

Bylaws Approved By Order of the  
Texas PTA Board of Directors  
*Michelle Humphrey*  
Texas PTA President  
2/17/06

# Bonnie Gentry Elementary

## PARENT TEACHER ASSOCIATION BYLAWS

### \*ARTICLE I: Name

The name of this organization is the Bonnie Gentry Elementary Parent Teacher Association (PTA), Area 10, Mesquite, Texas. It is a Local PTA organized under the authority of the Texas Congress of Parents and Teachers (Texas PTA), a branch of the National Congress of Parents and Teachers (National PTA).

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

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

### \*ARTICLE III: Purposes

Section 1. The Purposes of the Bonnie Gentry Elementary PTA, in common with those of the National PTA and the Texas PTA, are:

- a. To promote the welfare of children and youth in home, school, community and place of worship.
- b. To raise the standards 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 Texas PTA and this Local PTA are promoted through an advocacy and educational program directed toward parents, teachers and the general public; developed

\* Articles or sections marked with a star (\*) are requirements of the National PTA or Texas PTA. They do not require a vote of the association and should be incorporated promptly and verbatim into the Local PTA 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.

1 through conferences, committees, projects and programs; and governed and qualified by the basic policies  
2 set forth in Article IV.

3  
4 Section 3. The organization is organized exclusively for the charitable, scientific, literary or educational  
5 purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section  
6 of any future federal tax code (hereinafter referred to as "Internal Revenue Code").  
7  
8

9 **\*ARTICLE IV: Basic Policies**

10  
11 The following are basic policies of the Bonnie Gentry Elementary PTA in common with those of the  
12 National PTA and the Texas PTA:  
13

- 14 a. The organization shall be noncommercial, nonsectarian and nonpartisan.  
15  
16 b. The organization shall work with the schools and community to provide quality education for all  
17 children and youth and shall seek to participate in the decision-making process establishing  
18 school policy, recognizing that the legal responsibility to make decisions has been delegated by  
19 the people to boards of education, state education authorities and local education authorities.  
20  
21 c. The organization shall work to promote the health and welfare of children and youth and shall  
22 seek to promote collaboration among ~~parent~~<sup>s</sup> schools and the community at large.  
23  
24 d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to  
25 its members, directors, trustees, officers or other private persons except that the organization shall  
26 be authorized and empowered to pay reasonable compensation for services rendered and to make  
27 payments and distributions in furtherance of the Purposes set forth in Article III hereof.  
28  
29 e. Notwithstanding any other provision of these articles, the organization shall not carry on any  
30 other activities not permitted to be carried on (i) by an organization exempt from federal income  
31 tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions  
32 to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.  
33  
34 f. Upon the ~~dissolution~~<sup>dissolution</sup> of this organization, after paying or adequately providing for the debts and  
35 obligations of the organization, the remaining assets shall be distributed to one (1) or more  
36 nonprofit funds, foundations or organizations which have established their tax exempt status  
37 under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with  
38 those of ~~National~~<sup>the</sup> PTA.  
39  
40 g. The organization or members in their official capacities shall not—directly or indirectly—  
41 participate or intervene (in any way, including the publishing or distributing of statements) in any  
42 political campaign on behalf of, or in opposition to, any candidate for public office; or devote  
43 more than an insubstantial part of its activities to attempting to influence legislation by  
44 propaganda or otherwise.  
45  
46

47 **\*Article V—Constituent Organizations**

48  
49 Section 1. The constituent organizations of ~~National~~<sup>the</sup> PTA include:  
50

- 1 a. Branches of <sup>the</sup> National PTA that have been established in the 50 states of the United States, the  
2 District of Columbia, the U.S. Virgin Islands and among schools for American dependents in  
3 Europe and the Pacific hereinafter called state PTAs.  
4  
5 b. Local PTAs (Parent-Teacher Associations) or PTSAs (Parent-Teacher-Student Associations)  
6 organized under the authority of the state PTAs in organized areas; and  
7  
8 c. Local PTAs/PTSAs organized under the direct authority of <sup>the</sup> National PTA when there is no state  
9 PTA/PTSA.

10  
11 Section 2. The national board of directors shall determine <sup>the</sup> criteria for establishing constituent  
12 organizations and setting standards for continuing affiliation with <sup>the</sup> National PTA.

13  
14 Section 3. There shall be no proxy voting by any constituent organization of <sup>the</sup> National PTA.

15  
16 Section 4. The Purposes and basic policies of <sup>the</sup> National PTA shall in every case also be the Purposes and  
17 basic policies of each constituent organization.

18  
19 Section 5. Each constituent organization shall adopt bylaws for the government of the organization. Such  
20 bylaws shall not be in conflict with National PTA or Texas PTA bylaws. Such bylaws shall include an  
21 article on amendments and shall include a provision establishing a quorum.  
22  
23

## 24 \*ARTICLE VI: Relationship with Texas PTA

25  
26 Section 1. This Local PTA shall be organized and chartered under the authority of the Texas PTA, in  
27 conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Texas  
28 PTA may in its bylaws prescribe. The Texas PTA shall issue to this Local PTA an appropriate charter  
29 evidencing the due organization and good standing of this Local PTA.  
30

31 A Local PTA in good standing is one that:

- 32  
33 a. adheres to the Purposes and basic policies of the PTA;  
34  
35 b. remits the national portion of the dues through the Texas PTA to reach the National PTA Office  
36 by dates designated by the National PTA;  
37  
38 c. has bylaws approved according to the procedures of the Texas PTA; and  
39  
40 d. meets other criteria as may be prescribed by the Texas PTA.  
41

42 Section 2. This Local PTA shall keep such permanent books of account and records as shall be sufficient  
43 to establish the items of gross income, receipts and disbursements of the organization including,  
44 specifically, the number of its members, the dues collected from its members and the amount of dues  
45 remitted to the Texas PTA. Such books of account and records shall at all reasonable times be open to  
46 inspection by an authorized representative of the Texas PTA or the National PTA.  
47

48 Section 3. The charter of this Local PTA shall be subject to withdrawal and the status as a Local PTA  
49 shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the  
50 Texas PTA.

1 Section 4. This Local PTA is obligated, upon withdrawal of its charter by the Texas PTA:

- 2
- 3 a. to yield up and surrender all of its books and records and all of its assets and property to the
- 4 Texas PTA or to such agency as may be designated by the Texas PTA, or to another Local PTA
- 5 organized under the authority of the Texas PTA.;
- 6
- 7 b. to cease and desist from the further use of any name that implies or connotes association with
- 8 the National PTA or the Texas PTA; and
- 9
- 10 c. to carry out promptly, under the supervision and direction of the Texas PTA, all proceedings
- 11 necessary for the purpose of dissolving this Local PTA.
- 12

13 Section 5. A Local PTA considering dissolving its relationship with Texas PTA (and thereby National

14 PTA) shall follow the procedures for dissolution as adopted by the Texas PTA Board of Directors. These

15 procedures include but are not limited to:

16

- 17 a. a special called meeting of the membership with thirty (30) days notice;
- 18
- 19 b. a two-thirds (2/3) vote of the membership, a quorum having been established; and
- 20
- 21 c. notification of the state president at least forty-five (45) days in advance of such meeting.
- 22

23 Any Local PTA <sup>the</sup> failing to follow the procedures may be required to forfeit all Local PTA books, records

24 and assets to Texas PTA.

25

26 Section 6. Each Local PTA shall include in its bylaws provisions corresponding to the provisions of such

27 of these bylaws as are identified by a star (\*).

28

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

30

31

32 \*Section 1. Every individual who is a member of this Local PTA is a member of the National PTA and

33 the Texas PTA and is entitled to all the benefits of such membership.

34

35 \*Section 2. Membership in PTA shall be open, without discrimination, to anyone who believes in and

36 supports the Mission and Purposes of National PTA. <sup>2</sup>

37

38 \*Section 3. This Local PTA shall conduct an annual enrollment of members, but may admit persons to

39 membership at any time.

40

41 \*Section 4. Only members of a Local PTA who have paid dues for the current membership year may

42 participate in the business of that association.

43

44 \*Section 5. Each member of this Local PTA shall pay annual dues as determined by the organization.

45 The amount of the dues shall include the portion of one dollar and twenty-five cents (1.25) per member

<sup>2</sup> To be a member of 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 payable to Texas PTA, the portion of one dollar and seventy-five cents (1.75) per member payable to the  
2 National PTA, and the Local PTA portion of (\$2.00)<sup>3</sup> per member.<sup>4</sup>

3  
4 \*Section 6. The Texas and National PTA portions of the dues paid by each member of this Local PTA  
5 shall be set aside by this Local PTA and remitted to the Texas PTA through such channels and at such  
6 times as the Texas PTA bylaws may provide. Each state PTA shall pay to the National PTA the amount  
7 of the national portion of dues paid by all members of Local PTAs in its area.<sup>5</sup>

8  
9 \*Section 7. A Local PTA shall have a minimum of twenty (20) members to retain membership in the  
10 Texas PTA. Annual national and state portions of dues and names of members shall be sent to the Texas  
11 PTA Office postmarked on or before October 15 of the current year. Names of members and national and  
12 state portions of dues received after October 15 shall be sent to the Texas PTA Office whenever members  
13 are enrolled in the organization.

14  
15 \*Section 8. Organizations whose national and state portions of dues and names of all members enrolled  
16 are not in the Texas PTA Office postmarked on or before October 15 are ineligible to voting  
17 representation at state convention. Organizations whose national and state portions of dues are not paid  
18 by March 15 shall be dropped from the state roster.

19  
20 \*Section 9. Honorary Life Members

- 21
- 22 a. An Honorary Life Membership in the Texas PTA may be awarded to any deserving person by a  
23 Local, Council, Area or the Texas PTA upon submission of name of honoree and payment of a  
24 fee. Such fees shall be made a part of the Texas PTA extension fund.
  - 25
  - 26 b. Life membership shall be honorary and shall carry neither the right to vote nor to hold office.  
27 A life member may also become an all-inclusive member upon enrollment as a member in a  
28 Local PTA.
  - 29
  - 30 c. A Texas Honorary Life Member may receive exemption from state portion of dues through one  
31 (1) Local PTA only. The member shall be designated as a Texas Life Member when the Local  
32 PTA annual membership list is sent to the Texas PTA Office.
  - 33
  - 34 d. The annual national portion of dues for a Texas Life Member shall be paid by said, <sup>delete space</sup> Texas Life  
35 Member.
  - 36
  - 37

38 **\*ARTICLE VIII: Officers and Their Election**

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<sup>3</sup> The total amount of Local PTA 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>4</sup> Individuals may expect their dues to be received in the Texas PTA office five (5) days after being received by the Local PTA. A list of members' names and dues shall be sent to the Texas PTA office before an individual is a PTA member.

<sup>5</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 Section 1. Each officer shall be a member of this Local PTA. <sup>6</sup>

2  
3 Section 2. Officers and their election:

- 4  
5 a. The officers of ~~this~~ Local PTA shall be a president, three (3) vice presidents, a secretary, a  
6 treasurer, two (2) council delegates, and one (1) delegate alternate, a historian, and a  
7 parliamentarian.  
8  
9 b. Officers, with the exception of the historian and parliamentarian, shall be elected by ballot in the  
10 month of April. However, if there is but one (1) nominee for an office, election for that office  
11 shall be by voice vote. The historian and parliamentarian shall be appointed by the president,  
12 subject to the approval of the newly elected officers.  
13  
14 c. An individual shall be a member of the Local PTA prior to taking office.  
15  
16 d. Officers shall assume their official duties following the close of the school year <sup>7</sup> and shall  
17 serve a term of one (1) year. <sup>8</sup>  
18  
19 e. No officer shall serve in the same office for more than two (2) consecutive terms. One who has  
20 served more than one-half of a term shall be credited with having served that term.  
21

22 Section 3. Nominating Committee:

- 23  
24 a. There shall be a nominating committee elected by the general body at a regular meeting at least  
25 one (1) month prior to the election of officers. Elections shall be by plurality. The committee  
26 shall be composed of five (5) members. Two (2) alternates shall be elected to serve in the  
27 event a member is unable to serve. The committee shall elect its own chairman immediately  
28 following the meeting.  
29  
30 b. The nominating committee shall nominate an eligible person <sup>9</sup> for each office to be filled and  
31 report its nominees at the regular meeting in April at which time additional nominations may be  
32 made from the floor. The report shall be publicized to the Local PTA membership through  
33 regular publicity channels at least seven (7) days before the election meeting.  
34  
35 c. Only those persons who have signified their consent to serve if elected shall be nominated for  
36 or elected to such office.  
37  
38 d. No member shall automatically serve on this committee because of his office in the Local PTA  
39 or position in the school system.

<sup>6</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.”

<sup>7</sup> PTAs that do not follow a traditional year schedule shall designate a calendar year in standing rules.

<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 (1) person shall be elected to serve in any one (1) office.

- 1  
2 e. The president does not serve as a member of this committee, nor does he appoint any member  
3 of 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  
8 elected by a majority vote of the executive board, at least three (3) days notice of such election  
9 having been given.  
10  
11 b. In the event a vacancy occurs in the office of president, the first vice president shall serve  
12 notice to the executive board of the election.  
13

14 Section 5. Reason to remove:  
15

16 By two-thirds (2/3) vote of the executive board an officer or chairman shall be removed from  
17 office for failure to perform duties, criminal misconduct or unethical behavior in PTA business.  
18 An officer or chairman who misses three (3) consecutive meetings may be removed from  
19 office.  
20  
21

22 **ARTICLE IX: Duties of Officers**  
23

24 Section 1. The president shall:  
25

- 26 \*a. coordinate the work of the officers and committees of the association in order that the Purposes  
27 may be promoted;  
28  
29 \*b. confirm that a quorum is present before conducting any business at any meeting of the  
30 association;  
31  
32 \*c. preside at all meetings of the association;  
33  
34 \*d. appoint the (*historian and*) parliamentarian, subject to approval of the newly elected officers;  
35  
36 \*e. appoint chairmen of special committees subject to approval of executive board;  
37  
38 \*f. be authorized to sign on bank accounts;<sup>10</sup>  
39  
40 \*g. call a meeting of the newly elected officers within thirty (30) days after the election meeting for  
41 the purpose of approving appointments of standing committee chairmen and such other  
42 business as becomes necessary;  
43  
44 \*h. represent the Local PTA as a delegate to Council PTA (when the Local PTA is in membership  
45 with Council PTA);  
46  
47 \*i. file with the Council secretary the names of delegates and alternates from this Local PTA by the  
48 first general Council meeting and no later than October 1. A Local PTA joining or making

<sup>10</sup> Two (2) signatures shall be required on all checks. Each Local PTA shall have at least three (3) authorized signers. Signers of the bank account shall not be related by blood nor marriage and shall not reside in the same household.

1 changes after October 1 shall submit any changes in writing prior to any regular meeting in order  
2 to be eligible to vote.

3  
4 \*j. confirm that all officers are graduates of the current Texas PTA Leader Orientation or have  
5 completed the course by October 15 after the election;

6  
7 \*k. send the names and addresses of the officers and chairmen to the Texas PTA office by May 1  
8 each year;

9  
10 \*l. appoint the audit committee subject to the approval of the executive board; and

11  
12 \*m. serve as an ex-officio member of all committees except the nominating and audit committees.

13  
14 Section 2. Vice President(s) <sup>11</sup>

15  
16  
17 a. First Vice President shall:

18  
19 \*1. be the aide-to-the-president [*and be in charge of programs*],

20  
21 \*2. preside in the absence of the president (in their designated order).

22  
23 3. plan and arrange for programs that carry out PTA objectives;

24  
25 4. submit a program plan to the association at the September regular meeting for approval;  
26 and

27  
28 5. sign on bank account (two of three authorized signatures shall be required on all checks).

29  
30 b. Second Vice President shall:

31  
32 \*1. be in charge of Budget and Finance;

33  
34 \*2. preside in the absence of the president (in their designated order).

35  
36 3. develop a sound plan for financing the work of the association;

37  
38 4. compile and present a budget to the membership for approval at the September regular  
39 association meeting; and

40  
41 5. serve or appoint (with board approval) as chairman of any fundraising activities.

42  
43 c. Third Vice President shall:

44  
45 \*1. be in charge of Membership.

46  
47 \*2. preside in the absence of the president (in their designated order);

48  
<sup>11</sup> Vice presidents shall be named in order of precedence: first, second, third, etc. The first vice president shall be designated as the aide-to-the-president. Each additional vice president shall have specific administrative responsibilities, which shall be stated in the bylaws.



- 1 3. build an informed and participating membership by enrolling parents, teachers, and  
2 interested citizens.
- 3
- 4 4. present a theme to the membership for approval at the September regular association  
5 meeting;
- 6
- 7 5. be responsible to the treasurer for dues collected;
- 8
- 9 6. prepare five (5) alphabetical lists of the membership to be given as follows: president  
10 (1), treasurer (2), secretary (1) and (1) to be retained for the membership committee  
11 records;
- 12
- 13 7. provide opportunity at regular meetings for members to obtain their membership card;  
14 and
- 15
- 16 8. forward reports to council, district, and state within seven (7) days after having paid dues.
- 17

18 Section 3. The secretary shall: <sup>12</sup>

- 19
- 20 \*a. record the minutes of all meetings of the association;
- 21
- 22 \*b. keep an accurate record of attendance at executive board meetings;
- 23
- 24 \*c. be responsible for correspondence;
- 25
- 26 \*d. have a current copy of the bylaws;
- 27
- 28 \*e. maintain a list of the names of Local officers who have completed the Texas PTA Leader  
29 Orientation, with the dates each course was completed; and
- 30
- 31 \*f. maintain a membership list. <sup>13</sup>
- 32

33 Section 4. The treasurer shall:

- 34
- 35 \*a. have custody of all the funds of the association;
- 36
- 37 \*b. keep books of account and records including bank statements, receipts, budgets, invoices, paid  
38 receipts and canceled checks for five (5) years;
- 39
- 40 \*c. make disbursements in accordance with the budget adopted by the association;
- 41
- 42 \*d. sign on bank accounts; <sup>14</sup>
- 43

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<sup>12</sup> If both a recording and corresponding secretary are elected, the duties of the secretary shall be divided.

<sup>13</sup> PTA membership lists shall not be released to outside interests by National PTA, Texas PTA, Area PTAs, Council PTAs or Local PTAs.

<sup>14</sup> Two (2) signatures shall be required on all checks. Each Local PTA shall have at least three (3) authorized signers. Signers of the bank account shall not be related by blood nor marriage and shall not reside in the same household.

- 1 \*e. present a financial report, both written and verbal, at every meeting of the Local PTA and as  
2 requested by the executive board or the voting body;  
3  
4 \*f. make a full report at the annual meeting;  
5  
6 \*g. be responsible for the maintenance of such books of account and records as conform to the  
7 requirements of Article VI, Section 2 of these bylaws; and  
8  
9 \*h. present books to the audit committee as requested.

10  
11 Section 5. The parliamentarian shall:

- 12  
13 \*a. advise the presiding officer on questions of parliamentary procedure; and  
14  
15 \*b. vote only when the vote is by ballot.  
16

17 Section 6. The historian shall:

- 18  
19 \*a. collect and preserve documents relating the history of the association; and  
20  
21 \*b. compile and keep a record of events and activities to be presented as the official history to the  
22 general body for adoption at the annual meeting.  
23

24 Section 7. The Council Delegate shall:

- 25  
26 a. attend all council general meetings or see that a duly elected (or appointed) alternate is able to  
27 attend;  
28  
29 b. attend all meetings of the local PTA unit;  
30  
31 c. represent the local unit as a voting member of the council body;  
32  
33 d. participate fully in council discussions and deliberations. Each delegate (or alternate, if the  
34 delegate is not in attendance) is entitled to make motions, debate and vote at the council  
35 meeting;  
36  
37 e. maintain a procedure book;  
38  
39 f. take careful notes of announcements and the programs at the council meeting;  
40  
41 g. report announcements, important actions and the council program to the local association  
42 and/or its executive board;  
43  
44 h. place announcements of council activities in the local unit's newsletter;  
45  
46 i. seek information or approval from the local association on matters referred to the local unit and  
47 be ready to report and/or vote accordingly at the council meeting; and  
48  
49 j. notify local unit board members of the next council meeting and urge them to attend as well.  
50  
51  
52

1 Section 8. The Council Delegate Alternate shall:

- 2
- 3 a. attend and act as Council Delegate at all council general meetings in the absence of the Council
- 4 Delegate;
- 5
- 6 b. attend all meeting<sup>s</sup> of the local PTA unit;
- 7
- 8 c. represent the local unit as a voting member of the council body in the absence of the Council
- 9 Delegate;
- 10
- 11 d. participate fully in council discussions and deliberations in the absence of the Council Delegate
- 12 and is entitled to make motions, debate and vote at the council meeting, in Council Delegate's
- 13 absence;
- 14
- 15 e. maintain a procedure book;
- 16
- 17 f. take careful notes of announcements and the program at the council meeting when acting as
- 18 Council Delegate;
- 19
- 20 g. report announcements, important actions and the council program to the local association
- 21 and/or its executive board when acting as Council Delegate;
- 22
- 23 h. place announcements of council activities in the local unit's newsletter when acting as Council
- 24 Delegate;
- 25
- 26 i. seek information or approval from the local association on matters referred to the local unit and
- 27 be ready to report and/or vote accordingly at the council meeting when acting as Council
- 28 Delegate; and
- 29
- 30 j. notify local unit board members of the next council meeting and urge them to attend as well
- 31 when acting as Council Delegate.
- 32

33 \*Section 9. All officers shall:

34

- 35 a. be a graduate of the Texas PTA Leader Orientation or complete the course by October 15 after
- 36 their election;
- 37
- 38 b. submit a Plan of Work to the executive board for approval;
- 39
- 40 c. attend all meetings of the association;
- 41
- 42 d. have a current copy of the Local PTA bylaws;
- 43
- 44 e. perform the duties outlined in these bylaws and those assigned from time to time; and
- 45
- 46 f. deliver to their successors or the president all official materials within fifteen (15) days
- 47 following the date at which their successors assume their duties.
- 48
- 49

**ARTICLE X: Meetings**

50 \*Section 1. This association shall hold a minimum of three (3) meetings a year.

- 1 a. Regular meetings of the association shall be held in the months of September, October,  
2 November, December, February, April, and May, time and date to be established by executive  
3 board at its first meeting of the year. Five (5) days notice shall be given if change of date is  
4 needed.<sup>15</sup>  
5  
6 b. The regular meeting held in April shall be the election meeting.  
7  
8 c. The annual meeting in May shall be for the purpose of receiving reports of officers and  
9 chairmen and for any other necessary business.

10  
11 Section 2. Special meetings of the Local PTA may be called by the president or by a majority of the  
12 executive board, at least three (3) days notice having been given.

13  
14 \*Section 3. Ten (10) members shall constitute a quorum for the transaction of business in any meeting of  
15 this association.<sup>16</sup>  
16

## 17 **ARTICLE XI: Executive Board**

18  
19 Section 1. The executive board shall consist of:

- 20  
21 a. the officers of the association;  
22  
23 b. the chairmen of standing committees; and  
24  
25 c. the principal of the school or a representative appointed by him/*her*.

26  
27 \*Section 2. A Local PTA member shall not serve as a voting member of this executive board while  
28 employed by, or under contract to this Local PTA,  
29

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

- 31  
32 a. transact necessary business in the intervals between association meetings and such other  
33 business as may be referred to it by the association;  
34  
35 b. present a report at the regular meetings of the association;  
36  
37 \*c. approve the Plans of Work of all officers and committee chairmen;  
38  
39 \*d. create standing and special committees;  
40  
41 \*e. fill vacancies of officers and chairmen;  
42  
43 \*f. prepare and submit a budget for the year to the association for adoption; and  
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<sup>15</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.

<sup>16</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 g. approve routine bills within the limits of the budget.  
2

3 Section 4. Meetings  
4

5 a. Regular meetings of the executive board shall be held prior to each regular association meeting,  
6 the time to be determined by the board at its first meeting of the year.  
7

8 \*b. A majority of the executive board members shall constitute a quorum.<sup>17</sup>  
9

10 c. Special meetings of the executive board may be called by the president or by a majority of the  
11 members of the board, at least three (3) days notice being given.  
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14 **ARTICLE XII: Standing and Special Committees**  
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16 \*Section 1. Only members of the association shall be eligible to serve in any elective or appointive  
17 position.  
18

19 \*Section 2. The executive board may create such standing and special committees as it may deem  
20 necessary to promote the Purposes and carry on the work of the association. The term of each chairman  
21 shall be one (1) year or until the selection of a successor.  
22

23 \*Section 3. The newly elected president shall call a meeting of the incoming officers within thirty (30)  
24 days after the election for the purpose of approving standing committee chairmen and such other business  
25 as becomes necessary.<sup>18</sup>  
26

27 \*Section 4. No chairman shall serve in the same office for more than two (2) consecutive terms. One  
28 who has served more than one-half of a term shall be credited with having served that term.  
29

30 \*Section 5. All standing committee chairmen shall:  
31

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

35 b. present a Plan of Work to the executive board for approval. No committee work shall be  
36 undertaken without this approval;<sup>19</sup> and  
37

38 c. have a current copy of the Local PTA bylaws.  
39

40 \*Section 6. The president shall be a member ex-officio of all committees except the nominating and audit  
41 committees.  
42

43 \*Section 7. The quorum of any committee shall be a majority of its members.  
44  
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<sup>17</sup> In calculating a quorum, filled board positions rather than positions available will be counted.

<sup>18</sup> Texas PTA does not recognize more than one (1) person serving in the same capacity; therefore, there are no co-chairmen.

<sup>19</sup> Three (3) written copies of the Plan of Work shall be submitted at the first executive board meeting.

## ARTICLE XIII: Council Membership

Section 1. (Applies only to Local PTAs holding membership in a Council of PTAs, and shall correspond to Council PTA bylaws.)<sup>20</sup>

- a. The association shall be represented in meetings of the Mesquite ISD Council of Parent Teacher Associations by the president or alternate, the principal or alternate and by two (2) delegates or their alternates.<sup>21</sup> All representatives to the Council PTA shall be members of the Local PTA they represent.
- b. Delegates and their alternates shall be elected by April.
- c. Delegates to Mesquite ISD Council of PTAs shall serve for a term of one (1) year.

Section 2. This association shall pay annual dues of seventy-five dollars (\$75.00)<sup>22</sup> to the Mesquite ISD Council of PTAs as provided in the Council PTA bylaws.

## \*ARTICLE XIV: 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.<sup>23</sup>

*Treasurer and  
2nd VP /  
Budget +  
Finance*

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

## \*ARTICLE XV: Fiscal Year

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

Section 2. An audit committee consisting of not less than three (3) members,<sup>23</sup> who are not authorized signers, shall be appointed by the president subject to the approval of the executive board at least thirty (30) days before the last meeting of the year.<sup>24</sup>

Section 3. The audit committee report shall be adopted by the association.<sup>25</sup>

<sup>20</sup> If the Local PTA is in Council PTA membership, this Article XIII is necessary in the Local PTA bylaws. If the Local PTA is not in Council PTA membership, indicate "not applicable" and do not fill in the blanks.

<sup>21</sup> The number of delegates shall correspond with the number stated in the Council PTA bylaws, Article VIII, Section 1.e.

<sup>22</sup> The amount of dues shall correspond with the amount as stated in the Council PTA bylaws Article VII, Section 3.

<sup>23</sup> Members of the audit committee shall not be related by blood nor marriage and shall not reside in the same household as the authorized signers.

<sup>24</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.

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## \*ARTICLE XVI: 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.

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## ARTICLE XVII: Amendments

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### \*Section 1.

- a. These bylaws may be amended at any meeting of the association, provided a quorum is present, by 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 which the amendment is voted on.<sup>26</sup> The amendment shall be subject to approval of the Texas PTA.
- 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 (2/3) vote of the executive board. The procedure for action on amendments in \*Section 1.a. should then be followed.
- c. After adoption by a two-thirds (2/3) vote at a meeting of the association, two (2) copies of bylaws and standing rules as amended or revised shall be sent for approval to the Texas PTA, 408 W. 11th Street, Austin, Texas 78701-2113 or to the Texas PTA website at [www.txpta.org](http://www.txpta.org).
- d. A revision of the bylaws or any amendments shall go into effect when an approved copy is returned by the Texas PTA.<sup>27</sup>

\*Section 2. This Local PTA shall submit a set of bylaws to the Texas PTA for review every five (5) years.

\*Section 3. The adoption of an amendment to any provision of the bylaws of the Texas PTA identified by a star (\*) shall serve automatically and without the requirement of further action by the Local PTA to amend its corresponding bylaws.

As adopted by the Texas PTA Board of Directors July 2005

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<sup>25</sup> The audit report is adopted by a majority vote at the first regular meeting following the close of the school year.

<sup>26</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>27</sup> If not approved, they must be corrected and resubmitted.