

# LOCAL PTA/PTSA BYLAWS

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## Governor Wolf PTA, Inc.

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(PTA/PTSA name)

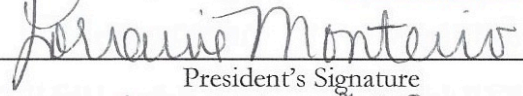
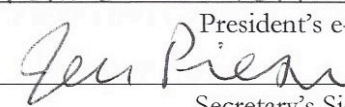
Northampton County      Region 13

Approved by the general membership at its meeting on April 3, 2019.  
Date of Approval

Attached is a copy of the minutes for the meeting when the bylaws were approved by the general membership. The minutes must reflect the motion to approve the bylaws, motion was seconded, the result of the vote and a list of attendees. All documents must be received by the state office within 90 days of approval date above. Submit via United States Postal Service or electronic mail (e-mail)\*:

Pennsylvania PTA, 4804 Derry Street, Harrisburg, Pennsylvania 17111; Email\* – [info@papta.org](mailto:info@papta.org)

\*If submitting by e-mail, please cc the state bylaws & policies chairman, Ginny Wade at: [bylaws@papta.org](mailto:bylaws@papta.org)

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<b>Review by Council Bylaws Chairman (if applicable)</b>		
Council Chairman's Name Printed	Council Chairman's Signature	Date of Review
Council Chairman's Phone #	Council Chairman's e-mail	

**DO NOT WRITE IN THIS SPACE - REQUIRED APPROVAL BY PENNSYLVANIA PTA**

Approved on behalf of the Pennsylvania PTA Board of Managers by the Bylaws and Policies Committee



Date of approval (update every five (5) years from this date)

Signature & date \_\_\_\_\_

Ginny Wade, state chairman 610-326-5659      [bylaws@papta.org](mailto:bylaws@papta.org)

Governor Wolf PTA, Inc.

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**Review & follow the Bylaws Model Instructions  
prior to updating bylaws.**

# Required by the Pennsylvania PTA.

## Required by National PTA.

<sup>1</sup>There should be a corresponding section listing the duties of each vice president.

<sup>2</sup>There should be a corresponding section listing the duties of each secretary.

1 **# ARTICLE I: NAME**

2  
3 The name of this non-profit association is the **Governor Wolf** Parent-Teacher Association (PTA), Inc., and  
4 may be referred to in these bylaws as “this PTA/PTSA”, located in **Bethlehem**, Pennsylvania. It is a  
5 PTA/PTSA organized under the authority of the Pennsylvania Congress of Parents and Teachers, Inc. (the  
6 Pennsylvania PTA), a branch of the National Congress of Parents and Teachers (the National PTA).  
7  
8

9 **## ARTICLE II: PURPOSES**

10 **Section 1.** The purposes (objects) of this PTA/PTSA, in common with those of the National PTA and the  
11 Pennsylvania PTA are:  
12

- 13  
14 a. to promote the welfare of children and youth in home, school, places of worship, and throughout the  
15 community;  
16  
17 b. to raise the standards of home life;  
18  
19 c. to advocate for laws that further the education, physical and mental health, welfare, and safety of  
20 children and youth;  
21  
22 d. to promote the collaboration and engagement of families and educators in the education of children  
23 and youth;  
24  
25 e. to engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social  
26 well-being of all children and youth; and  
27  
28 f. to advocate for fiscal responsibility regarding public tax dollars in public education funding.  
29

30 **Section 2.** The purposes of the National PTA, the Pennsylvania PTA and this PTA/PTSA are promoted  
31 through advocacy and education with parents, families, teachers, educators, students, and the general public;  
32 developed through conferences, committees, projects, and programs; and governed and qualified by the basic  
33 principles set forth in Article III.  
34

35 **Section 3.** The association is organized exclusively for the charitable, scientific, literary or educational  
36 purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of  
37 any future federal tax code (hereinafter "Internal Revenue Code").  
38  
39

40 **# ARTICLE III: PRINCIPLES AND BASIC POLICIES**

41  
42 **Section 1.** The following are principles of this PTA/PTSA in common with those of the National PTA and  
43 the Pennsylvania PTA:  
44

- 45 a. The association shall be noncommercial, nonsectarian, and nonpartisan.  
46  
47 b. The association shall work to engage and empower children, families, and educators within schools  
48 and communities to provide quality education for all children and youth, and shall seek to participate  
49 in the decision-making process by influencing school policy and advocating for children’s issues,  
50 recognizing that the legal responsibility to make decisions has been delegated by the people to boards  
51 of education, state education authorities, and local education authorities.  
52  
53 c. The association shall work to promote the health and welfare of children and youth, and shall seek to  
54 promote collaboration among parents, schools, and the community at large.  
55

- 56 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be  
57 guiding principles for service in National PTA.  
58

59 **Section 2.** The following are basic policies of this PTA/PTSA in common with those of the Pennsylvania  
60 PTA are the ‘operational requirements and dissolution’ of National PTA and are IRS requirements for all  
61 501(c)(3) associations:  
62

- 63 a. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its  
64 members, directors, trustees, officers, or other private persons except that the association shall be  
65 authorized and empowered to pay reasonable compensation for services rendered, and to make  
66 payments and distributions in furtherance of the purposes set forth in Article II hereof.  
67
- 68 b. Notwithstanding any other provision of these articles, the association shall not carry on any other  
69 activities not permitted to be carried on (i) by an association exempt from federal income tax under  
70 Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are  
71 deductible under Section 170(c)(2) of the Internal Revenue Code.  
72
- 73 c. Upon the dissolution of the association, after paying or adequately providing for the debts and  
74 obligations of the association, the remaining assets shall be distributed to one or more nonprofit  
75 funds, foundations, or associations that have established their tax-exempt status under Section  
76 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with National PTA.  
77
- 78 d. The association or members in their official capacities shall not, directly or indirectly, participate or  
79 intervene (in any way, including the publishing or distributing of statements) in any political  
80 campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an  
81 insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.  
82  
83

#### 84 **# ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND PENNSYLVANIA PTA**

85

86 **Section 1.** This PTA/PTSA shall be organized and chartered under the authority of the Pennsylvania PTA in  
87 the area in which the PTA/PTSA functions, in conformity with such rules and regulations, not in conflict  
88 with Pennsylvania PTA bylaws. The Pennsylvania PTA shall issue to this PTA/PTSA an appropriate charter  
89 evidencing its organization and good standing. Five (5) members (minimum) are required to organize a new  
90 local unit PTA/PTSA and to maintain PTA/PTSA status.  
91

92 **Section 2.** Pennsylvania PTA provides services only to PTA/PTSAs that are in good standing. To  
93 participate in the Reflections Program at the state level and receive state mailings, local units must be in good  
94 standing.  
95

96 **Section 3.** A PTA/PTSA in good standing shall:  
97

- 98 a. adhere to the purposes, principles, and basic policies of the PTA;  
99
- 100 b. have bylaws approved according to the procedures of the Pennsylvania PTA;  
101
- 102 c. remit the state and national portion of the membership dues in accordance with their own bylaws;  
103
- 104 d. submit the Annual Local Unit Registration Form to the state office immediately upon election of  
105 officers but no later than June 15 annually;  
106
- 107 e. forward to the state office each year, upon completion, a copy of their Form 990N, 990, or 990EZ as  
108 required per IRS regulations;  
109
- 110 f. forward a signed copy of all audit reports to the state office immediately following their adoption by  
111 the general membership; and

112  
113 g. meet other criteria as may be prescribed by the Pennsylvania PTA.  
114  
115

## 116 # ARTICLES V: BYLAWS

117  
118 **Section 1.** The articles of organization of this PTA/PTSA include (a) the bylaws of such association and (b)  
119 the certificate of incorporation or articles of incorporation of such association (in cases in which the  
120 association is a corporation) or the articles of association by whatever name (in cases in which the association  
121 exists as an unincorporated association).  
122

123 **Section 2.** This PTA/PTSA shall adopt such bylaws for the government of the association on a model  
124 provided by the Pennsylvania PTA and such bylaws shall be approved by the Pennsylvania PTA. Such  
125 bylaws shall not be in conflict with the National PTA bylaws or the bylaws of Pennsylvania PTA.  
126

127 **Section 3.** The adoption of an amendment to any provision of the National PTA or the Pennsylvania PTA  
128 bylaws that is relevant to the local unit bylaws shall apply automatically and without the requirement of  
129 further action by this PTA/PTSA to amend its corresponding bylaws. Notwithstanding the automatic  
130 character of the amending process, this PTA/PTSA shall promptly incorporate such amendments in its  
131 bylaws.  
132

133 **Section 4.** This PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of  
134 National PTA and Pennsylvania PTA bylaws identified by the (#) symbol and cannot be deleted or amended  
135 in any manner by this PTA/PTSA.  
136

137 **Section 5.** PTA/PTSA bylaws shall be updated every five (5) years on the most current model available from  
138 the Pennsylvania PTA.  
139  
140

## 141 # ARTICLE VI: VOTING

142  
143 **Section 1.** Only members of this PTA/PTSA who have paid dues for the current membership year may vote  
144 on the business of this PTA/PTSA.  
145

146 **Section 2.** Each member is entitled to one (1) vote, even though they may be serving in more than one (1)  
147 position.  
148

149 **Section 3.** Current membership must be verified for voting privileges.  
150

151 **Section 4.** The bylaws of this PTA/PTSA shall prohibit voting by proxy.  
152

153 **Section 5.** A PTA/PTSA member shall not serve as a voting member of this PTA's board while serving as a  
154 paid employee of or under contract to this PTA/PTSA.  
155  
156  
157

## 158 # ARTICLE VII: MEMBERSHIP & DUES

159  
160 **Section 1.** Every individual who is a member of this PTA/PTSA is, by virtue of that fact, a member of the  
161 National PTA and of the Pennsylvania PTA by which this PTA/PTSA is chartered and is entitled to all the  
162 benefits of such membership.  
163

164 **Section 2.** Membership in PTA shall be open, without discrimination, to anyone who believes in and  
165 supports the mission and purposes of the National PTA.  
166

- 167 **Section 3.** This PTA/PTSA shall conduct an annual enrollment of members but may admit individuals to  
 168 membership at any time. The membership year shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> annually.  
 169
- 170 **Section 4.** Each member of this PTA/PTSA shall pay such annual dues to said association as may be  
 171 prescribed by the association. The amount of such dues shall include the portion payable to the Pennsylvania  
 172 PTA -the "state portion"- and the portion payable to the National PTA -the "national portion."  
 173
- 174 **Section 5.** The national portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per  
 175 annum as determined by the National PTA.  
 176
- 177 **Section 6.** The state portion of each member's dues shall be two dollars and seventy-five cents (\$2.75) per  
 178 annum as determined by the Pennsylvania PTA.  
 179
- 180 **Section 7.** The local portion of each member's dues shall be determined by this PTA/PTSA at their annual  
 181 general membership meeting.  
 182
- 183 **Section 8.** PTA/PTSA Membership:  
 184
- 185 a. Upon payment of dues, a person of Full Age shall become a member of a PTA/PTSA unit and shall  
 186 be entitled to all privileges of membership, including holding office and voting.  
 187
  - 188 b. Upon payment of dues, a person of less than Full Age (example: student in a PTA/PTSA) shall  
 189 become a member of a PTA/PTSA unit and shall be entitled to all privileges of membership  
 190 including voting, holding chairmanships and offices, with the exception of president, first vice-  
 191 president, secretary and treasurer.  
 192
  - 193 c. Of Full Age: eighteen (18) years of age or over, as set forth by the Pennsylvania Consolidated  
 194 Statutes, Title 15, Corporations and Unincorporated Associations, under which the Pennsylvania  
 195 Congress of Parents and Teachers, Inc. is governed along with the Pennsylvania PTA bylaws.  
 196
- 197 **Section 9.** Membership dues with required documentation shall be submitted on a monthly basis to the state  
 198 office. Local units that do not submit any dues to the state PTA office postmarked by September 30 shall be  
 199 notified that their non-profit status is in jeopardy.  
 200  
 201

## 202 **ARTICLE VIII: OFFICERS**

- 203
- 204 **Section 1. Officers.** The officers of this PTA/PTSA shall consist of:  
 205
- 206 # a. one (1) president;
  - 207
  - 208 b. one (1) vice president;
  - 209
  - 210 c. two (2) secretaries; and
  - 211
  - 212 # d. one (1) treasurer.  
 213
- 214 **Section 2. Eligibility.** The following provisions shall govern the qualifications and eligibility of individuals  
 215 to be officers of this PTA/PTSA:  
 216
- 217 a. Each officer shall be a current member of this PTA/PTSA.
  - 218
  - 219 b. No person shall serve in more than one elected position in this PTA/PTSA simultaneously.  
 220  
 221

222 **Section 3. Term.** Officers shall assume their official duties on July 1<sup>st</sup> and shall serve for a term of one (1)  
223 year, or until their successors are elected.

224  
225 a. A person who has served in an office for more than one-half of a full term shall be deemed to have  
226 served a full term in such office.

227  
228 b. No officer may be eligible to serve more than three (3) consecutive terms in the same office.  
229

230 **Section 4. Vacancy.** A vacancy occurring in the office of president shall be filled for the remainder of the  
231 unexpired term by the vice-president. A vacancy in any office other than the president shall be filled by a  
232 member elected by the executive board.

233  
234 **#Section 5. Nominating Committee.**

235  
236 a. **Composition.** The nominating committee shall consist of **three (3)** local unit members. The  
237 president shall not serve as a member of this committee.

238  
239 b. **Election.** The members of the nominating committee shall be elected by this PTA/PTSA at a  
240 regular meeting at least 2 months prior to the election of officers at the annual meeting (as listed in #  
241 Article XII: General Membership Meetings, Section 1.b.) The committee shall elect its own chair.  
242

243 c. **Duties.** The nominating committee shall:  
244 i. send out notification of elections;  
245 ii. confidentially consider all candidates for elected positions who meet the eligibility  
246 requirements set forth by these bylaws and who have provided written consent to serve if  
247 elected; may consider additional candidates during its confidential deliberations; and  
248 iii. submit only one (1) name for each position to be filled.

249  
250 d. **Report.** The nominating committee shall report its nominees to the general membership at least one  
251 (1) month prior to the election of officers at the annual meeting (as listed in # Article XII: General  
252 Membership Meetings, Section 1.b.)

253 **#Section 6. Nominations from the floor.** Nominations from the floor shall be accepted at the election  
254 meeting. Nominees shall be current members of this PTA/PTSA and shall have submitted written consent.  
255

256 **#Section 7. Elections.** Officers shall be elected:  
257

258 a. at the annual general membership meeting;

259  
260 b. by written ballot if there is more than one (1) candidate and a majority vote shall elect; and

261  
262 c. by voice vote when there is only one (1) candidate. Only affirmative votes shall be valid.  
263  
264

## 265 **ARTICLE IX: DUTIES OF OFFICERS**

266  
267 **# Section 1.** All officers shall perform the duties as provided in these bylaws, and as may be prescribed by  
268 the association, the parliamentary authority and as directed by the president or the executive board of this  
269 PTA/PTSA

270  
271 **Section 2.** The president shall:

272  
273 # a. preside at all general membership and executive board meetings of this PTA/PTSA;

274  
275 # b. confirm that a quorum is present (refer to *Robert's Rules of Order Newly Revised*, current edition);

- 276  
277 # c. serve as an ex-officio member of all committees with the exception of nominating, election, and  
278 audit committees;  
279  
280 # d. coordinate the work of the officers and committees of this PTA/PTSA in order that the purposes  
281 may be promoted;  
282  
283 # e. communicate with state PTA to comply with all standards of affiliation and maintain 'good standing'  
284 status as outlined in these bylaws;  
285  
286 # f. file the Annual Local Unit Registration Form with the state PTA office immediately upon election of  
287 officers and no later than June 15 annually;  
288  
289 # g. serve as the official representative of this PTA/PTSA and be authorized to sign contracts;  
290  
291 # h. retain all official records of this PTA/PTSA and have a current copy of this unit's bylaws available  
292 for membership review;  
293  
294 # i. appoint a parliamentarian as needed; and  
295  
296 # j. return all current unused membership cards by July 1 to the state office or be charged annual dues  
297 for each card not returned. Failure to submit payment will result in suspension of services.  
298

299 **Section 3.** The vice-president shall<sup>1</sup>

- 300  
301 # a. serve as aide to the president; and  
302  
303 # b. perform the duties of the president in the president's absence or inability to serve.  
304

305 **Section 4.** The **recording** secretary shall<sup>2</sup>

- 306  
307 # a. record the minutes of all general membership and executive board meetings of this PTA/PTSA;  
308  
309 # b. maintain a current copy of the bylaws and membership list;  
310  
311 # c. at each meeting, present a written copy of the minutes from the previous meeting, for  
312 corrections/amendments and approval;  
313  
314 # d. maintain at each meeting, written records for at least the previous twelve (12) meetings, for possible  
315 review by members; and  
316  
317 # e. be responsible for all correspondence of the association, as needed and as directed by the president  
318

319 **Section 5.** The treasurer shall:

- 320  
321 # a. hold and maintain a full account of all the funds of this PTA/PTSA;  
322  
323 # b. keep a full and accurate account of all income and expenditures including bank statements, deposit  
324 receipts, budgets, invoices, and paid receipts in accordance with the records retention policy as  
325 provided by the Pennsylvania PTA;  
326  
327 # c. remit monthly, five dollars (\$5.00 = national + state portions of dues) for each member of the  
328 PTA/PTSA, as listed on the Dues Remittance Form, to the state PTA office (see Article VII:  
329 Membership & Dues, Section 9. & #Article IV: Relationship with National PTA and Pennsylvania  
330 PTA , Section 1.);  
331



- 332 # d. record national and state portions of the membership dues separate from record of general funds of  
 333 this PTA/PTSA;  
 334  
 335 # e. make disbursements in accordance with the budget adopted by the general membership this  
 336 PTA/PTSA;  
 337  
 338 # f. present a written and verbal financial statement of each financial account which shall include the  
 339 balance from the previous meeting, list of deposits and expenditures, and current balance, along with  
 340 a combined balance of all accounts, at all executive board and general membership meetings;  
 341  
 342 # g. present a preliminary annual financial report which shall include the approved budget figures and the  
 343 actual current figures, at the annual general membership meeting of this PTA/PTSA;  
 344  
 345 # h. present all audit reports to the general membership for adoption at the first general membership  
 346 meeting held after their completion;  
 347  
 348 # i. such books of account and records shall be open to inspection, at all reasonable times, by an officer  
 349 of this PTA/PTSA, an authorized representative of the Pennsylvania PTA or, where directed by the  
 350 committee on state and national relationships;  
 351  
 352 # j. if unit is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when  
 353 there is a change of officers;  
 354  
 355 # k. prepare or cause to be prepared, the appropriate IRS 990 form by the 15<sup>th</sup> day of the 5<sup>th</sup> month after  
 356 the end of the fiscal year of this PTA/PTSA;  
 357  
 358 # l. forward to the state PTA office annually:  
 359 i. a copy of the Form 990N, 990, or 990EZ as required per IRS regulations upon completion;  
 360 and  
 361 ii. a signed copy of all audit reports to the state office immediately following adoption by the  
 362 general membership.  
 363  
 364 # m. compile and submit all financial documents necessary to complete an audit to the elected audit  
 365 committee or approved auditor as directed by the executive board.  
 366

367 Section 6. The corresponding secretary shall:

- 368 a. provide written communications and correspondence for this local PTA; and  
 369  
 370 b. maintain a current copy of the bylaws and membership list.  
 371  
 372  
 373

## 374 **ARTICLE X: EXECUTIVE BOARD**

375  
 376 **Section 1.** The business of this PTA/PTSA shall be managed by the executive board between general  
 377 membership meetings.  
 378

379 **#Section 2.** Each executive board member shall be a member of this PTA/PTSA.  
 380

381 **Section 3.** The members of the executive board shall be:

- 382 # a. elected officers; and  
 383  
 384 b. **membership committee chairman and volunteer committee chairman.**  
 385  
 386

387 **Section 4.** Duties of the executive board shall be to:

- 388  
389 # a. transact business as may be referred to it by the membership of this PTA/PTSA;  
390  
391 # b. create standing and special committees and appoint chairmen/coordinator for all committee;  
392  
393 # c. approve plans of work of the committees;  
394  
395 # d. present a report of all action taken by the Executive board at every general membership meeting of  
396 this PTA/PTSA;  
397  
398 # e. elect an auditor or an auditing committee to audit the treasurer's accounts;  
399  
400 # f. prepare an annual budget for the upcoming fiscal year, to submitted to the members for adoption at  
401 the annual general membership meeting;  
402  
403 # g. approve payment of routine bills within the limits of the approved budget;  
404  
405 # h. elect delegates to the state convention, and  
406  
407 # i. act in emergencies between general membership meetings and have all emergency actions ratified at  
408 the next general membership meeting.  
409

410 **#Section 5.** If any member of the executive board shall at any time cease to meet the qualifications or fulfill  
411 the duties of the position as listed in the bylaws, that person shall be removed from the position by a motion  
412 adopted first by the executive board and then by the general membership. The vote shall be by a majority.  
413

414 **Section 6.** Regular meetings of the executive board shall be held with the date and time to be fixed by the  
415 board at its first meeting of the year.  
416

417 **Section 7.** Special meetings of the executive board may be called by the president or when requested by a  
418 majority of its members upon **two (2)** days' advance written notice to each member of the board.  
419

420 **Section 8.** At all meetings of the executive board, a majority of the members of the board shall constitute a  
421 quorum for the transaction of business.  
422

423 **Section 9.** Upon the expiration of the term of office or when individuals cease to hold the position on the  
424 board, they shall automatically be relieved of all duties and responsibilities. All records, books, and other  
425 materials pertaining to the position shall be turned over to the president and all funds pertaining to the  
426 position shall be returned to the treasurer within fourteen (14) days.  
427  
428

## 429 **ARTICLE XI: COMMITTEES**

430  
431 **Section 1. Committees.** The executive board shall create such standing and special committees as deemed  
432 necessary to promote the purposes and appoint the chairman/coordinator for all committees.  
433

434 **Section 2. Standing Committees.** The standing committees of this PTA/PTSA shall be:  
435 **Membership, Volunteer, Father's Committee, Staff Appreciation, Yearbook, and Concessions**  
436 (List the names of the standing committees, i.e. membership, fundraising, programs, bylaws, advocacy,  
437 legislative, etc.)  
438

439 **Section 3. Chairman/Coordinator Eligibility.** Only members of this PTA/PTSA shall be eligible to serve  
440 as a committee chairman/coordinator.  
441  
442  
443

444 **Section 4. Chairman /Coordinator Term.**

- 445
- 446 a. The term of office of each committee chairman/coordinator shall be one (1) year or until a successor
- 447 is appointed.
- 448
- 449 b. A chairman/coordinator shall not be eligible to serve more than **six (6)** consecutive terms as the
- 450 chairman/coordinator of the same committee.
- 451

452 **Section 5. Chairman/Coordinator Duties.** Each committee chairman/coordinator shall:

- 453
- 454 a. present a plan of work to the executive board for approval;
- 455
- 456 b. coordinate all work of the committee;
- 457
- 458 c. perform other duties as assigned by the president; and
- 459
- 460 d. upon the expiration of the term of office or when individuals cease to hold the position, , they shall
- 461 automatically be relieved of all duties and responsibilities. All records, books, and other materials
- 462 pertaining to the position shall be turned over to the president and all funds pertaining to the
- 463 position shall be returned to the treasurer within fourteen (14) days.
- 464
- 465

466 **# ARTICLE XII: GENERAL MEMBERSHIP MEETINGS**

467

468 **Section 1. Regular Meetings.** This association shall hold a minimum of three (3) general membership

469 meetings during the membership year.

470

- 471 a. Dates of general membership meetings shall be determined by the executive board and announced
- 472 at the first general membership meeting of the year, as well as through all communication channels
- 473 used by this PTA/PTSA. Five (5) days' advance notice shall be given to the membership of a change
- 474 of date.
- 475
- 476 b. The annual meeting shall be held in **May** at which time the business shall include the election of
- 477 officers by the members, determination of next year's local portion of the dues, preliminary annual
- 478 fiscal report, and presentation of next year's budget for approval by the membership.
- 479

480 **Section 2. Special Meetings.** A special meeting of this PTA/PTSA, if needed, shall be called by the

481 president or by the majority of the executive board with three (3) days' advance notice which shall include the

482 date, time, place and purpose for the meeting. No other business shall be discussed or conducted.

483

484 **Section 3. Quorum.** The quorum for the transaction of business in any general membership meeting of

485 this PTA/PTSA shall be **seven (7)** members.

486

487

488 **ARTICLE XIII: COUNCIL MEMBERSHIP N/A**

489

490

491 **# ARTICLE XIV: PENNSYLVANIA PTA CONVENTION**

492

493 **Section 1.** This PTA/PTSA shall be entitled to be represented at the state convention of the Pennsylvania

494 PTA by the president (or alternate) and local members as shown on the record of the state treasury for the

495 current calendar year, upon payment of the registration fee as determined by the Pennsylvania PTA state

496 board of managers.

497

498 **Section 2.** Delegates or their alternates shall be elected in accordance with Article X: Executive Board,  
499 Section 4, Subsection h of these bylaws.

500  
501

## 502 # ARTICLE XV: FISCAL YEAR AND ACCOUNTABILITY

503  
504 **Section 1. Fiscal Year** The fiscal year of this PTA/PTSA shall begin July 1 and end on the following June  
505 30. The fiscal year of a PTA/PTSA shall be the same as its accounting year and shall be in accordance with  
506 the information provided on the SS-4 form currently filed with the IRS.

507  
508

### Section 2. Banking

- 509 a. All funds shall be kept in bank accounts in the name of this PTA/PTSA.
- 510
- 511 b. All checks shall be signed by two (2) authorized signers.
- 512
- 513 c. Authorized signers on the bank accounts shall not be related by blood or marriage and shall not
- 514 reside in the same household.
- 515
- 516 d. There shall be at least three (3) authorized signers listed at the bank.
- 517
- 518 e. The president and treasurer shall be signers, unless prohibited by employment.
- 519
- 520 f. A member shall be appointed by the executive board, who is not an authorized signer on the bank
- 521 account(s) to open, review, initial/date each bank statement and forward to the treasurer.
- 522

523

### Section 3. Financial Audit(s)

- 524 a. An annual financial audit shall be performed by an auditor approved by the executive board or by an
- 525 audit committee of at least three (3) members elected by the executive board.
- 526 i. The auditor or audit committee members shall not be authorized signers, the incoming
- 527 treasurer, related by blood or marriage and shall not reside in the same household as the
- 528 authorized signers.
- 529 ii. A report of the findings of the audit shall be submitted in writing to the executive board to
- 530 be presented to the general membership for adoption by majority vote at the next regular
- 531 general membership meeting; the report shall be signed and dated by all auditing parties.
- 532
- 533 b. A financial audit shall also be performed if an authorized signer is added or deleted on any bank
- 534 account and at any other time deemed necessary by the president or three (3) or more members, by
- 535 an audit committee that shall be elected by the executive board within five (5) days. (Refer to
- 536 subsection a.i. and a.ii. above for committee requirements and reporting.)
- 537
- 538

## 539 # ARTICLE XVI: DISSOLUTION & WITHDRAWAL OF CHARTER

540  
541

542 **Section 1.** This PTA/PTSA shall be subject to withdrawal and the status of such association as a PTA unit  
543 shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the  
544 Pennsylvania PTA.

545

546 **Section 2.** A PTA/PTSA considering dissolution must:

547

- 548 a. arrange for a Pennsylvania PTA representative to speak in favor of continuing PTA/PTSA at a
- 549 meeting of the executive board prior to taking action;
- 550 b. upon the decision of the executive board to recommend dissolution of the unit, that
- 551 recommendation shall be presented to the members at the next general membership meeting and

- 552 shall include an announcement that the vote on the dissolution will be taken at the next regular  
553 meeting (a 2/3 vote is required to dissolve);  
554  
555 c. require that each person voting to dissolve shall have been member of this PTA/PTSA for at least  
556 ninety (90) days;  
557  
558 d. arrange for a Pennsylvania PTA representative to speak to the members at the general meeting at  
559 which the vote is to be taken;  
560  
561 e. arrange for the proper disposal of PTA/PTSA funds and property according to the provisions of  
562 these bylaws; and  
563  
564 f. provide for the dissolution to take effect immediately after the dissolution is voted and shall not to  
565 be post-dated.  
566

567 **Section 3.** This PTA/PTSA shall be obligated, upon withdrawal of its charter by the Pennsylvania PTA to:  
568

- 569 a. yield up and surrender all of its books and records and all of its assets and property to the  
570 Pennsylvania PTA, or to such agency as may be designated by the Pennsylvania PTA, or to another  
571 local PTA organized under the authority of the Pennsylvania PTA (Refer to #Article III: Principles  
572 and Basic Policies, Section 2.c);  
573  
574 b. cease and desist from the further use of any name that implies or connotes association with the  
575 National PTA or the Pennsylvania PTA or status as a constituent association of the National PTA;  
576 and  
577  
578 c. promptly carry out, under the supervision and direction of the Pennsylvania PTA, all proceedings  
579 necessary or desirable for the purpose of dissolving this PTA/PTSA.  
580  
581  
582

## 583 #ARTICLE XVII: PARLIAMENTARY AUTHORITY

584  
585 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this association  
586 and in all cases in which they are applicable and in which they are not in conflict with these bylaw, the  
587 Pennsylvania PTA bylaws, or the Articles of Incorporation.  
588

## 589 # ARTICLE XVIII: AMENDMENTS

590  
591  
592 **Section 1. Amendment Process.** These bylaws may be updated or amended at any general membership  
593 meeting of this association by a two-thirds vote of the members present and voting, provided that notice of  
594 the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the  
595 amendment is voted upon and that amendment shall be subject to the approval of the Pennsylvania PTA.  
596

597 **Section 2. Final Approval.** After adoption at a membership meeting of this PTA/PTSA, the bylaws shall  
598 be submitted to the Pennsylvania PTA for approval according to the procedures set forth by the Pennsylvania  
599 PTA. Amended bylaws go into effect when a state approved copy is returned to the president of this  
600 PTA/PTSA.  
601  
602  
603  
604  
605  
606



General Membership Meeting - Notes  
October 3, 2018 6:30 pm

Call to Order - 6:36 pm

Approval of Minutes - Heather Baum & Aurora Garcia

President's Report - Lorraine Monteiro

- PTA Bylaws - Vote (vote took place, bylaws passed, will go to PA PTA for approval. Members will receive a copy in email.)
- Fill-in for Recording Secretary during November's meeting

Treasurer's Report - Jessica Kalavoda

- Checking account balance is \$12,099.10 as of October 1, 2018.
- Let Jessica know if you have any questions about the budget.

Corresponding Secretary's Report - Michelle Fenstermacher

- Birthday Cards - Ms. Yessen, Ms. Wolk, Mr. Lerch, Ms. Bitler
- Congratulations (new baby boy) - Miss Rikapito
- Sympathy (loss of grandparent) - Mr. Viglianti

Principal's Report - Mr. Quinones

- Going to Lehigh for a day November 13th.
- Teachers will have an in-service on October 8th, and kids have a half-day on the 31st. Halloween parties and parade on Friday, October 26th.
- Morning announcements are now video-recorded (by fifth graders) on Chrome Books and shown to all students.
- Title 1
  - GW School Level Plan (will be made available on the GW website under the Principal's page).
- Teacher representative's report - No report today.

Upcoming Committee Events / Action to Be Taken

- Mrs. Field's Cookie Sale (October 3 - 19) - Lorraine Monteiro
  - Looking for a volunteer to take this over for next year. Pamphlets went home yesterday. There are great prizes. Goal is to sell 500 items (at least one sale per child). Last year we did over \$7,500 in sales. Frozen items, will be delivered before the holiday season. Some of the kids will be silly-stringing select teachers as a prize.
- Grandparents / Role Model Day (Wednesday, Oct 10<sup>th</sup>) - Kelly Burkhart
  - Next Wednesday - Kelly has sign-up sheets to volunteer to bring drinks, snacks, etc. Need volunteers for the morning and the afternoon,