

# LOCAL PTA/PTSA BYLAWS

## Avon Grove Intermediate School PTA

Chester County      Region 12

Approved by the general membership at its meeting on \_\_\_\_\_  
*Date of Approval*

Attached is a copy of the minutes for the meeting when the bylaws were approved by the general membership. The minutes must reflect the motion to approve the bylaws, motion was seconded, the result of the vote and a list of attendees. All documents must be received by the state office within 90 days of approval date above. Submit via United States Postal Service or electronic mail (e-mail)\*:

Pennsylvania PTA, 4804 Derry Street, Harrisburg, Pennsylvania 17111; Email\* – [info@papta.org](mailto:info@papta.org)  
\*If submitting by e-mail, please cc the state bylaws & policies chairman, Ginny Wade at: [bylaws@papta.org](mailto:bylaws@papta.org)

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President's Name Printed

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
President's Phone #

\_\_\_\_\_  
President's e-mail

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Secretary's Name printed

\_\_\_\_\_  
Secretary's Signature

\_\_\_\_\_  
Secretary's Phone #

\_\_\_\_\_  
Secretary's e-mail

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

\_\_\_\_\_  
Local Bylaws Chair's Signature

\_\_\_\_\_  
Local Bylaws Chair's Phone #

\_\_\_\_\_  
Local Bylaws Chair's e-mail

**Review by Council Bylaws Chairman *(if applicable)***

\_\_\_\_\_  
Council Chairman's Name Printed

\_\_\_\_\_  
Council Chairman's Signature

\_\_\_\_\_  
Date of Review

\_\_\_\_\_  
Council Chairman's Phone #

\_\_\_\_\_  
Council Chairman's e-mail

**DO NOT WRITE IN THIS SPACE - REQUIRED APPROVAL BY PENNSYLVANIA PTA**

Approved on behalf of the Pennsylvania PTA  
Board of Managers by the Bylaws and Policies Chairman

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

**Ginny Wade**

\_\_\_\_\_  
State Chairman's Name Printed

\_\_\_\_\_  
State Chairman's Signature

**610-326-5659**

\_\_\_\_\_  
State Chairman's Phone #

**bylaws@papta.org**

\_\_\_\_\_  
State Chairman's e-mail

# Avon Grove Intermediate School PTA

## BYLAWS INDEX

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
# ARTICLE I	NAME	3
## ARTICLE II	PURPOSES	3
## ARTICLE III	PRINCIPLES AND BASIC POLICIES	3
#ARTICLE IV	RELATIONSHIP WITH NATIONAL PTA AND PENNSYLVANIA PTA	4
#ARTICLE V	BYLAWS	5
#ARTICLE VI	VOTING	5
#ARTICLE VII	MEMBERSHIP AND DUES	5
ARTICLE VIII	OFFICERS	6
ARTICLE IX	DUTIES OF OFFICERS	7
ARTICLE X	EXECUTIVE COMMITTEE	9
ARTICLE XI	COMMITTEES	10
#ARTICLE XII	GENERAL MEMBERSHIP MEETINGS	11
ARTICLE XIII	COUNCIL MEMBERSHIP	11
# ARTICLE XIV	PENNSYLVANIA PTA CONVENTION	12
# ARTICLE XV	FISCAL YEAR AND ACCOUNTIBILITY	12
# ARTICLE XVI	DISSOLUTION AND WITHDRAWL OF CHARTER	13
# ARTICLE XVII	PARLIAMENTARY AUTHORITY	13
# ARTICLE XVIII	AMENDMENTS	14

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

# Required by the Pennsylvania PTA.

## Required by National PTA.

<sup>1</sup>There should be a corresponding section listing the duties of each vice president.

<sup>2</sup>There should be a corresponding section listing the duties of each secretary.

3 The name of this non-profit association is the Avon Grove Intermediate School PTA Parent-Teacher  
4 Association (PTA), and may be referred to in these bylaws as "AGIS PTA", located in West Grove,  
5 Pennsylvania. It is a PTA/PTSA organized under the authority of the Pennsylvania Congress of Parents  
6 and Teachers, Inc. (the Pennsylvania PTA), a branch of the National Congress of Parents and Teachers (the  
7 National PTA).  
8  
9

## 10 **## ARTICLE II: PURPOSES**

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

- 14  
15 a. to promote the welfare of children and youth in home, school, places of worship, and throughout the  
16 community;
- 17  
18 b. to raise the standards of home life;
- 19  
20 c. to advocate for laws that further the education, physical and mental health, welfare, and safety of  
21 children and youth;
- 22  
23 d. to promote the collaboration and engagement of families and educators in the education of children  
24 and youth;
- 25  
26 e. to engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social  
27 well-being of all children and youth; and  
28
- 29 f. to advocate for fiscal responsibility regarding public tax dollars in public education funding.  
30

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

36 **Section 3.** The association is organized exclusively for the charitable, scientific, literary or educational  
37 purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of  
38 any future federal tax code (hereinafter "Internal Revenue Code").  
39  
40

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

42  
43 **Section 1.** The following are principles of the AGIS PTA in common with those of the National PTA and  
44 the Pennsylvania PTA:

- 45  
46 a. The association shall be noncommercial, nonsectarian, and nonpartisan.  
47
- 48  
49 b. The association shall work to engage and empower children, families, and educators within schools  
50 and communities to provide quality education for all children and youth, and shall seek to participate  
51 in the decision-making process by influencing school policy and advocating for children's issues,  
52 recognizing that the legal responsibility to make decisions has been delegated by the people to boards  
53 of education, state education authorities, and local education authorities.
- 54  
55 c. The association shall work to promote the health and welfare of children and youth, and shall seek to  
56 promote collaboration among parents, schools, and the community at large.

- 57 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be  
58 guiding principles for service in National PTA.  
59

60 **Section 2.** The following are basic polices of the **AGIS PTA** in common with those of the Pennsylvania  
61 PTA are the ‘operational requirements and dissolution’ of National PTA and are IRS requirements for all  
62 501(c)(3) associations:  
63

- 64 a. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its  
65 members, directors, trustees, officers, or other private persons except that the association shall be  
66 authorized and empowered to pay reasonable compensation for services rendered, and to make  
67 payments and distributions in furtherance of the purposes set forth in Article II hereof.  
68
- 69 b. Notwithstanding any other provision of these articles, the association shall not carry on any other  
70 activities not permitted to be carried on (i) by an association exempt from federal income tax under  
71 Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are  
72 deductible under Section 170(c)(2) of the Internal Revenue Code.  
73
- 74 c. Upon the dissolution of the association, after paying or adequately providing for the debts and  
75 obligations of the association, the remaining assets shall be distributed to one or more nonprofit  
76 funds, foundations, or associations that have established their tax-exempt status under Section  
77 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with National PTA.  
78
- 79 d. The association or members in their official capacities shall not, directly or indirectly, participate or  
80 intervene (in any way, including the publishing or distributing of statements) in any political  
81 campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an  
82 insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.  
83  
84

## 85 **# ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND PENNSYLVANIA PTA**

86

87 **Section 1.** The **AGIS PTA** shall be organized and chartered under the authority of the Pennsylvania PTA in  
88 the area in which the PTA/PTSA functions, in conformity with such rules and regulations, not in conflict  
89 with Pennsylvania PTA bylaws. The Pennsylvania PTA shall issue to this PTA/PTSA an appropriate charter  
90 evidencing its organization and good standing. Five (5) members (minimum) are required to organize a new  
91 local unit PTA/PTSA and to maintain PTA/PTSA status.  
92

93 **Section 2.** Pennsylvania PTA provides services only to PTA/PTSAs that are in good standing. To  
94 participate in the Reflections Program at the state level and receive state mailings, local units must be in good  
95 standing.  
96

97 **Section 3.** A PTA/PTSA in good standing shall:  
98

- 99 a. adhere to the purposes, principles, and basic policies of the PTA;  
100
- 101 b. have bylaws approved according to the procedures of the Pennsylvania PTA;  
102
- 103 c. remit the state and national portion of the membership dues in accordance with their own bylaws;  
104
- 105 d. submit the Annual Local Unit Registration Form to the state office immediately upon election of  
106 officers but no later than June 15 annually;  
107
- 108 e. forward to the state office each year, upon completion, a copy of their Form 990N, 990, or 990EZ  
109 as required per IRS regulations;  
110
- 111 f. forward a signed copy of all audit reports to the state office immediately following their adoption by  
112 the general membership; and

113  
114 g. meet other criteria as may be prescribed by the Pennsylvania PTA.  
115  
116

## 117 # ARTICLES V: BYLAWS

118  
119 **Section 1.** The articles of organization of the **AGIS PTA** include (a) the bylaws of such association and (b)  
120 the certificate of incorporation or articles of incorporation of such association (in cases in which the  
121 association is a corporation) or the articles of association by whatever name (in cases in which the association  
122 exists as an unincorporated association).  
123

124 **Section 2.** This PTA/PTSA shall adopt such bylaws for the government of the association on a model  
125 provided by the Pennsylvania PTA and such bylaws shall be approved by the Pennsylvania PTA. Such  
126 bylaws shall not be in conflict with the National PTA bylaws or the bylaws of Pennsylvania PTA.  
127

128 **Section 3.** The adoption of an amendment to any provision of the National PTA or the Pennsylvania PTA  
129 bylaws that is relevant to the local unit bylaws shall apply automatically and without the requirement of  
130 further action by this PTA/PTSA to amend its corresponding bylaws. Notwithstanding the automatic  
131 character of the amending process, this PTA/PTSA shall promptly incorporate such amendments in its  
132 bylaws.  
133

134 **Section 4.** This PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of  
135 National PTA and Pennsylvania PTA bylaws identified by the (#) symbol and cannot be deleted or amended  
136 in any manner by this PTA/PTSA.  
137

138 **Section 5.** PTA/PTSA bylaws shall be updated every five (5) years on the most current model available from  
139 the Pennsylvania PTA.  
140  
141

## 142 # ARTICLE VI: VOTING

143  
144 **Section 1.** Only members of this PTA/PTSA who have paid dues for the current membership year may vote  
145 on the business of this PTA/PTSA.  
146

147 **Section 2.** Each member is entitled to one (1) vote, even though they may be serving in more than one (1)  
148 position.  
149

150 **Section 3.** Current membership must be verified for voting privileges.  
151

152 **Section 4.** The bylaws of this PTA/PTSA shall prohibit voting by proxy.  
153

154 **Section 5.** A PTA/PTSA member shall not serve as a voting member of this PTA's board while serving as a  
155 paid employee of or under contract to this PTA/PTSA.  
156  
157  
158

## 159 # ARTICLE VII: MEMBERSHIP & DUES

160  
161 **Section 1.** Every individual who is a member of this PTA/PTSA is, by virtue of that fact, a member of the  
162 National PTA and of the Pennsylvania PTA by which this PTA/PTSA is chartered, and is entitled to all the  
163 benefits of such membership.  
164

165 **Section 2.** Membership in PTA shall be open, without discrimination, to anyone who believes in and  
166 supports the mission and purposes of the National PTA.  
167

- 168 **Section 3.** This PTA/PTSA shall conduct an annual enrollment of members, but may admit individuals to  
 169 membership at any time. The membership year shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> annually.  
 170
- 171 **Section 4.** Each member of this PTA/PTSA shall pay such annual dues to said association as may be  
 172 prescribed by the association. The amount of such dues shall include the portion payable to the Pennsylvania  
 173 PTA -the "state portion"- and the portion payable to the National PTA -the "national portion."  
 174
- 175 **Section 5.** The national portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per  
 176 annum as determined by the National PTA.  
 177
- 178 **Section 6.** The state portion of each member's dues shall be two dollars and seventy five cents (\$2.75) per  
 179 annum as determined by the Pennsylvania PTA.  
 180
- 181 **Section 7.** The local portion of each member's dues shall be determined by this PTA/PTSA at their annual  
 182 general membership meeting.  
 183
- 184 **Section 8.** PTA/PTSA Membership:  
 185
- 186 a. Upon payment of dues, a person of Full Age shall become a member of a PTA/PTSA unit and shall  
 187 be entitled to all privileges of membership, including holding office and voting.  
 188
  - 189 b. Upon payment of dues, a person of less than Full Age (example: student in a PTA/PTSA) shall  
 190 become a member of a PTA/PTSA unit and shall be entitled to all privileges of membership  
 191 including voting, holding chairmanships and offices, with the exception of president, first vice-  
 192 president, secretary and treasurer.  
 193
  - 194 c. Of Full Age: eighteen (18) years of age or over, as set forth by the Pennsylvania Consolidated  
 195 Statutes, Title 15, Corporations and Unincorporated Associations, under which the Pennsylvania  
 196 Congress of Parents and Teachers, Inc. is governed along with the Pennsylvania PTA bylaws.  
 197
- 198 **Section 9.** Membership dues with required documentation shall be submitted on a monthly basis to the state  
 199 office. Local units that do not submit any dues to the state PTA office postmarked by September 30 shall be  
 200 notified that their non-profit status is in jeopardy.  
 201  
 202

## 203 **ARTICLE VIII: OFFICERS**

- 204 **Section 1. Officers.** The officers of this PTA/PTSA shall consist of:  
 205
- 206 # a. one (1) president;
  - 207
  - 208 b. **one (1)** vice president(s);
  - 209
  - 210 c. **two (2)** secretaries-**a recording secretary and a financial secretary;** and
  - 211
  - 212 # d. one (1) treasurer.
  - 213
  - 214
- 215 **#Section 2. Eligibility.** The following provisions shall govern the qualifications and eligibility of  
 216 individuals to be officers of this PTA/PTSA:  
 217
- 218 a. Each officer shall be a current member of this PTA/PTSA.
  - 219
  - 220 b. No person shall serve in more than one elected position in this PTA/PTSA simultaneously.  
 221
- 222 **Section 3. Term.** Officers shall assume their official duties on July 1<sup>st</sup> and shall serve for a term of one (1)  
 223 year, or until their successors are elected.

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# 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 full term in such office.

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

**Section 4. Vacancy.** 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 office other than the president shall be filled by a member elected by the executive board.

**Section 5. Nominating Committee.**

a. **Composition.** The nominating committee shall consist of **three (3)**. The president shall not serve as a member of this committee.

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

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

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

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

**Section 7. Elections.** Officers shall be elected:

a. at the annual general membership meeting in **May**;

b. by written ballot if there is more than one (1) candidate and a majority vote shall elect; and

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

**ARTICLE IX: DUTIES OF OFFICERS**

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

**Section 2.** The president shall:

# a. preside at all general membership and executive board meetings of this PTA/PTSA;

# b. confirm that a quorum is present (refer to *Robert's Rules of Order Newly Revised*, current edition);

- 277 # c. serve as an ex-officio member of all committees with the exception of nominating, election, and  
278 audit committees;  
279  
280 # d. coordinate the work of the officers and committees of this PTA/PTSA in order that the purposes  
281 may be promoted;  
282  
283 # e. communicate with state PTA to comply with all standards of affiliation and maintain 'good standing'  
284 status as outlined in these bylaws;  
285  
286 # f. file the Annual Local Unit Registration Form with the state PTA office immediately upon election of  
287 officers and no later than June 15 annually;  
288  
289 # g. serve as the official representative of this PTA/PTSA and be authorized to sign contracts;  
290  
291 # h. retain all official records of this PTA/PTSA and have a current copy of this unit's bylaws available  
292 for membership review;  
293  
294 # i. appoint a parliamentarian as needed; and  
295  
296 # j. return all current unused membership cards by July 1 to the state office or be charged annual dues  
297 for each card not returned. Failure to submit payment will result in suspension of services.  
298

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

- 300  
301 # a. serve as aide(s) to the president; and  
302  
303 # b. perform the duties of the president in the president's absence or inability to serve.  
304

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

- 306  
307 # a. record the minutes of all general membership and executive board meetings of the **AGIS PTA**  
308  
309 # b. maintain a current copy of the bylaws and membership list;  
310  
311 # c. at each meeting, present a written copy of the minutes from the previous meeting, for  
312 corrections/amendments and approval;  
313  
314 # d. maintain at each meeting, written records for at least the previous twelve (12) meetings, for possible  
315 review by members; and  
316  
317 # e. be responsible for all correspondence of the association, as needed and as directed by the president  
318

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

- 320  
321 # a. hold and maintain a full account of all the funds of this PTA/PTSA;  
322  
323 # b. keep a full and accurate account of all income and expenditures including bank statements, deposit  
324 receipts, budgets, invoices, and paid receipts in accordance with the records retention policy as  
325 provided by the Pennsylvania PTA;  
326  
327 # c. remit monthly, five dollars (\$5.00 = national + state portions of dues) for each member of the  
328 PTA/PTSA, as listed on the Dues Remittance Form, to the state PTA office (see Article VII:  
329 Membership & Dues, Section 9. & #Article IV: Relationship with National PTA and Pennsylvania  
330 PTA , Section 1.);  
331



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

## ARTICLE X: EXECUTIVE BOARD

369  
 370  
 371 **Section 1.** The business of this PTA/PTSA shall be managed by the executive board between general  
 372 membership meetings.  
 373

374 **#Section 2.** Each executive board member shall be a member of this PTA/PTSA.  
 375

376 **Section 3.** The members of the executive board shall be:  
 377

- 378 # a. elected officers; and  
 379  
 380 b. **principal and both (2) vice principals of AGIS**  
 381

382 **Section 4.** Duties of the executive board shall be to:  
 383

- 384 # a. transact business as may be referred to it by the membership of this PTA/PTSA;  
 385  
 386 # b. create standing and special committees and appoint chairmen/coordinator for all committee;  
 387

- 388 # c. approve plans of work of the committees;  
 389  
 390 # d. present a report at the next general membership meeting of this PTA/PTSA;  
 391  
 392 # e. elect an auditor or an auditing committee to audit the treasurer’s accounts;  
 393  
 394 # f. prepare an annual budget for the upcoming fiscal year, to submitted to the members for adoption at  
 395 the annual general membership meeting;  
 396  
 397 # g. approve payment of routine bills within the limits of the approved budget; and  
 398  
 399 # h. act in emergencies between general membership meetings and have all emergency actions ratified at  
 400 the next general membership meeting.  
 401

402 **#Section 5.** If any member of the executive board shall at any time cease to meet the qualifications or fulfill  
 403 the duties of the position as listed in the bylaws, that person shall be removed from the position by a motion  
 404 adopted first by the executive board and then by the general membership. The vote shall be by a majority.  
 405

406 **Section 6.** Regular meetings of the executive board shall be held with the date and time to be fixed by the  
 407 board at its first meeting of the year.  
 408

409 **Section 7.** Special meetings of the executive board may be called by the president or when requested by a  
 410 majority of its members upon **three (3)** days’ advance written notice to each member of the board.  
 411

412 **Section 8.** At all meetings of the executive board, a majority of the members of the board shall constitute a  
 413 quorum for the transaction of business.  
 414

415 **Section 9.** Upon the expiration of the term of office or when individuals cease to hold the position on the  
 416 board, they shall automatically be relieved of all duties and responsibilities. All records, books, and other  
 417 materials pertaining to the position shall be turned over to the president and all funds pertaining to the  
 418 position shall be returned to the treasurer within fourteen (14) days.  
 419  
 420

## 421 **ARTICLE XI: COMMITTEES**

422  
 423 **Section1. Committees.** The executive board shall create such standing and special committees as deemed  
 424 necessary to promote the purposes and appoint the chairman/coordinator for all committees.  
 425

426 **Section 2. Standing Committees.** The standing committees of this PTA shall be: **listed in the standing**  
 427 **rules.**  
 428

429 **Section 3. Chairman/Coordinator Eligibility.** Only members of this PTA shall be eligible to serve as a  
 430 committee chairman/coordinator.  
 431

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

- 433  
 434 a. The term of office of each committee chairman/coordinator shall be one (1) year or until a successor  
 435 is appointed.  
 436  
 437 b. A chairman/coordinator shall not be eligible to serve more than four (4) consecutive terms as the  
 438 chairman/coordinator of the same committee.  
 439

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

- 441  
 442 a. present a plan of work to the executive board for approval;  
 443

- 444 b. coordinate all work of the committee;  
445  
446 c. perform other duties as assigned by the president; and  
447  
448 d. upon the expiration of the term of office or when individuals cease to hold the position, , they shall  
449 automatically be relieved of all duties and responsibilities. All records, books, and other materials  
450 pertaining to the position shall be turned over to the president and all funds pertaining to the  
451 position shall be returned to the treasurer within fourteen (14) days.  
452  
453

## 454 # ARTICLE XII: GENERAL MEMBERSHIP MEETINGS

455  
456 **Section 1. Regular Meetings.** This association shall hold a minimum of three (3) general membership  
457 meetings during the membership year.  
458

- 459 a. Dates of general membership meetings shall be determined by the executive board and announced  
460 at the first general membership meeting of the year, as well as through all communication channels  
461 used by this PTA/PTSA. Five (5) days' advance notice shall be given to the membership of a change  
462 of date.  
463  
464 b. The annual meeting shall be held in May at which time the business shall include the election of  
465 officers by the members, determination of next year's local portion of the dues, preliminary annual  
466 fiscal report, and presentation of next year's budget for approval by the membership.  
467

468 **Section 2. Special Meetings.** A special meeting of this PTA/PTSA, if needed, shall be called by the  
469 president or by the majority of the executive board with three (3) days' advance notice which shall include the  
470 date, time, place and purpose for the meeting. No other business shall be discussed or conducted.  
471

472 **Section 3. Quorum.** The quorum for the transaction of business in any general membership meeting of this  
473 PTA/PTSA shall be five (5) members.  
474  
475

## 476 # ARTICLE XIII: COUNCIL MEMBERSHIP- N/A

477 *This article applies only to local units that are a part of a council PTA. If not applicable, write N/A alongside the title and draw an "X"*  
478 *through this section or CAREFULLY delete the content of this Article XIII (EXCEPT the title).*  
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## 481 # ARTICLE XIV: PENNSYLVANIA PTA CONVENTION

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483 **Section 1.** The PTA shall be entitled to be represented at the state convention of the Pennsylvania PTA by  
484 the president (or alternate) and one (1) accredited (or alternate) delegate for every ten (10) members as shown  
485 on the record of the state treasury fourteen (14) days prior to the state convention.  
486

487 **Section 2.** All representatives to the Pennsylvania PTA convention must be current members of this  
488 PTA/PTSA.  
489

490 **Section 3.** Delegates or their alternates shall be selected in accordance with the Standing Rules of this  
491 PTA/PTSA.  
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## 494 # ARTICLE XV: FISCAL YEAR AND ACCOUNTABILITY

495  
496 **Section 1. Fiscal Year** The fiscal year of this PTA/PTSA shall begin on August 1 and end on the following  
497 July 31. The fiscal year of a PTA/PTSA shall be the same as its accounting year and shall be in accordance  
498 with the information provided on the SS-4 form currently filed with the IRS.

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**Section 2. Banking**

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

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

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

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

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

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

- a. arrange for a Pennsylvania PTA representative to speak in favor of continuing PTA/PTSA at a meeting of the executive board prior to taking action;
- b. upon the decision of the executive board to recommend dissolution of the unit, that recommendation shall be presented to the members at the next general membership meeting and shall include an announcement that the vote on the dissolution will be taken at the next regular meeting (a 2/3 vote is required to dissolve);
- c. require that each person voting to dissolve shall have been member of this PTA/PTSA for at least ninety (90) days;
- d. arrange for a Pennsylvania PTA representative to speak to the members at the general meeting at which the vote is to be taken;

- 553 e. arrange for the proper disposal of PTA/PTSA funds and property according to the provisions of  
554 these bylaws; and  
555  
556 f. provide for the dissolution to take effect immediately after the dissolution is voted and shall not to  
557 be post-dated.  
558

559 **Section 3.** This PTA/PTSA shall be obligated, upon withdrawal of its charter by the Pennsylvania PTA to:  
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- 561 a. yield up and surrender all of its books and records and all of its assets and property to the  
562 Pennsylvania PTA, or to such agency as may be designated by the Pennsylvania PTA, or to another  
563 local PTA organized under the authority of the Pennsylvania PTA (Refer to #Article III: Principles  
564 and Basic Policies, Section 2.c);  
565  
566 b. cease and desist from the further use of any name that implies or connotes association with the  
567 National PTA or the Pennsylvania PTA or status as a constituent association of the National PTA;  
568 and  
569  
570 c. promptly carry out, under the supervision and direction of the Pennsylvania PTA, all proceedings  
571 necessary or desirable for the purpose of dissolving this PTA/PTSA.  
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## 575 **#ARTICLE XVII: PARLIAMENTARY AUTHORITY**

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577 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this association  
578 and in all cases in which they are applicable and in which they are not in conflict with these bylaw, the  
579 Pennsylvania PTA bylaws, or the Articles of Incorporation.  
580

## 581 **# ARTICLE XVIII: AMENDMENTS**

582

583 **Section 1. Amendment Process.** These bylaws may be updated or amended at any general membership  
584 meeting of this association by a two-thirds vote of the members present and voting, provided that notice of  
585 the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the  
586 amendment is voted upon and that amendment shall be subject to the approval of the Pennsylvania PTA.  
587  
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589 **Section 2. Final Approval.** After adoption at a membership meeting of this PTA/PTSA, the bylaws shall  
590 be submitted to the Pennsylvania PTA for approval according to the procedures set forth by the Pennsylvania  
591 PTA. Amended bylaws go into effect when a state approved copy is returned to the president of this  
592 PTA/PTSA.  
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