

*Approved 2/12/07
by Mrs. H. M. M. M.*

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ARTICLE I: Name

The name of this organization is the Kuumba Academy Charter School Parents and Teacher Association (PTA/PTSA), Wilmington, Delaware. It is a local PTA/PTSA organized under the authority of Delaware Congress of Parents and Teachers (DPTA), a branch of the National Congress of Parents and Teachers (the National PTA).

ARTICLE II: Purpose

Section 1. The purpose of the PTA is:

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

Section 2. The purpose of the PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conference, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

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 III: Basic Policies

The following are basic policies of the National PTA.

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan;
- b. The organization shall work with the schools and the 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 decision has been delegated by the people to boards of education, state education authorities, and local education authorities;
- c. The organization 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 organization shall inure to the benefit of, or be distributed to its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for service rendered and to make payments and distributions in furtherance of the purpose set forth in Article II hereof;
- e. 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;
- f. 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 that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of the National PTA;
- g. 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;

ARTICLE IV: Relationship with National PTA and Delaware PTA

Section 1. This local PTA shall be organized and chartered under the authority of the Delaware PTA in the area in which this local PTA functions, in conformity with such rules and regulations as the Delaware PTA may in its bylaws prescribe. The Delaware PTA shall issue to this local PTA an appropriate charter evidencing the due organization and good standing of this local PTA.

A local PTA 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 state PTA to reach the national office by dates designated by the National PTA;
- c. Has bylaws approved according to the procedures of its, state; and
- d. Meets other criteria as may be prescribed by the individual state PTA.

Section 2. This local PTA shall adapt such bylaws for the governance of the organization as may be approved by the Delaware PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of Delaware PTA.

Section 3. Bylaws of this local PTA shall include an article on amendments.

Section 4. Bylaws of this local PTA shall include a provision establishing a quorum.

Section 5. Each officer or executive committee member of this local PTA shall be a member of this local PTA.

Section 6. The bylaws of this local PTA shall prohibit voting by proxy.

Section 7. Only members of this local PTA who have paid dues for the current membership year may participate in the business of this local PTA.

Section 8. The charter of this local PTA shall be subject to withdrawal and the status of such organization as a local PTA shall be subject to termination, in the manner and under the circumstances provided by the bylaws of the Delaware PTA.

Section 9. This local PTA is obligated, upon withdrawal of its charter by the Delaware PTA:

- a. To yield up and surrender all of its books and records and all of its, assets and property to the Delaware PTA or to such agency as many be designated by the Delaware PTA or to another local PTA organized under the authority of the Delaware PTA;
- b. To cease and desist from the further use of any name that implies or can notes association with the National PTA or the Delaware PTA or status as a constituent organization of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the Delaware PTA, all proceedings necessary or desirable for the purpose of dissolving the Kuumba Academy Charter School PTA.

ARTICLE V: Membership and Dues

Section 1. Every individual (family) who is a member of this local PTA is, by virtue of the fact, a member of the National PTA and of the Delaware PTA by which this local PTA is chartered, and is entitled to all the benefits of such membership.

Section 2. Each member of this local PTA shall pay annual dues to said organization. The amount of such dues shall include the portion payable to the Delaware PTA and the portion payable to the National PTA. Membership year begins on October 1st and ends on September 30th of the following year.

Section 3. This local PTA shall conduct an annual enrollment of members, but may admit an individual to membership at any time.

ARTICLE VI: Officers

Section 1. The officers of this local PTA shall be a President, a Vice President, a Secretary, Treasurer and a Parliamentarian.

Section 2. Officers shall be elected by ballot at the general membership meeting in April.

Section 3. The vote shall be conducted by ballot and a majority vote shall elect. When there is but one candidate for an office, the ballot for the office may be dispensed with and election held by voice vote.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Kuumba Academy Charter School PTA:

- a. Each officer shall be a member of this local PTA;
- b. 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;
- c. No officer may be eligible to serve more than two consecutive terms in the same office;
- d. Each officer shall hold a position no more than two terms, but must be re-elected into that position for a second term (Two terms is not automatic);
- e. There are no term limits for committee chairs; and
- f. President, Secretary and Parliamentarian shall be elected in years ending in even numbers and Vice President and Treasurer shall be elected in years ending in odd numbers.

Section 5. Officers shall assume their duties as of July 1st in the year in which they are elected and shall serve for a term of two years until June 30th of the year ending in an even or odd numbered (varies according to position) or until their successors are elected.

Section 6. The vice president shall fill a vacancy occurring in the office of president for the remainder of the un-expired term. The executive committee shall fill a vacancy in any office other than President.

Section 7. There shall be a nominating committee composed of three members who shall be elected by this local PTA at a regular general membership meeting at least one month prior to the election of officers, as outlined in Article VI, Section 2.

- a. The committee shall elect a chairperson;
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting in March, at which time additional nominations may be made from the floor; and
- c. Only those individuals who are current members of this local PTA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

ARTICLE VII: Duties of Officers

Section 1. The president shall:

- a. Preside at all meeting of this local PTA;
- b. Serve as an ex-officio member of all committees except the nominating committee;
- c. Check email and voice mail daily;
- d. Coordinate the work of the officers and committees of this local PTA in order that the Objects may be promoted; and
- e. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the executive committee.
- f. All outgoing email sent by Secretary or President should be copied to the Kuumba Academy Charter School PTA email address;

Section 2. The Vice President shall:

- a. Act as aide to the president;
- b. In their designated order, perform the duties of the president in the president's absence or inability to serve;
- c. 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 committee; and
- d. Serve as president in year following their term as Vice President.

Section 3. The secretary shall:

- a. Record the minutes of all meetings of the Kuumba Academy Charter School PTA;
- b. Be prepared to read the records of the previous meetings;
- c. File all records;
- d. Have a current copy of the bylaws;
- e. Maintain a membership list;
- f. Check email daily (pta.kuumba@gmail.com) and forward all email to the officers as defined in Article VI, Section 1 and send a carbon copy of the correspondence to the Kuumba Academy Charter School PTA email address (pta.kuumba@gmail.com);
- g. All outgoing email sent by Secretary or President should be copied to the Kuumba Academy Charter School PTA email address;
- h. The password for the email address should be kept confidential between the President and Secretary;
- i. The password shall be changed when a new secretary is elected and communicated to the President; and
- j. 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 committee.

Section 4. The treasurer shall:

- a. Have custody of the funds of this local PTA;
- b. Maintain a full account of the funds of this local PTA;
- c. Make disbursement as authorized by the president, the executive committee, or this local PTA in accordance with the budget adopted by this local PTA;
- d. Maintain three authorized signatures on file at the bank for financial transactions include those of the president, treasurer, and one other office as an alternate (no two check signers should be from the same household);
- e. Have checks or vouchers signed by two people: the treasurer and president or the vice president and secretary;
- f. Ensure all payments are paid by check;
- g. The check number, date, amount, payee, and the purpose for writing the check should be communicated by email to the Kuumba Academy Charter School PTA email address no more than two business days after the check is mailed;
- h. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Kuumba Academy Charter School PTA;
- i. Provide a written financial statement to the officers and general membership at each meeting;
- j. Present an annual report of the financial condition of the organization;
- k. Submit the books annually for an audit by an auditing committee selected by the executive committee at least one month before the meeting at which new offices assume duties;
- l. Report the findings of the annual audit to the PTA Executive Committee;
- m. 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 committee; and
- n. Serve as chair of the finance committee;

Section 5. The parliamentarian shall:

- a. Ensure all business of the Kuumba Academy Charter School PTA is carried out according to the rules contained in the current edition of *Robert's Rules of Order Newly Revised* in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA Bylaws, the Delaware PTA bylaws, or the articles of incorporation.

ARTICLE VIII: Executive Committee

Section 1. The executive committee shall manage the affairs of the Kuumba Academy Charter School PTA in the intervals between local unit PTA general membership meetings.

Section 2. Each executive committee member shall be a member of this local PTA.

Section 3. The member of the executive committee shall be:

- a. Elected officers;
- b. Standing committee chairs;
- c. Two parent representative(s); and
- d. Primary point-of-contact for each affiliate group;

Section 4. Duties of the executive committee shall be to:

- a. Carry out such business as may be referred to it by the membership of the association;
- b. Appoint standing committee chairs;
- c. Approve the work of the committees and affiliate group(s);
- d. Create special committees;
- e. Create a report at the regular general membership meeting of this local PTA;
- f. Select an auditor or an auditing committee to audit the treasurer's accounts;
- g. Prepare and submit an annual budget to this local PTA's general membership for adoption at the general membership meeting in September; and
- h. Approve payment of routine bills within the limits of the general budget.

Section 5. If any member of the executive committee shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the executive committee by resolution adopted by executive committee members.

Section 6. Regular meetings of the executive committee shall be held with the date and time to be fixed by the committee members at its first meeting of the year.

Section 7. Special meetings of the executive committee may be called by the president or when requested by five members upon five days written notice (or by email) to each member of the executive committee. A copy of the request has to be submitted to the Kuumba Academy Charter School PTA email address (pta.kuumba@gmail.com).

Section 8. At all meetings of the executive committee, a majority of the members shall constitute a quorum for the transaction of business.

Section 9. Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the executive committee, they shall automatically cease to be a member of the executive committee and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen days.

Section 10. Kuumba Academy Charter School PTA Executive Committee shall meet with the newly elected officers once in July and in August to review minutes from all general membership meetings, develop a proposed budget and review, revise, and/or develop the PTA's strategic plan.

ARTICLE IX: Committees

Section 1. Only members of this local PTA shall be eligible to serve in any elective or appointive positions.

Section 2. The standing committee of this local PTA shall be:

- a. Cultural committee;
- b. Fund Raising committee;
- c. Reflections committee;
- d. Programs committee;
- e. Finance committee;
- f. Membership committee; and
- g. Legislation committee.

Section 3. The PTA executive committee may create such special committees, as it may deem necessary to promote the Objects of the PTA and to carry on the work of this local PTA.

Section 4. The chair of each committee shall present a plan of work to the executive committee for approval. No committee work shall be undertaken without the consent of the executive committee. The only exception to this rule is if the committee's function and actions are in direct relation to the success and progress of the school, and has the approval of the School Board of Directors (higher committee).

ARTICLE X: General Membership Meetings

Section 1. Regular meetings of this local PTA shall be held at a date and time to be fixed by the general membership at the first meeting of the year and occur at least four times a year for the following purposes: general membership meeting, adopt a budget, elections and installation of new officers unless otherwise provided by this local PTA or the executive committee. Fifteen days' notice shall be given to the membership of any change of date by mail or email.

Section 2. Special meetings of this local unit PTA may be called by the president or by a majority of the executive committee, seven days' notice having been given by mail or email. A copy of the request has to be submitted to the Kuumba Academy Charter School PTA email address (pta.kuumba@gmail.com).

Section 3. The annual meeting shall be held in May.

Section 4. A majority of the members shall constitute a quorum for the transaction of business in any meeting of this local PTA.

Section 5. All general membership meetings shall be no longer than two hours in length.

ARTICLE XI: COUNCIL MEMBERSHIP

[This article applies only to those local PTAs holding membership in a council PTA. The following sections **must** correspond to the council PTA bylaws, and are provided as a guideline to local PTAs.]

Section 1. This local PTA shall be represented in meetings of the Region III Council PTA by the president, or appointed alternate.

- a. All representatives to the council PTA must be members of this local PTA.

Section 2. This local PTA shall pay annual dues not to exceed forty-five dollars to the Region III Council PTA as provided in the Region III Council PTA bylaws.

ARTICLE XII: Delaware PTA Convention

[The following sections **must** correspond to the state PTA bylaws, and are provided as a guideline to local PTAs.]

Section 1. This local PTA may be represented at the annual meeting of the Delaware PTA by the president, or appointed alternate, plus one additional delegate per twenty members.

- a. All representatives to the Delaware PTA convention must be members of this local PTA.
- b. Delegates and their alternates shall be chosen by a majority vote of the board of directors in January.

ARTICLE XIII: Fiscal Year

Section 1. The fiscal year of the Kuumba Academy Charter School PTA shall begin on July 1st and end on June 30th of the following year.

ARTICLE XIV: Financial Procedures/Signing Authority

Section 1. Checks or vouchers signed by two people: the treasurer and president or the vice president or secretary.

Section 2. All request for monies have to be submitted in writing by mail or email on the Kuumba Academy Charter School PTA request form. A follow-up email shall be sent to the Kuumba Academy Charter School PTA email address (pta.kuumba@gmail.com) if the request is submitted by mail. A receipt is required for reimbursement of expenses if prior approval is received by majority vote of the PTA general membership, provided a quorum is present.

Section 3. A change in signers of Kuumba Academy Charter School PTA account shall occur when there is a newly elected President, Vice President, Secretary, or Treasurer. The names of the new signers and offices held by each person shall be sent to the Kuumba Academy Charter School PTA email address (pta.kuumba@gmail.com).

ARTICLE XV: Parliamentary Authority

Section 1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Kuumba Academy Charter School PTA in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA Bylaws, the Delaware PTA bylaws, or the articles of incorporation.

ARTICLE XVI: Amendments

Section 1. These bylaws may be amended at any regular general membership meeting of the Kuumba Academy Charter School PTA by a vote of those members present and voting, a quorum being present as defined in **Article X, Section 4**, provided that the proposed amendments have been approved by Delaware PTA and notice of the proposed amendments has been provided to the membership thirty days in advance by mail or email prior to the meeting.

Section 2. A committee may be appointed by a majority vote at a general membership meeting of this local PTA, provided a quorum being present as defined in **Article X, Section 4**, 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 the Delaware PTA shall be in accordance with the bylaws or regulations of the Delaware PTA.

Section 4. Communication Protocol: All official correspondence concerning the Kuumba Academy Charter School PTA shall be directed to the PTA email address at pta.kuumba@gmail.com. The president or secretary is responsible for checking email and voice mail at least once a day from Monday – Friday. If this is not possible, such duties shall be communicated in writing or by email to the vice president indicating which days he or she is responsible for checking email and performing other related duties as stated below. All Kuumba Academy Charter School PTA email received shall be forwarded by email to the elected officers and standing committee chairs within twenty-four hours of receipt by the secretary if it pertains to business normally conducted at the executive committee and/or general membership meetings. All email received is consider confidential and shall not be forwarded by email, printed, or discussed with individuals not on the executive committee of Kuumba Academy Charter School PTA. It is the responsibility of the president or the secretary of Kuumba Academy Charter School PTA to disseminate all email relevant to general PTA business to the general membership. The official mail, phone number, website and email address of Kuumba Academy Charter School PTA is stated below and all mail should be directed to the mailing or email address:

Kuumba Academy Charter School PTA
519 N. Market Street
Wilmington, DE 19801
302-472-6450 x25
<http://www.neighborhoodlink.com/org/kuumbapta>
Pta.kuumba@gmail.com

Section 5. Fundraising Protocol: All requests for fundraising have to go through the fundraising chair. Fundraising is defined as asking parents to buy an item(s): candy, pizza, cookies, etc. Requests have to be received by mail or email at least two months prior to the proposed fundraiser. Such request should be sent to the attention of the secretary. The secretary shall forward a copy of the request to the executive committee to be discussed at the next executive committee meeting. Requests submitted by mail, has to be followed up by the person(s) making the request, by sending an email to the Kuumba Academy Charter School PTA email address (pta.kuumba@gmail.com) stating that a proposal for a fundraising event was submitted by mail. The fundraising chair gives his or her recommendation for the proposed

fundraising event. The fundraising event is voted on at the next general membership meeting of Kuumba Academy Charter School PTA, provided a quorum is present. After the fundraising event is approved or denied, a response in writing is prepared in writing at least thirty days before the fundraising event and communicated by certified mail or email to the person(s) making the request. If the request is approved, the fundraising chair drafts a response, and a copy of the letter is sent to the Kuumba Academy Charter School PTA email address (pta.kuumba@gmail.com), Head of School and Deans at Kuumba Academy Charter School.

Section 6. Affiliate Groups: Affiliate groups are a subgroup of the Kuumba Academy Charter School PTA. Only members of the PTA can form an affiliate group. Affiliate groups shall establish an organizational structure to identify one person and an alternate as the primary and secondary points-of-contact for such groups. Primary or secondary points-of-contacts shall provide monthly financial reports at general membership meetings and a year-end financial report at the June general membership meeting. Each affiliate group shall appoint a person to the Kuumba Academy Charter PTA Executive Committee yearly to serve from July 1st to June 30th of the following year. A plan of work shall be submitted at the general membership meeting in September. All members of affiliate groups, working with children on a regular basis, shall obtain a criminal background check and child abuse clearance. Such members will be reimbursed for the aforementioned costs, provided that he or she adheres to the request for monies policy set forth in **Section 2** listed under **ARTICLE XIV: Financial Procedures/Signing Authority**.

Section 7. Girls' Clubs: Girls' Club is officially recognized as an affiliate group of Kuumba Academy Charter School PTA. Such affiliate groups are subject to policies and procedures set forth in **Article XVI, Section 6** and any other relevant sections in the bylaws of Kuumba Academy Charter School PTA. An existing affiliate group's plan of work (submitted at least once a year) and organizational structure shall not conflict with the mission and purpose of Kuumba Academy Charter School PTA, Delaware PTA, and the National PTA.

Section 8. New Affiliate Groups: Any members of Kuumba Academy Charter School PTA wishing to form a new affiliate group shall submit a petition in writing by mail or email outlining the proposed members, mission statement, plan of work and organizational structure. New affiliate groups' mission statement, plan of work and organizational structure shall not conflict with the mission and purpose of existing affiliate groups, Kuumba Academy Charter School PTA, Delaware PTA, and the National PTA. A petition, to form an affiliate group, submitted by mail has to be followed up by an email to Kuumba Academy Charter School PTA email address (pta.kuumba@gmail.com) stating the date the petition was mailed. The proposed affiliate group will be voted on, provided a quorum is present, at the next general membership meeting provided that it is received at least 30-days in advance of the aforementioned meeting. The request should be submitted to the attention of the current secretary. A response will be prepared by the secretary in writing and communicated in the same manner in which the petition was received. If

the affiliate group is approved, the group shall become active at the general membership meeting in September. If a new or established affiliate group(s) does not adhere to the requirements set forth in the bylaws of Kuumba Academy Charter School PTA, the affiliate group(s) can be disbanded at the next general membership meeting by majority vote, provided a quorum is present.

Section 9. Reports: A copy of all reports and minutes, submitted at general membership and PTA Executive Committee meetings, shall be sent by email to the email address for Kuumba Academy Charter School PTA (pta.kuumba@gmail.com) to the attention of the current secretary.

Section 10. Agenda items: All proposed agenda items will be included for discussion at the next general membership meeting provided it is received by 8 am on the preceding Wednesday. Requests for agenda items shall include the name of the person making the request and the purpose for added the item to the agenda. Only members of the Kuumba Academy Charter School PTA can submit agenda items.

Section 11. Procedures for counting money: The Kuumba Academy Charter School PTA President, Secretary, Treasurer, and the Fundraising Chair (if the monies received are from a fundraiser) count all monies collected in the presence of a general member of the PTA. The secretary shall record the total monies collected for inclusion in the minutes at the next general membership meeting and send an email to the PTA email address (pta.kuumba@gmail.com) identifying the total monies collected. All deposits shall be made no later than two business days after all monies are received. A receipt is issued immediately to the person submitting monies to the treasurer for deposit.

Section 12. Finance: Before any monies are disbursed in the new fiscal year starting July 1st, the treasurer has to submit a budget for approval at the general membership meeting in September and no later than the October general membership meeting. The finance committee may assist the treasurer in this effort. The budget will be approved by majority vote, provided a quorum is present.

Section 13. Methods of Payment: Acceptable forms of payment are cash, personal check, or United States Postal Money Order. If Kuumba Academy Charter School PTA deposits a check and it is returned because of insufficient funds, the issuer of the check is required to pay by cash or United States Postal Money Order for the remainder of the fiscal year. The treasurer will notify the issuer of check by mail or email and send a copy of the letter to the PTA email address (pta.kuumba@gmail.com).

Section 14. Impeachment: Any officer can be impeached for performing actions in contradiction with the bylaws of such organization, provided sufficient evidence (in writing) is provided to the nominating committee. Only members can present evidence to the nominating committee outlining a violation of an officer(s). It is the duty of the nominating committee to investigate the claim(s) to determine if the documentation is sufficient to present to the general membership within thirty calendar years of receiving the documentation. The general membership shall vote on whether to impeach any officer, provided a quorum is present, at the next general membership. Any vacancy, other than the President, shall be filled according to the procedures outlined in **Article VI**.