

Local PTA/PTSA Bylaws (2019-2020)

Region 13
Council —
Local Mt Pleasant Elementary PTA
PTA Unit ID Number 00013333
Employer Identification Number (EIN) 87 - 0478937



ARTICLE I: Name

The official name of this association is the _____
Mt Pleasant Elementary (School name)
PTA (Parent-Teacher Association) OR the

(School name) PTSA (Parent-Teacher-Student Association)
located in Mt Pleasant
(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 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 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 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 principles, and procedures of the 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. The membership roster shall NOT be released to outside individuals, groups, companies, etc.

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 \$ 8 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, 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 a president, a president-elect, 2-3 (number, at least 2) vice presidents, a secretary, and a treasurer. The president-elect shall automatically succeed to the office of president.

- b. 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.

- c. 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.

- 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 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.)

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

elect 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.

- 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 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-elect may act as a consultant to the nominating committee.
- f. It is recommended that the principal not serve on the nominating committee but act as a consultant to it.
- g. No meeting of the nominating committee shall be held with fewer than three (3) members in attendance.
- h. 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.
- i. 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.
- j. 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 February (month(s), at least thirty (30) days prior to the election meeting), at which time additional nominations may be made from the floor.
- k. 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.

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. 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.

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-elects 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 3 (number) days prior to each general membership meeting. 2 (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, 3 (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 February (month(s), same as in Article VI, Section 5j).

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

Section 7. The last general membership meeting of the school year held in April (month, 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. 12 (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.

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. 6 (number) commissioners (in PTSA's 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 _____ Council of PTAs/PTSAs by the president or his alternate and the president-elect or his alternate (An alternate is selected from among their local PTA/PTSA board.) and the principal or his representative.

Section 2. This PTA/PTSA shall pay annual council dues of _____ 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 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, 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.

May 2019

Form for

Submitting a Proposed PTA Bylaws Amendment for Utah PTA Bylaws

(This form is to be used only if you would like to submit a proposed amendment for the Utah PTA Bylaws—Do not use this form for council or local PTA/PTSA amendments.)

*** Due October 1, 2019 in the Utah PTA office. ***

Region 13 Council Name _____

Local PTA Name Mt Pleasant Elementary President's Name Christine Murrish

President's Address 75 N 900 E Mt Pleasant, Utah, 84647

President's Phone 909 456 0564 Email compbabe@gmail.com

Please use a separate form for each proposed amendment to the Utah PTA bylaws

Article 1 Section 8 Now reads: \$ 7

Article 1 Section 8 Proposed to read: \$ 8

Reason for this proposed amendment: Raising membership dues to raise basic funds for our basic operations.