

Central Unified School District

Application for School Connected Organization/Booster Club/PTA

☐

New Application (must be typed)

☒

Renewal Application (must be typed)

(required each school year)

GENERAL INFORMATION			
Name of Organization	McKinley PTA	School Site	McKinley Elementary
Mailing Address	4444 W. McKinley	School Year	2018-2019
		Date Requested	

EXECUTIVE BOARD OFFICERS				
	Name	Address	Phone	Email
President	Blanca Perez	4627 W. Holm Ave. 93722	559 360-1827	arredondoperez@gmail.co
Vice President	Shay Sawyer	2320 N. Lodi Ave. 93722	559 351-6783	gwenevashay@gmail.com
Secretary	Monica Breceda	4444 W. McKinley 93722	559 276-5232	mbreceda@centralusd.k12.
Treasurer	Frances Mayorga	4231 W. Alhambra Ave. 93722	559 9080387	fmayorga@centralusd.k12.c

PURPOSE (Describe the purpose of the organization)
To support the school to enhance any extra-curricular activities. To bring community events to the school for all to participate in to build positive school culture.

ANNUAL OBJECTIVES (List specific goals for the school year)
To provide financial support to staff and students
Leader of the Month events, various community events held throughout the year. Support classrooms needs for teachers and students. Support library materials and events.

FINANCIAL INFORMATION

Name of Bank	EECU	Account Number	5094396
Address of Bank	PO Box 5242 Fresno, Ca 93755	Authorized Signers	Frances Mayorga Blanca Perez
Tax ID #(EIN)	94-6184063		

REQUIRED DOCUMENTS (Attach Copies - New {N} & Renewal {R}) - Excluding PTA's

<input type="checkbox"/> Constitution {N}	<input type="checkbox"/> 501©3 Determination Letter {N}	<input type="checkbox"/> Certificate of Insurance - {N, R}
<input type="checkbox"/> Bylaws {N}	<input type="checkbox"/> Proof of State Tax Exempt Status {N}	<input type="checkbox"/> Insurance Endorsement Page {N, R}
<input type="checkbox"/> Proof of Tax ID # {N}	<input type="checkbox"/> Seller's Permit - {N,R}	<input type="checkbox"/> Insurance Declaration Page - {N, R}
<input type="checkbox"/> Acknowledgement Form signed by each Officer - {N,R}	<input type="checkbox"/> Hold Harmless Agreement - {N,R}	<input type="checkbox"/> Proof of Crime/Fidelity Bond Insurance {N, R}
<input type="checkbox"/> Annual Budget {N, R}	<input type="checkbox"/> Prior Year Profit and Loss Statement {R}	

REQUIRED DOCUMENTS -PTA's (Attach copies)

<input type="checkbox"/> Annual Budget	<input type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> Insurance Endorsement Page
<input type="checkbox"/> Insurance Declaration Page	<input type="checkbox"/> Hold Harmless Agreement	<input type="checkbox"/> Acknowledgement Form signed by each Officer
<input type="checkbox"/> Prior Year Profit and Loss Statement		

FINAL APPROVAL

This certifies you have satisfied all sections of the Central Unified School District Application for School Connected/Booster organization/PTA.

Authorization are granted per school year. You must resubmit your application annually by September 15 to continue to operate as a School Connected/Booster organization or PTA.

Signature of School Site Administrator: _____

Date: _____

Signature of Chief Business Officer: _____

Board Approval: _____

Authorized Date: _____

From _____

To _____

* You are not authorized to operate as a school connected organization/booster/PTA until Board Approval and signature for final approval is received from the school site administrator.

BYLAWS FOR LOCAL PTA/PTSA UNITS

00008284

National PTA
Identification Number

1860

California State PTA
Identification Number

McKinley Elementary PTA

Name of Association

Out of Council

Council PTA

Eleventh District PTA

District PTA

4444 West McKinley Avenue

Address of School - Street

Fresno, 93722

City - Zip Code

Kindergarten-Sixth Grades

Grades In School

September 30, 2009

Organization Date of This Association

REVISED JUNE 2017

California State

PTA

everychild.one voice.

PROCEDURES FOR BYLAWS REVIEW

Standard bylaws are updated and reprinted at least once a year. The cover sheet color changes at least once during every two-year term. Current bylaws are available for purchase from the **List of PTA Materials** found on the **California State PTA website www.capta.org**. Many council and district PTAs also maintain a supply of bylaws for purchase. *See Article XVI - Amendments on pp. 22-23 for bylaws amendment requirements.*

REVIEW PROCESS

1. The president appoints a bylaws review committee (3-5 people) chaired by the parliamentarian.
2. Using the "Instructions for Completing the Standard Bylaws" (page ii) the committee reviews the bylaws to see if any changes are necessary and then completes a set of the most current edition of **Bylaws for Local PTA/PTSA Units**.
3. The parliamentarian consults with the council or district PTA parliamentarian regarding how to complete a section or make a desired change.
4. The committee prepares a detailed list of proposed amendments.
5. The committee presents to the executive board the recommendation that no changes be made or the list of proposed amendments to be forwarded through channels to the California State PTA parliamentarian for approval. An update to the most current version of the bylaws with no changes still requires that the bylaws be forwarded to the California State PTA parliamentarian for review and signature.
6. The executive board votes and the outcome is recorded in the minutes.
7. The parliamentarian keeps one copy of the bylaws for reference.
8. The parliamentarian submits the detailed list of proposed amendments (if any) along with one *original set* and four (4) copies of the bylaws and standing rules through council and district PTA channels to the California State PTA parliamentarian. Out-of-council associations submit directly to the district PTA. [NOTE: Please verify with the district PTA how many copies to send.]
9. District PTA may have additional requirements or fees.

WHEN BYLAWS ARE RETURNED:

1. The California State PTA parliamentarian returns signed bylaws and standing rules to the association through district and council PTA channels.
2. Upon receipt of the state-approved bylaws and standing rules, an association meeting is scheduled to adopt the amendments to the bylaws. Members must be notified of the meeting at least thirty (30) days in advance and a list of the proposed amendments must be included with the notice.
3. A two-thirds (2/3) vote at an association meeting is required to adopt the amendments.
4. *After* the association adopts the amendments, the secretary and president sign and date the master set of the bylaws, which is kept by the secretary. Other copies are signed by the secretary and president and kept by the president and parliamentarian. Two signature pages are returned to council, or one copy to district PTA if the association is out-of-council.
5. Additional copies of the bylaws and standing rules are made for the procedure books of each member of the executive board, including the principal. A copy of these bylaws shall be made available to any member of the association upon request.

UNSIGNED BYLAWS

If the bylaws and standing rules are returned by the California State PTA parliamentarian unsigned, the PTA must make the required changes and resubmit the bylaws and standing rules through channels.

- e. Article VI, Section 2 (p. 7) - Use this section for an executive vice president or a vice president if there is no executive vice president and only one vice president.
- f. Article VI, Section 2 (p. 8) and Section 3 (p. 8) - If there is only one secretary, line out corresponding secretary and combine these sections and renumber subsequent sections.
- g. Along with the president, the Article VI, Sections 3b (p. 9), 3n (p. 10), and 3o (p. 10) - If out of council, line out ONLY the last sentence, substituting the italicized sentence that follows.
- h. Article VI, Section 4 (p. 10) - The mid-year audit is required approximately halfway through the fiscal year. The year-end audit must be completed immediately following the end of the fiscal year. (For example, if the fiscal year ends June 30, the year-end audit must be completed in July. The mid-year audit would be completed in December or January.) A third audit is required at the end of the officer term of office when the term of office is different from the fiscal year.
- i. Article VI, Section 4 (p. 10) - The months for adoption by the association must agree with association meeting months in Article VII, Section 1 (p. 13).
- j. Article VII, Section 1 (p. 13) - Set the first meeting of the school year early enough to assure that the PTA program and budget are approved by the association *prior to* beginning PTA programs or expending PTA funds (Article VII, Section 3 (p. 14)).
- k. Article VII, Section 2 (p. 14) must agree with Article V, Section 3g (p. 5) and Section 6 (p. 6) and Article VII, Section 1 (p. 13). Set the election month early enough to allow the president-elect to attend the California State PTA Convention held in late April/early May (Article V, Section 8 (p. 6)) and to meet the council/district deadline for directory data (Article VI, Section 1e (p. 7)).
- l. Article VII, Section 5b (p. 14) - The voting power of the association is equal to all members as stated in Article VII, Section 6 (p. 14). The quorum must assure general member participation beyond that of the executive board. The minimum quorum for an association meeting is the number of officers plus four (4) or eleven (11), whichever is greater. Officers are listed in Article V, Section 2 (p. 5). In order to ensure that there is participation by standing committee chairmen in association meetings, the following calculation will determine the number to add to the quorum. If there is a combination of ten (10) or more standing committee chairmen and or appointed directors, that number will be divided by two (2) and added to the association quorum.
- m. Article VIII, Section 1 (p. 15) - Standing committees are those committees that function all year, e.g. hospitality, membership, program, ways and means, fundraising, etc. Standing committees are listed in Standing Rule #10 (p. 26).
- n. Article VIII, Section 2c (p. 15) - Guidelines for the expenditure of unbudgeted funds is as follows (**California State PTA Toolkit, Unbudgeted Expenditures**):
 - i. Eight or more association meetings per year - up to \$500.00
 - ii. Five to seven association meetings per year - up to \$750.00
 - iii. Four or fewer association meetings per year - up to \$1000.00
- o. Article VIII, Section 7b (p. 16) - The minimum quorum for an executive board meeting is based on the number of executive board members, including the principal and teacher representative (majority = more than half) or five (5) whichever is greater.
- p. Article X (p. 18) - Consult with council parliamentarian to verify agreement with council bylaws.
- q. Article XIII (p. 21) - Attach copy of articles of incorporation, if an incorporated association.
- r. Article XIV, Sections 3 (p. 23), 4 (p. 23), 5 (p. 23), and 6 (p. 23) - Associations are required by law to have a federal Employer Identification Number (EIN), and a state Franchise Tax Board (FTB) number and Registry of Charitable Trust (CT) number, and are required to file annual forms with the appropriate agency. Insert the corporation number if the association is incorporated. Contact your district PTA for assistance.

BYLAWS FOR LOCAL PTA/PTSA UNITS

Table of Contents

	Page
Article I Name	1
***Article II Purposes	1
***Article III Basic Policies	2
Article IV Membership and Dues	3-4
Article V Officers and Their Election	4-7
Article VI Duties of Officers	7-13
Article VII Association Meetings	13-15
Article VIII Executive Board	15-17
Article IX Committees	17-18
Article X Council Membership	18-19
Article X Charter Procedure	19-21
Article XI Relationship With National PTA and California State PTA	21
***Article XII Articles of Organization	21-22
Article XIII Identification Numbers and Fiscal Year	23
***Article XIV Parliamentary Authority	23
Article XV Amendments	24-25
Standing Rules	26

BYLAWS

ARTICLE I – NAME

The name of this association is McKinley Elementary PTA,
a Parent-Teacher-~~Student~~ Association, hereinafter referred to as the “association”, located in the city of
Fresno, a local association ~~of the~~ out of Council,
Eleventh District of the California Congress of Parents, Teachers, and Students,
Inc. (California State PTA), a branch of the National Congress of Parents and Teachers (National PTA).

***ARTICLE II – PURPOSES

SECTION 1.

The purposes of this association, in common with the purposes of the National PTA and the California State PTA, are:

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

SECTION 2.

The purposes of this association are promoted in cooperation with the National PTA and the California State PTA through an advocacy and educational program directed toward parents and 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.

This 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 IV – MEMBERSHIP AND DUES

***SECTION 1.

Every individual who is a member of this association is, by virtue of that fact, a member of the National PTA and of the California State PTA by which this local association is chartered, and is entitled to all benefits of such membership.

***SECTION 2.

Membership in this association shall be made available by such local association, without regard to race, color, creed or national origin, under such rules and regulations not in conflict with the provisions, the Bylaws of the National PTA or the Bylaws of the California State PTA, as may be prescribed in the bylaws of this local association, to any individual who subscribes to the purposes and basic policies of the National PTA.

***SECTION 3.

The association shall conduct an annual enrollment of members but may admit persons to membership at any time.

SECTION 4.

Each member of the association shall pay annual dues of five dollar(s) and cents (\$ 5.00) per member (also means per capita) to the association.

***a. Such annual dues shall include the portion of two dollars and twenty-five cents (\$2.25) per member payable to the National PTA.

***b. Such annual dues shall include the portion of two dollars (\$2.00) per member payable to the California State PTA.

c. Such annual dues shall include the portion of _____ dollar(s) and fifty cents (\$ 0.50) per member payable to Eleventh District.

d. ~~Such annual dues shall include the portion of~~ _____ dollar(s) and _____ cents (\$ _____) per member payable to _____ Council.

d. ~~Each association shall forward to the council per capita dues of~~ _____ dollar(s) and _____ cents (\$ _____) annually.

{Out-of-council associations should substitute the following.}

d. *Each out-of-council association shall forward to the district per capita dues of* four dollar(s) and seventy-five cents (\$ 4.75) annually.

e. The remainder shall constitute the local portion of each member's dues and shall remain in this association.

SECTION 2.

The officers of this association shall be a president, ~~executive vice-president, _____ ()~~
~~vice-president(s); recording secretary, corresponding secretary;~~ treasurer, ~~financial secretary; auditor;~~
historian and parliamentarian. These officers shall be elected annually with the exception of ~~the~~
~~corresponding secretary and~~ the parliamentarian, who shall be appointed by the president subject to
the ratification of the executive board.

SECTION 3.

- ***a. Nominations for office shall be made by a nominating committee which shall be elected by the association.
- b. The nominating committee shall be elected at least two months prior to the annual election meeting. The committee shall serve until the annual election meeting.
- c. The nominating committee shall be composed of three (3) member(s), with two (2) alternate(s), all of whom shall be members of this association. The principal of the school, or a faculty representative appointed by the principal, if not an elected member of the committee, shall serve in an advisory capacity. The president shall not serve ex officio or be elected to the nominating committee. The committee shall elect its own chairman.
- d. No member shall serve on the nominating committee for two (2) consecutive years. (See Electing the Nominating Committee, Running Your PTA section, **California State PTA Toolkit**.)
- e. Immediately upon its election the parliamentarian shall meet with the nominating committee to set the date of its first meeting. (See Article VI, Section 6 (p. 12).)
- f. Alternates shall not attend meetings unless an elected member cannot be present at the first meeting. In that event, the alternate becomes the permanent member, replacing the elected member until such time as the committee is discharged of its duties (at the time of election).
- g. The report of the nominating committee shall be submitted to the membership at least twenty-eight (28) days prior to the annual election meeting. At the annual election meeting in March ~~{month}~~ additional nominations must be called for from the floor.

~~[Incorporated associations must also include a section on Nominations by Petition.
See California State PTA Bylaws, Article XII.]~~

***SECTION 4.

- ***a. The privilege of holding office shall be limited to members of the association whose dues are paid and who have been members of the association for at least thirty (30) days previous to nomination.
- b. Individuals who are current members in any PTA or PTSA school in good standing must pay dues to this association upon nomination to office in order to qualify as members at the time of election.

SECTION 5.

- ***a. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for or elected to office.

ARTICLE VI – DUTIES OF OFFICERS

SECTION 1.

The president shall:

- a. Coordinate the work of officers and committees of the association in order that the purposes may be promoted.
- b. Preside at all meetings of the association and the executive board.
- c. Be a member ex officio of all committees except the nominating committee.
- d. Appoint ~~the corresponding secretary~~, the parliamentarian, the chairmen and members of committees, subject to the ratification of the executive board.
- e. Prepare the list of association officers and chairmen required for directory data and submit through channels as directed by ~~council~~ ~~district~~ [choose one]. The deadline for directory data to ~~council~~ ~~district~~ [choose one] is May 15 [council deadline if in council, district deadline if out of council].
- f. Sign all authorizations for payment as required by the executive board or association. (See Check Request System, Payment Authorization, Finance section, **California State PTA Toolkit**.)
- g. Be responsible for preparing the association annual report required by the California State PTA.
- h. Be the official representative of the association at ~~council and~~ district meetings.
- i. Have all newsletters, flyers and/or notices approved by the principal, prior to distribution.
- j. Have all contracts and/or legally binding documents approved by the association, prior to signing a contract along with another elected officer. (See Contracts, Finance section, **California State PTA Toolkit**.)
- k. Be authorized to sign checks, and not be related by blood or marriage or reside in the same household as the other authorized signers for the association's financial accounts.
- l. Perform such other duties as may be prescribed in these bylaws or assigned by the association.

SECTION 2.

~~{Where there is no executive vice president, lineout Section 2 and renumber subsequent sections.}~~

~~The executive vice president shall:~~

- ~~a. Serve as the primary aide to the president.~~
- ~~b. Perform the duties of the president in the absence or disability of that officer to act.~~
- ~~c. Perform such other duties as may be prescribed in these bylaws or assigned by the association.~~

SECTION 3.

The treasurer shall:

- ***a. 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 members, the dues collected from the members and the amount of dues remitted through channels to the California State PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the California State PTA.
- b. Chair the budget committee and prepare the budget for adoption by the association. (See Budgeting and Fundraising, and Sample Financial Calendar of Activities, Finance section, **California State PTA Toolkit**.) ~~Forward two (2) copies of the adopted budget to~~
Council
~~{Out-of-council associations should substitute the following for the last sentence.}~~
Forward one (1) copy of the adopted budget to Eleventh District PTA.
- c. Contact the bank to secure signatures of all authorized signers on all checking and savings account signature cards and file with the bank immediately upon taking office (see h below).
- d. Receive monies ~~from the financial secretary~~ for the association, giving a receipt therefore, and deposit immediately in the name of the association in a bank approved by the executive board.
- e. Receive and retain a copy of the deposit slip for any deposit made.
- f. Prepare all authorizations for payment as required by the executive board or the association (See Check Request System: Payment Authorization, Finance section, **California State PTA Toolkit**).
- g. Upon receipt of a signed payment authorization form signed by the president and the ~~recording~~ secretary, pay all bills as authorized by the executive board or the association. (See Check Request System: Payment Authorization, Finance section, **California State PTA Toolkit**.)
- h. Secure two signatures on all checks. Any two of the following are authorized to sign: president, treasurer and Historian
~~{elected officer other than the secretary or auditor}~~. The authorized signers shall not be related by blood or marriage or reside in the same household. (See Banking, Finance section, **California State PTA Toolkit**.)
- ***i. Individuals counting cash/checks shall not be related by blood, marriage or reside in the same household.
- j. Keep an accurate record of receipts and disbursements in a ledger which is a permanent record of this association. All other financial records must be retained for seven years including the current year.
- k. Keep the membership informed of expenditures as they relate to the budget adopted by the association.
- l. Remit all ~~council~~, district, State and National portions of per capita dues monthly to the financial officer of the ~~council/district~~ ~~{choose one}~~.

An auditor shall be appointed by the executive board and ratified by the association at the September ~~{month}~~ meeting. The auditor shall not be an officer of the association or a member of the executive board.

The auditor shall:

***a. Audit the books and financial records of the association semiannually.

b. Prepare a midyear audit to be completed in January ~~{month-half-way through fiscal year}~~. Present a written report to the executive board at the February ~~{month}~~ meeting for review and to the association at the March ~~{month, see Article VII, Section 1}~~ meeting for adoption.

c. Prepare a year-end audit to be completed in July ~~{month-immediately following end of fiscal year}~~. Present a written report to the executive board at the August ~~{month}~~ meeting for review and to the association at the September ~~{month}~~ meeting for adoption. (NOTE: The audit at the end of a term is performed by the outgoing auditor. See Financial Officers' Reports and Forms, Finance section, **California State PTA Toolkit**.)

~~{Associations whose fiscal year and officer term of office begin in the same month should line out the following and reletter the succeeding subsections.}~~

~~d. Prepare an end-of-term audit to be completed in _____ ~~{month-immediately following end of term of office}~~. Present a written report to the executive board at the _____ ~~{month}~~ meeting for review and to the association at the _____ ~~{month}~~ meeting for adoption.~~

d. Audit the books upon resignation of the treasurer, ~~financial secretary~~ or any check signer and at any time deemed necessary.

e. Not be related by blood or marriage or reside in the same household as the financial officers and/or authorized signers of checks.

f. Be responsible for verifying on the Audit Report Form that all necessary report forms required by the California State PTA for insurance, and tax returns and other forms required by state and federal government agencies have been completed and filed by the due date.

***g. ~~Forward two (2) copies of the adopted audits to~~

~~_____ Council.~~

~~{Out-of-council associations should substitute the following for the last sentence.}~~

~~Forward one (1) copy of the adopted audits to~~

~~Eleventh~~

~~District PTA.~~

SECTION 5.

The historian shall:

a. Assemble and preserve a record of the activities, achievements and volunteer hours of the association.

b. Act as custodian of records and other materials pertinent to the history of the association.

hearing panel, either orally or in writing. At the hearing, the officer shall be permitted to offer written evidence, written witness statements and testimony by a reasonable number of witnesses. The hearing panel may make a recording of the hearing.; 4) At the close of the hearing, the unit hearing panel shall make a recommendation to the unit executive board regarding whether or not the officer should be removed from office. If the unit hearing panel recommends removal from office, the unit executive board shall convene not less than five (5) days following the unit hearing and vote whether the officer will be removed from office; 5) A two-thirds (2/3) vote of the unit executive board shall be sufficient to remove the officer from office; 6) The removal vote shall be recorded in the unit executive board minutes and shall specify the number of members voting in favor of and against such removal; The unit executive board shall mail notice of the removal to the officer by certified mail, return receipt requested, to the last address of the officer shown on the association's records. The removal shall be effective immediately upon deposit of the written notice in the mail. A removed officer may submit a grievance with the State PTA according to its grievance procedures, but such submittal shall not stay the removal.; 7) The ~~council, if in council, and/~~ district PTA shall be notified in writing of the action taken by the unit executive board.

SECTION 9.

All officers shall perform the duties prescribed in the current edition of **ROBERT'S RULES OF ORDER NEWLY REVISED** in addition to those outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation or termination, each officer shall turn over to the president, without delay, all records, books and other material pertaining to the office and shall return to the treasurer, without delay, all funds belonging to the association.

ARTICLE VII – ASSOCIATION MEETINGS

**SECTION 1.

Association meetings are meetings of the general membership and shall be held on the third Wednesday {insert week and day in the month, e.g., second Tuesday} of September, December, _____, _____, _____, _____, and March of the

school year unless otherwise ordered by the association or the executive board. With the exception of the annual meeting, notice of any change in time or date of regularly scheduled meetings must be given in writing to the entire membership at least ten (10) days in advance. Whenever members are required or permitted to take any action at a meeting, a written notice of the meeting shall be given not less than 10 days nor more than 90 days before the date of the meeting to each member who, on the record date for the notice of the meeting, is entitled to vote at such meeting. (Note: If notice is provided by mail and the notice is not mailed by first-class, registered, or certified mail, such notice shall be given not less than 20 days before the meeting.) The notice shall contain the place, date and time of the meeting and the general nature of the business that the board, at the time of the notice, intends to present for action by the members, but any proper matter may be presented at the meeting for action.

Whenever a members' meeting is adjourned to another time or place, notice need not be given of the adjourned meeting if the time and place thereof are announced at the meeting at which the adjournment is taken. No meeting may be adjourned for more than 45 days. At the adjourned meeting the association may transact business which might have been transacted at the original meeting.

*****SECTION 6.**

The privilege of making motions, debating and voting shall be limited to members of the association who are present and whose dues are paid and who have been members of the association for at least the previous thirty (30) days.

*****SECTION 7.**

Voting by proxy is PROHIBITED.

ARTICLE VIII – EXECUTIVE BOARD

SECTION 1.

The executive board shall consist of officers of the association, the chairmen of standing committees, the teacher representative and the principal of the school, or a representative appointed by the principal, all of whom shall be members of this association. The principal of the school or designated representative and the teacher representative, although not elected officers, serve in an advisory capacity with full voting privileges.

SECTION 2.

The executive board shall:

- a. Transact necessary business between meetings of the association and such other business as may be referred by the association.
- b. Authorize the payment of association bills within the limits of the budget adopted by the association. Such action must be ratified at the next association meeting and must be recorded in the association minutes.
- c. Authorize the payment of other unbudgeted association bills not to exceed a cumulative total of one thousand dollars (\$ 1,000.00) between meetings of the association. Ratification of payment of these bills must occur at the next association meeting and must be recorded in the association minutes. (See Authorization Procedure, Finance section, **California State PTA Toolkit**.)
- d. Receive a written financial report from the treasurer ~~and financial secretary~~ at each executive board and association meeting. (See Financial Officers' Reports and Forms, Finance section, **California Stat PTA Toolkit**.)
- e. Create committees as are deemed necessary to promote the purposes and to carry on the work of the association, the California State PTA and the National PTA. The executive board may grant such committees the authority of the board, except with respect to:
 - (1) The approval of any action for which the approval of the members or a majority of the members is required;
 - (2) The filling of vacancies on the executive board or in any committee which has the authority of the executive board;
 - (3) The amendment or repeal of bylaws or the adoption of new bylaws;

*****SECTION 8.**

Voting by proxy is PROHIBITED.

ARTICLE IX – COMMITTEES

SECTION 1.

There shall be such committees created by the executive board as may be required to carry on the work of the association, the California State PTA and the National PTA. The quorum for a committee meeting shall be a majority of its members. The authority of such committees shall be subject to the limitations listed above in Article VIII, Section 2e (p. 15).

SECTION 2.

Chairmen and members of committees, all of whom shall be members of this association, shall be appointed by the president subject to the ratification of the executive board. (See Committee Member Selection, Running Your PTA section, **California State PTA Toolkit**.)

SECTION 3.

The term of office for chairmen shall be one year or until successors have been appointed. A chairman may serve an additional term if appointed by the president, approved by the executive board and ratified by the association. No chairman shall be eligible to the same chairmanship for more than two consecutive terms.

SECTION 4.

The chairmen shall present plans of work to the executive board for approval. No work shall be undertaken without the consent of the executive board. (See Committee Development and Guidelines, Running Your PTA section, **California State PTA Toolkit**.)

SECTION 5.

Two copies of chairmen's reports shall be compiled annually by all chairmen and filed in the procedure book for the committee, and filed with the president ~~{president or historian}~~.

****SECTION 6.**

(Consult with the ~~council, if in council, and~~ district PTA prior to beginning this process.)

When a chairman fails to attend three (3) consecutive meetings without adequate excuse or when a chairman is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, or engages in conduct which the unit executive board determines to be injurious to the organization or its purposes, the unit executive board may, by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include asking for the resignation of the chairman. The chairman, however, cannot be removed from office, unless the unit first conducts a hearing as authorized by the ~~council~~ / district ~~{choose one}~~ PTA. If removing the chairman from office is a consideration, the unit executive board must make a formal request through channels to the ~~council~~ / district ~~{choose one}~~ PTA to determine whether a hearing should be conducted to remove the chairman from office before proceeding with any action. If the ~~council~~ / district ~~{choose one}~~ hearing panel determines, by a

SECTION 1.

- a. This association shall be represented in meetings of the _____ Council of Parent-Teacher Associations by its president or alternate, ~~the principal or alternate, and by _____ (____) {number} delegate(s) or alternate(s) selected by the association prior to the first meeting of the council,~~ except at the election of council officers when an alternate delegate system outlined in Article V, Section 2 of **Council Bylaws** shall be used (**MUST CORRESPOND WITH COUNCIL BYLAWS**).
- a. Such delegate(s) and their alternate(s) shall be _____ [state method, elected or appointed] by the association in _____ [month; must agree with Article VII, Section 1 (p. 13)].
- a. Such delegate(s) to the _____ Council of Parent-Teacher Associations shall serve for a term of _____ (____) year(s).
- b. The president or alternate ~~and elected/appointed delegates~~ shall present a report to the executive board after each council meeting.

SECTION 2.

For the election of council officers this association, if in good standing, shall ~~be entitled to be represented by the president or his alternate and by _____ (____) {number} delegate(s) for every _____ (____) {number} member(s) or fraction thereof. (MUST CORRESPOND WITH COUNCIL BYLAWS, ARTICLE V, SECTION 2.)~~ Delegate(s) shall be _____ [state method, elected or appointed] at an association meeting at least 30 days prior to the council election meeting.

SECTION 3.

This association shall pay annual dues of _____ dollar(s) and _____ cents (\$_____) per capita to the _____ Council of Parent-Teacher Associations. (**MUST CORRESPOND WITH COUNCIL BYLAWS and Article IV, Section 4d (p. 3).**)

ARTICLE X – CHARTER PROCEDURE

***SECTION 1.

Local PTAs shall be organized and chartered under the authority of the California State PTA in the area in which this association functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the California State PTA may in its bylaws prescribe. The California State PTA shall issue to each local association in its area an appropriate charter evidencing the organization is in good standing.

A local association in good standing is one which:

- a. Adheres to the purposes and basic policies of the PTA;
- b. Remits the national portion of the dues through the California State PTA to reach the national office by dates designated by the National PTA;

*****SECTION 6.**

Upon the withdrawal of this association's charter, the California State PTA shall have the right to collect and transfer any funds, including funds deposited by the association with a financial institution, over which the association or its officers have or had signature authority or control. (See Changes in Association Status, "Charter Withdrawal," Know Your PTA section, **California State PTA Toolkit**.)

*****SECTION 7.**

Each local association shall, upon withdrawal of its charter by the California State PTA immediately cease and desist from any further use of the association's Internal Revenue Service Employer Identification Number (EIN) as a constituent organization under the group exemption number issued to the California State PTA.

SECTION 8.

THE ~~COUNCIL AND~~ DISTRICT SHALL BE CONSULTED AT LEAST SIXTY (60) DAYS PRIOR TO ANY VOTE BEING TAKEN TO DISBAND THIS association. (See Changes in Association Status, "Charter Withdrawal," Know Your PTA section, **California State PTA Toolkit**.)

**ARTICLE XI – RELATIONSHIP WITH NATIONAL PTA
AND CALIFORNIA STATE PTA**

*****SECTION 1.**

The bylaws of this association shall not be in conflict with the bylaws of the National PTA or with those of the California State PTA. These bylaws shall be approved by the California State PTA parliamentarian when this association is organized and when there is a change in its association status.

*****SECTION 2.**

This association shall include in its bylaws provisions corresponding to the provisions of the bylaws of the California State PTA identified by a triple star.

SECTION 3.

The **California State PTA Toolkit** published by the California State PTA contains policy statements of the PTA not found in the bylaws or standing rules. As a local association of the California State PTA, this association is obligated to follow those policy statements.

*****ARTICLE XII – ARTICLES OF ORGANIZATION**

The "articles of organization" of this association comprise these bylaws, as from time to time amended, and the "articles of association," if any. In the absence of separate articles of association, these bylaws shall be deemed to be the articles of association. In the event of any conflict between these bylaws and the articles of association, these bylaws shall govern.

~~{Associations that are incorporated should substitute the following-}~~

ARTICLE XIII – IDENTIFICATION NUMBERS AND FISCAL YEAR

SECTION 1.

The California State PTA Identification (ID) number for this association is

1860 {number}

SECTION 2.

The National PTA Identification (ID) number for this association is

00008284 {number}

SECTION 3.

The Internal Revenue Service Employer Identification Number (EIN) for this association is

946184063 {number}

SECTION 4.

The entity number for this association assigned by the Franchise Tax Board, is

8038391 {number}

SECTION 5.

The charitable trust number for this association, as assigned by the California State Office of the Attorney General, is

CT0175373 {number}

SECTION 6.

~~If incorporated, the corporation number for this association, as assigned by the Secretary of State, is~~

~~_____ {number}~~

SECTION 6.

The fiscal year of this association shall begin July 1 {month-and-day} and end June 30 {month-and-day} (Once a fiscal year has been established and on file with the Internal Revenue Service, consult the California State PTA treasurer for the procedure required to change the fiscal year.)

***ARTICLE XIV – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of **ROBERT'S RULES OF ORDER NEWLY REVISED** shall govern the National PTA and this association in all cases in which they are applicable and in which they are not in conflict with these bylaws, those of the California State PTA, the National PTA, the articles of incorporation and the California Nonprofit Corporation Law.

BYLAWS OF: McKinley Elementary PTA

(Full Legal Name of Association)

out of _____ Council of PTAs

Eleventh _____ District PTA

APPROVED BY:


California State PTA Parliamentarian

 7, 2018
Date

ADOPTED BY THE ASSOCIATION:

Association Secretary

Date of Adoption by the Association

Association President

Profit and Loss Statement

School Connected Organization: McKinley Elementary PTA

School Year: 2017-2018

** Complete the shaded areas only*

Beginning Balance \$ 828.67


Revenues Earned for the School Year..... \$ 25,575.24

Adjusted Balance..... \$ 26,403.91

Total Disbursements for the School Year..... \$ 22,039.75

Ending Cash Balance as of June 30, 2018 \$ 4,364.16

President Signature 

Treasurer Signature 

Board Approval date: 11-6-18

01/05/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Knight Insurance Services 535 N. Brand Blvd., Suite 1000 Glendale, CA 91203	CONTACT NAME: PTA Insurance Broker PHONE (A/C, No, Ext): 800 733-3036 FAX (A/C, No): E-MAIL ADDRESS: PTACA@Knightins.net PRODUCER CUSTOMER ID #:														
INSURED California State PTA/PTSA All Units Councils & Districts of the California State PTA & all Officers, Directors Members of the Board of Managers, Employees & Volunteers when enjoined in the Suit with the CA State PTA.	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Nonprofits Insurance Alliance of CA</td> <td>11845</td> </tr> <tr> <td>INSURER B : Cypress Insurance Company</td> <td>10855</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Nonprofits Insurance Alliance of CA	11845	INSURER B : Cypress Insurance Company	10855	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Nonprofits Insurance Alliance of CA	11845														
INSURER B : Cypress Insurance Company	10855														
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		201803293NPO	01/05/2018	01/05/2019	EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$20,000
						PERSONAL & ADV INJURY \$1,000,000
						GENERAL AGGREGATE \$3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMPI/OP AGG \$3,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS					\$
	<input type="checkbox"/> NON-OWNED AUTOS					\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DEDUCTIBLE					\$
	RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		CAWC708672	01/05/2018	01/05/2019	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N				E.L. EACH ACCIDENT \$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. DISEASE - EA EMPLOYEE \$1,000,000
						E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Directors & Officers		20183293DONPO	01/05/2018	01/05/2019	\$1,000,000 Occurrence \$2,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Nonprofit Organization/Statewide Operation

CERTIFICATE HOLDER

CANCELLATION

This Certificate is hereby issued to any entity requiring Evidence of Insurance
 This Certificate does not change or extend the policy.

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Murray Marshall