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PTA/PTSA Bylaws Information

- Bylaws are the legally binding set of rules that guide an organization and are of such importance that they can be changed only after ample (at least thirty days) notice has been given and the members have voted to approve the change (amendment). Bylaws are comparable to a constitution and are organized into articles and sections.
- If you need a copy of your current bylaws, your president and secretary, your council president, your region director, and the Utah PTA office should all have a copy.
- As soon as you are elected, copy your current bylaws and distribute them to your incoming executive committee. Study your bylaws so they will be as helpful as possible. Review them again with your executive committee at the beginning of the school year. Then you will avoid problems and know what to expect during your term.
- The numbers written in your bylaws must be adhered to exactly—they are not a minimum.
- Take note of dates and special instructions to help you plan your PTA calendar.
- The approval and expiration dates of your bylaws are written in the red seal on the front page.
- Bylaws must be submitted to the Utah PTA for renewal every three years. Bylaws and amendments are valid only after they are returned to you with the red seal stamped on them.
- The current local PTA/PTSA bylaws form is in this section of this handbook.
- The following are some questions about PTA that your bylaws will answer:
 - When your bylaws were last approved by the Utah PTA and when they expire (Your PTA Unit ID Number and EIN are on the front page of your bylaws).
 - Your official local name, which always includes “PTA” or “PTSA.”
 - The Purposes and basic policies of PTA.
 - Your relationship with National PTA and Utah PTA.
 - How to submit membership dues—National, State, and, if applicable, Council—and the amount of your dues.
 - When to elect your nominating committee, how many serve on it, how it should function, and when it must report its nominees.
 - What officers you should elect and when, and the length of their term of office.
 - How to fill vacancies in offices.
 - The duties of each officer.
 - Information about having the treasurer’s books annually reviewed.
 - The duties of your executive committee (officers).
 - When some of your general membership meetings are to be held.
 - How many members constitute a quorum for transacting business.
 - How many commissioners you should have and whether they are elected or appointed.
 - Who comprises your Board of Directors.
 - Information about committees.
 - If you are in a council, which council you belong to, how many voting delegates you are allowed, and the amount of your council dues.
 - Your fiscal year.
 - When you must read and reaffirm your bylaws.
 - What is the PTA parliamentary authority.
 - How to amend your bylaws.

Meetings—Your PTA must hold at least three general membership meetings during the school year. The purpose of these three meetings should at least include: 1) approving your AFR and annual budget at your first

meeting (prior to October 1); 2) electing your nominating committee (prior to December 31); 3) nominating your nominees (at least thirty days prior to your election meeting); and 4) electing your new officers (prior to March 31).

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

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

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

Council Membership—If your PTA is in a PTA council, your council officers will instruct you as to the amount of your council dues and the number of delegates from your local PTA that have the right to vote on your council voting body, although all members of your PTA may attend council meetings. Your president-elect should attend council meetings. Your council may not make any decision that is binding on your PTA without its being presented to and voted on by your Council voting body.

Amending Your Bylaws—Instructions for amendments are in Article XV of your bylaws. Only information written in the blanks may be amended. Additional information and the amendment form are in this section of this handbook. If your officers or members decide an amendment needs to be made to your bylaws, it must be presented at a general membership meeting and/or in a newsletter. After at least a thirty day waiting period, the amendment must be voted on at a general membership meeting and approved by a two-thirds vote of the members present and voting. If it is approved, six copies of the amendment are then sent to the Utah PTA for approval. It is effective only after you receive your two red seal copies from the Utah PTA.

Renewing Your Bylaws—This is the responsibility of your president, who may assign this responsibility to another officer. About three months before your bylaws expire, go over them as officers and also compare them with the current bylaws form in this handbook to see if they are still applicable to how your PTA functions.

1. If they are still applicable, fill in the current form as they were last approved. Do not re-type the form. At a general membership meeting or in a newsletter at least sixty days before they expire, announce that your bylaws need to be submitted for approval and will be posted at the school. List the locations at the school where they may be read by any PTA member for consideration. If any amendment(s) is recommended, it(they) must be submitted to the president by a stated date. If no amendment(s) is recommended, wait to vote at least thirty days after the bylaws are posted. At the next general membership meeting your president asks for a motion and a second to the motion to reaffirm your bylaws on the current form. If they are reaffirmed by a two-thirds vote of the general membership present and voting,

six sets of your bylaws are then sent to the Utah PTA office for approval.

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

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

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

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 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 principals 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 policies 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: Constituent Associations

Section 1. The constituent associations of the Utah PTA shall include the regions, the councils, and the local PTAs and PTSAs organized under the authority of the Utah PTA. The membership of the Utah PTA shall be the individual members of the local PTAs/PTSAs organized under the authority of the 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 (a) the bylaws of such association, (b) the certificate of incorporation or articles of incorporation of such association (in cases in which the association is a corporation) or the articles of organization by whatever name (in cases in which the association exists as an unincorporated association) and (c) its charter.

***Section 3.** Each constituent association shall adopt such bylaws for the government of the association 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 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 of a constituent association shall be elected by its respective region board, council voting body, or general membership.

***Section 11.** 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. The Utah PTA is a branch of the National PTA and exists for the purpose of accomplishing, at the state level, the Purposes of the National PTA in accordance with its policies. Within the framework of the responsibility that it shares with the National PTA for the implementation of the Purposes of the National PTA and its obligation to comply with the National PTA Bylaws, the Utah PTA is a self-governing association with independent legal existence.

Section 2. The relationship of the Utah PTA with the National PTA and its duties, obligations, and responsibilities are set forth in the National PTA Bylaws and in the charter that is issued by the National PTA to the Utah PTA.

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

Section 4. The bylaws of the Utah PTA and all amendments hereto shall be subject to approval by the Committee on Bylaws and Policy of the Board of Directors of the National PTA.

Section 5. The 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 the Utah PTA, and the amounts of dues remitted to the National PTA. Such books of account and records, including those of controlled associations, shall at all reasonable times be open to inspection by an authorized representative of the National PTA.

Section 6. The Utah PTA shall provide appropriate procedures for the association of local PTAs and PTSAs within its area. The 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. The 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 the Utah PTA. Councils shall not legislate for local PTAs and PTSAs.

Section 8. The Utah PTA may create or establish subsidiary associations (districts or regions) within its area to facilitate the administration of the affairs of the Utah PTA and for carrying out its programs and may prescribe the form and content of the bylaws or other articles of organization of such districts or regions.

Section 9. The Utah PTA may conduct electronic business only in cases of an emergency or when a meeting will not be held before a decision has to be made and according to the criteria established by the Utah PTA Board of Directors.

Section 10. The Utah PTA shall submit to the National PTA a report of its work and activities for inclusion in the annual report of the National PTA.

Section 11. The Utah PTA is responsible for compliance by the locals, councils, and regions within its area with the National PTA bylaws and the bylaws of the Utah PTA.

Section 12. In the event of surrender or withdrawal of its charter by the National PTA, the Utah PTA is obligated:

- a. To yield up and surrender all of its books and records and all of its assets and property to the 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 the National PTA for the area of the Utah PTA;
- b. To yield up all of the books and records and all of the assets and property of any Controlled Organization and surrender them to the 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 the National PTA for the area of the Utah PTA. A Controlled Organization shall mean any corporation or other entity, whether nonprofit or for-profit, incorporated or unincorporated, that is controlled by the 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 the National PTA or status as a branch or constituent association of the National PTA; and
- d. To carry out promptly, under the supervision and direction of the 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 the Utah PTA in the area in which the local PTA/PTSA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Utah PTA may in its bylaws prescribe. The Utah PTA shall issue to each local PTA/PTSA in its area an appropriate charter evidencing the due organization and good standing of the local PTA/PTSA.

A local PTA/PTSA in good standing is one which:

- a. Adheres to the Purposes and basic policies of the PTA;
- b. Remits the national portion of the dues through the Utah PTA to reach the national office by dates designated by the National PTA;
- c. Has bylaws approved according to the procedures of the Utah PTA; and
- d. Meets other criteria as may be prescribed by the Utah PTA.

Section 2. Each local PTA/PTSA shall submit six (6) copies of its bylaws to the Utah PTA Board of Directors (or its appointee) for approval within sixty (60) days of association 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 star.

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 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 committee on state and local relationships, by a duly authorized representative of the National PTA.

Section 6. Each local PTA/PTSA shall collect dues from its members and shall remit a portion of such dues to the 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 is organized.

Section 11. A person shall hold no more than one elected PTA/PTSA position at a time.

Section 12. Each local PTA/PTSA must complete the applicable IRS filing at the close of the fiscal year.

Section 13. 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 Article XIX of these bylaws.

Section 14. Each 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 and all of its assets and property to the Utah PTA or to such agency as may be designated by the Utah PTA or to another local PTA/PTSA organized under the authority of 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; 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 such local PTA/PTSA.

Section 15. A local PTA/PTSA may dissolve by following this procedure:

- a. The local PTA/PTSA Board of Directors shall adopt a resolution recommending that the local PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to a vote at the special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the local PTA/PTSA shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.
- b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the president of the Utah PTA at least twenty (20) days before the date fixed for the special meeting of the members. At this meeting, representation from the Utah PTA Board of Directors must be present and invited to speak.
- c. Only those persons who were members in good standing of the local PTA/PTSA on the date of adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution.
- d. Approval of dissolution of the local 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 VII: Councils

***Section 1.** The 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 the Utah PTA. Councils shall not legislate for local PTAs/PTSAs.

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

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 and the region director to promote the Purposes of the PTA and the interests of the National PTA and the Utah PTA within its territory.

Section 4. Only local PTAs/PTSAs shall be members of a council.

***Section 5.** Each council shall submit six (6) copies 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 6.** Each council shall include in its bylaws provisions corresponding to the provisions of the bylaws of the Utah PTA 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 7.** The adoption of an amendment to any provision of the bylaws of the Utah PTA 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 8.** 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 the Utah PTA or, where directed by the committee on state and local relationships, by a duly authorized representative of the National PTA.

Section 9. Each officer of a council shall be elected by the voting body of such council.

***Section 10.** The executive committee of each council shall include as vice presidents a teacher currently teaching in one of the schools in council membership (elected on a rotating

basis through the schools as determined by each council) and the superintendent or his representative and/or the principal of a different school in council membership.

***Section 11.** A person shall hold no more than one elected PTA/PTSA position at a time.

***Section 12.** Each council must complete the applicable IRS filing at the close of the fiscal year.

Section 13. A council whose membership is greater than ten (10) local PTAs and/or PTSAs may be subject to division.

***Section 14.** 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 XIX of these bylaws.

***Section 15.** Each council is obligated, upon dissolution by the Utah PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Utah PTA, or to such agency as may be designated by the Utah PTA, or to another council organized under the authority of 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; 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 the council.

Article VIII: Regions

Section 1. A region is all of the local PTAs, PTSAs, and councils within a geographical division of Utah. The members of the local PTAs and PTSAs within a region shall constitute the membership of that region.

Section 2. A region's purpose is to promote the interests and work of the National PTA and of the 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. Only members of a local PTA/PTSA in the region who have paid dues for the current membership year may participate in the business of the region.

Section 5. The officers of a region shall be the region director, associate region director(s), assistant region director(s), secretary, treasurer, if applicable, and superintendent(s).

Section 6. The region director is the first officer of the region and a member of the Utah PTA Board of Directors and shall:

- a. Act as a liaison officer between the Utah PTA and the councils and local PTAs and PTSAs in the region;
- b. Assist in the promotion of the program of the Utah PTA within the region;
- c. Be responsible for all Utah PTA and National PTA program organizing done within the region and help integrate council and local PTA/PTSA work within the region;
- d. Hold training meetings and conferences for the region board;

- e. Act in cooperation with councils to hold pre-convention orientation meetings, post-convention training meetings, region conferences, and other meetings as needed;
- f. Hold pre-convention orientation meetings, post-convention training meetings, region conferences, and other meetings as needed for all local PTAs and PTSAs not in a council;
- g. Bring into membership new local PTAs and PTSAs; and
- h. Carry on such other duties as may be assigned by the Utah PTA Board of Directors.

Section 7. An associate director will be elected to represent every 10,000 members in a given region. He works directly under and assists the region director and is a member of the Utah PTA Board of Directors.

Section 8. The region director and associate director(s) shall reside in the region they represent, shall take office on July 1 following their election, shall serve for a term of two (2) years, may serve for two (2) consecutive terms or until a successor is elected. (In regions where there are organized councils, it is recommended that they should have served at least one term on the council executive committee.) The region directors of regions with odd numbers shall be elected by March 31 in the odd-numbered calendar years. The region directors of regions with even numbers shall be elected by March 31 in the even-numbered calendar years. The regions with associate directors shall alternate the election of the associates in such a manner as to ensure the continuity of experienced PTA leadership. They shall be elected at the region election meeting to which all PTA and PTSA members in the region are invited and may vote. In regions in which councils are organized, a majority of council presidents, representing their respective councils, must be present.

Section 9. Assistant director(s) may be appointed by the region director (or elected if so determined by the region board) to assist in the affairs of the region.

Section 10. A secretary and treasurer, if applicable, of the region shall be elected at the region election meeting.

Section 11. A region executive committee shall consist of the elected officers of the region. A majority of the region executive committee shall constitute a quorum.

Section 12. The duties of a region executive committee shall be to:

- a. Plan and determine the dates of region meetings;
- b. Transact necessary business in the interval between region meetings;
- c. Create region commissions and special committees and appoint commissioners;
- d. Approve the plans of work of the region commissions and committees to promote the purposes and carry on the work of the region; and
- e. Fill vacancies in offices except region director and associate region director(s).

Section 13. The region executive committee, council presidents, and/or president of each PTA/PTSA not in a council, commissioners, and others as approved by the region executive committee shall comprise a region board,

which shall govern the affairs of a region. A majority of the region board shall constitute a quorum. Regular meetings of the region board shall be held during the year, the time to be fixed by the board members at its first meeting of the fiscal year.

Section 14. Each region commissioner and committee chairman shall present a plan of work to the region executive committee for approval. No work shall be undertaken without the consent of the region executive committee. A majority of any region commission or committee shall constitute a quorum.

Section 15. Committee on Nominations:

- a. Regions in which councils are not organized shall have a committee of nominations of five (5) members elected by December 31 by the region board (defined in Article VIII, Section 13) and consisting of one representative of education and four (4) representatives of different local PTAs/PTSAs in the region. The superintendent(s) (if not elected as the representative of education) in the region shall act as non-voting consultants. No person shall be eligible to serve on more than two (2) consecutive nominating committees. The committee shall elect its own chairman. No person shall be eligible to serve as chairman of two (2) consecutive committees of nomination. The committee on nominations must report its nominees to the region board at least thirty (30) days prior to the election meeting. The region director shall notify the local PTAs/PTSAs in the region of the nominees at least thirty (30) days prior to the election meeting and when the region election meeting shall be held. Additional nominations may be made from the floor at the election meeting provided each nominee has filed his intent to become a nominee with the committee on nominations chairman at least fifteen (15) days prior to the election meeting.
- b. Regions in which councils are organized shall have a committee on nominations of five (5) members elected by December 31 by the region board (defined in Article VIII, Section 13) and consisting of one representative of education, two (2) representatives of different councils in the region and two (2) representatives of different PTAs/PTSAs in the region. The superintendent(s) (if not elected as the representative of education) in the region shall act as non-voting consultants. No person shall be eligible to serve on more than two (2) consecutive nominating committees. The committee shall elect its own chairman. No person shall be eligible to serve as chairman of two (2) consecutive committees of nomination. The committee on nominations must report its nominees to the region board at least thirty (30) days prior to the election meeting. The region director shall notify the local PTAs/PTSAs in the region of the nominees at least thirty (30) days prior to the election meeting and when the region election meeting shall be held. Additional

nominations may be made from the floor at the election meeting provided each nominee has filed his intent to become a nominee with the committee on nominations chairman at least fifteen (15) days prior to the election meeting.

Section 16. Vacancies:

- a. If any region director or associate director fails to perform the duties of his office or resigns from office, the Utah PTA Board of Directors shall meet and declare the office vacant and request a region election to fill the vacancy for the unexpired term.
- b. A vacancy occurring in any other office shall be filled for the unexpired term by a person appointed (or elected) by the region executive committee.

ARTICLE IX: Members and Dues

***Section 1.** Every individual who is a member of a local PTA/PTSA organized by the Utah PTA also is a member of the National PTA and of the 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 the 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.

Section 5. Ten (10) or more members shall constitute a local PTA/PTSA.

***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 the Utah PTA - the "state portion" - and the portion payable to the National PTA - the "national portion."

***Section 7.** The amount of the state portion of each member's dues shall be determined by the Utah PTA. The national portion of each member's dues shall be two dollars and twenty five cents (\$2.25) per annum.

Section 8. The Utah PTA portion of each member's dues shall be one dollar and seventy five cents (\$1.75) 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 the Utah PTA. The Utah PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs and PTSAs in its area.

Section 10. The Utah PTA shall make remittances, on a monthly basis, to the National PTA of the amounts due to the National PTA. Each remittance shall be accompanied by a statement of the dues received by the 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.

Section 11. The Utah PTA may confer Honorary Utah PTA Life Memberships upon persons who have distinguished themselves in service to children and youth, for a fee which shall be determined by the Utah PTA Board of Directors and paid to the treasurer of the Utah PTA. Councils and local PTAs and PTSAs may also present Honorary Utah PTA Life Memberships upon payment of the fee to the treasurer of the Utah PTA.

- a. An Honorary Life Member may become an active member of the PTA through membership in, and payment of dues to, a local PTA/PTSA.
- b. An Honorary Utah PTA Life Membership and Honorary National PTA Life Membership shall be presented to each incoming Utah PTA president.

ARTICLE X: Officers, Directors, Commissioners, and Representatives

Section 1. The **officers** of the Utah PTA shall be a president, a president-elect, an advocacy vice president, a regions vice president, a secretary, and a treasurer.

- a. These officers shall be elected from the membership of the Utah PTA at large.
- b. The term of each officer shall be two (2) years or until his successor is elected.
- c. The president-elect shall automatically succeed to the office of president.
- d. 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.
- e. These officers shall determine the duties and areas of responsibility of the vice presidents, directors, and commissioners and coordinate the work of the officers, directors, commissioners, and representatives of the Utah PTA.
- f. These officers, in the order as designated in Article XI, Section 2, shall serve as alternates to the president to represent the Utah PTA at the convention of the National PTA.

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

- a. These directors shall be elected from the membership of the Utah PTA at large.
- b. The term of each director shall be two (2) years or until his 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 the Utah PTA shall be the community involvement commissioner, education commissioner, the family life commissioner, the health commissioner, the individual development commissioner,

the safety commissioner, and the student involvement commissioner.

- a. These commissioners shall be elected from the membership of the Utah PTA at large.
- b. The term of each commissioner shall be two (2) years or until his successor is elected.
- c. These commissioners shall take action on appropriate resolutions passed at the Utah PTA conventions through legislative effort, commission programming, or a combination of both.

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

- a. The term of each representative shall be two (2) years or until his successor is elected.
- b. The position of administrator representative shall be filled by a current superintendent of one of the school districts in Utah.
- c. The position of teacher representative shall be filled by a certified teacher currently employed by a school district in Utah.
- d. The administrator and teacher representatives shall:
 - (1) Act as liaisons between the Utah PTA and the administrators and teachers;
 - (2) Assist in the promotion of the program of the Utah PTA among the administrators and teachers;
 - (3) Encourage administrator and teacher membership and representation on local and council boards;
 - (4) Be aware of administrator and teacher concerns and represent them on the Board of Directors; and
 - (5) Carry on such other duties as may be assigned by the Utah PTA Board of Directors.

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 consist of the president, president-elect, advocacy vice president, secretary, director of leadership, director of membership, individual development commissioner, education commissioner, student involvement commissioner, and administrator representative.
- b. Group Two shall consist of the regions vice president, treasurer, director of communications, community involvement commissioner, family life commissioner, health commissioner, safety 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 XXI, 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 election.

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

- a. Each officer, director, commissioner, and representative shall be a member in good standing of a local PTA/PTSA chartered by the Utah PTA.
- b. The president and president-elect shall serve no more than one term.
- c. No vice president, secretary, or treasurer shall serve more than two (2) 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 of the 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 the Utah PTA at least fifteen (15) days prior to the annual convention.

Section 8. If any officer, director, commissioner, or representative shall at any time cease to meet these

qualifications, he shall no longer serve in such capacity, which event shall be confirmed by resolution adopted by the Board of Directors.

Section 9. After the close of the Utah PTA convention, the president in even-numbered calendar years or the president-elect in odd-numbered calendar years shall call a meeting of the officers and officers-elect to consider appointees and to formulate plans for the coming year.

Section 10. Each officer, director, commissioner, and representative elected at an annual Utah PTA convention shall take office on July 1 following his election.

Section 11. 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. 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 ten (10) 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, and Commissioners

Section 1. The **president** shall:

- a. Be the chief executive officer of the 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 the 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 the Utah PTA; perform such other duties and exercise such other powers as may be assigned to him 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 the Utah PTA Board of Directors and the executive committee at which he may be present;

- b. Create and appoint committees as necessary;
- c. Engage, on behalf of the 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 the 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, and commissioners and coordinate the work of the officers, the directors, the commissioners, the representatives, and the committees of the 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 the 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; and
- i. Be a delegate to all National conventions with all expenses paid by the National PTA or by the Utah PTA.

Section 2. The **president-elect** and **vice presidents** shall act 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 his 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 the 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 him 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 and be responsible for sending to each member of the Utah PTA Board of Directors a copy of all pertinent minutes.

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 the Utah PTA in such depositories as may be designated by the Utah PTA Board of Directors; disburse the funds of the 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 the 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 the Utah PTA, furnish to the Utah PTA fidelity bonds in the amounts determined by the executive committee, the expense of which shall be borne by the Utah PTA;
- c. Be the chairman of the finance committee of the Utah PTA Board of Directors;
- d. Provide all his 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 him 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 program;
- 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 program;
- 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; and
- d. Perform such duties as may be assigned to them by the president and/or the Utah PTA Board of Directors.

ARTICLE XII: Meetings

Section 1. Members of the 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 he has contacted the presiding officer of the meeting and requested to be placed on the agenda.

ARTICLE XIII: Board of Directors

Section 1. The affairs of the 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, the administrator representative, the teacher representative, the immediate past president, the region directors, the associate directors, and all National PTA Board members residing in Utah.

Section 4. The immediate past president shall serve as an ex officio member of the Utah PTA Board of Directors with all rights and privileges as a Board member including voting rights beginning in November following the end of his term as president and shall perform such duties as assigned to him by the president of the Utah PTA.

Section 5. Regular meetings of the Utah PTA Board of Directors shall be held at least four (4) times a year.

Section 6. The regular meetings of the Utah PTA Board of Directors shall be held at such time and place (the time subject to the provisions of the foregoing Section 5) as may be determined by the Board. Notice of the time and place of each regular meeting shall be given by the secretary to each member of the Board at least thirty (30) days prior to the date of each meeting.

Section 7. 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 8. The Utah PTA Board of Directors shall have authority over the affairs of the 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 regions as geographical divisions of the Utah PTA and of councils for the convenience of administering the work. The Board has authority to adopt rules for the transaction of business of the Utah PTA, provided the rules do not conflict with the 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 the 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. Serve as the program committee for the annual convention of the Utah PTA;
- b. Fill vacancies in offices except president-elect and positions of director, commissioner, and representative;
- c. Decide questions of cooperation with other organizations;
- d. Create such commissions as it may deem necessary or desirable for the purpose of promoting the Purposes and carrying on the work of the Utah PTA, appoint commission members, and determine the scope of the work, duties, responsibilities, and authority of such commissions;
- e. Receive and pass upon the plan of work of the vice presidents, directors, commissioners, representatives, and committee chairmen;
- f. Select the time and place of all meetings of the Board and of the Utah PTA;
- g. Provide in-service training for new Board members;
- h. Determine and appoint the editors of Utah PTA publications;
- i. Be responsible for keeping a complete history of the Utah PTA; and
- j. Approve the program for region conferences.

Section 9. 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 10. When any person ceases to hold the office or position which entitles him to be a member of the Utah PTA Board of Directors, he 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: Executive Committee

Section 1. The executive committee shall consist of the officers of the Utah PTA.

Section 2. Regular meetings of the executive committee shall be held during the year, the time to be fixed by the long-range calendar planning committee prior to each annual convention. Special meetings of the executive committee may be called by the president or upon the written request of five (5) 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 the 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; and
- e. Make progress reports, as requested, at each meeting of the Utah PTA Board of Directors.

The executive committee shall take no action in conflict with any action taken by the Utah PTA Board of Directors.

ARTICLE XV: Committees of the Board of Directors

Section 1. The following committees of the Board of Directors are specifically provided for in these bylaws:

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

Section 2. In addition to such committees specifically provided for, the Board of Directors may, by resolution adopted by a majority of the whole Board, designate one or more committees, each committee to consist of three (3) 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 resolution adopted by the Board of Directors.

Section 3. Only members of a local PTA/PTSA in Utah whose national, state, and council dues are paid shall be eligible to serve in any elected or appointive position of the Board of Directors.

ARTICLE XVI: Committee on Nominations for Utah PTA Officers, Directors, Commissioners, and Representatives

Section 1. The Utah PTA Board of Directors at the January Board meeting shall elect by ballot a committee on nominations for Utah PTA officers, directors, commissioners, and representatives. The committee shall be comprised of nine (9) members of the Board of Directors, one (1) of whom shall be elected by the executive committee, the directors, and the representatives from among the members of their body, one (1) of whom shall be elected by the commissioners from among the members of their body, one (1) of whom shall be elected by the region directors and associate directors from among the members of their body, and the remaining six (6) of whom shall be members of the Board at large elected from among its members. Each group is to be nominated and elected separately. A plurality shall elect. 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 members of this committee shall serve until the close of the Utah PTA convention. The committee shall elect its own chairman. No person shall be eligible to serve as chairman 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 to the Utah PTA Board of Directors, that member shall be dismissed from his 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 the Utah PTA, and the secretary shall send a copy to each member of the Utah PTA Board of Directors and to each council and local PTA/PTSA president not less than thirty (30) 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 his intention to become a nominee with the secretary of the Utah PTA at least fifteen (15) 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 XVII: 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 Directors from among its members, from among the Board specialists, and/or from among the registered alternate region directors at the January Board meeting.

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 the 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 XVIII: Finance Committee

A finance committee of six (6) members from the Utah PTA Board of Directors shall be elected by the Board for a term of two (2) years. Such members shall, for purposes of election and tenure, be divided into two (2) groups of three (3) members each, only one group being elected each year at the July Board meeting. The treasurer shall be chairman of the finance committee. The president-elect and secretary shall automatically serve on the finance committee, in addition to the six (6) 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 XIX: Committee on State and Local Relationships

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

Section 2. The officers of the 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 the 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 policies of the National PTA and the 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 the Utah PTA and as a council or local PTA.

ARTICLE XX: Committee on Resolutions

Section 1. The committee on resolutions shall consist of the president-elect, advocacy vice president, and the commissioners. This committee shall study and consider all resolutions submitted to them. Those resolutions expressing a position or requesting certain action that is consistent with the PTA Purposes will be sent to each member of the Utah PTA Board of Directors, to each council president, and to each local PTA and PTSA in membership at least thirty (30) days prior to the date for the opening of the annual convention. The convention delegates will take action upon those resolutions at the annual Utah PTA convention.

Section 2. Resolutions passed at the Utah PTA convention will be the responsibility of the appropriate commission for disposition of action. This action could be taken through legislative or commission programming or a combination of both.

Section 3. Resolutions passed at the Utah PTA convention shall bind the Utah PTA Board of Directors and the executive committee in positions of legislation and policy.

Section 4. Resolutions shall be reviewed on a yearly basis by the resolutions committee and will be declared by the Utah PTA Board of Directors (on recommendation of the resolutions committee) either accomplished or continuing active concerns.

ARTICLE XXI: Utah PTA Convention

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

Section 2. The annual convention of the 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 sent 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 thirty (30) 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 the Utah PTA (hereinafter referred to as the "voting body") shall be entitled to vote at the annual convention:

- a. The members of the Utah PTA Board of Directors;
- 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 the 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 the 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 the Utah PTA regions, shall constitute a quorum. When a quorum is present at any meeting of the 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 XXII: National PTA Convention

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

- a. The president of the Utah PTA;
- b. One additional delegate from among the members of the Utah PTA for each 1,000 members, or major fraction thereof, of the Utah PTA, as shown on the books of the secretary-treasurer of the 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 president of the Utah PTA, who shall be a delegate ex officio) shall be authorized by the Utah PTA Board of Directors.

ARTICLE XXIII: Legislation

Section 1. National PTA legislative policies 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 resolutions, the legislative policies, and the legislative directives.

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

Section 4. A copy of the proposed Utah PTA legislative policies shall be sent 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 thirty (30) days prior to the annual convention.

ARTICLE XXIV: Fiscal Year

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

***ARTICLE XXV: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the 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, the National PTA Bylaws, or the articles of incorporation.

ARTICLE XXVI: 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 sent 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 thirty (30) 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 committee on bylaws to submit a revised set of bylaws as a substitute for the existing bylaws.

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

May 2017

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Council Bylaws (2017-2018)

Region _____

Council _____

PTA Unit ID Number _____

Employer Identification Number (EIN) ____ - _____

Only information written in the blanks may be amended.

ARTICLE I: Name

The name of this association is the _____
_____ Council of Parent-Teacher
Associations in Region _____ 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 principals 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 policies 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 council shall be organized and chartered under the authority of the Utah PTA in the area in which this council functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Utah PTA may in its bylaws prescribe. The Utah PTA shall issue to this council an appropriate charter evidencing the due organization and good standing of this council. A council in good standing is one that:

- a. Adheres to the Purposes, bylaws, basic policies, and procedures of the PTA;
- b. Has bylaws approved according to the procedures of the Utah PTA; and
- c. Meets other criteria as may be prescribed by the Utah PTA.

Section 2. The articles of organization of this council include (a) the bylaws of this council, (b) the certificate of incorporation or articles of incorporation of this council (in

cases in which this council is a corporation) or the articles of organization by whatever name (in cases in which the council exists as an unincorporated association) and (c) its charter.

Section 3. This council shall adopt such bylaws for the government of this council 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 4. This council shall include in its bylaws provisions corresponding to the bylaws of the Utah PTA as are identified therein by a single star.

Section 5. Bylaws of this council shall include a provision establishing a quorum.

Section 6. This council shall prohibit voting by proxy.

Section 7. Bylaws of this council shall include an article on amendments.

Section 8. This 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 this council, including, specifically, the number of its members 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 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 9. Each officer or Board member of this council shall be a member of a local PTA/PTSA within this council.

Section 10. Only members of a local PTA/PTSA who have paid dues for the current membership year may participate in the business of this council.

Section 11. A PTA/PTSA member shall not serve as a voting member of this council Board while serving as a paid employee of, or under contract to, this council.

Section 12. This council must complete the applicable IRS filing at the close of the fiscal year.

Section 13. The charter of this council shall be subject to withdrawal and the status of this council as a PTA council shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Utah PTA.

Section 14. This council 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 council organized under the authority of the Utah PTA or to 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 council.

ARTICLE V: Purposes of this Council

Section 1. The purposes of this council are to:

- a. Unify and strengthen local PTAs/PTSAs comprising this council by providing opportunities for leadership training and exchange of ideas and experiences, serving as a channel of communication, and coordinating the efforts of the local PTAs/PTSAs in council membership.
- b. Provide for the conference and cooperation of the local PTAs/PTSAs in council membership in order to create a public opinion favorable to the interests of children; to encourage programs and projects in the various local PTAs/PTSAs which will carry out the Purposes and mission of PTA; and to assist in the formation of new PTAs/PTSAs according to the plan of the Utah PTA.
- c. Promote the interests of the National PTA and of the Utah PTA within its territory.

Section 2. This council shall not legislate for local PTAs/PTSAs.

ARTICLE VI: Membership and Dues

Section 1. Members in this council shall consist only of local PTAs/PTSAs chartered by the Utah PTA in _____ (county, city or area) upon the payment of dues as hereinafter provided.

Section 2. The annual dues for membership in this council shall be _____ cents per member in each local PTA/PTSA in council membership and shall be payable on _____ (date).

Section 3. Additional local PTAs/PTSAs may be accepted as members at any time.

Section 4. Delegates from local PTAs/PTSAs whose dues to the council are in arrears shall not participate in the business meetings of this council.

ARTICLE VII: Voting Body

Section 1. The voting body of this council shall consist of the elected officers (executive committee) of this council, the council commissioners, the superintendent of schools or his representative, and the designated members of each PTA/PTSA specified in Section 2 of this article.

Section 2. Each member PTA/PTSA shall be entitled to representation on the voting body of this council by its president or his alternate from among its executive committee members, by its principal or his representative, and by _____ (number) delegate(s) from among its executive committee members. (It is recommended that the local PTA/PTSA president-elect be a delegate and/or attend council meetings.)

Section 3. Members are entitled to one vote even though they may be in more than one position.

ARTICLE VIII: Officers and Their Election

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

Section 2. Only members of a local PTA/PTSA in council membership whose national, state, and council dues are paid shall be eligible to hold office, to serve on the Board, to serve on a council committee, or to serve as delegates to this council.

Section 3. Officers and their election:

- a. The officers (executive committee) of this council shall be a president, a president-elect, _____ (number, at least 2) vice presidents, a secretary, and a treasurer. The president-elect shall automatically succeed to the office of president. The executive committee of this council shall include in the number of vice presidents a teacher currently teaching in a school in council membership (elected on a rotating basis through the schools in council membership as determined by this council) and the superintendent or his representative and/or the principal of a different school in council membership.
- b. These officers shall be elected by ballot by the voting body of this council at the council meeting in _____ (month(s), prior to March 31). However, if there is only 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.
- c. Officers shall assume their official duties on July 1 following their election, shall serve for a term of _____ (number) year(s), and shall remain in office until June 30 of the next election year or thereafter until their successors are elected.¹
- d. An officer may serve a second consecutive term if nominated and elected by the council voting body.
- e. A person, except the superintendent 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.)
- f. A person shall hold no more than one elected PTA/PTSA position at a time.²

Section 4. 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 voting body of this council at a council meeting prior to December 31.
- b. There shall be elected in _____ (month(s), prior to December 31) a nominating committee composed of _____ (number, at least three and always an uneven number) members of the voting body of this council.
- c. One member of the nominating committee shall be elected by the executive committee from its body and _____ (number) members shall be elected by the

voting body of this council, no two (2) of whom shall be from the same PTA/PTSA. The nominating committee shall elect its own chairman.³

- d. There shall also be elected by the voting body of this council _____ (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.
- e. Recommendations for nominations may be made to the nominating committee by any PTA/PTSA member in council membership prior to the first meeting of the nominating committee.
- f. The council president shall not serve on the nominating committee but shall orient the committee to its duties and procedures at its first meeting.
- 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 a local PTA/PTSA in council membership.
- 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.⁴
- j. The nominating committee must report its nominees to the executive committee at least five (5) days prior to its report at the council meeting in _____ (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 5. 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 council 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 a local PTA/PTSA in council membership. No additional nominations may be made at the election meeting.

Section 6. 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 new executive committee, all members of the new executive committee having been notified.

A vacancy in the office of president-elect shall be filled by the vote of the council voting body at a special election meeting.

- b. If any officer or appointee fails to attend three (3) consecutive meetings without adequate excuse or to perform the duties of his office or position, 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 council voting body 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 IX: Duties of Officers

Section 1. The president shall:

- a. Preside at all meetings of this council, its Board of Directors, and its executive committee at which he may be present;
- b. Be a member ex officio of all commissions and other committees but shall not serve on the nominating committee;
- c. Appoint a parliamentary adviser, 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. Help to extend PTA/PTSA work into all parts of this council territory, keeping it in harmony with the Utah PTA plan;
- g. Coordinate the work of the officers, commissions, and committees of this council in order that the Purposes may be promoted; and
- h. Perform such other duties as may be prescribed in these bylaws or assigned to him by this council or by its 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;
- c. In the absence of the president or his inability to act, perform the duties and exercise the powers of the president; and
- d. 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 by 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 council, its Board of Directors, and its 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 roster of the names of the local PTAs/PTSAs in council membership, the names and addresses of local PTA/PTSA officers and delegates, and the names and addresses of the members of the council Board of Directors;⁵
- 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 council, 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 council;
- c. Develop, with the executive committee, an annual budget to be distributed to and approved by the voting body of this council at the first council meeting (prior to October 1) of the school year;
- d. Make disbursements as authorized by the president, executive committee, or this council, in accordance with the budget adopted by this council;
- e. Co-sign all checks with the president, president-elect, or secretary (No two officers who are related by blood or marriage or reside in the same household may be signers on the checking account.);
- f. Present a financial statement at each meeting of this council and at other times when requested by the executive committee;
- g. Make a financial report at the annual meeting⁶ in _____ month (s) and submit a full written financial report to the incoming executive committee no later than June 30;
- h. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section 8 of these bylaws; and
- i. Submit the books annually no later than June 30 and 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.⁷

- a. The auditor or AFR committee shall be appointed by the executive committee. Members of the AFR committee shall be members of a local PTA/PTSA in council membership.
- b. The auditor or any member of the AFR committee shall not be any officer who may sign the checks or be 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 council.
- 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 new executive committee no later than August 1, and the report shall be presented for adoption at the first council 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 the parliamentary authority, in addition to those outlined in these bylaws and those assigned from time to time; and
- b. In case of resignation without delay, or upon the expiration of their term of office no later than July 10, deliver to their successors all official materials pertaining to their office.

ARTICLE X: Executive Committee

Section 1. The executive committee shall consist of the elected officers of this council.

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

- a. Plan and determine the dates of council meetings;
- b. Transact such business as may be referred to it by this council;
- c. Determine at its first meeting the designated order in which the vice presidents perform the duties of the president in his and the president-elect's absence or inability to act;
- d. Create commissions and special committees and appoint commissioners;
- e. Approve the plans of work of council commissions and special committees;
- f. Develop an annual budget to be distributed to and approved by the voting body of this council at the

first council 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 the regular meetings of this council;
- j. Act in emergencies between meetings of this council;
- k. Fill vacancies in offices except president-elect; and
- l. Appoint 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, and appoint commissioners and committee chairmen with the advice of the local PTA/PTSA presidents and shall attend the Utah PTA convention in May. The incoming officers shall assume no financial responsibilities nor obligations until July 1.

Section 4. There shall be an executive committee and/or Board of Directors meeting prior to each council meeting. A majority of the members shall constitute a quorum. Special meetings of the executive committee may be called by the president or upon the request of a majority of the members of the committee, all members of the committee having been notified.

ARTICLE XI: Meetings

Section 1. Regular meetings of this council shall be held in the months of _____ unless otherwise provided for by this council or executive committee. _____ (number) days' notice shall be given of a change of date.

Section 2. Special meetings of this council may be called by the president and shall be called upon request of a majority of the members of the executive committee or Board of Directors or a majority of the local PTAs/PTSAs in council membership. At least five (5) days' notice of such special meeting shall be given.

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

Section 4. The nominating committee shall be elected at the council meeting in _____ (month(s), same as in Article VIII, Section 4b).

Section 5. The nominating committee shall report its nominees at the council meeting in _____ (month(s), same as in Article VIII, Section 4j).

Section 6. The election meeting shall be held in _____ (month(s), same as in Article VIII, Section 3b).

Section 7. The council meeting held in _____ (month(s), same as in Article IX, Section 5g) 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. Members of the PTAs/PTSAs holding membership in this council may attend, without the right of voice or vote, all meetings of this council 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.

Section 9. A quorum for the transaction of business in any meeting of this council shall consist of at least two (2) council officers and at least one delegate each from a majority of the member PTAs/PTSAs.

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

Section 1. Only members of a local PTA/PTSA in council membership whose national, state, and council dues are paid shall be eligible to serve in any elected or appointive position of this council. 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 council.

Section 3. The commissioners shall be appointed by the executive committee of this council.

Section 4. The executive committee and the commissioners comprise the Board of Directors of this council. Regular meetings of the Board of Directors shall be held during the year, the time to be fixed by the Board members at its first meeting of the school year. 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 council may deem necessary to promote the Purposes and carry on the work of this council.

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. The 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 XIII: Fiscal Year

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

ARTICLE XIV: Reading and Renewal of the 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 council voting body and reaffirmed by a two-thirds vote of the members present and voting and sent to the Utah PTA for renewal.

ARTICLE XV: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this council 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 XVI: Amendments

Section 1.

- a. Only information written in the blanks of these bylaws may be amended at any regular meeting of this council by a two-thirds vote of the voting body present and voting, provided that written notice of the proposed amendment shall have been given to each PTA/PTSA in council membership and to each member of the Board of Directors 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 meeting of this council, 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 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 this council to amend correspondingly the bylaws of this council. Notwithstanding the automatic character of the amending process, this council shall promptly incorporate such amendments into its bylaws.

Endnotes

¹ A two-year term is recommended for stronger leadership in this council.

² An individual shall be elected to no more than one Utah PTA Board position, or one region office, or one council office, or one local PTA/PTSA office at a time.

³ It is recommended that the superintendent or his representative

and the principals not serve on the nominating committee but act as consultants to it.

⁴ It is recommended that the council president and president-elect be past presidents of local PTAs/PTSAs.

⁵ The membership roster shall NOT be released to outside individuals, groups, companies, etc.

⁶ The annual meeting is the last council meeting of the school year.

⁷ A reconciliation of the treasurer's accounts is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in case of fraud. See *Robert's Rules of Order Newly Revised*, pages 477-480.

Local PTA/PTSA Bylaws (2017-2018)

Region _____
Council _____
Local _____
PTA Unit ID Number _____
Employer Identification Number (EIN) ____ - _____

Only information written in the blanks may be amended.

Code or corresponding section of any future federal tax code (referred to as "Internal Revenue Code").

ARTICLE I: Name

The name of this association is the _____
_____ Parent-Teacher Association
(PTA) OR the _____
Parent-Teacher-Student Association (PTSA) located in,
_____ (town), Utah. 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).¹

* 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 principals 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

*ARTICLE III: Principles

The following are basic policies 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 policies, and procedures of the PTA;

- b. Remits all National PTA and Utah PTA portions of the dues to the Utah PTA by December 1 and in a timely manner thereafter and no later than March 15;
- 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 association 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 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 16. 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.²

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 \$_____ 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, mission, bylaws, policies, and procedures of PTA.

Section 2. Each officer or 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, _____ (number, at least 2) vice presidents, a secretary, and a treasurer. The president-elect shall automatically succeed to the office of president.

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.

- b. Officers shall be elected by ballot at a general membership meeting in _____ (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.

- c. Officers shall assume their official duties on July 1 following their election, shall serve for a term of _____ (number) year (s), and shall remain in office until June 30 of the next election year or thereafter until their successors are elected.³
- d. An officer may serve a second consecutive term if nominated and elected by the general membership.
- e. 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.)
- f. A person shall hold no more than one elected PTA/PTSA position at a time.⁴

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 _____ (month(s), prior to December 31) a nominating committee composed of _____ (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.⁵
- c. There shall also be elected by the membership of this PTA/PTSA _____ (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 shall not serve on the nominating committee but shall orient the committee to its duties and procedures at its first meeting.
- f. No meeting of the nominating committee shall be held with fewer than three (3) members in attendance.

- g. 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.
- h. 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.
- i. 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 _____ (month(s), at least thirty (30) days prior to the election meeting), at which time additional nominations may be made from the floor.
- j. 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 a council delegate is prescribed, 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 annual meeting in _____ month(s) 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.⁷

- 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 the parliamentary authority, in addition to those outlined in these bylaws 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-elect's 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 _____ (number) days prior to each general membership meeting. _____ (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, _____ (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 _____ (month(s), same as in Article VI, Section 5b).

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

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

Section 7. The general membership meeting held in _____ (month(s), 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. _____ (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.⁸

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

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

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

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

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

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

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

ARTICLE XI: Council Membership

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

Section 1. This PTA/PTSA shall be represented on the voting body of the _____ Council of PTAs/PTSAs by the president or his alternate from among the executive committee members, by the principal or his alternate, and by _____ (number)⁹ delegate(s) from among the members of the executive committee.

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

ARTICLE XII: Fiscal Year

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

ARTICLE XIII: Reading and Renewal of the 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 and 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.

Endnotes

- ¹ The official name of your local is (your school name) PTA or PTSA (for example, Main Street Elementary PTA or Main Street High PTSA). "PTA" or "PTSA" must be included in your name on all of your records and correspondence.
- ² The membership roster shall NOT be released to outside individuals, groups, companies, etc.
- ³ A two-year term is recommended for stronger leadership in this PTA/PTSA.
- ⁴ An individual shall be elected to no more than one Utah PTA Board position, or one region office, or one council office, or one local PTA/PTSA office at a time.
- ⁵ It is recommended that the principal not serve on the nominating committee but act as a consultant to it.
- ⁶ The annual meeting is the last general membership meeting of the school year.
- ⁷ Recommended financial reconciliation procedures are included in the Utah PTA Handbook and Treasurer Handbook and on the Utah PTA website at www.utahpta.org. A reconciliation of the treasurer's accounts is for the protection of the treasurer. It is the only means

of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in case of fraud. See *Robert's Rules of Order Newly Revised*, pages 477-480.

⁸ It is suggested that the quorum be set to reflect the number of people who could reasonably be expected to attend any general membership meeting. Ten (10) is the Utah PTA minimum.

⁹ The number of council delegates is designated in your council bylaws.

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

Principles

The basic policies 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 policies could result in the loss of federal tax-exempt status.

Noncommercial Policy (and Unrelated PTA Business Activities)

This policy 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 Policy

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 Policy

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 Policies**—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 bylaws in National PTA.
- 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 2016-2017 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. 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, 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.

Form for
**Submitting PTA Bylaws and/or
Amendments for Locals and Councils**

Region: _____ **Council:** _____

School Name: _____

President's Name: _____

Home or Cell #: _____

- We are a new school and this is our first set of bylaws.

Renewal Information

Our bylaws need to be renewed and enclosed are six (6) copies of them on the current form. Check applicable statement below.

- These bylaws are filled in exactly the same as our last approved bylaws and were reaffirmed at our General Membership Meeting on _____ (date).
- These bylaws have been amended since they were last approved, and the amendment has already been approved by Utah PTA. These bylaws were reaffirmed at our general membership meeting on _____ (date).
- These bylaws have been amended since they were last approved, and the amendment has not been approved by the Utah PTA. These bylaws were reaffirmed at our general membership meeting on _____ (date). (Since your amendment has not been approved, you must also fill in the "Amendment Information" section below.)

Amendment Information

- Our bylaws do not need to be renewed but have been amended.

Please use a separate form for each amendment.

(Continued on Reverse)

This amendment has been voted on and approved by our general membership. NOTE: If your bylaws do not need to be renewed yet and you are only amending your bylaws, do not send your bylaws. Please just submit six (6) copies of this Form with the amendment information filled in below to the Utah PTA for approval.

Any change in your bylaws must be made according to the amending process (see bylaws).

Date amendment was first presented to our general membership (at least 30 days before vote)
_____ (date).

Date amendment was voted on and approved by our general membership _____ (date).

Article _____ Section _____ Now reads: _____

Article _____ Section _____ Has been voted on and approved to read: _____

Reason for change: _____

Form for
**Submitting a Proposed PTA Bylaws
Amendment for Utah PTA Bylaws**

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

*** Due October 1, 2017 in the Utah PTA office. ***

Region _____ Council _____

Local _____

President's Name _____ Phone # _____

President's Address _____ City _____

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

Article _____ Section _____ Now reads: _____

Article _____ Section _____ Proposed to read: _____

Reason for this proposed amendment: _____
