

1 **Colby Glass Elementary PTA**  
2 **PARENT TEACHER ASSOCIATION BYLAWS**

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5 **# ARTICLE I: Name**

6  
7 The name of this **organization** is the Colby Glass Elementary Parent Teacher Association (PTA), Northside  
8 Independent School District, San Antonio, Texas. It is a local PTA unit organized under the authority of the  
9 Texas Congress of Parents and Teachers (the Texas PTA), a branch of the National Congress of Parents and  
10 Teachers (the National PTA).

11  
12 **\*\* ARTICLE II: Articles of Organization** <sup>1</sup>

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14 The articles of organization of a constituent organization<sup>2</sup> include (a) the bylaws of such organization and (b)  
15 the certificate of incorporation or articles of incorporation of such organization (in cases in which the  
16 organization is a corporation) or the articles of association by whatever name (in cases in which the  
17 organization exists as an unincorporated association).

18  
19 **\*\* ARTICLE III: Purposes** <sup>3</sup>

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21 Section 1. The Objects of the Colby Glass PTA, in common with those of the National PTA and the Texas  
22 PTA, are:

- 23  
24 a. To promote the welfare of children and youth in home, school, community, and place of worship.  
25  
26 b. To raise the standards of home life.  
27  
28 c. To secure adequate laws for the care and protection of children and youth.  
29  
30 d. To bring into closer relation the home and the school, that parents and teachers may cooperate  
31  
32 intelligently in the education of children and youth.

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<sup>#</sup> Articles or sections listed which bear the state symbol (#) are requirements of the Texas PTA. They do not require a vote of the association and should be incorporated promptly and verbatim into the local unit bylaws.

<sup>\*\*</sup> Articles or sections listed which bear double stars (\*\*) are requirements of the National PTA. They do not require vote of the association and should be incorporated promptly and verbatim into the local 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 unit.

<sup>2</sup> In this document, the term “constituent organization” is interchangeable with the phrase “this local PTA.”

<sup>3</sup> In 1977 the title of Article III was changed to conform with the District of Columbia corporation laws that govern the National PTA. This change was recommended by an attorney and approved by convention delegates. The remainder of the article retains the word “Objects” for its historical significance.

- 1 e. To develop between educators and the general public such united efforts as will secure for all  
2 children and youth the highest advantages in physical, mental, social, and spiritual education.

3  
4 Section 2. The Objects of the National PTA, the Texas PTA and the Colby Glass PTA are promoted through  
5 an educational program directed toward parents, teachers and the general public; are developed through  
6 conferences, committees, projects and programs; and are governed and qualified by the basic policies set  
7 forth in Article IV.

8  
9 Section 3. The organization is organized exclusively for the charitable, scientific, literary or educational  
10 purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of  
11 any future Federal tax code (hereinafter "Internal Revenue Code").  
12

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

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15  
16 The following are basic policies of the Colby Glass PTA in common with those of the National PTA and the  
17 Texas PTA:  
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- 19 a. The organization shall be noncommercial, nonsectarian and nonpartisan.  
20  
21 b. The name of the organization or the names of any members in their official capacities shall not be  
22 used to endorse or promote a commercial concern or in connection with any partisan interest or for  
23 any purpose not appropriately related to promotion of the Objects of the organization.  
24  
25 c. The organization shall not—directly or indirectly—participate or intervene (in any way, including  
26 the publishing or distribution of statements) in any political campaign on behalf of, or in  
27 opposition to, any candidate for public office; or devote more than an insubstantial part of its  
28 activities to attempting to influence legislation by propaganda or otherwise.  
29  
30 d. The organization shall work with the schools to provide quality education for all children and  
31 youth, and shall seek to participate in the decision-making process establishing school policy,  
32 recognizing that the legal responsibility to make decisions has been delegated by the people to  
33 boards of education, **state education authorities, and local education authorities.**  
34  
35 e. The organization shall not enter into membership with other organizations except such  
36 international or national organizations as may be approved by the National PTA Board of  
37 Directors. The Texas PTA or any of its divisions may cooperate with other organizations and  
38 agencies concerned with child welfare, but a PTA/PTSA representative shall make no  
39 commitments that bind the group he represents.  
40  
41 f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to,  
42 its members, directors, trustees, officers or other private persons except that the organization shall  
43 be authorized and empowered to pay reasonable compensation for services rendered and to make  
44 payments and distributions in furtherance of the purposes set forth in Article III hereof.  
45  
46 g. Notwithstanding any other provision of these articles, the organization shall not carry on any other  
47 activities not permitted to be carried on (i) by an organization exempt from Federal income tax  
48 under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to  
49 which are deductible under Section 170(c)(2) of the Internal Revenue Code.  
50

- 1 h. Upon the dissolution of this organization, after paying or adequately providing for the debts and  
2 obligations of the organization, the remaining assets shall be distributed to one or more nonprofit  
3 funds, foundations or organizations which have established their tax exempt status under Section  
4 501(c)(3) of the Internal Revenue Code.
- 5
- 6 i. **The bylaws of all constituent organizations shall prohibit voting by proxy (unless proxy voting is**  
7 **specified by applicable state law).**
- 8
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## 10 **ARTICLE V: Relationship with National PTA and Texas PTA**

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12 **\*\*Section 1.** This PTA shall be organized and chartered under the authority of the Texas PTA in the area in  
13 which this PTA functions, in conformity with such rules and regulations, not in conflict with the National  
14 PTA Bylaws, as the Texas PTA may in its bylaws prescribe. The Texas PTA shall issue to this PTA an  
15 appropriate charter evidencing the due organization and good standing of this PTA.

16 A local PTA in good standing is one which:

- 17 a. adheres to the Objects and basic policies of the PTA;
- 18
- 19 b. remits the national portion of the dues through the state PTA to reach the National PTA Office by  
20 dates designated by the National PTA;
- 21
- 22
- 23 c. has bylaws approved according to the procedures of each state; and
- 24
- 25
- 26 d. meets other criteria as may be prescribed by the individual state PTA.
- 27

28 **\*\*Section 2.** This PTA shall adopt such bylaws for the government of the organization as may be approved  
29 by the Texas PTA. Such bylaws shall not be in conflict with the bylaws of the National PTA or the bylaws  
30 of the Texas PTA.

31 **\*\*Section 3.** Bylaws of each constituent organization shall include an article on amendments.

32 **\*\*Section 4.** Each officer or board member of a constituent organization shall be a member of a local PTA  
33 within its area.

34 **\*\*Section 5.** **Each officer or board member of a local PTA shall be a member of such local PTA.**

35  
36  
37 **\*\*Section 6.** This 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,  
39 the number of its members, the dues collected from its members, and the amount of dues remitted to the  
40 Texas PTA. Such books of account and records shall at all reasonable times be open to inspection by an  
41 authorized representative of the Texas PTA or, where directed by the Committee on State and National  
42 Relationships, by a duly authorized representative of the National PTA.

43  
44  
45 **\*\*Section 7.** The charter of this PTA shall be subject to withdrawal and the status of such organization as a  
46 PTA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws  
47 of the Texas PTA.

48  
49 **\*\*Section 8.** This local PTA is obligated, upon withdrawal of its charter by the Texas PTA:

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

9 **\*\*Section 9. This PTA shall collect dues from its members and shall remit a portion of such dues to the  
10 Texas PTA as provided in Article VI hereof.**

11  
12 **\*\*Section 10. Only members of a local PTA who have paid dues for the current membership year may  
13 participate in the business of that association.**

14  
15 **\*\*Section 11. Bylaws of each constituent organization shall include a provision establishing a quorum.**

16  
17 **\*\*Section 12. The members of the nominating committee for officers of a constituent organization shall be  
18 elected by the membership, Board of Directors/Managers, Executive Board, or Executive Committee.**

19  
20 **\*\*Section 13. Each local PTA shall include in its bylaws provisions corresponding to the provisions of such  
21 of the bylaws of the National PTA as are identified herein by a double star (\*\*).**

22  
23 **\*\*Section 14. The adoption of an amendment to any provision of the Bylaws of the National PTA identified  
24 by a double star shall serve automatically and without the requirement of further action by the local PTA to  
25 amend its corresponding bylaws. This local PTA shall promptly incorporate such amendments in its bylaws.**

26  
27 **#Section 15. Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of  
28 these bylaws as are identified by the state symbol (#).**

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

30  
31  
32 **\*\*Section 1. Every individual who is a member of this PTA is, by virtue of that fact, a member of the  
33 National PTA and of the Texas PTA by which such local PTA is chartered, and is entitled to all the benefits  
34 of such membership.**

35  
36 **\*\*Section 2. Membership in this PTA shall be made available without regard to race, color, creed or national  
37 origin, under such rules and regulations, not in conflict with the provisions of the Bylaws of the National  
38 PTA, as may be prescribed in the bylaws of this PTA, to any individual who subscribes to the Objects and  
39 basic policies of the National PTA.<sup>4</sup>**

40  
41 **\*\*Section 3. This PTA shall conduct an annual enrollment of members, but may admit persons to  
42 membership at any time.**

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<sup>4</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.

“(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.

“(c) To be a PTSA member of the Texas PTA, a student must be in the 9th grade or above. It is not required to be a PTSA to have student members.”

1  
2 \*\*Section 4. Each member of this PTA shall pay such annual dues to said organization as may be prescribed  
3 by the organization. The amount of such dues shall include the portion payable to the Texas PTA (the “state  
4 portion”) and the portion payable to the National PTA (the “national portion”).  
5

6 \*\*Section 5. The amount of the state portion of each member's dues shall be determined by the Texas PTA.  
7 The national portion of each member's dues shall be one dollar and seventy-five cents (1.75) per annum.  
8

9 #Section 6. The amount of such annual dues shall include the portion of one dollar and twenty-five cents  
10 (1.25) per member payable to the Texas PTA (as determined in accordance with the bylaws of the Texas  
11 PTA) and the portion of one dollar and seventy-five cents (1.75) per member payable to the National PTA,  
12 and the local portion of one dollar and fifty cents (2.00)<sup>5</sup> per member.<sup>6</sup>  
13

14 \*\*Section 7. The state and National PTA portions of the dues paid by each member of this PTA shall be set  
15 aside by this PTA and remitted to the Texas PTA through such channels and at such times as the state bylaws  
16 may provide. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid  
17 by all members of local PTAs in its area.<sup>7</sup>  
18

19 #Section 8. A local PTA must have a minimum of twenty (20) members to retain membership in the Texas  
20 PTA. Annual national and state portions of dues and names of members shall be sent to the Texas PTA  
21 Office postmarked on or before **October 15** of the current year. Names of members and national and state  
22 portions of dues received after **October 15** shall be sent to the Texas PTA Office whenever members are  
23 enrolled in the organization.  
24

25 #Section 9. Organizations whose national and state portions of dues and names of all members enrolled are  
26 not in the Texas PTA Office postmarked on or before **October 15** are ineligible to voting representation at  
27 state convention. Organizations whose national and state portions of dues are not paid by March 15 shall be  
28 dropped from the state roster.  
29

30  
31  
32 #Section 10. Honorary Life Members  
33

- 34 a. An Honorary Life Membership in the Texas PTA may be awarded to any deserving person by a  
35 local, council, district or the state PTA upon submission of name of honoree and payment of a fee.  
36 Such fees shall be made a part of the state extension fund.  
37
- 38 b. Life membership shall be honorary and shall carry neither the right to vote nor to hold office. A  
39 life member may also become an all-inclusive member upon enrollment as a member in a local  
40 PTA.  
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<sup>5</sup> The total amount of local unit 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>6</sup> Individuals may expect their dues to be received in the Texas PTA office five (5) days after being received by the local unit. A list of members' names and dues must be sent to the Texas PTA office before an individual is a PTA member.

<sup>7</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.

- 1 c. A Texas Honorary Life Member may receive exemption from state portion of dues through one  
2 local PTA only. The member must be designated as a Texas Life Member when the local PTA  
3 annual membership list is sent to the Texas PTA Office.  
4  
5 d. The annual national portion of dues for a Texas Life Member shall be paid by said Texas Life  
6 Member.

## 8 **ARTICLE VII: Officers and Their Election**

9  
10 **\*\*Section 1.** Each officer shall be a member of this PTA.

11  
12 **#Section 2.** Officers and their election:

- 13 a. The officers of this organization shall consist of a president, three (3) vice president(s), a secretary,  
14 a treasurer, a historian and a parliamentarian.  
15  
16 b. Officers, with the exception of the historian and parliamentarian, shall be elected by ballot in the  
17 month of **March**. However, if there is but one nominee for an office, election for that office shall  
18 be by voice vote.  
19 The historian and the parliamentarian shall be appointed by the president subject to the approval of  
20 the newly elected officers.  
21  
22 c. **An individual must be a member of the local PTA prior to taking office.**  
23  
24 d. Officers shall assume their official duties following the close of the school year and shall serve a  
25 term of one year or until their successors are elected.<sup>8</sup>  
26  
27 e. No officer shall serve in the same office for more than two consecutive terms. One who has served  
28 more than one-half of a term shall be credited with having served that term.  
29

30  
31 **#Section 3.** Nominating Committee:

- 32  
33 a. There shall be a nominating committee elected by the general body at a regular meeting at least  
34 one month prior to the election of officers. Elections shall be by plurality. The committee shall be  
35 composed of three (3) members. Two (2) alternates shall be elected to serve in the event a member  
36 is unable to serve. The committee shall elect its own chairman immediately following the meeting.  
37  
38 b. The nominating committee shall nominate an eligible person<sup>9</sup> for each office to be filled and  
39 report its nominees at the regular meeting in **May** at which time additional nominations may be  
40 made from the floor. **The report shall be publicized to the local unit membership through regular  
41 publicity channels at least seven (7) days before the election meeting.**  
42  
43 c. Only those persons who have signified their consent to serve if elected shall be nominated for or  
44 elected to such office.  
45  
46 d. No member shall automatically serve on this committee because of his office in the unit or position  
47 in the school system.

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<sup>8</sup> All positions not filled by election or appointment, become vacant at the close of the school year.

<sup>9</sup> The National PTA, the Texas PTA and their parliamentary authority recognize that only one person shall be elected to serve in any one office.

- 1  
2 e. The president does not serve as a member of this committee, nor does he appoint any member of  
3 the committee.  
4

5 #Section 4. Vacancies  
6

- 7 a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected  
8 by a majority vote of the executive board, notice of such election having been given.  
9  
10 b. In case a vacancy occurs in the office of president, the first vice president shall serve notice to the  
11 executive board of the election.  
12

13 #Section 5. Reason to remove:  
14

15 By two-thirds (2/3) vote of the executive board an officer or chairman shall be removed from  
16 office for failure to perform duties, criminal misconduct or unethical behavior in PTA business.  
17 An officer or chairman who misses three (3) consecutive meetings may be removed from office.  
18

19 **ARTICLE VIII: Duties of Officers**  
20

21 Section 1. The president shall:  
22

- 23 #a. coordinate the work of the officers and committees of the **association** in order that the Objects may  
24 be promoted;  
25  
26 #b. confirm that a quorum is present before conducting any business at any meeting of the **association**;  
27  
28 #c. preside at all meetings of the association;  
29  
30 #d. appoint the historian and parliamentarian, subject to approval of the newly elected officers;  
31  
32 #e. appoint chairmen of special committees subject to approval of executive board;  
33  
34 #f. be authorized to sign on bank accounts (two of three authorized signatures shall be required on all  
35 checks);  
36  
37 #g. call a meeting of the newly elected **officers within thirty (30) days after the election meeting** for  
38 the purpose of approving appointments of standing committee chairmen and such other business as  
39 becomes necessary;  
40  
41 #h. **represent the local unit as a delegate to council (when local is in membership with council)**;  
42  
43 #i. **send the council secretary the names of delegate(s) and alternate(s) no later than October 1. If**  
44 **changes are made after October 1, the president shall submit changes in writing prior to any**  
45 **regular meeting in order to be eligible to vote (when local is in membership with council)**;  
46  
47 #j. confirm that all officers are graduates of the current Texas PTA Leader Orientation or have  
48 completed the course by October 15 after the election;  
49  
50 #k. send the names and addresses of the officers to the Texas PTA office by **May 1** each year; and  
51  
52 #l. be a member ex-officio of all committees except the nominating and **audit** committees.

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Section 2.

- a. First Vice President shall:
  - #1. be the aide-to-the-president and shall plan and conduct programs for each meeting
  - #2. preside in the absence of the president (in their designated order).
- b. Second Vice President shall:
  - #1. act as an aide to the first vice-president and shall be in charge of all fundraising projects during the school year.
  - #2. preside in the absence of the president (in their designated order).
- b. Third Vice President shall:
  - #1. act as an aide to the second vice-president and shall be room parent representative.
  - #2. preside in the absence of the president (in their designated order).

Section 3. The secretary shall: <sup>10</sup>

- #a. record the minutes of all meetings of the association;
- #b. **keep an accurate record of attendance at executive board meetings;**
- #c. **be responsible for correspondence;**
- #d. have a current copy of the bylaws; and
- #e. maintain a membership list. <sup>11</sup>

Section 4. The treasurer shall:

- #a. have custody of all the funds of the association;
- #b. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for five years;
- #c. make disbursements in accordance with the budget adopted by the association;
- #d. sign on bank accounts (two of three authorized signatures shall be required on all checks);
- #e. present a financial report, both written and verbal, at every meeting of the unit and as requested by the executive board or the association;

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<sup>10</sup> If both a recording and corresponding secretary are elected, the duties of the secretary shall be divided.

<sup>11</sup> PTA membership lists shall not be released to outside interests by National PTA, Texas PTA, district, council, or local units.

1 #f. make a full report at the annual meeting;

2  
3 #g. be responsible for the maintenance of such books of account and records as conform to the  
4 requirements of Article V, Section 6 of these bylaws; and

5  
6 #h. submit books to the audit committee as requested.  
7

8 Section 5. The historian shall:

9  
10 #a. act as custodian of all records and materials pertinent to the history of the association, and

11  
12 #b. compile and keep a record of events and activities to be presented as the official history to the  
13 general body for adoption at the annual meeting.  
14

15 Section 6. The parliamentarian shall:

16  
17 #a. advise the presiding officer on questions of parliamentary procedure, and

18  
19 #b. **vote only when the vote is by ballot.**  
20

21 Section 7. All officers shall:

22  
23 #a. be a graduate of the Texas PTA Leader Orientation or complete the course by October 15 after  
24 their election;

25  
26 #b. submit a Plan of Work to the executive board for approval;

27  
28 **c. attend all meetings of the association;**  
29

30 #d. perform the duties outlined in these bylaws and those assigned from time to time; and

31  
32 #e. deliver to their successors or the president all official materials within fifteen (15) days following  
33 the date at which their successors assume their duties.  
34

35 **ARTICLE IX: Meetings**

36  
37 #Section 1. This association shall hold a minimum of three (3) meetings a year.

38  
39 a. Regular meetings of the association shall be held in the months of September, October, December,  
40 March and April. Time and date to be established by executive board at its first meeting of the  
41 year. Five days notice shall be given if change of date is needed.<sup>12</sup>  
42

43 b. The regular meeting held in **April** shall be the election meeting.

44  
45 c. The annual meeting in **April shall be for the purpose of receiving reports of officers and chairmen**  
46 **and for any other necessary business.**  
47

48 Section 2. Special meetings of the association may be called by the president or by a majority of the  
49 executive board, at least three days notice having been given.

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<sup>12</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.

1  
2 #Section 3. Twenty members shall constitute a quorum for the transaction of business in any meeting of this  
3 association.<sup>13</sup>  
4

## 5 **ARTICLE X: Executive Board**

6  
7 Section 1. The executive board shall consist of:

- 8  
9 a. the officers of the association,  
10  
11 b. the chairmen of standing committees; and  
12  
13 c. school administrators (the principal and vice-principal of the school or a representative appointed by  
14 him.)  
15  
16 d. the vice-principal of the school  
17  
18 e. a teacher representative  
19

20 \*\*Section 2. A PTA member shall not serve as a voting member of a constituent organization's executive  
21 board on the local, council, district, region, state or national levels while serving as a paid employee of, or  
22 under contract to that constituent organization.  
23

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

- 25  
26 a. transact necessary business in the intervals between association meetings and such other business  
27 as may be referred to it by the association;  
28  
29 b. present a report at the regular meetings of the association;  
30  
31 #c. approve the Plans of Work of all officers and committee chairmen;  
32  
33 #d. appoint an audit committee consisting of not less than three members, who are not authorized  
34 signers, at least thirty (30) days before the annual meeting, to audit the treasurer's accounts;  
35  
36 #e. create standing and special committees;  
37  
38 #f. fill vacancies of officers and chairmen;  
39  
40 #g. prepare and submit a budget for the year to the association for adoption; and  
41  
42 h. approve routine bills within the limits of the budget.  
43

44 Section 4. Meetings

- 45  
46 a. Regular meetings of the executive board shall be held prior to each regular association meeting, the  
47 time to be fixed by the board at its first meeting of the year.  
48

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<sup>13</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 #b. A majority of the executive board members shall constitute a quorum. <sup>14</sup>

2  
3 c. Special meetings of the executive board may be called by the president or by a majority of the  
4 members of the board, at least three (3) days notice being given.

## 5 6 **ARTICLE XI: Standing Rules and Special Committees**

7  
8 #Section 1. Only members of the association shall be eligible to serve in any elective or appointive position.

9  
10 #Section 2. The executive board may create such standing and special committees as it may deem necessary  
11 to promote the Objects and carry on the work of the association. The term of each chairman shall be one (1)  
12 year or until the selection of a successor.

13  
14 #Section 3. The newly elected president shall call a meeting of the incoming officers **within thirty (30) days**  
15 **after the election** for the purpose of approving standing committee chairmen and such other business as  
16 becomes necessary. <sup>15</sup>

17  
18 #Section 4. No chairman shall serve in the same office for more than two consecutive terms. One who has  
19 served more than one-half of a term shall be credited with having served that term.

20  
21 #Section 5. All standing committee chairmen shall:

22  
23 a. **deliver to their successors or the president all official materials within fifteen (15) days following**  
24 **the date at which their successors assume their duties; and**

25  
26 b. present a Plan of Work to the executive board for approval. No committee work shall be  
27 undertaken without this approval. <sup>16</sup>

28  
29 #Section 6. The president shall be a member ex-officio of all committees except the nominating and audit  
30 committees.

31  
32 #Section 7. The quorum of any committee shall be a majority of its members.

## 33 34 **ARTICLE XII: Council Membership**

35  
36 Section 1. (Applies only to local PTAs holding membership in a council of PTAs, and must correspond to  
37 council bylaws.) <sup>17</sup>

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39 a. The association shall be represented in meetings of the Northside Council of Parent Teacher  
40 Associations by the president or alternate, the principal or alternate, and by 4 delegates or their  
41 alternates. All representatives to the council must be members of the local unit they represent.

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<sup>14</sup> In calculating a quorum, filled board positions rather than positions available will be counted.

<sup>15</sup> Texas PTA does not recognize more than one person serving in the same capacity; therefore, there are no co-chairmen.

<sup>16</sup> Three (3) written copies of the Plan of Work shall be submitted at the first executive board meeting.

<sup>17</sup> If the local is in council membership, this Article XII is necessary in the local bylaws. If the local is not in council membership, indicate “not applicable” and do not fill in the blanks.

- b. Delegates and their alternates shall be appointed subject to the approval of the executive board by September.
- c. Delegates to Northside Council of PTAs shall serve for a term of **one (1) year**.

Section 2. This association shall pay annual dues of **fifty dollars (\$55.00)** to the **Northside Council of Parent Teacher Association** as provided in the council bylaws.

### **# ARTICLE XIII: State Convention**

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

- a. All delegates from this local unit to the Texas PTA Annual Convention must be members of this local PTA.
- b. Voting delegates and their alternates shall be appointed subject to the approval of the executive board.

### **# ARTICLE XIV: Fiscal Year**

Section 1. The fiscal year of this association shall **begin starting the day after the last day of the fiscal school year for the current year and end the last day of the current fiscal school year**.

Section 2. An audit committee consisting of not less than three (3) members, **who are not authorized signers**, shall be appointed by the executive board at least thirty (30) days before the last meeting of the year.<sup>18</sup>

Section 3. The audit committee report shall be adopted by the association.<sup>19</sup>

### **\*\* ARTICLE XV: Parliamentary Authority**

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

### **ARTICLE XVI: Amendments**

#Section 1.

- a. These bylaws may be amended at any meeting of the association, provided a quorum is present, by a two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall have been given at the previous regular meeting or thirty (30) days prior to the meeting at

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<sup>18</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>19</sup> The audit report is adopted by a majority vote at the first general meeting following the close of the school year.

1 which the amendment is voted upon.<sup>20</sup> The amendment shall be subject to approval of the Texas  
2 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 requirement for adoption of a revised set of bylaws shall be the same as in  
7 the case of an amendment.

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.  
11 11th Street, Austin, Texas 78701-2199. A revision of the bylaws or any amendments shall go into  
12 effect when an approved copy is returned by the Texas PTA.<sup>21</sup>

13  
14 #Section 2. This local unit shall submit a set of bylaws to the Texas PTA every five (5) years for review.

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16 \*\*Section 3. The adoption of an amendment to any provision of the Bylaws of the National PTA identified  
17 by a double star shall serve automatically and without the requirement of further action by the local PTA to  
18 amend its corresponding bylaws. Notwithstanding the automatic character of the amending process, the  
19 local PTAs shall promptly incorporate such amendments in their respective bylaws.

20  
21 #Section 4. The adoption of an amendment to any provision of the bylaws of the Texas PTA identified by the  
22 state symbol (#) shall serve automatically and without the requirement of further action by the local PTA to  
23 amend their corresponding bylaws.

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29 As adopted by the Texas PTA Board of Directors July 2002

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<sup>20</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>21</sup> If not approved, they must be corrected and resubmitted.