

# Local PTA/PTSA Bylaws (2019-2020)

Region 5  
Council KEARNS  
Local WEST KEARNS ELEMENTARY PTA  
PTA Unit ID Number 000 22742  
Employer Identification Number (EIN) 74- 2480354



## ARTICLE I: Name

The official name of this association is the West  
Kearns Elementary (School name)  
PTA (Parent-Teacher Association) OR the

(School name) PTSA (Parent-Teacher-Student Association)  
located in Kearns  
(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 \$ 6.00 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, 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, 2-6 (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 Feb or 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 December (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

**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 applicable, 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 last general membership meeting of the school year, held in Feb or March (month, same as in Article IX, Section 7), which shall be known as the annual meeting, 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.

- 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 these bylaws, in addition to those outlined in the parliamentary authority 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.

**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 Kearns 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 75 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