



# LOCAL UNIT BYLAWS

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- Local Unit bylaws shall be updated every five (5) years on the most current model available from the Pennsylvania PTA.
- The Pennsylvania PTA state board of managers reviews and updates this model annually. Prior to updating your unit's bylaws, contact the state office for the most current model.
- Carefully read the "Guidelines For Bylaws" before amending or updating.
- All items preceded by a pound sign (#) are required by the Pennsylvania PTA.

Region (number) **3**

## # ARTICLE I: NAME

The name of this organization is the **South Fayette Elementary PTA, Inc.** located in **South Fayette Township**, Pennsylvania.

It is a local PTA/PTSA organized under the authority of the Pennsylvania Congress of Parents and Teachers, Inc. (the Pennsylvania PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

## # ARTICLE II: PURPOSES

Section 1. The Purposes of the **South Fayette Elementary PTA, Inc.**, in common with those of the National PTA and the Pennsylvania 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 Pennsylvania PTA and this PTA/PTSA are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.

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 III: BASIC POLICIES**

The following are basic policies of the **South Fayette Elementary PTA, Inc.** in common with those of the National PTA and the Pennsylvania 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 or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall work with the schools 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 education authorities, and local education authorities.
- e. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The Pennsylvania PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but PTA/PTSA representatives shall make no commitments that bind the group they represent.
- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private individuals except that the organization 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 II 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, or (ii) 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 that have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

### **# ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA & PENNSYLVANIA PTA**

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

Pennsylvania PTA provides services only to local PTAs that are in good standing. To participate in the Reflections Program at the state level and receive state mailings, local units must be in good standing.

A local PTA/PTSA in good standing is one that:

- a. adheres to the Purposes and basic policies of the PTA;
- b. has bylaws approved according to the procedures of the Pennsylvania PTA.
- c. remits the National portion of the dues through the Pennsylvania PTA office to reach the National Office by dates designated by the National PTA; and
- d. submits their first payment of dues to the state PTA office postmarked by December 1;

## **# ARTICLE V: BYLAWS**

Section 1. The articles of organization of this local PTA/PTSA 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).

Section 2. 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 shall apply automatically and without the requirement of further action by this local PTA to amend its corresponding bylaws. This local PTA shall promptly incorporate such amendments in its bylaws.

Section 4. This local PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of national and state bylaws identified by the number (#) symbol.

Section 5. Local Unit bylaws shall be updated every five (5) years on the most current model available from the Pennsylvania PTA as provided by the Pennsylvania PTA state board of managers.

## **# ARTICLE VI: VOTING**

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

Section 2. Current membership must be verified for voting privileges.

Section 3. The bylaws of this local PTA/PTSA shall prohibit voting by proxy.

## **ARTICLE VII: MEMBERSHIP & DUES**

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

#Section 2. Membership in this local 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 PTA bylaws or the Pennsylvania PTA bylaws as may be prescribed in the bylaws of this local PTA/PTSA, to any individual who subscribes to the Purposes and basic policies of the National PTA.

#Section 3. This local PTA/PTSA shall conduct an annual enrollment of members, but may admit individuals to membership at any time.

#Section 4. Each member of this local PTA/PTSA shall pay such annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the Pennsylvania PTA -the "state portion"- and the portion payable to the National PTA -the "national portion."

#Section 5. The national portion of each member's dues, to be determined by the National PTA, shall be one dollar and seventy five cents (\$1.75) per annum.

#Section 6. The state portion of each member's dues, to be determined by the Pennsylvania PTA, shall be one dollar and seventy five cents (\$1.75) per annum.

Section 7. The local portion of each member's dues (amount charged in addition to state and national portions), to be determined by this PTA/PTSA, shall be **\$2.50** per annum.

#Section 8. Local PTA/PTSA Membership:

- a. Upon payment of dues, a person of Full Age shall become a member of a local PTA/PTSA unit and shall be entitled to all privileges of membership, including holding office and voting.
- b. Upon payment of dues, a person of less than Full Age (example: student in a PTA/PTSA) shall become a member of a local PTA/PTSA unit and shall be entitled to all privileges of membership including voting, holding chairmanships and offices, with the exception of President, First Vice-President, Secretary and Treasurer.
- c. Full Age: Of the age of eighteen years or over, as set forth by the Pennsylvania Consolidated Statutes, Title 15, Corporations and Unincorporated Associations, under which the Pennsylvania Congress of Parents and Teachers, Inc. is governed along with the Pennsylvania PTA bylaws.

# Section 9. Dues

- a. The treasurer of this PTA/PTSA shall
  1. send the completed membership form and three dollars and fifty cents (\$3.50) for the National and state portions of the dues of each member of this PTA/PTSA to the state PTA office.

2. return all current unused membership cards (postmarked by July 1) to the state PTA office or be charged annual dues for each card not returned.
- b. The treasurer of this PTA/PTSA shall keep records of national and state portions of the membership dues separate from record of general fund of the local PTA/PTSA.
- c. The state PTA office shall notify each local unit treasurer or president thirty (30) days in advance of December 1 that national and state dues are postmarked by December 1.
- d. Local units that do not submit at least a portion of their dues to the state PTA office postmarked by December 1 shall be removed from the unit list and will have their non-profit status revoked.

## **ARTICLE VIII: OFFICERS**

Section 1. The officers of this local PTA/PTSA shall be a president, **2** vice presidents, **1** secretaries and a treasurer.

Section 2. Officers shall be elected in the month of **April/May meeting**.

#Section 3. The vote shall be conducted by written ballot unless there is only one candidate for office, at which time a voice vote may be held. A majority vote shall be required for election.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the **South Fayette Elementary PTA, Inc.:**

#a. Each officer shall be a member of this local PTA/PTSA.

#b. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office.

#c. No person may serve in more than one elected position in this PTA simultaneously.

d. Each officer of this PTA/PTSA shall have been a member of this PTA/PTSA for **12** months

e. No officer may be eligible to serve more than **two** consecutive terms in the same office.

f. To be eligible for the presidency a person must have served on the executive board of this local unit for **1** year(s).

Section 5. Officers shall assume their official duties on **June 30th** and shall serve for a term of **one** year, or until their successors are elected.

Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the **1st** vice-president. A vacancy in any office other than the president, shall be filled by a member elected by the executive board.

Section 7. A nominating committee composed of **3** (an uneven number, no less than three) members shall be elected by this local PTA/PTSA at a regular meeting at least **2-3** month(s) prior to the election of officers as outlined in Article VIII, Section 2.

- a. 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 to the general membership in **April/May**. Before the election takes place, the president shall call for nominations from the floor.
- #c. Only those individuals who are current members of this local PTA/PTSA and who have signified their consent to serve to the Executive Board, if elected shall be nominated for, or elected to, such office.

## **ARTICLE IX: DUTIES OF OFFICERS**

Section 1. The president shall

- a. preside at all meetings of this local PTA/PTSA;
- b. serve as an ex officio member of all committees except the nominating committee, the election committee, and the auditing committee if authorized to sign checks;
- c. coordinate the work of the officers and committees of this local PTA/PTSA in order that the Purposes may be promoted;
- # d. send contact information (name, address, phone, email if available) for the incoming officers to the state PTA office within 30 days following elections;
- e. perform other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the executive board; and
- f. appoint a parliamentarian as needed.
- # g. have a current copy of this unit's bylaws available for membership review.

Section 2. The vice-president(s) shall

- a. act as aide(s) to the president; and
- b. in their designated order (list order) **1st, then 2nd** perform the duties of the president in the president's absence or inability to serve.

Section 3. The secretary shall

- # a. record the minutes of all meetings of the **South Fayette Elementary PTA, Inc.**;
- b. maintain a current copy of the bylaws and membership list.
- #c. present a written copy of the previous meetings records at each meeting.
- #d. have at each meeting, written records available for review by members, for at least the previous twelve (12) meetings.

Section 4. The treasurer shall

- # a. have custody of and maintain a full account of the funds of this local PTA/PTSA;
- b. submit dues as directed in Article VII Membership & Dues Section 2 of these bylaws.
- c. make disbursements as authorized by the executive board, or this local PTA/PTSA in accordance with the budget adopted by this local PTA/PTSA;
- # d. have checks or vouchers signed by two people (the treasurer and one other person);
- # e. provide a written financial statement to the executive board at each meeting;
- # f. present an annual report of the financial condition of this organization to the membership;
- # g. have the accounts examined annually or upon change of officer by an auditor or an auditing committee of not fewer than three members, who are not authorized to sign checks. If satisfied that the treasurer's annual report is correct, they shall sign a statement to that fact at the end of the report. The auditing committee shall be elected by the executive board at least one month before the meeting at which new officers assume duties;
- # h. report the findings of the annual audit in writing to the executive board;
- # i. such books of account and records shall be open to inspection, at all reasonable times, by an officer of this PTA/PTSA, an authorized representative of the Pennsylvania PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA;
- #j. if unit is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when there is a change of officers ; and

# Section 5. All officers shall perform other duties as may be provided for these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive board.

## **ARTICLE X: EXECUTIVE BOARD**

Section 1. The business of the **South Fayette Elementary PTA, Inc.** shall be managed by the executive board in the intervals between local unit PTA/PTSA general membership meetings.

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

Section 3. The members of the executive board shall be elected officers and **Principal and/or a representative appointed by the Principal, Assistant Principal, and Standing Committees.** (List members as applicable, i.e. standing committee chairs, special committee chairs, principal or representative, teacher representatives, student representatives.)

Section 4. Duties of the executive board shall be to

- a. transact business as may be referred to it by the membership of this local PTA/PTSA;
- b. approve the work of the committees;

- c. present a report at the regular general meeting of this local PTA/PTSA;
- d. select an auditor or an auditing committee to audit the treasurer's accounts;
- #e. prepare and submit an annual budget to this local PTA/PTSA general membership for adoption; and
- f. approve payment of routine bills within the limits of the approved budget.

Section 5. If any member of the executive board shall at anytime cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the position by resolution adopted by the executive board.

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 **5** members upon **7** days' 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.

Section 9. Upon the expiration of the term of office or when individuals cease to hold the position, all records, books, and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within ten (10) days.

## **ARTICLE XI: COMMITTEES**

Section 1. The executive board shall create standing and special committees as needed and shall appoint chairmen for each committee.

Section 2. Only members of this local PTA/PTSA shall be eligible to serve as chairmen.

Section 3. The standing committees of this local PTA/PTSA shall be listed in the standing rules.

Section 4. The term of office of each committee chair shall be **2** years or until the selection of a successor.

Section 5. Each committee chair 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.

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

# Section 1. At least three (3) general membership meetings of this association shall be held during the school year. Dates of meetings shall be determined by the executive board and announced at the first general membership meeting of the year. **One** days' notice shall be given to the membership of a change of date.

Section 2. Special meetings of this local PTA/PTSA may be called by the president or by the majority of the executive board with **seven** days' notice having been given.

# Section 3. The annual meeting shall be held in **September**, at which time the budget for the upcoming year shall be presented to the membership for a vote.

# Section 4. A quorum of **seven** members is required for the transaction of business in any meeting of this local PTA/PTSA.

### **ARTICLE XIII: COUNCIL MEMBERSHIP** **N/A**

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

Section 1. This local PTA/PTSA shall be entitled to be represented at the state convention of the Pennsylvania PTA by the president (or alternate) and one (1) accredited (or alternate) delegate for every twenty-five (25) members as shown on the record of the state treasury thirty (30) days prior to the state convention.

Section 2. All representatives to the Pennsylvania PTA convention must be members of this local PTA/PTSA.

Section 3. Delegates or their alternates shall be selected in accordance with the Standing Rules of this PTA/PTSA

### **# ARTICLE XV: FISCAL YEAR**

The fiscal year of the **South Fayette Elementary PTA, Inc.** shall begin on **July 1st** and end on the following **June 30th**. (Specific month and date totaling 365 days inclusive.)

The fiscal year of a local PTA/PTSA shall be the same as its accounting year and shall be in accordance with the information provided on the SS-4 form currently filed with the IRS.

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

Section 1. This local unit PTA /PTSA shall be subject to withdrawal its charter in the manner and under the circumstances provided in the Pennsylvania PTA bylaws, Article IV - Constituent Organizations.

Section 2. This local PTA/PTSA is obligated, upon withdrawal of its charter by the Pennsylvania PTA to:

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

Section 3. A local PTA/PTSA considering dissolution must:

- a. have a Pennsylvania PTA representative to speak in favor of continuing PTA/PTSA at a meeting of the executive board prior to taking action on dissolving;
- b. upon decision to recommend dissolution of the unit, present the resolution to the members at the next general meeting for their information;
- c. announce that a vote on the dissolution will be taken at the next general meeting. A two-thirds (2/3) vote is required to dissolve a local unit;
- d. require each person voting to dissolve be a member of this local PTA/PTSA for at least 90 days;
- e. arrange for a Pennsylvania PTA representative to speak to the members at the general meeting at which the vote is to be taken;
- f. arrange for the proper disposal of PTA/PTSA funds and property according to the provisions of these bylaws; and
- g. provide for the dissolution to take effect immediately after the dissolution is voted and not to be post-dated.

## **#ARTICLE XVII: PARLIAMENTARY AUTHORITY**

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

## **# ARTICLE XVIII: AMENDMENTS**

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

Section 2. Submission of amendments or updated bylaws for approval by the Pennsylvania PTA shall be in accordance with the bylaws or regulations of the Pennsylvania PTA.

Section 3. The adoption of an amendment to any provision of the National PTA and the Pennsylvania PTA bylaws shall serve automatically and without the requirement of further action by this organization to amend their corresponding bylaws. Local PTAs/PTSAs shall promptly incorporate such amendments in their respective bylaws.

SIGNATURE / APPROVAL PAGE

Approved by  
General Membership:

Approved by  
Council/State Bylaws Chairman:

Specify: State or Council Bylaws Chairman

Date of approval

Date of approval

President's Signature

State or Council Chairman's Signature

President's Name - Printed

State or Council Chairman's Name - Printed

President's Home Street Address

Street Address

Town

Zip

Town

Zip

President's Home Telephone Number:

Telephone Number

President's email address:

These bylaws are to be updated five (5) years from the date approved by the council/state bylaws chairman. To update, please contact the state PTA office for the most current bylaws model.

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