

1 **Roy Lee Walker Elementary**

2 **PARENT TEACHER ASSOCIATION BYLAWS**

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4  
5 **\*ARTICLE I: Name**

6  
7 The name of this organization is the Roy Lee Walker Parent Teacher Association (PTA), Area  
8 15, McKinney, Texas. It is a Local PTA organized under the authority of the Texas Congress of  
9 Parents and Teachers (Texas PTA), a branch of the National Congress of Parents and  
10 Teachers (National PTA).  
11

12  
13 **\*ARTICLE II: Articles of Organization <sup>1</sup>**

14  
15 The articles of organization of this Local PTA include (a) the bylaws of such organization and (b)  
16 the certificate of incorporation or articles of incorporation of such organization (in cases in which  
17 the organization is a corporation) or the articles of association by whatever name (in cases in  
18 which the organization exists as an unincorporated association).  
19  
20

21 **\*ARTICLE III: Purposes**

22  
23 Section 1. The Purposes of the Roy Lee Walker Elementary PTA, in common with those of the  
24 National PTA and the Texas PTA, are:

- 25  
26 a. To promote the welfare of children and youth in home, school, community and place of  
27 worship.  
28  
29 b. To raise the standards of home life.  
30  
31 c. To secure adequate laws for the care and protection of children and youth.  
32  
33 d. To bring into closer relation the home and the school, that parents and teachers may  
34 cooperate intelligently in the education of children and youth.  
35  
36 e. To develop between educators and the general public such united efforts as will  
37 secure for all children and youth the highest advantages in physical, mental, social and  
38 spiritual education.  
39

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\* Articles or sections marked with a star (\*) are requirements of the National PTA or Texas PTA. They do not require a vote of the association and should be incorporated promptly and verbatim into the Local PTA bylaws.

<sup>1</sup> In an incorporated organization the individual has additional protection for his personal assets against any lawsuits. The corporation entity provides this protection. In an unincorporated organization there is a greater potential for each and every member to be sued because there is no corporation entity. Protection against loss of funds can alternatively be gained if the PTA has sufficient officers and liability insurance. A lawyer or the office of the Secretary of State should be contacted for detailed information on the steps necessary to become an incorporated PTA.

1 Section 2. The Purposes of the National PTA, the Texas PTA and this Local PTA are promoted  
2 through an advocacy and educational program directed toward parents, teachers and the  
3 general public; developed through conferences, committees, projects and programs; and  
4 governed and qualified by the basic policies set forth in Article IV.  
5

6 Section 3. The organization is organized exclusively for the charitable, scientific, literary or  
7 educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or  
8 corresponding section of any future federal tax code (hereinafter referred to as "Internal  
9 Revenue Code").  
10  
11

## 12 **\*ARTICLE IV: Basic Policies**

13  
14 The following are basic policies of this Local PTA in common with those of the National PTA and  
15 the Texas PTA:  
16

- 17 a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- 18  
19 b. The organization shall work with the schools and community to provide quality education  
20 for all children and youth and shall seek to participate in the decision-making process  
21 establishing school policy, recognizing that the legal responsibility to make decisions has  
22 been delegated by the people to boards of education, state education authorities and  
23 local education authorities.  
24
- 25 c. The organization shall work to promote the health and welfare of children and youth and  
26 shall seek to promote collaboration among parent, schools and the community at large.  
27
- 28 d. No part of the net earnings of the organization shall inure to the benefit of, or be  
29 distributable to its members, directors, trustees, officers or other private persons except  
30 that the organization shall be authorized and empowered to pay reasonable  
31 compensation for services rendered and to make payments and distributions in  
32 furtherance of the Purposes set forth in Article III hereof.  
33
- 34 e. Notwithstanding any other provision of these articles, the organization shall not carry on  
35 any other activities not permitted to be carried on (i) by an organization exempt from  
36 federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an  
37 organization, contributions to which are deductible under Section 170 (c)(2) of the  
38 Internal Revenue Code.  
39
- 40 f. Upon the dissolution of this organization, after paying or adequately providing for the  
41 debts and obligations of the organization, the remaining assets shall be distributed to  
42 one (1) or more nonprofit funds, foundations or organizations which have established  
43 their tax exempt status under Section 501(c)(3) of the Internal Revenue Code and  
44 whose purposes are in accordance with those of National PTA.  
45
- 46 g. The organization or members in their official capacities shall not—directly or indirectly—  
47 participate or intervene (in any way, including the publishing or distributing of  
48 statements) in any political campaign on behalf of, or in opposition to, any candidate for  
49 public office; or devote more than an insubstantial part of its activities to attempting to  
50 influence legislation by propaganda or otherwise.  
51

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2  
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4  
5 **\*Article V—Constituent Organizations**  
6

7 Section 1. The constituent organizations of National PTA include:  
8

- 9 a. Branches of National PTA that have been established in the 50 states of the United  
10 States, the District of Columbia, the U.S. Virgin Islands and among schools for American  
11 dependents in Europe and the Pacific hereinafter called state PTAs.  
12  
13 b. Local PTAs (Parent-Teacher Associations) or PTSAs (Parent-Teacher-Student  
14 Associations) organized under the authority of the state PTAs in organized areas; and  
15  
16 c. Local PTAs/PTSAs organized under the direct authority of National PTA when there is  
17 no state PTA/PTSA.  
18

19 Section 2. The national board of directors shall determine criteria for establishing constituent  
20 organizations and setting standards for continuing affiliation with National PTA.  
21

22 Section 3. There shall be no proxy voting by any constituent organization of National PTA.  
23

24 Section 4. The Purposes and basic policies of National PTA shall in every case also be the  
25 Purposes and basic policies of each constituent organization.  
26

27 Section 5. Each constituent organization shall adopt bylaws for the government of the  
28 organization. Such bylaws shall not be in conflict with National PTA or Texas PTA bylaws. Such  
29 bylaws shall include an article on amendments and shall include a provision establishing a  
30 quorum.  
31

32  
33 **\*ARTICLE VI: Relationship with Texas PTA**  
34

35 Section 1. This Local PTA shall be organized and chartered under the authority of the Texas  
36 PTA, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws,  
37 as the Texas PTA may in its bylaws prescribe. The Texas PTA shall issue to this Local PTA an  
38 appropriate charter evidencing the due organization and good standing of this Local PTA.  
39

40 A Local PTA in good standing is one that:  
41

- 42 a. adheres to the Purposes and basic policies of the PTA;  
43  
44 b. remits the national portion of the dues through the Texas PTA to reach the National  
45 PTA Office by dates designated by the National PTA;  
46  
47 c. has bylaws approved according to the procedures of the Texas PTA; and  
48  
49 d. meets other criteria as may be prescribed by the Texas PTA.  
50

1 Section 2. This Local PTA shall keep such permanent books of account and records as shall be  
2 sufficient to establish the items of gross income, receipts and disbursements of the organization  
3 including, specifically, the number of its members, the dues collected from its members and the  
4 amount of dues remitted to the Texas PTA. Such books of account and records shall at all  
5 reasonable times be open to inspection by an authorized representative of the Texas PTA or  
6 the National PTA.

7  
8 Section 3. The charter of this Local PTA shall be subject to withdrawal and the status as a  
9 Local PTA shall be subject to termination, in the manner and under the circumstances provided  
10 in the bylaws of the Texas PTA.

11 Section 4. This Local PTA is obligated, upon withdrawal of its charter by the Texas PTA:

- 12  
13  
14 a. to yield up and surrender all of its books and records and all of its assets and property  
15 to the Texas PTA or to such agency as may be designated by the Texas PTA, or to  
16 another Local PTA organized under the authority of the Texas PTA.;
- 17  
18 b. to cease and desist from the further use of any name that implies or connotes  
19 association with the National PTA or the Texas PTA; and
- 20  
21 c. to carry out promptly, under the supervision and direction of the Texas PTA, all  
22 proceedings necessary for the purpose of dissolving this Local PTA.

23  
24 Section 5. A Local PTA considering dissolving its relationship with Texas PTA (and thereby  
25 National PTA) shall follow the procedures for dissolution as adopted by the Texas PTA Board of  
26 Directors. These procedures include but are not limited to:

- 27  
28 a. a special called meeting of the membership with thirty (30) days notice;
- 29  
30 b. a two-thirds (2/3) vote of the membership, a quorum having been established; and
- 31  
32 c. notification of the state president at least forty-five (45) days in advance of such  
33 meeting.

34  
35 Any Local PTA failing to follow the procedures may be required to forfeit all Local PTA books,  
36 records and assets to Texas PTA.

37  
38 Section 6. Each Local PTA shall include in its bylaws provisions corresponding to the  
39 provisions of such of these bylaws as are identified by a star (\*).

## 40 41 42 **ARTICLE VII: Members and Dues**

43  
44 \*Section 1. Every individual who is a member of this Local PTA is a member of the National  
45 PTA and the Texas PTA and is entitled to all the benefits of such membership.

46  
47 \*Section 2. Membership in PTA shall be open, without discrimination, to anyone who believes  
48 in and supports the Mission and Purposes of National PTA. <sup>2</sup>

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<sup>2</sup> To be a member of Texas PTA, a student must be in the 9th grade or above.

1 \*Section 3. This Local PTA shall conduct an annual enrollment of members, but may admit  
2 persons to membership at any time.

3  
4 \*Section 4. Only members of a Local PTA who have paid dues for the current membership year  
5 may participate in the business of that association.

6  
7 \*Section 5. Each member of this Local PTA shall pay annual dues as determined by the  
8 organization. The amount of the dues shall include the portion of one dollar and twenty-five  
9 cents (1.25) per member payable to Texas PTA, the portion of one dollar and seventy-five cents  
10 (1.75) per member payable to the National PTA, and the Local PTA portion of \$5.00<sup>3</sup> per  
11 member.<sup>4</sup>

12  
13 \*Section 6. The Texas and National PTA portions of the dues paid by each member of this  
14 Local PTA shall be set aside by this Local PTA and remitted to the Texas PTA through such  
15 channels and at such times as the Texas PTA bylaws may provide. Each state PTA shall pay to  
16 the National PTA the amount of the national portion of dues paid by all members of Local PTAs  
17 in its area.<sup>5</sup>

18  
19 \*Section 7. A Local PTA shall have a minimum of twenty (20) members to retain membership in  
20 the Texas PTA. Annual national and state portions of dues and names of members shall be  
21 sent to the Texas PTA Office postmarked on or before October 15 of the current year. Names  
22 of members and national and state portions of dues received after October 15 shall be sent to  
23 the Texas PTA Office whenever members are enrolled in the organization.

24  
25 \*Section 8. Organizations whose national and state portions of dues and names of all members  
26 enrolled are not in the Texas PTA Office postmarked on or before October 15 are ineligible to  
27 voting representation at state convention. Organizations whose national and state portions of  
28 dues are not paid by March 15 shall be dropped from the state roster.

29  
30 \*Section 9. Honorary Life Members

31  
32 a. An Honorary Life Membership in the Texas PTA may be awarded to any deserving  
33 person by a Local, Council, Area or the Texas PTA upon submission of name of  
34 honoree and payment of a fee. Such fees shall be made a part of the Texas PTA  
35 extension fund.

36  
37 b. Life membership shall be honorary and shall carry neither the right to vote nor to hold  
38 office. A life member may also become an all-inclusive member upon enrollment as a  
39 member in a Local PTA.

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<sup>3</sup> The total amount of Local PTA annual dues is obtained by adding the per member National PTA portion, the Texas PTA portion and the per member portion desired for Local use.

<sup>4</sup> Individuals may expect their dues to be received in the Texas PTA office five (5) days after being received by the Local PTA. A list of members' names and dues shall be sent to the Texas PTA office before an individual is a PTA member.

<sup>5</sup> The remittance to the Texas PTA shall be accompanied by a report in such form, as may be required by the Texas PTA, showing the name and address of the president of the PTA, the amount of dues collected during the period covered by the report and the number and names of the members of the PTA.

- 1 c. A Texas Honorary Life Member may receive exemption from state portion of dues  
2 through one (1) Local PTA only. The member shall be designated as a Texas Life  
3 Member when the Local PTA annual membership list is sent to the Texas PTA Office.  
4  
5 d. The annual national portion of dues for a Texas Life Member shall be paid by said  
6 Texas Life Member.  
7

## 8 **\*ARTICLE VIII: Officers and Their Election**

9  
10  
11 Section 1. Each officer shall be a member of this Local PTA. <sup>6</sup>  
12

13 Section 2. Officers and their election:  
14

- 15 a. The officers of this Local PTA shall be a president, five (5) vice president(s), a  
16 secretary, a treasurer, a historian, and a parliamentarian.  
17  
18 b. Officers, with the exception of the historian and parliamentarian, shall be elected by  
19 ballot in the month of April. However, if there is but one (1) nominee for an office,  
20 election for that office may be by voice vote. The historian and parliamentarian shall be  
21 appointed by the president subject to the approval of the newly elected officers.  
22  
23 c. An individual shall be a member of the Local PTA prior to taking office.  
24  
25 d. Officers shall assume their official duties following the close of the school year <sup>7</sup> and  
26 shall serve a term of one (1) year. <sup>8</sup>  
27  
28 e. No officer shall serve in the same office for more than two (2) consecutive terms. One  
29 who has served more than one-half of a term shall be credited with having served that  
30 term.  
31

32 Section 3. Nominating Committee:  
33

- 34 a. There shall be a nominating committee elected by the general body at a regular  
35 meeting at least one (1) month prior to the election of officers. Elections shall be by  
36 plurality. The committee shall be composed of five (5) members. Two (2) alternates  
37 shall be elected to serve in the event a member is unable to serve. The committee  
38 shall elect its own chairman immediately following the meeting.  
39

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<sup>6</sup> The question is frequently raised as to whether there is any age requirement for election as an officer of a PTA organization. The counsel of the Texas PTA has advised us that in his opinion:

“(a) In Texas the not-for-profit corporation laws do not specify an age qualification for persons who can serve as directors (members of the board of managers, etc.) of corporations.

“(b) Where there is no specification in the state corporation laws, a person should not be deemed to be eligible to serve as an officer unless the person is at an age at which he is competent to make contracts. Texas law does not specify at what age a person is competent to make contracts.”

<sup>7</sup> PTAs that do not follow a traditional year schedule shall designate a calendar year in standing rules.

<sup>8</sup> All positions not filled by election or appointment become vacant at the close of the school year.

- 1 b. The nominating committee shall nominate an eligible person <sup>9</sup> for each office to be  
2 filled and report its nominees at the regular meeting in April at which time additional  
3 nominations may be made from the floor. The report shall be publicized to the Local  
4 PTA membership through regular publicity channels at least seven (7) days before the  
5 election meeting.  
6  
7 c. Only those persons who have signified their consent to serve if elected shall be  
8 nominated for or elected to such office.  
9  
10 d. No member shall automatically serve on this committee because of his office in the  
11 Local PTA or position in the school system.  
12  
13 e. The president does not serve as a member of this committee, nor does he appoint any  
14 member of the committee.  
15

16 Section 4. Vacancies

- 17  
18 a. A vacancy occurring in any elected office shall be filled for the unexpired term by a  
19 person elected by a majority vote of the executive board, at least three (3) days notice  
20 of such election having been given.  
21  
22 b. In the event a vacancy occurs in the office of president, the first vice president shall  
23 serve notice to the executive board of the election.  
24

25 Section 5. Reason to remove:

26  
27 By two-thirds (2/3) vote of the executive board an officer or chairman shall be removed  
28 from office for failure to perform duties, criminal misconduct or unethical behavior in  
29 PTA business. An officer or chairman who misses three (3) consecutive meetings may  
30 be removed from office.  
31  
32

33 **ARTICLE IX: Duties of Officers**

34 =

35 Section 1. The president shall:

- 36  
37 \*a. coordinate the work of the officers and committees of the association in order that the  
38 Purposes may be promoted;  
39  
40 \*b. confirm that a quorum is present before conducting any business at any meeting of  
41 the association;  
42  
43 \*c. preside at all meetings of the association;  
44  
45 \*d. appoint the historian and parliamentarian, subject to approval of the newly elected  
46 officers;  
47  
48 \*e. appoint chairmen of special committees subject to approval of executive board;

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<sup>9</sup> The National PTA, the Texas PTA and their parliamentary authority recognize that only one (1) person shall be elected to serve in any one (1) office.

- 1
- 2 \*f. be authorized to sign on bank accounts;<sup>10</sup>
- 3
- 4 \*g. be authorized to sign contracts that have been approved by the executive board;
- 5
- 6 \*h. call a meeting of the newly elected officers within thirty (30) days after the election
- 7 meeting for the purpose of approving appointments of standing committee chairmen
- 8 and such other business as becomes necessary;
- 9
- 10 \*i. appoint a member, subject to the approval of the executive board, who is not
- 11 authorized to sign on the bank account to open, review, initial and date each bank
- 12 statement;
- 13
- 14 \*j. represent the Local PTA as a delegate to Council PTA (when the Local PTA is in
- 15 membership with Council PTA);
- 16
- 17 \*k. file with the Council PTA secretary the names of delegates and alternates from this
- 18 Local PTA by the first general Council PTA meeting and no later than October 15. A
- 19 Local PTA joining or making changes after October 15 shall submit any changes in
- 20 writing prior to any regular meeting in order to be eligible to vote.
- 21
- 22 \*l. confirm that all officers are graduates of the current Texas PTA Leader Orientation or
- 23 have completed the course by October 15 after the election;
- 24
- 25 \*m. send the names and addresses of the officers and chairmen to the Texas PTA office
- 26 by May 1 each year;
- 27
- 28 \*n. appoint the audit committee subject to the approval of the executive board; and
- 29
- 30 \*o. serve as an ex-officio member of all committees except the nominating and audit
- 31 committees.
- 32

33 Section 2. Vice President(s)<sup>11</sup>

34

35 a. First Vice President shall:

36

- 37 \*1. be the aide-to-the-president (and be in charge of programs); and
- 38
- 39 \*2. preside in the absence of the president (in their designated order).
- 40

41 b. Second Vice President shall:

42

- 43 \*1. be in charge of membership; and
- 44
- 45 \*2. preside in the absence of the president (in their designated order).

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<sup>10</sup> Two (2) signatures shall be required on all checks. Each Local PTA shall have at least three (3) authorized signers. Signers of the bank account shall not be related by blood nor marriage and shall not reside in the same household.

<sup>11</sup> Vice presidents shall be named in order of precedence: first, second, third, etc. The first vice president shall be designated as the aide-to-the-president. Each additional vice president shall have specific administrative responsibilities, which shall be stated in the bylaws.

1  
2 c. Third Vice President shall:

3  
4 \*1. be in charge of volunteers; and

5  
6 \*2. preside in the absence of the president (in their designated order).

7  
8 d. Fourth Vice President shall:

9  
10 \*1. be in charge of fundraising; and

11  
12 \*2. preside in the absence of the president (in their designated order).

13  
14 e. Fifth Vice President

15  
16 \*1. be in charge of communications; and

17  
18 \*2. preside in the absence of the president (in their designated order).

19  
20 Section 3. The secretary shall: <sup>12</sup>

21  
22 \*a. record the minutes of all meetings of the association;

23  
24 \*b. keep an accurate record of attendance at executive board meetings;

25  
26 \*c. be responsible for correspondence;

27  
28 \*d. have a current copy of the bylaws;

29  
30 \*e. maintain a list of the names of Local PTA officers who have completed the Texas PTA  
31 Leader Orientation, with the dates each course was completed;

32  
33 \*f. maintain the records retention policy;

34  
35 \*g. maintain the conflict of interest policy as signed by the current board members; and

36  
37 \*h. maintain a membership list. <sup>13</sup>

38  
39 Section 4. The treasurer shall:

40  
41 \*a. have custody of all the funds of the association;

42  
43 \*b. keep books of account and records including bank statements, receipts, budgets,  
44 invoices, paid receipts and canceled checks in accordance with the records retention  
45 policy;

46  
47 \*c. make disbursements in accordance with the budget adopted by the association;

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<sup>12</sup> If both a recording and corresponding secretary are elected, the duties of the secretary shall be divided.

<sup>13</sup> PTA membership lists shall not be released to outside interests by National PTA, Texas PTA, Area PTAs, Council PTAs or Local PTAs.

- 1  
2 \*d. sign on bank accounts; <sup>14</sup>  
3  
4 \*e. present a financial report, both written and verbal, at every meeting of the Local PTA  
5 and as requested by the executive board or the voting body;  
6  
7 \*f. make a full report at the annual meeting;  
8  
9 \*g. be responsible for the maintenance of such books of account and records as conform  
10 to the requirements of Article VI, Section 2 of these bylaws;  
11  
12 \*h. complete and file all necessary tax documents; and  
13  
14 \*i. present books to the audit committee as requested.  
15

16 Section 5. The parliamentarian shall:

- 17  
18 \*a. advise the presiding officer on questions of parliamentary procedure; and  
19  
20 \*b. vote only when the vote is by ballot.  
21

22 Section 6. The historian shall:

- 23  
24 \*a. collect and preserve documents relating the history of the association; and  
25  
26 \*b. compile and keep a record of events and activities to be presented as the official  
27 history to the general body for adoption at the annual meeting.  
28

29 \*Section 7. All officers shall:

- 30  
31 a. be a graduate of the Texas PTA Leader Orientation or complete the course by October  
32 15 after their election;  
33  
34 b. submit a Plan of Work to the executive board for approval;  
35  
36 c. attend all meetings of the association;  
37  
38 d. have a current copy of the Local PTA bylaws;  
39  
40 e. perform the duties outlined in these bylaws and those assigned from time to time; and  
41  
42 f. deliver to their successors or the president all official materials within fifteen (15) days  
43 following the date at which their successors assume their duties.  
44  
45

46 **ARTICLE X: Meetings**  
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<sup>14</sup> Two (2) signatures shall be required on all checks. Each Local PTA shall have at least three (3) authorized signers. Signers of the bank account shall not be related by blood nor marriage and shall not reside in the same household.

1 \*Section 1. This association shall hold a minimum of three (3) meetings a year.

- 2
- 3 a. Regular meetings of the association shall be held in the months of August, November,  
4 February, April, May, time and date to be established by executive board at its first  
5 meeting of the year. Five (5) days notice shall be given if change of date is needed. <sup>15</sup>  
6
- 7 b. The regular meeting held in April shall be the election meeting.  
8
- 9 c. The annual meeting in May shall be for the purpose of receiving reports of officers and  
10 chairmen and for any other necessary business.  
11

12 Section 2. Special meetings of the Local PTA may be called by the president or by a majority of  
13 the executive board, at least three (3) days notice having been given.  
14

15 \*Section 3. Ten (10) members shall constitute a quorum for the transaction of business in any  
16 meeting of this association. <sup>16</sup>  
17  
18

## 19 **ARTICLE XI: Executive Board**

20  
21 Section 1. The executive board shall consist of:

- 22
- 23 a. the officers of the association;  
24
- 25 b. the chairmen of standing committees; and  
26
- 27 c. the Principal of the school or a representative appointed by her.  
28

29 \*Section 2. A Local PTA member shall not serve as a voting member of this executive board  
30 while employed by, or under contract to this Local PTA.  
31

32 Section 3. The duties of the executive board shall be to:

- 33
- 34 a. transact necessary business in the intervals between association meetings and such  
35 other business as may be referred to it by the association;  
36
- 37 b. present a report at the regular meetings of the association;  
38
- 39 \*c. approve the Plans of Work of all officers and committee chairmen;  
40
- 41 \*d. create standing and special committees;  
42
- 43 \*e. adopt a conflict of interest policy annually;  
44

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<sup>15</sup> It is suggested that the membership be notified through regular publicity channels of the date and time of all association meetings following the first meeting of the executive board at which time this schedule is determined.

<sup>16</sup> It is suggested that the quorum be set to reflect the number of members who could reasonably be expected at any business meeting. This should be a specific number (not percentage) of the total membership. Ten (10) members will be the least number accepted.

1 \*f. prepare and submit a budget for the year to the association for adoption;

2  
3 g. approve routine bills within the limits of the budget; and

4  
5 \*h. fill vacancies of officers and chairmen.

6  
7 **Section 4. Meetings**

8  
9 a. Regular meetings of the executive board shall be held prior to each regular association  
10 meeting, the time to be determined by the board at its first meeting of the year.

11  
12 \*b. A majority of the executive board members shall constitute a quorum. <sup>17</sup>

13  
14 c. Special meetings of the executive board may be called by the president or by a  
15 majority of the members of the board, at least three (3) days notice being given.

16  
17 **ARTICLE XII: Standing and Special Committees**

18  
19 \*Section 1. Only members of the association shall be eligible to serve in any elective or  
20 appointive position.

21  
22 \*Section 2. The executive board may create such standing and special committees as it may  
23 deem necessary to promote the Purposes and carry on the work of the association. The term of  
24 each chairman shall be one (1) year or until the selection of a successor.

25  
26 \*Section 3. The newly elected president shall call a meeting of the incoming officers within thirty  
27 (30) days after the election for the purpose of approving standing committee chairmen and such  
28 other business as becomes necessary. <sup>18</sup>

29  
30 \*Section 4. No chairman shall serve in the same office for more than two (2) consecutive terms.  
31 One who has served more than one-half of a term shall be credited with having served that  
32 term.

33  
34 \*Section 5. All standing committee chairmen shall:

35  
36 a. deliver to their successors or the president all official materials within fifteen (15) days  
37 following the date at which their successors assume their duties;

38  
39 b. present a Plan of Work to the executive board for approval. No committee work shall  
40 be undertaken without this approval; <sup>19</sup> and

41  
42 c. have a current copy of the Local PTA bylaws.

43  
44 \*Section 6. The president shall be a member ex-officio of all committees except the nominating  
45 and audit committees.

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<sup>17</sup> In calculating a quorum, filled board positions rather than positions available will be counted.

<sup>18</sup> Texas PTA does not recognize more than one (1) person serving in the same capacity; therefore, there are no co-chairmen.

<sup>19</sup> Three (3) written copies of the Plan of Work shall be submitted at the first executive board meeting.

1  
2 \*Section 7. The quorum of any committee shall be a majority of its members.  
3  
4

### 5 **ARTICLE XIII: Council Membership**

6  
7 Section 1. (Applies only to Local PTAs holding membership in a Council of PTAs, and shall  
8 correspond to Council PTA bylaws.)<sup>20</sup>  
9

- 10 a. The association shall be represented in meetings of the McKinney ISD Council of  
11 Parent Teacher Associations by the president or alternate, the principal or alternate  
12 and by one (1) delegate or their alternates.<sup>21</sup> All representatives to the Council PTA  
13 shall be members of the Local PTA they represent.  
14  
15 b. Delegates and their alternates shall be appointed subject to the approval of the board  
16 by May.  
17  
18 c. Delegates to McKinney ISD Council of PTAs shall serve for a term of one (1) year.  
19

20 Section 2. This association shall pay annual dues of \$75.00 to the McKinney ISD<sup>22</sup> Council of  
21 PTAs no later than October 15.  
22  
23

### 24 **\*ARTICLE XIV: State Convention**

25  
26 This Local PTA shall be represented at the annual meeting of the Texas PTA by the president  
27 or appointed alternate and additional accredited delegates.  
28

- 29 a. All delegates from this Local PTA to the Texas PTA Annual Convention shall be  
30 members of this Local PTA.  
31  
32 b. Voting delegates and their alternates shall be appointed subject to the approval of the  
33 board.  
34  
35

### 36 **\*ARTICLE XV: Fiscal Year**

37  
38 Section 1. The fiscal year of this association shall begin July 1 and end on the following June  
39 30.  
40

41 Section 2. An audit committee consisting of not less than three (3) members,<sup>22</sup> who are not  
42 authorized signers, shall be appointed by the president subject to the approval of the executive  
43 board at least thirty (30) days before the last meeting of the year.<sup>23</sup>

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<sup>20</sup> If the Local PTA is in Council PTA membership, this Article XIII is necessary in the Local PTA bylaws. If the Local PTA is not in Council PTA membership, indicate “not applicable” and do not fill in the blanks.

<sup>21</sup> The number of delegates shall correspond with the number stated in the Council PTA bylaws, Article VIII, Section 1.e.

<sup>22</sup> Members of the audit committee shall not be related by blood nor marriage and shall not reside in the same household as the authorized signers.

1  
2 Section 3. The audit committee report shall be adopted by the association.<sup>24</sup>  
3  
4

### 5 **\*ARTICLE XVI: Parliamentary Authority**

6  
7 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall  
8 govern the National PTA and its constituent organizations in all cases in which they are  
9 applicable and in which they are not in conflict with these bylaws, the bylaws of the Texas PTA,  
10 and the bylaws of the National PTA or the articles of incorporation.  
11

### 12 **ARTICLE XVII: Amendments**

13 \*Section 1.

- 14
- 15 a. These bylaws may be amended at any meeting of the association, provided a quorum  
16 is present, by two-thirds (2/3) vote of the members present and voting. Notice of the  
17 proposed amendment shall have been given at the previous regular meeting or thirty  
18 (30) days prior to the meeting at which the amendment is voted on.<sup>25</sup> The  
19 amendment shall be subject to approval of the Texas PTA.  
20
  - 21 b. A committee may be appointed to submit a revised set of bylaws as a substitute for  
22 the existing bylaws only by a majority vote at a meeting of the association, or by a  
23 two-thirds (2/3) vote of the executive board. The procedure for action on  
24 amendments in \*Section 1.a. should then be followed.  
25
  - 26 c. After adoption by a two-thirds (2/3) vote at a meeting of the association, two (2)  
27 copies of bylaws and standing rules as amended or revised shall be sent for approval  
28 to the Texas PTA, 408 W. 11th Street, Austin, Texas 78701-2113 or to the Texas PTA  
29 website at [www.txpta.org](http://www.txpta.org).  
30
  - 31 d. A revision of the bylaws or any amendments shall go into effect when an approved  
32 copy is returned by the Texas PTA.<sup>26</sup>  
33

34 \*Section 2. This Local PTA shall submit a set of bylaws to the Texas PTA for review every five  
35 (5) years.  
36

37 \*Section 3. The adoption of an amendment to any provision of the bylaws of the Texas PTA  
38 identified by a star (\*) shall serve automatically and without the requirement of further action by  
39 the Local PTA to amend its corresponding bylaws.  
40  
41  
42  
43

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<sup>23</sup> An audit 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 the case of fraud.

<sup>24</sup> The audit report is adopted by a majority vote at the first regular meeting following the close of the school year.

<sup>25</sup> Each amendment to the bylaws shall be provided to the membership through the regular publicity channels thirty (30) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.

<sup>26</sup> If not approved, they must be corrected and resubmitted.

1  
2 As adopted by the Texas PTA Board of Directors February 2007