

NAME

BYLAWS INDEX

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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
2
3 **# ARTICLE I: NAME**

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

10 **## ARTICLE II: PURPOSES**

11
12 **Section 1.** The purposes (objects) of this PTA/PTSA, 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 this PTA/PTSA 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 b. The association shall work to engage and empower children, families, and educators within schools
49 and communities to provide quality education for all children and youth, and shall seek to participate
50 in the decision-making process by influencing school policy and advocating for children's issues,
51 recognizing that the legal responsibility to make decisions has been delegated by the people to boards
52 of education, state education authorities, and local education authorities.
53
- 54 c. The association shall work to promote the health and welfare of children and youth, and shall seek to
55 promote collaboration among parents, schools, and the community at large.
56
- 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 policies of this PTA/PTSA 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.** This PTA/PTSA 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;

- c. remit the state and national portion of the membership dues in accordance with their own bylaws;
- d. submit the Annual Local Unit Registration Form to the state office immediately upon election of officers but no later than June 15 annually;
- e. forward to the state office each year, upon completion, a copy of their Form 990N, 990, or 990EZ as required per IRS regulations;
- f. forward a signed copy of all audit reports to the state office immediately following their adoption by the general membership; and
- g. meet other criteria as may be prescribed by the Pennsylvania PTA.

ARTICLES V: BYLAWS

Section 1. The articles of organization of this PTA/PTSA include (a) the bylaws of such association and (b) the certificate of incorporation or articles of incorporation of such association (in cases in which the association is a corporation) or the articles of association by whatever name (in cases in which the association exists as an unincorporated association).

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

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

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

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

ARTICLE VI: VOTING

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

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

Section 3. Current membership must be verified for voting privileges.

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

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 must conduct a minimum of one (1) membership campaign annually; however,
169 individuals may join at any time. The membership year shall begin on July 1st and end on June 30th annually.
170 Membership dues with required documentation (using an online membership platform or mailing dues
171 remittance form, list of paid members, and payment of state and national dues) shall be submitted on a
172 monthly basis to the state office. Local units that do not submit any dues to the state PTA office postmarked
173 by September 30 shall be notified that their non-profit status is in jeopardy.
174

175 **Section 4.** Each member of this PTA/PTSA shall pay such annual dues to said association as may be
176 prescribed by the association. The amount of such dues shall include the portion payable to the Pennsylvania
177 PTA -the "state portion"- and the portion payable to the National PTA -the "national portion."
178

179 **Section 5.** The national portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per
180 annum as determined by the National PTA.
181

182 **Section 6.** The state portion of each member's dues shall be two dollars and seventy-five cents (\$2.75) per
183 annum as determined by the Pennsylvania PTA.
184

185 **Section 7.** The local portion of each member's dues shall be determined by this PTA/PTSA at their annual
186 general membership meeting.
187

188 **Section 8.** PTA/PTSA Membership:
189

190 a. Upon payment of dues, a person of Full Age shall become a member of a PTA/PTSA unit and shall
191 be entitled to all privileges of membership, including holding office and voting.
192

193 b. Upon payment of dues, a person of less than Full Age (example: student in a PTA/PTSA) shall
194 become a member of a PTA/PTSA unit and shall be entitled to all privileges of membership
195 including voting, holding chairmanships and offices, with the exception of president, first vice-
196 president, secretary and treasurer.
197

198 c. Of Full Age: eighteen (18) years of age or over, as set forth by the Pennsylvania Consolidated
199 Statutes, Title 15, Corporations and Unincorporated Associations, under which the Pennsylvania
200 Congress of Parents and Teachers, Inc. is governed along with the Pennsylvania PTA bylaws.
201
202

203 ARTICLE VIII: OFFICERS

204
205 **Section 1. Officers.** The officers of this PTA/PTSA shall consist of:
206

- 207 # a. one (1) president;
208
209 b. 2 vice president (s);
210
211 c. 1 secretary (ies); and
212
213 # d. one (1) treasurer.
214

215 **Section 2. Eligibility.** The following provisions shall govern the qualifications and eligibility of individuals
216 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

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

- 225
226 a. A person who has served in an office for more than one-half of a full term shall be deemed to have
227 served a full term in such office.
228
229 b. No officer may be eligible to serve more than three (3) consecutive terms in the same office.
230

231 **Section 4. Vacancy.** A vacancy occurring in the office of president shall be filled for the remainder of the
232 unexpired term by the vice president. A vacancy in any office other than the president shall be filled by a
233 member elected by the executive board.
234

235 **#Section 5. Nominating Committee.**
236

- 237 a. **Composition.** The nominating committee shall consist of 3 (an odd number no less than
238 three) local unit members. The president shall not serve as a member of this committee.
239
240 b. **Election.** The members of the nominating committee shall be elected by this PTA/PTSA at a
241 regular meeting at least 2 months prior to the election of officers at the annual meeting (as listed in #
242 Article XII: General Membership Meetings, Section 1.b.) The committee shall elect its own chair.
243
244 c. **Duties.** The nominating committee shall:
245 i. send out notification of elections;
246 ii. confidentially consider all candidates for elected positions who meet the eligibility
247 requirements set forth by these bylaws and who have provided written consent to serve if
248 elected; may consider additional candidates during its confidential deliberations; and
249 iii. submit only one (1) name for each position to be filled.
250
251 d. **Report.** The nominating committee shall report its nominees to the general membership at least one
252 (1) month prior to the election of officers at the annual meeting (as listed in # Article XII: General
253 Membership Meetings, Section 1.b.)

254 **#Section 6. Nominations from the floor.** Nominations from the floor shall be accepted at the election
255 meeting. Nominees shall be current members of this PTA/PTSA and shall have submitted written consent.
256

257 **#Section 7. Elections.** Officers shall be elected:
258

- a. at the annual general membership meeting;
- 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);
- # c. serve as an ex-officio member of all committees with the exception of nominating, election, and audit committees;
- # d. coordinate the work of the officers and committees of this PTA/PTSA in order that the purposes may be promoted;
- # e. communicate with state PTA to comply with all standards of affiliation and maintain 'good standing' status as outlined in these bylaws;
- # f. file the Annual Local Unit Registration Form with the state PTA office immediately upon election of officers and no later than June 15 annually;
- # g. serve as the official representative of this PTA/PTSA and be authorized to sign contracts;
- # h. retain all official records of this PTA/PTSA and have a current copy of this unit's bylaws available for membership review; and
- # i. appoint a parliamentarian as needed.

Section 3. The vice-president(s) shall¹

- # a. serve as aide(s) to the president;
- # b. in their designated order, _____ perform the duties of the president in the president's absence or inability to serve.

Section 4. The secretary shall²

- # a. record the minutes of all general membership and executive board meetings of this PTA/PTSA;
- # b. maintain a current copy of the bylaws and membership list;
- # c. at each meeting, present a written copy of the minutes from the previous meeting, for corrections/amendments and approval;

313 # d. maintain at each meeting, written records for at least the previous twelve (12) meetings, for possible
314 review by members; and

315
316 # e. be responsible for all correspondence of the association, as needed and as directed by the president
317

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

319
320 # a. hold and maintain a full account of all the funds of this PTA/PTSA;
321

322 # b. keep a full and accurate account of all income and expenditures including bank statements, deposit
323 receipts, budgets, invoices, and paid receipts in accordance with the records retention policy as
324 provided by the Pennsylvania PTA;
325

326 # c. remit monthly, five dollars (\$5.00 = national + state portions of dues) for each member of the
327 PTA/PTSA, as listed on the Dues Remittance Form, to the state PTA office (see Article VII:
328 Membership & Dues, Section 9. & #Article IV: Relationship with National PTA and Pennsylvania
329 PTA , Section 1.);
330

331 # d. record national and state portions of the membership dues separate from record of general funds of
332 this PTA/PTSA;
333

334 # e. make disbursements in accordance with the budget adopted by the general membership this
335 PTA/PTSA;
336

337 # f. present a written and verbal financial statement of each financial account which shall include the
338 balance from the previous meeting, list of deposits and expenditures, and current balance, along with
339 a combined balance of all accounts, at all executive board and general membership meetings;
340

341 # g. present a preliminary annual financial report which shall include the approved budget figures and the
342 actual current figures, at the annual general membership meeting of this PTA/PTSA;
343

344 # h. present all audit reports to the general membership for adoption at the first general membership
345 meeting held after their completion;
346

347 # i. such books of account and records shall be open to inspection, at all reasonable times, by an officer
348 of this PTA/PTSA, an authorized representative of the Pennsylvania PTA or, where directed by the
349 committee on state and national relationships;
350

351 # j. if unit is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when
352 there is a change of officers;
353

354 # k. prepare or cause to be prepared, the appropriate IRS 990 form by the 15th day of the 5th month after
355 the end of the fiscal year of this PTA/PTSA;
356

357 # l. forward to the state PTA office annually:
358 i. a copy of the Form 990N, 990, or 990EZ as required per IRS regulations upon completion;
359 and
360 ii. a signed copy of all audit reports to the state office immediately following adoption by the
361 general membership.
362

363 # m. compile and submit all financial documents necessary to complete an audit to the elected audit
364 committee or approved auditor as directed by the executive board.
365
366

ARTICLE X: EXECUTIVE BOARD

Section 1. The business of this PTA/PTSA shall be managed by the executive board between general membership meetings.

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

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

a. elected officers.,

b. (list on the line below others as applicable to the council PTA, i.e. president or alternate from each member local PTA/PTSA; standing committee chairs; etc.)

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

a. transact business as may be referred to it by the membership of this PTA/PTSA;

b. create standing and special committees and appoint chairmen/coordinator for all committee;

c. approve plans of work of the committees;

d. present a report of all action taken by the Executive board at every general membership meeting of this PTA/PTSA;

e. elect an auditor or an auditing committee to audit the treasurer's accounts;

f. prepare an annual budget for the upcoming fiscal year, to submitted to the members for adoption at the annual general membership meeting;

g. approve payment of routine bills within the limits of the approved budget;

h. elect delegates to the state convention, and

i. act in emergencies between general membership meetings and have all emergency actions ratified at the next general membership meeting.

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

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

Section 7. Special meetings of the executive board may be called by the president or when requested by a majority of its members upon 10 (number, not less than two) days' advance written notice to each member of the board.

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

420 **Section 9.** Upon the expiration of the term of office or when individuals cease to hold the position on the
421 board, they shall automatically be relieved of all duties and responsibilities. All records, books, and other
422 materials pertaining to the position shall be turned over to the president and all funds pertaining to the
423 position shall be returned to the treasurer within fourteen (14) days.
424
425

426 **ARTICLE XI: COMMITTEES**

427
428 **Section 1. Committees.** The executive board shall create such standing and special committees as deemed
429 necessary to promote the purposes and appoint the chairman/coordinator for all committees.
430

431 **Section 2. Standing Committees.** The standing committees of this PTA/PTSA shall be:
432 (List the names of the standing committees, i.e. membership, fundraising, programs, bylaws, advocacy,
433 legislative, etc.) _____
434

435 **Section 3. Chairman/Coordinator Eligibility.** Only members of this PTA/PTSA shall be eligible to serve
436 as a committee chairman/coordinator.
437

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

- 439
- 440 a. The term of office of each committee chairman/coordinator shall be one (1) year or until a successor
441 is appointed.
 - 442
 - 443 b. A chairman/coordinator shall not be eligible to serve more than three (3) consecutive terms as the
444 chairman/coordinator of the same committee.
445

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

- 447
- 448 a. present a plan of work to the executive board for approval;
 - 449
 - 450 b. coordinate all work of the committee;
 - 451
 - 452 c. perform other duties as assigned by the president; and
 - 453
 - 454 d. upon the expiration of the term of office or when individuals cease to hold the position, , they shall
455 automatically be relieved of all duties and responsibilities. All records, books, and other materials
456 pertaining to the position shall be turned over to the president and all funds pertaining to the
457 position shall be returned to the treasurer within fourteen (14) days.
458
459

460 **# ARTICLE XII: GENERAL MEMBERSHIP MEETINGS**

461
462 **Section 1. Regular Meetings.** This association shall hold a minimum of three (3) general membership
463 meetings during the membership year. A general membership meeting may be held electronically, in the event
464 of an emergency.
465

- 466 a. Dates of general membership meetings shall be determined by the executive board and announced
467 at the first general membership meeting of the year, as well as through all communication channels
468 used by this PTA/PTSA. Five (5) days' advance notice shall be given to the membership of a change
469 of date.
470
- 471 b. The annual meeting shall be held in May (insert April, May or June ONLY) at which time the
472 business shall include the election of officers by the members, determination of next year's local

473 portion of the dues, preliminary annual fiscal report, and presentation of next year's budget for
474 approval by the membership.
475

476 **Section 2. Special Meetings.** A special meeting of this PTA/PTSA, if needed, shall be called by the
477 president or by the majority of the executive board with three (3) days' advance notice which shall include the
478 date, time, place and purpose for the meeting. A general membership meeting may be held
479 electronically, in the event of an emergency. No other business shall be discussed or conducted.
480

481 **Section 3. Quorum.** The quorum for the transaction of business in any general membership meeting of
482 this PTA/PTSA shall be 8 (number) members.
483
484

485 **ARTICLE XIII: COUNCIL MEMBERSHIP**

486 *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"*
487 *through this section or CAREFULLY delete the content of this Article XIII (EXCEPT the title).*

488
489 The following sections must correspond to the council PTA bylaws and are provided as a guideline to local
490 PTAs/PTSAs.
491

492 **Section 1.** This PTA/PTSA shall be represented in meetings of the _____ council PTA by the president,
493 or appointed alternate, and by _____ (number) delegate(s) or alternate(s). The number of delegates shall
494 correspond with the number as stated in the council PTA bylaws.
495

496 #a. All representatives to the council PTA must be members of this PTA/PTSA.
497

498 b. Delegates and their alternates shall be seated by _____ (Choose either: election or selection) by the
499 _____ (choose one: Executive Board or general membership) by September 15th annually.
500

501 c. Delegates to the council PTA shall serve for a term of one (1) year.
502

503 **Section 2.** This PTA/PTSA shall pay annual dues of _____ (amount) and shall be postmarked on or
504 before _____ (month, day), to the council PTA, as provided in the council bylaws.
505
506

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

508
509 **Section 1.** This PTA/PTSA shall be entitled to be represented at the state convention of the Pennsylvania
510 PTA by the president (or alternate) and local members as shown on the record of the state treasury for the
511 current calendar year, upon payment of the registration fee as determined by the Pennsylvania PTA state
512 board of managers.
513

514 **Section 2.** Delegates or their alternates shall be elected in accordance with Article X: Executive Board,
515 Section 4, Subsection h of these bylaws.
516
517
518
519

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

521
522 **Section 1. Fiscal Year** The fiscal year of this PTA/PTSA shall begin on _____ (month and day) and end
523 on the following _____ (month and day). The fiscal year of a PTA/PTSA shall be the same as its accounting
524 year and shall be in accordance with the information provided on the SS-4 form currently filed with the IRS.
525

526 **Section 2. Banking**

- 527 a. All funds shall be kept in bank accounts in the name of this PTA/PTSA.
528
529 b. All checks shall be signed by two (2) authorized signers.
530
531 c. Authorized signers on the bank accounts shall not be related by blood or marriage and shall not
532 reside in the same household.
533
534 d. There shall be at least three (3) authorized signers listed at the bank.
535
536 e. The president and treasurer shall be signers, unless prohibited by employment.
537
538 f. A member shall be appointed by the executive board, who is not an authorized signer on the bank
539 account(s) to open, review, initial/date each bank statement and forward to the treasurer.
540

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

- 542 a. An annual financial audit shall be performed by an auditor approved by the executive board or by an
543 audit committee of at least three (3) members elected by the executive board.
544 i. The auditor or audit committee members shall not be authorized signers, the incoming
545 treasurer, related by blood or marriage and shall not reside in the same household as the
546 authorized signers.
547 ii. A report of the findings of the audit shall be submitted in writing to the executive board to
548 be presented to the general membership for adoption by majority vote at the next regular
549 general membership meeting; the report shall be signed and dated by all auditing parties.
550
551 b. A financial audit shall also be performed if an authorized signer is added or deleted on any bank
552 account and at any other time deemed necessary by the president or three (3) or more members, by
553 an audit committee that shall be elected by the executive board within five (5) days. (Refer to
554 subsection a.i. and a.ii. above for committee requirements and reporting.)
555
556

557 **# ARTICLE XVI: DISSOLUTION & WITHDRAWAL OF CHARTER**
558

559 **Section 1.** This PTA/PTSA shall be subject to withdrawal and the status of such association as a PTA unit
560 shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the
561 Pennsylvania PTA.
562

563 **Section 2.** A PTA/PTSA considering dissolution must:
564

- 565 a. contact the state association to arrange for a Pennsylvania PTA representative to speak in favor of
566 continuing PTA/PTSA to the members, at the general meeting at which the vote is to be taken, prior
567 to action being taken to dissolve the unit;
568
569 b. upon the decision of the executive board to recommend dissolution of the unit, that
570 recommendation shall be presented to the members at the next general membership meeting and
571 shall include an announcement that the vote on the dissolution will be taken at the next regular
572 meeting (a 2/3 vote is required to dissolve);
573
574 c. require that each person voting to dissolve shall have been member of this PTA/PTSA for at least
575 ninety (90) days;
576
577

- 578 d. arrange for the proper disposal of PTA/PTSA funds and property according to the provisions of
579 these bylaws; and
580
581 e. provide for the dissolution to take effect immediately after the dissolution is voted and shall not to
582 be post-dated.
583

584 **Section 3.** This PTA/PTSA shall be obligated, upon withdrawal of its charter by the Pennsylvania PTA to:
585

- 586 a. yield up and surrender all of its books and records and all of its assets and property to the
587 Pennsylvania PTA, or to such agency as may be designated by the Pennsylvania PTA, or to another
588 local PTA organized under the authority of the Pennsylvania PTA (Refer to #Article III: Principles
589 and Basic Policies, Section 2.c);
590
591 b. cease and desist from the further use of any name that implies or connotes association with the
592 National PTA or the Pennsylvania PTA or status as a constituent association of the National PTA;
593 and
594
595 c. promptly carry out, under the supervision and direction of the Pennsylvania PTA, all proceedings
596 necessary or desirable for the purpose of dissolving this PTA/PTSA.
597
598

599 **#ARTICLE XVII: PARLIAMENTARY AUTHORITY**

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601 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this association
602 and in all cases in which they are applicable and in which they are not in conflict with these bylaw, the
603 Pennsylvania PTA bylaws, or the Articles of Incorporation.
604

605 **# ARTICLE XVIII: AMENDMENTS**

606
607
608 **Section 1. Amendment Process.** These bylaws may be updated or amended at any general membership
609 meeting of this association by a two-thirds vote of the members present and voting, provided that notice of
610 the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the
611 amendment is voted upon and that amendment shall be subject to the approval of the Pennsylvania PTA.
612

613 **Section 2. Final Approval.** After adoption at a membership meeting of this PTA/PTSA, the bylaws shall
614 be submitted to the Pennsylvania PTA for approval according to the procedures set forth by the Pennsylvania
615 PTA. Amended bylaws go into effect when a state approved copy is returned to the president of this
616 PTA/PTSA.