

1 **Oak Hill Elementary**

2 **PARENT TEACHER ASSOCIATION BYLAWS**

3  
4 **\*ARTICLE I: Name**

5  
6 The name of this organization is the Oak Hill Elementary Parent Teacher Association (PTA), Area 6, Austin,  
7 Texas. It is a Local PTA organized under the authority of the Texas Congress of Parents and Teachers (Texas  
8 PTA), a branch of the National Congress of Parents and Teachers (National PTA).  
9

10 **\*ARTICLE II: Articles of Organization** <sup>1</sup>

11  
12 The articles of organization of this Local PTA include (a) the bylaws of such organization and (b) the  
13 certificate of incorporation or articles of incorporation of such organization (in cases in which the  
14 organization is a corporation) or the articles of association by whatever name (in cases in which the  
15 organization exists as an unincorporated association).  
16

17 **\*ARTICLE III: Purposes**

18  
19 Section 1. The Purposes of the Oak Hill Elementary PTA, in common with those of the National PTA and the  
20 Texas PTA, are:

- 21  
22 a. To promote the welfare of children and youth in home, school, community and place of worship.  
23  
24 b. To raise the standards of home life.  
25  
26 c. To secure adequate laws for the care and protection of children and youth.  
27  
28 d. To bring into closer relation the home and the school, that parents and teachers may cooperate  
29 intelligently in the education of children and youth.  
30  
31 e. To develop between educators and the general public such united efforts as will secure for all  
32 children and youth the highest advantages in physical, mental, social and spiritual education.  
33

34 Section 2. The Purposes of the National PTA, the Texas PTA and this Local PTA are promoted through an  
35 advocacy and educational program directed toward parents, teachers and the general public; developed  
36 through conferences, committees, projects and programs; and governed and qualified by the basic policies set  
37 forth in Article IV.  
38

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\* Articles or sections marked with a star (\*) are requirements of the National PTA or Texas PTA. They do not require a vote of the association and should be incorporated promptly and verbatim into the Local PTA bylaws.

<sup>1</sup> In an incorporated organization the individual has additional protection for his personal assets against any lawsuits. The corporation entity provides this protection. In an unincorporated organization there is a greater potential for each and every member to be sued because there is no corporation entity. Protection against loss of funds can alternatively be gained if the PTA has sufficient officers and liability insurance. A lawyer or the office of the Secretary of State should be contacted for detailed information on the steps necessary to become an incorporated PTA.

1 Section 3. The organization is organized exclusively for the charitable, scientific, literary or educational  
2 purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of  
3 any future federal tax code (hereinafter referred to as “Internal Revenue Code”).  
4

## 5 **\*ARTICLE IV: Basic Policies**

6  
7 The following are basic policies of this Local PTA in common with those of the National PTA and the Texas  
8 PTA:  
9

- 10 a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- 11
- 12 b. The organization shall work with the schools and community to provide quality education for all  
13 children and youth and shall seek to participate in the decision-making process establishing school  
14 policy, recognizing that the legal responsibility to make decisions has been delegated by the people to  
15 boards of education, state education authorities and local education authorities.
- 16
- 17 c. The organization shall work to promote the health and welfare of children and youth and shall seek to  
18 promote collaboration among parent, schools and the community at large.
- 19
- 20 d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its  
21 members, directors, trustees, officers or other private persons except that the organization shall be  
22 authorized and empowered to pay reasonable compensation for services rendered and to make  
23 payments and distributions in furtherance of the Purposes set forth in Article III hereof.
- 24
- 25 e. Notwithstanding any other provision of these articles, the organization shall not carry on any other  
26 activities not permitted to be carried on (i) by an organization exempt from federal income tax under  
27 Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are  
28 deductible under Section 170 (c)(2) of the Internal Revenue Code.
- 29
- 30 f. Upon the dissolution of this organization, after paying or adequately providing for the debts and  
31 obligations of the organization, the remaining assets shall be distributed to one (1) or more nonprofit  
32 funds, foundations or organizations which have established their tax exempt status under Section  
33 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National  
34 PTA.
- 35
- 36 g. The organization or members in their official capacities shall not—directly or indirectly—participate  
37 or intervene (in any way, including the publishing or distributing of statements) in any political  
38 campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an  
39 insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- 40

## 41 **\*Article V—Constituent Organizations**

42  
43 Section 1. The constituent organizations of National PTA include:  
44

- 45 a. Branches of National PTA that have been established in the 50 states of the United States, the District  
46 of Columbia, the U.S. Virgin Islands and among schools for American dependents in Europe and the  
47 Pacific hereinafter called state PTAs.
- 48

1 b. Local PTAs (Parent-Teacher Associations) or PTSAs (Parent-Teacher-Student Associations)  
2 organized under the authority of the state PTAs in organized areas; and  
3

4 c. Local PTAs/PTSAs organized under the direct authority of National PTA when there is no state  
5 PTA/PTSA.  
6

7 Section 2. The national board of directors shall determine criteria for establishing constituent organizations  
8 and setting standards for continuing affiliation with National PTA.  
9

10 Section 3. There shall be no proxy voting by any constituent organization of National PTA.  
11

12 Section 4. The Purposes and basic policies of National PTA shall in every case also be the Purposes and basic  
13 policies of each constituent organization.  
14

15 Section 5. Each constituent organization shall adopt bylaws for the government of the organization. Such  
16 bylaws shall not be in conflict with National PTA or Texas PTA bylaws. Such bylaws shall include an article  
17 on amendments and shall include a provision establishing a quorum.  
18

## 19 **\*ARTICLE VI: Relationship with Texas PTA**

20  
21 Section 1. This Local PTA shall be organized and chartered under the authority of the Texas PTA, in  
22 conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Texas PTA  
23 may in its bylaws prescribe. The Texas PTA shall issue to this Local PTA an appropriate charter evidencing  
24 the due organization and good standing of this Local PTA.  
25

26 A Local PTA in good standing is one that:  
27

- 28 a. adheres to the Purposes and basic policies of the PTA;
- 29
- 30 b. remits the national portion of the dues through the Texas PTA to reach the National PTA Office by  
31 dates designated by the National PTA;
- 32
- 33 c. has bylaws approved according to the procedures of the Texas PTA; and  
34
- 35 d. meets other criteria as may be prescribed by the Texas PTA.  
36

37 Section 2. This Local PTA shall keep such permanent books of account and records as shall be sufficient to  
38 establish the items of gross income, receipts and disbursements of the organization including, specifically, the  
39 number of its members, the dues collected from its members and the amount of dues remitted to the Texas  
40 PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized  
41 representative of the Texas PTA or the National PTA.  
42

43 Section 3. The charter of this Local PTA shall be subject to withdrawal and the status as a Local PTA shall  
44 be subject to termination, in the manner and under the circumstances provided in the bylaws of the Texas  
45 PTA.  
46  
47

1 Section 4. This Local PTA is obligated, upon withdrawal of its charter by the Texas PTA:  
2

- 3 a. to yield up and surrender all of its books and records and all of its assets and property to the Texas  
4 PTA or to such agency as may be designated by the Texas PTA, or to another Local PTA organized  
5 under the authority of the Texas PTA;
- 6
- 7 b. to cease and desist from the further use of any name that implies or connotes association with the  
8 National PTA or the Texas PTA; and
- 9
- 10 c. to carry out promptly, under the supervision and direction of the Texas PTA, all proceedings  
11 necessary for the purpose of dissolving this Local PTA.  
12

13 Section 5. A Local PTA considering dissolving its relationship with Texas PTA (and thereby National PTA)  
14 shall follow the procedures for dissolution as adopted by the Texas PTA Board of Directors. These  
15 procedures include but are not limited to:

- 16 a. a special called meeting of the membership with thirty (30) days notice;
- 17
- 18 b. a two-thirds (2/3) vote of the membership, a quorum having been established; and
- 19
- 20 c. notification of the state president at least forty-five (45) days in advance of such meeting.  
21

22  
23 Any Local PTA failing to follow the procedures may be required to forfeit all Local PTA books, records and  
24 assets to Texas PTA.  
25

26 Section 6. Each Local PTA shall include in its bylaws provisions corresponding to the provisions of such of  
27 these bylaws as are identified by a star (\*).  
28

## 29 **ARTICLE VII: Members and Dues**

30  
31 \*Section 1. Every individual who is a member of this Local PTA is a member of the National PTA and the  
32 Texas PTA and is entitled to all the benefits of such membership.  
33

34 \*Section 2. Membership in PTA shall be open, without discrimination, to anyone who believes in and  
35 supports the Mission and Purposes of National PTA.<sup>2</sup>  
36

37 \*Section 3. This Local PTA shall conduct an annual enrollment of members, but may admit persons to  
38 membership at any time.  
39

40 \*Section 4. Only members of a Local PTA who have paid dues for the current membership year may  
41 participate in the business of that association.  
42

43 \*Section 5. Each member of this Local PTA shall pay annual dues as determined by the organization. The  
44 amount of the dues shall include the portion of **two dollars and twenty-five cents (\$2.25)** per member payable

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<sup>2</sup> To be a member of Texas PTA, a student must be in the 9th grade or above.

1 to Texas PTA, the portion of one dollar and seventy-five cents (\$1.75) per member payable to the National  
2 PTA, and the Local PTA portion of four dollars (\$4.00)<sup>3</sup> per member.  
3

4 \*Section 6. The Texas and National PTA portions of the dues paid by each member of this Local PTA shall  
5 be set aside by this Local PTA and remitted to the Texas PTA through such channels and at such times as the  
6 Texas PTA bylaws may provide. Each state PTA shall pay to the National PTA the amount of the national  
7 portion of dues paid by all members of Local PTAs in its area.<sup>4</sup>  
8

9 \*Section 7. A Local PTA shall have a minimum of twenty (20) members to retain membership in the Texas  
10 PTA. Annual national and state portions of dues and names of members shall be sent to the Texas PTA  
11 Office postmarked on or before October 15 of the current year. Names of members and national and state  
12 portions of dues received after October 15 shall be sent to the Texas PTA Office whenever members are  
13 enrolled in the organization.  
14

15 \*Section 8. Organizations whose national and state portions of dues and names of all members enrolled are  
16 not in the Texas PTA Office postmarked on or before October 15 are ineligible to voting representation at  
17 state convention. Organizations whose national and state portions of dues are not paid by March 15 shall be  
18 dropped from the state roster.  
19

20 \*Section 9. Honorary Life Members  
21

- 22 a. An Honorary Life Membership in the Texas PTA may be awarded to any deserving person by a  
23 Local, Council, Area or the Texas PTA upon submission of name of honoree and payment of a fee.  
24 Such fees shall be made a part of the Texas PTA extension fund.  
25
- 26 b. Life membership shall be honorary and shall carry neither the right to vote nor to hold office. A life  
27 member may also become an all-inclusive member upon enrollment as a member in a Local PTA.  
28
- 29 c. A Texas Honorary Life Member may receive exemption from state portion of dues through one (1)  
30 Local PTA only. The member shall be designated as a Texas Life Member when the Local PTA  
31 annual membership list is sent to the Texas PTA Office.  
32
- 33 d. The annual national portion of dues for a Texas Life Member shall be paid by said Texas Life  
34 Member.  
35

## 36 \*ARTICLE VIII: Officers and Their Election

37  
38 Section 1. Each officer shall be a member of this Local PTA.<sup>5</sup>

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<sup>3</sup> The total amount of Local PTA annual dues is obtained by adding the per member National PTA portion, the Texas PTA portion and the per member portion desired for Local use.

<sup>4</sup> The remittance to the Texas PTA shall be accompanied by a report in such form, as may be required by the Texas PTA, showing the name and address of the president of the PTA, the amount of dues collected during the period covered by the report and the number and names of the members of the PTA.

<sup>5</sup> The question is frequently raised as to whether there is any age requirement for election as an officer of a PTA organization. The counsel of the Texas PTA has advised us that in his opinion:

“(a) In Texas the not-for-profit corporation laws do not specify an age qualification for persons who can serve as directors (members of the board of managers, etc.) of corporations.

1  
2 Section 2. Officers and their election:  
3

- 4 a. The officers of this Local PTA shall be a president, three (3) vice presidents, a secretary, a treasurer,  
5 a historian, and a parliamentarian.  
6  
7 b. Officers, with the exception of the historian and parliamentarian, shall be elected by ballot in the  
8 month of ~~March~~ April. However, if there is but one (1) nominee for an office, election for that  
9 office may be by voice vote. The historian and parliamentarian shall be appointed by the president  
10 subject to the approval of the newly elected officers.  
11  
12 c. An individual shall be a member of the Local PTA prior to taking office.  
13  
14 d. Officers shall assume their official duties following the close of the school year <sup>6</sup> and shall serve a  
15 term of one (1) year. <sup>7</sup>  
16  
17 e. No officer shall serve in the same office for more than two (2) consecutive terms. One who has  
18 served more than one-half of a term shall be credited with having served that term.  
19

20 Section 3. Nominating Committee:  
21

- 22 a. There shall be a nominating committee elected by the general body at a regular meeting at least one  
23 (1) month prior to the election of officers. Elections shall be by plurality. The committee shall be  
24 composed of five (5) members. One (1) alternate shall be elected to serve in the event a member is  
25 unable to serve. The committee shall elect its own chair **person** immediately following the meeting.  
26  
27 b. The nominating committee shall nominate an eligible person <sup>8</sup> for each office to be filled and report  
28 its nominees at the regular meeting in ~~March~~ April at which time additional nominations may be  
29 made from the floor. The report shall be publicized to the Local PTA membership through regular  
30 publicity channels at least seven (7) days before the election meeting.  
31  
32 c. Only those persons who have signified their consent to serve if elected shall be nominated for or  
33 elected to such office.  
34  
35 d. No member shall automatically serve on this committee because of his/**her** office in the Local PTA  
36 or position in the school system.  
37  
38 e. The president does not serve as a member of this committee, nor does he/**she** appoint any member  
39 of the committee.  
40

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“(b) Where there is no specification in the state corporation laws, a person should not be deemed to be eligible to serve as an officer unless the person is at an age at which he is competent to make contracts. Texas law does not specify at what age a person is competent to make contracts.”

<sup>6</sup> PTAs that do not follow a traditional year schedule shall designate a calendar year in standing rules.

<sup>7</sup> All positions not filled by election or appointment become vacant at the close of the school year.

<sup>8</sup> The National PTA, the Texas PTA and their parliamentary authority recognize that only one (1) person shall be elected to serve in any one (1) office.

1 Section 4. Vacancies

- 2
- 3 a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected
- 4 by a majority vote of the executive board, at least three (3) days notice of such election having been
- 5 given.
- 6
- 7 b. In the event a vacancy occurs in the office of president, the first vice president shall serve notice to
- 8 the executive board of the election.
- 9

10 Section 5. Reason to remove:

11

12 By two-thirds (2/3) vote of the executive board an officer or chairperson shall be removed from

13 office or committee for failure to perform duties, criminal misconduct or unethical behavior in PTA

14 business. An officer or chairperson who misses three (3) consecutive meetings may be removed

15 from office.

16

17 **ARTICLE IX: Duties of Officers**

18

19 Section 1. The president shall:

- 20
- 21 \*a. coordinate the work of the officers and committees of the association in order that the Purposes
- 22 may be promoted;
- 23
- 24 \*b. confirm that a quorum is present before conducting any business at any meeting of the association;
- 25
- 26 \*c. preside at all meetings of the association;
- 27
- 28 \*d. appoint the historian and parliamentarian, subject to approval of the newly elected officers;
- 29
- 30 \*e. appoint chairpersons of special committees subject to approval of the executive board;
- 31
- 32 \*f. be authorized to sign on bank accounts;<sup>9</sup>
- 33
- 34 \*g. be authorized to sign contracts that have been approved by the executive board;
- 35
- 36 \*h. call a meeting of the newly elected officers within thirty (30) days after the election meeting for the
- 37 purpose of approving appointments of standing committee chairpersons and such other business as
- 38 becomes necessary;
- 39
- 40 \*i. represent the Local PTA as a delegate to Council PTA (when the Local PTA is in membership with
- 41 Council PTA);
- 42
- 43 \*j. file with the Council PTA secretary the names of delegates and alternates from this Local PTA by the
- 44 first general Council PTA meeting and no later than October 15. A Local PTA joining or making
- 45 changes after October 15 shall submit any changes in writing prior to any regular meeting in order to
- 46 be eligible to vote.

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<sup>9</sup> Two (2) signatures shall be required on all checks. Each Local PTA shall have at least three (3) authorized signers. Signers of the bank account shall not be related by blood nor marriage and shall not reside in the same household.

- 1
- 2 \*k. confirm that all officers are graduates of the current Texas PTA Leader Orientation or have
- 3 completed the course by October 15 after the election;
- 4
- 5 \*l. send the names and addresses of the officers and chairpersons to the Texas PTA office by May 1
- 6 each year;
- 7
- 8 \*m. appoint the audit committee subject to the approval of the executive board; and
- 9
- 10 \*n. serve as an ex-officio member of all committees except the nominating and audit committees.

11

12 Section 2. Vice Presidents <sup>10</sup>

13

14 a. The first vice president shall:

- 15
- 16 \*1. be the aide-to-the-president, [and shall perform a regular review of the monthly bank
- 17 statements and bank reconciliations as required by the officers' liability insurance policy, and
- 18 other duties as assigned by the president or association]; and
- 19
- 20 \*2. preside in the absence of the president (in their designated order).

21

22 b. The second vice president shall:

- 23
- 24 \*1. work with the first third vice president to plan and coordinate with specific committees the
- 25 fundraising activities for the year; and
- 26
- 27 \*2. preside in the absence of the president (in their designated order).

28

29 c. The third vice president shall:

- 30
- 31 \*1. work with the second vice president to plan and coordinate with specific committees the
- 32 fundraising activities for the year; and
- 33
- 34 \*2. preside in the absence of the president (in their designated order).

35

36 Section 3. The secretary shall: <sup>11</sup>

37

- 38 \*a. record the minutes of all meetings of the association;
- 39
- 40 \*b. keep an accurate record of attendance at the executive board meetings;
- 41
- 42 \*c. be responsible for correspondence;
- 43
- 44 \*d. be authorized to sign on the bank accounts;

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<sup>10</sup> Vice presidents shall be named in order of precedence: first, second, third, etc. The first vice president shall be designated as the aide-to-the-president. Each additional vice president shall have specific administrative responsibilities, which shall be stated in the bylaws.

<sup>11</sup> If both a recording and corresponding secretary are elected, the duties of the secretary shall be divided.

- 1  
2 \*e. have a current copy of the bylaws;  
3  
4 \*f. maintain a list of the names of Local PTA officers who have completed the Texas PTA Leader  
5 Orientation, with the dates each course was completed;  
6  
7 \*g. maintain the records retention policy;  
8  
9 \*h. maintain the conflict of interest policy as signed by the current board members; and  
10  
11 \*i. maintain a membership list.<sup>12</sup>

12  
13 Section 4. The treasurer shall:

- 14  
15 \*a. have custody of all the funds of the association;  
16  
17 \*b. keep books of account and records including bank statements, receipts, budgets, invoices, paid  
18 receipts and canceled checks in accordance with the records retention policy;  
19  
20 \*c. make disbursements in accordance with the budget adopted by the association;  
21  
22 \*d. sign on bank accounts;<sup>13</sup>  
23  
24 \*e. present a financial report, both written and verbal, at every meeting of the Local PTA and as  
25 requested by the executive board or the voting body;  
26  
27 \*f. make a full report at the first general meeting following the close of the fiscal year;  
28  
29 \*g. be responsible for the maintenance of such books of account and records as conform to the  
30 requirements of Article VI, Section 2 of these bylaws;  
31  
32 \*h. complete and file all necessary tax documents; and  
33  
34 \*i. present books to the audit committee as requested.

35  
36 Section 5. The historian shall:

- 37  
38 \*a. collect and preserve documents relating the history of the association; and  
39  
40 \*b. compile and keep a record of events and activities to be presented as the official history to the  
41 general body for adoption at the annual meeting.  
42

43 Section 6. The parliamentarian shall:  
44

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<sup>12</sup> PTA membership lists shall not be released to outside interests by National PTA, Texas PTA, Area PTAs, Council PTAs or Local PTAs.

<sup>13</sup> Two (2) signatures shall be required on all checks. Each Local PTA shall have at least three (3) authorized signers. Signers of the bank account shall not be related by blood nor marriage and shall not reside in the same household.

1 \*a. advise the presiding officer on questions of parliamentary procedure; and

2  
3 \*b. vote only when the vote is by ballot.

4  
5 \*Section 7. All officers shall:

- 6  
7 a. be a graduate of the Texas PTA Leader Orientation or complete the course by October 15 after their  
8 election;
- 9  
10 b. submit a Plan of Work to the executive board for approval;
- 11  
12 c. attend all meetings of the association;
- 13  
14 d. have a current copy of the Local PTA bylaws;
- 15  
16 e. perform the duties outlined in these bylaws and those assigned from time to time; and
- 17  
18 f. deliver to their successors or the president all official materials within fifteen (15) days following  
19 the date at which their successors assume their duties.
- 20

## 21 **ARTICLE X: Meetings**

22  
23 \*Section 1. This association shall hold a minimum of ~~three (3)~~ **four (4)** meetings a year.

- 24  
25 a. Regular meetings of the association shall be held in the months of September, December, ~~March~~  
26 **April**, and May, time and date to be established by **the** executive board at its first **board** meeting of  
27 the year. Five (5) days notice shall be given if **a** change of date is needed.<sup>14</sup>
- 28  
29 b. The regular meeting held in ~~March~~ **April** shall be the election meeting.
- 30  
31 c. The annual meeting in May shall be for the purpose of receiving reports of officers and chair**persons**  
32 and for any other necessary business.
- 33

34 Section 2. Special meetings of the Local PTA may be called by the president or by a majority of the  
35 executive board, at least three (3) days notice having been given.

36  
37 \*Section 3. ~~Twenty-five (25)~~ **Ten (10)** members shall constitute a quorum for the transaction of business in  
38 any meeting of this association.<sup>15</sup>

39

## 40 **ARTICLE XI: Executive Board**

41  
42 Section 1. The executive board shall consist of:

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<sup>14</sup> It is suggested that the membership be notified through regular publicity channels of the date and time of all association meetings following the first meeting of the executive board at which time this schedule is determined.

<sup>15</sup> It is suggested that the quorum be set to reflect the number of members who could reasonably be expected at any business meeting. This should be a specific number (not percentage) of the total membership. Ten (10) members will be the least number accepted.

- 1 a. the officers of the association;
- 2
- 3 b. ~~the chairperson of each standing committee (one per committee);~~
- 4
- 5 b. two (2) teachers; and
- 6
- 7 c. the principal of the school or a representative appointed by him/her.
- 8

9 \*Section 2. A Local PTA member shall not serve as a voting member of this executive board while employed  
10 by, or under contract to this Local PTA.

11 Section 3. The duties of the executive board shall be to:

- 12
- 13
- 14 a. transact necessary business in the intervals between association meetings and such other business as
- 15 may be referred to it by the association;
- 16
- 17 b. present a report at the regular meetings of the association;
- 18
- 19 \*c. approve the Plans of Work of all officers and committee chairpersons;
- 20
- 21 \*d. create standing and special committees;
- 22
- 23 \*e. adopt a conflict of interest policy annually;
- 24
- 25 \*f. prepare and submit a budget for the year to the association for adoption;
- 26
- 27 g. approve routine bills within the limits of the budget; ~~and~~
- 28
- 29 \*h. fill vacancies of officers and chairpersons; and
- 30
- 31 i. approve the president's appointment of an auditing committee consisting of not less than three (3)
- 32 members, who are not authorized signers to the bank account(s), at least thirty (30) days before the
- 33 last meeting of the fiscal year, to audit the treasurer's accounts.
- 34

35 Section 4. Meetings

- 36
- 37 a. Regular meetings of the executive board shall be held prior to each regular association meeting, the
- 38 time to be determined by the board at its first meeting of the year.
- 39
- 40 \*b. A majority of the executive board members shall constitute a quorum. <sup>16</sup>
- 41
- 42 c. Special meetings of the executive board may be called by the president or by a majority of the
- 43 members of the board, at least three (3) days notice being given.
- 44

## 45 **ARTICLE XII: Standing and Special Committees**

46 \*Section 1. Only members of the association shall be eligible to serve in any elective or appointive position.

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47 <sup>16</sup> In calculating a quorum, filled board positions rather than positions available will be counted.

1  
2 \*Section 2. The executive board may create such standing and special committees as it may deem necessary  
3 to promote the Purposes and carry on the work of the association. The term of each chairperson shall be one  
4 (1) year or until the selection of a successor.

5  
6 \*Section 3. The newly elected president shall call a meeting of the incoming officers within thirty (30) days  
7 after the election for the purpose of approving standing committee chairpersons and such other business as  
8 becomes necessary.<sup>17</sup>

9  
10 \*Section 4. No chairperson shall serve as the chairperson of the same committee in the same office for more  
11 than two (2) consecutive terms. One who has served more than one-half of a term shall be credited with  
12 having served that term.

13  
14 \*Section 5. All standing committee chairpersons shall:

- 15  
16 a. deliver to their successors or the president all official materials within fifteen (15) days following  
17 the date at which their successors assume their duties;  
18  
19 b. present a Plan of Work to the executive board for approval. No committee work shall be  
20 undertaken without this approval;<sup>18</sup> and  
21  
22 c. have a current copy of the Local PTA bylaws.

23  
24 \*Section 6. The president shall be a member ex-officio of all committees except the nominating and audit  
25 committees.

26  
27 \*Section 7. The quorum of any committee shall be a majority of its members.

## 28 29 **ARTICLE XIII: Council Membership**

30  
31 Section 1. (Applies only to Local PTAs holding membership in a Council of PTAs, and shall correspond to  
32 Council PTA bylaws.)<sup>19</sup>

- 33  
34 a. The association shall be represented in meetings of the Austin Council of Parent Teacher  
35 Associations by the president or alternate, the principal or alternate and two (2) delegates or their  
36 alternates.<sup>20</sup> All representatives to the Council PTA shall be members of the Local PTA they  
37 represent.  
38  
39 b. Delegates and their alternates shall be appointed subject to approval by the board in May.

40  

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<sup>17</sup> Texas PTA does not recognize more than one (1) person serving in the same capacity; therefore, there are no co-chairmen.

<sup>18</sup> Three (3) written copies of the Plan of Work shall be submitted at the first executive board meeting.

<sup>19</sup> If the Local PTA is in Council PTA membership, this Article XIII is necessary in the Local PTA bylaws. If the Local PTA is not in Council PTA membership, indicate "not applicable" and do not fill in the blanks.

<sup>20</sup> The number of delegates shall correspond with the number stated in the Council PTA bylaws, Article VIII, Section 1.e.

1 c. Delegates to the Austin Council of PTAs shall serve for a term of one (1) year.

2  
3 Section 2. This association shall pay annual dues of fifty dollars (\$50.00)<sup>21</sup> to the Austin Council of PTAs **no**  
4 **later than October 15** ~~as provided in the Austin Council PTA bylaws.~~

## 5 6 **\*ARTICLE XIV: State Convention**

7  
8 This Local PTA shall be represented at the annual meeting of the Texas PTA by the president or appointed  
9 alternate and additional accredited delegates.

10  
11 a. All delegates from this Local PTA to the Texas PTA Annual Convention shall be members of this  
12 Local PTA.

13  
14 b. Voting delegates and their alternates shall be appointed subject to approval of the **executive** board  
15 in May.

## 16 17 **\*ARTICLE XV: Fiscal Year**

18  
19 Section 1. The fiscal year of this association shall begin ~~June 1~~ **July 1** and end on the following ~~July 30~~ **June**  
20 **30.**

21  
22 Section 2. An audit committee consisting of not less than three (3) members,<sup>22</sup> who are not authorized  
23 signers, shall be appointed by the president subject to the approval of the executive board at least thirty (30)  
24 days before the last meeting of the year.<sup>23</sup>

25 Section 3. The audit committee report shall be adopted by the association.<sup>24</sup>

## 26 27 **\*ARTICLE XVI: Parliamentary Authority**

28  
29 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the National  
30 PTA and its constituent organizations in all cases in which they are applicable and in which they are not in  
31 conflict with these bylaws, the bylaws of the Texas PTA, and the bylaws of the National PTA or the articles  
32 of incorporation.

## 33 34 **ARTICLE XVII: Amendments**

35 \*Section 1.

36  
37 a. These bylaws may be amended at any meeting of the association, provided a quorum is present, by  
38 two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall

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<sup>21</sup> The amount of dues shall correspond with the amount as stated in the Council PTA bylaws Article VII, Section 3.

<sup>22</sup> Members of the audit committee shall not be related by blood nor marriage and shall not reside in the same household as the authorized signers.

<sup>23</sup> An audit of the treasurer's accounts is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in the case of fraud.

<sup>24</sup> The audit report is adopted by a majority vote at the first regular meeting following the close of the school year.

1 have been given at the previous regular meeting or thirty (30) days prior to the meeting at which  
2 the amendment is voted on.<sup>25</sup> The amendment shall be subject to approval of the Texas PTA.  
3

4 b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing  
5 bylaws only by a majority vote at a meeting of the association, or by a two-thirds (2/3) vote of the  
6 executive board. The procedure for action on amendments in \*Section 1.a. should then be  
7 followed.  
8

9 c. After adoption by a two-thirds (2/3) vote at a meeting of the association, two (2) copies of bylaws  
10 and standing rules as amended or revised shall be sent for approval to the Texas PTA, 408 W. 11th  
11 Street, Austin, Texas 78701-2113 or to the Texas PTA website at [www.txpta.org](http://www.txpta.org).  
12

13 d. A revision of the bylaws or any amendments shall go into effect when an approved copy is  
14 returned by the Texas PTA.<sup>26</sup>  
15

16 \*Section 2. This Local PTA shall submit a set of bylaws to the Texas PTA for review every five (5) years.  
17

18 \*Section 3. The adoption of an amendment to any provision of the bylaws of the Texas PTA identified by a  
19 star (\*) shall serve automatically and without the requirement of further action by the Local PTA to amend its  
20 corresponding bylaws.  
21

22 As adopted by the Texas PTA Board of Directors February 2007

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<sup>25</sup> Each amendment to the bylaws shall be provided to the membership through the regular publicity channels thirty (30) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.

<sup>26</sup> If not approved, they must be corrected and resubmitted.