

Bylaws Approval Form

Due Date: See the last page of the "official" copy of your PTA's/PTSA's bylaws. If you can't find a copy of your bylaws, contact the Kentucky PTA office at 502-226-6607 or support@kypta.org.

The Kentucky PTA Bylaws require each local PTA/PTSA and district PTA to adopt bylaws to govern their branch of the Kentucky PTA, a branch of the National PTA. All bylaws must be approved by Kentucky PTA as specified in the Kentucky PTA Bylaws.

Information on local bylaws may be obtained by contacting your district president.

If sending via USPS, send this form with:

- A. 1 copy of the Bylaws Approval Form
- B. 1 copy of the completed bylaws with two signatures on last page and date.
- C. 1 copy of the minutes of the general membership meeting which states:
 - 1) 30 days' prior notice of the meeting to approve bylaws was given to the general membership body
 - 2) A quorum was present at the meeting (this number is stated in your current bylaws)
 - 3) That a motion was made and approved by the general membership body

To: Kentucky PTA, 148 Consumer Lane, Frankfort, KY 40601

or

send one copy of the bylaws approval form, bylaws, and minutes electronically to support@kypta.org.

Following approval by the Kentucky PTA, copies of your bylaws will be distributed to:

- 1. President of your PTA/PTSA, dated with a stamp of approval on the last page;
- 2. Kentucky PTA office; and
- 3. District president.

PTA/PTSA Name Veterans Park Elementary

County Fayette **PTA District No.** 16

President's Name Bonnie Longo

Home Address 4109 Springwater Dr

City Lexington **State** KY **zip** 40515

Phone Number Home (—) — **Cell** (606) 571-2040

E-mail bonnieLynn3783@yahoo.com

Please check the appropriate box:

- New PTA/PTSA Bylaws Renewal Bylaws Amendments

Bylaws of the Veterans Park Elementary Parent Teacher (Student) Association

Kentucky PTA Required Local Bylaws Format (New Format)

ARTICLE I: NAME

The name of this association is Veterans Park Elementary
1. PTA, Parent Teacher Association or
2. PTSA, Parent Teacher Student Association (check #1 or #2)
of Lexington, Kentucky, in Fayette County and 16th district. It is a local PTA/PTSA
unit organized under the authority of Kentucky PTA, a branch of National PTA. The articles of association
include (a) the bylaws and (b) the articles of incorporation.

#ARTICLE II: PURPOSES

Section 1. The Purposes of this PTA/PTSA 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 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 PTA/PTSA are promoted through an advocacy and educational program directed toward parents, teachers and the general public; developed through conferences, committees, projects and programs; and governed and qualified by the basic policies set forth in Article III.

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

#ARTICLE III: BASIC POLICIES

The following are basic policies of all PTAs/PTSAs in common with those of the National PTA.

- a. The association shall be non-commercial, non-sectarian and non-partisan.
- b. The association 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.
- c. The association shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools and the community at large.
- d. No part of the net earnings of the association shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- e. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization/association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

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- f. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more non-profit funds, foundations or associations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accord with National PTA.
- g. The association or members in their official capacities shall not - directly or indirectly - participate or intervene (in any way, including the publishing or 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: CONSTITUENT ASSOCIATIONS

(Local PTAs/PTSAs, District PTAs and State PTAs)

Section 1. The Purposes and basic policies of National PTA shall in every case also be the purposes and basic policies of each constituent association.

Section 2. Local PTAs/PTSAs shall be organized and chartered under the authority of Kentucky PTA. Kentucky PTA shall issue to each local PTA/PTSA in its area an appropriate charter evidencing the good standing of the local PTA/PTSA.

Section 3.

- a. A local PTA/PTSA Board cannot sign a contract, "non-compete" or promissory note that extends beyond their term obligating the future officers' terms.
- b. Use of restricted funds for fundraising purposes should refer to the IRS website charitable organizations/donor-advise funds before such.

Section 4. A local unit in good standing is one which:

- a. Adheres to the purposes and basic policies of the PTA;
- b. Remits the national and state portion of the dues to the Kentucky PTA office as required;
- c. Remits the district portion of the dues as required;
- d. Has liability and bonding insurance according to Kentucky Department of Education Redbook regulations;
- e. Reviews the treasurer's books and submits the PTA/PTSA Financial Review Form to the Kentucky PTA office by July 15th;
- f. Submit a copy of the filed IRS Federal 990ez or 990n form to the Kentucky PTA office by November 15th;
- g. Has bylaws approved by the Kentucky PTA every five (5) years;
- h. Has an IRS Employer Identification Number (EIN) on file in the Kentucky PTA office; and
- i. Maintains a minimum of ten (10) members.
- j. Provides Kentucky PTA a copy of preliminary budget according to Kentucky Department of Education Redbook Regulations.

Section 5. Each association in good standing as shown on the records in the Kentucky PTA office as of 30 days before the Convention/Leadership, shall be entitled to be represented at the annual Convention/Leadership of the Kentucky PTA by its president, or alternate; and one (1) additional accredited delegate for every twenty-five (25) members, or a major fraction thereof.

Section 6. Each local PTA shall adopt such bylaws for the government of the association as may be approved by Kentucky PTA. Such bylaws shall not be in conflict with the bylaws of National PTA or the bylaws of Kentucky PTA.

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- 106 Section 7. Bylaws of each constituent association shall include an article on amendments.
107
- 108 Section 8. Bylaws of each constituent association shall include a provision establishing a quorum.
109
- 110 Section 9. Local PTAs'/PTSAs' bylaws shall be reviewed and approved by Kentucky PTA every five (5) years.
111 a. Bylaws must be submitted with a copy of the minutes reflecting that 30 days' prior notice
112 was given,
113 b. A quorum was present and,
114 c. The bylaws were approved by the membership body.
115
- 116 Section 10. Local PTA/PTSA bylaws amendments become effective when reviewed and approved by Kentucky
117 PTA. Amendments must be submitted with a copy of the minutes reflecting that 30 days' prior notice
118 was given, a quorum was present, and amendments were approved by the membership body.
119
- 120 Section 11. Each local PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of
121 Kentucky PTA bylaws as identified by a pound sign (#).
122
- 123 Section 12. Each officer or board member of a local PTA/PTSA shall be a member of such local PTA/PTSA.
124
- 125 Section 13. A PTA/PTSA member shall not serve as a voting member of a constituent association's board at the
126 local or district level while serving as a paid employee of, or under contract to, that constituent
127 association.
128
- 129 Section 14. There shall be no proxy voting by any constituent association of National PTA.
130
- 131 Section 15. This PTA/PTSA shall keep such permanent books of account and records as shall be sufficient to
132 establish the items of gross income, receipts and disbursements of the association, including
133 specifically, the number of its members, the dues collected from its members and the amount of dues
134 remitted to its District PTA and the Kentucky PTA. Such books of account and records shall at all
135 reasonable times be open to inspection by an authorized representative of Kentucky PTA Executive
136 Board.
137
- 138 Section 16. The charter of this PTA/PTSA shall be subject to withdrawal and the status of such association as a
139 PTA/PTSA unit shall be subject to termination, in the manner and under the circumstances provided in
140 the bylaws of the Kentucky PTA.
141
- 142 #Section 17. This local PTA/PTSA is obligated upon withdrawal of its charter by Kentucky PTA:
143 a. To yield up and surrender all its books and records and all of its assets and property to
144 Kentucky PTA or such agency as may be designated by Kentucky PTA, or to another local
145 PTA/PTSA organized under the authority of Kentucky PTA;
146 b. To cease and desist from the further use of any name that implies or connotes association
147 with the National PTA or Kentucky PTA or status as a constituent association of National
148 PTA;
149 c. To carry out promptly, under the supervision and direction of the Kentucky PTA, all
150 proceedings necessary or desirable for the purpose of dissolving this PTA/PTSA; and
151 d. To file with the IRS a Federal 990ez or 990n (e-postcard) form and submit a copy to the
152 Kentucky PTA office.
153
- 154 Section 18. In order for this PTA/PTSA to dissolve, the unit shall complete the following procedures.
155 a. The PTA/PTSA Board (or body that under its bylaws manages the affairs of the association)
156 shall adopt by a two-thirds (2/3) vote, a resolution recommending dissolution be submitted to
157 a vote at a special meeting of members having voting rights. Written or printed notice that
158 the purpose of such meeting is to consider advisability of dissolving the association shall be

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159 given to each member entitled to vote at such meeting at least forty-five (45) days prior to the
160 date of such meeting.

- 161 b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the
162 special meeting of members, shall be given to the Kentucky PTA President at least thirty (30)
163 days before the date fixed for such special meeting of the members;
164 c. Only those persons who were members in good standing on the date of the special meeting
165 shall be entitled to vote on the question of dissolution; and
166 d. Approval of dissolution of the association shall require the affirmative vote of two-thirds
167 (2/3) of the total membership.
168

169 **Section 19.** In the event of the dissolution or withdrawal of the charter of this PTA/PTSA for any reason, its
170 assets shall be distributed for one (1) or more of the exempt purposes specified in Section 501(c)(3) of
171 the Internal Revenue Code of 1954 as from time to time amended. Upon request of notice of
172 dissolution or withdrawal of charter, notice by mail shall be sent by the Kentucky PTA office to the
173 PTA/PTSA that the Internal Revenue has been notified that the PTA/PTSA is no longer a tax-exempt
174 constituent association of Kentucky PTA.
175

176 **Section 20.** This PTA shall collect dues from its members and shall remit a portion of such dues to the Kentucky
177 PTA as provided in Article V hereof.
178

179 **Section 21.** Only members of a local PTA/PTSA who have paid dues for the current membership year may
180 participate in the business of that association.
181

182 **Section 22.** The association or members in their official capacities shall not endorse a commercial entity or
183 engage in activities not related to promoting the purposes of the association.
184

185 **Section 23.** Kentucky PTA or any of its divisions may cooperate with other associations and agencies concerned
186 with child welfare, but PTA/PTSA representatives shall make no commitments that bind the group
187 they represent.
188

189 **ARTICLE V: MEMBERSHIP AND DUES**
190

191 **#Section 1.** Every individual who is a member of a local PTA/PTSA organized by Kentucky PTA is also a
192 member of National PTA and of the Kentucky PTA.
193

194 **#Section 2.** Membership in PTA/PTSA shall be made available without discrimination.
195

196 **#Section 3.** Each local PTA/PTSA shall conduct an annual enrollment of members but shall admit individuals to
197 membership at any time.
198

199 **#Section 4.** Each member of a local PTA/PTSA shall pay such annual dues as determined by the local
200 PTA/PTSA. The amount of such dues shall include the portion payable to Kentucky PTA, the portion
201 payable to National PTA and the portion payable to the District PTA.
202

203 **#Section 5.** The National portion of each member's dues shall be determined by the National PTA.
204

205 **#Section 6.** The Kentucky PTA portion of each member's dues shall be one dollar and twenty-five cents (\$1.25)
206 per annum.
207

208 **#Section 7.** Each member of this PTA/PTSA shall pay annual dues of \$ 5.00 to the PTA/PTSA. The
209 amount of such dues shall include the portion payable to the Kentucky PTA, the portion payable to the
210 National PTA and the portion payable to the District PTA.
211

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212 #Section 8. The district portion of the dues paid by each member of a local PTA/PTSA shall be sent to the
213 District as required. If there is no District leadership, dues shall be sent to the Kentucky PTA office.
214

215 #Section 9. Only members of a local PTA/PTSA who have paid dues for the current membership year may
216 participate in the business of that association.
217

218 #Section 10. Only members of a local PTA/PTSA of the Kentucky PTA shall be eligible to hold office in the
219 Kentucky PTA or any of its divisions.

220 #Section 11. Payment of dues

- 221 a. All Membership Dues are considered Restricted Funds, as per IRS regulations, until National,
222 State and District dues portion is paid in full.
223 b. The treasurer of each local PTA/PTSA must forward the National and Kentucky portions of
224 membership dues to the Kentucky PTA office by October 15th, as directed by the Kentucky
225 PTA. Additional dues collected after October 15th must be forwarded to the Kentucky PTA
226 office December 15th, March 15th and then remaining dues by June 15th.
227 c. The treasurer of each local PTA/PTSA shall keep the record of the National PTA, the
228 Kentucky PTA and the District PTA's portions of membership dues separate from the record of
229 general funds of the local PTA/PTSA.
230 d. All dues shall be accompanied by a numbered list of the members showing the name of each
231 individual member of the local PTA/PTSA from which dues were received.
232 e. A membership card shall be valid for one (1) year, which is August 1st thru July 31st.
233

234 Section 12. Kentucky PTA Honorary Life Recognition.

- 235 a. A Kentucky PTA Honorary Life Recognition upon payment to the Kentucky PTA
236 Scholarship Fund, may be awarded to any person for distinguished service to children and
237 youth.
238 b. An Honorary Life Recognition recipient will be a member upon payment of dues to any local
239 PTA/PTSA.
240

241 **ARTICLE VI: OFFICERS - ELECTION AND VACANCIES**

242
243 #Section 1. Each officer shall be a member of this PTA/PTSA.
244

245 Section 2. Officers and their election.

- 246 a. The officers of this PTA/PTSA shall consist of a president, 3 (number) vice
247 president(s), a secretary and a treasurer, + *corresponding secretary*.
248 b. Officers shall be elected by ballot in the month of April. However, if there is
249 but one (1) nominee for any office, election for that office may be by voice vote.
250 c. Officers, except the treasurer, shall assume their official duties following;
251 1. Close of the meeting in May (month) or,
252 2. The beginning of the fiscal year July 1 (Check #1 or #2)
253 d. The treasurer shall assume office at the beginning of the fiscal year (July 1). (Financial
254 review of the financial records must be completed before the treasurer takes office.)
255 e. Officers shall serve for a term of 1 (number) year(s) or until their successors are
256 elected.
257 f. A person shall not be eligible to serve more than 2 (number) consecutive terms in the
258 same office.
259

260 #Section 3. Nominating Committee.

- 261 a. The members of the nominating committee for officers of a constituent association shall be
262 elected by:
263 1. Membership, or the
264 2. PTA/PTSA Board. (Check #1 or #2:)

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- 265 b. There shall be a nominating committee composed of 5 members (at least three (3) and
266 always an uneven number) who shall be elected by the selected body of this association
267 c. The election of the Nominating Committee must be done at least one (1) month prior to the
268 election of officers.
269 d. The committee shall elect its own chairman.
270 e. The nominating committee shall nominate an eligible person for each office to be filled and
271 report its nominees at the general PTA/PTSA membership meeting in April
272 (month), at which time additional nominations may be made from the floor.
273 f. Only those persons who have signified their consent to serve if elected shall be nominated for
274 or elected to such office.
275

276 **Section 4. Vacancies:**

- 277 a. A vacancy occurring in any office shall be filled for the unexpired term by a person elected
278 by a majority vote of the PTA/PTSA Board, 3 days' notice of such election having
279 been given.
280 b. In case a vacancy occurs in the office of the president, the first (1st) vice president shall serve
281 notice of the election.
282 c. If any member of the PTA/PTSA Board is absent for more than two regularly scheduled
283 meetings without a reasonable excuse, their office/chairmanship may be declared vacant by a
284 majority vote of the PTA/PTSA Board and the vacancy shall be filled in accordance with
285 Article VI, Section 4.a and 4.b.
286 d. The board of directors by a two-thirds vote may remove any officer, board member, or
287 committee member who commits any one of the following:
288
 - Is absent from any two regularly scheduled board meetings without an excuse,
 - Fails to perform designated duties as outlined in these bylaws and/or job descriptions.
 - Violates the basic policies, Ethics/Code of Conduct, and/or misrepresents position of
289 this association.

290 #Section 5: If a person has been removed from the Board of Directors, they shall not be eligible to hold a position
291 on the Board of Directors.
292
293
294

295 **ARTICLE VII: DUTIES OF OFFICERS**

296 **Section 1. The president shall:**

- 297 a. Preside at all meetings of the PTA/PTSA.
298 b. Perform such other duties as may be prescribed in these bylaws or assigned to them, or the
299 PTA/PTSA;
300 c. Be a member ex-officio of all committees, except the nominating committee; and
301 d. Coordinate the work of the officers and committees of the association in order that the
302 Purposes may be promoted.
303 e. Appoint the committee, before the last general meeting of the PTA/PTSA, to review the
304 financial records.
305

306 **Section 2. The vice president(s) shall:**

- 307 a. Act as aides to the president;
308 b. Perform the duties of the president, in their designated order, in the absence or inability of
309 that officer to serve; and
310 c. Perform such other duties as may be prescribed to them.
311

312 **Section 3. The secretary shall: * recording**

- 313 a. Record the minutes of all meetings of the PTA/PTSA,
314 b. Have a current copy of the bylaws;
315 c. Maintain a membership list; and
316 d. Perform such other duties as may be prescribed to them.
317

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- 318 #Section 4. The treasurer shall:
- 319 a. Have responsibility for all of the funds of the association;
- 320 b. Keep a full and accurate account of receipts and expenditures;
- 321 c. Make disbursements as authorized by the president, or the PTA/PTSA Board, in accordance
- 322 with the budget adopted by the PTA/PTSA;
- 323 d. Have checks or vouchers signed by two (2) persons, the treasurer and one (1) other
- 324 authorized person;
- 325 e. Present a financial statement at every PTA/PTSA meeting, and at other times when
- 326 requested;
- 327 f. Make a full report at the meeting at which new officers officially assume their duties; and
- 328 g. Be responsible for the maintenance of such books of account and records as conform to the
- 329 requirements of Article IV, Section 15 of these bylaws.
- 330 h. The treasurer's accounts shall be reviewed annually by a committee of not less than three (3)
- 331 members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of
- 332 that fact at the end of the report.
- 333 i. The Financial Review Form must be submitted to the Kentucky PTA office and the school's
- 334 principal by July 15th.
- 335 j. Must file with the IRS 990 or 990n (e-postcard) and send to the Kentucky PTA office a copy
- 336 of this filing by November 15th of each year.
- 337

338 Section 5. All officers shall perform the duties outlined in these bylaws and those assigned from time to time.

339 Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the

340 president, without delay, all records, books and other materials pertaining to the office, and shall

341 return to the treasurer, without delay, all funds pertaining to the office.

342

343 **ARTICLE VIII: EXECUTIVE COMMITTEE**

344

345 Section 1. The membership of the executive committee shall consist of the elected officers of the PTA/PTSA and

346 the principal of the school or a representative appointed by the principal, *and past president.*

347

348 Section 2. The duties of the executive committee shall be to approve chairmen and members of standing

349 committees and act in an emergency situation.

350

351 Section 3. A majority of the members of the executive committee shall constitute a quorum.

352

353 **ARTICLE IX: PTA/PTSA BOARD**

354

354 Section 1.

- 355 #a. The Board shall consist of the elected officers of the PTA/PTSA, the chairmen of standing
- 356 committees, and the principal of the school or a representative appointed by the principal, *and past*
- 357 #b. The chairmen of standing committees shall be selected by the officers of the PTA/PTSA. *president.*
- 358 c. The president may appoint a parliamentarian, subject to the approval of the officers of the
- 359 PTA/PTSA.
- 360

361 #Section 2. A PTA/PTSA member shall not serve as a voting member of a constituent association's board at the

362 local, state or national level while serving as a paid employee of, or under contract to, that

363 constituent association.

364

365 Section 3. The duties of the board shall be:

- 366 #a. To transact business in the intervals between PTA/PTSA general meetings and such other
- 367 business as may be referred to it by the PTA/PTSA;
- 368 b. To create standing and special committees;
- 369 c. To approve the plans of work of the standing committees;
- 370 d. To present a report at the scheduled general meetings of the PTA/PTSA;

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- 371 #e. To prepare and submit to the PTA/PTSA a budget for adoption for the year; and
- 372 #f. To approve routine bills within the limits of the budget.
- 373
- 374

375 **Section 4. Meetings of the Board:**

- 376 a. PTA/PTSA Board meetings to be held during the school year,
- 377 b. Meeting times to be decided by the board.
- 378 c. A majority of the board members shall constitute a quorum.
- 379 d. Special meetings of the board may be called by the president or by a majority of the members
- 380 of the board 3 (number) days' notice being given.
- 381 #e. Board is authorized to meet by telephone conference call or through electronic
- 382 communication media so long as the meeting has been properly noticed in accordance with these
- 383 bylaws and all board members may simultaneously hear each other and participate during the
- 384 meeting.
- 385

386 **ARTICLE X: COMMITTEES**

387
388 **Section 1.** Committees may be created or dispensed with by the president, executive committee, the PTA/PTSA
389 Board or as specified in the standing rules to promote the Purposes and carry on the work of the
390 PTA/PTSA.

391
392 **Section 2.** Only members of the PTA/PTSA shall be eligible to serve in any elective or appointed positions.

393
394 **Section 3.** Chairman shall serve for a term of 1 (number) year(s) or until their successors are elected.

395
396 **Section 4.** A person shall not be eligible to serve more than 2 (number) consecutive terms in the same
397 chairmanship.

398
399 **Section 5.** The chairman of each standing committee shall present a plan of work to the PTA/PTSA Board for
400 approval. No committee work shall be undertaken without the consent of the PTA/PTSA Board.

401
402 **Section 6.** The power to form special committees and appoint their members rests with the association and the
403 PTA/PTSA Board.

404
405 **Section 7.** The president shall be a member ex-officio of all committees, except the nominating committee.

406
407 **ARTICLE XI: GENERAL MEMBERSHIP MEETINGS**

- 408 **Section 1.**
- 409 #a. At least 4 (number a minimum of 3) general membership meetings of this association shall be
 - 410 held during the school year. The election of officers must be at a general membership meeting in
 - 411 accordance to the bylaws.
 - 412 #b. Dates of these meetings shall be determined by the PTA/PTSA Board.
 - 413 #c. Seven (7) days' notice shall be given of a change of date.
 - 414
 - 415

416 **Section 2.** Special meetings of the PTA/PTSA may be called by the president or by a majority of the PTA/PTSA
417 Board seven (7) days' notice having been given.

418
419 **Section 3.** The election meeting shall be held in April (month).

420
421 **#Section 4.** Each local PTA/PTSA must maintain a minimum of ten (10) members to remain a PTA/PTSA in
422 good standing.

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424 #Section 5. Bylaws of each constituent association shall include a provision establishing a quorum.

425
426 Section 6. 10 (Number) members (a minimum of 10 or more) shall constitute a quorum for the transaction
427 of business in any general membership meeting of this PTA/PTSA.

428
429 #Section 7. General Membership meetings may be supplemented with online platform(s). A hybrid online
430 meeting policy should be adopted by the Board of Directors and the policy included in the Standing Rules. This
431 policy should contain the following criteria:

- 432 a. General Meetings should be held in person as normal (presenting Board of Directors in person) with
433 online being supplemental.
434 b. The online platform(s) must allow for bidirectional, real-time communication.
435 c. A process for voting members to be vetted.
436 d. A process for ballot voting if needed.

437 Members on the online platform(s) will count towards quorum.

438
439 **ARTICLE XII: DISTRICT MEMBERSHIP**

440
441 Section 1. The PTA/PTSA shall be represented in meetings of the 16th District PTA of the Kentucky PTA,
442 by the president of the PTA/PTSA or his/her alternate, and by the number of delegates or their alternates as
443 provided in the district bylaws.

444
445 Section 2. This PTA/PTSA shall pay annual dues of \$0.25 per member to the district treasurer, as provided in
446 the district bylaws. If there is no District Leadership, dues shall be sent to the Kentucky PTA office.

447
448 **#ARTICLE XIII: FISCAL YEAR**

449
450 Section 1. The fiscal year of this association shall begin July 1 and end June 30.

451
452 **#ARTICLE XIV: PARLIAMENTARY AUTHORITY**

453
454 Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the
455 association in all cases in which they are applicable and in which they are not in conflict with these bylaws and
456 those of the Kentucky PTA and the National PTA.

457
458
459 **ARTICLE XV: SBDM COUNCIL PARENT REPRESENTATIVE ELECTIONS**

460
461 #Section 1. Election of Parent Representatives to the School Based Decision Making (SBDM) Council shall be
462 conducted by this PTA/PTSA as authorized under the Kentucky Education Reform Act (KERA) of 1990, as
463 specified in KRS 160.345.

464
465 Section 2. Each PTA/PTSA Board must develop procedures on the SBDM Parent election process to be included
466 in their Standing Rules.

467
468 **#ARTICLE XVI: KENTUCKY PTA POSITIONS**

469
470 Section 1. Kentucky PTA opposes involvement of children in door-to-door sales or solicitations.

471
472 Section 2. Kentucky PTA believes that PTA funds should always be used to further the PTA Mission and
473 Purposes. Kentucky PTA also believes:

- 474 a. Federal, state and local public funds should be used to purchase textbooks and equipment,
475 pay for regular telephone lines, and pay for certified and classified staff salaries;

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- b. Paying for such items with PTA funds may contribute to inequities in local school districts; and PTA's role is to advocate for adequate funding for public education. PTAs/PTSAs should allocate their funds to projects such as leadership development, parent involvement and education, child health and safety projects, and other educational programs that would enhance the curriculum.

Section 3. Kentucky PTA does not permit fifth grade children and younger to be PTA or PTSA members.

ARTICLE XVII: AMENDMENTS

Section 1. These bylaws may be amended at any general membership meeting of the PTA/PTSA provided that notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon; that a quorum has been established; and that the amendment shall be subject to approval of Kentucky PTA. Bylaws amendments require a two-thirds (2/3) vote of the members present and voting.

- a. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the PTA/PTSA, or by a two-thirds vote of the PTA/PTSA board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- b. Submission of amendments or revised bylaws for approval by Kentucky PTA shall be in accordance with the bylaws or regulations of Kentucky PTA.

#Section 2. The adoption of an amendment to any provision of the bylaws of Kentucky PTA identified by a pound (#) symbol shall serve automatically and without requirement of further action by the local PTA/PTSA to amend correspondingly the bylaws of each local PTA/PTSA.

(Include here or attached to this page)

For office use only:

Approved by: Kathy Smiley
Date approved: 6.8.2028
Renewal date: 6.2028

SIGNATURES

[Signature] President
[Signature] Secretary

DATE: 4/14/22

NOTE: Bylaws must be submitted with a copy of the minutes reflecting that 30 days' prior notice was given, a quorum was present, and that the bylaws were approved by the membership body.

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Articles and sections with a pound (#) sign must be included in each PTA's/PTSA's bylaws.

Bylaws Approval Form

Due Date: See the last page of the "official" copy of your PTA's/PTSA's bylaws. If you can't find a copy of your bylaws, contact the Kentucky PTA office at 502-226-6607 or kentuckyppta@hellsouth.net.

The Kentucky PTA Bylaws require each local PTA/PTSA and district PTA to adopt bylaws to govern their branch of the Kentucky PTA, a branch of the National PTA. All bylaws must be approved by Kentucky PTA as specified in the Kentucky PTA Bylaws.

Information on local bylaws may be obtained by contacting your district president or email kypta.oservices@gmail.com.

If sending via USPS, send this form with:

- A. 3 copies of the Bylaws Approval Form
- B. 3 copies of the completed bylaws with two signatures on last page and date.
- C. 3 copies of the minutes of the general membership meeting which states:
 - 1) 30 days prior notice of the meeting to approve bylaws was given to the membership
 - 2) A quorum was present at the meeting (this number is stated in your current bylaws)
 - 3) That a motion was made and approved that the bylaws were accepted

To: Kentucky PTA, 148 Consumer Lane, Frankfort, KY 40601

or

send one copy of the bylaws approval form, bylaws, and minutes electronically to kypta.oservices@gmail.com.

Following approval by the Kentucky PTA, copies of your bylaws will be distributed to:

- 1. President of your PTA/PTSA, dated with a stamp of approval on the last page;
- 2. Kentucky PTA office; and
- 3. District president.

PTA/PTSA Name Veterans Park Elementary
County Fayette PTA District No. 16
President's Name Jennifer Castle
Home Address 4500 Tangle Hurst
City Lexington State KY Zip 40515
Phone Number Home () - - Cell (859) 230-0545
E-mail amc-castle

Please check the appropriate box:

- New PTA/PTSA Bylaws Renewal Bylaws Amendments



PTA Meeting Minutes

Date: March 10, 2022

Location: VPE Library and Zoom

I. Call to Order

President, Bonnie Longo called the meeting to order at 7:55 am

II. Approval of Previous Meeting Minutes

Presented minutes from February 2022 meeting. Approved by Kim Lucas and Sontina Hogston

III. Principal's Report: Molly Dabney

March Updates

- Friday, March 18 is not a make up day. Students will have off.
- Report cards are coming home during conference or on day before spring break.
- 2022-2023 calendar has been approved by board. Whole week is planned off for fall break.
- Bus cancellation next week. Message went out about bus #25
- SBDM election info going out. Looking for two people to represent. One meeting a month. There is training that they will need to attend.
- Parent volunteer opportunities coming up. COSI, picture day, book fair, running voting for election, fun day. People who volunteer at the school must fill out the volunteer form. Link will go out in the flash tomorrow.
- Thank you for the grab n go yesterday!

IV. Officers' Reports

Treasurer – Liz Dodd, forthcoming

PTA Operating Account

Statement Opening Balance 3/10/22 \$58,150.59

Plus: 1 cleared deposit	\$202.60
Minus: 6 cleared withdrawals	-\$16,286.11
Bank Statement Ending Balance	\$42,067.08
Plus: 0 uncleared deposits	\$0
Minus: 4 uncleared withdrawals	-\$2,747.48
Ending balance	\$39,319.60

Gaming Account Balance \$100
Petty Cash Balance \$100

- School performance being booked. Helping Ms. Bishop cover that.
- Nominations and budget meeting will happen in a few weeks. PTA board looks at PTA budget to create next year's budget.

Fundraising – vacant

- Working on Arts Night. Kristen Brown is handling Arts Night. Kids display student artwork, chorus performs. Each homeroom puts together a basket that people buy raffle tickets for. Money made on raffle tickets. Sign up sheets going up on the Facebook page for volunteers to sell and pull tickets. Same night as SDBM election. Looking for all hands on deck.

Membership – Kim Lucas

- 442 members, one new member
- Hoping to boost membership for next year

1st Vice President – Morgan Dezam

- COSI coming on-site on April 7 and 8. Requires 48 volunteers to help at the tables. Has 15-18 volunteers. Looking for more. Reach out to Morgan or Bonnie to volunteer.

V. Committee Reports

- Grab 'n go had a good response. March 9 will be the next one. Can drop things off with Katherine Maddy.
- Kyla Stevens – family focus night. Next prizes not locked in. If you have any links to a business, let Kyla or Bonnie know.
- Lisa Amick is coordinating Fun Day
- PTA scholarship, deadline is March 18. Seniors who have graduated from VPE can apply. Not many applicants.

- Health fair coming up

VI. Announcements

- April meeting – we'll renew the PTA bylaws. Nothing changing, just needs to be renewed.
- Picture day is happening April 6. Need a handful of volunteers to help day-of logistics.
- Seeking a chairperson for Staff Appreciation Week at the end of the year.
- School is working on field trip stuff. PTA has volunteered to pay for the buses so the cost to families will be less.
- Ms. Ault looking for book fair volunteers.

VII. New Business

- None

VIII. Adjourn

- The meeting was adjourned at 8:26 am by Bonnie Longo.

These meeting minutes respectfully submitted by: Jennifer Soltis,
Recording Secretary

Veterans Park Elementary



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**PTA General Meeting Agenda
April 14, 2022**

- I. Call to order Bonnie Longo
- II. Approval of March Minutes
- III. Approval of new Bylaws
- IV. Voting on New PTA leadership (22/23)

- V. Principal's Report Molly Dabney

- VI. Officers' Reports Liz Dodd
 - Treasurer: (Kristin Brown- Art Night)
 - Fundraising: Kim Lucas
 - Membership: Morgan Dezarn
 - 1st VP:

- VII. Committee Reports
 - Spirit Wear
 - Staff Appreciation

- VII. Announcements
 - Upcoming Events
 - April
 - 14-21 Book Fair
 - 20 Family Focus
 - 21 Celebrate the Arts Night

 - May 2-6 Staff Appreciation Week
 - 4 American Cancer Walk
 - 6 Spirit/hat day
 - 12 PTA meeting
 - 17 Election day- no school
 - 18 Family Focus night
 - 20 Lunch on the Green
 - 23 Fun Day
 - 24 Park Day
 - 25 Last Day of school

- VIII. New Business

- IX. Adjourn

Veterans Park Elementary



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PTA General Meeting

Sign In Sheet

Date 4/14

Bonnie Longo

Katie Maddy

John Maddy

Jessica Ault

Molly Dabney

Kim Lucas

Fadyia Lowe

Sarah Robins

Jenn Soltis

Morgan Pezarn

Kyla Stevens

Santina Hogsten

Lindsay Gilvin

Heather Robbs

Kandace Brigh

Liz Dodd

Kristin Brown

Lisa Amick

Veterans Park Elementary



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PTA Meeting Minutes

Date: April 14, 2022

Location: VPE Library and Zoom

I. Call to Order

President, Bonnie Longo called the meeting to order at 7:49 am

II. Approval of Previous Meeting Minutes

Presented minutes from March 2022 meeting. Approved by Kim Lucas, Morgan Dezarn

III. Principal's Report: Molly Dabney

April Updates

- Lots of events coming up
 - Celebrate the Arts (4/21), Park Day celebrations begin on 5/24, band and orchestra concert (4/28), field trip to Legends game on 4/28 and 5/18, Southern Middle coming to talk about scheduling for rising 6th graders, State Assessment starting May 9 for 3rd, 4th, and 5th graders, upper primary chorus on 5/5, VPE won the district wide food drive!, placement letters have gone home and are due on Friday, instead of sneak a peek there will be a move up day and then placement letters will be mailed on 8/1
- Great to see parents back in the building volunteering

IV. Officers' Reports

Treasurer – Liz Dodd

PTA Operating Account		
Statement Opening Balance	4/14/22	\$42,067.08
Plus: 3 cleared deposits		\$697.78
Minus: 4 cleared withdrawals		-\$2,549.88
Bank Statement Ending Balance		\$40,214.98
Plus: 0 uncleared deposits		\$0
Minus: 3 uncleared withdrawals		-\$2,013.23
Ending balance		\$38,201.75
Gaming Account Balance		\$100
Petty Cash Balance		\$100

President, Bonnie Longo

- Approval of updated bylaws, approved by voice vote with quorum
- Voting on PTA officers for next year, all nominated have accepted nomination and approved by voice vote with quorum

Fundraising – Kristin Brown

- Tomorrow is the deadline for basket contributions for Arts Night. Hoping to raise money with raffle tickets.
- Signup sheet going on the Facebook page for volunteers, looking for 3-4 volunteers for each 30 minute shift.

Membership – Kim Lucas

- No changes

1st Vice President – Morgan Dezarn

- Thank you to COSI volunteers!
- Looking forward to having more volunteers for fun day

V. Committee Reports

- Spirit wear – not many updates, not many sales in Q2, will get material to go home in backpacks
- Yearbook – will be delivered to school on 5/20, will need helpers to label and distribute, all entries for yearbook contest due 4/15
- Staff appreciation week begins first week of May. Let Bonnie know if you have suggestions

VI. Announcements

- Family focus on 4/20, lots of end of the year stuff in May (American Cancer walk, fun day, park day, no school on 5/17, lunch on the green, etc)

VII. New Business

- None

VIII. Adjourn

- The meeting was adjourned at 8:28 am by Bonnie Longo.

These meeting minutes respectfully submitted by: Jennifer Soltis, Recording Secretary