

LOCAL UNIT BYLAWS INDEX

	Page
Article I: Name	1
Article II: Purposes	1
Article III: Basic Policies	1
Article IV: Relationship with National PTA and Georgia PTA	1 - 2
Article V: Membership and Dues	2 - 3
Article VI: Officers and Their Election	3
Article VII: Duties of Officers	3 - 4
Article VIII: The PTA Audit	4-5
Article IX: Removal from Office	5
Article X: Board of Directors	5 - 6
Article XI: Executive Committee	6
Article XII: Standing and Special Committees	6
Article XIII: General Membership Meetings	7
Article XIV: Council Membership	7
Article XV: Georgia PTA Convention	7
Article XVI: Fiscal Year and IRS Form(s)	7
Article XVII: Parliamentary Authority	7
Article XVIII: Amendments	7-8

1 **LOCAL UNIT BYLAWS**

2
3 **Revised January 2009 – Amended July 2009, June 2010, July 2011, April 2013, July 2014, June 2018, April**
4 **2019, November 2020, September 2023, September 2024, September 2025**

5
6 **ARTICLE I: NAME**

7
8 The name of this association is the **Gwin Oaks Elementary School** Parents and Teachers Association (“Gwin
9 Oaks ES PTA”), **Lawrenceville**, Georgia. It is a local PTA/PTSA organized under the authority of the Georgia Congress
10 of Parents and Teachers, a branch of the National Congress of Parents and Teachers (the National PTA).

11
12 **#ARTICLE II: PURPOSES**

13
14 **Section 1.** The purposes of the PTA are:

- 15 a. To promote the welfare of children and youth in home, school, community, and place of worship.
16 b. To raise the standards of home life.
17 c. To secure adequate laws for the care and protection of children and youth.
18 d. To bring into closer relation the home and the school, that parents and teachers may cooperate
19 intelligently in the education of children and youth; and
20 e. To develop between educators and the general public such united efforts as will secure for all
21 children and youth the highest advantages in physical, mental, social, and spiritual education

22 **Section 2.** The purposes of the PTA are promoted through an advocacy and educational program directed toward
23 and the general public; developed through conferences, committees, projects, and programs; and are governed
24 and qualified by the basic policies set forth in Article III.

25 **Section 3.** The association is organized exclusively for the charitable, scientific, literary, or educational purposes
26 within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future
27 federal tax code (hereinafter “Internal Revenue Code”).

28
29 **#ARTICLE III: BASIC POLICIES**

30
31 The following are basic policies of National PTA and the Georgia PTA:

- 32 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
33 b. The association shall work with the schools and community to provide quality education for all children and
34 youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the
35 legal responsibility to make decisions has been delegated by the people to boards of education, state education
36 authorities, and local education authorities.
37 c. The association shall work to promote the health and welfare of children and youth and shall seek to promote
38 collaboration between parents, schools, and the community at large.
39 d. No part of the net earnings of the association shall inure to the benefit of, or be distributable to its members,
40 directors, trustees, officers, or other private persons except that the association shall be authorized and
41 empowered to pay reasonable compensation for services rendered and to make payments and distributions in
42 furtherance of the purposes set forth in Article II hereof.
43 e. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not
44 permitted to be carried on (i) by an association exempt from federal income tax under Section 501(c)(3) of the
45 Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170(c)(2) of
46 the Internal Revenue Code.
47 f. Upon the dissolution of the association, after paying or adequately providing for the debts and obligations of
48 the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or
49 associations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code
50 and whose purposes are in accordance with those of the National PTA: and
51 g. The association or members in their official capacities shall not, directly, or indirectly, participate or intervene
52 (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in
53 opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to
54 attempting to influence legislation by propaganda or otherwise.

55
56 **#ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND GEORGIA PTA**

57 **Section 1.** This local PTA/PTSA shall be organized and chartered under the authority of the Georgia PTA in the
58 area in which this local PTA/PTSA functions, in conformity with such rules and regulations, not in conflict with the National
59 PTA Bylaws or the Georgia PTA Bylaws.

60 **Section 2. The Georgia PTA shall:**

- 61 a. Provide appropriate procedures for the association of local PTAs/PTSAs within Georgia and prescribe the form
62 and content of the bylaws or other articles of association of such local PTA/PTSA; and
63 b. Issue to this local PTA/PTSA an appropriate charter evidencing the due association and good standing of this
64 local PTA/PTSA.

65 **Section 3.** A local PTA/PTSA in good standing is one that:

- 66 a. Adheres to the purposes and basic policies of the PTA.
67 b. Adheres to the Georgia PTA Standards of Affiliation, as prescribed by the Georgia PTA Board of Directors, &
68 c. Remits the state and national portion of the dues, on a monthly basis, to the state PTA. The state shall remit the
69 national portion to reach the national office by dates designated by the National PTA.
70 d. Has bylaws approved according to the procedures of each state; and
71 e. Shall be in good standing with the affiliate council PTA per Article XIV, Section 2 of council bylaws, if applicable

72 **Section 4.** The articles of association of this local PTA include:

- 73 a. Bylaws of such association; and
74 b. Articles of incorporation of such association (in cases in which the association is incorporated).

75 **Section 5.** This local PTA/PTSA shall adopt such bylaws for the government of the association as may be
76 approved by the GA PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the GA PTA Bylaws.

77 **Section 6.** The purposes and basic policies of National PTA shall in every case also be the purposes and basic policies of
78 each constituent association.

79 **Section 7.** Each member of the Board of Directors of this local PTA shall be a member of this local PTA.

80 **Section 8.** Voting by proxy, absentee ballot, telephone, fax, e-mail, and text messaging by members of this local PTA/PTSA
81 shall be prohibited.

82 **Section 9.** A PTA member shall not serve as a voting member of this local PTA/PTSA board while serving as a
83 paid employee of or under contract to this local PTA.

84 **Section 10.** The Georgia PTA may determine the membership year for the local PTA within GA. Only members of this local
85 PTA who have paid dues for the current membership year may participate in the business of this local PTA.

86 **Section 11.** The members of the nominating committee for officers of this local PTA/PTSA shall be elected by
87 the general membership and must be a member of this PTA.

88 **Section 12.** This local PTA/PTSA shall keep such permanent books of account and records:

- 89 a. Sufficient to establish the items of gross income, receipts, and disbursements of the association.
90 b. Specifically including the number of its members, the dues collected from its members and the amounts of
91 dues remitted to the Georgia PTA; and
92 c. Such books of account and records shall at all reasonable times be open to inspection by an authorized
93 representative of the Georgia PTA or by a duly authorized representative of the National PTA.

94 **Section 13.** Dissolution by Board of Directors and members of a Local unit:

- 95 a. The Board of Directors of this local unit shall notify Georgia PTA in writing of the proposed
96 dissolution meeting thirty (30) days prior to notifying each member.
97 b. The notice must state that the purpose, or one of the purposes, of the meeting is to consider
98 dissolving the association per Georgia Code for nonprofits.
99 c. The proposal to dissolve shall be approved by 2/3 {two-thirds} of the general membership.

100 **Section 14.** The charter of this local PTA shall be subject to withdrawal and the status of such association as a local
101 PTA shall be subject to termination, in the manner & under the circumstances provided by the bylaws of the GA PTA.

102 **Section 15.** This local PTA/PTSA is obligated, upon withdrawal of this charter by the Georgia PTA:

- 103 a. To yield up and surrender all of its books and records and all of its assets and property to the Georgia PTA or
104 to such agency as may be designated by the Georgia PTA or to another local PTA/PTSA organized under the
105 authority of the Georgia PTA.
106 b. To cease and desist from the further use of any name that implies or connotes association with the National
107 PTA or the Georgia PTA or status as a constituent association of the National PTA; and
108 c. To carry out promptly, under the supervision and direction of the Georgia PTA, all proceedings necessary or
109 desirable for the purpose of dissolving this PTA/PTSA which includes the loss of the PTA's/PTSA's 501(c)(3)
110 status.

111 **Section 16.** This local PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of state
112 bylaws identified by the number symbol (#).

113

114 **ARTICLE V: MEMBERSHIP AND DUES**

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

117 **#Section 2.** Membership in each local PTA shall be open, without discrimination, to anyone who believes in and
118 supports the Mission and Purposes of the National PTA.

119 **#Section 3.** This local PTA shall conduct an annual enrollment of members but may admit individuals to membership at
120 any time.

121 **#Section 4.** Each member of a local PTA shall pay annual dues as may be determined by the association. The amount of
122 the dues shall include the portion payable to the state PTA as determined by the state, and the portion payable to the
123 National PTA as recommended by the Board of Directors and approved by 2/3 majority of the voting body at the
124 National PTA annual convention.

125 **#Section 5.** The national portion of each member's dues shall be two dollars, twenty-five cents (\$2.25) per annum.

126 **#Section 6.** The Georgia PTA portion of each member's dues shall be one dollar and fifty cents (\$3.75) per annum.

127 **Section 7.** Each member of this local PTA shall pay annual dues of ten dollars (\$10.00) to said association. The amount of
128 such annual dues shall include the portion payable to the Georgia PTA and the portion payable to the National PTA. Any
129 amendment to the amount of dues shall be retroactive to members as of July 1st of the school year.

130 **#Section 8.** The state and national portions of the dues paid by each member of this local PTA/PTSA shall be set aside
131 by this local PTA and remitted to the Georgia PTA on a monthly basis. Each state PTA shall pay to the National PTA
132 the amount of the national portion of dues paid by all members of local PTAs/PTSAs in its area.

133 **#Section 9.** The Georgia PTA does not allow family memberships.

134

135 **ARTICLE VI: OFFICERS AND THEIR ELECTION**

136 **Section 1.** The officers of this PTA shall consist of: one (1) president or two (2) individual co-presidents. 3 vice president(s)
137 1 secretary; and a treasurer. (Georgia PTA does not approve co-treasurers).

138 **#Section 2.** Each individual officer and individual co-officers shall have a vote.

139 **Section 3.** Officers shall be elected no later than the last day of school for the next school year.

140 **#Section 4.** The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office
141 may be dispensed with and election held by voice vote. A majority vote shall be required for election.

142 **#Section 5.** The following provisions shall govern the qualifications and eligibility of individuals to be officers:

143 a. Each officer shall be a member of this local PTA/PTSA.

144 b. No officer may be eligible to serve more than two consecutive terms in the same office.

145 c. 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
146 term in such office; and

147 d. No member shall serve as a council president while serving as a local unit president.

148 **Section 6.** Officers shall assume their official duties following the close of the school year and serve for a term of
149 2 year(s) or until their successor is elected.

150 **#Section 7.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority
151 vote of the Board of Directors notice of such election having been given to the Board of Directors. In case a vacancy
152 occurs in the office of president, the first vice-president shall serve notice of the election.

153 **Section 8.** There shall be a nominating committee composed of 3 members (must be an uneven number) and
154 1 alternates who shall be selected by the school administration and the executive board at least a month before the election as
155 outlined in Article VI, Section 3.

156 a. All members of the nominating committee shall be a member of this PTA/PTSA.

157 b. The committee shall elect its own chair.

158 c. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees
159 before any election. Nominees may also be made by the general membership.

160 d. Only those individuals who are current members of this local PTA/PTSA and who have signified their consent to
161 serve if elected shall be nominated for, or elected to, such office.

162 e. Members of the executive board shall not serve on the election committee.

163 f. The principal is eligible to serve and the committee shall be headed by the principal or his/her designated
164 administrator

165 **#Section 9.** The slate of proposed officers shall be posted in the school office at least ten (10) days prior to the election

166

167 **ARTICLE VII DUTIES OF OFFICERS**

168 **Section 1.** The President shall:

169 a. Preside at all meetings of this local PTA/PTSA.

170 b. Serve as an ex officio member of all committees except the nominating committee.

171 c. Coordinate the work of the officers and committees of this local PTA/PTSA in order that the purposes may be
172 promoted.

173 d. Appoint special committees, except the nominating committee.

174 e. Have representatives at council, district, and state functions.

175 f. Pass on to the membership at each meeting news and information from state and national bulletins.

176 g. Appoint a parliamentarian who shall serve at all Executive Committee, Board of Directors, and general

- 177 membership meetings. The parliamentarian shall not vote on any question except in case of a ballot vote.
 178 h. Be a signatory on all financial accounts of this PTA.
 179 i. Sign and execute all contracts, agreements, or other obligations in the name of this PTA/PTSA as authorized by
 180 the Board of Directors; and
 181 j. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or
 182 directed by the Board of Directors or Executive Committee.

183 **Section 2.** The vice president(s) shall:

- 184 a. Act as aide(s) to the president.
 185 b. In their designated order perform the duties of the president in the president's absence or inability to serve; and
 186 c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or
 187 directed by the president, the Board of Directors, or the Executive Committee.

188 **Section 3.** The secretary shall:

- 189 a. Record the minutes of each general, Executive Committee and board meeting of this PTA/PTSA.
 190 b. Read or distribute printed copies of the minutes of the previous meeting for approval.
 191 c. Maintain an accurate membership list as provided by the membership chair or committee.
 192 d. Have a current copy of the bylaws.
 193 e. Have minutes from previous meetings for reference at each meeting.
 194 f. Determine the presence of a quorum prior to any business being conducted.
 195 g. Call the meeting to order in the absence of the president and vice-president(s), unless the bylaws specify
 196 otherwise, and preside until a temporary chair is elected.
 197 h. Immediately upon the election of new officers, send a list of their names, addresses and phone numbers to the
 198 state PTA office, district director and council president (if applicable)
 199 i. Register their signature at the bank as an emergency signatory.
 200 j. Submit the names of the voting delegates and their alternates to the council PTA prior to the first council
 201 meeting, if local PTA/PTSA is a member of a council PTA: and
 202 k. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or
 203 directed by the president, the Board of Directors, or the Executive Committee.

204 **Section 4.** The treasurer shall:

- 205 a. Have custody of the funds of this local PTA/PTSA.
 206 b. Maintain a full account of the funds of this local PTA/PTSA.
 207 c. Make disbursements as authorized by the president, or Board of Directors of this local PTA/PTSA in accordance
 208 with the budget adopted by this local PTA/PTSA.
 209 d. Have checks or vouchers signed by two people: the treasurer and one other person. Individuals authorized to sign
 210 checks shall not be related to each other by marriage or any other relationship.
 211 e. Never sign a blank check.
 212 f. Pay all bills by check – never by cash.
 213 g. Ensure deposits from fundraisers and other sources of income are made the next business day. Never deposit
 214 funds of this PTA in a personal or school account.
 215 h. Always issue a receipt for cash received.
 216 i. Maintain a full and accurate account of the receipts and disbursements in the books belonging to this
 217 PTA/PTSA.
 218 j. Be prepared to answer all questions promptly and to have records available at all meetings.
 219 k. Provide a written financial statement at each meeting of the general membership, Board of Directors and
 220 Executive Committee.
 221 l. Present an annual report of the financial condition of the association.
 222 m. Have the accounts examined annually at the end of the school year or upon the change of treasurer by an auditor
 223 or auditing committee of not fewer than three members.
 224 n. Not sign checks for this PTA after the books are closed for audit.
 225 o. Report the findings of the annual audit to this PTA/PTSA no later than the first general meeting of the new
 226 school year;
 227 p. Determine the gross receipts for the previous fiscal year and file the appropriate federal tax form(s) with the IRS.
 228 q. Reconcile the bank statements monthly and have the statements reviewed, signed, and dated by a PTA member.
 229 This PTA member shall not be related to the treasurer by marriage or any other relationship: and
 230 r. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or
 231 directed by the president, the Board of Directors, or the Executive Committee.
 232

233 **#ARTICLE VIII: THE PTA AUDIT**

234 **Section 1.** The PTA audit is a financial review that involves following financial transactions through records to be sure
 235 that receipts have been properly accounted for and expenditures made as authorized in the minutes and in conformity

236 with PTA/PTSA bylaws and budget limitations.

237 **Section 2.** The purpose of an audit is:

238 a. To certify the accuracy of the books and records of the treasurer; and

239 b. To assure the membership that PTA/PTSA resources/funds are being managed in accordance with the Georgia
240 PTA financial policies and procedures.

241 **Section 3.** An annual audit shall take place at the end of the school year and a copy submitted to the state office by the
242 last business day of September. An additional audit shall also be performed upon vacancy of the treasurer's position before
243 the new officer assumes their duties, or upon the request of a member of this PTA, an officer of council, district, or state.

244 **Section 4.** An auditor or auditing committee of no fewer than three (3) members shall be selected by the Board of
245 Directors no later than two weeks prior to the end of the school year. An auditor or auditing committee member shall not
246 be related to any signees on the checking account by marriage or any other relationship.

247 **Section 5.** The annual audit report shall be given to this PTA/PTSA no later than the first general membership meeting
248 of the new school year.

249 **Section 6.** The annual audit report must be signed, dated and included in the minutes of the secretary.

250 **Section 7.** The outgoing officers cannot sign checks for this PTA/PTSA after the books are closed for audit.

251 **Section 8.** During the audit process it is recommended that expenditures within an adopted budget be limited to those of
252 an emergency nature.

253

254 **#ARTICLE IX: REMOVAL FROM OFFICE**

255 **Section 1.** Any action regarding the process for removal from office shall not be conducted by video/tele conference.

256 **Section 2.** Request for removal

257 a. Any member of this local unit can request that an elected officer be removed from office. A written request for
258 the removal of any officer must be sent to all members of this local unit Executive Committee and the Georgia PTA
259 President and shall state the reasons for removal.

260 b. Within seven (7) days of receiving the written request for removal from office, this local unit Executive
261 Committee shall meet to determine by 2/3 vote whether or not to hold a hearing based solely upon the information
262 presented in the written request.

263 c. This local unit Executive Committee shall communicate its decision in writing within three (3) days to the
264 member who submitted the request, to this local unit Board of Directors and to the Georgia PTA President. A copy
265 of the original request for removal shall be attached to the board copy.

266 **Section 3.** Hearing

267 a. Prior to a vote for removal from office, the elected officer is entitled to a hearing before this local unit Board of
268 Directors.

269 b. A hearing for the removal of an officer shall be held within thirty (30) days of the decision to hold a hearing.

270 c. The elected officer must be notified by registered mail at least twenty-one (21) days prior to the hearing. If the
271 elected official fails to appear, that individual's rights for a hearing are forfeited.

272 d. The President of the Georgia PTA shall appoint a representative of the Georgia PTA Board of Directors to
273 conduct the hearing.

274 e. Based upon information presented at the hearing, the board may, by 2/3 vote, recommend removal from office.

275 **Section 4.** Action

276 After the hearing of this local unit Board of Directors, any recommendation for removal from office must be
277 submitted to the membership for action at the next general meeting. An officer may be removed by 2/3 vote of the
278 membership present and voting, a quorum having been established.

279

280 **ARTICLE X: BOARD OF DIRECTORS**

281 **Section 1.** The affairs of this PTA/PTSA shall be managed by the Board of Directors in the intervals between local unit
282 PTA/PTSA general membership meetings.

283 **#Section 2.** Each board member shall be a member of this local PTA/PTSA

284 **Section 3.** The members of the board shall be:

285 a. Elected officers.

286 b. Chairpersons of standing committees.

287 c. The principal of the school or a representative appointed by the principal; and

288 d. Appointed parliamentarian

289 **Section 4.** Duties of the Board of Directors shall be to:

290 a. Transact such business as may be referred to it by the membership of the association.

291 b. Create or dissolve special committees.

292 c. Present a report at the regular general membership meetings of this local PTA/PTSA.

293 d. Select an auditor or an auditing committee to audit the treasurer's accounts.

294 e. Prepare and submit an annual budget to this local PTA's general membership for adoption.

- 295 f. Approve payment of routine bills within the limits of the approved budget.
 296 g. Fill all vacancies in office; and
 297 h. Conduct hearings for removal from office.

298 **#Section 5.** If any standing committee chairperson shall at any time cease to meet the qualifications or fulfill the duties
 299 of the position, that person may be removed from the board by a 2/3 vote of the Board of Directors.

300 **Section 6.** Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting
 301 of the year. Three (3) days' notice shall be given of a cancellation or change of date or time unless emergency conditions
 302 prevent such notice being given. Meetings by video/tele conference are permitted with the following provisions:

- 303 a. The meeting must be conducted by a technology that allows all participants simultaneous communication.
 304 b. A quorum must be achieved and maintained in order to conduct business.
 305 c. Speakers must identify themselves.
 306 d. Minutes of the meeting must be taken and ratified at the next regular board meeting.
 307 e. An election to fill a vacancy in office shall not be conducted by videoconference or teleconference; and
 308 f. Any action regarding the process for removal from office shall not be conducted by video/tele conference.

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

311 **#Section 8.** At all meetings of the board, a majority of the members of the board shall constitute a quorum for the
 312 transaction of business.

313 **#Section 9.** Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to
 314 be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties
 315 and responsibilities incident to such membership. All records, funds, books, and other materials pertaining to the
 316 position shall be relinquished to the president within fourteen (14) days.

317

318 **ARTICLE XI: EXECUTIVE COMMITTEE**

319 **Section 1.** There shall be an Executive Committee of this PTA/PTSA, the members of which shall be:

- 320 a. All elected officers.
 321 b. The principal or representative appointed by the principal; and
 322 c. Appointed parliamentarian.

323 **Section 2.** Regular meetings of the Executive Committee shall be held with the date and time to be fixed at its first meeting
 324 of the year. Three (3) days' notice shall be given of a cancellation or change of date or time unless emergency conditions
 325 prevent such notice being given. Meetings by video/tele conference are permitted with the following provisions:

- 326 a. The meeting must be conducted by a technology that allows all participants simultaneous communication.
 327 b. A quorum must be achieved and maintained in order to conduct business.
 328 c. Speakers must identify themselves.
 329 d. Minutes of the meeting must be taken and ratified at the next regular committee meeting; and
 330 e. Any action regarding the process for removal from office shall not be conducted by video/tele conference.

331 **Section 3.** Special meetings of the Executive Committee may be called by the president or upon written request of a
 332 majority of the Executive Committee members within three (3) days' notice to each member of the Executive Committee.

333 **Section 4.** A majority of the Executive Committee shall constitute a quorum for the transaction of business.

334 **Section 5.** Duties of the Executive Committee shall be to:

- 335 a. Transact business referred to it by the board
 336 b. Determine standing committees necessary to promote the purposes of this PTA/PTSA.
 337 c. Appoint standing committee chairpersons and members.
 338 d. Receive plans of work from committee chairpersons and approve them before their use is authorized.
 339 e. Act in emergencies between meetings of the board.
 340 f. Make a report at each board meeting; and
 341 g. Appoint delegates and alternates to attend the council PTA meetings, if PTA is a member of a council PTA.

342 **Section 6.** The Executive Committee shall take no action in conflict with any action taken by the general membership or
 343 the Board of Directors.

344

345 **ARTICLE XII: STANDING AND SPECIAL COMMITTEES**

346 **#Section 1.** Only members of this local PTA/PTSA shall be eligible to serve in any elective or appointive positions.

347 **Section 2.** The Board of Directors may create or dissolve such special committees as it may deem necessary to promote
 348 the purposes of PTA/PTSA and carry on the work of this local PTA/PTSA.

349 **Section 3.** The term of office of a committee chairperson shall be 1 year(s) or until the selection of a successor.

350 **Section 4.** The chair of each committee shall present a plan of work to the Executive Committee for approval. No
 351 committee work shall be undertaken without the approval of the Executive Committee.

352

353

354 **ARTICLE XIII: GENERAL MEMBERSHIP MEETINGS**

355 **#Section 1.** At least three (3) regular meetings of this PTA/PTSA shall be held during the school year, one of which must be
 356 in-person. If circumstances do not permit in person meetings, the Georgia PTA Board of Directors can
 357 grant a waiver, if necessary. Dates and times of meetings shall be determined by the Executive Committee and
 358 announced at the first regular meeting of the year. Three (3) days' notice shall be given of a cancellation or change of
 359 date or time unless emergency conditions prevent such notice being given. Meetings by videoconference or
 360 teleconference are permitted with the following provisions:

- 361 a. The meeting must be conducted by a technology that allows all participants simultaneous communications.
- 362 b. A quorum must be achieved and maintained in order to conduct business.
- 363 c. Speakers must identify themselves.
- 364 d. Minutes of the meeting must be taken.
- 365 e. Votes must be taken by voice or using a secure feature of the adopted technology. Votes cannot be cast by text
 366 based mediums, such as email, text, and similar mediums.

367 **#Section 2.** Special meetings of this local unit PTA/PTSA may be called by the president or by a majority of the Board
 368 of Directors, three (3) days' notice having been given.

369 **Section 3.** The election meeting shall be held in **April**. (Must be the same month as in #ARTICLE VI: OFFICERS AND
 370 THEIR ELECTION, Section 3 and Section 8c.)

371 **#Section 4.** The last regular meeting of this PTA/PTSA shall be known as the annual meeting for annual committee
 372 reports and the installation of officers.

373 **#Section 5.** The privilege of making motions, debating, and voting shall be limited to members of this PTA who have
 374 paid dues for the current membership year.

375 **Section 6.** 15 members shall constitute a quorum for the transaction of business in any meeting of this local PTA/PTSA.
 376

377 **ARTICLE XIV: COUNCIL MEMBERSHIP**

378 **Section 1.** This local PTA/PTSA shall be represented in meetings of the **Area 1-Gwinnett County Council of PTAs** by
 379 the president, their alternate, or principal, or their alternate, and by two (2) delegates or their alternates. Names of the
 380 voting delegates and their alternates shall be submitted to the council PTA prior to the first council meeting.

381 Delegates or their alternates to the council PTA shall:

- 382 a. Be members of this local PTA/PTSA
- 383 b. Be appointed by the Executive Committee; and
- 384 c. Serve for a term of one (1) year.

385 **Section 2.** This PTA/PTSA shall:

- 386 a. Meet the requirements of in good standing with Georgia PTA per Article IV, Section 3 of these bylaws and
- 387 b. Pay annual dues as assessed by the council, as provided in the council bylaws, Article VI, Section 5, if
 388 applicable.

389 **ARTICLE XV: GEORGIA PTA CONVENTION**

391 **Section 1.** Each local association in good standing shall be entitled to be represented at the annual state convention by its
 392 president and one (1) other officer, or their alternates, and one (1) delegate for every fifty recorded in the state office on
 393 the statistical report generated as of the tenth (10th) day of March each year.

394 **Section 2.** Funds for convention expenses shall be included in the budget of this PTA/PTSA.
 395

396 **ARTICLE XVI: FISCAL YEAR AND IRS FORM(S)**

397 **Section 1.** The fiscal year of this PTA/PTSA shall begin on **August 1** and end on the following **July 31**.

398 **Section 2.** The fiscal year is:

- 399 a. A twelve-month period used for filing the appropriate 990; and
- 400 b. Registered with the IRS when the first 990 is filed.

401 **Section 3.** All PTAs/PTSAs are required to file a 990N, or 990EZ regardless of gross receipts. The appropriate 990 is
 402 due the 15th day of the 5th month after the close of the fiscal year. (Failure to file a 990 for three (3) consecutive years will
 403 result in the loss of tax exempt status.
 404

405 **#ARTICLE XVII: PARLIAMENTARY AUTHORITY**

406 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this PTA/PTSA and in
 407 all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA Bylaws,
 408 the Georgia PTA Bylaws, or the articles of incorporation.
 409

410 **ARTICLE XVIII: AMENDMENTS**

411 **Section 1.** These bylaws may be amended at any regular general membership meeting of this PTA/PTSA with the
 412 following provisions:

- 413 a. Articles and sections of these local unit bylaws identified by a number symbol (#) may not be amended or revised.
414 b. Notification of the proposed amendment(s) has been provided to the membership thirty (30) days prior to voting.
415 c. A two-thirds vote is required, a quorum being present; and
416 d. The amendment(s) shall become effective upon receipt of approval from the Georgia PTA.
- 417 **#Section 2.** The adoption of an amendment to any provision of the Georgia PTA Bylaws identified by a number symbol
418 (#) shall automatically amend the bylaws of the local PTA to conform to the action taken by the state convention.
- 419 **Section 3.** Each local PTA/PTSA shall receive from the Georgia PTA an updated version of its local unit bylaws which
420 shall include any recent amendments adopted by the Georgia PTA convention delegates.
- 421 **Section 4.** In the event that a revised set of bylaws is required by the Georgia PTA and there are no changes in the local
422 PTA/PTSA information stated in the current bylaws, the thirty (30) day waiting period is waived.