

# MCCPTA Bylaws

## **ARTICLE I: NAME**

The name of this association is the Montgomery County Council of PTAs, Incorporated. It is a council PTA organized under the authority of the Maryland Congress of Parents and Teachers, Inc. (Maryland PTA), a branch of National Congress of Parents and Teachers (the National PTA). The association shall hereinafter be referred to in these bylaws as MCCPTA, council, or council PTA.

## **#ARTICLE II: PURPOSES**

Section 1. The Purposes of the MCCPTA in common with those of National PTA and Maryland PTA are:

- a. To promote the welfare of children and youth in home, school, place 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 PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

Section 3. The association 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 (hereafter referred to as "Internal Revenue Code").

## **#ARTICLE III: BASIC POLICIES**

The following are the basic policies of National PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association shall work with the school and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, 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 the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- e. Notwithstanding any other provision of these articles, the association shall not

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

- f. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- g. The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

### **#ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND MARYLAND PTA**

Section 1. This council PTA shall be organized and chartered under the direct authority of the Maryland PTA in the area in which this council PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Maryland PTA may in its bylaws prescribe. The Maryland PTA shall issue to this council PTA an appropriate charter evidencing the due organization and standards of affiliation for the council PTA.

A council PTA in order to meet the standards of affiliation, shall:

- a. Adhere to the purposes and basic policies of the PTA,
- b. Have bylaws approved every three (3) years according to the procedures of Maryland PTA,
- c. Submit the name and contact information including phone number, address and e-mail address of all elected officers to the Maryland PTA office within two (2) weeks after council elections,
- d. Submit the Council Yearly Event Calendar to the Maryland PTA office within two weeks of setting said calendar,
- e. Have an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) on file with Maryland PTA;
- f. Maintain its status as a corporation, have as required by Maryland nonprofit law at a minimum a president, secretary and treasurer. File the appropriate 990 tax forms by the required dates with the IRS and submit a copy to the Maryland PTA office within 30 days of filing,
- g. Submit a copy of its annual financial report, reviewed by an auditor or auditing committee, to Maryland PTA within ninety (120) days following the end of the council's fiscal year, and
- h. File all appropriate state forms of the appropriate state authorities by the required date and submit a copy to the MD PTA office within 30 days of filing.
- i. Send a minimum of 2 board members, one of which is the treasurer, to be trained by MD PTA within one hundred twenty (120) days of taking office. Training must include boardsmanship training and financial training regarding the

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required Maryland and IRS tax forms.

Section 2. This council PTA must meet the requirements as outlined on the council PTA affiliation worksheet and have met the listed standards of affiliation by December 31.

Section 3. The articles of organization of this council PTA include (a) the bylaws of such association and (b) the certificate of incorporation or articles of incorporation of such association.

Section 4. This council PTA shall adopt such bylaws for the government of the association as may be approved by Maryland PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of Maryland PTA.

Section 5. Bylaws of this council PTA shall include an article on amendments.

Section 6. Bylaws of this council PTA shall include a provision establishing a quorum.

Section 7. Each officer, board member, or committee member of this council PTA shall be a member of a local PTA, meeting the standards of affiliation, within the area of this council.

Section 8. The bylaws of this council PTA shall prohibit voting by proxy, mail (including electronic communications/email), or absentee.

Section 9. A PTA member shall not serve as a voting member of this council PTA's board while serving as a paid employee of, or under contract to, this council PTA.

Section 10. Each council PTA shall annually designate, according to its bylaws and/or standing rules, a representative and up to three (3) alternate(s) who are members of a local PTA of that council to serve on the Maryland PTA Board of Directors and submit the names and contact information to the Maryland PTA office administrator, in writing, no later than June 15th.

Section 11. The charter of a council may be removed in the manner and under the circumstances provided in Maryland PTA bylaws, Article V, #Section 10 and #Section 11.

Section 12. This council PTA is obligated, upon withdrawal of its charter by Maryland PTA:

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

Section 13. This council PTA shall keep such permanent books of account and records as

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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 its members. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Maryland PTA, or where directed by the committee on state, council, and local relationships, by a duly authorized representative of the Maryland PTA.

## **#ARTICLE V: PURPOSES OF THIS COUNCIL**

Section 1. The Purposes of this council PTA are to:

- a. Promote the purposes and interests of Maryland PTA,
- b. Unify and strengthen the local PTAs within its area,
- c. To provide for annual boardsmanship, ethics and leadership training and coordination of the efforts of the local PTAs within the council boundaries,
- d. Encourage programs and projects in the various local PTAs which will carry out the mission and purpose of PTA,
- e. Assist in the formation of new PTAs according to the plan of Maryland PTA; and
- f. Promote the interests of National PTA and of Maryland PTA.

Section 2. Authority

Council shall not:

- a. Dictate to local PTAs;
- b. Legislate for the local PTAs, including taking action involving member local PTAs and setting up rules for them without their consent;
- c. Duplicate the work or program of the local PTAs;
- d. Compete with local PTAs;
- e. Compel local PTAs to enter into council projects; or
- f. Assess local PTAs for funds without their consent.

## **ARTICLE VI: OFFICERS AND THEIR ELECTION**

Section 1. The elected officers of MCCPTA shall be a president, a vice president for educational issues, a vice president for administration, a vice president for programs, a vice president for advocacy, a recording secretary for delegate assemblies, a recording secretary for board of directors meetings, and a treasurer.

Section 2. Officers shall be elected at the annual general membership meeting in the month of April and shall assume their duties after installation, except the treasurer who takes office July 1.

Section 3. Officers shall be elected by ballot; however, if there is but one nominee for any office, election for that office may be by voice vote. A majority vote shall be required for election.

Section 4. The following provisions shall govern the eligibility of individuals to be officers of the MCCPTA:

- a. #Each officer shall be a member of a local PTA within the area of this council PTA.
- b. Only members of a local PTA whose state and council PTA dues are paid shall be eligible to hold office. The president, vice president for educational issues,

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vice president for administration, vice president for programs, and vice president for advocacy shall have served at least one (1) full year on a local PTA board of directors and one (1) full year on the council board of directors. The recording secretary for delegate assemblies, recording secretary for board of directors meetings, and treasurer shall have served at least one (1) full year on a local PTA board of directors or one (1) full year on a local PTA board of directors or one (1) full year on the council board of directors.

- c. MCCPTA treasurer cannot concurrently be treasurer or check signer of a local PTA.
- d. A term of office shall be one (1) year or until successor is elected. No officer may be eligible to serve more than three (3) consecutive terms in the same office.
- e. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.
- f. Any officer of MCCPTA shall resign within a week of filing for candidacy for public office.

## Section 5. Removal from office.

The board of directors, by a two thirds (2/3) vote of its members present and voting, may remove from office an officer who fails to perform his/her duties as outlined in these bylaws or the current standing rules, fails to attend four (4) consecutive board of directors meetings without being excused, misrepresents the council or acts in any manner deemed detrimental to the purposes of the organization, or ceases to meet the qualifications for service. The board of directors shall notify, by certified mail at least seven (7) days prior to the meeting of determination, the member of his/her right to appear before the board of directors.

## Section 6. Vacancies

- a. If the office of president becomes vacant, the vice-president for educational issues shall become acting president until a replacement has been elected at a delegate assembly. A vacancy in any office other than president remains vacant until a replacement has been elected at a delegate assembly, except as noted in c.
- b. The seated nominating committee will identify a nominee to fill a vacancy in any office within four (4) weeks of notification of said vacancy. Notification of the election to fill the vacancy will be made 10 days prior to the delegate assembly at which the election will occur.
- c. When there is no delegate assembly meeting scheduled within 45 days of the notification of vacancy, a vacancy in the office of treasurer may be filled by a temporary appointment made by the president to take effect immediately and to be ratified by the Board of Directors at the next meeting. This appointment remains in effect until such vacancy can be filled pursuant to the process set forth in this Article.

## Section 7. Nominating Committee

- a. #There shall be a nominating committee for officers composed of seven (7) members who shall be elected by the general membership.
- b. Nominations of officers shall be made by a nominating committee consisting of seven (7) members of the voting body of the council, no two of whom shall be

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- from the same local PTA, and with at least one from each specific group of clusters in a designated area.
- c. The Board of Directors shall select the seven nominees for the nominating committee. The vice president for administration shall submit the names of the seven nominees for the nominating committee to the local PTA presidents and delegates at least fifteen days prior to the delegate assembly at which the vote will occur. At that delegate assembly additional nominations may be made from the floor with the consent of the nominee(s). No member of the nominating committee may serve two (2) consecutive terms.
  - d. This nominating committee shall be elected by ballot at the third delegate assembly of the school year. Within two weeks of the election, the first meeting of the nominating committee shall take place for the purpose of selecting a chairman.
  - e. The nominating committee shall serve from the time elected for one full year until the next nominating committee is elected.
  - f. The nominating committee shall nominate one (1) candidate for the offices of president, vice-president for educational issues, vice-president for administration, vice-president for programs, vice-president for advocacy, recording secretary for delegate assemblies, recording secretary for board of directors meetings, and treasurer.
  - g. The nominating committee shall send the list of nominees and their qualifications to the members of the Board of Directors and to the local PTA presidents and delegates at least thirty (30) days before the annual meeting. The consent of each candidate must be obtained before his/her name is placed in nomination. The nominated slate will include nominations for Area Vice Presidents and Cluster Coordinators (see Article VIIIA, Section 4).
  - h. The Nominating Committee must be notified of the intention to run from the floor at least fourteen (14) days prior to election, provided the consent of each candidate has been obtained before his/her name is placed in nomination and candidates have met all qualifications specified in Section 4 of these bylaws and are prepared to present qualifications as specified by the nominating committee as part of the nomination selection process. The nominating committee shall send the list of individuals who plan to run from the floor to the members of the Board of Directors and to the local PTA presidents and delegates at least seven (7) days before the annual meeting.

### **ARTICLE VII: DUTIES OF OFFICERS**

#### Section 1. President

The president shall:

- a. preside at all meetings of MCCPTA, its Board of Directors, and its Executive Committee;
- b. serve as an ex-officio member of all committees except the nominating committee;
- c. help to extend PTA work into all parts of Montgomery County, keeping it in harmony with the State plan;
- d. be a member of the Maryland PTA Board of Directors and attend its meetings as provided in the Maryland PTA bylaws, policies, procedures, and job descriptions;

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- e. represent MCCPTA in meeting with Montgomery County and Montgomery County Public Schools officials;
- f. coordinate the work of the officers, area vice presidents, cluster coordinators, and committee chairmen in order to promote the purposes of MCCPTA;
- g. be an approved signatory on all orders of the treasure of the council; and
- h. perform such other duties as he/she may be assigned by the Board of Directors.

### Section 2. Vice-Presidents

- a. The vice-president for educational issues shall preside in the absence of the president; shall serve as an aide to the president in coordinating the work of the education and policy related committees; shall notify chairmen of the committees of their appointments; and shall perform such other duties as he/she may be assigned by the Board of Directors.
- b. The vice president for administration shall preside in the absence of the president and the vice president for educational issues; shall serve as an aide to the president by coordinating the work of the area vice presidents and cluster coordinators and coordinating the work of the committees related to local PTA effectiveness; shall submit to the delegates for election a nominating committee slate; shall assure that each area/cluster nominating committee is convened; and shall perform such other duties as may be assigned.
- c. The vice president for programs shall preside in the absence of the president, the vice president for educational issues, and the vice president for administration; shall serve as an aide to the president in planning MCCPTA meetings, workshops, special events; and shall perform such other duties as may be assigned.
- d. The vice president for advocacy shall preside in the absence of the president, the vice president for educational issues, the vice president for administration, and the vice president for programs; shall serve as an aide to the president in supporting the legislative and advocacy work of the council ; and shall perform such other duties as may be assigned.

### Section 3. Secretaries

- a. The recording secretary for delegate assemblies shall record and maintain the minutes of all delegate assemblies, shall act as board of directors recording secretary in the absence of the recording secretary for the board of directors, and shall perform such other duties as may be assigned.
- b. The recording secretary for board of directors meetings shall record and maintain the minutes of all board of directors meetings, and shall act as recording secretary for delegate assemblies in the absence of the recording secretary for delegate assemblies. The recording secretary for board of directors meetings shall also hold and preserve the essential documents of the association such as the Charter of MCCPTA, the Articles of Incorporation, Certification of Non-profit Status and current Bylaws and shall perform such other duties as may be assigned.

### Section 4. Treasurer

The treasurer shall:

- a. Have custody of the funds of MCCPTA;
- b. Maintain a full account of the funds of this council PTA;

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- c. Make disbursements in accordance with the budget adopted by this council PTA;
- d. Keep a full and accurate account of the receipts and disbursements in the books of this council :
- #e. Have checks or vouchers signed by two people – the treasurer and one other authorized officer;
- f. Provide a written financial statement to the board of directors and delegate assembly at every meeting;
- g. Prepare and submit an annual financial report at the end of the fiscal year;
- #h. Submit the books annually for a financial review;
- h.1. Submit the books annually for an audit to an auditor or an auditing committee approved by the Board of Directors annually during the month of July;
- #i. Report the findings of the annual financial review to the board of directors and submit a copy to Maryland PTA within 120 days of the close of the fiscal year;
- j. Perform such other duties as may be assigned;
- k. Be responsible for preparing and filing all necessary tax forms;
- l. Submit a proposed annual budget prepared in consultation with the MCCPTA budget committee to the Board of Directors and the membership for approval; and
- m. Review bank statements monthly with the president.

### Section 5. Officers shall:

- a. Perform the duties prescribed in the parliamentary authority in addition to these bylaws and those assigned from time to time.
- b. Except for the treasurer, deliver to their successors all official material within thirty (30) days following the meeting at which their successors are elected or to the president within thirty (30) days of the date of their resignation. The treasurer shall deliver to his/her successor all official material by July 1.

### **ARTICLE VIII: BOARD OF DIRECTORS**

Section 1. The affairs of MCCPTA shall be managed by the board of directors in the intervals between general membership meetings.

#Section 2. Each board of directors member shall be a member of a local PTA within the area of the council whose state and council PTA dues are paid.

Section 3. The members of the board of directors shall be elected officers, area vice presidents, one cluster coordinator per cluster, and chairs of standing committees. If a standing committee chair cannot attend a board meeting, a committee vice-chair or a subcommittee chair can substitute. The substitute can participate fully as a board member and vote. The substitute must have completed the required boardsmanship and fiduciary training. The standing committee chair must notify the executive committee prior to the board meeting.

A parliamentarian (non-voting) may be appointed by the president, subject to approval by the executive committee. The immediate past president of MCCPTA, members of the Maryland PTA board of directors residing in Montgomery County, other cluster coordinators, chairs of non-standing committees, subcommittee chairs and committee points of contact may participate in discussion at the meetings, but will not be permitted to vote, and thus will not count in the quorum.

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Section 4. Duties of the board of directors shall be to:

- a. carry out such business as may be referred to it by the membership of the association;
- b. create committees;
- c. approve and submit an annual budget to the first delegate assembly of the year;
- d. approve and submit seven nominees for the nominating committee for submission to the third delegate assembly of the school year;
- e. approve plans of work of MCCPTA standing committees;
- f. select an auditing committee or auditor to audit the treasurer's accounts at least one month before the new executive board assumes its duties;
- g. shall ensure that the treasurer and others handling funds on behalf of MCCPTA be bonded;
- h. transact necessary business between delegate assemblies;
- i. Upon assuming a role on the Board of Directors, each member must complete boardsmanship and fiduciary training. This training must be completed by October 1 if service on the BOD begins on or before the start of a fiscal year (July 1). Members can satisfy this requirement with confirmed attendance at MCCPTA boardsmanship workshops, or by submitting completion certificates for National PTA e-learning courses specified each year by the Executive Committee. Training is valid during continuous board service and must be retaken if there is a lapse in service. Exception: re-training is not required for members who return to service within the same academic year. Members who have not completed training by the October 1 deadline are not allowed to vote without an advance exception from the President. Individuals whose terms of office on the BOD begins after the start of the fiscal year have two months from appointment/election/confirmation to complete required boardsmanship and fiduciary training.

Section 5. If a member of the board of directors (other than an elected officer) files for candidacy for public office, he/she shall not speak publicly on behalf of MCCPTA. If elected to public office, a member of the board of directors shall resign immediately.

Section 6. Regular meetings of the board of directors shall be held nine times per year unless the board of directors votes exceptions.

Section 7. Special meetings of the board of directors may be called by the president or when requested by a majority of the Board of Directors members. At least five (5) days' notice of such a special meeting shall be given.

#Section 8. At all meetings of the board of directors, a majority of the members of the board of directors shall constitute a quorum for the transaction of business.

Section 9. Removal from office.

The board of directors, by a two thirds (2/3) vote of its members present and voting a quorum being established, may remove from office a member or elected officer who fails to perform his/her duties as outlined in these bylaws or the current standing rules, fails to attend four (2) consecutive board of directors meetings without being excused, misrepresents the council or acts in any manner deemed detrimental to the purposes of the organization, or ceases to meet the qualifications for service. The board of directors shall

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notify, by certified mail at least seven (7) days prior to the meeting of determination, the member of his/her right to appear before the board of directors. If the board of directors contemplates removing an area vice president or cluster coordinator, the respective area or cluster will be notified. Such removal constitutes a vacancy in the position.

Section 10. Upon the expiration of the term of office or when individual ceases to hold the position that entitles them to be a member of the board of directors, they shall automatically cease to be a member of the board of directors and shall be relieved of all duties and responsibilities incident to such membership. All records, books, and other materials pertaining to the position shall be turned over to the president within fourteen (14) days.

Section 11. Regular meetings of the board of directors shall be open to all members of local PTAs.

## **ARTICLE VIII.A: AREA VICE-PRESIDENTS, CLUSTER COORDINATORS AND THEIR ELECTION**

Section 1. Area-vice presidents and cluster coordinators shall be members of local PTAs whose National, state, and council PTA dues have been paid in their respective areas or clusters.

Section 2. Area-vice presidents

- a. An area shall consist of specific groups of clusters designated by the Board of Directors and approved by a delegate assembly. Each area shall have an area vice president. The area-vice president shall serve for a term of one (1) year, and not more than four (4) consecutive terms, until the election of their successor.
- b. Area vice-presidents shall represent specific groups of clusters as designated by the Board of Directors and approved by a delegate assembly. They shall help to extend PTA work in all local PTAs in the specific clusters which they represent; shall assist in the training of PTA leaders in their areas; shall assist in the organization of new PTAs in their areas; shall coordinate the work of cluster coordinators; and shall perform such other duties as may be assigned.

Section 3. Cluster coordinators

- a. A cluster shall consist of a high school plus its feeder schools. Each cluster shall have a cluster coordinator(s), the total number not to exceed three (3). The cluster coordinator(s) shall serve for a term of one (1) year, and not more than four (4) consecutive terms, until the election of their successors.
- b. Cluster coordinators shall conduct meetings of the cluster PTA leaders; shall serve as a link between the area vice presidents and the local PTAs; shall represent the cluster at meetings of the Board of Directors, at meetings with the area vice president responsible for the cluster, and at other meetings; coordinate testimony of the cluster before the Board of Education and the County Council; shall assist the area vice presidents in the administration of PTA business; and shall perform such other duties as may be assigned.

Section 4. Elections

- a. Each area representative of the MCCPTA nominating committee shall be responsible for convening and chairing an area nominating committee of at least

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six (6) PTA presidents, or his or her designee, and/or cluster coordinators from that area, ensuring representation from each cluster; the area representative of the MCCPTA nominating committee may serve as one of the representatives if he/she also meets the requirements of the members of the area nominating committee. The area nominating committee shall submit to the MCCPTA nominating committee by one week prior to the Annual Meeting the name and qualifications of one (1) candidate for each area vice president. The MCCPTA nominating committee shall accept the recommendations of each area nominating committee and include such nominees in their report. Additional nominations may be made from the floor at the Annual Meeting at which elections are held by any member of the MCCPTA voting body from the area represented by the area vice president.

- b. Area representatives of the MCCPTA nominating committee responsible for areas containing consortium(s), school system-defined groupings of high schools that provide students within set geographical boundaries the choice of attending one of the included high schools, shall be responsible for convening and chairing an area nominating committee of at least six (6) PTA/PTSA presidents, or his or her designee, and/or cluster coordinators from the area, such representatives also including persons with current PTA membership from each high school in the consortium, for the purpose of nominating no more than three (3) cluster coordinators from each cluster; the area representative of the MCCPTA nominating committee may serve as one of the representatives if he/she also meets the requirements of the members of the area nominating committee. These area nominating committee representatives shall submit the name(s) to the MCCPTA nominating committee by one week prior to the Annual Meeting. The MCCPTA nominating committee shall accept the recommendations from the area meeting and included such nominees in their report. Additional nominations for cluster coordinator(s) may be made from the floor at the Annual Meeting at which elections are held by any member of the MCCPTA voting body from that cluster.
- c. Area representative of the MCCPTA nominating committee responsible for all other school clusters shall be responsible for ensuring that each cluster holds a meeting at which a majority of PTAs in the cluster are represented by their president, or his or her designee, for the purpose of nominating no more than three (3) cluster coordinators. A current cluster coordinator or Area Vice President will submit the name(s) to the MCCPTA nominating committee by one week prior to the Annual Meeting. The MCCPTA nominating committee shall accept the recommendations from the cluster meeting and include such nominees in their report. Additional nominations may be made from the floor at the Annual Meeting at which elections are held by any member of the MCCPTA voting body from that cluster.
- d. At the Annual Meeting, area vice presidents shall be elected by ballot separately by MCCPTA delegates who are members of the local PTAs within the area the area vice president represents. If there are no nominations from the floor, the area vice president may be elected by voice vote.
- e. At the Annual Meeting, cluster coordinators shall be elected by ballot separately by MCCPTA delegates who are members of the local PTAs within the area the cluster coordinator represents. If there are no nominations from the floor, the cluster coordinators may be elected by voice vote.

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## Section 5. Vacancies

- a. A vacancy in any area vice president position shall be filled by nomination from a committee consisting of at least six (6) PTA/PTSA presidents, or their designees, and/or cluster coordinators from that area at a meeting convened by a Cluster Coordinator, Area Vice President, or Vice President for Administration. The name of the nominee shall be submitted to the board of directors for confirmation.
- b. A vacancy in a cluster coordinator position shall be filled by a nomination from the PTA presidents, or their designee, from a majority of PTAs in the cluster, such representatives including at least one PTA member from the cluster high school, at a meeting convened by another Cluster Coordinator, the Area Vice President or Vice President for Administration. The name of the nominee shall be submitted to the board of directors for confirmation.

## **ARTICLE IX: EXECUTIVE COMMITTEE**

Section 1. The elected officers shall be members of the executive committee.

#Section 2. Each executive committee member shall be a member of a local PTA within the area of the council whose state and council PTA dues are paid.

Section 3. Regular meetings of the executive committee shall be held with the dates and times fixed by the executive committee at its first meeting of the year. Special meetings of the executive committee may be called by the president or upon written request of three (3) members with two (2) days' notice to each member of the executive committee.

#Section 4. At all meetings of the executive committee, a majority of the members of the executive committee shall constitute a quorum for the transaction of business.

Section 5. Duties of the executive committee shall be to:

- a. develop the agendas for delegate assemblies and meetings of the board of directors;
- b. elect committee chairmen;
- c. manage the business of the organization;
- d. make a report at each board of directors meeting;
- e. establish special committees.

Section 6. The executive committee shall take no action in conflict with any action taken by the board of directors.

## **ARTICLE X: COMMITTEES**

#Section 1. Only members of a local PTA within the area of the council whose state and council PTA dues are paid shall be eligible to serve in any elected or appointed positions.

Section 2. The Board of Directors may establish such committees, as it may deem necessary to promote the purposes of MCCPTA and to carry out the work of MCCPTA.

Section 3. Chairs of committees shall be elected by the executive committee.

Section 4. The term of office of a committee chair shall be one (1) year or until the selection

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of a successor. Chairs shall assume their duties July 1st. Chairs may be re-elected by the executive committee for additional terms.

Section 5. Special committees may be established when such committees are deemed necessary by the Executive Committee, the Board of Directors or by the MCCPTA. The Executive Committee must notify the Board of Directors immediately and the Delegates within 15 days, of the establishment, appointment and charge of special committees.

Section 6. The chair of each committee shall present a plan of work to the Board of Directors for approval. Committees shall begin work under the direction and supervision of the Executive Committee until such time as the work plan is approved by the Board of Directors.

Section 7. A person elected by a majority vote of the executive committee shall fill a vacancy occurring in any chairmanship for the remainder of the term.

### **ARTICLE XI: GENERAL MEMBERSHIP**

Section 1. The general membership (voting body) of MCCPTA shall consist of the board of directors, executive committee, area vice-presidents, cluster coordinators, standing and non-standing committee chairs, subcommittee chairs and committee points of contact, the presidents of each local PTA or their alternates, and two (2) delegates from each local PTA or their alternates as specified in Section 2 of this article.

Section 2. Each member local PTA shall be eligible to be represented by two (2) delegates or their alternates as selected by the local PTA accor

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

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

Section 1. MCCPTA shall hold at least (5) regular meetings in each school year. Dates for MCCPTA meetings shall be set by the board of directors by September 1. Those meetings shall be held on the fourth Tuesday of the month unless otherwise provided by MCCPTA or the board of directors. Ten (10) days' notice shall be given of any change in the date of a regular meeting.

Section 2. Special general membership meetings of this council PTA may be called by the president or by a majority of the board of directors, or a majority of local PTAs, five (5) days' notice given.

Section 3. The annual meeting shall be held in April.

#Section 4. A quorum for the transaction of business of any general meeting of this council PTA shall consist of at least thirty-five (35) members of the voting body.

Section 4a. A quorum for the transaction of business at any general meeting of MCCPTA shall consist of members representing at least fifteen (15) local PTAs.

Section 5. Meetings of this council PTA shall be open to all members of the local PTAs

## **MCCPTA Bylaws**

holding membership in the council PTA, but the privilege of introducing motions and voting shall be limited to the voting body as defined in Article XI.

Section 6. Delegates from local PTAs whose dues or assessments are in arrears shall not participate in the business meetings of MCCPTA.

### **ARTICLE XIII: COUNCIL MEMBERSHIP**

Section 1. Membership in this council PTA shall consist of local PTAs chartered by the Maryland PTA in Montgomery County upon payment of dues as hereinafter provided.

Section 2. The annual dues for membership in MCCPTA for the following fiscal year shall be established by MCCPTA at the Annual Meeting. Each local PTA shall pay dues to MCCPTA based upon an established rate per member. Such dues shall be payable by November 1. Any dues owed for members who join a local PTA after such dues are paid are payable before March 15.

#Section 3. Membership in this council PTA shall be made available by this council PTA without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the National PTA Bylaws or the Maryland PTA bylaws, as may be prescribed in the bylaws of this council PTA, to any PTA who subscribes to the Purposes and basic policies of the National PTA.

Section 4. Local PTAs may be accepted as members at any time. Bylaw and incorporation documents of local PTA shall be provided to this council upon approval by its membership.

Section 5. Only member local PTAs may participate in the group liability and bonding insurance provided by Maryland PTA.

### **ARTICLE XIV: ELECTRONIC MEETINGS**

Section 1. Maryland Board of Directors, to include all committees and subcommittees and all subsidiary locals and councils board of directors, committees and subcommittees, may meet by telephone conference or through other electronic communications media, as long as all the members can simultaneously clearly communicate, and/or electronically stream each other and participate during the meeting.

Section 2. Unless members indicate otherwise to the cognizant board of directors, all communication required by these bylaws, including meeting notices, may be sent electronically unless otherwise specified in these bylaws.

### **ARTICLE XV: FISCAL YEAR**

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

### **ARTICLE XVI: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern this council PTA in all cases in which they are applicable and in which they are not in conflict with the National PTA Bylaws, the Maryland PTA Bylaws, special rules of order or the Articles of Incorporation.

# MCCPTA Bylaws

## #ARTICLE XVII: AMENDMENTS

Section 1. These bylaws may be amended at any general membership meeting of this council PTA by a two-thirds vote of those members present and voting, a quorum being present, provided notice of the proposed amendment has been given to the general membership at least thirty (30) days prior to the meeting at which the amendment is to be voted upon. When amended, articles are in effect, but shall be subject to the approval of the Maryland PTA.

Section 2. A decision to totally revise the bylaws as a substitute for the existing bylaws, requires a majority vote of those members present and voting at a general meeting of this council PTA, or a two-thirds vote of the board of directors. A committee to carry out this task shall be appointed by the board of directors. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment, including 30 days prior notification to the general membership.

Section 3. Submission of amendments or revised bylaws for approval by the Maryland PTA shall be in accordance with the bylaws of the Maryland PTA.

## ARTICLE XVIII: FINANCIAL MANAGEMENT

Section 1. MCCPTA shall set the dues for the following fiscal year at the Annual Meeting. MCCPTA shall adopt a budget at the first delegate assembly of the fiscal year. The board of directors may propose amendments to the budget at any regular meeting of MCCPTA for adoption.

Section 2. The treasurer and others handling MCCPTA funds shall be bonded.

Section 3. All funds of MCCPTA shall be deposited in accounts at financial institutions covered by FDIC insurance. At no time shall the funds on deposit in any financial institution exceed the existing limit of said insurance.

Section 4. Funds may be withdrawn from these accounts over the signatures of two of three MCCPTA officers, one being the treasurer, who are appointed as authorized signatories on the deposit accounts of MCCPTA. Appointments of authorized signatories are made by the board of directors and will include the treasurer, the president, and one other elected officer.

**These bylaws are submitted by an existing council PTA in Maryland and were approved at a GENERAL MEMBERSHIP MEETING of the Montgomery County Council of PTAs, Inc. on January 23, 2018.**