

# Local PTA/PTSA Bylaws (2017-2018)

Region 2  
Council Ogden  
Local James Madison Elementary PTA  
PTA Unit ID Number 02232463 6614  
Employer Identification Number (EIN) 26-3787984



*Only information written in the blanks may be amended.*

Code or corresponding section of any future federal tax code (referred to as "Internal Revenue Code").

## ARTICLE I: Name

The name of this association is the James Madison Elementary Parent-Teacher Association (PTA) OR the          Parent-Teacher-Student Association (PTSA) located in, Ogden (town), Utah. It is a local PTA/PTSA organized under the authority of the Utah Congress of Parents and Teachers (Utah PTA), a branch of the National Congress of Parents and Teachers (National PTA).<sup>1</sup>

## \* ARTICLE II: Purposes

**Section 1.** The Purposes of the Utah PTA, in common with those of the National PTA, are

- a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- b. To raise the standards of home life,
- c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- d. To promote the collaboration and engagement of families and educators in the education of children and youth;
- e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

**Section 2.** The Purposes of the National PTA and the Utah PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic principals set forth in Article III.

**Section 3.** National PTA is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue

## \*ARTICLE III: Principles

The following are basic policies of the Utah PTA, in common with those of the National PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, 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.
- c. The association shall work to promote health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
- d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in National PTA.

## ARTICLE IV: Relationship with National PTA and Utah PTA

**Section 1.** This PTA/PTSA shall be organized and chartered under the authority of the Utah 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 Utah PTA in its bylaws prescribes. The Utah 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 in **good standing** is one which:

- a. Adheres to the Purposes, bylaws, basic policies, and procedures of the PTA;

- b. Remits all National PTA and Utah PTA portions of the dues to the Utah PTA by December 1 and in a timely manner thereafter and no later than March 15;
- c. Has bylaws approved according to the procedures of the Utah PTA;
- d. Has current copies of the following on file with the council and/or the region:
  - (1) Year-end financial statements and annual financial reconciliation report by August 1;
  - (2) Applicable IRS filing;
  - (3) Approved annual budget and meeting minutes by October 1; and
  - (4) List of incoming officers with addresses, phone numbers and email addresses by May 1.
- e. Practices responsible financial procedures;
- f. Has at least two (2) officers attend one PTA leadership training session annually; and
- g. Meets other criteria as may be prescribed by the Utah PTA.

**Section 2.** A local PTA/PTSA is **not in good standing** if the criteria in Section 1 are not met and shall be:

- a. Ineligible to receive materials or services from National PTA and Utah PTA;
- b. Ineligible for awards;
- c. Ineligible to participate in PTA programs (e.g., Reflections, Battle of the Bands, etc.);
- d. Ineligible to receive voting privileges at Utah PTA conventions;
- e. Ineligible to receive sales tax refunds; and
- f. After two years of not submitting dues by March 31, reported to the IRS as a local PTA/PTSA not in good standing, which results in the loss of tax-exempt status.

A local PTA/PTSA not in good standing may be reinstated to good standing when the local PTA/PTSA meets the preceding criteria and sends to the Utah PTA office membership dues and a letter stating the reason(s) for not meeting the criteria in Section 1.

**Section 3.** The articles of organization of this PTA/PTSA include (a) the bylaws of this PTA/PTSA, (b) the certificate of incorporation or articles of incorporation of this PTA/PTSA (in cases in which this PTA/PTSA is a corporation) or the articles of association by whatever name (in cases in which this PTA/PTSA exists as an unincorporated organization), and (c) its charter.

**Section 4.** This PTA/PTSA shall adopt such bylaws for the government of this PTA/PTSA as may be approved by the Utah PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of the Utah PTA.

**Section 5.** This PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of such of the Utah PTA bylaws as are identified therein by a single star.

**Section 6.** This PTA/PTSA shall include a provision establishing a quorum.

**Section 7.** This local PTA/PTSA shall prohibit voting by proxy.

**Section 8.** Bylaws of this PTA/PTSA shall include an article on amendments.

**Section 9.** 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 association, including, specifically, the number of its members, the dues collected from its members, and the amount of dues remitted to the Utah PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Utah PTA or, where directed by the Utah PTA committee on state and local relationships, by a duly authorized representative of the National PTA.

**Section 10.** This PTA/PTSA shall collect dues from its members and shall remit a portion of such dues to the Utah PTA as provided in Article V herein.

**Section 11.** Each officer or Board member of this PTA/PTSA shall be a member of this local PTA/PTSA.

**Section 12.** 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 13.** A PTA/PTSA member shall not serve as a voting member of this PTA/PTSA Board while serving as a paid employee of, or under contract to, this PTA/PTSA.

**Section 14.** This PTA/PTSA must complete the applicable IRS filing at the close of the fiscal year.

**Section 15.** The charter of this PTA/PTSA shall be subject to withdrawal and the status of this PTA/PTSA as a local PTA/PTSA shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Utah PTA.

**Section 16.** This local PTA/PTSA is obligated, upon withdrawal of its charter by the Utah PTA:

- a. To yield up and surrender all of its books and records to the Utah PTA and all of its assets and property to another local PTA/PTSA, its council, or the Utah PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Utah PTA or status as a constituent association of the National PTA or Utah PTA; and
- c. To carry out promptly, under the supervision and direction of the Utah PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA/PTSA.

## ARTICLE V: Membership and Dues

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

**Section 2.** Membership in this PTA/PTSA shall be open, without discrimination, to anyone who believes in and supports the Purposes and mission of the National PTA.

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

**Section 4.** An accurate and current record shall be kept of the names of all members of this PTA/PTSA.<sup>2</sup>

**Section 5.** Each member of this PTA/PTSA shall pay such annual dues to this PTA/PTSA as may be prescribed by this PTA/PTSA. The amount of such dues shall include the portion payable to the Utah PTA and the portion payable to the National PTA.

**Section 6.** The Utah PTA portion of each member's dues shall be one dollar and seventy-five cents (\$1.75) per annum.

**Section 7.** The National PTA portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per annum.

**Section 8.** Each member of this PTA/PTSA shall pay annual dues of \$ 5.00 to this PTA/PTSA.

**Section 9.** The Utah PTA and National PTA portions of the dues paid by each member of this PTA/PTSA shall be set aside by this PTA/PTSA and remitted monthly to the Utah PTA. The Utah PTA shall pay to the National PTA the amount of the National PTA portion of dues paid by all members of this local PTA/PTSA.

**Section 10.** The remittance to the Utah PTA shall be accompanied by a report, in such form as may be required by the Utah PTA, showing the name and address of the president of this PTA/PTSA, the amount of dues collected during the period covered by the report, and the number of members of this PTA/PTSA.

**Section 11.** Before this PTA/PTSA can be dissolved, the procedures established by the Utah PTA shall be followed, including: a. All members must be notified at least thirty (30) days prior to the date of such meeting and invited to attend a general membership meeting to consider this action; b. At this meeting, representation from the Utah PTA must be present and invited to speak; and c. Approval of dissolution of this PTA/PTSA shall require the affirmative vote of at least two thirds of the members present and entitled to vote at the special meeting. This meeting must be attended by at least fifty percent of the total membership.

## ARTICLE VI: Officers and Their Election

**Section 1.** The officers of this PTA/PTSA shall abide by, promote, and represent the Purposes, mission, bylaws, policies, and procedures of PTA.

**Section 2.** Each officer or Board member of this PTA/PTSA shall be a member of this PTA/PTSA.

**Section 3.** All officers of this PTA/PTSA shall be elected by the membership of this PTA/PTSA.

**Section 4.** Officers (executive committee) and their **election:**

- a. The officers of this PTA/PTSA shall be a president, a president-elect, 2 (number, at least 2) vice presidents, a secretary, and a treasurer. The president-elect shall automatically succeed to the office of president.

The executive committee of this PTA/PTSA shall include in the number of vice presidents the principal and a teacher who is currently teaching in the school in which this PTA/PTSA is organized.

- b. Officers shall be elected by ballot at a general membership meeting in March (month(s), prior to March 31). However, if there is but one

nominee for any office(s), upon adoption of a motion from the floor, the election for that office (or those offices) may be by voice vote.

- c. Officers shall assume their official duties on July 1 following their election, shall serve for a term of 1 (number) year (s), and shall remain in office until June 30 of the next election year or thereafter until their successors are elected.<sup>3</sup>
- d. An officer may serve a second consecutive term if nominated and elected by the general membership.
- e. A person, except the principal vice president, shall not be eligible to serve more than two (2) consecutive terms in the same office. (Anyone who has served more than one half of a term shall be credited with having served that term.)
- f. A person shall hold no more than one elected PTA/PTSA position at a time.<sup>4</sup>

**Section 5.** Nominating Committee:

- a. The nominating committee, which shall nominate an eligible person for each office for which elections are to be held, shall be elected by the membership of this PTA/PTSA at a general membership meeting prior to December 31.
- b. There shall be elected in November (month(s), prior to December 31) a nominating committee composed of 3 (number, at least three (3) and always an uneven number) members, one of whom shall be elected by the executive committee from its body, and the remaining members of whom shall be elected by this PTA/PTSA. The nominating committee shall elect its own chairman. All members of the nominating committee must be members of this PTA/PTSA.<sup>5</sup>
- c. There shall also be elected by the membership of this PTA/PTSA 2 (number, 2 to 5) alternates to the nominating committee. An alternate may attend committee meetings only as the replacement of a committee member. If a member of the nominating committee is unable to attend a meeting, the first alternate may attend only that meeting as a voting member of the committee. If a member of the nominating committee fails to attend two (2) meetings of the committee, he will be permanently replaced by the first alternate. If a member of the nominating committee is selected for election to an office, that member will be replaced on the committee by the first alternate, continuing replacement by alternates as needed.
- d. Recommendations for nominations may be made to the nominating committee by any member of this PTA/PTSA prior to the first meeting of the nominating committee.
- e. The president shall not serve on the nominating committee but shall orient the committee to its duties and procedures at its first meeting.
- f. No meeting of the nominating committee shall be held with fewer than three (3) members in attendance.

## ARTICLE VII: Duties of Officers

- g. A nominee for any office must be a member of this PTA/PTSA for at least thirty (30) days prior to the general membership meeting at which nominees are reported. The privilege of nomination and election to office in this PTA/PTSA may be extended to individuals who are members of another PTA/PTSA in good standing provided, upon election to office, they pay dues to this PTA/PTSA.
- h. The nominating committee shall nominate an eligible person for each office to be filled. If the president-elect is unable to succeed to the office of president, the nominating committee shall nominate an eligible person for president and president-elect.
- i. The nominating committee must report its nominees to the executive committee at least five (5) days prior to its report at the general membership meeting in January or February (month(s), at least thirty (30) days prior to the election meeting), at which time additional nominations may be made from the floor.
- j. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to an office.

**Section 6.** The only additional nominations that may be made from the floor at the election meeting are those persons who have filed their intent to become nominees with the secretary of this PTA/PTSA at least five (5) days prior to the election meeting. Their names must then be placed in nomination from the floor at the election meeting. Any such persons must be members of this PTA/PTSA. No additional nominations may be made at the election meeting.

### Section 7. Vacancies:

- a. If an office except president-elect remains unfilled after the election, it shall be considered a vacant office to be filled by a person elected by a majority vote of the incoming executive committee, all members of the incoming executive committee having been notified. A vacancy in the office of president-elect shall be filled by the vote of the general membership at a special election meeting of this PTA/PTSA.
- b. If an officer or appointee fails to attend three (3) consecutive meetings without adequate excuse or to perform the duties of his office, the members of the executive committee shall meet and declare the office or position vacant.
- c. All resignations must be made in writing to the president.
- d. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the president-elect, who shall then cease to be president-elect. A vacancy occurring in the office of president-elect shall be filled by a vote of the general membership at a special election meeting called by the president, all members having been notified. A vacancy occurring in any other office shall be filled for the remainder of the unexpired term by a person elected by a majority vote of the remaining members of the executive committee, all members of the committee having been notified.

### Section 1. The president shall:

- a. Preside at all meetings of this PTA/PTSA, the Board of Directors, and the executive committee;
- b. Be a member ex officio of all commissions and other committees but shall not serve on the nominating committee nor on the committee on election;
- c. Appoint a parliamentary adviser, as appropriate, subject to the approval of the executive committee;
- d. Appoint the chairmen of special committees;
- e. Orient the nominating committee to its duties and procedures at its first meeting;
- f. Coordinate the work of the officers, commissions, and committees of this PTA/PTSA in order that the Purposes may be promoted;
- g. Attend all council meetings or send another officer as the representative of this PTA/PTSA and attend region meetings as invited; and
- h. Perform such other duties as may be prescribed in these bylaws or assigned to him by this PTA/PTSA or by the executive committee.

### Section 2. The president-elect shall:

- a. Work under and in cooperation with the president and fulfill such other duties as assigned by the Board of Directors or the president;
- b. As appropriate, as president-in-training, attend meetings with the president, including council meetings;
- c. In the absence of the president or his inability to act, perform the duties and exercise the powers of the president;
- d. If a council delegate is prescribed, serve as a delegate to the council voting body; and
- e. Automatically succeed to the office of president at the end of his term.

### Section 3. The vice presidents shall:

- a. Act as aides to the president;
- b. In their designated order as determined by the executive committee at its first meeting, perform the duties and exercise the powers of the president in his and the president-elect's absence or inability to act; and
- c. Perform such other duties as may be provided for in these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the executive committee.

### Section 4. The secretary shall:

- a. Record the minutes of all meetings of this PTA/PTSA, the Board of Directors, and the executive committee, including the motions and actions taken;
- b. Have and bring to all meetings a current copy of these bylaws;
- c. Maintain an accurate and current membership roster;
- d. Conduct correspondence; and
- e. Perform such other duties as may be provided for in these bylaws, prescribed by the parliamentary

authority, or directed by the president, the Board of Directors, or the executive committee.

**Section 5.** The treasurer shall:

- a. Have custody of and be responsible for all funds of this PTA/PTSA, counting all money with three (3) people present and depositing all money in the bank the same day received;
- b. Collect and keep a full and accurate account of receipts and expenditures of all moneys of this PTA/PTSA;
- c. Develop, with the executive committee, an annual budget to be distributed to and approved by the membership of this PTA/PTSA at the first general membership meeting (prior to October 1) of the school year;
- d. Make disbursements as authorized by the president, executive committee, or this PTA/PTSA, in accordance with the budget adopted by this PTA/PTSA;
- e. Co-sign all checks with the president, president-elect, or secretary (No two officers who are related by blood or by marriage or reside in the same household may be signers on the checking account.);
- f. Make a monthly remittance of membership dues to the Utah PTA;
- g. Present a financial statement at every meeting of the executive committee, Board, and general membership of this PTA/PTSA and at other times when requested by the executive committee;
- h. Make a financial report at the annual meeting in April month(s) and submit a full written financial report to the incoming executive committee no later than June 30;
- i. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section 9, of these bylaws; and
- j. Submit the books annually no later than June 30 and immediately upon the change of officer for a reconciliation by an auditor or an Annual Financial Reconciliation (AFR) committee.

**Section 6.** The books of the treasurer shall be reconciled annually by an **auditor or an AFR committee** of not fewer than three (3) members, who, satisfied that the treasury accounts are correct, shall sign a statement of that fact.<sup>7</sup>

- a. The auditor or AFR committee shall be appointed by the executive committee. Members of the AFR committee shall be members of PTA/PTSA.
- b. The auditor or any member of the AFR committee shall not be any officer who may sign the checks or related to, by blood or by marriage, or reside in the same household with, any of the officers who may sign the checks of this PTA/PTSA.
- c. No later than June 30 the books and records of the treasurer shall be closed (no additional expenses incurred, checks written, nor bank transactions made) and shall be given to the incoming officers. The incoming officers shall assume no financial responsibilities nor obligations until July 1.

- d. The auditor or AFR committee shall submit its report to the incoming executive committee no later than August 1, and the report shall be presented for adoption at the first general membership meeting of the new school year.
- e. The incoming executive committee shall not accept unreconciled financial records.
- f. In the event of a vacancy in the office of treasurer, the books shall be reconciled before the new treasurer takes office.

**Section 7.** All officers shall:

- a. Perform the duties prescribed in the parliamentary authority, in addition to those outlined in these bylaws and those assigned from time to time; and
- b. In the case of resignation without delay, or upon the expiration of their term of office not later than July 10, deliver to their successors all official materials pertaining to their office.

## ARTICLE VIII: Executive Committee

**Section 1.** The executive committee shall consist of the elected officers of this PTA/PTSA.

**Section 2.** The duties of the executive committee shall be to:

- a. Plan and determine the dates of general membership meetings;
- b. Transact necessary business in the interval between general membership meetings and such other business as may be referred to it by this PTA/PTSA;
- c. Determine at its first meeting the designated order in which the vice presidents perform the duties of the office of president in his and the president-elect's absence or inability to act;
- d. Create commissions and special committees;
- e. Approve the plans of work of the commissions and special committees;
- f. Develop an annual budget to be distributed to and approved by this PTA/PTSA at the first general membership meeting (prior to October 1) of the school year;
- g. Approve routine bills within the limits of the budget;
- h. Require all checks to have two (2) signatures;
- i. Report at regular meetings of this PTA/PTSA;
- j. Fill vacancies in offices except president-elect; and
- k. Select an auditor or an AFR committee to reconcile the treasurer's accounts.

**Section 3.** During the transition period between their election and June 30, the incoming officers shall meet as needed to coordinate with the outgoing officers, prepare for their term of office, formulate their tentative plans and proposed budget, schedule their calendar, coordinate with the principal, and, if applicable, select commissioners and committee chairmen and shall attend the Utah PTA convention in May. The incoming officers shall assume no financial responsibilities nor obligations until July 1.

**Section 4.** Regular meetings of the executive committee shall be held during the year, the time to be fixed by the committee at

its first meeting of the school year. A majority of the executive committee shall constitute a quorum. Special meetings of the committee may be called by the president or by a majority of the members of the committee, all members of the committee having been notified.

### ARTICLE IX: General Membership Meetings

**Section 1.** At least three (3) general membership meetings of this PTA/PTSA shall be held during the school year. Dates of meetings shall be determined by the executive committee and announced at the first general membership meeting of the school year. Additional notification must be given 7 (number) days prior to each general membership meeting.

7 (number) days' notice shall be given of a change of date.

**Section 2.** Special meetings of this PTA/PTSA may be called by the president or by a majority of the executive committee, 7 (number) days' notice having been given to the general membership.

**Section 3.** The nominating committee shall be elected at a general membership meeting prior to December 31.

**Section 4.** The nominating committee shall be elected at the general membership meeting in November (month(s), same as in Article VI, Section 5b).

**Section 5.** The nominating committee shall report its nominees at the general membership meeting in JAN or February (month(s), same as in Article VI, Section 5i).

**Section 6.** The election meeting shall be held in March (month(s), same as in Article VI, Section 4b).

**Section 7.** The general membership meeting held in April (month(s), same as in Article VII, Section 5h) shall be known as the annual meeting and shall be for the purpose of receiving reports of officers, commissions, and committees and conducting any other business that may arise.

**Section 8.** 3 (number, no fewer than ten) members shall constitute a quorum for the transaction of business in any general membership or special meeting of this PTA/PTSA.<sup>8</sup>

### ARTICLE X: Commissions, Board of Directors, and Special Committees

**Section 1.** Only members of this PTA/PTSA shall be eligible to serve in any elected or appointive positions. The term of each appointee shall be for one year, and he may be reappointed for another year.

**Section 2.** The executive committee shall create such commissions as may be deemed necessary to promote the Purposes and carry on the work of this PTA/PTSA.

**Section 3.** 3 (number) commissioners (in PTAs at least one shall be a student) shall be Appointed (appointed by the officers of this PTA/PTSA OR elected by its general membership). The term of each commissioner shall be one year or until the selection of his successor.

**Section 4.** The executive committee and the commissioners comprise the Board of Directors of this PTA/PTSA. Regular meetings of the Board of Directors shall be held during the year, the time to be fixed by the Board of Directors at its first meeting of the school year. Members of this PTA/PTSA may attend, without the right of voice or vote, all meetings of the Board of Directors but may be granted permission to speak at these meetings provided they have contacted the presiding officer of the meeting and requested to be placed on the agenda. A majority of the Board of Directors shall constitute a quorum. Special meetings of the Board of Directors may be called by the president or by a majority of the members of the Board, all members of the Board having been notified.

**Section 5.** The executive committee may create such special committees as it or this PTA/PTSA may deem necessary to promote the Purposes and carry on the work of this PTA/PTSA.

**Section 6.** Inasmuch as a special committee is created for a specific purpose, it automatically goes out of existence when its work is done and its final report is received by the executive committee.

**Section 7.** Each commissioner and committee chairman shall present a plan of work to the executive committee for approval. No work shall be undertaken without the consent of the executive committee.

**Section 8.** A majority of any commission or committee shall constitute a quorum.

**Section 9.** The president shall be a member ex officio of all commissions and other committees but shall not serve on the nominating committee or election committee.

### ARTICLE XI: Council Membership

(Applies only to local PTAs and PTSAs holding membership in a council and must correspond to council bylaws.)

**Section 1.** This PTA/PTSA shall be represented on the voting body of the Ogden Council of PTAs/PTSAs by the president or his alternate from among the executive committee members, by the principal or his alternate, and by 3 (number)<sup>9</sup> delegate(s) from among the members of the executive committee.

**Section 2.** This PTA/PTSA shall pay annual council dues of 50 cents per local member, as provided in the council bylaws.

### ARTICLE XII: Fiscal Year

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

### ARTICLE XIII: Reading and Renewal of the Bylaws

These bylaws shall be reviewed by the executive committee at the beginning of each school year and shall every three (3)

years be presented to the general membership and reaffirmed by a two-thirds vote of the members present and voting and sent to the Utah PTA for renewal.

## ARTICLE XIV: Parliamentary Authority

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

## ARTICLE XV: Amendments

### Section 1.

- a. Only information written in the blanks of these bylaws may be amended at any general membership meeting of this PTA/PTSA by a two-thirds vote of the members present and voting provided that written notice of the proposed amendment shall have been given to the members of this PTA/PTSA at least thirty (30) days prior to the meeting at which the amendment is voted upon, that a quorum has been established, and that the amendment is then sent to the Utah PTA for approval.
- b. After approval by a two-thirds vote at a general membership meeting of this PTA/PTSA, six (6) copies of all amendments or revisions shall be sent to the Utah PTA for approval.

**Section 2.** The adoption of an amendment to any provision of the bylaws of the Utah PTA identified by a single star shall serve automatically and without the requirement of further action by this PTA/PTSA to amend correspondingly the bylaws of this PTA/PTSA. Notwithstanding the automatic character of the amending process, this PTA/PTSA shall promptly incorporate such amendments into its bylaws.

### Endnotes

- <sup>1</sup> The official name of your local is (your school name) PTA or PTSA (for example, Main Street Elementary PTA or Main Street High PTSA). "PTA" or "PTSA" must be included in your name on all of your records and correspondence.
- <sup>2</sup> The membership roster shall NOT be released to outside individuals, groups, companies, etc.
- <sup>3</sup> A two-year term is recommended for stronger leadership in this PTA/PTSA.
- <sup>4</sup> An individual shall be elected to no more than one Utah PTA Board position, or one region office, or one council office, or one local PTA/PTSA office at a time.
- <sup>5</sup> It is recommended that the principal not serve on the nominating committee but act as a consultant to it.
- <sup>6</sup> The annual meeting is the last general membership meeting of the school year.
- <sup>7</sup> Recommended financial reconciliation procedures are included in the Utah PTA Handbook and Treasurer Handbook and on the Utah PTA website at [www.utahpta.org](http://www.utahpta.org). A reconciliation 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 case of fraud. See *Robert's Rules of Order Newly Revised*, pages 477-480.

<sup>8</sup> It is suggested that the quorum be set to reflect the number of people who could reasonably be expected to attend any general membership meeting. Ten (10) is the Utah PTA minimum.

<sup>9</sup> The number of council delegates is designated in your council bylaws.

# Guidelines for Local PTA/PTSA Standing Rules

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*All councils and local PTAs/PTSAs should have their own set of standing rules. The following guidelines for local standing rules are provided by the Utah PTA Board of Directors as general information and suggestions and should be attached to your standing rules for ongoing reference and instruction. Councils should adapt the wording to apply to them.*

Standing rules are the rules your PTA/PTSA adopts to administer its affairs under the provisions of your bylaws. Standing rules must conform to and may not be in conflict with your bylaws.

Standing rules are generally not adopted when a PTA/PTSA is newly organized but are developed and adopted by your general PTA/PTSA membership at a general PTA/PTSA membership meeting as needs arise.

Standing rules are detailed guidelines that contain additional information based on your bylaws. They set forth the procedures adopted to direct your PTA/PTSA and to accomplish specific PTA work. They provide continuity and serve as a guide to ensure the orderly transfer of duties from one administration to the next. They are a valuable training tool for the orientation of new board members. They may contain any traditions or specific information that pertains to your PTA/PTSA. They are **not** sent to or approved by the Utah PTA.

Standing rules are more flexible than bylaws. They do not contain parliamentary procedure but are adopted and amended according to the following parliamentary procedures: A standing rule(s) may be (a) adopted, as a main motion, at any general membership meeting by a majority vote without previous notice having been given; (b) suspended for the duration of any meeting (but not longer) by a majority vote; (c) amended or rescinded by a two-thirds vote at a general meeting. If notice of the proposed action is given at a previous meeting or in the call for the meeting, a standing rule may be amended or rescinded by a majority vote.

Standing rules are kept with your bylaws in your officers' procedure books and passed on to incoming officers. All board members and committee chairs should have a copy of your standing rules.

Your bylaws and standing rules need to be studied by your incoming officers as soon as they are elected and reviewed frequently for understanding and training and to ensure they are still accurate and applicable.

Your secretary shall have a copy of your standing rules available at all PTA/PTSA meetings.

## **General Suggestions**

Each set of standing rules is unique. No two are alike because no two PTAs/PTSAs are alike.

Your standing rules may be organized in any way you desire, such as in articles and sections as in your bylaws, in numerical order as they are adopted, in topic and sub-topic groups, etc. Developing standing rules is not difficult. They may be adopted individually in a general membership meeting as the need arises.