

Bylaws Approved By Order of the  
Texas PTA Board of Directors



Texas PTA President  
09/06/2022

**Clear Creek Community Council of PTAs  
PARENT TEACHER ASSOCIATION BYLAWS**

**ARTICLE I**

**Name**

The name of this nonprofit association shall be the Clear Creek Community Council of PTAs. It is a Council of Parent Teacher Associations organized under the authority of the Texas Congress of Parents and Teachers (Texas PTA), a branch of the National Congress of Parents and Teachers (National PTA). The IRS assigned EIN is 746087255. The assigned Texas PTA ID number is 12086.

**ARTICLE II**

**Purposes**

**Section 1. Purposes.** The purposes of Clear Creek Community Council of PTAs, in common with National PTA and Texas PTA, are:

- A. to promote the welfare of children and youth in home, school, places 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. Awareness.** The purposes of National PTA, Texas PTA and this PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic principles and policies set forth in the Basic Principles article and the Basic Policies article.

**Section 3. Federal Status.** This PTA 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.

**ARTICLE III**

**Basic Principles**

The following are basic principles of this PTA in common with those of National PTA and Texas PTA:

- A. This PTA shall be noncommercial, nonsectarian, and nonpartisan.
- B. This PTA shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, 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. This PTA shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
- D. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in this PTA.

## **ARTICLE IV**

### **Basic Policies**

- A. No part of the net earnings of this PTA 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 Purposes article hereof.
- B. Notwithstanding any other provision of these articles, this PTA shall not 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.
- C. This PTA 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 V**

### **Relationship with Texas PTA**

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

**Section 2. Objectives.** This PTA shall:

- A. unify and strengthen Local PTAs in membership with this Council of PTAs;
- B. provide for the conference and cooperation of the Local PTAs in membership with this Council of PTAs to:
  - 1. create a public opinion favorable to the interests of child welfare;
  - 2. encourage child welfare projects in the various Local PTAs;
  - 3. to encourage the formation of new Local PTAs, according to the plan of Texas PTA; and,
- C. promote the interest and membership of National PTA and of Texas PTA within its territory that does not duplicate the work of Local PTAs.

**Section 3. Restrictions.** This Council of PTAs shall not legislate for Local PTAs.

**Section 4. Expectations.** This PTA shall adhere to the Standards of Continuing Affiliation, which define requirements for Good Standing Status.

**Section 5. Harm to Brand or Name.** If in the opinion of Texas PTA, this PTA or any of its executive board or committee members jeopardizes the good will or good name of PTA, Texas PTA may withdraw the charter or remove the executive board or committee member, with notice given to the PTA leadership.

**Section 6. Withdrawal of Charter.** This PTA is obligated, upon withdrawal of its charter by Texas PTA, to:

- A. surrender all of its books, records, assets and property to Texas PTA;
- B. cease and desist from the further use of any name that implies or connotes association with National PTA or Texas PTA.

**Section 7. Records Retention.** This PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements including,

specifically, the Local PTAs in membership with this Council of PTAs and the dues collected. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Texas PTA or National PTA.

**Section 8. Dissolution of PTA.** A PTA considering dissolving its relationship with Texas PTA (and thereby National PTA) shall follow the procedures for dissolution as adopted by Texas PTA Board of Directors. These procedures include but are not limited to:

- A. notification to Texas PTA of intent to dissolve;
- B. executive board meeting with a Texas PTA representative to discuss dissolution ramifications and procedures;
- C. delegate meeting with a Texas PTA representative;
- D. two-thirds vote of the voting body present and voting, quorum having been established, to dissolve: and,
- E. surrender of all books, records, assets and property to Texas PTA.

Any PTA failing to comply with the outlined dissolution procedures shall immediately surrender all books, records and assets to Texas PTA.

**Section 9. Annual Meetings.** Delegates of this Council of PTAs shall be eligible for voting representation at the National PTA and Texas PTA annual meetings. Delegates to the National PTA annual meeting must be current members of a Local PTA in membership with this Council of PTAs and credentialed by Texas PTA. A delegate to the Texas PTA annual meeting shall be:

- A. the president or executive board approved alternate;
- B. a member of a Local PTA in membership with this Council of PTAs;
- C. a member of a Local PTA that achieved Active Status with Texas PTA by December 1; and,
- D. registered and in attendance at the Texas PTA Annual Meeting.

## **ARTICLE VI**

### **Membership and Dues**

**Section 1. Membership.**

- A. Membership in the Council of PTAs shall consist only of Local PTAs chartered by Texas PTA as authorized by National PTA in the community of Clear Creek upon payment of dues as hereinafter provided.
- B. Additional Local PTAs shall be accepted at any time upon submission of delegates and alternates, and payment of the annual Council of PTAs dues.
- C. Delegates shall not, directly or indirectly, communicate to school district personnel or media as representing this PTA unless authorized to do so by the president or executive board.

**Section 2. Dues.** The annual dues for membership in this Council of PTAs shall be \$75.00 for each Local PTA. The deadline to pay dues is by the first delegate meeting. *Local PTAs paying dues after the first delegate meeting will be allowed to participate moving forward.*

**Section 3. Delegate Meetings.** Delegate meetings of the Council of PTAs shall be open to the members of all Local PTAs holding membership in the Council of PTAs, but the right of introducing motions, debating and voting shall be limited to the voting body as defined in the Delegate Meetings article.

## **ARTICLE VII**

### **Delegate Meetings**

**Section 1. In-Person Meetings.**

- A. **Regular Meetings.** Regular delegate meetings shall be held in September, November, January, March, and May. Place, date and time shall be established by the executive board at its first meeting of the year. Immediately following the first executive board meeting, the voting body shall be notified of the place, date and time of all delegate meetings through regular publicity channels. Five days' notice shall be given if a change of date is needed or if you are changing a virtual meeting to an in person meeting.

B. **Special Meetings.** A special delegate meeting shall be called by the president or by a majority of the executive board with at least five days' notice giving the place, date, time, and purpose of the special meeting. No other business may be conducted.

C. No one shall attend in-person meetings virtually.

**Section 2. Virtual Meetings.** Except for the first and election meetings, delegate meetings may be held virtually, following these guidelines.

A. Notice.

1. Regular virtual meetings require a ten day notice.

2. Special virtual meetings require a ten day notice.

3. A change of date requires a five day notice.

B. Notice shall include the link to register, explanation of meeting technology, and meeting rules.

C. Attendees must register to attend no later than five days prior to the meeting, to allow for membership verification.

D. The chair shall present meeting technology and rules prior to conducting any business.

E. The meeting technology must allow each voting body member in attendance to communicate with all other voting body members in attendance at the meeting.

**Section 3. Election Meeting.** The delegate meeting held in March shall be for the purpose of electing officers.

**Section 4. Annual Meeting.** The delegate meeting held in May shall be the annual meeting and shall be for the purpose of receiving reports of officers and chairs and for any other necessary business.

**Section 5. Parliamentary Procedure.** The parliamentarian shall advise the chair, executive board and voting body on parliamentary procedure to ensure business is conducted properly. If the parliamentarian is not present, the chair shall appoint an acting parliamentarian.

**Section 6. Quorum.** To conduct any business at a delegate meeting, quorum must be established and shall consist of at least one representative (president, principal or delegate) from 30% of the Local PTAs in membership. A Local PTA president, delegate or alternate who is a member of the Council of PTAs executive board shall not be counted in establishing the quorum.

**Section 7. Voting Body.**

A. **Composition.** The voting body of this PTA shall consist of:

1. the executive board;

2. the superintendent or the superintendent's representative for each school district; and,

3. the following from each Local PTA in membership:

a. president or the president's alternate;

b. the principal or the principal's representative; and,

c. 3 accredited delegate(s) or alternate(s).

B. **Motions and Voting.** Delegate meetings shall be open to members of all Local PTAs holding membership in the Council of PTAs, but the right of introducing motions, debating, and voting shall be limited to the voting body.

C. **Accredited Delegates.** For delegates or alternates to have the right to make motions, debate and vote, their names shall be filed with the Council of PTAs secretary. The deadline for the Local PTA secretary to report delegates and alternates to the Council of PTAs is before the first delegate meeting. *The delegates and alternates reported after the first delegate meeting will be allowed to participate moving forward. Delegate or alternate changes or those added from newly joined Local PTAs shall be submitted in writing prior to the next delegate meeting.* Only delegates or alternates from Local PTAs in membership with this Council of PTAs may be accredited.

D. A delegate is entitled to only one vote despite number of positions held. A delegate may represent only one Local PTA as a Council of PTAs delegate or alternate.

**Section 8. Proxy Voting.** There shall be no proxy voting.

**Section 9. Recording.** Meetings may be recorded by one executive board member, preferably the secretary, for the purpose of accurately documenting business.

A. The voting body shall be notified the meeting is being recorded at the start.

B. Members of the voting body may request recording be paused during discussion.

- C. Recordings shall only be used for the purpose of accurately documenting business conducted at the meeting.
- D. Recordings shall be permanently destroyed after minutes are documented.
- E. All other attendees are prohibited from recording meetings.

**Section 10. Minutes.** Minutes shall be made available to the voting body only, except when proof of election is required.

## **ARTICLE VIII Nominations and Elections**

### **Section 1. Nominating Committee.**

- A. **Composition.** The nominating committee shall consist of 5 members and 2 alternates. No two members shall be from the same Local PTA. The president shall not serve as a member of this committee nor appoint any member of this committee. Student members shall not serve as chair or constitute a majority of this committee.
- B. **Eligibility to Serve.** Nominating Committee shall:
  - 1. subscribe to, believe in and support the mission, purposes and policies of National PTA and Texas PTA;
  - 2. join a Local PTA in membership with this Council of PTAs, if not a member, at the time of committee election;
  - 3. be a member of the voting body of this Council of PTAs;
  - 4. receive no compensation except reimbursement for reasonable expenses as set forth in PTA policies and procedures; and,
  - 5. not serve two consecutive terms on the committee.
- C. **Election of Committee.** The nominating committee shall be elected by plurality vote of the voting body present and voting at a delegate meeting prior to the election meeting. When the number of nominees is less than or equal to the number of positions on the committee, the election may be by acclamation, otherwise the election shall be by ballot.
- D. **Election of Alternates.** When there is a vacancy or absence on the nominating committee, alternates shall serve in order of rank. When the nominating committee is elected by acclamation, nominations for alternate shall be taken from the floor and each be ranked by the order nominated. When the committee is elected by ballot, those nominees not elected to the committee shall be ranked according to the number of votes received.
- E. **Meeting.** The parliamentarian shall schedule the first nominating committee meeting and provide required information on the nomination and election process.
- F. **Duties.** The nominating committee shall:
  - 1. sign the nominating committee confidentiality agreement before any discussion takes place;
  - 2. elect its chair;
  - 3. consider only candidates who meet eligibility requirements set forth by these bylaws and who have signified their consent to serve if elected;
  - 4. consider all nominations and may seek additional candidates during its deliberations;
  - 5. by majority vote of committee members present and voting, submit only one name for each position to be filled; and
  - 6. be prepared to speak to the qualifications of the slated candidates should there be a contested election at the election meeting.
- G. **Report of the Nominating Committee.** The nominating committee report shall be published through regular publicity channels at least 15 days before the election meeting. The report shall be read at the election meeting.
- H. **Dissolution.** Upon completion of the election, the nominating committee shall dissolve.

**Section 2. Nominations from the Floor.** Nominees from the floor shall be accepted at the election meeting.

**Section 3. Elections.** Officers, as defined in the Composition section of the Executive Board article, shall be elected by ballot in March. If there is only one nominee for an office, election for that position may be by acclamation.

## **ARTICLE IX Executive Board**

**Section 1. Composition.** The executive board of this PTA shall be:

- A. the officers including the president, 4 vice president(s), secretary, and treasurer;
- B. the parliamentarian;
- C. the superintendent (or representative designated by the superintendent).

**Section 2. Eligibility.**

- A. In order to be considered for service, executive board members shall have served no more than two consecutive terms in the same position;
- B. In order to serve, executive board members shall also:
  - 1. subscribe to, believe in and support the mission, purposes and policies of National PTA and Texas PTA;
  - 2. be a member of a Local PTA in membership with this Council of PTAs within 30 days of the start of the membership year in which they serve or within 30 days of their election or appointment if taking office after the start of the membership year;
  - 3. receive no compensation from the association except reimbursement for reasonable expenses as set forth in PTA policies and procedures;
  - 4. not be employed by, or under contract to this PTA;
  - 5. serve in only one capacity; and,
  - 6. have not served for more than 15 years on the executive board, with the exception of any superintendent, superintendent representative, principal, or principal representative.
  - 7. Additionally, the president shall:
    - a. not simultaneously serve as a council and local PTA president; nor,
    - b. hold or announce candidacy for the local school board while serving as president of this PTA.

**Section 3. Student Members.** For legal considerations, executive board members under the age of 18 shall not:

- A. serve as president, first vice president, secretary or treasurer;
- B. serve as a signer on the bank account(s);
- C. be appointed to review account statement, complete the Statement Review by Non-Signer checklist;
- D. constitute a majority of the financial reconciliation committee; nor,
- E. hold a majority of the offices.

**Section 4. Co-Chairs Prohibited.** Any elected or appointed executive board position may only be filled by one person.

**Section 5. Term of Office.** Executive board members shall assume their official duties following the end of the fiscal year and shall serve a term of one year. An executive board member who has served more than one-half of a term shall be credited with having served that term. (*Proviso 1: In the event of a national emergency or natural disaster, the executive board members may temporarily serve in the same position until their successor is elected or appointed. Proviso 2: The initial term of office shall be extended to the close of the subsequent fiscal year for PTAs organizing after January 1.*)

**Section 6. Vacancy in Office.**

- A. All officer positions not filled by election become vacant. In the case of a vacancy of an officer, the president shall direct the secretary to serve notice to the executive board and shall conduct the election to fill the vacancy at an executive board meeting.
- B. In the case of a vacancy in the office of president, the vice president shall direct the secretary to serve notice to the executive board and shall conduct the election at an executive board meeting.

C. In the case of a vacancy of an appointed executive board member, the president shall appoint a replacement with the approval of the remaining executive board members.

D. In the interim, duties of any vacancy shall be assumed by the executive board.

**Section 7. Removal and Resignation.**

A. Any executive board member may be removed by a vote of two-thirds of all executive board members then in office.

B. Any executive board member may resign by delivering a written resignation to the PTA president. Once the resignation is accepted by the executive board, the secretary shall record it in the minutes.

**Section 8. Executive Board Duties.** Each executive board member shall carry out the fiduciary responsibilities for this PTA by exercising duty of care, duty of loyalty and duty of obedience.

A. The duty of care requires each executive board member to use the same care and concern for executive board responsibilities as any prudent and ordinary person would, including:

1. complete all components of FOUNDATIONS training and deliver proof of completion to secretary within 30 days of election or appointment;
2. reimburse all FOUNDATIONS training expenses for each executive board member;
3. attend Texas PTA Council Executive Board Orientation by July 15th;
4. attend TX PTA provided trainings and present a report to Council within 30 days if attendance at expense of Council or TX PTA;
5. create standing and special committees;
6. submit and have approved, written Plans of Work for all executive board members and committee chairs;
7. have a current copy of the PTA governing documents;
8. fill executive board vacancies;
9. deliver all official materials to successor or the president no later than 15 days following the end of term;
10. transact necessary business in the intervals between delegate meetings;
11. attend all meetings;
12. present an executive board report, financial report, and all other necessary reports at each regular delegate meeting, and
13. promote required Texas PTA training.

B. The duty of loyalty requires each executive board member to place the interests of this PTA above any other, including:

1. refrain from making any slanderous or defamatory statements that will in all likelihood result in harm to the PTA name or brand;
2. present publicly a united front on decisions made as an executive board;
3. maintain confidentiality, and
4. not communicating to school district personnel or media as representing this PTA unless authorized to do so by the president or executive board.

C. The duty of obedience requires each executive board member to adhere to the law and PTA's mission, purposes and governing documents, including:

1. comply with the legal filing requirements of state and federal government agencies;
2. annually review the records retention policy;
3. annually review and have the voting body adopt the e-commerce policy and the social media guidelines, unless these are covered in the PTA's Standing Rules;
4. sign the Confidentiality, Ethics and Conflict of Interest Agreement;
5. ensure an annual budget for the upcoming fiscal year is adopted by the voting body at the annual meeting;
6. abide by policies and procedures as set forth by Texas PTA; and,
7. perform duties outlined in these bylaws, governing documents and those assigned by the president.

**Section 9. Additional Duties of Officers.**

- A. **Newly-elected President.** The newly-elected president, no later than 30-days after election, shall call a meeting of the newly-elected officers to:
1. appoint a parliamentarian and all standing committee chairs, subject to the approval of the newly-elected officers; and
  2. conduct any other necessary business.
  3. After this, all meetings shall be of the entire executive board as defined by the Executive Board article.
- B. **President.** The president shall:
1. coordinate the work of this PTA's executive board and committees in order that the purposes may be promoted;
  2. preside at all executive board and delegate meetings;
  3. confirm quorum is present at all executive board and delegate meetings before conducting business;
  4. confirm secretary and parliamentarian are present at all meetings, and appoint temporary replacements when necessary, before conducting business;
  5. not vote, unless vote will change outcome to make or break a tie, or vote is by ballot;
  6. appoint the chair of each standing and special committee, subject to the approval of the executive board, unless otherwise provided in these bylaws;
  7. be authorized to sign on bank accounts, and access accounts electronically unless prohibited by terms of employment;
  8. be authorized to sign contracts approved by the executive board;
  9. be listed as the principal officer and be authorized to sign tax documents, unless prohibited by terms of employment;
  10. appoint a voting body member, subject to the approval of the executive board, who is not authorized to sign on the bank account, to review each account statement, and complete the Statement Review by Non-Signer checklist;
  11. attend Texas PTA's Lone Star Leadership training or appoint a Texas PTA approved alternate to attend;
  12. represent this Council of PTAs as a delegate to Texas PTA;
  13. appoint the financial reconciliation committee, as outlined in the Fiscal Accountability article; and
  14. serve as an ex-officio member on all committees except nominating and financial reconciliation committees.
- C. **First Vice President.** The vice president shall:
1. be responsible for aide-to-the-president; membership; and
  2. preside in the absence of the president (in their designated order):
- D. **Second Vice President.** The vice president shall:
1. be responsible for parent education and programs; and
  2. preside in the absence of the president (in their designated order):
- E. **Third Vice President.** The vice president shall:
1. be responsible for communications; and
  2. preside in the absence of the president (in their designated order):
- F. **Fourth Vice President.** The vice president shall:
1. be responsible for advocacy; and
  2. preside in the absence of the president (in their designated order):
- G. **Secretary.** The secretary shall:
1. confirm all executive board members have registered with Texas PTA within 15 days of their election or appointment;
  2. send, or cause to be sent, executive board and delegate meeting notices;
  3. be responsible for correspondence;
  4. record the minutes of all executive board and delegate meetings;
  5. present the Statement Review by Non-Signer Reports at each executive board meeting;
  6. have a current copy of the PTA bylaws and, if applicable, standing rules;



7. confirm the executive board has reviewed and the voting body has adopted the Texas PTA PTA/PTSA Records Retention Policy annually;
8. confirm that all executive board members have signed the PTA Confidentiality, Ethics, and Conflict of Interest Agreement;
9. maintain the required PTA documents including:
  - a. those that must be annually reviewed by the executive board and adopted by the voting body (unless policies are incorporated into the standing rules):
    1. records retention policy,
    2. the e-commerce policy,
    3. the social media guidelines;
  - b. approved plans of work;
  - c. the Confidentiality, Ethics and Conflict of Interest Agreement adopted and signed by all executive board members;
  - d. certificates to confirm all executive board members have completed all required FOUNDATIONS training;
  - e. current roster of the voting body, which shall not be released to outside interests; and,
  - f. any other documents deemed necessary by this PTA's Records Retention Policy;
10. collect and preserve documents relating to the PTA's history;
11. present a written summary of all PTA's events, programs and significant information at the annual meeting, if no historian; and,
12. not be a member of the financial reconciliation committee.

**H. Treasurer.** The treasurer shall:

1. have custody of all the PTA funds;
2. serve as the budget and finance committee chair;
3. present IRS confirmation of the appropriate Form 990 acceptance at the first executive board meeting;
4. present a written and verbal financial report at regular executive board and delegate meetings, and as requested by the executive board or voting body;
5. maintain books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy;
6. make disbursements in accordance with the budget adopted by the voting body;
7. be authorized to sign on bank accounts and access accounts electronically;
8. be authorized to sign tax documents, if the president is prohibited by terms of employment;
9. present a preliminary annual report, showing budget to actual, at the annual meeting;
10. present next fiscal year's proposed budget for adoption by the voting body at the annual meeting;
11. file electronically and have accepted the appropriate Form 990 within 60 days of fiscal year end;
12. complete and file all additional tax documents; and
13. present books of account and records to the financial reconciliation committee.

**I. Parliamentarian.** The parliamentarian shall:

1. advise the chair, executive board and the voting body on questions of parliamentary procedure;
2. serve as ex-officio on the bylaws (and standing rules, if applicable) review committee;
3. schedule first nominating committee meeting and provide committee the required information on the nomination and election process; and
4. vote only when the vote is by ballot.

**J. Superintendent.** The superintendent or their designee shall:

1. be a graduate of BASICS Principals in lieu of FOUNDATIONS; and,
2. attend all meetings.

**Section 10. Executive Board Member Rights.** Executive board members shall not be entitled to privileges that are not due to any other school district taxpayer because of their position in the PTA.

## **ARTICLE X Executive Board Meetings**

### **Section 1. In-Person Meetings.**

- A. **Regular Meetings.** Regular executive board meetings shall be held prior to each delegate meeting. Three days' notice shall be given if change of date is needed or you are changing a virtual meeting to an in person meeting.
- B. **Special Meetings.** A special meeting shall be called by the president or by a majority of the executive board with notice given in writing, including electronic mail, to each executive board member at least three days before the meeting. Notice shall include the place, date, time, and purpose of the special meeting. No other business may be conducted.
- C. Executive board members shall not attend in-person meetings virtually.

**Section 2. Virtual Meetings.** Except for the first and one additional, executive board meetings may be held virtually, following these guidelines.

- A. Notice.
  - 1. Regular virtual meetings require a three day notice.
  - 2. Special virtual meetings require a three day notice.
  - 3. A change of date requires a three day notice.
- B. Notice shall include the link to register, explanation of meeting technology, and meeting rules.
- C. All executive board members shall have access to the virtual meeting technology.
- D. The chair shall present meeting technology and rules prior to conducting any business.
- E. The meeting technology must allow each member in attendance to communicate with all others in attendance at the meeting.

**Section 3. Parliamentary Procedure.** The parliamentarian shall advise the chair and executive board on parliamentary procedure to ensure business is conducted properly. If the parliamentarian is not present, the chair shall appoint an acting parliamentarian.

**Section 4. Quorum.** To conduct any business at an executive board meeting, the majority of executive board members shall be present and voting.

**Section 5. Proxy Voting.** There shall be no proxy voting.

**Section 6. Emergency Voting.** In an emergency, the executive board may vote by phone, email, or other electronic means if authorized by the president, or a majority of the executive board.

- A. Executive board members shall have at least twenty-four hours to cast their votes.
- B. A vote of two-thirds of the entire executive board is required for adoption.
- C. No discussion is allowed. If discussion is needed, a special meeting shall be held.
- D. The chair shall announce results by phone, email, or other means, as long as it is by the same means as vote.
- E. The vote shall be recorded in the minutes of the next regular executive board meeting.

**Section 7. Recording.** Meetings may be recorded by one executive board member, preferably the secretary, for the purpose of accurately documenting business.

- A. The voting body shall be notified the meeting is being recorded at the start.
- B. Executive board members of the voting body may request recording be paused during discussion.
- C. Recordings shall only be used for the purpose of accurately documenting business conducted at the meeting.
- D. Recordings shall be permanently destroyed after minutes are documented.
- E. All other attendees are prohibited from recording meetings.

**Section 8. Minutes.** Minutes shall be made available to executive board members only.

## **ARTICLE XI Committees**

**Section 1. Committees.** The executive board may create standing and special committees as it deems necessary to promote the Purposes.

- A. The president shall appoint the chair of each committee, subject to the approval of the executive board, unless otherwise provided in these bylaws.
- B. The president shall be an ex-officio member of all committees except the financial reconciliation and nominating committees.
- C. The chair of each committee shall be an ex-officio member of all subcommittees within the respective committee.

**Section 2. Eligibility to Serve.** Committee members shall:

- A. subscribe to, believe in and support the mission, purposes and governing documents of National PTA and Texas PTA;
- B. be a member of a Local PTA in membership with this Council of PTAs within 30 days of appointment, or within 30 days of their election or appointment if taking office after the start of the year; and,
- C. receive no compensation except reimbursement for reasonable expenses as set forth in PTA policies and procedures.
- D. Additionally, the chair shall not have served in the same office for more than two consecutive terms.

**Section 3. Co-Chairs Prohibited.** Only one person shall be appointed to serve in any one chair position.

**Section 4. Term.** The chair of each standing committee shall assume their official duties following the close of the fiscal year and shall serve a term of one year. The chair of each special committee shall serve until their committee's purpose is complete or until the end of the term, whichever comes first. No chair shall serve in the same office for more than two consecutive terms. Anyone who has served more than one-half of a term shall be credited with having served that term.

**Section 5. Committee Chair Duties.** Each committee chair shall:

- A. complete all components of FOUNDATIONS training and deliver completion certificate to secretary, no more than 30 days following election or appointment;
- B. present a written Plan of Work to the executive board for approval;
- C. have a current copy of the PTA bylaws;
- D. appoint committee members with approval of the executive board;
- E. hold meetings to conduct the business of the committee;
- F. allow members to have equal say in committee decisions;
- G. report back to the executive board the results of committee outcomes;
- H. deliver all official materials to successor or the president within 15 days of the end of term or completion of purpose, whichever comes first; and,
- I. perform other duties as assigned by the president.

**Section 6. Quorum.** The quorum of any committee shall be a majority of its members.

**Section 7. Proxy Voting.** There shall be no proxy voting.

## **ARTICLE XII**

### **Fiscal Accountability**

**Section 1. Fiscal Year.** The fiscal year of this association shall begin July 1 and end on the following June 30.

**Section 2. Signers.** Signers on the bank account shall not be related by blood or marriage and shall not reside in the same household.

**Section 3. Financial Reconciliation.**

- A. A financial reconciliation shall be performed:
  - 1. at the end of the fiscal year;
  - 2. when any authorized check signer is added or deleted on any bank account; and
  - 3. at any time deemed necessary by the president or three or more members of the voting body, as documented by written request or in meeting minutes.

- B. For the required year-end financial reconciliation, the president shall appoint the financial reconciliation committee at the annual meeting.
- C. For any other financial reconciliation, the president shall appoint, subject to the approval of the executive board, a financial reconciliation within 10 days, and the reconciliation must occur within 20 days of formation.
- D. The appointed financial reconciliation committee shall consist of no less than three members of the voting body who shall not:
  - 1. be authorized signers;
  - 2. be the current secretary;
  - 3. be the incoming treasurer;
  - 4. be majority student members;
  - 5. be related by blood or marriage; or
  - 6. reside in the same household as the authorized signers or current secretary.
- E. For the required year-end or check signer addition/deletion financial reconciliation, following the conclusion of the financial reconciliation, the committee shall provide a copy of the Financial Reconciliation Report to the treasurer. The committee shall review the findings and recommendations noted on the report at the next executive board meeting. A member of the financial reconciliation committee shall present the committee's report for adoption by a majority vote of the members present and voting at the next regular membership meeting.
- F. For a reconciliation deemed necessary by the president or three or more members, following the conclusion of the financial reconciliation, a member of the financial reconciliation committee shall present the Financial Reconciliation Report committee's report for adoption by a majority vote of the members present and voting at the next membership meeting following the conclusion of the financial reconciliation. The secretary shall include the report as an attachment to the meeting minutes and provide the current treasurer with a copy. Then, the committee shall review the findings and recommendations noted on the Financial Reconciliation Report at the first executive board meeting following the presentation of the report to membership.
- G. Immediately following a financial reconciliation, the books should be given to the current treasurer so that he/she can proceed with business.

## ARTICLE XIII

### Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this PTA in all cases to which they are applicable and in which they are not inconsistent with these bylaws, and any other bylaws or rules adopted by National PTA and Texas PTA.

## ARTICLE XIV

### Amendment of Governing Documents

**Section 1. Review.** This PTA shall review and submit these bylaws (and the standing rules, if applicable) to Texas PTA for approval at least every three years.

**Section 2. Bylaws Amendments.** These bylaws may be amended at any delegate meeting by a two-thirds vote of the voting body present and voting, provided a quorum is present. Notice of each proposed amendment shall be provided to the voting body through regular publicity channels 30 days prior to the meeting at which the amendment is voted upon or at the previous regular delegate meeting, whichever is greater.

**Section 3. Standing Rules Adoption or Amendments.**

- A. If 30 days' notice was given and quorum is present, standing rules may be adopted or amended by a majority vote of the voting body present and voting at any delegate meeting. Notice of each proposed amendment should be provided to the voting body through regular publicity channels.
- B. If no notice was given and quorum is present, standing rules may be adopted or amended by a two-thirds vote of the voting body present and voting at any delegate meeting.

**Section 4. Texas PTA Approval.** After vote by the voting body, the bylaws (and the standing rules, if applicable) shall be submitted for approval to Texas PTA according to the policies and procedures of Texas PTA.

**Section 5. Effective Date.** Amended bylaws and standing rules go into effect when an approved copy is returned by Texas PTA. After approval by Texas PTA, the voting body shall be notified.

**Section 6. Council of PTAs Bylaws Template.** Texas PTA manages the bylaws template, which includes all mandatory provisions. Amendments to the template are approved by Texas PTA Board of Directors and require no further action by the PTA.

**Approved by the Texas PTA Board of Directors July 29, 2022. Effective August 1, 2022.**



## Council of PTAs Standards of Continuing Affiliation

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Councils of PTAs must comply with all of the following standards to remain in Good Standing with Texas PTA. PTAs that do not maintain Good Standing will be subject to the PTA Retention Plan as described below.

1. Submit to Texas PTA the name and contact information for each executive board member within 15 days of election or appointment.<sup>1</sup>
2. Send a representative to Lone Star Leadership Weekend, or equivalent training.<sup>1</sup> *(see requirements above)*
3. Submit to Texas PTA the Fall Council of PTAs Activity Report.
4. Review Council of PTAs bylaws (and standing rules, if applicable) every three years and submit to Texas PTA for approval.<sup>2</sup>
5. Each year, within 60 days of fiscal year end, electronically file and have accepted by the IRS the appropriate "Form 990 Return of Organization Exempt from Income Tax".<sup>3</sup>
6. Complete the Council Board Orientation by August 15th.

1. *PTAs submit executive board member information to Texas PTA electronically via the Texas PTA website.*
  2. *Bylaws are submitted via the Bylaws Submission Form found on the Texas PTA website.*
  3. *Proof of filing and acceptance is the Exempt Organization Business Master File issued regularly by the IRS.*
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### PTA Retention Plan

*Initiated when a PTA does not attain Good Standing.*

**Notification:** Texas PTA will notify the PTA of the action(s) required to attain Good Standing. The PTA will have 30 days, from the notification date, to meet all requirements and avoid moving into the Restriction Phase.\*

**Restriction:** While in the Restriction Phase, the PTA is not eligible for awards, programs or grants administered by Texas PTA or National PTA. The PTA will have 30 additional days to meet all requirements and avoid moving into the Restructure Phase.

**Restructure:** For PTAs that do not attain Good Standing following the Notification and Restriction Phases, Texas PTA may begin the process of restructuring the leadership or revoking the charter of the PTA. A PTA that signs an Action Plan may temporarily move into Intervention giving them time to resolve any outstanding issues. The PTA will continue to be ineligible for awards, programs and grants administered by Texas PTA and National PTA until Good Standing is achieved.

**Intervention:** Once in the Intervention Phase, Texas PTA will assign a support team to assist the PTA. If all requirements of the Action Plan are not resolved by the agreed upon date, the PTA will be moved back into Restructure. *\*With cause, Texas PTA may place a PTA that has not met all Good Standing Requirements into the Intervention Phase early.*

# Bylaws Snapshot Worksheet for Clear Creek Community Council of PTAs

## Fast Facts:

- Texas PTA ID: 12086
- IRS assigned EIN: 746087255
- Bylaws last Approved: on 09/06/2022
- Standing Rules last approved: 09/06/2022

Bylaws are made up of two parts. The template includes required language which cannot be changed, does not require member approval and is managed by the Texas PTA Board of Directors. The customizable areas are designed to meet the needs of your community.

The fields below are the only customizable parts of these bylaws. Requirements to amend Clear Creek Community Council of PTAs governing documents can be found in the Amendment of Governing Documents article of these bylaws and at [www.txpta.org/bylaws](http://www.txpta.org/bylaws)

### Proposed

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### Currently on File with Texas PTA

**Dues for each Local PTA in membership with this Council:** \$75.00

*Council dues may not exceed \$150.*

**Delegate Meeting Months:** September;November;January;March;May

*If considering changing the delegate meeting months, you must designate a minimum of three and you must make sure the election meeting month (listed below) is one of the designated months.*

**Election Meeting Month:** March

*If considering changing the election meeting month, remember to make sure it is one of the approved delegate meeting months.*

**Delegate Meeting Voting Body:** 3 accredited delegate(s) from each Local PTA in membership with this Council of PTAs.

*The voting body at any delegate meeting shall consist of the executive board and the following from Local PTAs in membership with this Council: President, Principal and the number of accredited delegates listed above. If changing the number of accredited delegates, you can choose 1, 2 or 3. Accredited delegate requirements are listed in Article VII.*

**Delegate Meeting Quorum:** At least one representative (president, principal or delgate) from 30% of the Local PTAs in membership with this Council of PTAs. *If considering changing quorum, the percentage can range from 15%-30%.*

**Nominating Committee:** 5 members and 2 alternates.

*If considering changing the composition of the Nominating Committee, you can choose 3, 5 or 7 members and 1, 2 or 3 alternates.*

**Executive Board Composition:** The officers including a President, 4 Vice President(s), Treasurer and Secretary; the Parliamentarian; the Superintendent.

#### Duties of Vice Presidents:

- First Vice President: aide-to-the-president; membership
- Second Vice President: parent education and programs
- Third Vice President: communications
- Fourth Vice President: advocacy

*Each Vice President shall preside in the absence of the president (in their designated order) and be in charge of what is listed above.*

**Fiscal Year:** July 1 - June 30

*If considering changing the fiscal year, your options are June 1- May 31 or July 1-June 30.*