# Harvest Elementary PTA Bylaws

**Region: Region 08**
**Council: Westlake Council**
**Local: Harvest Elementary PTA**
**PTA Unit ID: 407300**
**EIN: 20-4661611**

| UTAH CONGRESS OF PARENTS & TEACHERS |
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| Approved: Aug 18, 2024 |
| Expires: Sep 01, 2027 |

**These articles are required as stated in National PTA Bylaws and may not be altered.*

*NOTE: Only information written in the blanks may be amended. any other changes will render bylaws invalid. For the purpose of these bylaws PTA refers to both PTA and PTSA.*

**ARTICLE I: Name**

The official name of this association is the PTA Utah Congress **Harvest Elementary PTA**. This PTA (Parent-Teacher Association) / PTSA (Parent-Teacher-Student Association) is located in **Saratoga Springs** (town), Utah. (PTA or PTSA must be included in your name on all records and correspondence.) 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).

***ARTICLE II: Purposes**

**Section 1.** The Purposes of the Utah PTA, in common with those of 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 National PTA and 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 principles 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 Code or corresponding section of any future federal tax code (referred to as “Internal Revenue Code”).

***ARTICLE III: Principles**

The following are basic principles of Utah PTA, in common with those of 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.

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

**Section 1.** This PTA/PTSA shall be organized and chartered under the authority of 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. Utah PTA shall issue to this PTA/PTSA an appropriate charter evidencing the initial organization. It is the responsibility of the local PTA/PTSA to remain in good standing. A Local PTA/PTSA in good standing is one which:

a. Adheres to the Purposes, Bylaws, basic principles, and procedures of the PTA;

b. Remits all National PTA and Utah PTA portions of the dues to the Utah PTA by the 25th of each month;

c. Has ten (10) or more members, three (3) of which are a president, a treasurer, and a secretary;

d. Has approved Bylaws according to the procedures of the Utah PTA;

e. Has at least two (2) officers attend Utah PTA Leadership Convention or a Utah PTA approved alternate training and attend council meetings;

f. Submits a list of incoming officers, including phone numbers and email addresses, to the Utah PTA database by May 1;

g. Submits compliance documents as specified by Utah PTA:

1. Year-end financial statements and annual financial reconciliation report by August 1;
2. Applicable IRS filing by August 1;
3. Approved annual budget and meeting minutes by October 1;
4. Proof of Insurance by October 1;
5. Signed Conflict of Interest Form and Basic Fiscal Management Form by October 1; and
6. Proof of training specified in Section 1e of this Article by October

h. Practices responsible financial procedures as outlined in the Treasurer's Handbook; and

i. 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. May have their tax-exempt status with the IRS revoked.

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 such association and (b) any other items as listed in the Utah PTA New Unit Packet.

**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 National PTA Bylaws or Utah PTA Bylaws.

**Section 5.** This PTA/PTSA shall include a provision establishing a quorum.

**Section 6.** Bylaws of this PTA shall include an article establishing a quorum.

**Section 7.** Bylaws of this PTA/PTSA shall include an article on amendments.

**Section 8.** 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 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 National PTA.

**Section 9.** This PTA/PTSA shall collect dues from its members and shall remit a portion of such dues to Utah PTA as provided in Article V herein.

**Section 10.** Each officer or Board member of this PTA/PTSA shall be a member of this Local PTA/PTSA.

**Section 11.** 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 12.** A PTA/PTSA member shall not serve as a voting member of this PTA/PTSA Board while serving as a paid contractor to this PTA/PTSA

**Section 13.** This PTA/PTSA must complete the applicable IRS filing at the close of the fiscal year.

**Section 14.** The association 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.

**Section 15.** No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the Purposes set forth in Article II hereof.

**Section 16.** Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

**Section 17.** 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 Utah PTA Bylaws. Dissolution of this PTA/PTSA must follow procedure as outlined in the Utah PTA Bylaws, Local Bylaws, and Local PTA Unit Dissolution Packet. Before this PTA can be dissolved, the procedures established by the Utah PTA Dissolution Checklist must be followed. The dissolution packet may be obtained through the area director and/or Utah PTA.

**Section 18.** This local PTA/PTSA is obligated, upon withdrawal of its charter by Utah PTA:

a. To yield up and surrender all its books, records, assets, and property to Utah PTA.

b. To cease and desist from the further use of any name that implies or connotes association with National PTA or Utah PTA or status as a constituent association of National PTA or Utah PTA; and

c. To carry out promptly, under the supervision and direction of Utah PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA/PTSA.

**Section 19.** Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed, under the direction of Utah PTA, to one or more non-profit funds, foundations, or associations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.

**Section 20.** At the close of the dissolution process, Utah PTA representatives meet with the local officers to ensure compliance with the local unit dissolution packet. Once the dissolution is complete, Utah PTA will notify the Division of Consumer Protection that the local PTA/PTSA has been dissolved and may no longer solicit, promote, or sponsor a charitable solicitation in Utah according to the Utah Chartable Solicitation Act (13-22-5). Utah PTA will also notify the IRS and the local PTA/PTSA EIN and exempt status will be revoked.

**ARTICLE V: Membership and Dues**

**Section 1.** Every individual who is a member of this PTA/PTSA also is a member of National PTA and of 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 Mission and Purposes of National PTA.

**Section 3.** This PTA/PTSA shall conduct an annual enrollment of members but may admit individuals to membership at any time, and annual membership is valid from July 1 until Oct. 1 of the following school year.

**Section 4.** An accurate and current record shall be kept of the names of all members of this PTA/PTSA. The membership record may not be used for any purpose unrelated to members' interests as PTA members. It cannot be used for solicitations, commercial purposes, partisan or political purposes, or be sold or purchased.

**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 Utah PTA and the portion payable to National PTA.

**Section 6.** The Utah PTA portion of each member's dues shall be two dollars and seventy-five cents ($2.75) per annum. The National PTA portion of each member's dues shall be three dollars and twenty-five cents ($3.25) per annum.

**Section 7.** Each member of this PTA/PTSA shall pay annual dues of $ **8.00** to this PTA/PTSA.

**Section 8.** 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 Utah PTA. Utah PTA shall pay to National PTA the amount of the National PTA portion of dues paid by all members of this Local PTA/PTSA.

**Section 9.** The remittance to Utah PTA shall be submitted in such form as required by Utah PTA.

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**ARTICLE VI: Officers and Their Election**

**Section 1.** The officers of this PTA/PTSA shall abide by, promote, and represent the Purposes, Bylaws, Mission, Principles, and Procedures of PTA.

**Section 2.** Each officer and 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 one (1) President, one (1) President-elect, one (1) administrative vice president, one (1) teacher vice president, up to **5** (number) additional vice presidents, one (1) Secretary, and one (1) Treasurer. The teacher vice president shall be a teacher who is currently teaching in the school in which this PTA/PTSA is organized.

b. If a president seeks a consecutive term, the president and president-elect must be nominated and elected by the general membership. If the president is not re-elected, the president-elect shall automatically succeed to the office of president.

c. Officers shall be elected by ballot at a general membership meeting 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.

d. Officers shall assume their official duties on July 1 following their election, shall serve for a term of **1** year (s), (a term of either one year OR two years) and shall remain in office until June 30 of the next election year or thereafter, until their successors are elected.

e. An officer may serve a second consecutive term if nominated and elected by the general membership.

f. A person, except the administrative 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.)

**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. A nominating committee shall be composed of **3** (number, at least three (3) and always an odd 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. All members of the nominating committee must be members of PTA/PTSA for at least seven (7) days prior to being elected.

c. There shall also be elected by the membership of this PTA/PTSA **2** (number, 1 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, that member 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. The nominating committee shall elect its own chair.

e. 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.

f. The President and President-elect shall not serve on the nominating committee. The President shall orient the committee to its duties and procedures at its first meeting and shall then leave the meeting. The President may act as a consultant to the committee on nominating committee procedure.

g. It is recommended that the principal not serve on the nominating committee but act as a consultant to it.

h. No meeting of the nominating committee shall be held with fewer than three (3) members in attendance.

i. A nominee for any office must be a member of this PTA/PTSA for at least seven (7) 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.

j. 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.

k. The nominating committee must report its nominees to the executive committee prior to reporting to the general membership. The nominating committee shall then communicate the slate of nominees to the general membership at least fourteen (14) days prior to the election meeting).

l .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 for a minimum of seven (7) days. 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 after completing the nominating committee process.

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.

**Section 8.** Resignations

a. All resignations must be made in writing to the President.

b. 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 after completing the nominating committee process.

c. 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.

d. Upon resignation, all PTA materials shall be delivered to the president immediately.

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**ARTICLE VII: Duties of Officers**

**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. In consultation with the executive committee, appoint the chair of each special committee;

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;

h. Attend Utah PTA Leadership Convention; and

i. Perform such other duties as may be prescribed in these Bylaws, by parliamentary authority, the Utah PTA President's Handbook, or assigned by the executive committee or board of directors of this PTA/PTSA.

**Section 2.** The President-elect shall:

a. Work in cooperation with the President and fulfill such other duties as assigned by the Board of Directors or the President;

b. Attend meetings with the President;

c. In the absence of the President or their inability to act, perform the duties and exercise the powers of the President;

d. Serve as a delegate to the Council voting body; and

e. Perform such other duties as may be prescribed in these Bylaws, by parliamentary authority, the Utah PTA Handbooks, or assigned by the executive committee or board of directors of this PTA/PTSA.

**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 the absence or inability to act of both the President and the President-elect; and

c. Perform such other duties as may be prescribed in these Bylaws, by parliamentary authority, the Utah PTA Handbooks, or assigned by the executive committee or board of directors of this PTA/PTSA.

**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 prescribed in these Bylaws, by parliamentary authority, the Utah PTA Handbooks, or assigned by the executive committee or board of directors of this PTA/PTSA.

**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, with two (2) people present, 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, as chair of the budget committee, an annual budget to be distributed to and approved by the membership of this PTA/PTSA at the annual meeting held prior to September 30;

d. Make a financial report, as specified in the Utah PTA Treasurer's Handbook, at the annual meeting (Article IX, Section 3);

e. Make disbursements as authorized by the President, executive committee, or this PTA/PTSA, in accordance with the budget adopted by this PTA/PTSA;

f. 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.);

g. Make a monthly remittance of membership dues to the Utah PTA;

h. Present a treasurer's report 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;

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;

j. Submit the books annually no later than July 10 and immediately upon the change of officer for a reconciliation by an auditor or an Annual Financial Reconciliation (AFR) committee; and

k. Perform such other duties as may be prescribed in these Bylaws, by parliamentary authority, the Utah PTA Handbooks, or assigned by the executive committee or board of directors of this PTA/PTSA.

**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.

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 by the membership at the annual meeting prior to September 30.

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, upon the expiration of their term of office not later than July 10, deliver to their successors all official materials pertaining to their office.

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**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 of the school year, the designated order in which the Vice Presidents perform the duties of the office of President in the absence or inability to act of both the President and President-elect;

d. Create commissions and special committees;

e. Approve the plans of work of the commissions and special committees;

f. Approve routine bills within the limits of the budget;

g. Require all checks to have two (2) signatures;

h. Report at regular meetings of this PTA/PTSA;

i. Fill vacancies in offices except President-elect; and

j. 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 chairs 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.

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**ARTICLE IX: Commissions, Board of Directors, and Special Committees**

**Section 1**. The executive committee shall create such commissions as may be deemed necessary to promote the Purposes of PTA and carry on the work of this PTA/PTSA.

**Section 2.** Up to **10** (number) commissioners (in PTSAs at least one shall be a student) shall be appointed by the officers of this PTA/PTSA.

**Section 3.** Only members of this PTA/PTSA shall be eligible to serve in any appointed positions. The term of each appointee shall be for one year, and they may be reappointed annually.

**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 of PTA 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 chair 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.

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**ARTICLE X: General Membership Meetings**

**Section 1**. At least three (3) general membership meetings of this PTA/PTSA shall be held during the school year. These meetings may be held in person and/or virtually. 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 seven (7) days prior to each general membership meeting. Five (5) days notice shall be given of a change of date. Special meetings of this PTA/PTSA may be called by the president or by a majority of the executive committee with five (5) days prior notice having been given to the general membership.

**Section 2.** Ten members shall constitute a quorum for the transaction of business in any general membership or special meeting of this PTA/PTSA.

**Section 3.** The annual meeting, as specified by IRS Code, Section 501(c)3, shall be held no later than September 30 and shall be for the purpose of:

a. Adopting the financial documents as specified in the Treasurer's Handbook,

b. Presenting an annual PTA report, and

c Any other PTA business.

**Section 4**. The nominating committee shall be elected at a general membership meeting prior to December 31.

**Section 5.** The election meeting shall be held prior to March 31.

**Section 6**. Special meetings of this PTA may be called for the purpose of a special election or emergency business that requires a vote of the general membership.

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**ARTICLE XI: Council Membership**

**Section 1.** This PTA/PTSA shall be represented on the voting body of the **Westlake Council** of PTAs/PTSAs by the President or their alternate, the President-elect or their alternate, and the principal or their representative. An alternate is selected from among their Local PTA/PTSA Board.

**Section 2**. A local PTA must be in good standing to participate in council business.

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**ARTICLE XII: Fiscal Year**

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

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**ARTICLE XIII: Reading and Renewal of Bylaws**

These Bylaws shall be reviewed by the executive committee at the beginning of each school year and shall every three (3) years thereafter be presented to the general membership, reaffirmed by a majority vote of the members present and voting, either in person or virtually, and remitted to Utah PTA for renewal. All renewals must be completed within six (6) months. After that time the submission will be canceled and the renewal must be restarted.

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**ARTICLE XIV: 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, either in person or virtually, provided that written notice of the proposed amendment shall have been given to the members of this PTA/PTSA at least fourteen (14) 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 Utah PTA for approval.

b. After approval by a two-thirds (2/3) vote at a general membership meeting of this PTA/PTSA, a copy of all amendments or revisions shall be submitted to Utah PTA for approval.

c. All amendments and minutes must be submitted to Utah PTA within six (6) months for approval. After that deadline the process must be restarted.

**Section 2.** The adoption of an amendment to any provision of the Bylaws of Utah PTA identified by a single asterisk 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.

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**ARTICLE XV: 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.