



~ MSD Frederick Campus Parent Teacher Counselor Association ~



BY LAWS

of the Maryland School for the Deaf – Frederick Campus

Article I: Name

The name of this association is the Maryland School for the Deaf (MSD) Parent Staff Association (PSA) of Frederick, MD. It is solely an independent local PSA for the elementary school on Frederick campus.

Article II: Articles of Organization

The articles of organization of a constituent organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization. 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.

Article III: Purpose

The objects of the MSD PSA are to:

- a. To promote wellbeing of children and youth in home, school and community.
- b. To bring into closer relation the home and the school, which parent and staff collaborate to create a positive environment in the education of children and youth.
- c. To host fundraisers throughout the school year to promote high esteem among children and youth.

Article IV: Membership and Dues

Section 1. Membership is available to all parents and staff at the MSD Frederick campus elementary school.

Section 2. Each member of the PSA shall pay annual dues of an amount to be determined annually by the executive board every fiscal year. The fiscal year of this association shall begin on July 1 and end the following June 30.

Section 3. Only members of the PSA new and returning members may participate in the business of that association.

Article V: Officers and Election

Section 1. Each officer shall be a member of PSA.

Section 2. Officers and election:

- a. The officers of this association shall consist of a President, Vice-President, a secretary and a treasurer.
- b. Officers shall be elected by ballot at the annual general membership meeting before the end of the school year.
- c. Officers shall assume their official duties July 1 and shall serve for a term of one year.

- Section 3. Nominating Committee:
- a. Vice- President oversees the committees.
 - b. Only members are allowed to serve on the committees.
 - c. Vice-President will assign a chair for each committee.

- Section 4. Vacancies:
- A vacancy occurring in any office shall be filled for the unexpired term by a member elected by a majority vote of the executive board. In case a vacancy occurs in the office of President, the Vice-President shall serve notice of the election.

Article VI: Duties of Officers

- Section 1. The President shall preside at all meetings of the association and of the executive board; shall coordinate the work of the officers and shall be member ex officio of all committees except the nominating committees.
- Section 2. The Vice-President shall act as aide(s) to the President and shall in their designated order perform the duties of the President in the absence or inability of that officer to serve; shall coordinate the work of the committees of the association in order that the Objects may be promoted.
- Section 3. The Secretary shall record the minutes of all meetings of the association and of the executive board; shall have a current copy of the bylaws; shall chair the bylaw committee and follow parliamentary procedures during meetings; and shall maintain a membership list; and shall perform other delegated duties assigned.
- Section 4. The Treasurer shall have custody of all funds of the association; shall keep a full and accurate account of transactions; shall have checks signed by any two officers; shall present financial statement at every meeting; shall be responsible for preparing and filing all necessary tax forms; shall have the accounts examined annually by treasurer and two members, and all three sign end of the fiscal year report.

Article VII: General Membership Meetings

- Section 1. At least three (3) general membership meetings of this association shall be held during the school year.
- Section 2. The annual general membership election meeting shall be held and voted any time before the school year ends.
- Section 3. Any number of members in attendance during general membership meeting constitutes a quorum for the transaction of business. Shall there be a tiebreaker, and then the President decides the final vote.
- Section 4. Only members of the association who have paid dues for the current membership year may participate in the business of the association.

Article VIII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall be use as a guide to govern the executive and membership meetings.

These bylaws are submitted by an existing unit of the MSD Frederick Parent Teacher Counselor Association (PTCA) and were approved at a GENERAL MEMBERSHIP MEETING on _____.