

Changes to the West Jefferson Hills Council of PTAs' Bylaws:

Article VII: MEMBERSHIP & DUES

Section 4.

Currently Reads:

Member units shall pay annual membership dues to this council PTA in the amount of **\$150.00** for each local PTA/PTSA in the membership and shall be postmarked on or before **January 1st**.

Proposed Change:

Member units shall pay annual membership dues to this council PTA I the amount of **\$100.00** for each local PTA/PTSA in the membership and shall be postmarked on or before **January 1st**.

Suggested change because we have only been collecting \$50.00/year from each unit. Lowering it to \$100.00 just in case some years we need more than \$50.00, but we certainly don't need to keep it at \$150.00/year.

Article VIII: OFFICERS

Section 1. Officers.

Currently Reads:

The officers of this council PTA shall consist of:
b. **two(2)** vice presidents;

Proposed Change:

The officers of this council PTA shall consist of:
b. **one(1) vice president;**

Suggesting change because it is becoming more difficult to find volunteers to fill positions. So, changing it to 4 positions instead of 5 should make it easier to fill vacancies.

Section 4. Vacancy.

Currently Reads:

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

Proposed Change:

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

This change coincides with the change in the number of officers on the Board. There will no longer be two vice presidents.

Article IX: DUTIES OF OFFICERS

Section 3.

Currently Reads:

The vice president shall:

b. in their designated order **first vice-president, then second vice-president**, perform the duties of the president in the president's absence or inability to serve; and

Proposed Change:

The vice president shall:

b. in their designated order **vice president** perform the duties of the president in the president's absence or inability to serve.

This change also coincides with the change in the number of officers on the Board. There will no longer be two vice presidents.

Article X: EXECUTIVE BOARD

Section 3.

Currently Reads:

The members of the board shall be

- a. elected officers; and
- b. unit presidents

Proposed Change:

The members of the executive board shall be:

- a. elected officers; and
- b. **president or alternate from each member local PTA.**

Suggesting this change so that if a PTA president is unable to be a member that they could appoint someone else in their place. Didn't want to restrict it to presidents only.

Article XI: COMMITTEES

Section 2.

Currently Reads:

The standing committees of this council PTA shall be (list, i.e. bylaws, legislative, membership, programs, etc.) **as listed in the standing rules.**

Proposed Change:

Remove Section 2.

Suggesting this change, because we currently do not have any of the standing committees listed above due to our organization being so small.

Article XIII: MEETINGS

Section 1. Regular Meetings

Currently Reads:

- b. The annual meeting shall be held in **April**, at which time the budget for the upcoming year shall be presented to the membership for a vote.

Proposed Change:

b. The annual meeting shall be held in May at which time the business shall include election of officers, determination of next year's dues, preliminary annual fiscal report, and presentation of next year's budget for approval by this council PTA.

Suggesting this change because the past few years we have not had a meeting in April, but instead have held it in May.

West Jefferson Hills Council of PTAs

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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

1 **# ARTICLE I: NAME**

2
3 The name of this non-profit association is the **West Jefferson Hills** Council Parent-Teacher Association (PTA), and
4 may be referred to in these bylaws as “this council PTA”, located in **Allegheny** County, Pennsylvania. It is a council
5 PTA organized under the authority of the Pennsylvania Congress of Parents and Teachers, Inc. (the Pennsylvania
6 PTA), a branch of the National Congress of Parents and Teachers (the National PTA).
7
8

9 **## ARTICLE II: PURPOSES**

10
11 **Section 1.** The purposes (objects) of this council PTA, in common with those of the National PTA and the
12 Pennsylvania PTA, are
13

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

28
29
30 **Section 2.** The purposes of the National PTA, the Pennsylvania PTA and this council PTA are promoted through
31 advocacy and education with parents, families, teachers, educators students, and the general public; developed
32 through conferences, committees, projects, and programs; and governed and qualified by the basic principles set
33 forth in Article III.
34

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

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

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

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

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

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

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

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

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

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

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

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

126 # ARTICLE V: BYLAWS

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

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

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

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

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

150 # ARTICLE VI: VOTING

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

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

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

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

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

165 # ARTICLE VII: MEMBERSHIP & DUES

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

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

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

177 **Section 4.** Member units shall pay annual membership dues to this council PTA in the amount of **\$100.00** for each
178 local PTA/PTSA in the membership and shall be postmarked on or before **January 1st** (month and day).
179
180

181 ARTICLE VIII: OFFICERS

182
183 **Section 1. Officers.** The officers of this council PTA shall consist of:

- 184
185 # a. one (1) president;
186
187 b. **one (1)** vice president;
188
189 c. **one (1)** secretary; and
190
191 # d. one (1) treasurer.
192

193 **Section 2. Eligibility.** The following provisions shall govern the qualifications and eligibility of individuals to be
194 officers of this council PTA:
195

- 196 a. Each officer shall be a current member of a local PTA/PTSA that is a member unit of this council PTA.
197
198 b. A person of less than Full Age (example: student in a PTA/PTSA) shall be a member of a PTA/PTSA that
199 is member unit of this council and shall be entitled to all privileges of membership including voting, holding
200 chairmanships and offices, with the exception of president, first vice-president, secretary and treasurer.
201
202 c. Of Full Age: eighteen (18) years of age or over, as set forth by the Pennsylvania Consolidated Statutes, Title
203 15, Corporations and Unincorporated Associations, under which the Pennsylvania Congress of Parents and
204 Teachers, Inc. is governed along with the Pennsylvania PTA bylaws.
205
206 d. No person shall serve in more than one elected position in this council PTA simultaneously.
207

208 **Section 3. Term.** Officers shall assume their official duties on July 1st and shall serve for a term of one (1) year, or
209 until their successors are elected.
210

- 211 # a. A person who has served in an office for more than one-half of a full term shall be deemed to have served a
212 full term in such office.

- 213
214 b. No officer may be eligible to serve more than three (3) consecutive terms in the same office.
215

216 **Section 4. Vacancy.** A vacancy occurring in the office of president shall be filled for the remainder of the
217 unexpired term by the vice-president. A vacancy in any office other than the president shall be filled by a member
218 elected by the executive board.
219

220 # Section 5. Nominating Committee

- 221
222 a. **Composition.** The nominating committee shall consist of **3** (an uneven number, no less than three). The
223 president shall not serve as a member of this committee. No two members shall be from the same member
224 unit.
225
226 b. **Election.** The members of the nominating committee shall be elected by this council PTA at a regular
227 meeting at least 2 months prior to the election of officers as outlined in Article VIII, Section 2. The
228 committee shall elect its own chair.
229
230 c. **Duties.** The nominating committee shall:
231 i. send out notification of elections;
232 ii. confidentially consider all candidates for elected positions who meet the eligibility requirements set
233 forth by these bylaws and who have provided written consent to serve if elected; may consider
234 additional candidates during its confidential deliberations; and
235 iii. submit only one (1) name for each position to be filled.
236
237 d. **Report.** The nominating committee shall report its nominees to the to the members of the Executive Board
238 and to the president of each member unit at least one (1) month prior to the election of officers as outlined
239 in Article VIII, Section 2.

240 **# Section 6. Nominations from the floor.** Nominations from the floor shall be accepted at the election meeting.
241 Nominees shall be current members a PTA/PTSA that is a member unit of this council PTA and shall have
242 submitted written consent.
243

244 # Section 7. Elections.

245 Officers shall be elected:

- 246 a. at the annual general membership meeting;
247
248 b. by written ballot and a majority vote shall elect; and
249
250 c. by voice vote when there is only one (1) candidate. Only affirmative votes shall be valid.
251
252

253 **ARTICLE IX: DUTIES OF OFFICERS**

254
255 **# Section 1.** All officers shall perform the duties as provided in these bylaws, and as may be prescribed by the
256 association, the parliamentary authority and as directed by the president or the executive board of this council PTA.
257

258 **Section 2.** The president shall:

- 259 # a. preside at all general membership and executive board meetings of this council PTA;
260
261 # b. confirm that a quorum is present (refer to *Robert's Rules of Order Newly Revised*, current edition);
262
263

- 264 # c. serve as an ex-officio member of all committees with the exception of nominating, election, and audit
 265 committees;
 266
 267 # d. coordinate the work of the officers and committees of this council PTA in order that the purposes may be
 268 promoted;
 269
 270 # e. assist in extending PTA work into all parts of this council PTA area, keeping it in harmony with the state
 271 PTA plan;
 272
 273 # f. communicate with state PTA to comply with all standards of affiliation and maintain ‘good standing’ status
 274 as outlined in these bylaws;
 275
 276 # g. file the Annual Council Registration Form with the state PTA office immediately upon election of officers
 277 and no later than June 15 annually;
 278
 279 # h. retain all official records of this council PTA and have a current copy of this unit’s bylaws available for
 280 membership review; and
 281
 282 # i. appoint a parliamentarian as needed.
 283

284 **Section 3.** The vice-president shall¹:

- 285
 286 # a. serve as aide(s) to the president;
 287
 288 # b. in their designated order **VICE PRESIDENT** (list order), perform the duties of the president in the
 289 president’s absence or inability to serve.
 290

291 **Section 4.** The secretary shall²:

- 292
 293 # a. record the minutes of all general membership and executive board meetings of this council PTA;
 294
 295 # b. maintain a current copy of the bylaws and membership list;
 296
 297 # c. at each meeting, present a written copy of the minutes from the previous meeting, for
 298 corrections/amendments and approval;
 299
 300 # d. maintain at each meeting, written records for at least the previous twelve (12) meetings, for possible review
 301 by members;
 302
 303 # e. notify committee chairs of their appointments; and
 304
 305 # f. be responsible for all correspondence of the association, as needed and as directed by the president.
 306

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

- 308
 309 # a. hold and maintain a full account of all of the funds of this council PTA;
 310
 311 # b. keep a full and accurate account of all income and expenditures including bank statements, deposit receipts,
 312 budgets, invoices, and paid receipts in accordance with the records retention policy as provided by the
 313 Pennsylvania PTA;
 314
 315 # c. make disbursements in accordance with the budget adopted by the general membership of this council PTA;
 316

- 317 # d. present a written and verbal financial statement of each financial account which shall include the balance
 318 from the previous meeting, list of deposits and expenditures, and current balance, along with a combined
 319 balance of all accounts, at all executive board and general membership meetings;
 320
 321 # e. present a preliminary annual financial report which shall include the approved budget figures and the current
 322 actual figures, at the annual general membership meeting of this council PTA;
 323
 324 # f. present all audit reports to the general membership for adoption at the first general membership meeting
 325 held after their completion;
 326
 327 # g. such books of account and records shall be open to inspection, at all reasonable times, by an officer of this
 328 council PTA, an authorized representative of the Pennsylvania PTA or, where directed by the committee on
 329 state and national relationships;
 330
 331 # h. if unit is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when there is
 332 a change of officers;
 333
 334 # i. prepare or cause to be prepared, the appropriate IRS 990 form to be filed by the 15th day of the 5th month
 335 after the end of the fiscal year of this PTA;
 336
 337 # j. forward to the state PTA office annually:
 338 i. a copy of the Form 990N, 990, or 990EZ as required per IRS regulations upon completion; and
 339 ii. a signed copy of all audit reports to the state office immediately following adoption by the general
 340 membership.
 341
 342 # k. compile and submit all financial documents necessary to complete an audit to the elected audit committee or
 343 approved auditor as directed by the executive board.
 344
 345

ARTICLE X: EXECUTIVE BOARD

346
 347
 348 **Section 1.** The business of this council PTA shall be managed by the executive board between general membership
 349 meetings.
 350

351 **#Section 2.** Each executive board member shall be a current member of a local PTA/PTSA that is a member unit
 352 of this council PTA.
 353

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

- 355 a. elected officers; and
 356
 357 b. (list on the line below others as applicable to the council PTA, i.e. president or alternate from each member
 358 local PTA/PTSA; standing committee chairs; etc.) president or alternate from each member local PTA.
 359
 360

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

- 362 # a. transact business as may be referred to it by the membership of this council PTA;
 363
 364 # b. create standing and special committees as needed and appoint chairman/coordinator for all committees;
 365
 366 # c. approve plans of work of the committees;
 367
 368 # d. present a report of all action taken by the Executive Board at every general membership meeting of this
 369 council PTA;
 370

- 371 # e. elect an auditor or an auditing committee to audit the treasurer’s accounts;
- 372
- 373 # f. prepare an annual budget for the upcoming fiscal year, to submitted to the members for adoption at the
- 374 annual general membership meeting;
- 375
- 376 # g. approve payment of routine bills within the limits of the approved budget; and
- 377
- 378 # h. act in emergencies between general membership meetings and have all emergency actions ratified at the next
- 379 general membership meeting
- 380

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

384
 385 **Section 6.** Regular meetings of the executive board shall be held with the date and time to be fixed by the board at
 386 its first meeting of the year.

387
 388 **Section 7.** Special meetings of the executive board may be called by the president or when requested by a majority
 389 of the board members upon 7 (number, not less than 2) days’ advance written notice to each member of the board.

390
 391 **Section 8.** At all meetings of the board, a majority of the members of the board shall constitute a quorum for the
 392 transaction of business.

393
 394 **Section 9.** Upon the expiration of the term of office or when individuals cease to hold a position on the board, they
 395 shall automatically be relieved of all duties and responsibilities. All records, books and other materials pertaining to
 396 the position shall be turned over to the president and all funds pertaining to the position shall be returned to the
 397 treasurer within fourteen (14) days.

398
 399
 400 **ARTICLE XI: COMMITTEES**

401
 402 **Section 1. Committees.** The executive board shall create such standing and special committees as deemed
 403 necessary to promote the purposes and appoint the chairman/coordinator for all committees.

404
 405 **Section 2. Chairman/Coordinator Eligibility.** Only members of a local PTA/PTSA within this council PTA
 406 shall be eligible to serve as a committee chairman/coordinator.

407
 408 **Section 3. Chairman /Coordinator Term.**

- 409 a. The term of office of each committee chairman/coordinator shall be one (1) year or until a successor is
- 410 appointed.
- 411
- 412 b. A chairman/coordinator shall not be eligible to serve more than three (3) consecutive terms as the
- 413 chairman/coordinator of the same committee.
- 414
- 415

416 **Section 4. Chairman/Coordinator Duties.** Each committee chairman/coordinator shall:

- 417
- 418 a. present a plan of work to the executive board for approval;
- 419
- 420 b. coordinate all work of the committee;
- 421
- 422 c. perform other duties as assigned by the president; and
- 423

- 424 d. upon the expiration of the term of office or when individuals cease to hold a position, they shall
425 automatically be relieved of all duties and responsibilities. All records, books and other materials pertaining
426 to the position shall be turned over to the president and all funds pertaining to the position shall be returned
427 to the treasurer within fourteen (14) days.
428
429

430 # ARTICLE XII: GENERAL MEMBERSHIP

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

- 432
433 a. the executive board of this council PTA;
434
435 b. representatives from each member local unit PTA/PTSA which shall consist of:
436 i. the president of each member local PTA/PTSA or their alternate; and
437 ii. 1 (specific number) delegate or their alternates as seated by the local PTA/PTSA according their
438 own bylaws;
439
440 c. and **superintendent(s) of schools or alternate(s), building principals or alternate** (list any others, e.g.
441 building principal(s) or alternates from each member PTA/PTSA, superintendent(s) of school(s) or
442 alternate(s), etc.)
443
444

445 **Section 2.** Individuals are entitled to one (1) vote, even though they may be serving in more than one (1) position.
446
447

448 # ARTICLE XIII: MEETINGS

449
450 **Section 1. Regular Meetings.** At least three (3) general membership meetings of this council PTA shall be held
451 during the membership year. A general membership meeting may be held electronically, in the event of an emergency.
452

- 453 a. Dates of all general membership meetings shall be scheduled by the executive board and announced at the
454 first general membership meeting of the year as well as through all communication channels used by this
455 council PTA. Five (5) days' advance notice shall be given to the membership of a change of date.
456
457 b. The annual meeting shall be held in **May** (insert April May or June ONLY) at which time the business shall
458 include election of officers, determination of next year's dues, preliminary annual fiscal report, and
459 presentation of next year's budget for approval by this council PTA.
460

461 **Section 2. Special Meetings.** A special meeting of this council PTA, if needed, shall be called by the president or
462 by the majority of the executive board with three (3) days' advance notice which shall include the date, time, place
463 and purpose. A general membership meeting may be held electronically, in the event of an emergency. No other business
464 may be discussed conducted.
465

466 **Section 3. Quorum.** The quorum for the transaction of business in any general membership meeting of this
467 council PTA shall be 5 (number) of delegates from a majority of the member PTAs.
468

469 **Section 4.** Meetings of this council PTA shall be open to all members of any PTA/PTSA holding membership in
470 this council PTA, but the privilege of introducing motions and voting shall be limited to the voting body as outlined
471 in Article XIII.
472

473 **Section 5.** Delegates from a PTA/PTSA whose dues to this council PTA are not paid or whose individual dues to
474 the PTA/PTSA have not been paid shall not participate in the business meetings of this council PTA.
475
476

477 **# ARTICLE XIV: PENNSYLVANIA PTA CONVENTION**

478
479 **Section 1.** This council PTA shall be entitled to be represented at the state convention of the Pennsylvania PTA by
480 its president or alternate. Alternate shall be selected in accordance with the Standing Rules of this council PTA.
481

482 **Section 2.** The council PTA representatives to the Pennsylvania PTA convention must be a member of a local
483 PTA/PTSA within the area of this council.
484
485

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

487
488 **Section 1. Fiscal year.** The fiscal year of this council PTA shall begin on **July 1st** (month and day) and end on the
489 following **June 30th** (month and day). The fiscal year of a council PTA shall be the same as its accounting year and
490 shall be in accordance with the information provided on the SS-4 form currently filed with the IRS.
491

492 **Section 2. Banking**

- 493 a. All funds shall be kept in bank accounts in the name of this council PTA.
494
495 b. All checks shall be signed by two (2) authorized signers.
496
497 c. Authorized signers on the bank accounts shall not be related by blood or marriage and shall not reside in the
498 same household.
499
500 d. There shall be at least three (3) authorized signers listed at the bank.
501
502 e. The president and treasurer shall be signers, unless prohibited by employment.
503
504 f. A member shall be appointed by the executive board, who is not an authorized signer on the bank
505 account(s) to open, review, initial/date each bank statement and forward to the treasurer.
506

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

- 508
509 a. An annual financial audit shall be performed by an auditor approved by the executive board or by an audit
510 committee of at least three (3) members elected by the executive board.
511 i. The auditor or audit committee members shall not be authorized signers, the incoming treasurer,
512 related by blood or marriage and shall not reside in the same household as the authorized signers.
513 ii. A report of the findings of the audit shall be submitted in writing to the executive board to be
514 presented to the general membership for adoption by majority vote at the next regular general
515 membership meeting; The report shall be signed and dated by all auditing parties.
516
517 b. A financial audit shall also be performed if an authorized signer is added or deleted on any bank account and
518 at any other time deemed necessary by the president or three (3) or more members, by an audit committee
519 that shall be elected by the executive board within five (5) days. (Refer to subsection a.i. and a.ii. above for
520 committee requirements and reporting.)
521
522

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

524
525 **Section 1.** This council PTA shall be subject to withdrawal of its charter and the status of such association as a PTA
526 unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the
527 Pennsylvania PTA.
528

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

531
532 **Section 3.** Councils shall meet all standards of affiliation

533
534 **Section 4.** This council PTA shall be obligated, upon withdrawal of its charter by the Pennsylvania PTA to:

- 535
- 536 a. yield up and surrender all of its books, records, assets, and property to the Pennsylvania PTA or to be
537 dispersed between the PTAs/PTSAs within this council (Refer to #Article III: Principles and Basic Policies,
538 Section 2.c);
 - 539
 - 540 b. cease and desist from the further use of any name that implies or connotes association or affiliation with the
541 National PTA or the Pennsylvania PTA or status as a constituent association of the National PTA; and
 - 542
 - 543 c. promptly carry out, under the supervision and direction of the Pennsylvania PTA, all proceedings necessary
544 or desirable for the purpose of dissolving the council PTA.
 - 545

546 **# ARTICLE XVII: PARLIAMENTARY AUTHORITY**

547
548
549 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this council PTA and in
550 all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA
551 bylaws, the Pennsylvania PTA bylaws, or the Articles of Incorporation.

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557 **# ARTICLE XVIII: AMENDMENTS**

558
559 **Section 1. Amendment Process.** These bylaws may be updated or amended at any general membership meeting of
560 this association by a two-thirds vote of the members present and voting, provided that notice of the proposed
561 amendment shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon
562 and that amendment shall be subject to the approval of the Pennsylvania PTA.

563
564 **Section 2. Final Approval.** After adoption at a meeting of this council PTA, the bylaws shall be submitted to
565 Pennsylvania PTA for approval according to the procedures set forth by Pennsylvania PTA. Amended bylaws go
566 into effect when a state approved copy is returned to the president.