

LOCAL PTA/PTSA BYLAWS

(PTA/PTSA name)
 _____ County Region ____

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
 *If submitting by e-mail, please cc the state bylaws & policies chairman, Cindy Horner at: bylaws@papta.org

 President's Name Printed

 President's Signature

 President's Phone #

 President's e-mail

 Secretary's Name printed

 Secretary's Signature

 Secretary's Phone #

 Secretary's e-mail

 Local Bylaws Chair's Name Printed *(if applicable)*

 Local Bylaws Chair's Signature

 Local Bylaws Chair's Phone #

 Local Bylaws Chair's e-mail

Review by Council Bylaws Chairman *(if applicable)*

 Council Chairman's Name Printed

 Council Chairman's Signature

 Date of Review

 Council Chairman's Phone #

 Council Chairman's e-mail

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 Committee



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

Signature & date _____

Cindy Horner, state chairman 814-404-0572 bylaws@papta.org

NAME

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

Required by the Pennsylvania PTA.

Required by National PTA.

¹There should be a corresponding section listing the duties of each vice president.

²There should be a corresponding section listing the duties of each secretary.

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ARTICLE I: NAME

The name of this non-profit association is the _____ Parent-Teacher Association (PTA) or the **Mt. Lebanon High School PTSA** PTSA, and may be referred to in these bylaws as “this PTA/PTSA”, located in **Mt. Lebanon**, Pennsylvania. It is a PTA/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 (objects) of this PTA/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, places of worship, and throughout the community;
- b. to raise the standards of home life;
- c. to advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- d. to promote the collaboration and engagement of families and educators in the education of children and youth;
- e. to engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- f. to advocate for fiscal responsibility regarding public tax dollars in public education funding.

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

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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: PRINCIPLES AND BASIC POLICIES

Section 1. The following are principles of this PTA/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 to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children’s issues, 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. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in National PTA.

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

- a. 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.
- b. 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.
- c. 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.
- d. 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 AND PENNSYLVANIA PTA

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

103
104 **Section 2.** Pennsylvania PTA provides services only to PTA/PTSAs that are in good standing. To
105 participate in the Reflections Program at the state level and receive state mailings, local units must be in good
106 standing.

107
108 **Section 3.** A PTA/PTSA in good standing shall:

- 109 a. adhere to the purposes, principles, and basic policies of the PTA;
- 110 b. have bylaws approved according to the procedures of the Pennsylvania PTA;
- 111 c. remit the state and national portion of the membership dues in accordance with their own bylaws;
- 112 d. submit the Annual Local Unit Registration Form to the state office immediately upon election of
113 officers but no later than June 15 annually;
- 114 e. forward to the state office each year, upon completion, a copy of their Form 990N, 990, or 990EZ as
115 required per IRS regulations;
- 116 f. forward a signed copy of all audit reports to the state office immediately following their adoption by
117 the general membership; and
- 118 g. meet other criteria as may be prescribed by the Pennsylvania PTA.

125 # ARTICLES V: BYLAWS

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

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

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

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

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

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ARTICLE VI: VOTING

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

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

Section 3. Current membership must be verified for voting privileges.

Section 4. The bylaws of this PTA/PTSA shall prohibit voting by proxy.

Section 5. A PTA/PTSA member shall not serve as a voting member of this PTA's board while serving as a paid employee of or under contract to this PTA/PTSA.

ARTICLE VII: MEMBERSHIP & DUES

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

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

Section 3. This PTA/PTSA must conduct a minimum of one (1) membership campaign annually; however, individuals may join at any time. The membership year shall begin on July 1st and end on June 30th annually. Membership dues with required documentation (using an online membership platform or mailing dues remittance form, list of paid members, and payment of state and national dues) shall be submitted on a monthly basis to the state office. Local units that do not submit any dues to the state PTA office postmarked by September 30 shall be notified that their non-profit status is in jeopardy.

Section 4. Each member of this PTA/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 shall be two dollars and twenty-five cents (\$2.25) per annum as determined by the National PTA.

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

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

Section 8. PTA/PTSA Membership:

- 203 a. Upon payment of dues, a person of Full Age shall become a member of a PTA/PTSA unit and shall
 204 be entitled to all privileges of membership, including holding office and voting.
 205
 206 b. Upon payment of dues, a person of less than Full Age (example: student in a PTA/PTSA) shall
 207 become a member of a PTA/PTSA unit and shall be entitled to all privileges of membership
 208 including voting, holding chairmanships and offices, with the exception of president, first vice-
 209 president, secretary and treasurer.
 210
 211 c. Of Full Age: eighteen (18) years of age or over, as set forth by the Pennsylvania Consolidated
 212 Statutes, Title 15, Corporations and Unincorporated Associations, under which the Pennsylvania
 213 Congress of Parents and Teachers, Inc. is governed along with the Pennsylvania PTA bylaws.
 214
 215
 216

ARTICLE VIII: OFFICERS

217
 218
 219 **Section 1. Officers.** The officers of this PTA/PTSA shall consist of:
 220

- 221 # a. one (1) president;
 222
 223 b. **three (3)** vice president (s);
 224
 225 c. one (1) secretary (ies); and
 226
 227 # d. one (1) treasurer.
 228
 229 e. **one (1) Historian**
 230
 231 **f. three (3) members at large**
 232

233 **Section 2. Eligibility.** The following provisions shall govern the qualifications and eligibility of individuals
 234 to be officers of this PTA/PTSA:
 235

- 236 a. Each officer shall be a current member of this PTA/PTSA.
 237
 238 b. No person shall serve in more than one elected position in this PTA/PTSA simultaneously.
 239
 240 c. **Each officer of this PTSA shall have been a member of this PTSA or another**
 241 **PTA/PTSA in the Mt. Lebanon School District for one (1) month.**
 242
 243 **d. To be eligible for the presidency a person must have served on the executive board**
 244 **or as a committee chair of this local unit for one (1) year.**
 245
 246

247 **Section 3. Term.** Officers shall assume their official duties on July 1st and shall serve for a term of one (1)
 248 year, or until their successors are elected.
 249

- 250 a. A person who has served in an office for more than one-half of a full term shall be deemed to have
 251 served a full term in such office.
 252
 253 b. No officer may be eligible to serve more than three (3) consecutive terms in the same office.
 254

255 **Section 4. Vacancy.** A vacancy occurring in the office of president shall be filled for the remainder of the
256 unexpired term by the **first** vice president. A vacancy in any office other than the president shall be filled by a
257 member elected by the executive board.

258
259 **#Section 5. Nominating Committee.**
260

261 a. **Composition.** The nominating committee shall consist of **_ three (3) or five (5)_** (an odd
262 number no less than three) local unit members. The president shall not serve as a member of this
263 committee.

264
265 b. **Election.** The members of the nominating committee shall be elected by this PTA/PTSA at a
266 regular meeting at least 2 months prior to the election of officers at the annual meeting (as listed in #
267 Article XII: General Membership Meetings, Section 1.b.) The committee shall elect its own chair.

268
269 c. **Duties.** The nominating committee shall:
270 i. send out notification of elections;
271 ii. confidentially consider all candidates for elected positions who meet the eligibility
272 requirements set forth by these bylaws and who have provided written consent to serve if
273 elected; may consider additional candidates during its confidential deliberations; and
274 iii. submit only one (1) name for each position to be filled.

275
276 d. **Report.** The nominating committee shall report its nominees to the general membership at least one
277 (1) month prior to the election of officers at the annual meeting (as listed in # Article XII: General
278 Membership Meetings, Section 1.b.)

279 **#Section 6. Nominations from the floor.** Nominations from the floor shall be accepted at the election
280 meeting. Nominees shall be current members of this PTA/PTSA and shall have submitted written consent.

281
282 **#Section 7. Elections.** Officers shall be elected:
283

- 284 a. at the annual general membership meeting;
285
286 b. by written ballot if there is more than one (1) candidate and a majority vote shall elect; and
287
288 c. by voice vote when there is only one (1) candidate. Only affirmative votes shall be valid.
289

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291 **ARTICLE IX: DUTIES OF OFFICERS**
292

293 **# Section 1.** All officers shall perform the duties as provided in these bylaws, and as may be prescribed by
294 the association, the parliamentary authority and as directed by the president or the executive board of this
295 PTA/PTSA
296

297 **Section 2.** The president shall:
298

- 299 # a. preside at all general membership and executive board meetings of this PTA/PTSA;
300
301 # b. confirm that a quorum is present (refer to *Robert's Rules of Order Newly Revised*, current edition);
302
303 # c. serve as an ex-officio member of all committees with the exception of nominating, election, and
304 audit committees;
305

- 306 # d. coordinate the work of the officers and committees of this PTA/PTSA in order that the purposes
307 may be promoted;
308
309 # e. communicate with state PTA to comply with all standards of affiliation and maintain 'good standing'
310 status as outlined in these bylaws;
311
312 # f. file the Annual Local Unit Registration Form with the state PTA office immediately upon election of
313 officers and no later than June 15 annually;
314
315 # g. serve as the official representative of this PTA/PTSA and be authorized to sign contracts;
316
317 # h. retain all official records of this PTA/PTSA and have a current copy of this unit's bylaws available
318 for membership review; and
319
320 # i. appoint a parliamentarian as needed.

321
322 **j. other duties s listed in the standing rules**
323

324 **Section 3.** The vice-president(s) shall¹

- 325
326 # a. serve as aide(s) to the president;
327
328 # b. in their designated order, **of first vice-president, second vice-president and third vice-**
329 **president,** perform the duties of the president in the president's absence or inability to serve.
330

331 **c. other duties as listed in the standing rules**
332
333
334

335 **Section 4.** The **recording** secretary shall²

- 336
337 # a. record the minutes of all general membership and executive board meetings of this PTA/PTSA;
338
339 # b. maintain a current copy of the bylaws and membership list;
340
341 # c. at each meeting, present a written copy of the minutes from the previous meeting, for
342 corrections/amendments and approval;
343
344 # d. maintain at each meeting, written records for at least the previous twelve (12) meetings, for possible
345 review by members; and
346
347 # e. be responsible for all correspondence of the association, as needed and as directed by the president
348
349 **f. other duties as listed in the standing rules**

350
351
352 **Section 5.** The treasurer shall:

- 353
354 # a. hold and maintain a full account of all the funds of this PTA/PTSA;
355
356 # b. keep a full and accurate account of all income and expenditures including bank statements, deposit
357 receipts, budgets, invoices, and paid receipts in accordance with the records retention policy as
358 provided by the Pennsylvania PTA;
359

- 360 #c. remit monthly, five dollars (\$5.00 = national + state portions of dues) for each member of the
 361 PTA/PTSA, as listed on the Dues Remittance Form, to the state PTA office (see Article VII:
 362 Membership & Dues, Section 9. & #Article IV: Relationship with National PTA and Pennsylvania
 363 PTA , Section 1.);
- 364
- 365 #d. record national and state portions of the membership dues separate from record of general funds of
 366 this PTA/PTSA;
- 367
- 368 #e. make disbursements in accordance with the budget adopted by the general membership this
 369 PTA/PTSA;
- 370
- 371 #f. present a written and verbal financial statement of each financial account which shall include the
 372 balance from the previous meeting, list of deposits and expenditures, and current balance, along with
 373 a combined balance of all accounts, at all executive board and general membership meetings;
- 374
- 375 #g. present a preliminary annual financial report which shall include the approved budget figures and the
 376 actual current figures, at the annual general membership meeting of this PTA/PTSA;
- 377
- 378 #h. present all audit reports to the general membership for adoption at the first general membership
 379 meeting held after their completion;
- 380
- 381 #i. such books of account and records shall be open to inspection, at all reasonable times, by an officer
 382 of this PTA/PTSA, an authorized representative of the Pennsylvania PTA or, where directed by the
 383 committee on state and national relationships;
- 384
- 385 #j. if unit is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when
 386 there is a change of officers;
- 387
- 388 #k. prepare or cause to be prepared, the appropriate IRS 990 form by the 15th day of the 5th month after
 389 the end of the fiscal year of this PTA/PTSA;
- 390
- 391 #l. forward to the state PTA office annually:
- 392 i. a copy of the Form 990N, 990, or 990EZ as required per IRS regulations upon completion;
- 393 and
- 394 ii. a signed copy of all audit reports to the state office immediately following adoption by the
 395 general membership.
- 396
- 397 #m. compile and submit all financial documents necessary to complete an audit to the elected audit
 398 committee or approved auditor as directed by the executive board.

399
 400 n. other duties as listed in the standing rules

401
 402 **Section 6. The historian shall:**

403
 404 a. perform duties as listed in the standing rules

405
 406 **Section 7. The board members at large shall:**

407
 408 a. perform duties as listed in the standing rules

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 413 **ARTICLE X: EXECUTIVE BOARD**

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Section 1. The business of this PTA/PTSA shall be managed by the executive board between general membership meetings.

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

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

- # a. elected officers.,
- b. (list on the line below others as applicable to the council PTA, i.e. president or alternate from each member local PTA/PTSA; standing committee chairs; etc.) _____ **the principal of this school**_____

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

- b. a. transact business as may be referred to it by the membership of this PTA/PTSA;
- c. b. create standing and special committees and appoint chairmen/coordinator for all committee;
- d. c. approve plans of work of the committees;
- e. d. present a report of all action taken by the Executive board at every general membership meeting of this PTA/PTSA;
- f. e. elect an auditor or an auditing committee to audit the treasurer's accounts;
- g. f. prepare an annual budget for the upcoming fiscal year, to submitted to the members for adoption at the annual general membership meeting;
- h. g. approve payment of routine bills within the limits of the approved budget;
- i. h. elect delegates to the state convention, and
- j. i. act in emergencies between general membership meetings and have all emergency actions ratified at the next general membership meeting.

#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 a **majority** of its members upon **3 (three)** (number, not less than two) days' advance 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 on the board, they shall automatically be relieved of all duties and responsibilities. All records, books, and other

466 materials pertaining to the position shall be turned over to the president and all funds pertaining to the
467 position shall be returned to the treasurer within fourteen (14) days.
468
469

470 **ARTICLE XI: COMMITTEES**

471
472 **Section 1. Committees.** The executive board shall create such standing and special committees as deemed
473 necessary to promote the purposes and appoint the chairman/coordinator for all committees.
474

475 **Section 2. Standing Committees.** The standing committees of this PTA/PTSA shall be:
476 (List the names of the standing committees, i.e. membership, fundraising, programs, bylaws, advocacy,
477 legislative, etc.) listed in the standing rules.

478
479 **Section 3. Chairman/Coordinator Eligibility.** Only members of this PTA/PTSA shall be eligible to serve
480 as a committee chairman/coordinator.
481

482 **Section 4. Chairman /Coordinator Term.**

483
484 a. The term of office of each committee chairman/coordinator shall be one (1) year or until a successor
485 is appointed.

486
487 b. A chairman/coordinator shall not be eligible to serve more than three (3) consecutive terms
488 as the chairman/coordinator of the same committee.
489

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

491
492 a. present a plan of work to the executive board for approval;

493
494 b. coordinate all work of the committee;

495
496 c. perform other duties as assigned by the president; and

497
498 d. upon the expiration of the term of office or when individuals cease to hold the position, ,
499 they shall automatically be relieved of all duties and responsibilities. All records, books, and
500 other materials pertaining to the position shall be turned over to the president and all funds
501 pertaining to the position shall be returned to the treasurer within fourteen (14) days.
502

503

504 **# ARTICLE XII: GENERAL MEMBERSHIP MEETINGS**

505
506 **Section 1. Regular Meetings.** This association shall hold a minimum of three (3) general membership
507 meetings during the membership year. A general membership meeting may be held electronically, in the event
508 of an emergency.
509

510 a. Dates of general membership meetings shall be determined by the executive board and announced
511 at the first general membership meeting of the year, as well as through all communication channels
512 used by this PTA/PTSA. Five (5) days' advance notice shall be given to the membership of a change
513 of date.

514
515 b. The annual meeting shall be held in April (insert April, May or June ONLY) at which time the
516 business shall include the election of officers by the members, determination of next year's local
517 portion of the dues, preliminary annual fiscal report, and presentation of next year's budget for
518 approval by the membership.

519
520 **Section 2. Special Meetings.** A special meeting of this PTA/PTSA, if needed, shall be called by the
521 president or by the majority of the executive board with three (3) days' advance notice which shall include the
522 date, time, place and purpose for the meeting. A general membership meeting may be held
523 electronically, in the event of an emergency. No other business shall be discussed or conducted.

524
525 **Section 3. Quorum.** The quorum for the transaction of business in any general membership meeting of
526 this PTA/PTSA shall be 7 (seven) (number) members.

527 528 529 **ARTICLE XIII: COUNCIL MEMBERSHIP**

530 *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"*
531 *through this section or CAREFULLY delete the content of this Article XIII (EXCEPT the title).*

532
533 The following sections must correspond to the council PTA bylaws and are provided as a guideline to local
534 PTAs/PTSAs.

535
536 **Section 1.** This PTA/PTSA shall be represented in meetings of the Mt. Lebanon City council PTA by
537 two delegates. Delegates shall be the president, or appointed alternate, and by the first vice-president
538 or alternate(s). The number of delegates shall correspond with the number as stated in the council PTA
539 bylaws.

540
541 # a. All representatives to the council PTA must be members of this PTA/PTSA.

542
543 b. Delegates and their alternates shall be seated by selection (Choose either: election or selection) by
544 the President (choose one: Executive Board or general membership) by September 15th
545 annually.

546
547 c. Delegates to the council PTA shall serve for a term of one (1) year.

548
549 **Section 2.** This local PTSA shall pay annual dues of one dollar and forty-five cents (\$1.45) per
550 member, postmarked on or by December 1, to the Mt. Lebanon City council PTA, as provided in
551 the council bylaws, to be applied as follows:

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

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

555 556 557 **# ARTICLE XIV: PENNSYLVANIA PTA CONVENTION**

558
559 **Section 1.** This PTA/PTSA shall be entitled to be represented at the state convention of the Pennsylvania
560 PTA by the president (or alternate) and local members as shown on the record of the state treasury for the
561 current calendar year, upon payment of the registration fee as determined by the Pennsylvania PTA state
562 board of managers.

563
564 **Section 2.** Delegates or their alternates shall be elected in accordance with Article X: Executive Board,
565 Section 4, Subsection h of these bylaws.

566 567 568 569 570 **# ARTICLE XV: FISCAL YEAR AND ACCOUNTABILITY**

571
572 **Section 1. Fiscal Year** The fiscal year of this PTA/PTSA shall begin on July 1(month and day) and end on
573 the following June 30 (month and day). The fiscal year of a PTA/PTSA shall be the same as its
574 accounting year and shall be in accordance with the information provided on the SS-4 form currently filed
575 with the IRS.

576
577 **Section 2. Banking**

- 578 a. All funds shall be kept in bank accounts in the name of this PTA/PTSA.
579
580 b. All checks shall be signed by two (2) authorized signers.
581
582 c. Authorized signers on the bank accounts shall not be related by blood or marriage and shall not
583 reside in the same household.
584
585 d. There shall be at least three (3) authorized signers listed at the bank.
586
587 e. The president and treasurer shall be signers, unless prohibited by employment.
588
589 f. A member shall be appointed by the executive board, who is not an authorized signer on the bank
590 account(s) to open, review, initial/ date each bank statement and forward to the treasurer.
591

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

- 593 a. An annual financial audit shall be performed by an auditor approved by the executive board or by an
594 audit committee of at least three (3) members elected by the executive board.
595 i. The auditor or audit committee members shall not be authorized signers, the incoming
596 treasurer, related by blood or marriage and shall not reside in the same household as the
597 authorized signers.
598 ii. A report of the findings of the audit shall be submitted in writing to the executive board to
599 be presented to the general membership for adoption by majority vote at the next regular
600 general membership meeting; the report shall be signed and dated by all auditing parties.
601
602 b. A financial audit shall also be performed if an authorized signer is added or deleted on any bank
603 account and at any other time deemed necessary by the president or three (3) or more members, by
604 an audit committee that shall be elected by the executive board within five (5) days. (Refer to
605 subsection a.i. and a.ii. above for committee requirements and reporting.)
606
607

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

609
610 **Section 1.** This PTA/PTSA shall be subject to withdrawal and the status of such association as a PTA unit
611 shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the
612 Pennsylvania PTA.

613
614 **Section 2.** A PTA/PTSA considering dissolution must:

- 615
616 a. contact the state association to arrange for a Pennsylvania PTA representative to speak in favor of
617 continuing PTA/PTSA to the members, at the general meeting at which the vote is to be taken, prior
618 to action being taken to dissolve the unit;
619
620 b. upon the decision of the executive board to recommend dissolution of the unit, that
621 recommendation shall be presented to the members at the next general membership meeting and

- 622 shall include an announcement that the vote on the dissolution will be taken at the next regular
623 meeting (a 2/3 vote is required to dissolve);
624
625 c. require that each person voting to dissolve shall have been member of this PTA/PTSA for at least
626 ninety (90) days;
627
628
629 d. arrange for the proper disposal of PTA/PTSA funds and property according to the provisions of
630 these bylaws; and
631
632 e. provide for the dissolution to take effect immediately after the dissolution is voted and shall not to
633 be post-dated.
634

635 **Section 3.** This PTA/PTSA shall be obligated, upon withdrawal of its charter by the Pennsylvania PTA to:
636

- 637 a. yield up and surrender all of its books and records and all of its assets and property to the
638 Pennsylvania PTA, or to such agency as may be designated by the Pennsylvania PTA, or to another
639 local PTA organized under the authority of the Pennsylvania PTA (Refer to #Article III: Principles
640 and Basic Policies, Section 2.c);
641
642 b. cease and desist from the further use of any name that implies or connotes association with the
643 National PTA or the Pennsylvania PTA or status as a constituent association of the National PTA;
644 and
645
646 c. promptly carry out, under the supervision and direction of the Pennsylvania PTA, all proceedings
647 necessary or desirable for the purpose of dissolving this PTA/PTSA.
648
649

650 #ARTICLE XVII: PARLIAMENTARY AUTHORITY

651
652 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this association
653 and in all cases in which they are applicable and in which they are not in conflict with these bylaw, the
654 Pennsylvania PTA bylaws, or the Articles of Incorporation.
655

656 # ARTICLE XVIII: AMENDMENTS

657
658
659 **Section 1. Amendment Process.** These bylaws may be updated or amended at any general membership
660 meeting of this association by a two-thirds vote of the members present and voting, provided that notice of
661 the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the
662 amendment is voted upon and that amendment shall be subject to the approval of the Pennsylvania PTA.
663

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