

LOCAL UNIT PTA BYLAWS Cover Sheet

(Print Full Name of School PTA/PTSA) PTA / PTSA
(Circle One)

(Address) _____ (City) _____ (Zip)

(Region) _____ (Council – if any)

*Signed by: _____, PTA President
(Signature of PTA President)

_____, PTA Secretary
(Signature of PTA Secretary)

*According to *IRS* Rulings for 501(c)(3) associations, the Bylaws **must be signed by 2 elected officers** of the association and approved by the state association. While the president and secretary positions are listed above, other elected officers can sign above instead. Simply mark through the officer position and write in the correct officer position.

Submitted by: _____
Print Name of PTA Person to Contact Print Contact Information

PLEASE PAPER CLIP - DO NOT STAPLE OR FOLD

Mail one (1) **signed original** hard copy to:
Arkansas PTA
P.O. Box 1015
North Little Rock, AR 72115

Note 1: To speed up the review process, before mailing the one (1) signed original hard copy, scan the document as a PDF and email to office@arkansaspta.org.

Note 2: Please review “Checklist” of the Bylaws Handbook prior to submitting bylaws for approval. Keep a copy for your files. **Do not delete any information from this cover sheet.**

Suggested Local Unit Bylaws template revised May 2014. All prior templates are void.

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****ARTICLE I: NAME**

The name of this association is the _____
Parent Teacher Association (PTA) or Parent Teacher Student Association (PTSA). It is a local PTA/PTSA unit organized under the authority of Arkansas Congress of Parents and Teachers, Inc. (Arkansas PTA), a branch of the National Congress of Parents and Teachers, Inc. (National PTA).

****ARTICLE II: ARTICLES OF ORGANIZATION**

The articles of organization of this organization include (a) the bylaws and (b) the charter issued by Arkansas PTA.

****ARTICLE III: PURPOSES**

Section 1. The purposes of this PTA/PTSA, in common with those of the National PTA and the Arkansas PTA are:

- a. To promote the welfare of children and youth in home, school, community and place of worship.
- b. To raise the standard of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2. The purposes of the National PTA, the Arkansas PTA and this PTA/PTSA are promoted through an advocacy and educational program directed toward parents, teachers, and the public; developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV.

Section 3. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, or corresponding Section of any future Federal Tax Code(hereinafter Internal Revenue Code).

****ARTICLE IV: BASIC POLICIES**

The following are basic policies of this PTA/PTSA in common with those of the National PTA and the Arkansas PTA.

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The organization or members in their official capacities shall not endorse a

commercial entity or engage in activities not related to promoting the purposes of the organization.

- c. The organization shall work with the schools and community to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state authorities, and local education authorities.
- d. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- e. The Arkansas PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA/PTSA representative shall make no commitments that bind the group he or she represents.
- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, (ii) or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of the National and Arkansas PTA.
- i. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene in any way; including the publishing or distributing of statement in any political campaign on behalf of, or in opposition to, any candidate for public office, or denote more than an insubstantial part of it activities in attempting to influence legislation by propaganda or otherwise.

****ARTICLE V: RELATIONSHIP WITH NATIONAL PTA AND ARKANSAS PTA**

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

A Local PTA/PTSA unit in good standing is one which:

- a. Adheres to the purposes and basic policies of PTA; and
- b. Remits the national portion of the dues through the Arkansas PTA to reach the national office by dates designated by the National PTA; and
- c. Has bylaws approved according to the procedures of Arkansas PTA; and
- d. Submit yearly internal audit by August 15 of each year; and
- e. Bonding of all persons signing PTA checks; and
- f. Meets other criteria as may be prescribed by the Arkansas PTA.

****Section 2.** This PTA/PTSA shall adopt such bylaws for the government of the organization as may be approved by the Arkansas PTA. Such bylaws shall not be in conflict with the bylaws of the National PTA or the bylaws of the Arkansas PTA.

- a. Bylaws shall include provisions corresponding to the Arkansas PTA bylaws as are identified herein by a double starred (**) symbol.
- b. Bylaws shall include a provision establishing a quorum.
- c. Bylaws shall include an article on amendments.
- d. Bylaws shall prohibit voting by proxy i.e. email, phone or mail.
- e. Bylaws shall be submitted for approval by Arkansas PTA every three (3) years.

****Section 3.** The adoption of an amendment to any provision of the bylaws of the Arkansas PTA identified by a double starred (**) symbol shall serve automatically and without the requirement of further action by the local PTA/PTSA unit to amend correspondingly the bylaws of each local PTA/PTSA unit. Notwithstanding the automatic character amendments in their respective bylaws, this PTA/PTSA shall promptly incorporate such amendments in their respective bylaws.

****Section 4.** Each officer of this PTA/PTSA shall be a member of this PTA/PTSA.

****Section 5.** A PTA/PTSA member shall not serve as a voting member of this PTA/PTSA board while serving as a paid employee of that constituent organization.

****Section 6.** The members of the nominating committee for officers shall be elected by membership, Board of Managers or Executive Board.

****Section 7.** This PTA/PTSA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including, specifically the number of its members, the dues collected from its members, and the amount of dues remitted to the Arkansas PTA. Such books of account and

records shall, at all reasonable times, be open to inspection by an authorized representative of the Arkansas PTA, or, where directed by the committee of state and national relationships, by a duly authorized representative of the National PTA.

****Section 8.** The charter of this PTA/PTSA shall be subject to withdrawal and the status of such organization as a PTA/PTSA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Arkansas PTA.

****Section 9.** A local PTA/PTSA unit shall give 30 days' written notice to the membership and the Arkansas PTA office of the intent to rescind the unit's bylaws and dissolve its PTA charter.

- a. Arkansas PTA reserves the right to speak to the motion at said meeting when the vote is to be taken.
- b. Bylaws may only be rescinded after a two-thirds vote or a majority of the entire membership.
- c. A vote by mail can only take place if previously stated in the bylaws.
- d. If the vote to rescind is in the affirmative, the state representative will immediately take the possession of the unit's assets and charter.
- e. If after a period of 90 days, the unit votes to return as a local unit in good standing, the Arkansas Board of Managers may reissue the charter and all assets shall be restored.
- f. If after 90 days the unit's votes to become a PTA unit, the process will be the same as a new unit.

****Section 10.** This PTA/PTSA is obligated, upon withdrawal of its charter by Arkansas PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Arkansas PTA or to such agency as may be designated by the Arkansas PTA or to another local PTA organized under the Authority of the Arkansas PTA.
- b. To cease and desist from the further use of any name that implies or connects association with the National PTA or the Arkansas PTA or status as a constituent organization of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the Arkansas PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA/PTSA.

****Section 10.** Only members of this PTA/PTSA who have paid dues for the current membership year may participate in the business of this PTA/PTSA.

****Section 11.** This PTA/PTSA shall collect dues from its members and shall remit a portion of such dues to the Arkansas PTA as provided in Article VI hereof.

Section 12. Each local PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of such of the bylaws of the Arkansas PTA as are identified herein by a double star () symbol.

**ARTICLE VI MEMBERSHIP AND DUES

**Section 1. Every individual who is a member of this PTA/PTSA is by virtue of , a member of the National PTA and of the Arkansas PTA by which this local PTA/PTSA is chartered, and is entitled to all benefits of such membership.

**Section 2. Membership in this PTA/PTSA shall be made available without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the National and Arkansas PTA bylaws, as may be prescribed in the bylaws of this PTA/PTSA, to any individual who subscribes to the purposes and basic policies of the National PTA.

**Section 3. This PTA/PTSA shall conduct an annual enrollment of members in the form of annual membership recruitment campaign, but may admit persons to membership at any time.

**Section 4. Each member of this PTA/PTSA shall pay such annual dues of \$ _____ to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the Arkansas PTA (the “state portion”) and the portion payable to the National PTA (the “national portion”).

**Section 5. The amount of the state portion of each member’s dues shall be determined by the Arkansas PTA. The Arkansas PTA portion of each member’s dues shall be one dollar (\$1.00).

**Section 6. The national portion of each member’s dues shall be two dollars and twenty-five cent (\$2.25).

**Section 7. The state and national portion of the dues paid for each member of this PTA/PTSA shall be set aside for this PTA/PTSA and remitted to the Arkansas PTA through such channels and at such times as the Arkansas PTA bylaws may provide. Arkansas PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of this PTA/PTSA.

**Section 9. Only members who have paid dues for the current membership year of this association shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions.

**Section 10. Any Honorary Life Member of this PTA/PTSA may become an active member of the National PTA and the Arkansas PTA through annual membership in a payment of dues to this PTA/PTSA.

**ARTICLE VII: OFFICERS AND THEIR ELECTIONS

**Section 1. Each officer or board member of this PTA/PTSA shall be a member of this PTA/PTSA and agree to abide by the PTA Ethics/Code of Conduct.

Section 2. Officers and Their Election:

- a. The officers of this association shall consist of a president, a vice-president, a secretary, and a treasurer.
- b. Officers shall be elected by ballot in the month of _____. However, if there is but one nominee for any office, election for that office may be by voice vote.
 - i. Officers shall assume their official duties following the close of the meeting in _____(month) and shall serve for a term of _____year(s) or until their successors are elected.
- c. A person **shall/shall not** be eligible to serve two consecutive terms in the same office. (Choose One)

**Section 3. Nominating Committee:

- **a. There shall be a nominating committee composed of _____members (at least three and always an uneven number) who shall be elected by the association at a regular meeting at least one month prior to the election of officers. The committee shall elect its own chair.
- b. The nominating committee shall nominate an eligible person for each office to be filled, and report its nominees at the regular meeting in _____(month), at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section 4. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given. In case a vacancy occurs in the office of president, the vice-president shall serve notice of the election.

**ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside at all meetings of the association;
- b. Perform such other duties as may be prescribed in these bylaws or assigned by the association;
- c. Be a member ex officio of all committees except the nominating committee;
- d. Coordinate the work of the officers and committees of the association in order that the purposes may be promoted.

Section 2. The Vice-president shall:

- a. Act as aide(s) to the president;
- b. (In their designated order) perform the duties of the president in the absence or inability of that officer to serve;
- c. Perform specific duties assigned to their respective positions by the president.

Section 3. The Secretary shall:

- a. Record the minutes of all meetings of the association;
- b. Have a current copy of the bylaws;
- c. Maintain a membership list; enter data for National PTA's Online Memberships Register and
- d. Perform other delegated duties as assigned.

Section 4. The Treasurer shall:

- a. Have custody of all the funds of the association,
- b. Keep a full and accurate account of receipts and expenditures;
- c. Make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association or the executive board.
- d. Have checks or vouchers signed by two persons, the treasurer and one other officer;
- e. Present a financial statement at every meeting of the association and at other times when requested by the executive board;
- f. Make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting);
- g. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 7, of these bylaws;
- **h. Have the accounts examined annually or upon change of officers by an auditor or an auditing committee of not fewer than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that at the end of the report; a copy of this report shall be submitted to Arkansas PTA by August 15 each year; and

- i. Submit the books annually for an audit by an auditing committee selected by the executive board at least two weeks before the meeting at which new officers assume duties.
- **j. All persons signing checks shall be bonded for a sum sufficient to protect the unit from loss (suggested sum \$10,000-\$20,000 or the amount of the annual budget).

Section 5. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

ARTICLE IX: EXECUTIVE BOARD

Section 1.

- a. The executive board shall consist of the officers of the association, the chairs of standing committees, and the principal of the school or his representative. The chairs of the standing committees shall be selected by the officers of the association.
- b. The president shall appoint a parliamentarian.

Section 2. An executive board member shall not serve as a voting member of the PTA/PTSA while serving as a paid employee of the PTA/PTSA.

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

- a. To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- b. To create standing and special committees;
- c. To approve the plans of work of the standing committees;
- d. To present a report at the regular meetings of the association;
- e. To select an auditor or an auditing committee to audit the treasurer's accounts;
- f. To prepare and submit to the association for adoption a budget for the year; and
- g. To approve routine bills within the limits of the budget.

Section 4. If any member of the executive board shall at any time cease to meet the qualifications, fulfill the duties of the position or violate the PTA Ethics/Code of Conduct Policy, that person may be removed from the board by a resolution adopted by the executive board.

Section 5.

- a. Regular meetings of the executive board shall be held during the year, the time to be fixed by the board at its first meeting of the year.

- b. Special meetings of the board may be called by the president or by a majority of the members of the board.

Section 6. A majority of the executive board shall constitute a quorum.

CHOOSE ONE (by checking one line)

_____ **Section 7. The executive board shall present nominees for delegates to represent the unit at convention (as per Article XIII, Section 1.a.), to the unit for approval. Additional nominations may be made from the floor

(OR)

_____ **Section 7. The executive board shall elect the delegates to represent the unit at convention (as per Article XIII, Section 1.a.).

****ARTICLE X: MEETINGS**

Section 1. At least _____(minimum of four) regular meetings of this association shall be held during the school year. Dates of the meetings shall be determined by the executive board and announced at the first regular meeting of the year. _____(number) days' notice shall be given of change of date.

Section 2. Special meetings of the association may be called by the president or by a majority of the executive board, _____ (number) days' notice having been given.

**Section 3. There shall be a quorum established by the unit.

**Section 4. For the transaction of business in any meeting of this association the number of votes required will be at least the number of your elected officers plus one for every 50 members of the previous year's general membership.

**Section 5. Only members of this PTA who have paid dues for the current membership year may participate in the business of this association.

****ARTICLE XI: COMMITTEES**

**Section 1. Each committee chair of the association shall be a member of this association.

Section 2. Standing Committees

- a. The executive board may create such standing committees, as it may deem necessary to promote the purposes and carry on the work of the association. The term of each chair shall be _____year(s), or until the selection of a successor.
- b. The chair of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 3. Special Committees

- a. The power to form special committees and appoint their members rests with the association, the executive board, or the president.
- b. As a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

Section 4. The president shall be a member ex officio of all committees except the nominating committee.

ARTICLE XII: COUNCIL MEMBERSHIP

Section 1.

- a. The association shall be represented in meetings of the _____ (list the name of Council PTA) by the president or his/her alternate, the principal or his/her alternate, and by _____ (number) delegate(s) or their alternate(s). All representatives to the council must be members of this PTA/PTSA unit.
- b. The delegate(s) and their alternate (s) shall be chosen or elected in _____ (month).
- c. Delegates to the Council PTA listed above shall serve for a term of _____ year(s).

Section 2. This association shall pay annual dues of \$ _____ to the Council PTA listed above, as provided in the council's bylaws.

**ARTICLE XIII: ARKANSAS PTA CONVENTION

Section 1.

- a. Each PTA/PTSA unit shall be entitled to be represented at the annual convention by its president; three other local officers, or their alternates; and one delegate for each fifty members as shown on the books of the state treasurer, as a voting delegate. A delegate of any local PTA/PTSA shall have been a member in good standing of such local PTA/PTSA for a period of at least thirty days preceding the date of his election as such delegate: provided however, this provision shall not apply to local PTA/PTSAs organized less than twelve months prior to the date of the state annual convention.

Accreditation or recognition of any local PTA/PTSA is dependent on the condition that such local PTA/PTSA shall not, on the date of the annual convention, be in default in the payment or remittance of dues to the State PTA as required by the State PTA Bylaws.

- b. A voting member shall have but one vote, though present in more than one capacity. The privilege of making motions, debating, and voting shall be limited to the Board of Managers, presidents of city and county councils, or alternates chosen by their councils, presidents of local PTA/PTSA units or their alternates,

and the accredited delegates from each PTA/PTSA.

- c. The annual convention of the Arkansas PTA shall be open to all members upon payment of registration.

**ARTICLE XIV: FISCAL YEAR

The fiscal year of this association shall begin on July 1 and end on the following June 30.

**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 Arkansas 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 regular meeting of the association providing notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon; that a quorum has been established; and that the amendment shall be subject to approval of the Arkansas PTA. Bylaws amendments require a two-thirds vote of the members present and voting.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the association, or by a two-thirds vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- c. Submission of amendments or revised bylaws for approval by the Arkansas PTA shall be in accordance with the bylaws or regulations of the Arkansas PTA.

**Section 2. The adoption of an amendment to any provision of the Bylaws of the Arkansas PTA identified by a double star shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA. Notwithstanding the automatic character of the amending process, the local PTAs shall promptly incorporate such amendments in their respective bylaws.

Section 3. Amendment to these bylaws becomes effective upon approval of Arkansas PTA.

*The Articles and Sections of these bylaws marked with the Double Star (**) are mandatory and cannot be changed*

Please type or print clearly

Name of Person Submitting Bylaws: _____

Address _____

City _____ State AR Zip _____

Telephone: _____ (Day) _____ (Evening)

Submitters E-mail: _____ *required

President's e-mail: _____ *required

Date Submitted: _____

Approved bylaws will be returned via email. If no email is provided they will be returned to the school's address. Please print address below.

