurer in drafting the proposed budget for the following year, for discussion and approval by the executive board and general membership and
- k. attend school events

Section 2. The President-Elect shall:

- a. assist the President in all of the duties of that office in preparation for serving as President the following year;
- b. countersign checks in the temporary absence of the President;
- c. perform the other duties of the President in the temporary absence of the President;
- d. serve as chair of the School Gift standing committee, when and if such committee is formed; and
- e. be responsible for such other duties as the organization or the general board may assign to him or her.

Section 3.

The Vice President(s) shall act as aide(s) to the President, shall be responsible for such duties as the organization or the general board may assign to them and shall in their designated order perform the duties of the President in the event both the President and the President-Elect are temporarily absent or unable to act:

- 1. Vice President – Enrichment
- 2. Vice President – Fundraising (formerly known as “Ways & Means”)
- 3. Vice President – Room Parents
- 4. Vice President – Communications

Section 4. The Secretary shall:

- a. record the minutes of all meetings of this organization and the executive board;
- b. maintain a current copy of the bylaws and review and revise them as necessary (subject to approval by the membership as required by Article XVI);

- c. have a current membership list;
- d. conduct correspondence of the organization as directed; and
- e. perform such other duties as the organization or the general board may assign to him or her.

Section 5. The treasurer shall:

- a. receive all monies of this organization and keep an accurate record of receipts and expenditures;
- b. place all monies in a depository approved by the general board;
- c. pay out funds in accordance with the budget as approved by the membership and authorized by properly signed vouchers. Vouchers shall be signed by two persons. Checks shall be signed by the treasurer and one other duly elected and authorized officer.
- d. present a written financial statement at every meeting of the organization and at other times as requested by the general board making a full report at the regular meeting in September;
- #e. be responsible for the remittance of the state and national portion of the dues paid by each member as directed in ARTICLE V of these bylaws;
- f. provide the checkbook, all bank statements, canceled and voided checks, deposit slips, treasurer's record book and receipt book, vouchers and invoices for all disbursements to the audit committee;
- g. be responsible for completion and filing of appropriate forms as may be required by Internal Revenue Service Regulations no later than the date established by the regulations;
- h. not be a member of the audit committee.

## **ARTICLE VIII – MEETINGS**

Section 1.

Monthly regular meetings of this organization shall be held during the school year unless otherwise determined by the organization. Dates of meetings shall be determined by the President and announced at the organization's first regular meeting of the year. Seven (7) days written notice shall be given of a change of date.

Section 2.

General membership meetings are convened to conduct the business of the organization. Business shall include, but is not limited to: adoption of the audit report, adoption or amending the budget, amending the bylaws, the election of a nominating committee, and the election of officers.

Section 3.

Special meetings of this organization may be called by the executive board upon seven (7) days written notice to the membership.

Section 4.

Where these bylaws require written notice to the membership, such requirement shall have been satisfied if: (a) written notice is posted on the McKenzie PTA bulletin board; and (b) a good faith attempt has been made to distribute the notice in either written or electronic form to each member using McKenzie's normal procedures sending general announcements to parents.

**\*\*Section 5.**

Bylaws of each local PTA/PTSA unit shall include a provision establishing a quorum.

**Section 6.**

A quorum for the transaction of the business of this organization shall consist of fifteen (15) members, which includes at least two (2) officers. Approval of any motions shall be by a majority of those present.

**#Section 7.**

The bylaws of all local PTA/PTSA units shall prohibit voting by proxy.

**ARTICLE IX - EXECUTIVE BOARD**

**#Section 1.**

This organization shall establish an executive board.

**Section 2.**

The executive board shall consist of the President, the President-Elect, the Secretary, the Treasurer, the Vice Presidents of Enrichment, Room Parents, Fundraising (formerly "Ways & Means"), and Communications.

**\*\*Section 3.**

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

**Section 4.**

The executive board shall:

- a. review the tentative budget for recommendation to the membership as a proposed budget for adoption at the organization's first regular meeting after school starts in the fall;
- b. transact necessary business in the intervals between the organization's regular meetings and such other business as may be referred to it by this organization;
- c. present reports and recommendations to the regular meetings of the organization;
- d. perform such other duties as these bylaws may assign to it.

**Section 5.**

Regular meetings of the executive board shall be held monthly during the year unless otherwise determined by the executive board. The President shall determine the date, time and place of the meetings. At least three (3) days notice shall be given if there is a change of a regular meeting date. Five (5) members shall constitute a quorum.

**Section 6.**

Special meetings of the executive board may be called by the President or by a quorum of the executive board upon three (3) days notice.

**Section 7.**

Any officer not performing the duties outlined in these bylaws or assigned to the office by the organization or the executive board may be removed by the affirmative vote of two-thirds (2/3) of the general board members present and voting at a regular or special general board meeting. Any executive board member absent for three (3) consecutive meetings without prior written notice may be removed by the affirmative vote of two-thirds (2/3) of the general board members present and voting at a regular or special general board meeting.



Section 8.

The executive board may transact business of this organization in an emergency; however, no action shall be in conflict with that taken by the voting body of this organization or the *general* board.

## ARTICLE X – PTA GENERAL BOARD

Section 1.

The PTA general board shall consist of the executive board, the chairs of the standing committees, one faculty member and the principal. As long as one-third (1/3) of the members at the general PTA meeting are chairs of the standing committees, then the membership meeting can also function as the PTA board meeting.

Section 2.

The duties of the PTA general board shall be:

- a. To transact necessary business in the intervals between PTA meetings and the other business that may be referred to by its PTA.
- b. To examine and approve a budget for the PTA.
- c. To approve the plans and work of the chairman of the standing committees.
- d. To approve any expenditures not in the approved annual budget.

Section 3.

All members of the general PTA board shall perform the duties as outlined in the bylaws and standing rules of the executive board, a copy of which shall be available upon request. Responsibilities include attendance at monthly meetings. In a board member's absence, a report may be submitted to be read at the monthly meeting.

## ARTICLE XI - STANDING AND SPECIAL COMMITTEES

Section 1.

The general board shall create such standing committees as it may deem necessary to promote the Objects and carry on the work of this organization. The chairman of standing committees shall be selected by the executive board for a term of one (1) year beginning at the organization's last regular meeting of the school year.

Section 2.

The executive board may create special committees as the need arises.

Section 3.

The executive board shall select an Audit Committee Head at the beginning of each school year. The audit committee shall be comprised of the Audit Committee Head, as well as the Assistant Treasurer, the Assistant Enrichment and the President Elect, plus three (3) additional members who shall be selected by the Audit Committee Head no later than the organization's last regular meeting of the school year. The audit committee shall examine the financial records and report its findings to the membership. By decision of the President, a professional auditor may be used. Anyone authorized to sign checks is not eligible to audit the financial records.

#Section 4.

The local PTA/PTSA unit financial records must be audited annually at the close of the fiscal year and upon change of Treasurer during the term of office.

Section 5.

The Executive Board shall, in consultation with the Audit Committee Head, decide upon the date by which the financial audit shall be completed. The completion date of the audit shall be decided upon and communicated to the Audit Committee Head no later than the organization's last regular meeting of the school year, it being understood that the audit completion date generally should not extend more than thirty (30) days beyond the end of the organization's fiscal year.

Section 6.

The President shall be a member ex-officio of all committees except the nominating committee and the audit committee.

## **ARTICLE XII - REPRESENTATION**

Section 1.

This organization may be represented at the district annual meeting and at the annual or special convention of the Illinois PTA as provided in the state bylaws.

## **ARTICLE XIII - RELATIONSHIP WITH NATIONAL PTA AND ILLINOIS PTA**

#Section 1.

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

A local PTA/PTSA in good standing is one that:

- a. adheres to the Objects and basic policies of the PTA;
- b. remits the national portion of the dues through the Illinois PTA to reach the national office by dates designated by the National PTA;
- c. has bylaws approved according to the procedures of the Illinois PTA; and
- d. meets other criteria as may be prescribed by the Illinois PTA.

#Section 2.

This local PTA/PTSA shall adopt bylaws for the governance of the organization as may be approved by the Illinois PTA. Such bylaws shall not be in conflict with the Bylaws of the National PTA or the Bylaws of the Illinois PTA.

#Section 3.

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

#Section 4.

- a. All local PTA/PTSA units' bylaws and amendments thereto shall be approved by the district director or the designated representative of the state board of managers. Bylaws shall be submitted for review upon request and/or every two (2) years.
- b. If approved bylaws do not exist, the current *ILLINOIS PTA BYLAWS FOR LOCAL PTA/PTSA UNITS* shall be in effect.

#Section 5.

This local PTA/PTSA unit shall collect dues from its members and shall remit a portion of such dues to the Illinois PTA as provided in ARTICLE V, Section 10., a., #b., and c. and Section 11., \*\*a. and #b.

Section 6.

This local PTA/PTSA unit shall keep permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including, specifically, the number of its members, the dues collected from its members and the amount of dues remitted to the Illinois PTA. Permanent books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Illinois PTA.

#Section 7.

The charter of this local PTA/PTSA unit shall be subject to withdrawal and the status of such organization as a local PTA/PTSA unit shall be subject to termination in the manner and under the circumstances provided in the bylaws of the Illinois PTA.

#Section 8.

If a local PTA/PTSA unit wishes to be discontinued or is dropped, its charter shall be withdrawn by the Illinois PTA.

A local PTA/PTSA unit may dissolve and terminate its organization in the following manner:

- a. Upon receipt of a signed petition of ten (10) members or ten percent (10%) of the membership not including members of the general board, of a local PTA/PTSA unit, whichever is larger, recommending dissolution of the local PTA/PTSA unit, the general board of that local PTA/PTSA unit shall submit the question of dissolution to a vote at an open membership meeting of members having voting rights, and that all monies shall be frozen except for those already budgeted or approved until the question of dissolution has been decided. If dissolution is approved, disposition of funds shall be in accordance with ARTICLE VI, #Section 8. a. of the Illinois PTA Bylaws. The general board of such local PTA/PTSA unit shall not submit the question of dissolution on its own motion.
- b. Written notice stating the question of such dissolution shall be given to each member entitled to vote at such meeting, to the president of the Illinois PTA, and to the appropriate district director or designated representative of the state board of managers, at least sixty (60) days prior to the date of such meeting.
- c. Only those persons who were members in good standing of the local PTA/PTSA unit on the date of submission of the question of dissolution and who continue to be members in good standing on the date of the meeting shall be entitled to vote on the question of dissolution.
- d. Approval of dissolution of the local PTA/PTSA unit shall require the affirmative vote of at least two-thirds (2/3) of the membership. The district director or designated representative of the state board of managers shall be invited to this meeting.
- e. Upon dissolution and withdrawal of the charter, each local PTA/PTSA unit shall be required to follow procedures as directed under #Section 9. a., b., and c. of this ARTICLE.

#Section 9.

This local PTA/PTSA unit is obligated upon dissolution or withdrawal of its charter by the Illinois PTA:

- a. To yield up and surrender all of its books, records, assets and property to the designated representative of the Illinois PTA who will distribute such assets as directed by the Illinois PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the Illinois PTA or status as a constituent organization; and
- c. To carry out promptly under the supervision and direction of the Illinois PTA all proceedings necessary or desirable for the purpose of dissolving the McKenzie PTA.

#Section 10.

When the Illinois PTA office receives notification of the dissolution from the district director or designated representative of the state board of managers, the Illinois PTA treasurer shall notify the local PTA/PTSA unit by certified mail that this local PTA/PTSA unit is no longer a tax exempt or tax deductible organization of the Illinois PTA.

#Section 11.

Dissolution of a local PTA/PTSA unit pursuant to the previous sections of this ARTICLE shall not preclude the immediate organization of a new local PTA/PTSA unit. Upon approval by the Illinois PTA, a new charter shall be issued.

## **#ARTICLE XIV - FISCAL YEAR**

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

## **#ARTICLE XV - PARLIAMENTARY AUTHORITY**

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

## **ARTICLE XVI - AMENDMENTS**

#Section 1.

- a. These bylaws may be amended at any regular meeting of this organization by a two-thirds (2/3) vote of the members present and voting provided that notice of the proposed amendment shall have been given at the previous regular meeting or written notice of the proposed amendment has been given to all members thirty (30) days in advance of the regular meeting at which the amendment is to be considered, a quorum being present, and that the proposed amendments shall be subject to approval of the district director or the designated representative of the state board of managers of the Illinois PTA.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of this organization or by a two-thirds (2/3) vote of the general board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of the amendment.

- c. Two (2) copies of all proposed amendments or revisions shall be submitted to the district director or the designated representative of the state board of managers for review prior to presentation at a regular meeting of the organization for its consideration and action.
- d. After approval by a two-thirds (2/3) vote at a regular meeting of the organization, two (2) copies of all amendments or revisions shall be sent for approval to the district director or designated representative of the state board of managers.
- e. Submission of amendments or revised bylaws for approval by the Illinois PTA shall be in accordance with the Bylaws of the Illinois PTA.

#Section 2.

This local PTA/PTSA unit shall include in its bylaws provisions corresponding to the Illinois PTA Bylaws as are identified herein by a double star (\*\*).

#Section 3.

The adoption of an amendment to any provision of the Illinois PTA Bylaws identified by a double star (\*\*) shall serve automatically and without the requirement of further action by the McKenzie PTA to amend their corresponding bylaws. Notwithstanding the automatic character of the amending process, local PTA/PTSA units shall promptly incorporate such amendments in their respective bylaws.

#Section 4.

Each local PTA/PTSA unit shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as are identified by the number symbol (#).

#Section 5.

The adoption of an amendment to any provision of the bylaws of the Illinois PTA identified by a number symbol (#) shall serve automatically and without the requirement of further action by the McKenzie PTA amend to their corresponding bylaws.

### CERTIFICATION

We hereby certify that these bylaws were adopted by the members of the McKenzie PTA at its meeting held on \_\_\_\_\_, 2010.

ADOPTED \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
District director or designated representative of  
the state board of managers

\_\_\_\_\_  
Eleanor Lipinski, PTA President

on \_\_\_\_\_  
Date

\_\_\_\_\_  
Maria Fowkes, PTA Secretary