

Local PTA/PTSA Bylaws (2019-2020)

Region 10
Council Provo
Local Spring Creek Elementary PTA
PTA Unit ID Number 000 22910
Employer Identification Number (EIN) 81 - 0545500

ARTICLE I: Name

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

(School name) PTSA (Parent-Teacher-Student Association)
located in Provo
(Town), Utah. (PTA or PTSA must be included in your name on all records and correspondence.) It is a local PTA/PTSA organized under the authority of the Utah Congress of Parents and Teachers (Utah PTA), a branch of the National Congress of Parents and Teachers (National PTA).

* ARTICLE II: Purposes

Section 1. The Purposes of the Utah PTA, in common with those of the National PTA, are

- a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- b. To raise the standards of home life,
- c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- d. To promote the collaboration and engagement of families and educators in the education of children and youth;
- e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Section 2. The Purposes of the National PTA and the Utah PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic principles set forth in Article III.

Section 3. National PTA is organized exclusively for the charitable, scientific, literary, or educational purposes within

the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (referred to as "Internal Revenue Code").

* ARTICLE III: Principles

The following are basic principles of the Utah PTA, in common with those of the National PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The association shall work to promote health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
- d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in National PTA.

ARTICLE IV: Relationship with National PTA and Utah PTA

Section 1. This PTA/PTSA shall be organized and chartered under the authority of the Utah PTA in the area in which this PTA/PTSA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Utah PTA in its bylaws prescribes. The Utah PTA shall issue to this PTA/PTSA an appropriate charter evidencing the due organization and good standing of this PTA/PTSA. A local PTA/PTSA in good standing is one which:

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

- b. Remits all National PTA and Utah PTA portions of the dues to the Utah PTA by the 25th of each month;
- c. Has bylaws approved according to the procedures of the Utah PTA;
- d. Has current copies of the following on file with the council and/or the region:
 - 1) Year-end financial statements and annual financial reconciliation report by August 1;
 - 2) Applicable IRS filing;
 - 3) Approved annual budget and meeting minutes by October 1; and
 - 4) List of incoming officers with addresses, phone numbers and email addresses by May 1.
- e. Practices responsible financial procedures;
- f. Has at least two (2) officers attend one PTA leadership training session annually; and
- g. Meets other criteria as may be prescribed by the Utah PTA.

Section 2. A local PTA/PTSA is not in good standing if the criteria in Section 1 are not met and shall be:

- a. Ineligible to receive materials or services from National PTA and Utah PTA;
- b. Ineligible for awards;
- c. Ineligible to participate in PTA programs (e.g., Reflections, Battle of the Bands, etc.);
- d. Ineligible to receive voting privileges at Utah PTA conventions;
- e. Ineligible to receive sales tax refunds; and
- f. After two years of not submitting dues by March 31, reported to the IRS as a local PTA/PTSA not in good standing, which results in the loss of tax-exempt status.

A local PTA/PTSA not in good standing may be reinstated to good standing when the local PTA/PTSA meets the preceding criteria and sends to the Utah PTA office membership dues and a letter stating the reason(s) for not meeting the criteria in Section 1.

Section 3. The articles of organization of this PTA/PTSA include (a) the bylaws of this PTA/PTSA, (b) the certificate of incorporation or articles of incorporation of this PTA/PTSA (in cases in which this PTA/PTSA is a corporation) or the articles of organization by whatever name (in cases in which this PTA/PTSA exists as an unincorporated organization), and (c) its charter.

Section 4. This PTA/PTSA shall adopt such bylaws for the government of this PTA/PTSA as may be approved by the Utah PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of the Utah PTA.

Section 5. This PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of such of the Utah PTA bylaws as are identified therein by a single star.

Section 6. This PTA/PTSA shall include a provision establishing a quorum.

Section 7. This local PTA/PTSA shall prohibit voting by proxy.

Section 8. Bylaws of this PTA/PTSA shall include an article on amendments.

Section 9. This PTA/PTSA shall keep such permanent books of account and records as shall be sufficient to establish

the items of gross income, receipts, and disbursements of the association, including, specifically, the number of its members, the dues collected from its members, and the amount of dues remitted to the Utah PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Utah PTA or, where directed by the Utah PTA committee on state and local relationships, by a duly authorized representative of the National PTA.

Section 10. This PTA/PTSA shall collect dues from its members and shall remit a portion of such dues to the Utah PTA as provided in Article V herein.

Section 11. Each officer or Board member of this PTA/PTSA shall be a member of this local PTA/PTSA.

Section 12. Only members of this PTA/PTSA who have paid dues for the current membership year may participate in the business of this PTA/PTSA.

Section 13. A PTA/PTSA member shall not serve as a voting member of this PTA/PTSA Board while serving as a paid employee of, or under contract to, this PTA/PTSA.

Section 14. This PTA/PTSA must complete the applicable IRS filing at the close of the fiscal year.

***Section 15.** 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 16.** 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 17.** Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

***Section 18.** 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 19. The charter of this PTA/PTSA shall be subject to withdrawal and the status of this PTA/PTSA as a local PTA/PTSA shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Utah PTA.

Section 20. This local PTA/PTSA is obligated, upon withdrawal of its charter by the Utah PTA:

- a. To yield up and surrender all of its books and records to the Utah PTA and all of its assets and property to another local PTA/PTSA, its council, or the Utah PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Utah PTA or status as a constituent association of the National PTA or Utah PTA; and
- c. To carry out promptly, under the supervision and direction of the Utah PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA/PTSA.

ARTICLE V: Membership and Dues

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

Section 2. Membership in this PTA/PTSA shall be open, without discrimination, to anyone who believes in and supports the Purposes and mission of the National PTA.

Section 3. This PTA/PTSA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

Section 4. An accurate and current record shall be kept of the names of all members of this PTA/PTSA. The membership roster shall NOT be released to outside individuals, groups, companies, etc.

Section 5. Each member of this PTA/PTSA shall pay such annual dues to this PTA/PTSA as may be prescribed by this PTA/PTSA. The amount of such dues shall include the portion payable to the Utah PTA and the portion payable to the National PTA.

Section 6. The Utah PTA portion of each member's dues shall be one dollar and seventy-five cents (\$1.75) per annum.

Section 7. The National PTA portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per annum.

Section 8. Each member of this PTA/PTSA shall pay annual dues of \$ 6.00 to this PTA/PTSA.

Section 9. The Utah PTA and National PTA portions of the dues paid by each member of this PTA/PTSA shall be set aside by this PTA/PTSA and remitted monthly to the Utah PTA. The Utah PTA shall pay to the National PTA the amount of the National PTA portion of dues paid by all members of this local PTA/PTSA.

Section 10. The remittance to the Utah PTA shall be accompanied by a report, in such form as may be required by the Utah PTA, showing the name and address of the president of this PTA/PTSA, the amount of dues collected during the period covered by the report, and the number of members of this PTA/PTSA.

Section 11. Before this PTA/PTSA can be dissolved, the procedures established by the Utah PTA shall be followed, including: a. All members must be notified at least thirty (30) days prior to the date of such meeting and invited to attend a general membership meeting to consider this action; b. At this meeting, representation from the Utah PTA must be

present and invited to speak; and c. Approval of dissolution of this PTA/PTSA shall require the affirmative vote of at least two thirds of the members present and entitled to vote at the special meeting. This meeting must be attended by at least fifty percent of the total membership.

ARTICLE VI: Officers and Their Election

Section 1. The officers of this PTA/PTSA shall abide by, promote, and represent the Purposes, bylaws, mission, principles, and procedures of PTA.

Section 2. Each officer and Board member of this PTA/PTSA shall be a member of this PTA/PTSA.

Section 3. All officers of this PTA/PTSA shall be elected by the membership of this PTA/PTSA.

Section 4. Officers (executive committee) and their election:

- a. The officers of this PTA/PTSA shall be a president, a president-elect, 2 (number, at least 2) vice presidents, a secretary, and a treasurer. The president-elect shall automatically succeed to the office of president.
- b. The executive committee of this PTA/PTSA shall include in the number of vice presidents the principal and a teacher who is currently teaching in the school in which this PTA/PTSA is organized.
- c. Officers shall be elected by ballot at a general membership meeting in March (month(s), prior to March 31). However, if there is but one nominee for any office(s), upon adoption of a motion from the floor, the election for that office (or those offices) may be by voice vote.
- d. Officers shall assume their official duties on July 1 following their election, shall serve for a term of 1 year (s), (a term of either one year or two years) and shall remain in office until June 30 of the next election year or thereafter, until their successors are elected.
- e. An officer may serve a second consecutive term if nominated and elected by the general membership.
- f. A person, except the principal vice president, shall not be eligible to serve more than two (2) consecutive terms in the same office. (Anyone who has served more than one half of a term shall be credited with having served that term.)

Section 5. Nominating Committee:

- a. The nominating committee, which shall nominate an eligible person for each office for which elections are to be held, shall be elected by the membership of this PTA/PTSA at a general membership meeting prior to December 31.
- b. There shall be elected in November (month(s), prior to December 31) a nominating committee composed of 3 (number, at least three (3) and always an uneven number) members, one of whom shall be elected by the executive committee from its body, and the remaining members of whom shall be

elected by this PTA/PTSA. The nominating committee shall elect its own chairman. All members of the nominating committee must be members of this PTA/PTSA.

- c. There shall also be elected by the membership of this PTA/PTSA 2 (number, 2 to 5) alternates to the nominating committee. An alternate may attend committee meetings only as the replacement of a committee member. If a member of the nominating committee is unable to attend a meeting, the first alternate may attend only that meeting as a voting member of the committee. If a member of the nominating committee fails to attend two (2) meetings of the committee, he will be permanently replaced by the first alternate. If a member of the nominating committee is selected for election to an office, that member will be replaced on the committee by the first alternate, continuing replacement by alternates as needed.
- d. Recommendations for nominations may be made to the nominating committee by any member of this PTA/PTSA prior to the first meeting of the nominating committee.
- e. The president and president-elect shall not serve on the nominating committee. The president shall orient the committee to its duties and procedures at its first meeting and shall then leave the meeting. The president-elect may act as a consultant to the nominating committee.
- f. It is recommended that the principal not serve on the nominating committee but act as a consultant to it.
- g. No meeting of the nominating committee shall be held with fewer than three (3) members in attendance.
- h. A nominee for any office must be a member of this PTA/PTSA for at least thirty (30) days prior to the general membership meeting at which nominees are reported. The privilege of nomination and election to office in this PTA/PTSA may be extended to individuals who are members of another PTA/PTSA in good standing provided, upon election to office, they pay dues to this PTA/PTSA.
- i. The nominating committee shall nominate an eligible person for each office to be filled. If the president-elect is unable to succeed to the office of president, the nominating committee shall nominate an eligible person for president and president-elect.
- j. The nominating committee must report its nominees to the executive committee at least five (5) days prior to its report at the general membership meeting in February (month(s), at least thirty (30) days prior to the election meeting), at which time additional nominations may be made from the floor.
- k. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to an office.

Section 6. The only additional nominations that may be made from the floor at the election meeting are those persons who have filed their intent to become nominees with

the secretary of this PTA/PTSA at least five (5) days prior to the election meeting. Their names must then be placed in nomination from the floor at the election meeting. Any such persons must be members of this PTA/PTSA. No additional nominations may be made at the election meeting.

Section 7. Vacancies:

- a. If an office except president-elect remains unfilled after the election, it shall be considered a vacant office to be filled by a person elected by a majority vote of the incoming executive committee, all members of the incoming executive committee having been notified. A vacancy in the office of president-elect shall be filled by the vote of the general membership at a special election meeting of this PTA/PTSA.
- b. If an officer or appointee fails to attend three (3) consecutive meetings without adequate excuse or to perform the duties of his office, the members of the executive committee shall meet and declare the office or position vacant.
- c. All resignations must be made in writing to the president.
- d. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the president-elect, who shall then cease to be president-elect. A vacancy occurring in the office of president-elect shall be filled by a vote of the general membership at a special election meeting called by the president, all members having been notified. A vacancy occurring in any other office shall be filled for the remainder of the unexpired term by a person elected by a majority vote of the remaining members of the executive committee, all members of the committee having been notified.

ARTICLE VII: Duties of Officers

Section 1. The president shall:

- a. Preside at all meetings of this PTA/PTSA, the Board of Directors, and the executive committee;
- b. Be a member ex officio of all commissions and other committees but shall not serve on the nominating committee nor on the committee on election;
- c. Appoint a parliamentary adviser, as appropriate, subject to the approval of the executive committee;
- d. Appoint the chairmen of special committees;
- e. Orient the nominating committee to its duties and procedures at its first meeting;
- f. Coordinate the work of the officers, commissions, and committees of this PTA/PTSA in order that the Purposes may be promoted;
- g. Attend all council meetings or send another officer as the representative of this PTA/PTSA and attend region meetings as invited; and
- h. Perform such other duties as may be prescribed in these bylaws or assigned to him by this PTA/PTSA or by the executive committee.

Section 2. The president-elect shall:

- a. Work under and in cooperation with the president and fulfill such other duties as assigned by the Board of Directors or the president;
- b. As appropriate, as president-in-training, attend meetings with the president, including council meetings;
- c. In the absence of the president or his inability to act, perform the duties and exercise the powers of the president;
- d. If applicable, serve as a delegate to the council voting body; and
- e. Automatically succeed to the office of president at the end of his term.

Section 3. The vice presidents shall:

- a. Act as aides to the president;
- b. In their designated order as determined by the executive committee at its first meeting, perform the duties and exercise the powers of the president in his and the president-elect's absence or inability to act; and
- c. Perform such other duties as may be provided for in these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the executive committee.

Section 4. The secretary shall:

- a. Record the minutes of all meetings of this PTA/PTSA, the Board of Directors, and the executive committee, including the motions and actions taken;
- b. Have and bring to all meetings a current copy of these bylaws;
- c. Maintain an accurate and current membership roster;
- d. Conduct correspondence; and
- e. Perform such other duties as may be provided for in these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the executive committee.

Section 5. The treasurer shall:

- a. Have custody of and be responsible for all funds of this PTA/PTSA, counting all money with three (3) people present and depositing all money in the bank the same day received;
- b. Collect and keep a full and accurate account of receipts and expenditures of all moneys of this PTA/PTSA;
- c. Develop, with the executive committee, an annual budget to be distributed to and approved by the membership of this PTA/PTSA at the first general membership meeting (prior to October 1) of the school year;
- d. Make disbursements as authorized by the president, executive committee, or this PTA/PTSA, in accordance with the budget adopted by this PTA/PTSA;
- e. Co-sign all checks with the president, president-elect, or secretary (No two officers who are related by blood or by marriage or reside in the same household may be signers on the checking account.);
- f. Make a monthly remittance of membership dues to the Utah PTA;

- g. Present a financial statement at every meeting of the executive committee, Board, and general membership of this PTA/PTSA and at other times when requested by the executive committee;
- h. Make a financial report at the last general membership meeting of the school year, held in May (month, same as in Article IX, Section 7), which shall be known as the annual meeting, and submit a full written financial report to the incoming executive committee no later than June 30;
- i. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section 9, of these bylaws; and
- j. Submit the books annually no later than June 30 and immediately upon the change of officer for a reconciliation by an auditor or an Annual Financial Reconciliation (AFR) committee.

Section 6. The books of the treasurer shall be reconciled annually by an auditor or an AFR committee of not fewer than three (3) members, who, satisfied that the treasury accounts are correct, shall sign a statement of that fact.

- a. The auditor or AFR committee shall be appointed by the executive committee. Members of the AFR committee shall be members of PTA/PTSA.
- b. The auditor or any member of the AFR committee shall not be any officer who may sign the checks or related to, by blood or by marriage, or reside in the same household with, any of the officers who may sign the checks of this PTA/PTSA.
- c. No later than June 30 the books and records of the treasurer shall be closed (no additional expenses incurred, checks written, nor bank transactions made) and shall be given to the incoming officers. The incoming officers shall assume no financial responsibilities nor obligations until July 1.
- d. The auditor or AFR committee shall submit its report to the incoming executive committee no later than August 1, and the report shall be presented for adoption at the first general membership meeting of the new school year.
- e. The incoming executive committee shall not accept unreconciled financial records.
- f. In the event of a vacancy in the office of treasurer, the books shall be reconciled before the new treasurer takes office.

Section 7. All officers shall:

- a. Perform the duties prescribed in these bylaws, in addition to those outlined in the parliamentary authority and those assigned from time to time; and
- b. In the case of resignation without delay, or upon the expiration of their term of office not later than July 10, deliver to their successors all official materials pertaining to their office.

ARTICLE VIII: Executive Committee

Section 1. The executive committee shall consist of the elected officers of this PTA/PTSA.

Section 2. The duties of the executive committee shall be to:

- a. Plan and determine the dates of general membership meetings;
- b. Transact necessary business in the interval between general membership meetings and such other business as may be referred to it by this PTA/PTSA;
- c. Determine at its first meeting the designated order in which the vice presidents perform the duties of the office of president in his and the president-elects absence or inability to act;
- d. Create commissions and special committees;
- e. Approve the plans of work of the commissions and special committees;
- f. Develop an annual budget to be distributed to and approved by this PTA/PTSA at the first general membership meeting (prior to October 1) of the school year;
- g. Approve routine bills within the limits of the budget;
- h. Require all checks to have two (2) signatures;
- i. Report at regular meetings of this PTA/PTSA;
- j. Fill vacancies in offices except president-elect; and
- k. Select an auditor or an AFR committee to reconcile the treasurer's accounts.

Section 3. During the transition period between their election and June 30, the incoming officers shall meet as needed to coordinate with the outgoing officers, prepare for their term of office, formulate their tentative plans and proposed budget, schedule their calendar, coordinate with the principal, and, if applicable, select commissioners and committee chairmen and shall attend the Utah PTA convention in May. The incoming officers shall assume no financial responsibilities nor obligations until July 1.

Section 4. Regular meetings of the executive committee shall be held during the year, the time to be fixed by the committee at its first meeting of the school year. A majority of the executive committee shall constitute a quorum. Special meetings of the committee may be called by the president or by a majority of the members of the committee, all members of the committee having been notified.

ARTICLE IX: General Membership Meetings

Section 1. At least three (3) general membership meetings of this PTA/PTSA shall be held during the school year. Dates of meetings shall be determined by the executive committee and announced at the first general membership meeting of the school year. Additional notification must be given 3 (number) days prior to each general membership meeting. 14 (number) days' notice shall be given of a change of date.

Section 2. Special meetings of this PTA/PTSA may be called by the president or by a majority of the executive committee, 7 (number) days' notice having been given to the general membership.

Section 3. The nominating committee shall be elected at a general membership meeting prior to December 31.

Section 4. The nominating committee shall be elected at the general membership meeting in November (month(s), same as in Article VI, Section 5b).

Section 5. The nominating committee shall report its nominees at the general membership meeting in January (month(s), same as in Article VI, Section 5j).

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

Section 7. The last general membership meeting of the school year held in May (month, same as in Article VII, Section 5h) shall be known as the annual meeting and shall be for the purpose of receiving reports of officers, commissions, and committees and conducting any other business that may arise.

Section 8. 10 (number, no fewer than ten) members shall constitute a quorum for the transaction of business in any general membership or special meeting of this PTA/PTSA.

ARTICLE X: Commissions, Board of Directors, and Special Committees

Section 1. Only members of this PTA/PTSA shall be eligible to serve in any elected or appointive positions. The term of each appointee shall be for one year, and he may be reappointed for another year.

Section 2. The executive committee shall create such commissions as may be deemed necessary to promote the Purposes and carry on the work of this PTA/PTSA.

Section 3. 3 (number) commissioners (in PTSA's at least one shall be a student) shall be Appointed (appointed by the officers of this PTA/PTSA - OR - elected by its general membership). The term of each commissioner shall be one year or until the selection of his successor.

Section 4. The executive committee and the commissioners comprise the Board of Directors of this PTA/PTSA. Regular meetings of the Board of Directors shall be held during the year, the time to be fixed by the Board of Directors at its first meeting of the school year. Members of this PTA/PTSA may attend, without the right of voice or vote, all meetings of the Board of Directors but may be granted permission to speak at these meetings provided they have contacted the presiding officer of the meeting and requested to be placed on the agenda. A majority of the Board of Directors shall constitute a quorum. Special meetings of the Board of Directors may be called by the president or by a majority of the members of the Board, all members of the Board having been notified.

Section 5. The executive committee may create such special committees as it or this PTA/PTSA may deem necessary to promote the Purposes and carry on the work of this PTA/PTSA.

Section 6. Inasmuch as a special committee is created for a specific purpose, it automatically goes out of existence when its work is done and its final report is received by the executive committee.

Section 7. Each commissioner and committee chairman shall present a plan of work to the executive committee for approval. No work shall be undertaken without the consent of the executive committee.

Section 8. A majority of any commission or committee shall constitute a quorum.

Section 9. The president shall be a member ex officio of all commissions and other committees but shall not serve on the nominating committee or election committee.

ARTICLE XI: Council Membership

(Applies only to local PTAs and PTSAs holding membership in a council and must correspond to council bylaws.)

Section 1. This PTA/PTSA shall be represented on the voting body of the Provo Council of PTAs/PTSAs by the president or his alternate and the president-elect or his alternate (An alternate is selected from among their local PTA/PTSA board.) and the principal or his representative.

Section 2. This PTA/PTSA shall pay annual council dues of 100 cents per local member, as provided in the council bylaws.

ARTICLE XII: Fiscal Year

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

ARTICLE XIII: Reading and Renewal of Bylaws

These bylaws shall be reviewed by the executive committee at the beginning of each school year and shall every three (3) years be presented to the general membership, reaffirmed by a two-thirds vote of the members present and voting, and sent to the Utah PTA for renewal.

ARTICLE XIV: Parliamentary Authority

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

ARTICLE XV: Amendments

Section 1.

- a. Only information written in the blanks of these bylaws may be amended at any general membership meeting of this PTA/PTSA by a two-thirds vote of the members present and voting provided that written notice of the proposed amendment shall have been given to the members of this PTA/PTSA at least thirty (30) days prior to the meeting at which the amendment is voted upon, that a quorum has been established, and that the amendment is then sent to the Utah PTA for approval.
- b. After approval by a two-thirds vote at a general membership meeting of this PTA/PTSA, six (6) copies of all amendments or revisions shall be sent to the Utah PTA for approval.

Section 2. The adoption of an amendment to any provision of the bylaws of the Utah PTA identified by a single star shall serve automatically and without the requirement of further action by this PTA/PTSA to amend correspondingly the bylaws of this PTA/PTSA. Notwithstanding the automatic character of the amending process, this PTA/PTSA shall promptly incorporate such amendments into its bylaws.

May 2019

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 its 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 the 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.

Noncommercial 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.

Nonsectarian 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.

Nonpartisan 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.

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 thirty (30) days in advance.
- General Membership Meeting**—A regular meeting of your PTA which includes your PTA members, the general public, and invited guests.
- Honorary Life Membership**—A National PTA or Utah PTA honor bestowed by your PTA on selected persons who have distinguished themselves in service to children and youth, for which the sponsor makes a contribution to the National PTA or Utah PTA. This honor carries no membership privileges.
- 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.

SEP/SEOP—An SEP (Student Education Plan, usually geared to students in K–6th grade) or SEOP (Student Education Occupation Plan, usually geared to students in grades 7–12) is developed in cooperation with parents, students, and educators for each student. An SEP includes goals and action plans. An SEOP should help identify talents, skills, interests, and expectations.

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.

Where We Stand—The Utah PTA legislative program prepared each year and based on current resolutions and anticipated legislative priorities as determined by Utah PTA.

Information for Renewing, Amending, and Submitting PTA Bylaws

ALL BYLAW RENEWALS AND AMENDMENTS MUST BE VOTED ON BY YOUR GENERAL MEMBERSHIP.

Your Bylaws are on file with your Council President and/or Region Director. If unavailable from them, contact the Utah PTA office for a copy.

- 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 the Utah PTA for renewal—on the current form, without re-typing them, to be current and to avoid errors. If your bylaws are due after the Utah PTA Leadership Convention in May, they must be submitted on the 2019-2020 Bylaws Form in this section of the Utah PTA Handbook.

Procedure for RENEWING Your Bylaws

- About ninety (90) 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 current 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 ten (10); however, the number should be a fair representation of your membership.
 3. If you are in a council, Article XI: Council Membership must be consistent with your council bylaws. If you have a question, contact your council president.
- About sixty (60) 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 for all members to read and, if desired, make suggestions to your president for amendments to them.
- Wait at least thirty (30) 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, follow the instructions in the “Submitting Your Bylaws and/or Amendments” section on the next page.
- If your executive committee or general membership determines that an amendment(s) to your bylaws needs to be proposed, follow the amending process in the “Procedure for Amending Your Bylaws” section on the next page. At the same general membership meeting after the amendment(s) is approved, write the newly approved amendment wording into your bylaws, then your bylaws 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” section below.

Procedure for AMENDING Your Bylaws

- If your executive committee or general membership determines that your bylaws need to be amended, see Article XV in your bylaws and fill in the Amendment Information section of the Form for Submitting PTA Bylaws and/or Amendments (Form) on the next page, by writing the Article and Section as it now reads, as you want it to read, and the reason for the change.
- Present the amendment on the Form to your general membership at least thirty (30) days prior to the general membership meeting at which you will vote on the amendment. Notification of the proposed amendment may be made in a general PTA meeting, in a newsletter, and/or by email. Then post the proposed amendment at the school and inform the members where it is posted.
- In a general membership meeting at least thirty (30) 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.
- If your bylaws do not need to be renewed when they are amended, fill in only the “Amendment Information” section of the Form.
- If it has been three (3) years since your bylaws were approved, the entire set of your bylaws must also be reaffirmed by following the procedure on the preceding page.

Submitting Your Bylaws and/or Amendments

- The Form for Submitting PTA Bylaws and/or Amendments (Form) is located on the next page.
- If you are renewing your bylaws, make six (6) copies of your newly reaffirmed bylaws. Please copy them **back-to-back** and **staple** them. (Make additional copies of your approved bylaws as needed after they are returned to you.)
- If you are only amending your bylaws, make six (6) copies of your approved amendment on the Form.
- Keep the original until you receive your two (2) Utah PTA approved copies. Then discard the unstamped original.
- If you are renewing your bylaws with no amendments, fill in the “Renewal Information” section of the Form and send the Form and the six (6) copies of your bylaws to the Utah PTA Office, 5192 S. Greenpine Drive, Salt Lake City, UT 84123.
- If you are both renewing and amending your bylaws, send to the Utah PTA office the six (6) copies of your bylaws and one copy of the Form (with the “Renewal Information” and “Amendment Information” filled in) for each amendment your general membership has adopted.
- If you are only amending your bylaws, fill in the “Amendment Information” section of the Form and send to the Utah PTA office the six (6) copies of the Form filled in for each amendment your general membership has adopted.
- The two (2) approved copies are the property of your PTA/PTSA. If you have only amended your bylaws, staple one of your approved copies at the back of each of your two (2) Utah PTA red seal approved sets of bylaws and cross-reference the new wording into your bylaws.

Your current Bylaws should be in your President’s and Secretary’s Procedure Books and passed on to your incoming officers.