

LOCAL PTA/PTSA BYLAWS

Rowan Elementary PTA

(PTA/PTSA name)

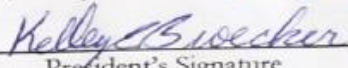
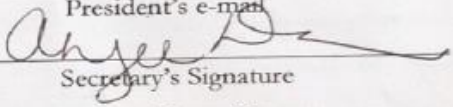
Butler County Region 2

Approved by the general membership at its meeting on April 24, 2018

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

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<u>703.231.1528</u> President's Phone #	<u>keb@deltakilo.net</u> President's e-mail
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Local Bylaws Chair's Name Printed (*if applicable*) Local Bylaws Chair's Signature

Local Bylaws Chair's Phone # Local Bylaws Chair's e-mail

Review by Council Bylaws Chairman (*if applicable*)

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 Representative

May 8, 2018

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

Debbie Munson
State Representative's Name Printed
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State Representative's Signature
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Rowan Elementary PTA

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

Required by the Pennsylvania PTA.

Required by National PTA.

¹There should be a corresponding section listing the duties of each vice president.

²There 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 **Rowan Elementary** Parent-Teacher Association (PTA), and
4 may be referred to in these bylaws as “this PTA/PTSA”, located in **Cranberry Township**, Pennsylvania. It
5 is a PTA/PTSA organized under the authority of the Pennsylvania Congress of Parents and Teachers, Inc.
6 (the Pennsylvania PTA), a branch of the National Congress of Parents and Teachers (the National PTA).
7

8 **## ARTICLE II: PURPOSES**

9
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 a. to promote the welfare of children and youth in home, school, places of worship, and throughout the
14 community;
15
16 b. to raise the standards of home life;
17
18 c. to advocate for laws that further the education, physical and mental health, welfare, and safety of
19 children and youth;
20
21 d. to promote the collaboration and engagement of families and educators in the education of children
22 and youth;
23
24 e. to engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social
25 well-being of all children and youth; and
26
27 f. to advocate for fiscal responsibility regarding public tax dollars in public education funding.
28

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

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

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

39
40 **Section 1.** The following are principles of this PTA/PTSA in common with those of the National PTA and
41 the Pennsylvania PTA:

- 42
43 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
44
45 b. The association shall work to engage and empower children, families, and educators within schools
46 and communities to provide quality education for all children and youth, and shall seek to participate
47 in the decision-making process by influencing school policy and advocating for children’s issues,
48 recognizing that the legal responsibility to make decisions has been delegated by the people to boards
49 of education, state education authorities, and local education authorities.
50
51 c. The association shall work to promote the health and welfare of children and youth, and shall seek to
52 promote collaboration among parents, schools, and the community at large.
53
54 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be
55 guiding principles for service in National PTA.

56
57 **Section 2.** The following are basic policies of this PTA/PTSA in common with those of the Pennsylvania
58 PTA are the ‘operational requirements and dissolution’ of National PTA and are IRS requirements for all
59 501(c)(3) associations:
60

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

81 82 **# ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND PENNSYLVANIA PTA** 83

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

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

94 **Section 3.** A PTA/PTSA in good standing shall:
95

- 96 a. adhere to the purposes, principles, and basic policies of the PTA;
97
- 98 b. have bylaws approved according to the procedures of the Pennsylvania PTA;
99
- 100 c. remit the state and national portion of the membership dues in accordance with their own bylaws;
101
- 102 d. submit the Annual Local Unit Registration Form to the state office immediately upon election of
103 officers but no later than June 15 annually;
104
- 105 e. forward to the state office each year, upon completion, a copy of their Form 990N, 990, or 990EZ
106 as required per IRS regulations;
107
- 108 f. forward a signed copy of all audit reports to the state office immediately following their adoption by
109 the general membership; and
110
- 111 g. meet other criteria as may be prescribed by the Pennsylvania PTA.

112 **# ARTICLES V: BYLAWS**

113
114 **Section 1.** The articles of organization of this PTA/PTSA include (a) the bylaws of such association and (b)
115 the certificate of incorporation or articles of incorporation of such association (in cases in which the
116 association is a corporation) or the articles of association by whatever name (in cases in which the association
117 exists as an unincorporated association).

118
119 **Section 2.** This PTA/PTSA shall adopt such bylaws for the government of the association on a model
120 provided by the Pennsylvania PTA and such bylaws shall be approved by the Pennsylvania PTA. Such
121 bylaws shall not be in conflict with the National PTA bylaws or the bylaws of Pennsylvania PTA.
122

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

129 **Section 4.** This PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of
130 National PTA and Pennsylvania PTA bylaws identified by the (#) symbol and cannot be deleted or amended
131 in any manner by this PTA/PTSA.
132

133 **Section 5.** PTA/PTSA bylaws shall be updated every five (5) years on the most current model available from
134 the Pennsylvania PTA.
135
136

137 **# ARTICLE VI: VOTING**

138
139 **Section 1.** Only members of this PTA/PTSA who have paid dues for the current membership year may vote
140 on the business of this PTA/PTSA.
141

142 **Section 2.** Each member is entitled to one (1) vote, even though they may be serving in more than one (1)
143 position.
144

145 **Section 3.** Current membership must be verified for voting privileges.
146

147 **Section 4.** The bylaws of this PTA/PTSA shall prohibit voting by proxy.
148

149 **Section 5.** A PTA/PTSA member shall not serve as a voting member of this PTA's board while serving as a
150 paid employee of or under contract to this PTA/PTSA.
151
152
153

154 **# ARTICLE VII: MEMBERSHIP & DUES**

155
156 **Section 1.** Every individual who is a member of this PTA/PTSA is, by virtue of that fact, a member of the
157 National PTA and of the Pennsylvania PTA by which this PTA/PTSA is chartered, and is entitled to all the
158 benefits of such membership.
159

160 **Section 2.** Membership in PTA shall be open, without discrimination, to anyone who believes in and
161 supports the mission and purposes of the National PTA.
162

163 **Section 3.** This PTA/PTSA shall conduct an annual enrollment of members, but may admit individuals to
164 membership at any time. The membership year shall begin on July 1st and end on June 30th annually.
165

166 **Section 4.** Each member of this PTA/PTSA shall pay such annual dues to said association as may be
167 prescribed by the association. The amount of such dues shall include the portion payable to the Pennsylvania
168 PTA -the "state portion"- and the portion payable to the National PTA -the "national portion."
169

170 **Section 5.** The national portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per
171 annum as determined by the National PTA.
172

173 **Section 6.** The state portion of each member's dues shall be two dollars and seventy five cents (\$2.75) per
174 annum as determined by the Pennsylvania PTA.
175

176 **Section 7.** The local portion of each member's dues shall be determined by this PTA/PTSA at their annual
177 general membership meeting.
178

179 **Section 8.** PTA/PTSA Membership:
180

181 a. Upon payment of dues, a person of Full Age shall become a member of a PTA/PTSA unit and shall
182 be entitled to all privileges of membership, including holding office and voting.
183

184 b. Upon payment of dues, a person of less than Full Age (example: student in a PTA/PTSA) shall
185 become a member of a PTA/PTSA unit and shall be entitled to all privileges of membership
186 including voting, holding chairmanships and offices, with the exception of president, first vice-
187 president, secretary and treasurer.
188

189 c. Of Full Age: eighteen (18) years of age or over, as set forth by the Pennsylvania Consolidated
190 Statutes, Title 15, Corporations and Unincorporated Associations, under which the Pennsylvania
191 Congress of Parents and Teachers, Inc. is governed along with the Pennsylvania PTA bylaws.
192

193 **Section 9.** Membership dues with required documentation shall be submitted on a monthly basis to the state
194 office. Local units that do not submit any dues to the state PTA office postmarked by September 30 shall be
195 notified that their non-profit status is in jeopardy.
196
197

198 **ARTICLE VIII: OFFICERS**

199
200 **Section 1. Officers.** The officers of this PTA/PTSA shall consist of:
201

202 # a. one (1) president;
203

204 b. **three (3)** vice presidents;
205

206 c. **one (1)** secretary; and
207

208 # d. one (1) treasurer.
209

210 **#Section 2. Eligibility.** The following provisions shall govern the qualifications and eligibility of
211 individuals to be officers of this PTA/PTSA:
212

213 a. Each officer shall be a current member of this PTA/PTSA.
214

215 b. No person shall serve in more than one elected position in this PTA/PTSA simultaneously.
216

217 **Section 3. Term.** Officers shall assume their official duties on July 1st and shall serve for a term of one (1)
218 year, or until their successors are elected.
219

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

- 222
223 b. No officer may be eligible to serve more than three (3) consecutive terms in the same office.
224

225 **Section 4. Vacancy.** A vacancy occurring in the office of president shall be filled for the remainder of the
226 unexpired term by the first vice-president. A vacancy in any office other than the president shall be filled by a
227 member elected by the executive board.
228

229 **Section 5. Nominating Committee.**
230

- 231 a. **Composition.** The nominating committee shall consist of three (3) local unit members. The
232 president shall not serve as a member of this committee.
233
234 b. **Election.** The members of the nominating committee shall be elected by this PTA/PTSA at a
235 regular meeting at least 2 months prior to the election of officers at the annual meeting(as listed in #
236 Article XII: General Membership Meetings, Section 1.b.) The committee shall elect its own chair.
237
238 c. **Duties.** The nominating committee shall:
239 i. send out notification of elections;
240 ii. confidentially consider all candidates for elected positions who meet the eligibility
241 requirements set forth by these bylaws and who have provided written consent to serve if
242 elected; may consider additional candidates during its confidential deliberations; and
243 iii. submit only one (1) name for each position to be filled.
244
245 d. **Report.** The nominating committee shall report its nominees to the general membership at least one
246 (1) month prior to the election of officers at the annual meeting (as listed in # Article XII: General
247 Membership Meetings, Section 1.b.)

248 **Section 6. Nominations from the floor.** Nominations from the floor shall be accepted at the election
249 meeting. Nominees shall be current members of this PTA/PTSA and shall have submitted written consent.
250

251 **Section 7. Elections.** Officers shall be elected:
252

- 253 a. at the annual general membership meeting;
254
255 b. by written ballot if there is more than one (1) candidate and a majority vote shall elect; and
256
257 c. by voice vote when there is only one (1) candidate. Only affirmative votes shall be valid.
258
259

260 **ARTICLE IX: DUTIES OF OFFICERS**
261

262 **# Section 1.** All officers shall perform the duties as provided in these bylaws, and as may be prescribed by
263 the association, the parliamentary authority and as directed by the president or the executive board of this
264 PTA/PTSA
265

266 **Section 2.** The president shall:
267

- 268 # a. preside at all general membership and executive board meetings of this PTA/PTSA;
269
270 # b. confirm that a quorum is present (refer to *Robert's Rules of Order Newly Revised*, current edition);
271
272 # c. serve as an ex-officio member of all committees with the exception of nominating, election, and
273 audit committees;
274

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

294 **Section 3.** The vice-president(s) shall¹

- 295
- 296 # a. serve as aide(s) to the president; and
- 297
- 298 # b. in their designated order **first, second and then third**, perform
299 the duties of the president in the president’s absence or inability to serve.
- 300
- 301 c. The first vice president shall serve as the volunteer coordinator.
- 302
- 303 d. The second vice president shall serve as the fundraiser chairman.
- 304
- 305 e. The third vice president shall serve as the hospitality chairman.
- 306

307 **Section 4.** The secretary shall²

- 308
- 309 # a. record the minutes of all general membership and executive board meetings of this PTA/PTSA;
- 310
- 311 # b. maintain a current copy of the bylaws and membership list;
- 312
- 313 # c. at each meeting, present a written copy of the minutes from the previous meeting, for
314 corrections/amendments and approval;
- 315
- 316 # d. maintain at each meeting, written records for at least the previous twelve (12) meetings, for possible
317 review by members; and
- 318
- 319 # e. be responsible for all correspondence of the association, as needed and as directed by the president
- 320

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

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

- 331 Membership & Dues, Section 9. & #Article IV: Relationship with National PTA and Pennsylvania
 332 PTA, Section 1.);
 333
 334 # d. record national and state portions of the membership dues separate from record of general funds of
 335 this PTA/PTSA;
 336
 337 # e. make disbursements in accordance with the budget adopted by the general membership this
 338 PTA/PTSA;
 339
 340 # f. present a written and verbal financial statement of each financial account which shall include the
 341 balance from the previous meeting, list of deposits and expenditures, and current balance, along with
 342 a combined balance of all accounts, at all executive board and general membership meetings;
 343
 344 # g. present a preliminary annual financial report which shall include the approved budget figures and the
 345 actual current figures, at the annual general membership meeting of this PTA/PTSA;
 346
 347 # h. present all audit reports to the general membership for adoption at the first general membership
 348 meeting held after their completion;
 349
 350 # i. such books of account and records shall be open to inspection, at all reasonable times, by an officer
 351 of this PTA/PTSA, an authorized representative of the Pennsylvania PTA or, where directed by the
 352 committee on state and national relationships;
 353
 354 # j. if unit is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when
 355 there is a change of officers;
 356
 357 # k. prepare or cause to be prepared, the appropriate IRS 990 form by the 15th day of the 5th month after
 358 the end of the fiscal year of this PTA/PTSA;
 359
 360 # l. forward to the state PTA office annually:
 361 i. a copy of the Form 990N, 990, or 990EZ as required per IRS regulations upon completion;
 362 and
 363 ii. a signed copy of all audit reports to the state office immediately following adoption by the
 364 general membership.
 365
 366 # m. compile and submit all financial documents necessary to complete an audit to the elected audit
 367 committee or approved auditor as directed by the executive board.
 368
 369

ARTICLE X: EXECUTIVE BOARD

370
 371
 372 **Section 1.** The business of this PTA/PTSA shall be managed by the executive board between general
 373 membership meetings.
 374

375 **#Section 2.** Each executive board member shall be a member of this PTA/PTSA.
 376

377 **Section 3.** The members of the executive board shall be:
 378

- 379 # a. elected officers; and
- 380
- 381 b. standing committee chairmen.
 382

383 **Section 4.** Duties of the executive board shall be to:
 384

- 385 # a. transact business as may be referred to it by the membership of this PTA/PTSA;
 386

- 387 #b. create standing and special committees and appoint chairmen/coordinator for all committee;
388
389 #c. approve plans of work of the committees;
390
391 #d. present a report at the next general membership meeting of this PTA/PTSA;
392
393 #e. elect an auditor or an auditing committee to audit the treasurer's accounts;
394
395 #f. prepare an annual budget for the upcoming fiscal year, to submitted to the members for adoption at
396 the annual general membership meeting;
397
398 #g. approve payment of routine bills within the limits of the approved budget; and
399
400 #h. act in emergencies between general membership meetings and have all emergency actions ratified at
401 the next general membership meeting.
402

403 **#Section 5.** If any member of the executive board shall at any time cease to meet the qualifications or fulfill
404 the duties of the position as listed in the bylaws, that person shall be removed from the position by a motion
405 adopted first by the executive board and then by the general membership. The vote shall be by a majority.
406

407 **Section 6.** Regular meetings of the executive board shall be held with the date and time to be fixed by the
408 board at its first meeting of the year.
409

410 **Section 7.** Special meetings of the executive board may be called by the president or when requested by a
411 majority of its members upon **two (2)** days' advance written notice to each member of the board.
412

413 **Section 8.** At all meetings of the executive board, a majority of the members of the board shall constitute a
414 quorum for the transaction of business.
415

416 **Section 9.** Upon the expiration of the term of office or when individuals cease to hold the position on the
417 board, they shall automatically be relieved of all duties and responsibilities. All records, books, and other
418 materials pertaining to the position shall be turned over to the president and all funds pertaining to the
419 position shall be returned to the treasurer within fourteen (14) days.
420
421

422 **ARTICLE XI: COMMITTEES**

423
424 **Section1. Committees.** The executive board shall create such standing and special committees as deemed
425 necessary to promote the purposes and appoint the chairman/coordinator for all committees.
426

427 **Section 2. Standing Committees.** The standing committees of this PTA/PTSA shall be **listed in the**
428 **standing rules.**
429

430 **Section 3. Chairman/Coordinator Eligibility.** Only members of this PTA/PTSA shall be eligible to serve
431 as a committee chairman/coordinator.
432

433 **Section 4. Chairman /Coordinator Term.**
434

435 a. The term of office of each committee chairman/coordinator shall be one (1) year or until a successor
436 is appointed.
437

438 b. A chairman/coordinator shall not be eligible to serve more than three (3) consecutive terms as the
439 chairman/coordinator of the same committee.
440

441 **Section 5. Chairman/Coordinator Duties.** Each committee chairman/coordinator shall:
442

- 443 a. present a plan of work to the executive board for approval;
- 444
- 445 b. coordinate all work of the committee;
- 446
- 447 c. perform other duties as assigned by the president; and
- 448
- 449 d. upon the expiration of the term of office or when individuals cease to hold the position, , they shall
- 450 automatically be relieved of all duties and responsibilities. All records, books, and other materials
- 451 pertaining to the position shall be turned over to the president and all funds pertaining to the
- 452 position shall be returned to the treasurer within fourteen (14) days.
- 453
- 454

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

456

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

458 meetings during the membership year.

459

- 460 a. Dates of general membership meetings shall be determined by the executive board and announced
- 461 at the first general membership meeting of the year, as well as through all communication channels
- 462 used by this PTA/PTSA. Five (5) days' advance notice shall be given to the membership of a change
- 463 of date.
- 464
- 465 b. The annual meeting shall be held in April at which time the business shall include the election of
- 466 officers by the members, determination of next year's local portion of the dues, preliminary annual
- 467 fiscal report, and presentation of next year's budget for approval by the membership.
- 468

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

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

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

472

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

474 this PTA/PTSA shall be ten (10) members.

475

476

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

478

479

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

481

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

483 PTA by the president (or alternate) and one (1) accredited (or alternate) delegate for every ten (10) members

484 as shown on the record of the state treasury fourteen (14) days prior to the state convention.

485

486 **Section 2.** All representatives to the Pennsylvania PTA convention must be current members of this

487 PTA/PTSA.

488

489 **Section 3.** Delegates or their alternates shall be selected in accordance with the Standing Rules of this

490 PTA/PTSA.

491

492

493 **# ARTICLE XV: FISCAL YEAR AND ACCOUNTABILITY**

494

495 **Section 1. Fiscal Year** The fiscal year of this PTA/PTSA shall begin on July 1 and end on the following

496 June 30. The fiscal year of a PTA/PTSA shall be the same as its accounting year and shall be in accordance

497 with the information provided on the SS-4 form currently filed with the IRS.

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Section 2. Banking

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

Section 3. Financial Audit(s)

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

ARTICLE XVI: DISSOLUTION & WITHDRAWAL OF CHARTER

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

Section 2. A PTA/PTSA considering dissolution must:

- a. arrange for a Pennsylvania PTA representative to speak in favor of continuing PTA/PTSA at a meeting of the executive board prior to taking action;
- b. upon the decision of the executive board to recommend dissolution of the unit, that recommendation shall be presented to the members at the next general membership meeting and shall include an announcement that the vote on the dissolution will be taken at the next regular meeting (a 2/3 vote is required to dissolve);
- c. require that each person voting to dissolve shall have been member of this PTA/PTSA for at least ninety (90) days;
- d. arrange for a Pennsylvania PTA representative to speak to the members at the general meeting at which the vote is to be taken;

- 552 e. arrange for the proper disposal of PTA/PTSA funds and property according to the provisions of
553 these bylaws; and
554
555 f. provide for the dissolution to take effect immediately after the dissolution is voted and shall not to
556 be post-dated.
557

558 **Section 3.** This PTA/PTSA shall be obligated, upon withdrawal of its charter by the Pennsylvania PTA to:
559

- 560 a. yield up and surrender all of its books and records and all of its assets and property to the
561 Pennsylvania PTA, or to such agency as may be designated by the Pennsylvania PTA, or to another
562 local PTA organized under the authority of the Pennsylvania PTA (Refer to #Article III: Principles
563 and Basic Policies, Section 2.c);
564
565 b. cease and desist from the further use of any name that implies or connotes association with the
566 National PTA or the Pennsylvania PTA or status as a constituent association of the National PTA;
567 and
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569 c. promptly carry out, under the supervision and direction of the Pennsylvania PTA, all proceedings
570 necessary or desirable for the purpose of dissolving this PTA/PTSA.
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574 **#ARTICLE XVII: PARLIAMENTARY AUTHORITY**

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576 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this association
577 and in all cases in which they are applicable and in which they are not in conflict with these bylaw, the
578 Pennsylvania PTA bylaws, or the Articles of Incorporation.
579

580 **# ARTICLE XVIII: AMENDMENTS**

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583 **Section 1. Amendment Process.** These bylaws may be updated or amended at any general membership
584 meeting of this association by a two-thirds vote of the members present and voting, provided that notice of
585 the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the
586 amendment is voted upon and that amendment shall be subject to the approval of the Pennsylvania PTA.
587

588 **Section 2. Final Approval.** After adoption at a membership meeting of this PTA/PTSA, the bylaws shall
589 be submitted to the Pennsylvania PTA for approval according to the procedures set forth by the Pennsylvania
590 PTA. Amended bylaws go into effect when a state approved copy is returned to the president of this
591 PTA/PTSA.
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606 **ROWAN PTA**
607 **April 24, 2018**
608 **General Meeting Minutes**
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610
611 Welcome! Call to Order
612

613
614 **President's Report:**

615 Thank you to everyone who has volunteered throughout the year! It is very much appreciated!
616 We could not accomplish all the things we do without everyone's support!
617

618 **Voting on Officers for school year 2018/2019: Shannon Mihalacki motioned to vote yes to**
619 **slate of officers, seconded by Ola Amhaz. 17 members present, all votes in favor**

620 President: Carrie Weinreich and Maggie Federowicz

621 1st VP/Volunteers: Dana deVyver

622 2nd VP/ Fundraisers: Angela Romza

623 3rd VP/ General Mtg's/Staff Appreciation: Sara Stewart, Nancy Myers, Sarah Wood

624 Treasurer: Kaylyn Talton

625 Secretary: Angie Denham
626

627 **Voting on Educational Request: Shannon Mihalacki motioned to vote in favor or requests**
628 **as listed in spreadsheet, seconded by Caroline Radonovich. 17 members present, all votes in**
629 **favor**

630 See attached
631

632 **Voting on Proposed Budget for 2017-2018: Maggie Federowicz motioned to vote yes to**
633 **proposed budget, seconded by Sarah Wood. 17 members present, all votes in favor**

634 See attached
635

636 **Voting on PTA Bylaws: Maggie Federowicz motioned to vote yea to bylaws, seconded by**
637 **Sarah Wood. 17 members present, all votes in favor. 5 additional members reviewed prior**
638 **to the meeting at the executive board meeting and voted to approve the bylaws.**

639 See attached
640

641
642 **UPCOMING DATES:**

643 May 7 – Executive Board Meeting @ 9:00

644 May 10 – Stomp Walk

645 May 11 – Carnival, 6:00-8:00

646 May 22 – Field Day grades 1st & 2nd

647 May 23 – Field Day grades 3rd & 4th

648 June 8 – Last day of school!
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652 **Thank you for joining us for Family Fun Night!**
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