

# LOCAL PTA/PTSA BYLAWS

(PTA/PTSA name)

Allegheny County      Region (number) 3

Approved by the general membership at its meeting on \_\_\_\_\_  
*Date of Approval*

Attached is a copy of the minutes for the meeting when the bylaws were approved by the general membership. The minutes must reflect the motion to approve the bylaws, motion was seconded, the result of the vote and a list of attendees. All documents must be received by the state office within 90 days of approval date above. Submit via United States Postal Service or electronic mail (e-mail)\*:

Pennsylvania PTA, 4804 Derry Street, Harrisburg, Pennsylvania 17111; Email\* – [info@papta.org](mailto:info@papta.org)

\*If submitting by e-mail, please cc the state bylaws & policies chairman, Ginny Wade at: [bylaws@papta.org](mailto:bylaws@papta.org)

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<u>Local Bylaws Chair 's Phone #</u>	<u>Local Bylaws Chair 's e-mail</u>	
<b>Review by Council Bylaws Chairman (if applicable)</b>		
<u>Council Chairman's Name Printed</u>	<u>Council Chairman's Signature</u>	<u>Date of Review</u>
<u>Council Chairman's Phone #</u>	<u>Council Chairman's e-mail</u>	

## DO NOT WRITE IN THIS SPACE - REQUIRED APPROVAL BY PENNSYLVANIA PTA

Approved on behalf of the Pennsylvania PTA  
Board of Managers by the Bylaws and Policies Chairman

*Date of approval (update every five (5) years from this date)*

**Ginny Wade**

State Chairman's Name Printed

State Chairman's Signature

**610-326-5659**

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**Review & follow the Bylaws Model Instructions  
prior to updating bylaws.**

# Required by the Pennsylvania PTA.

## Required by National PTA.

<sup>1</sup>There should be a corresponding section listing the duties of each vice president.

<sup>2</sup>There should be a corresponding section listing the duties of each secretary.

1 **# ARTICLE I: NAME**

2  
3 The name of this non-profit association is the Avonworth Parent-Teacher Association , and may be referred  
4 to in these bylaws as “this PTA”, located in Pittsburgh(Ohio Twp), Pennsylvania. It is a PTA organized under  
5 the authority of the Pennsylvania Congress of Parents and Teachers, Inc. (the Pennsylvania PTA), a branch of  
6 the National Congress of Parents and Teachers (the National PTA).  
7  
8

9 **## ARTICLE II: PURPOSES**

10  
11 **Section 1.** The purposes (objects) of this PTA, in common with those of the National PTA and the  
12 Pennsylvania PTA are:

- 13  
14 a. to promote the welfare of children and youth in home, school, places of worship, and throughout the  
15 community;  
16  
17 b. to raise the standards of home life;  
18  
19 c. to advocate for laws that further the education, physical and mental health, welfare, and safety of  
20 children and youth;  
21  
22 d. to promote the collaboration and engagement of families and educators in the education of children  
23 and youth;  
24  
25 e. to engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social  
26 well-being of all children and youth; and  
27  
28 f. to advocate for fiscal responsibility regarding public tax dollars in public education funding.  
29

30 **Section 2.** The purposes of the National PTA, the Pennsylvania PTA and this PTA are promoted through  
31 advocacy and education with parents, families, teachers, educators, students, and the general public;  
32 developed through conferences, committees, projects, and programs; and governed and qualified by the basic  
33 principles set forth in Article III.  
34

35 **Section 3.** The association is organized exclusively for the charitable, scientific, literary or educational  
36 purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of  
37 any future federal tax code (hereinafter "Internal Revenue Code").  
38  
39

40 **# ARTICLE III: PRINCIPLES AND BASIC POLICIES**

41  
42 **Section 1.** The following are principles of this PTA in common with those of the National PTA and the  
43 Pennsylvania PTA:

- 44  
45 a. The association shall be noncommercial, nonsectarian, and nonpartisan.  
46  
47 b. The association shall work to engage and empower children, families, and educators within schools  
48 and communities to provide quality education for all children and youth, and shall seek to participate  
49 in the decision-making process by influencing school policy and advocating for children’s issues,  
50 recognizing that the legal responsibility to make decisions has been delegated by the people to boards  
51 of education, state education authorities, and local education authorities.  
52  
53 c. The association shall work to promote the health and welfare of children and youth, and shall seek to  
54 promote collaboration among parents, schools, and the community at large.  
55

- 56 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be  
57 guiding principles for service in National PTA.  
58

59 **Section 2.** The following are basic polices of this PTA in common with those of the Pennsylvania PTA are  
60 the ‘operational requirements and dissolution’ of National PTA and are IRS requirements for all 501(c)(3)  
61 associations:  
62

- 63 a. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its  
64 members, directors, trustees, officers, or other private persons except that the association shall be  
65 authorized and empowered to pay reasonable compensation for services rendered, and to make  
66 payments and distributions in furtherance of the purposes set forth in Article II hereof.  
67
- 68 b. Notwithstanding any other provision of these articles, the association shall not carry on any other  
69 activities not permitted to be carried on (i) by an association exempt from federal income tax under  
70 Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are  
71 deductible under Section 170(c)(2) of the Internal Revenue Code.  
72
- 73 c. Upon the dissolution of the association, after paying or adequately providing for the debts and  
74 obligations of the association, the remaining assets shall be distributed to one or more nonprofit  
75 funds, foundations, or associations that have established their tax-exempt status under Section  
76 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with National PTA.  
77
- 78 d. The association or members in their official capacities shall not, directly or indirectly, participate or  
79 intervene (in any way, including the publishing or distributing of statements) in any political  
80 campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an  
81 insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.  
82  
83

#### 84 **# ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND PENNSYLVANIA PTA** 85

86 **Section 1.** This PTA shall be organized and chartered under the authority of the Pennsylvania PTA in the  
87 area in which the PTA functions, in conformity with such rules and regulations, not in conflict with  
88 Pennsylvania PTA bylaws. The Pennsylvania PTA shall issue to this PTA an appropriate charter evidencing  
89 its organization and good standing. Five (5) members (minimum) are required to organize a new local unit  
90 PTA and to maintain PTA status.  
91

92 **Section 2.** Pennsylvania PTA provides services only to PTAs that are in good standing. To participate in the  
93 Reflections Program at the state level and receive state mailings, local units must be in good standing.  
94

95 **Section 3.** A PTA in good standing shall:  
96

- 97 a. adhere to the purposes, principles, and basic policies of the PTA;  
98
- 99 b. have bylaws approved according to the procedures of the Pennsylvania PTA;  
100
- 101 c. remit the state and national portion of the membership dues in accordance with their own bylaws;  
102
- 103 d. submit the Annual Local Unit Registration Form to the state office immediately upon election of  
104 officers but no later than June 15 annually;  
105
- 106 e. forward to the state office each year, upon completion, a copy of their Form 990N, 990, or 990EZ  
107 as required per IRS regulations;  
108
- 109 f. forward a signed copy of all audit reports to the state office immediately following their adoption by  
110 the general membership; and  
111

112 g. meet other criteria as may be prescribed by the Pennsylvania PTA.  
113  
114

## 115 #ARTICLES V: BYLAWS 116

117 **Section 1.** The articles of organization of this PTA include (a) the bylaws of such association and (b) the  
118 certificate of incorporation or articles of incorporation of such association (in cases in which the association is  
119 a corporation) or the articles of association by whatever name (in cases in which the association exists as an  
120 unincorporated association).  
121

122 **Section 2.** This PTA shall adopt such bylaws for the government of the association on a model provided by  
123 the Pennsylvania PTA and such bylaws shall be approved by the Pennsylvania PTA. Such bylaws shall not be  
124 in conflict with the National PTA bylaws or the bylaws of Pennsylvania PTA.  
125

126 **Section 3.** The adoption of an amendment to any provision of the National PTA or the Pennsylvania PTA  
127 bylaws that is relevant to the local unit bylaws shall apply automatically and without the requirement of  
128 further action by this PTA to amend its corresponding bylaws. Notwithstanding the automatic character of  
129 the amending process, this PTA shall promptly incorporate such amendments in its bylaws.  
130

131 **Section 4.** This PTA shall include in its bylaws provisions corresponding to the provisions of National PTA  
132 and Pennsylvania PTA bylaws identified by the (#) symbol and cannot be deleted or amended in any manner  
133 by this PTA.  
134

135 **Section 5.** PTA bylaws shall be updated every five (5) years on the most current model available from the  
136 Pennsylvania PTA.  
137  
138

## 139 # ARTICLE VI: VOTING 140

141 **Section 1.** Only members of this PTA who have paid dues for the current membership year may vote on the  
142 business of this PTA.  
143

144 **Section 2.** Each member is entitled to one (1) vote, even though they may be serving in more than one (1)  
145 position.  
146

147 **Section 3.** Current membership must be verified for voting privileges.  
148

149 **Section 4.** The bylaws of this PTA shall prohibit voting by proxy.  
150

151 **Section 5.** A PTA member shall not serve as a voting member of this PTA's board while serving as a paid  
152 employee of or under contract to this PTA.  
153  
154  
155

## 156 # ARTICLE VII: MEMBERSHIP & DUES 157

158 **Section 1.** Every individual who is a member of this PTA is, by virtue of that fact, a member of the National  
159 PTA and of the Pennsylvania PTA by which this PTA is chartered, and is entitled to all the benefits of such  
160 membership.  
161

162 **Section 2.** Membership in PTA shall be open, without discrimination, to anyone who believes in and  
163 supports the mission and purposes of the National PTA.  
164

165 **Section 3.** This PTA shall conduct an annual enrollment of members, but may admit individuals to  
166 membership at any time. The membership year shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> annually.

- 167  
168 **Section 4.** Each member of this PTA shall pay such annual dues to said association as may be prescribed by  
169 the association. The amount of such dues shall include the portion payable to the Pennsylvania PTA -the  
170 "state portion"- and the portion payable to the National PTA -the "national portion."  
171
- 172 **Section 5.** The national portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per  
173 annum as determined by the National PTA.  
174
- 175 **Section 6.** The state portion of each member's dues shall be two dollars and seventy five cents (\$2.75) per  
176 annum as determined by the Pennsylvania PTA.  
177
- 178 **Section 7.** The local portion of each member's dues shall be determined by this PTA at their annual general  
179 membership meeting.  
180
- 181 **Section 8.** PTA Membership:  
182
- 183 a. Upon payment of dues, a person of Full Age shall become a member of a PTA unit and shall be  
184 entitled to all privileges of membership, including holding office and voting.  
185
  - 186 b. Upon payment of dues, a person of less than Full Age (example: student in a PTA shall become a  
187 member of a PTA unit and shall be entitled to all privileges of membership including voting, holding  
188 chairmanships and offices, with the exception of president, first vice-president, secretary and  
189 treasurer.  
190
  - 191 c. Of Full Age: eighteen (18) years of age or over, as set forth by the Pennsylvania Consolidated  
192 Statutes, Title 15, Corporations and Unincorporated Associations, under which the Pennsylvania  
193 Congress of Parents and Teachers, Inc. is governed along with the Pennsylvania PTA bylaws.  
194
- 195 **Section 9.** Membership dues with required documentation shall be submitted on a monthly basis to the state  
196 office. Local units that do not submit any dues to the state PTA office postmarked by September 30 shall be  
197 notified that their non-profit status is in jeopardy.  
198  
199

## 200 **ARTICLE VIII: OFFICERS**

- 201
- 202 **Section 1. Officers.** The officers of this PTA shall consist of:  
203
- 204 # a. one (1) president;
  - 205
  - 206 b. one (1) vice president(s);
  - 207
  - 208 c. one (1) secretary(ies); and
  - 209
  - 210 # d. one (1) treasurer.  
211
- 212 **#Section 2. Eligibility.** The following provisions shall govern the qualifications and eligibility of individuals  
213 to be officers of this PTA:  
214
- 215 a. Each officer shall be a current member of this PTA.
  - 216
  - 217 b. No person shall serve in more than one elected position in this PTA simultaneously.  
218
- 219 **Section 3. Term.** Officers shall assume their official duties on July 1<sup>st</sup> and shall serve for a term of one  
220 (1) year, or until their successors are elected.  
221

- 222 a. A person who has served in an office for more than one-half of a full term shall be deemed to have  
223 served a full term in such office.  
224  
225 b. No officer may be eligible to serve more than three(3) consecutive terms in the same office.  
226

227 **Section 4. Vacancy.** A vacancy occurring in the office of president shall be filled for the remainder of the  
228 unexpired term by the first vice-president. A vacancy in any office other than the president shall be filled by a  
229 member elected by the executive board.  
230

231 **Section 5. Nominating Committee.**  
232

- 233 a. **Composition.** The nominating committee shall consist of 3 local unit members. The president shall  
234 not serve as a member of this committee.  
235  
236 b. **Election.** The members of the nominating committee shall be elected by this PTA at a regular  
237 meeting at least 2 months prior to the election of officers at the annual meeting(as listed in # Article  
238 XII: General Membership Meetings, Section 1.b.) The committee shall elect its own chair.  
239  
240 c. **Duties.** The nominating committee shall:  
241 i. send out notification of elections;  
242 ii. confidentially consider all candidates for elected positions who meet the eligibility  
243 requirements set forth by these bylaws and who have provided written consent to serve if  
244 elected; may consider additional candidates during its confidential deliberations; and  
245 iii. submit only one (1) name for each position to be filled.  
246  
247 d. **Report.** The nominating committee shall report its nominees to the general membership at least one  
248 (1) month prior to the election of officers at the annual meeting (as listed in # Article XII: General  
249 Membership Meetings, Section 1.b.)

250 **Section 6. Nominations from the floor.** Nominations from the floor shall be accepted at the election  
251 meeting. Nominees shall be current members of this PTA and shall have submitted written consent.  
252

253 **Section 7. Elections.** Officers shall be elected:  
254

- 255 a. at the annual general membership meeting;  
256  
257 b. by written ballot if there is more than one (1) candidate and a majority vote shall elect; and  
258  
259 c. by voice vote when there is only one (1) candidate. Only affirmative votes shall be valid.  
260  
261

262 **ARTICLE IX: DUTIES OF OFFICERS**  
263

264 **# Section 1.** All officers shall perform the duties as provided in these bylaws, and as may be prescribed by  
265 the association, the parliamentary authority and as directed by the president or the executive board of this  
266 PTA  
267

268 **Section 2.** The president shall:  
269

- 270 # a. preside at all general membership and executive board meetings of this PTA;  
271  
272 # b. confirm that a quorum is present (refer to *Robert's Rules of Order Newly Revised*, current edition);  
273  
274 # c. serve as an ex-officio member of all committees with the exception of nominating, election, and  
275 audit committees;

- 276  
277 # d. coordinate the work of the officers and committees of this PTA in order that the purposes may be  
278 promoted;  
279  
280 # e. communicate with state PTA to comply with all standards of affiliation and maintain 'good standing'  
281 status as outlined in these bylaws;  
282  
283 # f. file the Annual Local Unit Registration Form with the state PTA office immediately upon election of  
284 officers and no later than June 15 annually;  
285  
286 # g. serve as the official representative of this PTA and be authorized to sign contracts;  
287  
288 # h. retain all official records of this PTA and have a current copy of this unit's bylaws available for  
289 membership review;  
290  
291 # i. appoint a parliamentarian as needed; and  
292  
293 # j. return all current unused membership cards by July 1 to the state office or be charged annual dues  
294 for each card not returned. Failure to submit payment will result in suspension of services.  
295

296 **Section 3.** The vice-president(s) shall<sup>1</sup>

- 297  
298 # a. serve as aide(s) to the president; and  
299  
300 # b. in their designated order (list order) N/A perform  
301 the duties of the president in the president's absence or inability to serve.  
302

303 **Section 4.** The secretary shall<sup>2</sup>

- 304  
305 # a. record the minutes of all general membership and executive board meetings of this PTA;  
306  
307 # b. maintain a current copy of the bylaws and membership list;  
308  
309 # c. at each meeting, present a written copy of the minutes from the previous meeting, for  
310 corrections/amendments and approval;  
311  
312 # d. maintain at each meeting, written records for at least the previous twelve (12) meetings, for possible  
313 review by members; and  
314  
315 # e. be responsible for all correspondence of the association, as needed and as directed by the president  
316

317 **Section 5.** The treasurer shall:

- 318  
319 # a. hold and maintain a full account of all the funds of this PTA;  
320  
321 # b. keep a full and accurate account of all income and expenditures including bank statements, deposit  
322 receipts, budgets, invoices, and paid receipts in accordance with the records retention policy as  
323 provided by the Pennsylvania PTA;  
324  
325 # c. remit monthly, five dollars (\$5.00 = national + state portions of dues) for each member of the PTA,  
326 as listed on the Dues Remittance Form, to the state PTA office (see Article VII: Membership &  
327 Dues, Section 9. & Article IV: Relationship with National PTA and Pennsylvania PTA, Section 1.);  
328  
329 # d. record national and state portions of the membership dues separate from record of general funds of  
330 this PTA;  
331



- 332 # e. make disbursements in accordance with the budget adopted by the general membership this PTA;
- 333
- 334 # f. present a written and verbal financial statement of each financial account which shall include the
- 335 balance from the previous meeting, list of deposits and expenditures, and current balance, along with
- 336 a combined balance of all accounts, at all executive board and general membership meetings;
- 337
- 338 # g. present a preliminary annual financial report which shall include the approved budget figures and the
- 339 actual current figures, at the annual general membership meeting of this PTA;
- 340
- 341 # h. present all audit reports to the general membership for adoption at the first general membership
- 342 meeting held after their completion;
- 343
- 344 # i. such books of account and records shall be open to inspection, at all reasonable times, by an officer
- 345 of this PTA, an authorized representative of the Pennsylvania PTA or, where directed by the
- 346 committee on state and national relationships;
- 347
- 348 # j. if unit is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when
- 349 there is a change of officers;
- 350
- 351 # k. prepare or cause to be prepared, the appropriate IRS 990 form by the 15<sup>th</sup> day of the 5<sup>th</sup> month after
- 352 the end of the fiscal year of this PTA;
- 353
- 354 # l. forward to the state PTA office annually:
- 355 i. a copy of the Form 990N, 990, or 990EZ as required per IRS regulations upon completion;
- 356 and
- 357 ii. a signed copy of all audit reports to the state office immediately following adoption by the
- 358 general membership.
- 359
- 360 # m. compile and submit all financial documents necessary to complete an audit to the elected audit
- 361 committee or approved auditor as directed by the executive board.
- 362
- 363

**ARTICLE X: EXECUTIVE BOARD**

364  
365  
366 **Section 1.** The business of this PTA shall be managed by the executive board between general membership  
367 meetings.

368  
369 **#Section 2.** Each executive board member shall be a member of this PTA.

370  
371 **Section 3.** The members of the executive board shall be:

- 372 # a. elected officers; and
- 373
- 374 b. (list on the line below others as applicable to the PTA, i.e. president or alternate from each member
- 375 local PTA; standing committee chairs; etc.)
- 376 \_\_\_\_\_ N/A \_\_\_\_\_
- 377
- 378

379 **Section 4.** Duties of the executive board shall be to:

- 380 # a. transact business as may be referred to it by the membership of this PTA;
- 381
- 382 # b. create standing and special committees and appoint chairmen/coordinator for all committee;
- 383
- 384 # c. approve plans of work of the committees;
- 385
- 386 # d. present a report at the next general membership meeting of this PTA;
- 387

- 388
- 389 # e. elect an auditor or an auditing committee to audit the treasurer’s accounts;
- 390
- 391 # f. prepare an annual budget for the upcoming fiscal year, to submitted to the members for adoption at
- 392 the annual general membership meeting;
- 393
- 394 # g. approve payment of routine bills within the limits of the approved budget; and
- 395
- 396 # h. act in emergencies between general membership meetings and have all emergency actions ratified at
- 397 the next general membership meeting.
- 398

399 **#Section 5.** If any member of the executive board shall at any time cease to meet the qualifications or fulfill  
 400 the duties of the position as listed in the bylaws, that person shall be removed from the position by a motion  
 401 adopted first by the executive board and then by the general membership. The vote shall be by a majority.  
 402

403 **Section 6.** Regular meetings of the executive board shall be held with the date and time to be fixed by the  
 404 board at its first meeting of the year.  
 405

406 **Section 7.** Special meetings of the executive board may be called by the president or when requested by a  
 407 majority of its members upon 7 days’ advance written notice to each member of the board.  
 408

409 **Section 8.** At all meetings of the executive board, a majority of the members of the board shall constitute a  
 410 quorum for the transaction of business.  
 411

412 **Section 9.** Upon the expiration of the term of office or when individuals cease to hold the position on the  
 413 board, they shall automatically be relieved of all duties and responsibilities. All records, books, and other  
 414 materials pertaining to the position shall be turned over to the president and all funds pertaining to the  
 415 position shall be returned to the treasurer within fourteen (14) days.  
 416  
 417

## 418 **ARTICLE XI: COMMITTEES**

419

420 **Section 1. Committees.** The executive board shall create such standing and special committees as deemed  
 421 necessary to promote the purposes and appoint the chairman/coordinator for all committees.  
 422

423 **Section 2. Standing Committees.** The standing committees of this PTA shall be:  
 424 \_\_\_\_\_ listed in the standing rules \_\_\_\_\_ (either list the  
 425 names of the standing committees, i.e. membership, fundraising, programs, bylaws, advocacy, legislative, etc.  
 426 OR insert the words “listed in the standing rules”)  
 427

428 **Section 3. Chairman/Coordinator Eligibility.** Only members of this PTA shall be eligible to serve as a  
 429 committee chairman/coordinator.  
 430

431 **Section 4. Chairman /Coordinator Term.**  
 432

- 433 a. The term of office of each committee chairman/coordinator shall be one (1) year or until a successor
- 434 is appointed.
- 435
- 436 b. A chairman/coordinator shall not be eligible to serve more than three (3) consecutive terms as the
- 437 chairman/coordinator of the same committee.
- 438

439 **Section 5. Chairman/Coordinator Duties.** Each committee chairman/coordinator shall:  
 440

- 441 a. present a plan of work to the executive board for approval;
- 442
- 443 b. coordinate all work of the committee;

- 444  
445 c. perform other duties as assigned by the president; and  
446  
447 d. upon the expiration of the term of office or when individuals cease to hold the position, , they shall  
448 automatically be relieved of all duties and responsibilities. All records, books, and other materials  
449 pertaining to the position shall be turned over to the president and all funds pertaining to the  
450 position shall be returned to the treasurer within fourteen (14)days.  
451  
452

## 453 # ARTICLE XII: GENERAL MEMBERSHIP MEETINGS

454  
455 **Section 1. Regular Meetings.** This association shall hold a minimum of three (3) general membership  
456 meetings during the membership year.  
457

- 458 a. Dates of general membership meetings shall be determined by the executive board and announced  
459 at the first general membership meeting of the year, as well as through all communication channels  
460 used by this PTA. Five (5) days' advance notice shall be given to the membership of a change of date.  
461  
462 b. The annual meeting shall be held in May at which time the business shall include the election of  
463 officers by the members, determination of next year's local portion of the dues, preliminary annual  
464 fiscal report, and presentation of next year's budget for approval by the membership.  
465

466 **Section 2. Special Meetings.** A special meeting of this PTA, if needed, shall be called by the president or  
467 by the majority of the executive board with three (3) days' advance notice which shall include the date, time,  
468 place and purpose for the meeting. No other business shall be discussed or conducted.  
469

470 **Section 3. Quorum.** The quorum for the transaction of business in any general membership meeting of  
471 this PTA 7 members.  
472  
473

## 474 ARTICLE XIII: COUNCIL MEMBERSHIP

475 *This article applies only to local units that are a part of a council PTA. If not applicable, write N/A alongside the title and draw an "X"*  
476 *through this section or CAREFULLY delete the content of this Article XIII (EXCEPT the title).*  
477  
478  
479  
480

## 481 # ARTICLE XIV: PENNSYLVANIA PTA CONVENTION

482  
483 **Section 1.** This PTA shall be entitled to be represented at the state convention of the Pennsylvania PTA by  
484 the president (or alternate) and one (1) accredited (or alternate) delegate for every ten (10) members as shown  
485 on the record of the state treasury fourteen (14) days prior to the state convention.  
486

487 **Section 2.** All representatives to the Pennsylvania PTA convention must be current members of this PTA.  
488

489 **Section 3.** Delegates or their alternates shall be selected in accordance with the Standing Rules of this PTA.  
490  
491

## 492 # ARTICLE XV: FISCAL YEAR AND ACCOUNTABILITY

493  
494 **Section 1. Fiscal Year** The fiscal year of this PTA shall begin on July 1 and end on the following June 30th.  
495 The fiscal year of a PTA shall be the same as its accounting year and shall be in accordance with the  
496 information provided on the SS-4 form currently filed with the IRS.  
497

498 **Section 2. Banking**

- 499 a. All funds shall be kept in bank accounts in the name of this PTA.
- 500
- 501 b. All checks shall be signed by two (2) authorized signers.
- 502
- 503 c. Authorized signers on the bank accounts shall not be related by blood or marriage and shall not
- 504 reside in the same household.
- 505
- 506 d. There shall be at least three (3) authorized signers listed at the bank.
- 507
- 508 e. The president and treasurer shall be signers, unless prohibited by employment.
- 509
- 510 f. A member shall be appointed by the executive board, who is not an authorized signer on the bank
- 511 account(s) to open, review, initial/date each bank statement and forward to the treasurer.
- 512

513 **Section 3. Financial Audit(s)**

- 514 a. An annual financial audit shall be performed by an auditor approved by the executive board or by an
- 515 audit committee of at least three (3) members elected by the executive board.
  - 516 i. The auditor or audit committee members shall not be authorized signers, the incoming
  - 517 treasurer, related by blood or marriage and shall not reside in the same household as the
  - 518 authorized signers.
  - 519 ii. A report of the findings of the audit shall be submitted in writing to the executive board to
  - 520 be presented to the general membership for adoption by majority vote at the next regular
  - 521 general membership meeting; the report shall be signed and dated by all auditing parties.
  - 522
- 523 b. A financial audit shall also be performed if an authorized signer is added or deleted on any bank
- 524 account and at any other time deemed necessary by the president or three(3) or more members, by
- 525 an audit committee that shall be elected by the executive board within five (5) days. (Refer to
- 526 subsection a.i. and a.ii. above for committee requirements and reporting.)
- 527
- 528

529 **# ARTICLE XVI: DISSOLUTION & WITHDRAWAL OF CHARTER**

530

531 **Section 1.** This PTA shall be subject to withdrawal and the status of such association as a PTA unit shall be

532 subject to termination, in the manner and under the circumstances provided in the bylaws of the

533 Pennsylvania PTA.

534

535 **Section 2.** A PTA considering dissolution must:

- 536
- 537 a. arrange for a Pennsylvania PTA representative to speak in favor of continuing PTA at a meeting of
- 538 the executive board prior to taking action;
- 539
- 540 b. upon the decision of the executive board to recommend dissolution of the unit, that
- 541 recommendation shall be presented to the members at the next general membership meeting and
- 542 shall include an announcement that the vote on the dissolution will be taken at the next regular
- 543 meeting (a 2/3 vote is required to dissolve);
- 544
- 545 c. require that each person voting to dissolve shall have been member of this PTA for at least ninety
- 546 (90) days;
- 547
- 548 d. arrange for a Pennsylvania PTA representative to speak to the members at the general meeting at
- 549 which the vote is to be taken;
- 550
- 551 e. arrange for the proper disposal of PTA funds and property according to the provisions of these
- 552 bylaws; and
- 553

554 f. provide for the dissolution to take effect immediately after the dissolution is voted and shall not to be  
555 post-dated.  
556

557 **Section 3.** This PTA shall be obligated, upon withdrawal of its charter by the Pennsylvania PTA to:  
558

- 559 a. yield up and surrender all of its books and records and all of its assets and property to the  
560 Pennsylvania PTA, or to such agency as may be designated by the Pennsylvania PTA, or to another  
561 local PTA organized under the authority of the Pennsylvania PTA (Refer to #Article III: Principles  
562 and Basic Policies, Section 2.c);  
563
- 564 b. cease and desist from the further use of any name that implies or connotes association with the  
565 National PTA or the Pennsylvania PTA or status as a constituent association of the National PTA;  
566 and  
567
- 568 c. promptly carry out, under the supervision and direction of the Pennsylvania PTA, all proceedings  
569 necessary or desirable for the purpose of dissolving this PTA.  
570

571  
572

### 573 **#ARTICLE XVII: PARLIAMENTARY AUTHORITY**

574

575 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this association  
576 and in all cases in which they are applicable and in which they are not in conflict with these bylaw, the  
577 Pennsylvania PTA bylaws, or the Articles of Incorporation.  
578

579

580

### 581 **# ARTICLE XVIII: AMENDMENTS**

582

583 **Section 1. Amendment Process.** These bylaws may be updated or amended at any general membership  
584 meeting of this association by a two-thirds vote of the members present and voting, provided that notice of  
585 the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the  
586 amendment is voted upon and that amendment shall be subject to the approval of the Pennsylvania PTA.

587

588 **Section 2. Final Approval.** After adoption at a membership meeting of this PTA, the bylaws shall be  
589 submitted to the Pennsylvania PTA for approval according to the procedures set forth by the Pennsylvania  
590 PTA. Amended bylaws go into effect when a state approved copy is returned to the president of this PTA.

591