

The logo features the acronym "PTA" in a bold, blue, sans-serif font with a registered trademark symbol. Below it is the tagline "everychild. one voice." in a blue, italicized serif font, also with a registered trademark symbol. The text is centered within a white circle, which is set against a dark blue background with light blue curved accents at the corners.

**PTA**<sup>®</sup>

*everychild. one voice.*<sup>®</sup>



# Bylaws Workshop

June 25-26, 2010

Marty Berry  
Bylaws Chair



# Agenda

- Vision and Mission of PTA
- PTA & Bylaws
- Bylaws By the Numbers!
- Parliamentary Procedure
- Bylaws Group Test



# Vision and Mission of PTA

## **Vision**

- Making every child's potential a reality

## **Mission**

- A powerful voice for all children
- A relevant resource for families and communities
- Strong advocate for the education and well-being of every child

# PTA and Bylaws

## **Bylaws provide information...**

- Member approved rules of association
  - Structure of board
  - Meeting requirements
  - Nominating Committee formation
  - When to conduct elections
  - Dates for fiscal year
  - Quorum
- Explain the contract between Local Units/Councils/Georgia PTA/National PTA

# Bylaws by the Numbers!

**Article I: Local Unit Name** and by which authority organized under PTA umbrella (Georgia PTA and National PTA)

## **#Article II: Purposes**

- Why we exist and what we do!  
*[Reader #1]*
- Advocacy
- 501(c)(3) –tax exempt status

# Bylaws by the Numbers!

## (cont.)

### **#Article III: Basic Policies**

- Explains what we can and cannot do as PTA members.  
*[Reader #2]*

### **#Article IV: Relationship with National and Georgia PTA**

- The “contract” portion of bylaws and what each party agrees to when Local Unit is chartered.
- PTA in Good Standing defined

# Bylaws by the Numbers!

## (cont.)

### **Article V: Membership and Dues**

- Explains who may be a PTA member (EVERYONE!!!)
- Dues for National PTA, Georgia PTA, and Local Unit

### **Article VI: Officers and Their Election**

- Describes officers of the Executive Committee and when elected.

# Bylaws by the Numbers!

(cont.)

## **Article VI: Officers and Their Election (cont.)**

- Qualification for officers, term of office and how to handle vacancies in an office.
- Explains composition of Nominating Committee, how and when to elect Nominating Committee, and how to post the slate of officers

## **Article VII: Duties of Officers**

- President *[Reader #3]*
- Vice President
- Secretary
- Treasurer

# Bylaws by the Numbers!

## (cont.)

### **#Article VIII: The PTA Audit**

- PTA and IRS requirements
- Explains what and when to conduct audit
- Who may conduct Local Unit audit
- How to carry on PTA business when books are at audit
- How and when to present to Local Unit membership
- Must submit copy to Georgia PTA

# Bylaws by the Numbers!

## (cont.)

### #Article IX: Removal from Office

- Explains the process for removal from office in great detail
- Requires involvement of Georgia PTA
- Always work toward conflict resolution

**\*\*SHOULD BE USED ONLY AS LAST RESORT\*\***

*Utilization of this article is very serious and should be used only after all other methods of mediation and remedy have been exhausted.*

# Bylaws by the Numbers!

## (cont.)

### **Article X: Board of Directors**

- Gives the Board of Directors (BOD) management authority for PTA
- Composition of BOD [*Reader #4*]
- Describes duties and reports required by PTA
- *Quorum* = majority of BOD
- Selects Auditor/Auditor Committee
- Develops PTA budget
- Rules for when and how to post BOD meetings for the school year

# Bylaws by the Numbers!

## (cont.)

### **Article XI: Executive Committee**

- Composition of Executive Committee (EC)
- Rules for when and how to post EC meetings for the school year
- Quorum = Majority of EC
- Duties of EC
  - Appoint Standing Committee Chairs
  - Appoint Council Delegates
  - Accept Plans of Work from Committee Chairs

# Bylaws by the Numbers!

## (cont.)

### **Article XII: Standing and Special Committees**

- Rules regarding make-up and use of all committees
- Term of office for Committee Chairs

### **Article XIII: General Membership Meetings**

- Number of Meetings required/year
- Posting of Dates for Meetings
- Election Meeting Month
- *Quorum is different for each school*

# Bylaws by the Numbers!

## (cont.)

### **Article XIV: Council Membership**

- Name of Council a Local Unit belongs
- Delegates to Council: President, Principal, two others, and their alternates
- Appointed by EC at beginning of school year and turned into council prior to first council meeting of year
- Delegate term: one year
- Requirement to pay annual council dues

# Bylaws by the Numbers!

## (cont.)

### **Article XV: Georgia PTA Convention**

- Local Unit representation at Georgia PTA's Convention and Leadership Training Conference (CLT)
- Funds for attending CLT included in Local Unit budget

### **Article XVI: Fiscal Year and IRS Forms**

- Description and dates for Local Unit's Fiscal Year
- IRS forms that **MUST** be filed



# Bylaws by the Numbers! (cont.)

## **#Article XVII: Parliamentary Authority**

- Governed by *Robert's Rules of Order* when applicable and when not in conflict with Bylaws and Georgia PTA or National PTA

## **Article XVIII: Amendments**

- Provisions for amending Local Unit's Bylaws

# Bylaws by the Numbers!

## (cont.)

### **General Rules Regarding Bylaws**

- Good place to start for all PTA questions!
- Everything marked with “#” sign is protected and cannot be altered by a Local Unit
- Sections that contain “blanks” maybe amended (*except for Council affiliation*) that is assigned by Georgia PTA based on geography of Local Unit
- Ultimate governing authority of PTA



# Parliamentary Procedure

## Parliamentary Order

- Rules that protect the rights of the members

## Parliamentarian

- Appointed by President

## Parliamentarian Duties *[Reader #5]*



# Bylaws Group Test

1. Divide into groups
2. Use bylaws copy for your group to answer test questions
3. Select a scribe
4. Report out for your group