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# LOCAL UNIT BYLAWS

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## Mt. Lebanon High School PTSA

Allegheny County      Region 3

### # ARTICLE I: NAME

The name of this association is the **Mt. Lebanon High School** Parent-Teacher-Student Association (PTSA) located in **Mt. Lebanon**, Pennsylvania.

It is a local PTSA organized under the authority of the Pennsylvania Congress of Parents and Teachers, Inc. (the Pennsylvania PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

### # ARTICLE II: PURPOSES

Section 1.      The Purposes of the **Mt. Lebanon High School PTSA**, in common with those of the National PTA and the Pennsylvania PTA 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 secure adequate laws for the care and protection of children and youth,
- d.      To bring into closer relation the home and the school, so 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 advantages in physical, mental, social, and spiritual education.

Section 2.      The Purposes of the National PTA, the Pennsylvania PTA and this 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 **Mt. Lebanon High School PTSA** in common with those of the National PTA and the Pennsylvania PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association shall work with the schools and 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 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 among 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 association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of the association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance 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: RELATIONSHIP WITH NATIONAL PTA & PENNSYLVANIA PTA

Section 1. This local PTSA shall be organized and chartered under the authority of the Pennsylvania PTA, in conformity with such rules and regulations, not in conflict with the National PTA bylaws, as the Pennsylvania PTA may prescribe in its bylaws. The Pennsylvania PTA shall issue to this local PTSA an appropriate charter evidencing the due organization and good standing of this local PTSA.

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

Section 3. A local PTSA in good standing is one that:

- a. adheres to the Purposes and basic policies of the PTA;
- b. has bylaws approved according to the procedures of the Pennsylvania PTA;

- c. remits the National portion of the dues through the Pennsylvania PTA office to reach the National Office by dates designated by the National PTA;
- d. submits dues to the state PTA office postmarked no later than October 15;
- e. submits officers form to the state office immediately upon election of officers and no later than June 15 annually;
- f. forwards to the state office each year upon completion a copy of their Form 990N, 990, or 990EZ as required per IRS regulations;
- g. forwards a signed copy of all audit reports to the state office immediately following their adoption by the general membership; and
- h. meets other criteria as may be prescribed by the Pennsylvania PTA.

## **# ARTICLE V: BYLAWS**

Section 1. The articles of organization of this local PTSA include (a) the bylaws of such association and (b) the certificate of incorporation or articles of incorporation of such association (in cases in which the association is a corporation) or the articles of association by whatever name (in cases in which the association exists as an unincorporated association).

Section 2. This PTSA shall adopt such bylaws for the government of the association as may be approved by the Pennsylvania PTA. Such bylaws shall not be in conflict with the National PTA bylaws or the bylaws of Pennsylvania PTA.

Section 3. The adoption of an amendment to any provision of the National PTA or the Pennsylvania PTA bylaws shall apply automatically and without the requirement of further action by this local PTSA to amend its corresponding bylaws. Notwithstanding the automatic character of the amending process, this local PTSA shall promptly incorporate such amendments in its bylaws.

Section 4. This local PTSA shall include in its bylaws provisions corresponding to the provisions of National PTA and Pennsylvania PTA bylaws identified by the number (#) symbol.

Section 5. Local Unit bylaws shall be updated every five (5) years on the most current model available from the Pennsylvania PTA as provided by the Pennsylvania PTA state board of managers.

## **# ARTICLE VI: VOTING**

Section 1. Only members of this local PTSA who have paid dues for the current membership year may vote on the business of this local PTSA.

Section 2. Current membership must be verified for voting privileges.

Section 3. The bylaws of this local PTSA shall prohibit voting by proxy.

## ARTICLE VII: MEMBERSHIP & DUES

#Section 1. Every individual who is a member of this local PTSA is, by virtue of that fact, a member of the National PTA and of the Pennsylvania PTA by which this local PTSA is chartered, and is entitled to all the benefits of such membership.

#Section 2. Membership in this local PTSA shall be made available without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the National PTA bylaws or the Pennsylvania PTA bylaws as may be prescribed in the bylaws of this local PTSA, to any individual who subscribes to the Purposes and basic policies of the National PTA.

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

#Section 4. Each member of this local PTSA shall pay such annual dues to said association as may be prescribed by the association. The amount of such dues shall include the portion payable to the Pennsylvania PTA -the "state portion"- and the portion payable to the National PTA -the "national portion."

#Section 5. The national portion of each member's dues, to be determined by the National PTA, shall be two dollars and twenty-five cents (\$2.25) per annum.

#Section 6. The state portion of each member's dues, to be determined by the Pennsylvania PTA, shall be two dollars and seventy five cents (\$2.75) per annum.

Section 7. The local portion of each members' dues shall be determined by this local PTSA at their general membership annual meeting **held in May and shall include dues payable to the Mt. Lebanon City Council PTA as provided in Article XIII, Section 2.**

#Section 8. Local PTSA Membership:

- a. Upon payment of dues, a person of Full Age shall become a member of a local PTSA unit and shall be entitled to all privileges of membership, including holding office and voting.
- b. Upon payment of dues, a person of less than Full Age (example: student in a PTSA) shall become a member of a local PTSA unit and shall be entitled to all privileges of membership including voting, holding chairmanships and offices, with the exception of President, First Vice-President, Secretary and Treasurer.
- c. Full Age: Of the age of eighteen years or over, as set forth by the Pennsylvania Consolidated Statutes, Title 15, Corporations and Unincorporated Associations, under which the Pennsylvania Congress of Parents and Teachers, Inc. is governed along with the Pennsylvania PTA bylaws.

# Section 9. Honorary Recognitions

- a. Honorary National Life Memberships may be conferred for distinguished service for which a fee shall be paid to the National PTA to become part of the Endowment Fund. Honorary Life Membership provides only national convention guest privileges upon payment of the convention registration fee.
- b. Honorary State Life Memberships may be conferred for distinguished service for which a fee shall be paid to the Pennsylvania PTA. The fee shall be deposited in the Hannah Kent Schoff Fund. Honorary State Life Membership provides only state convention guest privileges upon payment of the annual convention registration fee. An Honorary State Life Member may become an active member upon payment of dues in a local PTA.

- c. Child Advocacy Awards may be conferred for additional recognition of distinguished service for Pennsylvania PTA Honorary Life Members, for which a fee shall be paid to the Pennsylvania PTA. The fee shall be deposited in the Hannah Kent Schoff Fund.

# Section 10. Dues

- a. The treasurer of this PTSA shall
  - 1. Send the completed membership form and five dollars (\$5.00) for the National and state portions of the dues of each member of this PTSA to the state PTA office.
  - 2. Return all current unused membership cards (postmarked by July 1) to the state PTA office or be charged annual dues for each card not returned.
- b. The treasurer of this PTSA shall keep records of national and state portions of the membership dues separate from record of general fund of the local PTSA.
- c. The state PTA office shall notify each local unit treasurer or president thirty (30) days in advance of October 15 that national and state dues are to be postmarked by October 15.
- d. Local units that do not submit at least a portion of their dues to the state PTA office postmarked by October 15 shall be removed from the unit list and will have their non-profit status revoked.

## **ARTICLE VIII: OFFICERS**

Section 1. The officers of this local PTSA shall consist of:

- #a. one (1) president;
- b. **three (3)** vice presidents;
- c. **two (2)** secretary(ies);
- #d. one (1) treasurer;
- e. **one (1) historian; and**
- f. **three (3) board members-at-large.**

Section 2. Officers shall be elected in the month of **March**.

#Section 3. The vote shall be conducted by written ballot unless there is only one candidate for office, at which time a voice vote may be held. A majority vote shall be required for election.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the **Mt. Lebanon High School PTSA**:

- #a. Each officer shall be a member of this local PTSA.
- #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 person may serve in more than one elected position in this PTSA simultaneously.

d. Each officer of this PTSA shall have been a member of this PTSA **or another PTA/PTSA in the Mt. Lebanon School District** for **one (1)** month.

e. No officer may be eligible to serve more than **two (2)** consecutive terms in the same office.

f. To be eligible for the presidency a person must have served on the executive board **or as a committee chair** of this local unit for **one (1) year**.

Section 5. Officers shall assume their official duties **following the Council Installation Meeting** and shall serve for a term of **one (1)** year, or until their successors are elected.

Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the **first** vice-president. A vacancy in any office other than the president shall be filled by a member elected by the executive board.

Section 7. A nominating committee composed of **three (3) or five (5)** members shall be elected by this local PTSA at a regular meeting **at least one (1) month** prior to the election of officers as outlined in Article VIII, Section 2.

a. The committee shall elect its own chair.

b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the general membership **at the February general membership meeting at least thirty (30) days before the annual election meeting. Nominations from the floor may only be made at the February general membership meeting.**

#c. Only those individuals who have met the qualifications as outlined in Article VIII, Section 4 and who have signified their consent to serve if elected, shall be nominated for, or elected to, such office.

## ARTICLE IX: DUTIES OF OFFICERS

Section 1. The president shall

a. preside at all meetings of this local PTSA;

b. serve as an ex officio member of all committees except the nominating committee and the auditing committee, if authorized to sign checks;

c. coordinate the work of the officers and committees of this local PTSA in order that the Purposes may be promoted;

# d. send contact information (name, address, phone, email if available) for the incoming officers to the state PTA office immediately upon election of officers and no later than June 15 annually;

e. perform other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the executive board; **and**

# f. have a current copy of this unit's bylaws available for membership review.

Section 2. The vice-president(s) shall **act as aide(s) to the president; and in the designated order of first vice-president, second vice-president and third vice-president, perform the duties of the president in the president's absence or inability to serve.**

- a. **The first vice-president shall**
  - 1. **have primary responsibility for program planning and for the calendar pages;**
  - 2. **coordinate the work of the committee chairmen of school education, publicity, and parent education;**
  - 3. **serve as an official delegate to the Mt. Lebanon City Council PTA.**
- b. **The second vice-president shall**
  - 1. **implement the policies of the association in financial and social areas;**
  - 2. **advise and assist the chairmen of fundraising activities, budget, hospitality, social committees, and the treasurer; and**
  - 3. **be a member of the budget committee.**
- c. **The third vice-president shall**
  - 1. **coordinate volunteer services, assisting where volunteers are needed for PTSA functions and student activity office events.**

Section 3. The **recording** secretary shall

- # a. record the minutes of all meetings of the **Mt. Lebanon High School PTSA;**
- b. maintain a current copy of the bylaws and membership list.
- #c. present a written copy of the previous meetings records at each meeting.
- #d. have at each meeting, written records available for review by members, for at least the previous twelve (12) meetings.

**Section 4. The corresponding secretary shall**

- a. **conduct the delegated correspondence as assigned;**
- b. **send a list of the officers and committee chairs with their addresses and telephone numbers to the Mt. Lebanon City Council PTA.**

Section 5. The treasurer shall

- # a. have custody of and maintain a full account of the funds of this local PTSA;
- b. submit dues as directed in Article VII Membership & Dues Section 10 of these bylaws;
- c. make disbursements as authorized by the executive board, or this local PTSA in accordance with the budget adopted by this local PTSA;
- # d. have checks or vouchers signed by two people (the treasurer and one other person);
- # e. provide a written financial statement to the executive board at each meeting;
- # f. present an annual report of the financial condition of this association to the

membership;

- # g. have the accounts examined annually by an auditor or an auditing committee of not fewer than three members, who are not authorized to sign checks. If satisfied that the treasurer's annual report is correct, they shall sign a statement to that fact at the end of the report. The auditing committee shall be elected by the executive board at least one month before the meeting at which new officers assume duties;
- #h. upon resignation of an officer during a term, have the accounts examined by an auditor or an auditing committee following the fiscal year end auditing procedures;
- #i. report the findings of the annual audit in writing to the executive board;
- #j. all audit reports shall be presented to the general membership for adoption at the first general membership meeting held after the completion of the report;
- #k. such books of account and records shall be open to inspection, at all reasonable times, by an officer of this PTSA, an authorized representative of the Pennsylvania PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA; and
- #l. if unit is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when there is a change of officers.
- m. forward to the state PTA office each year upon completion, a copy of the Form 990N, 990, or 990EZ as required per IRS regulations; and
- n. forward a signed copy of all audit reports to the state office immediately following their adoption by the general membership.

#### **Section 6. The historian shall**

- a. **keep a record of activities and achievements of the association and make such information available to local, council, district or state leaders as requested;**
- b. **keep a list of officers and standing committee chairs;**
- c. **have a current copy of the bylaws, all bylaws amendments, the standing rules, and all incorporation papers.**
- d. **collect all year-end committee and officer reports for the association; and**
- e. **keep a record of all awards given by this PTSA and send a list of such awards to Mt. Lebanon City Council PTA historian each year.**

#### **Section 7. The board members-at-large shall**

- a. **attend all PTSA general membership meetings and Executive Board meetings and provide input.**
- b. **Act as liaison between general membership and the Executive Board.**

# Section 8. All officers shall perform other duties as may be provided for in these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive board.



## ARTICLE X: EXECUTIVE BOARD

Section 1. The business of the Mt. Lebanon High School PTSA shall be managed by the executive board in the intervals between local unit PTSA general membership meetings.

#Section 2. Each executive board member shall be a member of this local PTSA.

Section 3. The members of the executive board shall be elected officers and the principal of the school.

Section 4. Duties of the executive board shall be to

- a. transact business as may be referred to it by the membership of this local PTSA;
- b. create special committees as needed and appoint chairmen for each special committee;
- c. approve plans of work of the committees;
- d. elect an auditor or an auditing committee to audit the treasurer's accounts;
- #e. prepare and submit an annual budget to this local PTSA general membership for adoption;
- f. approve payment of routine bills within the limits of the approved budget; and
- g. appoint all standing committee chairs.**

#Section 5. If any member of the executive board shall at any time cease to meet the qualifications or fulfill the duties of the position as listed in the bylaws, that person shall be removed from the position by a motion adopted first by the Executive Board and then by the General Membership. The vote shall be by a majority.

Section 6. Regular meetings of the executive board shall be **determined by the President.**

Section 7. Special meetings of the executive board may be called by the president or when requested by **three (3)** members upon **three (3)** days' written notice to each member of the board.

Section 8. At all meetings of the executive board, a majority of the members of the board 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, 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 ten (10) days.

## ARTICLE XI: COMMITTEES

Section 1. Only members of this local PTSA shall be eligible to serve as chairmen.

Section 2. The standing committees of this local PTSA shall be **listed in the standing rules.**

Section 3. The term of office of each committee chair shall be **one (1)** year or until the selection of a successor.

Section 4. Each committee chair shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

## # ARTICLE XII: GENERAL MEMBERSHIP MEETINGS

Section 1. At least three (3) general membership meetings of this association shall be held during the school year. Dates of meetings shall be determined by the executive board and announced at the first general membership meeting of the year. **Three (3)** days' notice shall be given to the membership of a change of date.

Section 2. Special meetings of this local PTSA may be called by the president or by the majority of the executive board with **three (3)** days' notice having been given.

Section 3. The annual meeting shall be held in **May**, at which time the budget for the upcoming year shall be presented to the membership for a vote.

Section 4. A quorum of **seven (7)** members is required for the transaction of business in any meeting of this local PTSA.

## ARTICLE XIII: COUNCIL MEMBERSHIP

*The following sections must correspond to the council PTA bylaws, and are provided as a guideline to local PTAs/PTSAs.*

Section 1. This local PTSA shall be represented in meetings of the **Mt. Lebanon City** council PTA by **two delegates. Delegates shall be the president and first vice president.**

a. All representatives to the **Mt. Lebanon City** council PTA must be members of this local PTSA.

#b. Current membership must be verified for voting privileges.

Section 2. This local PTSA shall pay annual dues of **one dollar and forty-five cents (\$1.45) per member, postmarked on or by December 1**, to the **Mt. Lebanon City** council PTA, as provided in the council bylaws, **to be applied as follows:**

a. **forty-five cents (\$0.45) per member will be used for operating expenses; and**

**b. one dollar (\$1.00) per member will be used for a special fund maintained for the Georgia Pogue Scholarship Fund.**

## # ARTICLE XIV: PENNSYLVANIA PTA CONVENTION

Section 1. This local PTSA shall be entitled to be represented at the state convention of the Pennsylvania PTA by the president (or alternate) and one (1) accredited (or alternate) delegate for every twenty-five (25) members as shown on the record of the state treasury thirty (30) days prior to the state convention.

Section 2. All representatives to the Pennsylvania PTA convention must be members of this local PTSA.

Section 3. Delegates or their alternates shall be selected in accordance with the Standing Rules of this PTSA.

## # ARTICLE XV: FISCAL YEAR

The fiscal year of the **Mt. Lebanon High School PTSA** shall begin on **July 1** and end on the following **June 30**.

The fiscal year of a local PTSA shall be the same as its accounting year and shall be in accordance with the information provided on the SS-4 form currently filed with the IRS.

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

Section 1. This local unit PTSA shall be subject to withdrawal of its charter in the manner and under the circumstances provided in the Pennsylvania PTA bylaws.

Section 2. A local PTSA considering dissolution must:

- a. have a Pennsylvania PTA representative to speak in favor of continuing PTSA at a meeting of the executive board prior to taking action on dissolving;
- b. upon decision to recommend dissolution of the unit, present the resolution to the members at the next general meeting for their information;
- c. announce that a vote on the dissolution will be taken at the next general meeting. A two-thirds (2/3) vote is required to dissolve a local unit;
- d. require each person voting to dissolve be a member of this local PTSA for at least 90 days;
- e. arrange for a Pennsylvania PTA representative to speak to the members at the general meeting at which the vote is to be taken;
- f. arrange for the proper disposal of PTSA funds and property according to the provisions of these bylaws; and
- g. provide for the dissolution to take effect immediately after the dissolution is voted and not to be post-dated.

Section 3. This local PTSA is obligated, upon withdrawal of its charter by the Pennsylvania PTA to:

- a. Refer to #Article III: Basic Policies, (f).
- b. cease and desist from the further use of any name that implies or connotes association with the National PTA or the Pennsylvania PTA or status as a constituent association of the National PTA; and
- c. carry out promptly, under the supervision and direction of the Pennsylvania PTA, all proceedings necessary or desirable for the purpose of dissolving this PTSA.

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

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this association and in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA bylaws, the Pennsylvania PTA bylaws, or the articles of incorporation.

## # ARTICLE XVIII: AMENDMENTS

Section 1. These bylaws may be updated or amended at any general membership meeting of this association by a two-thirds vote of the members present and voting, 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 and that amendment shall be subject to the approval of the Pennsylvania PTA.

Section 2. Submission of amendments or updated bylaws for approval by the Pennsylvania PTA shall be in accordance with the bylaws or regulations of the Pennsylvania PTA.

Section 3. The adoption of an amendment to any provision of the National PTA and the Pennsylvania PTA bylaws shall serve automatically and without the requirement of further action by this association to amend their corresponding bylaws. Local PTAs/PTAsAs shall promptly incorporate such amendments in their respective bylaws.

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# Required by the Pennsylvania 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.

SIGNATURE/ APPROVAL PAGE

Bylaws of the **Mt. Lebanon High School PTSA**

County **Allegheny** Region **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 .

\_\_\_\_\_  
President's Signature President's Name – Printed

\_\_\_\_\_  
President's Home Street Address Town Zip

\_\_\_\_\_  
President's Home Telephone Number President's Email Address

\_\_\_\_\_  
Secretary's Signature Secretary's Name – Printed

**Reviewed by Council Bylaws Chairman (if applicable)**

\_\_\_\_\_  
Name of Council Date Reviewed

\_\_\_\_\_  
Council Bylaws Chairman's Signature Name – Printed

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(Space below for use by State Bylaws & Policies Chairman only.)

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



\_\_\_\_\_  
State Chairman's Signature Date of Approval  
**Marie Merkel, Interim Chair**

\_\_\_\_\_  
State Chairman's Name – Printed  
608 N. Rebecca Avenue Scranton 18504

\_\_\_\_\_  
Street Address Town Zip  
570-881-8010 mmerkel@papta.org  
\_\_\_\_\_  
Telephone Number State Chairman's Email Address

**Note:** These bylaws are to be updated five (5) years from the date approved by the state bylaws & policies chairman. To update, please contact the state PTA for the most current bylaws model. Send approved bylaws to the state chairman as listed above.

Pennsylvania Congress of Parents and Teachers, Inc.(Pennsylvania PTA)  
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Phone - 717-564-8985  
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