

# TABLE OF CONTENTS

## President Handbook: Bylaws

PTA/PTSA BYLAWS INFORMATION . . . . .	105
BYLAWS INFORMATION (CONTINUED) . . . . .	108
SUBMITTING A PROPOSED PTA BYLAWS AMENDMENT FOR UTAH PTA BYLAWS . . . . .	109
GUIDELINES FOR LOCAL PTA/PTSA STANDING RULES . . . . .	111
BASIC PRINCIPLES . . . . .	113
INFORMATION FOR RENEWING, AMENDING, AND SUBMITTING PTA BYLAWS . . . . .	114
GLOSSARY OF PTA TERMS . . . . .	116





# PTA/PTSA BYLAWS INFORMATION

- ♦ Bylaws are the legally binding set of rules that guide an organization and are of such importance that they can be changed only after ample (at least 14 days) notice has been given and the members have voted to approve the change (amendment). Bylaws are comparable to a constitution and are organized into articles and sections. Having current bylaws is a requirement to maintain tax-exempt status with the IRS.
- ♦ If you need a copy of your current bylaws, they can be found at [UtahPTA.org/Bylaws](https://UtahPTA.org/Bylaws) after logging in to your account. You may print as many copies as needed from the website. Your region director and/or council leadership also have access to the online bylaws and can assist a local PTA with finding their copy.
- ♦ As soon as you are elected, set up a PTA online account and help your incoming Executive Committee set up an account for access to the local bylaws. Study your bylaws so they will be as helpful as possible. Review them again with your Executive Committee at the beginning of the school year and often throughout the year. This will help avoid problems and you will know what to expect during your term.
- ♦ The numbers written in your bylaws must be adhered to exactly—they are not a guideline, but a requirement.
- ♦ Take note of dates and special instructions to help you plan your PTA calendar.
- ♦ The approval and expiration dates of your bylaws are on the front page in red.
- ♦ Bylaws must be submitted to Utah PTA for renewal every three years. Bylaws and amendments are valid only after they are returned to you via email with the red notice on them.
- ♦ Amending bylaws can be done at any time. Instructions for renewing or amending local bylaws are found at [UtahPTA.org/Bylaws](https://UtahPTA.org/Bylaws).
- ♦ The following are some questions about PTA that your bylaws will answer:
  - When your bylaws expire.
  - Your PTA Unit ID Number and EIN. They are on the front page of your bylaws.
  - Your official local name, which always includes “PTA” or “PTSA.”
  - The Purposes and basic principles of PTA.
  - Your relationship with National PTA and Utah PTA.
  - When to submit membership dues—national, state, and, if applicable, council—and the amount of your dues.
  - When to elect your Nominating Committee, how many serve on it, how it should function, and when it must report its nominees.
  - What officers you should elect and when, and the length of their term of office.
  - How to fill vacancies in offices.
  - The duties of each officer.
  - Information about having the treasurer’s books annually reviewed.
  - The duties of your Executive Committee (officers).
  - When some of your general membership meetings are to be held.
  - How many members constitute a quorum for transacting business.
  - How many commissioners you should have and whether they are elected or appointed.



- Who comprises your Board of Directors.
- Information about committees.
- If you are in a council, which council you belong to, how many voting delegates you are allowed, and the amount of your council dues.
- Your fiscal year.
- When you must read and reaffirm your bylaws.
- What is the PTA parliamentary authority.
- How to amend your bylaws.

**Meetings**—Your PTA must hold at least three general membership meetings during the school year. The purpose of these three meetings should at least include:

- ♦ Approving your AFR and annual budget at your first meeting (prior to October 1)
- ♦ Electing your Nominating Committee (prior to December 31)
- ♦ Nominating your nominees (at least 14 days prior to your election meeting)
- ♦ Electing your new officers (prior to March 31)

**Dues**—Dues should not be considered a fundraising endeavor and should be an amount low enough to encourage individuals to join. Funds to sustain the programs of your PTA may be raised in other ways.

**Officers**—National PTA has advised that there are to be no co-officers in PTA. The “president-elect” is the officer who automatically assumes the office of president for the following term and is not a vice president. Your PTA automatically has at least two vice presidents: your principal and a teacher. Additional vice presidents are specified in the bylaws. They are called vice presidents and should be presented with the other nominees at your nomination and election meetings so everyone realizes they are PTA officers. The treasurer shall accept only reconciled books.

**Nominating Committee**—A Nominating Committee must be elected by your general membership prior to December 31 and must always have an uneven number of members. No committee meeting shall be held with fewer than three members in attendance. The president and president-elect shall not serve on the committee but shall orient the members to its duties and procedures at its first meeting. The president-elect may act as a consultant to the Nominating Committee. The chair is elected by the committee members and should have a copy of the bylaws at each meeting to know the duties of each officer. The committee reports the nominees at a general membership meeting at least 14 days prior to the election meeting. Others who wish to run for an elected office may be nominated at the general membership meeting in which the committee reports or they may notify your secretary at least 5 days prior to the election meeting.

**Council Membership**—If your PTA is in a PTA council, your council officers will instruct you as to the amount of your council dues and the number of delegates from your local PTA that have the right to vote on your council voting body, although all members of your PTA may attend council meetings. Your president-elect should attend council meetings. Your council may not make any decision that is binding on your PTA without it being presented to and voted on by your council voting body. Your council bylaws are available to view and print at [UtahPTA.org/Bylaws](http://UtahPTA.org/Bylaws). You must sign in with an account to view bylaws.

**Amending Your Bylaws**—Instructions for amendments are in Article XV of your bylaws. Only information written in the blanks may be amended. Additional information on amending and submitting your bylaws can be found in this section of the handbook in the *Information for Renewing, Amending, and Submitting PTA Bylaws*. If your officers



or members decide an amendment needs to be made to your bylaws, it must be presented at a general membership meeting and/or online or in a newsletter. After at least a 14 day waiting period, the amendment must be voted on at a general membership meeting and approved by a two-thirds vote of the members present and voting. If it is approved, the bylaws need to be submitted to Utah PTA for approval. The guidelines necessary for submission can be found at [UtahPTA.org/Bylaws](http://UtahPTA.org/Bylaws) or by using the “quick link” to bylaws on the homepage. Your new bylaws become effective upon approval and notice from Utah PTA. Your official, stamped copy will be available online and for print at [UtahPTA.org/Bylaws](http://UtahPTA.org/Bylaws). Making bylaw amendments within the three year period before renewal will, in effect, renew the local bylaws at the same time and a new expiration date will be given.

**Renewing Your Bylaws**—This is the responsibility of your president, who may assign this responsibility to another officer. About three months before your bylaws expire, go over them as officers and also compare them with the current bylaws found at [UtahPTA.org/Bylaws](http://UtahPTA.org/Bylaws) to see if they are still applicable to how your PTA functions.

If they are still applicable, fill in a new bylaws form as they were last approved at [UtahPTA.org/Bylaws](http://UtahPTA.org/Bylaws). Print or download the new bylaws for posting to your general membership. At a general membership meeting or in a newsletter at least 45 days before they expire, announce that your bylaws need to be submitted for approval and will be posted at the school, in a newsletter, or online, or email the PDF to your membership. List the locations at the school where they may be read by any PTA member for consideration. If any amendment(s) is recommended, it (they) must be submitted to the president by a stated date. The vote to reaffirm or amend the bylaws may not be taken until the bylaws have been posted for 14 days. After the 14 day posting period, a general membership meeting is held and your president asks for a motion and a second to the motion to reaffirm your bylaws in the current form. If they are reaffirmed by a two-thirds vote of the general membership present and voting, your approved minutes are then submitted to Utah PTA. The minutes must show the minimum quorum requirements were met and the result of the vote, whether in person or virtual.

If your officers or general membership decides an amendment(s) needs to be made to your bylaws, follow the instructions in the step above, vote on the amendment(s), and then reaffirm your bylaws at the same general membership meeting. **Note:** Only information in blanks may be amended.

**Standing Rules**—Standing rules are semi-permanent guidelines adopted by your local PTA for direction, training, and continuity. They may contain additional information about your bylaws or any traditions or specific information that pertains to your PTA. They **may not** conflict with your bylaws. They may be amended or rescinded by a two-thirds vote at any meeting or by a majority vote if previous notice has been given. Additional standing rules may be adopted at any general membership meeting by a majority vote. A standing rule may be suspended for the duration of any general meeting by a majority vote.

Your bylaws and standing rules need to be retained in your officers’ procedure books and passed on to incoming officers.



# BYLAWS INFORMATION (CONTINUED)

It is important to be familiar with Utah PTA Bylaws as they are the governing documents for Utah PTA. The most recent copies of Utah PTA Bylaws can be found at [UtahPTA.org/Bylaws](https://UtahPTA.org/Bylaws) or on the Utah PTA app. You must create an account and log in to view bylaws.

The Utah PTA Bylaws are reviewed at least once during a president's term by the Board of Directors and proposed amendments must be voted on by the general membership (generally done at the Leadership Convention). Local PTA leaders may suggest amendments to the Utah PTA Bylaws by submitting the form on the following page (or found online). The form must be received no later than October 1 of the current year for the amendment to be considered.

Local and council PTA/PTSAs should study their own approved set of bylaws on a regular basis to be familiar with the rules set forth for governing your local PTA/PTSA. All approved bylaws are available online at [UtahPTA.org/Bylaws](https://UtahPTA.org/Bylaws). At a minimum, the president and secretary should have a copy available for reference at all times. It is recommended that all members of the Executive Committee have access to a copy of your approved council and/or local PTA/PTSA bylaws.

Local and council bylaws may be amended from time to time after consideration, discussion, and an approving vote of the Utah PTA Board of Directors. The most current approved version is always available at [UtahPTA.org/Bylaws](https://UtahPTA.org/Bylaws).

Amendments to local and council bylaws made by the Board of Directors take effect immediately and apply to all local and council PTA/PTSAs, but do not require a renewal or amendment at the local or council level.



# 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, 2023 in the Utah PTA office.

Region \_\_\_\_\_ Council Name \_\_\_\_\_

Local PTA Name \_\_\_\_\_ President's Name \_\_\_\_\_

President's Address \_\_\_\_\_

President's Phone \_\_\_\_\_ Email \_\_\_\_\_

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

Article \_\_\_\_\_ Section \_\_\_\_\_ Now reads: \_\_\_\_\_

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Article \_\_\_\_\_ Section \_\_\_\_\_ Proposed to read: \_\_\_\_\_

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Reason for this proposed amendment: \_\_\_\_\_

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Please print and insert a current copy of your local  
and/or council bylaws here.





# GUIDELINES FOR LOCAL PTA/PTSA STANDING RULES

*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 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.



To adopt a set of standing rules these suggestions should be followed

1. Appoint a committee of at least three experienced, knowledgeable members of your PTA/PTSA to prepare a set of standing rules.
2. Using your bylaws as a starting point, the committee should consider each provision and then formulate instructions for applying it. The minutes of board and general meetings and the experience of committee members are additional resources.
3. After the committee has prepared the standing rules, they are presented to your board for review and then to your general membership for approval by a majority vote.

Standing rules may contain as much information and detail as you want to include for the functioning of your PTA/PTSA. The more details included the easier the job will be for future board members.

Your standing rules should include any specific, detailed duties and responsibilities of your individual officers and commissioners, your executive committee, your board, and your committee chairs.

Details and descriptions that would be helpful include any consistent person, date, location, time, event, activity, assignment, tradition, and process that occurs traditionally during your PTA/PTSA year.

Detailed information about the following additional topics, and any others applicable to your PTA/PTSA, could be included in your standing rules:

- ♦ Titles and specific duties of each of your vice presidents
- ♦ Orientation of new board members
- ♦ Procedure books
- ♦ Meetings
- ♦ Standing and special committees, which could include finance, membership, public relations, newsletter, volunteers, programs, legislation, Reflections, fund-raising, Founders Day, teacher appreciation, hospitality, etc.
- ♦ Committee duties, who serves on them, and how committee members are determined
- ♦ Needs assessment
- ♦ Student involvement
- ♦ Fiscal policies and procedures, including location of bank and updating signature cards at the bank
- ♦ Nominating committee instructions
- ♦ Installation of new officers
- ♦ Information and requirements for special recognitions and awards
- ♦ Equipment your PTA/PTSA owns and where it is located
- ♦ Your council and region, including meetings and those who attend



# BASIC PRINCIPLES

The basic principles of PTA are outlined in Article III of the National PTA Bylaws, as well as in local, council, and Utah PTA Bylaws. The principles govern the use of the PTA name and logo and the activities of all PTAs, whether they are National PTA, state, region, council, or local PTA.

Because all PTAs in Utah are tax-exempt under Internal Revenue Code Section 501(c)(3), it is important that all PTA members understand that failure to comply with these basic principles could result in the loss of federal tax-exempt status.

## **Non-commercial Principle (and Unrelated PTA Business Activities)**

This principle requires that the PTA or any members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Purposes of the PTA. This policy does not preclude qualified sponsorship agreements.

It also means that the name “PTA,” which is a registered service mark, cannot be used in conjunction with the commercial activities of other organizations, including, but not limited to, the promotion of their goods and services.

In addition, National PTA, Utah PTA, regions, councils, and local PTAs are prohibited under federal law from engaging in substantial business activities that are unrelated to their tax-exempt purposes, which are legally defined as educational and charitable.

## **Non-sectarian Principle**

The membership of PTA represents a diversity of cultures, ethnic backgrounds, and political and religious beliefs. PTAs must be hospitable to all—supporting no one religion over another. The Purposes of National PTA include recognition of the importance of spiritual faith to children and youth. As a private association, PTA has the right to offer inspirational messages to open or close its meetings, but such messages should be inspirational rather than sectarian.

## **Non-partisan Principle**

PTA is nonpartisan. This does not mean that PTA is uninvolved in legislative issues. PTA has always taken a stand on issues.

In accordance with federal law, the bylaws of PTA prohibit its locals, councils, regions, states, and national association from participating or intervening in any political campaign on behalf of, or in opposition to, any candidate for public office. Further, they prohibit these bodies from devoting more than an insubstantial part of their activities to attempting to influence legislation by propaganda or otherwise.

PTAs may conduct candidates’ forums alone or as part of a coalition with other nonpartisan groups. All candidates for each public office must be invited to these forums and asked to present their views.

Neither the law nor PTA Bylaws prohibit members as individuals from exercising their civic responsibilities in personal or partisan ways, even running for office themselves. Members who choose to seek public office may not request or receive PTA endorsements at any time but may list their PTA service as part of their qualifications.



# INFORMATION FOR RENEWING, AMENDING, AND SUBMITTING PTA BYLAWS

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**All bylaw renewals and amendments must be voted on by your general membership. A quorum must be met to hold the vote.**

Your bylaws are on file with your council president and/or region director and online at [UtahPTA.org/Bylaws](https://UtahPTA.org/Bylaws).

- ♦ Bylaws need to be renewed once every three years.
- ♦ The president is responsible (but may delegate this responsibility) to see that the following are submitted to Utah PTA for approval: 1) All amendments as soon as adopted and 2) bylaws to be renewed.
- ♦ Your bylaws must be submitted to Utah PTA for renewal electronically at [UtahPTA.org/Bylaws](https://UtahPTA.org/Bylaws). Only the fill in the blank spaces in the bylaws may be amended at the local level.

## Procedure For AMENDING/RENEWING Your Bylaws (also available at [UtahPTA.org/Bylaws](https://UtahPTA.org/Bylaws))

- ♦ About 60 days before your bylaws expire, your executive committee reads your current bylaws word for word to determine if any amendments need to be proposed.
- ♦ If your executive committee determines no amendments need to be proposed, fill in the blanks of the online form **exactly** as they are in your last approved bylaws:
  1. All spaces must be filled in, as in your last approved bylaws, unless previously amended and approved by Utah PTA. If already amended and approved by Utah PTA, put the new wording in the blank.
  2. Under Article IX: General Membership Meetings, Section 8, the number of PTA/PTSA members present at a general membership meeting to conduct business (quorum) must be at least 10, as specified in your bylaws; however, the number should be a fair representation of your membership.
- ♦ About 45 days before your bylaws expire, announce in a general membership meeting or in a newsletter that your bylaws need to be renewed and will be posted at a specified location at the school and/or online for all members to read and, if desired, make suggestions to your president for amendments to them.
  - If your executive committee or general membership determines that your bylaws need to be amended, see Article XVI in your bylaws and fill in the Amended Information at [UtahPTA.org/Bylaws](https://UtahPTA.org/Bylaws) and print an updated and amended copy to post at the school, online, and/or in a newsletter with the amendment(s) noted. **Note:** Local amendments can only be made to the bylaws where there are “blanks” to be filled in.
- ♦ Wait at least 14 days after the bylaws are posted.
- ♦ If it is still determined that no amendments need to be proposed, at your next general membership meeting your president asks for a motion and second to the motion to reaffirm your bylaws on the current form as it has been posted. If they are reaffirmed by a two-thirds vote of the general membership present and voting, the bylaws are reaffirmed and will be submitted for approval to Utah PTA.



- ♦ If your executive committee or general membership determines that an amendment(s) to your bylaws needs to be made, in a general membership meeting at least 14 days after presenting the proposed amendment, your president asks for a motion, a second to the motion, and a vote on the amendment. To be adopted, a quorum must be present and an amendment must receive a two-thirds vote of those present and voting. At this same general membership meeting, after the amendment(s) is approved, your bylaws will then need to be reaffirmed. Your president asks for a motion and a second to the motion to reaffirm your bylaws as amended. Your general membership then votes to reaffirm your bylaws. If your bylaws are reaffirmed by a two-thirds vote of your general membership present and voting, follow the instructions in the “Submitting Your Bylaws and/or Amendments” found at [UtahPTA.org/Bylaws](http://UtahPTA.org/Bylaws). The approved meeting minutes will need to be submitted with the amendment(s) and the new bylaws. The minutes should reflect the quorum and the votes cast and whether they were in person or virtual votes.

## Procedure For AMENDING Your Bylaws

- ♦ In a general membership meeting at least 14 days after presenting the proposed amendment, your president asks for a motion, a second to the motion, and a vote on the amendment. To be adopted, a quorum must be present and an amendment must receive a two-thirds vote of those members present and voting.

## Submitting Your Bylaws And/Or Amendments

- ♦ Bylaws submission is done online at [UtahPTA.org/Bylaws](http://UtahPTA.org/Bylaws)
- ♦ You will submit a digital copy of your renewed/amended bylaws with a copy of the approved meeting minutes of the general membership meeting where the bylaws were (amended and) reaffirmed. These meeting minutes shall reflect the minimum quorum requirements were met and the votes cast.
- ♦ Your bylaws are not approved until you receive notice of an official stamped copy. Copies will be kept digitally at [UtahPTA.org/Bylaws](http://UtahPTA.org/Bylaws) and can be printed by local leaders. An account and log in are required to view/print the bylaws.
- ♦ Your renewal date will be three years from the time of approval.

**Your current bylaws should be in your president’s and secretary’s procedure books and passed on to your incoming officers.**



# GLOSSARY OF PTA TERMS

- Amend (Amendment)**—To change the wording of the bylaws or a motion by inserting and/or striking out.
- Annual Financial Reconciliation (AFR)**—An at-least annual official examination, verification, and report of the financial accounts and records of the treasurer. The Annual Financial Reconciliation (AFR) report is presented to the general membership for adoption at the first general membership meeting of the school year.
- Annual Meeting**—The last general membership meeting of the school year, at which annual reports are received and other business designated in the bylaws is conducted.
- Annual Report**—A resume of your annual PTA activities, programs/projects and finances prepared by the president (or a designated representative).
- Audit**—see annual financial reconciliation.
- Ballot**—The list of nominees on which a person marks his vote.
- Basic Principles**—Established procedures of National PTA, as stated in the bylaws, which summarize the principles of conduct all PTA groups, for their protection, are required to follow in carrying out the purposes and work of PTA.
- Board**—The group of members (officers, commissioners, and appointees) authorized to act for your PTA between its meetings, with specified limitations delineated in the bylaws.
- Budget**—A plan of operations based on an annual, itemized estimate of expected income, expenses, and disbursements approved by your general membership prior to October 1.
- Business**—Important matters to be brought before your PTA for action.
- Bylaws**—A document adopted by vote of your PTA members, which contains the basic rules for governing and orderly conduct of business under which your PTA operates.
- Chair**—The presiding officer, who serves as a means through which your PTA expresses its will. Authority is vested in the office, not the person. Because he acts for the group, not for himself, he must be impartial. He refers to himself as “the Chair,” avoiding the use of the pronoun “I.”
- Charter**—A document issued by Utah PTA authorizing a PTA/PTSA to function as a local PTA of National PTA and Utah PTA.
- Commission**—A specific group led by a commissioner which develops and implements programs and projects within related areas of concern.
- Commissioner**—A Utah PTA Board member who chairs a commission responsible for specific areas of concern; directs implementation of programs, projects, and legislative action; and represents Utah PTA to other organizations as directed by the president.
- Committee**—A group elected or appointed to consider, investigate, perform a service or function, or act upon a particular area of concern.
- Constituent Association**—In a national association such as National PTA, local and state associations are constituent associations of the parent body, National PTA, as provided for in the National PTA Bylaws.
- Convention**—The annual Utah PTA event during which time elections are held, bylaws amendments and proposed resolutions are voted on, awards are presented, workshops are offered, and connections are encouraged through networking with members and exhibitors.
- Council**—A group of local PTAs/PTSAs organized under the authority of the Utah PTA for the purpose of conference, leadership training, and coordination of efforts.
- Disbursement**—The paying out of funds.
- Executive Committee**—The elected officers of your PTA/PTSA to whom power and authority are delegated between meetings of the board as prescribed in the bylaws.
- Ex Officio**—By virtue or because of office. When provided in the bylaws, certain offices automatically confer membership on certain committees. That officer may attend committee meetings and has all the privileges of membership, including making motions, debating, and voting. He is counted in the quorum if he has the right to vote and another person may not take his place in the ex officio role.
- Field Service**—Training provided by Utah PTA, which should be requested by the region director at least 30 days in advance.
- General Membership Meeting**—A regular meeting of your PTA which includes your PTA members, the general public, and invited guests.
- Installation**—A meeting or ceremony at which PTA officers are inducted (not sworn in) into office.
- Interim Meetings**—Monthly meetings between Utah legislative sessions of legislative study committees, which study and discuss issues and at which citizen input is encouraged.
- Local Unit**—A local Parent-Teacher (PTA) or Parent-Teacher-Student (PTSA) Association.
- Majority Vote**—One more than half of the votes cast.
- Meeting**—A single official gathering of members.
- Member**—A person who has joined your PTA/PTSA and thus is automatically a member of both National PTA and Utah PTA and has all the rights of membership, provided he continues to meet the membership requirements as stated in your bylaws.
- Minutes**—The official record of all business and proceedings transacted in a meeting.
- National Constituent Association Advisory Council**—The body composed of presidents of each state constituent association. The Council’s responsibilities include assisting the board in setting the strategic direction of National PTA and participating in leadership development.
- National PTA**—National Congress of Parents and Teachers, Inc., composed of all the Parent Teacher Associations of the 50 states, the District of Columbia, and the European, Pacific, Virgin Islands, and Puerto Rico Congresses.
- National PTA Convention**—The annual National PTA meeting at which representatives from local PTAs/PTSAs elect national



officers, amend bylaws, adopt resolutions, and receive training.

**National PTA Legislative Program**—The statement of the areas of legislation that are agreed to be within the scope of National PTA's work. It is adopted by the vote of at least 31 state PTAs.

**National PTA Resource Book**—A reference manual with all basic PTA information, including officers' duties, bylaws, meetings, parliamentary procedure, program planning, policies, guiding principles, and committee work.

**Needs Assessment**—A survey or study to determine the areas of concern within your PTA or community, so that programs can be established and efforts can be made to solve the problems found to be most pressing, usually followed by a plan of action, implementation, and evaluation.

**Newsletter**—Your PTA publication for the purpose of communicating with your members, often issued in cooperation with the principal.

**Our Children**—The official, award-winning National PTA magazine.

**President-elect**—The person elected to succeed to the office of president when the term of the current president ends.

**Procedure Book**—A loose-leaf binder in which instructions for carrying on the work of an office or chairmanship, a record of work done, and other helpful material are compiled. It should be passed on promptly to one's successor to maintain continuity and efficiency in your PTA work.

**PTA Program**—A plan for the year's action, including study groups and general meetings, adopted by your PTA/PTSA to meet its needs and those of the children it serves and of each member.

**PTSA**—A local Parent-Teacher-Student Association. To be a PTSA requires a bylaws vote of your general membership.

**Purposes** (formerly known as Objects)—The Purposes of National PTA and Utah PTA are generally thought of as the reasons National PTA and Utah PTA exist.

**Quorum**—The minimum number of members required in the bylaws to be present at a meeting to validly transact business.

**Region**—All of the local PTAs/PTSAs and councils within a geographical division of Utah. Each region is designated by a number.

**Region Director**—Title of the first officer of the region. One is elected by each region. The region directors are members of the Utah PTA Board of Directors.

**Regular Meeting**—A meeting held as prescribed in the bylaws.

**Resolution**—A motion which, because of its length or importance, is presented in writing for vote of the PTA, suggesting a position or action to be taken by the PTA and stating reasons for taking the action.

**School-Based**—Organized under the umbrella of a school.

**Special Meeting**—A meeting held for a specific purpose at a time different from that of a regular meeting. Only the business identified in the notice given for the meeting may be conducted.

**Standing Committee**—A permanent committee responsible to the Board of Directors that performs a continuing function.

**Standing Rules**—Written rules and procedures adopted by a majority vote of your general membership which further define your bylaws, may not conflict with your bylaws, and relate the details of administration and activity of your PTA.

**Two-Thirds Vote**—Two-thirds of the legal votes cast, which is

necessary for any proposal that deprives a member of his rights in any way.

**Utah PTA Leadership Convention**—The annual Utah PTA meeting at which representatives from local PTAs/PTSAs elect state officers, amend bylaws, adopt resolutions, and receive training.

**Volunteers**—Workers at every PTA level who serve PTA, and through it the children and youth of the nation, without financial reward.

**Weighted Pupil Unit (WPU)**—The amount of money spent by the state for each student in the regular school program.



