

# COUNCIL PTA BYLAWS

## Mt Lebanon City Council PTA

(Council PTA name)

Allegheny County      Region 3

Approved by the general membership at its meeting on June 29, 2021.

*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)\*:

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\*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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### 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 Representative

July 1, 2021

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

Signature & date Debbie Munson

Ginny Wade, state chairman 610-326-5659      [bylaws@papta.org](mailto:bylaws@papta.org)

# Mt. Lebanon City Council PTA

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(Council PTA name)

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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  
4 The name of this non-profit association is the **Mt. Lebanon City** Council Parent-Teacher Association (PTA), and  
5 may be referred to in these bylaws as “this council PTA”, located in **Allegheny** County, Pennsylvania. It is a council  
6 PTA organized under the authority of the Pennsylvania Congress of Parents and Teachers, Inc. (the Pennsylvania  
7 PTA), a branch of the National Congress of Parents and Teachers (the National PTA).  
8  
9

10 **## ARTICLE II: PURPOSES**

11  
12 **Section 1.** The purposes (objects) of this council PTA, in common with those of the National PTA and the  
13 Pennsylvania PTA, are  
14

- 15 a. to promote the welfare of children and youth in home, school, places of worship, and throughout the  
16 community;  
17  
18 b. to raise the standards of home life;  
19  
20 c. to advocate for laws that further the education, physical and mental health, welfare, and safety of children  
21 and youth;  
22  
23 d. to promote the collaboration and engagement of families and educators in the education of children and  
24 youth;  
25  
26 e. to engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-  
27 being of all children and youth; and  
28  
29 f. to advocate for fiscal responsibility regarding public tax dollars in public education funding.  
30

31 **Section 2.** The purposes of the National PTA, the Pennsylvania PTA and this council PTA are promoted through  
32 advocacy and education with parents, families, teachers, educators students, and the general public; developed  
33 through conferences, committees, projects, and programs; and governed and qualified by the basic principles set  
34 forth in Article III.  
35

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

40 **Section 4.** The purposes of this council PTA are to:

- 41  
42 a. provide services, information, support, and leadership training for local PTAs/PTSAs within its service area;  
43  
44 b. promote cooperation among local PTAs/PTSAs within its service area; and  
45  
46 c. encourage projects promoting children’s health, safety, welfare and/or education in local PTAs/PTSAs and  
47 the community.  
48  
49 d. This council PTA shall not legislate for any local PTA.  
50  
51  
52  
53

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

55  
56 **Section 1.** The following are principles of this council PTA, in common with those of the National PTA and the  
57 Pennsylvania PTA:

- 58  
59 a. The association shall be noncommercial, nonsectarian, and nonpartisan.  
60  
61 b. The association shall work to engage and empower children, families, and educators within schools and  
62 communities to provide quality education for all children and youth, and shall seek to participate in the  
63 decision-making process by influencing school policy and advocating for children’s issues, recognizing that  
64 the legal responsibility to make decisions has been delegated by the people to boards of education, state  
65 education authorities, and local education authorities.  
66  
67 c. The association shall work to promote the health and welfare of children and youth, and shall seek to  
68 promote collaboration among families, schools, and the community at large.  
69  
70 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding  
71 principles for service in National PTA.  
72

73 **Section 2.** The following basic polices of this council PTA, in common with those of the Pennsylvania PTA,  
74 are the ‘operational requirements and dissolution’ of National PTA and are IRS requirements for all 501(c)(3) tax-  
75 exempt associations:

- 76  
77 a. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its  
78 members, directors, trustees, officers, or other private persons except that the association shall be authorized  
79 and empowered to pay reasonable compensation for services rendered, and to make payments and  
80 distributions in furtherance of the purposes set forth in Article II hereof.  
81  
82 b. Notwithstanding any other provision of these articles, the association shall not carry on any other activities  
83 not permitted to be carried on (i) by an association exempt from federal income tax under Section 501(c)(3)  
84 of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section  
85 170(c)(2) of the Internal Revenue Code.  
86  
87 c. Upon the dissolution of the association, after paying or adequately providing for the debts and obligations of  
88 the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or  
89 associations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue  
90 Code and whose purposes are in accordance with National PTA.  
91  
92 d. The association or members in their official capacities shall not, directly or indirectly, participate or intervene  
93 (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or  
94 in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to  
95 attempting to influence legislation by propaganda or otherwise.  
96  
97

98 **# ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA & PENNSYLVANIA PTA**

99  
100 **Section 1.** This council PTA shall be chartered under the authority of the Pennsylvania PTA, upon the request of at  
101 least three (3) local PTAs/PTSAs within counties, cities, or single/multiple school districts. The Pennsylvania PTA  
102 shall issue to each council PTA in its jurisdiction an appropriate charter evidencing its official organization and good  
103 standing.  
104

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

- 107  
108 **Section 3.** A council PTA in good standing shall:  
109  
110 a. adhere to the purposes, principles, and basic policies of the PTA;  
111  
112 b. have bylaws approved according to the procedures of the Pennsylvania PTA;  
113  
114 c. submit the Annual Council Registration Form to the state office immediately upon election of officers and  
115 no later than June 15 annually;  
116  
117 d. forward to the state office each year upon completion a copy of their Form 990N, 990, or 990EZ as  
118 required per IRS regulations;  
119  
120 e. forward a signed copy of all audit reports to the state office immediately following their adoption by the general  
121 membership; and  
122  
123 f. meet other criteria as may be prescribed by the Pennsylvania PTA.  
124  
125

## 126 # ARTICLE V: BYLAWS

127  
128 **Section 1.** The articles of organization of this council PTA include (a) the bylaws of such association and (b) the  
129 certificate of incorporation or articles of incorporation of such association (in cases in which the association is a  
130 corporation) or the articles of association by whatever name (in cases in which the association exists as an  
131 unincorporated association).  
132

133 **Section 2.** This council PTA shall adopt such bylaws for the government of the association on a model provided by  
134 the Pennsylvania PTA and such bylaws shall be approved by the Pennsylvania PTA. Such bylaws shall not be in  
135 conflict with the bylaws of the National PTA or the Pennsylvania PTA.  
136

137 **Section 3.** The adoption of an amendment to any provision of the National PTA or the Pennsylvania PTA bylaws  
138 that is relevant to this council PTA shall apply automatically and without the requirement of further action by this  
139 council PTA to amend its corresponding bylaws. Notwithstanding the automatic character of the amending process,  
140 this council PTA shall promptly incorporate such amendments in its bylaws.  
141

142 **Section 4.** This council PTA shall include in its bylaws provisions corresponding to the provisions of National PTA  
143 and Pennsylvania PTA bylaws identified by the (#) symbol and cannot be deleted or amended in any manner by this  
144 council PTA.  
145

146 **Section 5.** Council PTA bylaws shall be updated every five (5) years on the most current model available from the  
147 Pennsylvania PTA.  
148  
149

## 150 # ARTICLE VI: VOTING

151  
152 **Section 1.** Only members of this council PTA who have paid dues for the current membership year may vote on  
153 the business of this council PTA.  
154

155 **Section 2.** Each member is entitled to one (1) vote, even though they may be serving in more than one (1) position.  
156

157 **Section 3.** Current membership must be verified for voting privileges.  
158

159 **Section 4.** The bylaws of this council PTA shall prohibit voting by proxy.

160  
161 **Section 5.** A PTA/PTSA member shall not serve as a voting member of this council PTA's board while serving as a  
162 paid employee of or under contract to this council PTA.  
163  
164

## 165 **# ARTICLE VII: MEMBERSHIP & DUES**

166  
167 **Section 1.** Membership in this council PTA shall consist of at least three (3) local units chartered by the  
168 Pennsylvania PTA in **Mt. Lebanon School District** (county, city, geographical area, or school district) upon  
169 payment of dues as hereinafter provided. There shall be no more than one (1) council in any school district.  
170

171 **Section 2.** Membership in PTA shall be open, without discrimination, to any local PTA/PTSA that believes in and  
172 supports the mission and purposes of the National PTA.  
173

174 **Section 3.** This council PTA shall conduct an annual enrollment of member local units but may admit a local  
175 PTA/PTSAs to membership at any time. The membership year shall begin on July 1 and end on June 30 annually.  
176

177 **Section 4.** Member units shall pay annual membership dues to this council PTA in the amount of **\$1.45 for each**  
178 **member** of each local PTA/PTSA in the membership and shall be postmarked on or before **October 15. (That**  
179 **total dues amount of \$1.45 per member includes the scholarship portion of \$1.00 per member and the**  
180 **annual membership dues of \$0.45 per member.)**  
181  
182

## 183 **ARTICLE VIII: OFFICERS**

184  
185 **Section 1. Officers.** The officers of this council PTA shall consist of:

- 186 # a. one (1) president;  
187  
188 b. **two (2)** vice presidents;  
189  
190 c. **one (1)** secretary;  
191  
192 # d. one (1) treasurer; and  
193  
194 **e. one (1) historian.**  
195  
196

197 **Section 2. Eligibility.** The following provisions shall govern the qualifications and eligibility of individuals to be  
198 officers of this council PTA:  
199

- 200 a. Each officer shall be a member of a local PTA/PTSA within the area of this council PTA.  
201  
202 b. A person of less than Full Age (example: student in a PTA/PTSA) shall be a member of a PTA/PTSA that  
203 is member unit of this council and shall be entitled to all privileges of membership including voting, holding  
204 chairmanships and offices, with the exception of president, first vice-president, secretary and treasurer.  
205  
206 c. Of Full Age: eighteen (18) years of age or over, as set forth by the Pennsylvania Consolidated Statutes, Title  
207 15, Corporations and Unincorporated Associations, under which the Pennsylvania Congress of Parents and  
208 Teachers, Inc. is governed along with the Pennsylvania PTA bylaws.  
209  
210 d. No person shall serve in more than one elected position in this council PTA simultaneously.  
211

- 212 e. Each officer shall have been a member of a local PTA/PTSA within the area of this council PTA  
213 for one (1) month and shall have served as an officer of any local unit PTA/PTSA within the Mt.  
214 Lebanon School District.  
215  
216 f. To be eligible for the presidency a person must have served on the executive board of this council  
217 for one (1) year or must have served as a local unit PTA/PTSA president within the area of this  
218 council for one (1) year.  
219

220 **Section 3. Term.** Officers shall assume their official duties on **July 1<sup>st</sup>** and shall serve for a term of one (1) year, or  
221 until their successors are elected.

- 222  
223 # a. A person who has served in an office for more than one-half of a full term shall be deemed to have served a  
224 full term in such office.  
225  
226 b. No officer may be eligible to serve more than **two (2)** consecutive terms in the same office.  
227

228 **Section 4. Vacancy.** A vacancy occurring in the office of president shall be filled for the remainder of the  
229 unexpired term by the **first** vice-president. A vacancy in any office other than the president shall be filled by a  
230 member elected by the executive board.  
231

#### 232 # Section 5. Nominating Committee

- 233  
234 a. **Composition.** The nominating committee shall consist of **five (5)** (an uneven number, no less than three).  
235 The president shall not serve as a member of this committee. No two members shall be from the same  
236 member unit. The nominating committee shall include four (4) general council members from the  
237 units slated to serve according to the unit rotation schedule in the Mt. Lebanon City Council PTA  
238 Standing Rules. In addition, a member of the Council Executive Board shall be elected to the  
239 committee.  
240  
241 b. **Election.** The members of the nominating committee shall be elected by this council PTA at a regular  
242 meeting at least 2 months prior to the election of officers as outlined in Article VIII, Section 2. The  
243 committee shall elect its own chair.  
244  
245 c. **Duties.** The nominating committee shall:  
246 i. send out notification of elections;  
247 ii. confidentially consider all candidates for elected positions who meet the eligibility requirements set  
248 forth by these bylaws and who have provided written consent to serve if elected; may consider  
249 additional candidates during its confidential deliberations; and  
250 iii. submit only one (1) name for each position to be filled.  
251  
252 d. **Report.** The nominating committee shall report its nominees to the to the members of the Executive Board  
253 and to the president of each member unit at least one (1) month prior to the election of officers as outlined  
254 in Article VIII, Section 2.

255 **# Section 6. Nominations from the floor.** Nominations from the floor shall be accepted at the election meeting.  
256 Nominees shall be current members a PTA/PTSA that is a member unit of this council PTA and shall have  
257 submitted written consent.  
258

#### 259 # Section 7. Elections.

260 Officers shall be elected:

- 261 a. at the annual general membership meeting;  
262  
263 b. by written ballot and a majority vote shall elect; and

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- c. by voice vote when there is only one (1) candidate. Only affirmative votes shall be valid.

## **ARTICLE IX: DUTIES OF OFFICERS**

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

**Section 2.** The president shall:

- # a. preside at all general membership and executive board meetings of this council PTA;
- # b. confirm that a quorum is present (refer to *Robert's Rules of Order Newly Revised*, current edition);
- # c. serve as an ex-officio member of all committees with the exception of nominating, election, and audit committees;
- # d. coordinate the work of the officers and committees of this council PTA in order that the purposes may be promoted;
- # e. assist in extending PTA work into all parts of this council PTA area, keeping it in harmony with the state PTA plan;
- # f. communicate with state PTA to comply with all standards of affiliation and maintain 'good standing' status as outlined in these bylaws;
- # g. file the Annual Council Registration Form with the state PTA office immediately upon election of officers and no later than June 15 annually;
- # h. retain all official records of this council PTA and have a current copy of this unit's bylaws available for membership review;
- # i. appoint a parliamentarian as needed; and
- j. **be authorized to cosign all orders on the treasury of this council PTA.**

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

- # a. serve as aide(s) to the president;
- # b. in their designated order **first vice-president and then second vice-president** (list order), perform the duties of the president in the president's absence or inability to serve;
- c. be authorized to cosign all orders on the treasury of this council PTA.**

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

- # a. record the minutes of all general membership and executive board meetings of this council PTA;
- # b. maintain a current copy of the bylaws and membership list;



- 317 # c. at each meeting, present a written copy of the minutes from the previous meeting, for
- 318 corrections/amendments and approval;
- 319
- 320 # d. maintain at each meeting, written records for at least the previous twelve (12) meetings, for possible review
- 321 by members;
- 322
- 323 # e. notify committee chairs of their appointments;
- 324
- 325 # f. be responsible for all correspondence of the association, as needed and as directed by the president; and
- 326
- 327 g. **send notices of council general membership meetings.**
- 328

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

- 330
- 331 # a. hold and maintain a full account of all of the funds of this council PTA;
- 332
- 333 # b. keep a full and accurate account of all income and expenditures including bank statements, deposit receipts,
- 334 budgets, invoices, and paid receipts in accordance with the records retention policy as provided by the
- 335 Pennsylvania PTA;
- 336
- 337 # c. make disbursements in accordance with the budget adopted by the general membership of this council PTA;
- 338
- 339 # d. present a written and verbal financial statement of each financial account which shall include the balance
- 340 from the previous meeting, list of deposits and expenditures, and current balance, along with a combined
- 341 balance of all accounts, at all executive board and general membership meetings;
- 342
- 343 # e. present a preliminary annual financial report which shall include the approved budget figures and the current
- 344 actual figures, at the annual general membership meeting of this council PTA;
- 345
- 346 # f. present all audit reports to the general membership for adoption at the first general membership meeting
- 347 held after their completion;
- 348
- 349 # g. such books of account and records shall be open to inspection, at all reasonable times, by an officer of this
- 350 council PTA, an authorized representative of the Pennsylvania PTA or, where directed by the committee on
- 351 state and national relationships;
- 352
- 353 # h. if unit is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when there is
- 354 a change of officers;
- 355
- 356 # i. prepare or cause to be prepared, the appropriate IRS 990 form to be filed by the 15<sup>th</sup> day of the 5th month
- 357 after the end of the fiscal year of this PTA;
- 358
- 359 # j. forward to the state PTA office annually:
- 360 i. a copy of the Form 990N, 990, or 990EZ as required per IRS regulations upon completion; and
- 361 ii. a signed copy of all audit reports to the state office immediately following adoption by the general
- 362 membership.
- 363
- 364 # k. compile and submit all financial documents necessary to complete an audit to the elected audit committee or
- 365 approved auditor as directed by the executive board.
- 366
- 367 l. **be authorized to cosign all orders on the treasury of this council PTA.**
- 368

369 **Section 6. The historian shall:**

370

- 371  
372 **a. compile and keep a record of the activities and achievements of this council;**  
373  
374 **b. make historical facts available upon request; and**  
375  
376 **c. act as custodian for all records and other materials placed in council files.**  
377

378  
379 **Section 7. All officers shall perform other duties as may be provided for in the Standing Rules.**  
380  
381

382 **ARTICLE X: EXECUTIVE BOARD**  
383

384 **Section 1.** The business of this council PTA shall be managed by the executive board between general membership  
385 meetings.

386  
387 **#Section 2.** Each executive board member shall be a current member of a local PTA/PTSA that is a member unit  
388 of this council PTA.

389  
390 **Section 3.** The members of the executive board shall be:

- 391  
392 a. elected officers; and  
393  
394 **b. the immediate past president.**  
395

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

- 397  
398 # a. transact business as may be referred to it by the membership of this council PTA;  
399  
400 # b. create standing and special committees as needed and appoint chairman/coordinator for all committees;  
401  
402 # c. approve plans of work of the committees;  
403  
404 # d. present a report of all action taken by the Executive Board at every general membership meeting of this  
405 council PTA;  
406  
407 # e. elect an auditor or an auditing committee to audit the treasurer's accounts;  
408  
409 # f. prepare an annual budget for the upcoming fiscal year, to submitted to the members for adoption at the  
410 annual general membership meeting;  
411  
412 # g. approve payment of routine bills within the limits of the approved budget; and  
413  
414 # h. act in emergencies between general membership meetings and have all emergency actions ratified at the next  
415 general membership meeting  
416

417 **#Section 5.** If any member of the executive board shall at any time cease to meet the qualifications or fulfill the  
418 duties of the position as listed in the bylaws, that person shall be removed from the position by a motion adopted  
419 first by the executive board and then by the general membership. The vote shall be by a majority.  
420

421 **Section 6.** Regular meetings of the executive board shall be held with the date and time to be fixed by the board at  
422 its first meeting of the year.  
423

424 **Section 7.** Special meetings of the executive board may be called by the president or when requested by a majority  
425 of the board members upon **three (3)** (number, not less than 2) days' advance written notice to each member of the  
426 board.

427  
428 **Section 8.** At all meetings of the board, a majority of the members of the board shall constitute a quorum for the  
429 transaction of business.

430  
431 **Section 9.** Upon the expiration of the term of office or when individuals cease to hold a position on the board, they  
432 shall automatically be relieved of all duties and responsibilities. All records, books and other materials pertaining to  
433 the position shall be turned over to the president and all funds pertaining to the position shall be returned to the  
434 treasurer within fourteen (14) days.

435  
436

## 437 **ARTICLE XI: COMMITTEES**

438  
439 **Section 1. Committees.** The executive board shall create such standing and special committees as deemed  
440 necessary to promote the purposes and appoint the chairman/coordinator for all committees.

441  
442 **Section 2. Standing Committees.** The standing committees of this council PTA shall be:  
443 **Membership, Bylaws, Arts in Education, Parent/School Education, Communications, and Staff**  
444 **Appreciation. Additional committees of this council PTA shall be listed in the standing rules.**

445  
446 **Section 3. Chairman/Coordinator Eligibility.** Only members of a local PTA/PTSA within this council PTA  
447 shall be eligible to serve as a committee chairman/coordinator.

448  
449 **Section 4. Chairman /Coordinator Term.**

450  
451 a. The term of office of each committee chairman/coordinator shall be one (1) year or until a successor is  
452 appointed.

453  
454 b. A chairman/coordinator shall not be eligible to serve more than three (3) consecutive terms as the  
455 chairman/coordinator of the same committee.

456  
457 **Section 5. Chairman/Coordinator Duties.** Each committee chairman/coordinator shall:

458  
459 a. present a plan of work to the executive board for approval;  
460  
461 b. coordinate all work of the committee;  
462  
463 c. perform other duties as assigned by the president; and  
464  
465 d. upon the expiration of the term of office or when individuals cease to hold a position, they shall  
466 automatically be relieved of all duties and responsibilities. All records, books and other materials pertaining  
467 to the position shall be turned over to the president and all funds pertaining to the position shall be returned  
468 to the treasurer within fourteen (14) days.

469  
470

## 471 **# ARTICLE XII: GENERAL MEMBERSHIP**

472  
473 **Section 1.** The general membership of this council PTA shall consist of:

474  
475 a. the executive board of this council PTA;

476  
477 b. representatives from each member local unit PTA/PTSA which shall consist of:

- i. the president of each member local PTA/PTSA or their alternate; and
- ii. **one (1)** (specific number) delegate or their alternates seated by the local PTA/PTSA according to their own bylaws; and

- c. **council standing committee chairmen, the superintendent of the district, the principals of schools having units in council membership or their representatives, and the council representative appointed by the Mt. Lebanon Education Association.**

**Section 2.** Individuals are entitled to one (1) vote, even though they may be serving in more than one (1) position.

### # ARTICLE XIII: MEETINGS

**Section 1. Regular Meetings.** At least three (3) general membership meetings of this council PTA shall be held during the membership year. A general membership meeting may be held electronically, in the event of an emergency.

- a. Dates of all general membership meetings shall be scheduled by the executive board and announced at the first general membership meeting of the year as well as through all communication channels used by this council PTA. Five (5) days' advance notice shall be given to the membership of a change of date.
- b. The annual meeting shall be held in **May** (insert April May or June ONLY) at which time the business shall include election of officers, determination of next year's dues, preliminary annual fiscal report, and presentation of next year's budget for approval by this council PTA.

**Section 2. Special Meetings.** A special meeting of this council PTA, if needed, shall be called by the president or by the majority of the executive board with three (3) days' advance notice which shall include the date, time, place and purpose. A general membership meeting may be held electronically, in the event of an emergency. No other business may be discussed conducted.

**Section 3. Quorum.** The quorum for the transaction of business in any general membership meeting of this council PTA shall be **six (6)** (number) of delegates from a majority of the member PTAs.

**Section 4.** Meetings of this council PTA shall be open to all members of any PTA/PTSA holding membership in this council PTA, but the privilege of introducing motions and voting shall be limited to the voting body as outlined in Article XIII.

**Section 5.** Delegates from a PTA/PTSA whose dues to this council PTA are not paid or whose individual dues to the PTA/PTSA have not been paid shall not participate in the business meetings of this council PTA.

### # ARTICLE XIV: PENNSYLVANIA PTA CONVENTION

**Section 1.** This council PTA shall be entitled to be represented at the state convention of the Pennsylvania PTA by its president or alternate. Alternate shall be selected in accordance with the Standing Rules of this council PTA.

**Section 2.** The council PTA representatives to the Pennsylvania PTA convention must be a member of a local PTA/PTSA within the area of this council.

531 **# ARTICLE XV: FISCAL YEAR AND ACCOUNTABILITY**

532  
533 **Section 1. Fiscal year.** The fiscal year of this council PTA shall begin on **July 1** (month and day) and end on the  
534 following **June 30** (month and day). The fiscal year of a council PTA shall be the same as its accounting year and  
535 shall be in accordance with the information provided on the SS-4 form currently filed with the IRS.

536  
537 **Section 2. Banking**

- 538 a. All funds shall be kept in bank accounts in the name of this council PTA.  
539  
540 b. All checks shall be signed by two (2) authorized signers.  
541  
542 c. Authorized signers on the bank accounts shall not be related by blood or marriage and shall not reside in the  
543 same household.  
544  
545 d. There shall be at least three (3) authorized signers listed at the bank.  
546  
547 e. The president and treasurer shall be signers, unless prohibited by employment.  
548  
549 f. A member shall be appointed by the executive board, who is not an authorized signer on the bank  
550 account(s) to open, review, initial/date each bank statement and forward to the treasurer.  
551

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

- 553  
554 a. An annual financial audit shall be performed by an auditor approved by the executive board or by an audit  
555 committee of at least three (3) members elected by the executive board.  
556 i. The auditor or audit committee members shall not be authorized signers, the incoming treasurer,  
557 related by blood or marriage and shall not reside in the same household as the authorized signers.  
558 ii. A report of the findings of the audit shall be submitted in writing to the executive board to be  
559 presented to the general membership for adoption by majority vote at the next regular general  
560 membership meeting; The report shall be signed and dated by all auditing parties.  
561  
562 b. A financial audit shall also be performed if an authorized signer is added or deleted on any bank account and  
563 at any other time deemed necessary by the president or three (3) or more members, by an audit committee  
564 that shall be elected by the executive board within five (5) days. (Refer to subsection a.i. and a.ii. above for  
565 committee requirements and reporting.)  
566  
567

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

569  
570 **Section 1.** This council PTA shall be subject to withdrawal of its charter and the status of such association as a PTA  
571 unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the  
572 Pennsylvania PTA.  
573

574 **Section 2.** The decision to dissolve a council is automatic and requires no vote if less than three (3) units remain in  
575 the council (Article VIII, Section 1). A council shall not be dissolved by any other procedure or action.  
576

577 **Section 3.** Councils shall meet all standards of affiliation  
578

579 **Section 4.** This council PTA shall be obligated, upon withdrawal of its charter by the Pennsylvania PTA to:  
580

- 581 a. yield up and surrender all of its books, records, assets, and property to the Pennsylvania PTA or to be  
582 dispersed between the PTAs/PTSAs within this council (Refer to #Article III: Principles and Basic Policies,  
583 Section 2.c);

- 584  
585 b. cease and desist from the further use of any name that implies or connotes association or affiliation with the  
586 National PTA or the Pennsylvania PTA or status as a constituent association of the National PTA; and  
587  
588 c. promptly carry out, under the supervision and direction of the Pennsylvania PTA, all proceedings necessary  
589 or desirable for the purpose of dissolving the council PTA.  
590

591  
592 **# ARTICLE XVII: PARLIAMENTARY AUTHORITY**  
593

594 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this council PTA and in  
595 all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA  
596 bylaws, the Pennsylvania PTA bylaws, or the Articles of Incorporation.  
597

598  
599  
600  
601  
602 **# ARTICLE XVIII: AMENDMENTS**  
603

604 **Section 1. Amendment Process.** These bylaws may be updated or amended at any general membership meeting of  
605 this association by a two-thirds vote of the members present and voting, provided that notice of the proposed  
606 amendment shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon  
607 and that amendment shall be subject to the approval of the Pennsylvania PTA.  
608

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

**Mt. Lebanon City Council of PTA's  
Council Meeting Minutes  
June 29, 2021 - 9AM  
VIRTUAL MEETING**

- I. Call to Order
  - Bonnie Dougherty called the meeting to order at 9:06AM.
- II. Approval of Bylaws
  - A. Motion to Approved made by Kelly Latona
  - B. Motion Seconded by Cristina Battaglia
  - C. Google Form sent to everyone in attendance so that vote could be recorded. See vote record on the next page. This serves as both the attendance sheet and voting record for this meeting.
- III. President's Report
  - A. Training - Council Board will be providing training for all Presidents, Treasurers, Secretaries and possibly Historians (depending on interest). Please watch your emails for information about upcoming training sessions.
  - B. New Health and Safety Plan will be released by the district in the coming weeks. At this time we do not know how this will affect PTA Meetings and Events (regarding ability to utilize building space). Bonnie will reach out to Dr. Davis to discuss this.
    - 1. Additionally, many volunteers have had their clearances lapse during the pandemic (or have never gotten them at all for newer members). In order to reserve space in buildings we must have our clearances. Bonnie will discuss possible flexibility with regard to this with the Administration.
- IV. Adjournment - Meeting was adjourned at 9:23 AM.

Submitted by:  
Bonnie Dougherty, Council PTA President.  
June 29, 2021

612

Name	Email Address	I vote to approve the Bylaws of the Mt. Lebanon City Council of PTAs as presented on 6/28/2021.	School
Cristina Battaglia	beemail@gmail.com	Yes	Hoover/Council
Stacie Carlson	stacie.vargo@gmail.com	Yes	Markham
Erin Gentzel	eringentzel@gmail.com	Yes	Lincoln Elementary
Denis Skorskiy	denis.skorskiy@gmail.com	Yes	Mt. Lebanon City Council of PTAs
Kelly Latona	kellylatona@verizon.net	Yes	Mellon and HS
Priya Sukumaran	fahren007@yahoo.com	Yes	Mount Lebanon High School
Bonnie L Dougherty	bonnie_dougherty@hotmail.com	Yes	Council
Christina	shaffer.christina.anne@gmail.com	Yes	Washington
Colleen Frank	colleenbreckerfrank@gmail.com	Yes	Mt. Lebanon Senior High School
Allison Carey	acarey336@verizon.net	Yes	Council
Jen Larence	jlarence@gmail.com	Yes	Mellon Middle School
Maira Aulbach	moiraaulbach@gmail.com	Yes	Mellon Middle School
Michele Rowland	michele.rowland29@gmail.com	Yes	Howe

613