

# Utah PTA Bylaws

## Utah Congress of Parents and Teachers, Inc.

*\* Utah PTA Requirements for all councils and/or local PTAs/PTSAs*

### ARTICLE I: Name

The name of this association is the Utah Congress of Parents and Teachers, Inc. and shall be referred to as "Utah PTA."

### \*ARTICLE II: Purposes

Section 1. The Purposes of 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.

### ARTICLE IV: Constituent Associations

Section 1. The constituent associations of Utah PTA shall include the councils, and the local PTAs and PTSAs organized under the authority of Utah PTA. The membership of Utah PTA shall be the individual members of the local PTAs/ PTSAs organized under the authority of Utah PTA whose names are on file with their local PTA/PTSA and for whom the National PTA and Utah PTA portions of their dues have been paid as hereinafter provided.

\*Section 2. The articles of organization of a constituent association include the bylaws of such association and any other items as listed in the Utah PTA New Unit Packet.

\*Section 3. Each constituent association shall adopt such bylaws for the government of the association as may be approved by Utah PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the Utah PTA Bylaws.

\*Section 4. Each constituent association shall include in its bylaws provisions corresponding to the Utah PTA Bylaws as are identified herein by a single star.

\*Section 5. The adoption of an amendment to any provision of the Utah PTA Bylaws identified by a single star shall serve automatically and without the requirement of further action by the constituent association to amend correspondingly its bylaws. Notwithstanding the automatic character of the amending process, the constituent association shall promptly incorporate such amendments in its respective bylaws.

\*Section 6. Bylaws of each constituent association shall include a provision establishing a quorum.

\*Section 7. Bylaws of each constituent association shall prohibit voting by proxy

\*Section 8. Bylaws of each constituent association shall include an article on amendments.

\*Section 9. Each officer or Board member of a constituent association shall be a member of a local PTA/PTSA within its area.

\*Section 10. The members of the nominating committee for officers shall be elected by its respective voting body as defined by their respective bylaws.

\*Section 11. 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 12. 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 13. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on

- a. by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or
- b. by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

\*Section 14. 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 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 15. A PTA/PTSA member shall not serve as a voting member of a constituent association's board at the local, council, region, state, or national level while serving as a paid employee of, or under contract to, that constituent association.

## **ARTICLE V: State PTAs/PTSAs**

Section 1. Utah PTA is a branch of National PTA and exists for the purpose of accomplishing, at the state level, the Purposes of National PTA in accordance with its principles. Within the framework of the responsibility that it shares with National PTA for the implementation of the Purposes of National PTA and its obligation to comply with the National PTA Bylaws, Utah PTA is a self-governing association with independent legal existence.

Section 2. The relationship of Utah PTA with National PTA

and its duties, obligations, and responsibilities are set forth in the National PTA Bylaws and in the charter that is issued by National PTA to Utah PTA.

Section 3. Utah PTA shall adopt such bylaws and other articles of organization as are in conformity with National PTA Bylaws.

Section 4. The Utah PTA Bylaws and all amendments hereto shall be subject to approval by the National PTA Bylaws Committee.

Section 5. Utah PTA 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 local PTAs and PTSAs within its area, the National PTA portion of membership dues collected by such local PTAs and PTSAs, the amounts of such dues received by Utah PTA, and the amounts of dues remitted to National PTA. Such books of accounts and records, including those of controlled associations, shall at all reasonable times be open to inspection by an authorized National PTA Representative.

Section 6. Utah PTA shall provide appropriate procedures for the association of local PTAs and PTSAs within its area. Utah PTA may determine the membership year for the local PTAs and PTSAs in its area and prescribe the form and content of the bylaws or other articles of organization of such local PTAs and PTSAs.

Section 7. Utah PTA may create or establish councils in counties, cities, or other areas designated by its Board of Directors for the purpose of conference, leadership training, and coordination of the efforts of local PTAs and PTSAs and may prescribe the form and content of the bylaws or other articles of organization of such councils. The local PTAs and PTSAs that shall be eligible for membership and participation in the work of any council shall be determined by Utah PTA. Councils shall not legislate for local PTAs and PTSAs.

Section 8. Utah PTA may establish areas and regions as subsidiary associations to facilitate the administration of the affairs of Utah PTA and for carrying out its programs. Areas and regions shall not legislate for council or local PTAs/PTSAs.

Section 9. Utah PTA may conduct electronic business according to the criteria established by the Utah PTA Board of Directors.

Section 10. Utah PTA is responsible for compliance by the locals, councils, and regions within its area with National PTA Bylaws and Utah PTA Bylaws.

Section 11. In the event of surrender or withdrawal of its charter by National PTA, Utah PTA is obligated:

- a. To yield up and surrender all its books and records and all its assets and property to National PTA or to such agency as may be designated by the National PTA to be held for

the benefit of another branch association established by National PTA for the area of the Utah PTA;

- b. To yield up all the books and records and all the assets and property of any Controlled Organization and surrender them to National PTA or to such agency as may be designated by National PTA to be held for the benefit of another branch association established by National PTA for the area of Utah PTA. A Controlled Organization shall mean any corporation or other entity, whether nonprofit or for-profit, incorporated, or unincorporated, that is controlled by Utah PTA. For purposes of this section, control means ownership by vote or value of more than fifty percent of the organization, power to appoint individuals to the governing body of the organization representing more than fifty percent of the voting power, or ownership of more than fifty percent of the beneficial interests in the organization. The Utah PTA shall cause the governing documents of the Controlled Organization to reflect this obligation;
- c. To cease and desist from the further use of any name that implies or connotes association or affiliation with National PTA or status as a branch or constituent association of National PTA; and
- d. To carry out promptly, under the supervision and direction of National PTA, all proceedings necessary or desirable for the purpose of dissolving the Utah PTA.

## **\*ARTICLE VI: Local PTAs and PTSAs**

Section 1. Local PTAs and PTSAs shall be organized and chartered under the authority of Utah PTA in the area in which the local PTA/PTSA functions, in conformity with such rules and regulations, not in conflict with National PTA Bylaws, as Utah PTA may in its Bylaws prescribe. Utah PTA shall issue to each local PTA/PTSA in its area 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 and basic principles of PTA;
- b. Remits the state and national portion of the dues by dates designated by National PTA and Utah PTA;
- c. Has bylaws approved according to the procedures of Utah PTA; and
- d. Meets other criteria as may be prescribed by Utah PTA.

Section 2. Each local PTA/PTSA shall submit a copy of its bylaws to the Utah PTA Board of Directors (or its appointee) for approval within sixty (60) days of organization and every three (3) years thereafter.

Section 3. Each local PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of these bylaws identified by a single asterisk.

Section 4. The adoption of an amendment to any provision of these bylaws identified by a single star shall serve automatically and without the requirement of further action by each local PTA/PTSA to amend correspondingly the bylaws of

each local PTA/PTSA. Notwithstanding the automatic character of the amending process, each local PTA/PTSA shall promptly incorporate such amendments in its respective bylaws.

Section 5. Each local 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 amounts 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 Utah PTA or, where directed by the committee on state and local relationships, by a duly authorized representative of National PTA.

Section 6. Each local PTA/PTSA shall collect dues from its members and shall remit a portion of such dues to Utah PTA as provided in Article IX herein.

Section 7. Only members of a local PTA/PTSA who have paid dues for the current membership year may participate in the business of such local PTA/PTSA.

Section 8. Each officer or board member of a local PTA/PTSA shall be a member of such local PTA/PTSA.

Section 9. Each officer of a local PTA/PTSA shall be elected by the membership of such local PTA/PTSA.

Section 10. The executive committee of each local PTA/PTSA shall include as vice presidents, the principal and a teacher who is currently teaching in the school in which the PTA/PTSA is organized.

Section 11. Each local PTA/PTSA must complete the applicable IRS filing at the close of the fiscal year.

Section 12. The charter of a local PTA/PTSA shall be subject to withdrawal and its status as a local PTA/PTSA shall be subject to termination, in the manner and under the circumstances provided in these Bylaws.

Section 13. Each local PTA/PTSA is obligated, upon withdrawal of its charter by Utah PTA:

- a. To yield up and surrender all its books and records and all its assets and property to Utah PTA or to such agency as may be designated by Utah PTA or to another local PTA/PTSA organized under the authority of Utah PTA as may be designated by 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; and
- c. To conduct promptly, under the supervision and direction of Utah PTA, all proceedings necessary or desirable for the purpose of dissolving such local PTA/PTSA.

Section 14. Dissolution of a PTA unit is a serious step with potential IRS consequences. PTA is a membership-based organization and as such requires a 2/3 majority vote of the general membership to dissolve. Before beginning the dissolution process, a constituent unit must contact Utah PTA to request the Utah PTA Policy on Dissolution Procedures of Local PTA Units to ensure the proper steps are taken for dissolution. The Policy includes a Local Unit Dissolution Checklist that will be used by the local PTA and Utah PTA.

Utah PTA representatives will meet with the local officers to ensure compliance with the Local Unit Dissolution Checklist. Once the dissolution process 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 Charitable 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 VII: Councils**

\*Section 1. Utah PTA may create or establish councils in counties, cities, or other areas designated by its board of directors for the purpose of conference, leadership training, and coordination of the efforts of local PTAs/PTSAs and may prescribe the form and content of the bylaws or other articles of organization of such councils. The local PTAs/PTSAs that shall be eligible for membership and participation in the work of any council shall be determined by Utah PTA. Councils shall not legislate for local PTAs/PTSAs.

\*Section 2. Each council shall be organized and chartered under the authority of Utah PTA in the area in which it functions, in conformity with such rules and regulations, not in conflict with National PTA Bylaws, as Utah PTA may in its bylaws prescribe. Utah PTA shall issue to each council an appropriate charter evidencing the initial organization. It is the responsibility of the council to remain in good standing.

Section 3. A council is a group of three (3) or more local PTAs/PTSAs within one region organized under the authority of the Utah PTA Board of Directors to promote the mission and purposes of National PTA and Utah PTA within its area.

Section 4. A council may be subject to restructuring by Utah PTA.

\*Section 5. Only local PTAs/PTSAs shall be members of a council.

\*Section 6. Only members of a local PTA/PTSA in the council who have paid dues for the current membership year may participate in the business of the council.

\*Section 7. Each council shall submit a copy of its bylaws to the Utah PTA Board of Directors (or its appointee) for approval

within sixty (60) days of organization and every three (3) years thereafter.

\*Section 8. Each council shall include in its bylaws provisions corresponding to the provisions of the Utah PTA Bylaws that are identified herein by a single star, except for those single star provisions that apply specifically and solely to local PTAs and PTSAs.

\*Section 9. The adoption of an amendment to any provision of the Utah PTA Bylaws identified herein by a single star, except for those single star provisions that apply specifically and solely to local PTAs and PTSAs, shall serve automatically and without the requirement of further action by each council to amend correspondingly the bylaws of each council. Notwithstanding the automatic character of the amending process, each council shall promptly incorporate such amendments in its respective bylaws.

Section 10. Each council 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 council, including specifically the number of its member PTAs/PTSAs and the dues collected from them. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Utah PTA or, where directed by the committee on state and local relationships, by a duly authorized representative of National PTA.

\*Section 11. Each officer of a council shall be elected by the voting body of such council. It is recommended that council leadership members have served at least one term as a local PTA officer.

\*Section 12. The executive committee of each council shall include as vice presidents an administrator of a school in council membership (elected on a rotating basis through the schools as determined by each council). It is recommended that the superintendent or their representative attend council meetings.

Section 13. Council board members may be eligible to serve on Utah PTA committees as approved by the Utah PTA Board of Directors.

Section 14. Each council must complete the applicable IRS filing at the close of the fiscal year.

\*Section 15. The charter of each council shall be subject to withdrawal and the status of each council as a PTA council shall be subject to termination, in the manner and under the circumstances provided in Article XX of these Bylaws.

\*Section 16. Each council is obligated, upon dissolution by Utah PTA:

- a. To yield up and surrender all its books and records and all of its assets and property to Utah PTA, or to such agency

- as may be designated by Utah PTA, or to another council organized under the authority of 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; and
- c. To carry out promptly, under the supervision and direction of Utah PTA, all proceedings necessary or desirable for the purpose of dissolving the council.

## ARTICLE VIII: Regions

Section 1. A region encompasses all the local PTAs, PTSAs, and councils within a geographical division of Utah.

Section 2. A region's purpose is to promote the interests and work of National PTA and of Utah PTA and to administer the affairs of the association within the region.

Section 3. All regions shall be governed by these Bylaws.

Section 4. The region committee chair is a member of the Utah PTA Board of Managers and shall:

- a. Act as a liaison between Utah PTA and the councils and local PTA/PTSAs in the region;
- b. Promote the mission and programs of National PTA and Utah PTA within the region;
- c. Work with the region support committee to assist in the integration of council and local PTA/PTSA work within the region through training;
- d. Be aware of training needs, concerns, and other circumstances within the region and represent them to the area director; and
- e. Carry on such other duties as may be assigned by the Utah PTA Board of Directors.

Section 5. The region committee chair shall;

- ♦ be appointed by the Utah PTA Board of Directors through an application process prescribed by Utah PTA
- ♦ reside in the region they represent
- ♦ take office on July 1 following their appointment
- ♦ serve for a term of two (2) years (it is recommended that they have served at least one term on the council executive board)
- ♦ may serve for two (2) consecutive terms

The region committee chair of regions with odd numbers shall be appointed in the odd-numbered calendar years. The region committee chair of regions with even numbers shall be appointed in the even numbered calendar years.

Section 6. The region support committee shall consist of the Region Committee Chair and appointed advisors and shall:

- a. Support the councils in its region by providing training;
- b. Carry out the work of the region to promote the mission and purposes of Utah PTA;
- c. Promote membership by working with councils to ensure membership goals are being met;

- d. Assist in the affairs of the region; and
- e. Appoint assistants as needed in the region.

Section 7. Region Support Committee members are appointed annually by the region committee chair.

## ARTICLE IX: Members and Dues

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

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

\*Section 3. Each local 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 of the names of all members of each local PTA/PTSA shall be kept by each local PTA/PTSA on the platform specified by Utah PTA.

Section 5. Ten (10) or more members shall constitute a local PTA/PTSA three (3) of which shall be a president, a treasurer, and a secretary.

\*Section 6. Each member of a local PTA/PTSA shall pay such annual dues as may be prescribed by the local PTA/PTSA. The amount of such dues shall include the portion payable to Utah PTA - the "state portion" - and the portion payable to National PTA - the "national portion."

\*Section 7. The national portion of each member's dues shall be two dollars and twenty-five cents (\$3.25) per annum.

\*Section 8. The Utah PTA portion of each member's dues shall be two dollars and seventy-five cents (\$2.75) per annum.

\*Section 9. The state and national portions of the dues paid by each member of a local PTA/PTSA shall be set aside by the local PTA/PTSA and remitted monthly to Utah PTA. Utah PTA shall pay to National PTA the amount of the national portion of dues paid by all members of local PTAs and PTSAs in its area.

Section 10. Utah PTA shall make monthly remittances to National PTA of the amounts due to National PTA. Each remittance shall be accompanied by a statement of the dues received by Utah PTA from all local PTAs and PTSAs within its area for the month covered by the report. Such statement shall show the name and location of each local PTA/PTSA, the amount paid by it to the Utah PTA, and the number of new members in each local PTA/PTSA.

## ARTICLE X: Officers, Directors,

## Commissioners, and Representatives

Section 1. The officers of Utah PTA shall be a president, a president-elect, an advocacy vice president, an area vice president, a compliance vice president, a secretary, and a treasurer. These officers comprise the executive committee of Utah PTA.

- a. These officers shall be elected from the membership of Utah PTA at large.
- b. The term of each officer shall be two (2) years.
- c. Other than the office of president and president-elect, each officer may serve three (3) consecutive terms.
- d. The president-elect shall automatically succeed to the office of president.
- e. Meetings of the officers may be called by the president or by a majority of the officers, all officers having been notified, to make recommendations to the board of directors.
- f. These officers shall determine the duties and areas of responsibility of the officers, directors, commissioners, and representatives and coordinate the work of the officers, directors, commissioners, and representatives of Utah PTA.
- g. These officers, in the order as designated in Article XI, section 2, shall serve as alternates to the president to represent Utah PTA at the convention of National PTA.

Section 2. The directors of Utah PTA shall be the director of communications, the director of leadership, the director of membership, and the area directors.

- a. These directors shall be elected from the membership of Utah PTA at large.
- b. The term of each director shall be two (2) years or until their successor is elected.
- c. Each director shall serve no more than three (3) consecutive terms.
- d. These directors shall manage the operations of their specific position as assigned by the Utah PTA Board of Directors

Section 3. The commissioners of Utah PTA shall be the community engagement commissioner, the education commissioner, the family life commissioner, the health commissioner, and the safety commissioner.

- a. These commissioners shall be elected from the membership of Utah PTA at large.
- b. The term of each commissioner shall be two (2) years or until their successor is elected.
- c. Each commissioner shall serve no more than three (3) consecutive terms.
- d. These commissioners shall take action on appropriate resolutions passed at Utah PTA conventions through legislative effort, commission programming, or a combination of both.

Section 4. The representatives of Utah PTA shall be the administrator representative and the teacher representative.

- a. The term of each representative shall be two (2) years or until their successor is elected.

- b. Each representative shall serve no more than three (3) consecutive terms.
- c. The position of administrator representative shall be filled by a current superintendent of one of the school districts in Utah.
- d. The position of teacher representative shall be filled by a certified teacher currently employed by a school district in Utah.
- e. The representatives shall be employed by different school districts in Utah.

Section 5. The officers, directors, commissioners, and representatives shall, for purposes of election and tenure, be divided into two (2) groups, designated as Group One and Group Two.

- a. Group One shall be elected in odd-numbered years and shall consist of: the president-elect, advocacy vice president, secretary, director of leadership, director of membership, education commissioner, safety commissioner, area directors of odd-numbered areas, and administrator representative.
- b. Group Two shall be elected in even-numbered years and shall consist of: the area vice president, compliance vice president, treasurer, director of communications, area directors from even-numbered areas, community engagement commissioner, family life commissioner, health commissioner, and teacher representative.

Section 6. Election of officers, directors, commissioners, and representatives:

- a. The officers, directors, commissioners, and representatives shall be elected at the annual convention by the voting body of the convention in rotation in successive years, only one group being elected each year. 1) Group One shall be elected in the odd-numbered calendar years. 2) Group Two shall be elected in the even-numbered calendar years.
- b. The election shall begin the first day of the convention, except as provided in Article XXIII, Section 9, when the convention is dispensed with because of an emergency. The vote shall be conducted by ballot under the supervision of the committee on election when there is more than one nominee for an office or position of director, commissioner, or representative. When there is but one nominee for an office or position, the ballot for that office or position may be dispensed with and the election shall be by standing vote in a general session of the convention. A majority vote shall be required for the election.

Section 7. The following provisions shall govern the qualifications and eligibility of persons to be officers, directors, commissioners, and representatives of Utah PTA:

- a. Each officer, director, commissioner, and representative shall be a member in good standing of a local PTA/PTSA chartered by Utah PTA.
- b. The president and president-elect shall serve no more than one consecutive term.
- c. No vice president, secretary, or treasurer shall serve more than three (3) consecutive terms in the same office or position.

- d. No director, commissioner, or representative shall serve more than three (3) consecutive terms in the same position.
- e. A person who has served in an office or position of director, commissioner, or representative for more than one half of a full term, with the exception of the president and president-elect, shall be deemed to have served a full term in such office or position.
- f. To become a nominee for president-elect of Utah PTA, a person shall have served one term as the president of a local PTA/PTSA and shall have served at least one term as a member of the Utah PTA Board of Directors.
- g. A person shall not serve on the Utah PTA Board of Directors in more than one office or position at a time.
- h. A nominee for a Utah PTA Board position shall be a member of a local PTA/PTSA in Utah at least thirty (30) days prior to nomination.
- i. Only those persons who meet the foregoing qualifications and who have signified their consent to stand for election to an office or position of director, commissioner, or representative shall be nominated for or elected to such office or position.
- j. Nominees for offices or positions of director, commissioner, or representative other than those nominated by the committee on nominations, must file with the secretary of Utah PTA at least fourteen (14) days prior to the annual convention.

Section 8. If any officer, director, commissioner, or representative shall at any time cease to meet these qualifications, they shall no longer serve in such capacity, which event shall be confirmed by resolution adopted by the board of directors.

Section 9. Each officer, director, commissioner, and representative elected at the annual Utah PTA convention shall take office on July 1 following their election.

Section 10. Vacancies:

- a. If any officer, director, commissioner, representative, or appointee fails to attend three (3) consecutive meetings or to perform the duties of his office or position, the Utah PTA executive committee may meet and declare the office or position vacant.
- b. All resignations shall be made in writing to the president.
- c. A vacancy 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 in the office of president-elect shall be filled by a person nominated by the committee on nominations and voted on by the voting body of the next Utah PTA convention.
- d. A vacancy in any other office or position of director, commissioner, or representative shall be filled for the remainder of the unexpired term by a person nominated by the committee on nominations or the Utah PTA executive committee and elected by the Utah PTA Board of Directors. The election shall be by ballot. If there is but one nominee for the vacancy, the ballot may be dispensed with, and the election held by voice vote. Election to fill a

vacancy shall require the affirmative vote of a majority of the members of the Utah PTA Board of Directors present at the meeting at which such election takes place if at least seven (7) days' notice has been given to the members that the election is part of the agenda for that meeting. If such notice is not given, election to fill a vacancy shall require the affirmative vote of two-thirds of the members of the Utah PTA Board of Directors present at the meeting at which such election takes place.

## **ARTICLE XI: Duties of Officers, Directors, Commissioners, and Representatives**

Section 1. The president shall:

- a. Be the chief executive officer of Utah PTA, subject to the powers vested in the Utah PTA Board of Directors and the Executive Committee; have general charge and supervision of the business and affairs of Utah PTA and perform the duties usually incident to the office of president of a not-for-profit corporation organized under the laws of the state of Utah; have power to sign and execute all contracts, agreements, or other obligations in the name of Utah PTA; perform such other duties and exercise such other powers as may be assigned by the Utah PTA Board of Directors and as are contained in the Articles of Incorporation; preside at all annual conventions and all meetings of Utah PTA Board of Directors and the Executive Committee at which they may be present;
- b. With the aid of the executive committee, create and appoint ad hoc committees as necessary;
- c. Engage, on behalf of Utah PTA, a parliamentary advisor to serve at the annual convention and at meetings of the Utah PTA Board of Directors and at such other meetings as the president may designate and to render such other services to Utah PTA as the president may deem necessary or desirable;
- d. With the aid of the other elected officers, determine the duties and areas of responsibility of the vice presidents, directors, commissioners, and representatives and coordinate the work of the officers, the directors, the commissioners, the representatives, and the committees of Utah PTA;
- e. Be a member ex officio of all commissions and other committees of the Utah PTA Board of Directors but not serve on the committee on nominations or the committee on election;
- f. Submit a report of parent-teacher work in Utah for inclusion in the annual report of National PTA and give a like report at the annual Utah PTA convention;
- g. Appoint, on recommendation of the finance committee, independent public accountants to audit the treasurer's books and records;
- h. Serve as a member of the National Constituent Association Advisory Council;
- i. Be a delegate to all National conventions with all expenses paid by the National PTA or by Utah PTA; and
- j. Sign all checks with the treasurer, except in emergencies, when any two (2) of the following may sign: president,

president-elect, secretary, or treasurer (None of these officers may be related by blood or marriage or reside in the same household.)

Section 2. The president-elect and vice presidents shall function as aides to the president and shall perform such duties as assigned to them by the Utah PTA Board of Directors or the president. In the absence of the president or their inability to act, the president-elect shall perform the duties and exercise the powers of the president. In the absence of the president and the president-elect or their inability to act, the vice president who has served the greater number of years on the Utah PTA Board of Directors shall perform the duties and exercise the powers of the president.

Section 3. The secretary shall:

- a. Attend all annual conventions and all meetings of the Utah PTA Board of Directors and the Executive Committee and act as clerk thereof and record all votes and the minutes of all proceedings; and perform like duties for any other committee of the Utah PTA Board of Directors when required; cause notice to be given of all annual conventions and all meetings of the Utah PTA Board of Directors and the Executive Committee and any other notices or communications that may be required by Utah PTA; notify all officers, directors, commissioners, and representatives of their election to such offices and positions;
- b. Perform such other duties and exercise such other powers as may be delegated to them by the Utah PTA Board of Directors, the Executive Committee, or the president (The duties of the secretary may be delegated to one or more of the staff personnel.);
- c. File all records;
- d. Be a member of the finance committee; and
- e. Be prepared to read the minutes of any former meetings.
- f. Be responsible for forwarding the approved minutes of all meetings of the Utah PTA Board of Directors, Executive Committee, commissions, and committees except the committee on nominations to members of the Utah PTA Board of Directors.

Section 4. The treasurer shall:

- a. Have custody of all the funds and securities of the Utah PTA; keep full and accurate account of receipts and disbursements in books belonging to the Utah PTA; deposit or cause to be deposited all monies and other valuable effects in the name and to the credit of Utah PTA in such depositories as may be designated by the Utah PTA Board of Directors; disburse the funds of Utah PTA as may be authorized by the Utah PTA Board of Directors and in accordance with the approved budget, taking proper vouchers for such disbursements; render to the president and the Utah PTA Board of Directors at the regular meetings of the board, or whenever they may require it, an account of all his transactions as treasurer and of the financial condition of Utah PTA (the duties of the treasurer may be delegated to one or more of the staff personnel.);
- b. With all other persons authorized to handle funds and

securities of Utah PTA, furnish to Utah PTA fidelity bonds in the amounts determined by the Executive Committee, the expense of which shall be borne by Utah PTA;

- c. Be the chairman of the finance committee of the Utah PTA Board of Directors;
- d. Provide all the books and records to be audited annually by independent public accountants appointed by the president on recommendation of the finance committee (The report of the auditor shall be presented to the annual convention.);
- e. Present a full financial report to the Utah PTA Board of Directors prior to the annual convention;
- f. Sign all checks with the president, except in emergencies, when any two (2) of the following may sign: president, president-elect, secretary, or treasurer (None of these officers may be related by blood or marriage or reside in the same household.);
- g. Notify delinquent local PTAs/PTSAs on or before February 1 of the deadline for payment of dues and send a list of delinquent PTAs/PTSAs to the respective region directors and council presidents; and
- h. Perform such other duties and exercise such other powers as may be delegated to the treasurer by the Utah PTA Board of Directors, the Executive Committee, or the president.

Section 5. Directors shall:

- a. Assist in the promotion of the Utah PTA mission;
- b. Submit a plan of director work and a list of committee appointees to the Utah PTA Board of Directors for approval;
- c. Be responsible for all committees, activities, and programs of the position they have been elected to chair; and
- d. Perform such duties as may be assigned to them by the president and/or the Utah PTA Board of Directors.

Section 6. Commissioners shall:

- a. Assist in the promotion of the Utah PTA mission;
- b. Submit a plan of commission work and a list of commission or committee appointees to the Utah PTA Board of Directors for approval;
- c. Be responsible for all committees, activities, and programs of the commission they have been elected to chair;
- d. Serve on the Committee on Resolutions; and
- e. Perform such duties as may be assigned to them by the president and/or the Utah PTA Board of Directors.

Section 7. Representatives shall:

- a. Act as liaisons between Utah PTA and the administrators and teachers;
- b. Assist in the promotion of the mission of Utah PTA among the administrators and teachers;
- c. Encourage administrator and teacher membership and representation on local and council boards;
- d. Be aware of administrator and teacher concerns and represent them on the board of directors; and
- e. Carry on such other duties as may be assigned by the Utah PTA Board of Directors.

## ARTICLE XII: Meetings

Section 1. Members of Utah PTA may attend, without the right of voice or vote, all meetings of the Utah PTA Board of Directors, Executive Committee, commissions, and committees except the committee on nominations. Any Utah PTA member 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. ARTICLE XIII: Board of Directors

Section 1. The affairs of Utah PTA shall be managed by its Board of Directors.

Section 2. Each member of the Board of Directors shall be a member of a local PTA/PTSA in Utah.

Section 3. The members of the board of directors shall be the president, the president-elect, the vice presidents, the secretary, the treasurer, the directors, the commissioners, and the representatives.

Section 4. Regular meetings of the Utah PTA Board of Directors shall be held at least nine (9) times a year.

Section 5. The regular meetings of the Utah PTA Board of Directors shall be held at such time and place as may be determined by the executive committee. Notice of the time and place of each regular meeting shall be given by the secretary to each member of the Board at least seven (7) days prior to the date of each meeting.

Section 6. Special meetings of the board may be called by the president or by the written request of five (5) of its members upon seven (7) days' notice to every member of the board by the secretary. All special meetings shall be held at such place as may be determined by the board.

Section 7. The Utah PTA Board of Directors shall have authority over the affairs of Utah PTA during the interim between its annual conventions. It may not, however, modify any action taken by the convention. The board provides for the organization of areas as geographical divisions of Utah PTA and of regions and councils for the convenience of administering the work. The board has authority to adopt rules for the transaction of business of Utah PTA, provided the rules do not conflict with National PTA Bylaws or these bylaws or the special rules of either. The board authorizes at the post-convention meeting the other elected officers as alternates to the president to represent Utah PTA at the convention of the National PTA. The Board incurs no debt nor liability that has not been provided for by the budget, elects a committee on nominations for Utah PTA officers, directors, commissioners, and representatives, elects a committee on election, and authorizes delegates to the national convention. In addition, the Utah PTA Board of Directors shall:

- a. Help implement the annual convention;
- b. Fill vacancies in offices except president and president-elect with temporary appointees until the office is filled

through the nomination and election process;

- c. Decide questions of cooperation with other organizations;
- d. Create such commissions and committees as it may deem necessary or desirable for the purpose of promoting the purposes and carrying on the work of Utah PTA, appoint commission and committee members, and determine the scope of the work, duties, responsibilities, and authority of such commissions;
- e. Receive the plan of work of the vice presidents, directors, commissioners, representatives, and committee chairmen;
- f. Provide in-service training for Board members; and
- g. Be responsible for keeping a complete history of Utah PTA.

Section 8. At all meetings of the Utah PTA Board of Directors a majority of the total number of members of the Board shall constitute a quorum for the transaction of business.

Section 9. When any person ceases to hold the office or position which entitles them to be a member of the Utah PTA Board of Directors, they shall automatically cease to be a member of the Utah PTA Board of Directors and shall be relieved of all duties and responsibilities incident to such membership.

## **ARTICLE XIV: Board of Managers**

Section 1. The work of Utah PTA shall be conducted by its Board of Managers.

Section 2. Each member of the Board of Managers shall be a member of a local PTA/PTSA in Utah.

Section 3. The members of the board of managers shall be the board of directors and all working committee chairs, including the immediate past president.

Committee chairs serving on the board of managers shall be appointed by an application process established by Utah PTA

Committee Chairs shall serve two (2) year terms

Section 4. Regular meetings of the Utah PTA Board of Managers shall be held at least three (3) times a year.

Section 5. The regular meetings of the Utah PTA Board of Managers shall be held at such time and place as may be determined by the executive committee. Notice of the time and place of each regular meeting shall be given by the secretary to each member of the Board at least seven (7) days prior to the date of each meeting.

Section 6. Special meetings of the board may be called by the president or by the board of directors upon seven (7) days' notice to every member of the board by the secretary. All special meetings shall be held at such a place as may be determined by the board.

Section 7. The Utah PTA Board of Managers is responsible for the work that fulfills the Mission and Purposes of Utah PTA.

The Board of Managers shall:

- a. Assist in the programs of PTA;
- b. Submit an annual plan of work to the Utah PTA Board of Directors and provide regular updates of the plan progress;
- c. Assist in training as directed by the board of directors;
- d. Serve on commissions and committees as applicable;
- e. Help implement the annual convention; and
- f. Other duties as assigned by the Utah PTA Board of Directors.

Section 8. At all meetings of the Utah PTA Board of Managers a majority of the total number of members of the Board shall constitute a quorum for the transaction of business.

Section 9. When any person ceases to hold the office or position which entitles them to be a member of the Utah PTA Board of Managers, they shall automatically cease to be a member of the Utah PTA Board of Managers and shall be relieved of all duties and responsibilities incident to such membership.

## **Article XV: Executive Committee**

Section 1. The Executive Committee shall consist of the officers of Utah PTA. (Article X)

Section 2. Regular meetings of the executive committee shall be held during the year, the time to be fixed by the executive committee prior to July 1 of each year. Special meetings of the Executive Committee may be called by the president or upon the written request of three (3) members of the Executive Committee or upon resolution of the Utah PTA Board of Directors, all members of the Executive Committee having been notified.

Section 3. At all meetings of the Executive Committee a majority of the committee shall constitute a quorum for the transaction of business. The act of a majority of the members of the Executive Committee then in office, at any meeting at which a quorum is in attendance, shall be the act of the Executive Committee, except as may be otherwise specifically provided by these Bylaws.

Section 4. Between meetings of the Utah PTA Board of Directors, the Executive Committee shall have and may exercise the powers of the Utah PTA Board of Directors in the management of the affairs of Utah PTA. Without limiting the generality of the foregoing, the Executive Committee shall:

- a. Perform the duties delegated to it by these bylaws or by the Utah PTA Board of Directors;
- b. Submit recommendations to the Utah PTA Board of Directors concerning cooperation with other national or international organizations;
- c. Appoint special committees within the Executive Committee;
- d. Formulate and submit to the Utah PTA Board of Directors

such recommendations as it may deem advisable;

- e. Make progress reports, as requested, at each meeting of the Utah PTA Board of Directors; and
- f. Take no action in conflict with any action taken by the Utah PTA Board of Directors.

## **ARTICLE XVI: Committees of the Board of Directors**

Section 1. The following committees of the board of directors are specifically provided for in these bylaws and are called standing committees:

- a. The Committee on Nominations for Utah PTA Officers, Directors, Commissioners, and Representatives (Article XVII)
- b. The Committee on Election (Article XVIII)
- c. The Finance Committee (Article XIX)
- d. The Committee on State and Local Relationships (Article XX)
- e. The Committee on Resolutions (Article XXI)
- f. The Bylaws Committee (Article XXII)

Section 2. In addition to such standing committees specifically provided for, the board of directors may, by board resolution, designate one or more committees, each committee consisting of one (1) or more members of the board of directors, which shall have and may exercise such powers and authority as may be delegated to it by the board of directors. Such committees shall have such name or names as may be determined by the adopted resolution.

Section 3. In addition to standing committees, the Utah PTA Board of Directors may designate other working committees to further the work of Utah PTA.

- a. Council board members are encouraged to serve on Utah PTA working committees. Local PTA members may also serve.
- b. Community partners with general knowledge of a specific area may serve on working committees with the approval of the Utah PTA Board of Directors.

Section 4. All committee members must agree to National PTA and Utah PTA requirements.

Section 5. All committee members must be approved by the Utah PTA Board of Directors.

Section 6. Committee members may be removed from a committee by a vote of the Utah PTA Board of Directors.

Section 7. Only members of a local PTA/PTSA in Utah who's national and state dues are paid shall be eligible to serve in any elected or appointive position of the board of directors.

## **ARTICLE XVII: Committee on Nominations for Utah PTA Officers, Directors, Commissioners, and Representatives**

Section 1. The Utah PTA Board of Managers at the first meeting of the fiscal year shall elect by ballot a committee on nominations for Utah PTA officers, directors, commissioners, and representatives. The committee shall be comprised of seven (7) members of the board of managers, three (3) of whom shall be elected by the board of directors from among their body, two (2) of whom shall be elected by the non-board of directors management team from among their body, and two (2) of whom shall be elected by the board of managers at large. Each group is to be nominated and elected separately. A plurality shall elect. The members of this committee shall serve until June 30. No person shall be eligible to serve on more than two (2) consecutive nominating committees.

Section 2. No meeting of this committee shall be held with fewer than five (5) members in attendance. The committee shall elect its own chair. No person shall be eligible to serve as chair of two (2) consecutive committees on nominations.

Section 3. If a member of the committee on nominations is selected to be a nominee for election, that member shall be dismissed from their responsibilities on this committee for the duration of this committee on nominations service.

Section 4. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to an office or position of director, commissioner, or representative.

Section 5. The committee on nominations shall nominate one eligible person for each office and position of director, commissioner, or representative to be filled at the annual convention. A list of the nominees shall be filed with the secretary of Utah PTA, and the secretary shall communicate the nominee list to each member of the Utah PTA Board of Directors and to each council and local PTA/PTSA president not less than twenty-eight (28) days prior to the date for the convening of the annual convention.

Section 6. The committee on nominations shall, at the first business meeting of the annual convention, report its nominees to the convention, at which time additional nominations may be made from the floor, provided the nominee has filed their intention to become a nominee with the secretary of Utah PTA at least fourteen (14) days prior to the annual convention. The Executive Committee or committee on nominations shall present to the Board nominations for offices or positions of directors, commissioner, or representative in which vacancies occur during the term of office of the committee.

## **ARTICLE XVIII: Committee on Election**

Section 1. A committee on election, consisting of five (5) members and two (2) alternates, shall be elected by the Utah PTA Board of Managers from among its members, at the board meeting prior to convention. Section 2. The committee on election shall:

- a. Have charge and supervision of the election of officers,

directors, commissioners, and representatives at the annual convention;

- b. Be responsible for the preparation of the ballots, which shall show the names of all nominees for each office and position of director, commissioner, and representative;
- c. Be responsible for collecting the voting credentials of members of Utah PTA;
- d. Have at least one of its members on duty at the polls during the voting period at the annual convention; and
- e. Tabulate the votes and make a complete report to the annual convention of the votes cast.

## **ARTICLE XIX: Finance Committee**

A finance committee of seven (7) members from the Utah PTA Board of Directors shall be elected by the board for a term of two (2) years with elections being held at the July Board meeting. The treasurer shall be chairman of the finance committee. The president, president-elect, treasurer, and secretary shall automatically serve on the finance committee, in addition to the three (3) elected members. It shall meet regularly to assess the financial position of Utah PTA and to provide financial oversight that ensures the association is in good financial health and adheres to sound financial policies and procedures. It shall prepare and present the annual budget for Board approval. It shall recommend to the president independent public accountants to audit the treasurer's books and records. It shall render such other services as may be requested by the Board, the Executive Committee, or the president.

## **ARTICLE XX: Committee on State and Local Relationships**

Section 1. Utah PTA is responsible for compliance by each council and local PTA/PTSA in Utah with National PTA Bylaws, these bylaws, and the bylaws of each council and local PTA/PTSA.

Section 2. The executive committee of Utah PTA shall be the committee on state and local relationships.

Section 3. This committee shall review any alleged violation(s) by a council or local PTA of National PTA Bylaws, of these bylaws, or of its own bylaws. This committee shall also review any alleged policy(ies), procedure(s), program(s), or event(s) of a council or local PTA that may tend to defeat the Purposes or basic principles of National PTA and Utah PTA. During the review the committee shall accord the council or local PTA an opportunity to be heard and to respond to the allegation(s). The committee shall promptly report to the council or local PTA the results of such review.

Section 4. If the committee finds a violation by the council or local PTA, the committee shall require the council or local PTA to take appropriate action within a stipulated period of time. If the council or local PTA fails to comply, the committee may withdraw the charter of the council or local PTA and terminate

its status as a constituent association of Utah PTA and as a council or local PTA.

## **ARTICLE XXI: Committee on Resolutions**

Section 1. The committee on resolutions shall consist of the president-elect, advocacy vice president, and the commissioners. The chair of this committee shall be the advocacy vice president. This committee shall study and consider all resolutions submitted to them.

Section 2. Resolutions approved by the Resolutions Committee and Utah PTA Board of Directors may be voted upon by voting delegates at any general business meeting, as called by the Utah PTA Board of Directors, generally held in conjunction with a Utah PTA conference or convention. Notification will be communicated to each council president and local PTA and PTSA in membership at least fourteen (14) days prior to convening the general business meeting or the opening date of the conference or convention where voting will occur.

Section 3. Approved resolutions shall bind the Utah PTA Board of Directors and the Executive Committee in positions of legislation and policy.

Section 4. The resolutions committee shall annually review resolutions to determine current relevance and recommend a status update to the Utah PTA Board of Directors

## **ARTICLE XXII: Bylaws Committee**

Section 1. A Bylaws committee of seven (7) members of the Utah PTA Board of Directors shall be elected for a term of two (2) years with elections being held at the July board meeting. The Compliance Vice President will be the chair of the bylaws committee. The president, president-elect, area vice president, and compliance vice president shall automatically serve on the committee in addition to the three (3) elected members. The committee shall elect a vice-chair and secretary.

Section 2. The Bylaws Committee shall ensure that the Utah PTA, council and local bylaws are in compliance with National and Utah PTA requirements. It shall make a comprehensive review of all articles and sections of the Utah PTA Bylaws once during the president's term.

Section 3. This committee shall abide by a specific schedule for Utah PTA proposed bylaws amendments to be voted on at the Utah PTA Convention. All proposed amendments submitted by locals and councils must be received in the office by October 1.

## **ARTICLE XXIII: Utah PTA Convention**

Section 1. The convention delegates of Utah PTA shall be the voting body of the convention.

Section 2. The annual convention of Utah PTA shall be held

at such time and place as may be determined by the Utah PTA Board of Directors.

Section 3. Notice of the time and place of each annual convention shall be communicated to each member of the Utah PTA Board of Directors, to each council president, and to each local PTA/PTSA in membership, not less than fourteen (14) days prior to the date for the opening of the convention.

Section 4. The annual convention shall elect officers, directors, commissioners, and representatives in accordance with these bylaws and transact such other business as may properly come before the convention.

Section 5. The following members of Utah PTA (hereinafter referred to as the "voting body") shall be entitled to vote at any annual convention:

- a. The members of the Utah PTA Board of Managers;
- b. Council presidents or their alternates; and
- c. The duly accredited delegates from each local PTA/PTSA, as designated in Section 6 of this article.

Section 6. Each local PTA/PTSA shall be entitled to accredit to the annual convention as its delegates:

- a. The president of the local PTA/PTSA;
- b. The president-elect, the vice presidents, the secretary, and the treasurer or their alternates;
- c. The additional duly accredited delegates from each local PTA/PTSA shall be one delegate or alternate from among the members of the local PTA/PTSA for each twenty-five (25) members, or major fraction thereof, on the books of the treasurer of Utah PTA thirty (30) days preceding the annual convention.

Section 7. Only the members who make up the voting body at the annual convention shall have the right to introduce motions, participate in debate, or vote at the annual convention. Members of Utah PTA who are not part of the voting body shall be entitled to attend the annual convention as observers.

Section 8. Fifty (50) delegates or more, duly accredited to the annual convention, representing a majority of Utah PTA regions, shall constitute a quorum. When a quorum is present at any meeting of a convention, the vote of a majority of the persons comprising the voting body present in person shall decide any question brought before the convention, unless the question is one that by statute or by express provision of the certificate of incorporation or of these bylaws requires a different vote, in which case such provision shall govern and control the decision of such question.

Section 9. The Utah PTA Board of Directors, by a two-thirds vote, may cancel or defer any annual convention when it deems such action to be required by the existence of a national or state emergency, epidemic, or other disaster. The vote on this question may be taken by mail or electronically. In the event of such action, a meeting of the Utah PTA Board of Directors shall plan procedures for conducting all necessary business of a

canceled or deferred convention by mail or electronically which shall include the election of officers, directors, commissioners, and representatives.

## **ARTICLE XXIV: National PTA Convention**

Section 1. Utah PTA shall be entitled to accredit to the annual convention as its delegates:

- a. The president of Utah PTA;
- b. One additional delegate from among the members of Utah PTA for each 1,000 members, or major fraction thereof, of Utah PTA, as shown on the books of the secretary-treasurer of National PTA as of March 31 preceding the annual convention and as accredited by the Utah PTA.

Section 2. The selection of the delegates (other than the Utah PTA President, who shall be a delegate ex officio) shall be authorized by the Utah PTA Board of Directors.

## **ARTICLE XXV: Legislation**

Section 1. National PTA legislative priorities shall be presented for consideration at the annual Utah PTA Convention at least once during the term of office of each Utah PTA president.

Section 2. Utah PTA legislative efforts shall be determined by the Utah PTA Public Policy Program which consists of National PTA and Utah PTA resolutions, Utah PTA Legislative Policy, Utah PTA legislative priorities, and National PTA and Utah PTA Position Statements.

Section 3. Utah PTA legislative priorities shall be presented for consideration at the annual Advocacy Conference at least once during the term of office of each Utah PTA president.

Section 4. A copy of the proposed Utah PTA Public Policy Program shall be communicated by the secretary to each member of the Utah PTA Board of Directors, to each council president, and to the president of each local PTA and PTSA in membership at least fourteen (14) days prior to the annual Advocacy Conference.

## **ARTICLE XXVI: Fiscal Year**

The fiscal year for the Utah PTA shall begin on July 1 and end on the following June 30.

## **ARTICLE XXVII: Parliamentary Authority**

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

## **ARTICLE XXVIII: Amendments**

Section 1. These Bylaws may be amended by a two-thirds vote

of the voting body present in person at any annual convention, provided that the following requirements shall first have been complied with in the following order:

- a. The amendment or amendments shall have been approved by the Utah PTA Board of Directors after a study by a committee appointed by the Board.
- b. A copy of the amendment or amendments shall have been communicated by the secretary of the Utah PTA to each member of the Utah PTA Board of Directors, to each council president, and to the president of each local PTA/PTSA, not less than fourteen (14) days prior to the date of convening the annual convention.
- c. The Executive Committee or the Utah PTA Board of Directors by a majority vote may authorize the bylaws committee to submit a revised set of bylaws as a substitute for the existing bylaws.

Section 2. Amendments or a revision of the Utah PTA Bylaws shall be reviewed by the National PTA Bylaws Committee.

# Index To Utah PTA Bylaws

- Administrator representative X:3, 4, 5; XIII:3
- Amendments, State IV:5, 8; V:4; XXVI
  - councils VII:7
  - locals VI:4
- Annual honorary memberships IX:13
- Articles of Incorporation IV:2; XI:1a; XXI:8
- Articles of Organization IV:2; V:6, 7, 8
- Assets
  - state V:11a, b
  - councils VII:15a
  - local VI:14a
- Audit XI:1g, 4d; XIX
- Authority, parliamentary XXV
- Basic Principles III; VI:1a; IX:2; XI:1h; XIX:3
- Board of Directors XIII
  - amendments XXVI
  - approval of local Bylaws IV:3; VI:2
  - approval of council Bylaws IV:4; VII:1, 5
  - authority XIII:8
  - convention XXI; XXII
  - depository of funds XI:4a
  - dissolution of locals III:f; VI:14c, 15
  - duties XIII:8
  - election VIII:6; X:1a, 2a, 3a, 4, 5; XI:3a; XVII:2a; XXI:4
  - eligibility for office X:6
  - executive committee XIV
  - meetings XII:1; XIII:5, 6, 7, 8f
  - members VIII:5; XIII:3
  - minutes XI:3a, e
  - organizing
    - regions V:8; XIII:8
    - councils V:7; VII:1, 3; XIII:8
    - locals V:6; VI:1
  - power to remove from office VIII:11a; X:10a
  - quorum IV:6; XIII:9
  - term X:1b, 2b, 6c, 6d, 9; XIII:10
  - vacancy VIII:11a; X:7, 10; XIII:8b; XVII:6
- Board Specialists X:8, 10; XI:5b
  - Bylaws VI:2; VII:5
  - editor XIII:8h
  - parliamentary adviser XI:1c
- Bonding, treasurer and others XI:4b
- Budget XI:4a; XIII:8; XIX
- Bylaws IV:2, 3, 4, 6, 7, 8; V:2, 3
  - amendments IV:5; V:4; VI:3, 4; VII:7; XXVII
  - appointee VI:2; VII:5
  - approval IV:3; VI:2; VII:5
  - committee XXVII:1c
  - compliance V:11; XX:1
  - council V:7, 10; VII:1, 5
  - local V:6; VI:1, 2, 3, 4, 13
  - national V:1, 2, 3
  - region V:8; VIII:3
  - state V:2, 3, 4
  - violation XX:3, 4
- Charter V:2, 11; VI:1, 13, 14; VII:2, 14; XX:4
- Child Welfare II:1a; III:c
- Commissioners X:3; XIII:3
  - committee on nominations XVII:1, 4, 5
  - duties X:1e, 2c; XI:5; XIII:8d
  - election X:2a, b, 4, 5; XXI:4
  - eligibility X:6
  - plan of work XI:5b, 6c; XIII:8e
  - term X:3b, 7d, e, 10
  - vacancy X:7, 10; XIII:8b; XVII:6
- Committees XI:1b; XIII:8e; XVI
  - Bylaws XXVII:1c
  - election X:6b; XI:1e; XIII:8; XVI:1b
  - finance XI:1g, 3d, 4c, d; XVI:1c; XIX
  - long-range planning XIV:2
  - nominations IV:10; XI:1e; XII:1; XIII:8; XVI:1a; XVII
  - program, convention XIII:8a
  - resolutions XI:1h; XVI:1e; XXI
  - special XI:1b; XIV:4c; XVI:2
  - state and local relationships VI:5; VII:8; XVI:1d;
- XIX
  - Compliance with Bylaws V:11; XIX:1
  - Consent of candidates X:6g; XVII:4
  - Constituent associations IV; VI:14b
  - Controlled organizations V:5, 12b
  - Convention, National PTA XI:1i; XIII:8; XXII
  - Convention, State IX:13a; XXII
    - auditor's report XI:4d
    - Bylaws amendments XXVI
    - cancellation X:5b; XXI:9
    - delegates XXI:5, 6
    - election X:5; XXI:4
    - legislation XXIII:1, 3
    - notice XI:3a
    - president XI:1a
    - program committee XIII:8a
    - quorum XXII:8
    - reports XI:1f
    - resolutions X:2c; XI:1h; XX
    - state Bylaws XXVI:1
    - voting body XXI: 5, 6, 7
  - Cooperation with other agencies XIII:8c; XIV:4b
  - Councils IV:1; V:7; VII
    - Bylaws V:7; VII:1, 5, 6, 7
    - division of VII:13
    - executive committee VII:10; VII:7
    - membership V:7; VII:1, 4
    - organizing V:7; VII:1
    - president VIII:4; X:6e; XVI:5; XX:1; XXI:3, 5b; XXIII:4; XXVI:1b
    - purpose VII:1, 2
    - region executive committee VIII:4, 7
    - teacher vice president VII:10
    - voting body VII:9; VIII:7b
  - Delinquent local PTA/PTSA XI:4g
  - Directors X:2; XIII:3
    - committee on nominations XVII:1, 4, 5
    - duties X:1e
    - election X:2a, b, 4; XXI:4
    - eligibility X:6
    - plan of work XI:5b, 6c; XIII:8e
    - term X:2b, 7d, e, 10
  - Dissolution III:f; V:12d; VI:14c, 15; VII:15
  - Dues IV:1; V:5; IX:6, 7, 8, 9, 10, 11
    - locals IV:1; VI:1b, 5, 6; IX:6, 7, 8
    - payment to National PTA V:5; VI:1b; IX:6, 9, 10, 11
    - payment to Utah PTA V:5; VI:5, 6; IX:6, 9, 10
  - Duties
    - commissioners X:2c; XI:5
    - directors X:1e, 2
    - officers X:1e, f; XI:1, 2, 3, 4
    - region directors and/or associates VIII:5, 6
    - representatives X:3
  - Editors XIII:8h
  - Election, committee on XI:1e; XIII:8; XV:1b; XVII
  - Election of Board of Directors VIII:6; X:1a, 2a, 3a, 4, 5; XI:3a; XVII:2a; XXI:4
  - Electronic business V:9
  - Executive committee VI:10; VII:10; X:1; XI:1a; XIV; XXVI:1c
  - Financial report XI:4e
  - Fiscal Year XXIV
  - History XIII:8i
  - Honorary Life Membership IX:12
  - Immediate past president XIII:3, 4
  - Legislation, priorities XI:1h; XXI:3; XXIII
  - Local PTAs VI
    - Bylaws V:5, 10; VI:2, 3
    - council membership VII:1, 4
    - dissolution III:f; VI:3, 4c, 8
    - executive committee VI:10
    - members IV:1; IX
    - organizing V:6; VI:1
    - president X:6e; XXII:6a; XXIII:4; XXVI:1b
    - violation XIX:3, 4
  - Meetings XII:1; XIII:5, 6, 7, 8f; XIV:2
  - Membership IX
    - delinquent XI:4g
    - dues IX:6, 7, 8, 9, 10
    - honorary life IX:12
    - locals VI:7; IX
    - national IX:1, 6
    - region VIII:1
    - remittance V:5; IX:9, 10, 11
    - roster IX:4
    - state IX:1, 7, 8
  - Utah PTA IV:1
    - year V:6
  - Minutes XI:3a, e
  - Name I
  - National PTA
    - convention XI:1i; XIII:8; XXII
    - relationship with V
  - Nominating Committee IV:10; XI:1e; XII:1; XIII:8; XVI:1a; XVI
  - Noncommercial Policy III:a
  - Nonpartisan Policy III:a
  - Nonsectarian Policy III:a
  - Not-for-Profit Corporation XI:1a
  - Officers X:1; XX:2
    - committee on nominations XI:1e; XVI
    - consent X:6g; XVI:4
    - council VII:9, 10
    - duties XI
    - election VI:9; X:1a, 4, 5; XXII:4
    - eligibility X:6
    - executive committee VI:10; VII:10; XIV
    - locals VI:8, 9
    - membership of PTA IV:9; VI:8; X:6a; XIII:2
    - qualifications X:6

term X:1b, 6c, d, 9  
 vacancies VIII:11; X:10; XIII:8b; XVI:6  
 Other organizations XIII:8c; XIV:4b  
 Parliamentary adviser XI:1c  
 Parliamentary Authority XXV  
 Political campaigns III:g  
 President X:1; XIII:3; XXI:1  
     alternates X:1f; XI:2; XIII:8  
     delegate XI:1; XXII  
     dissolution VI:15b  
     duties XI:1, 4f; XIV:2  
     election X:4, 5  
     eligibility X:6  
     Honorary Life Member IX:12c  
     report V:10; XI:1f, 4a  
     term X:1b, 6b, 9  
 President-elect X:1, 4a, 5, 6a, b, d, e, 8, 9, 10c; XI:2, 4f; XIII:3; XIX  
 Principal vice president VI:10; VII:10  
 Principles III; V:1  
 Proxy IV:7  
 Purposes II; III:d, f; V:1; VI:1a; VII:3; IX:2; XI:1h; XIII:8d; XX:3; XXI:1  
 Quorum IV:6  
     Board of Directors XIII:9  
     dissolution VI:15d  
     executive committee XIV:3  
     state convention XXI:8  
 Records  
     state V:5, 12a, b; XI:1g, 3c, 4d  
     council VII:8, 15a  
     local VI:5, 14a  
 Region board VIII:6d,13,15  
 Region directors and/or associates VII:3; VIII:4, 5, 6, 7, 8; XI:4g; XIII:3  
     committee on nominations XVI:1  
     duties VIII:5  
     election VIII:7  
     failure to perform duties VIII:11a  
     term VIII:7  
     vacancy VIII:11  
 Region executive committee VIII:4, 5d, 7, 8, 9, 10, 11b  
 Regions IV:1; VIII  
     Bylaws V:8, 11; VIII:3  
     conferences VIII:5d, e, f, 7a; XIII:8j  
     nominating committee VIII:10  
     organizing V:8; XIII:8  
     purpose VIII:2  
 Reports, state  
     annual V:10  
     financial XI:4e  
     state and local relationship XIX:3,4  
 Representatives X:3, 4, 5, 10; XIII:3, 8b, e; XXI:4  
 Resolutions IX:13; XX; XXIII:2  
     commissioners X:2c  
     committee XI:1h; XX  
     dissolution VI:15  
 Robert's Rules XXV  
 School policy III:b  
 Secretary X:1, 6h; XIII:3  
     duties XI:3, 4f; XIII:6, 7; XVI:5; XIII; XXIII:4; XXVI:1b  
     election X:4a, 5  
     term X:1b, 6c  
 Single star IV:4, 5; VI:3, 4; VII:6, 7  
 Special committees XI:1b; XIV:4c; XV:2  
 State and local relationships VI:5; VII:8; XVI:1d; XIX  
 Superintendent VII:10; VIII:4, 10  
 Tax exempt II:3; III:e, f  
 Teacher representative X:3, 4, 5; XIII:3  
 Teacher vice president VI:10; VII:10  
 Treasurer IX:11; X:1; XI:1g; XIII:3  
     duties XI:4  
     election X:4b, 5  
     finance committee XI:1g, 3d; XVII  
     term X:1b, 6c, d, 9  
 Vacancies VIII:11; X:10; XIII:8b; XVI:6  
 Vice presidents X:1; XIII:3, 8d  
     duties X:1e; XI:1d, 2  
     election X:5  
     principal VI:10; VII:10  
     teacher VI:10; VII:10  
     term X:1b, 6c, d, 9  
 Vote IV:7, 11; V:12b; VI:15a; XI:3a; XII:1; XXI:8, 9  
 Voting body, state convention XXI:1, 5, 6, 7, 8