

Montgomery County Council of PTAs (MCCPTA) Bylaws
Approved January 26, 2021

Article I – Name

The name of this association is the Montgomery County Council of PTAs, Incorporated
(full legal name)

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

#Article II – Purposes

Section 1. The Purposes of the MCCPTA
(name, may use abbreviation)

in common with those of National PTA and Maryland 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. 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 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 function, 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 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 one hundred twenty (120) days following the end of the council's fiscal year, and
- h. Files 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. Sends at minimum 2 board members, one of which is the treasurer, to be trained by Maryland PTA within 120 days of taking office. Training must include boardsmanship training and financial training regarding the 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 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 PTA 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 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 purposes 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 officers of this council PTA shall be a president, 4 vice presidents, 2 secretaries, 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 for the treasurer, who takes office on 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, 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 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 1 year(s) (**If two (2) years, odd or even**) or until a successor is elected. No officer may be eligible to serve more than 3 (number) 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.

Section 5.

- 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 Delegates Assembly meeting scheduled within 45 days of the notification of vacancy, a vacancy in an office other than president 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 6. Removal from Office

The board of directors by a two-thirds (2/3) majority vote may remove any officer who fails to perform duties as outlined in these bylaws and the current standing rules and/or fails to attend 2 consecutive board of directors meetings without being excused by the president or designee, misrepresents the council or acts in any manner deemed detrimental to the purposes of the association. The board of directors shall notify, by certified mail at least ten (10) days prior to the meeting of determination, the officer of his/her right to appear before the board of directors at that meeting. Such removal constitutes a vacancy in that position.

Section 7. Nominating Committee

- #a. There shall be a nominating committee for officers composed of 7 (specify an odd number, no less than 3) members who shall be elected by the board of directors.
(specify general membership, board of directors, or executive committee)
- b. The nominating committee shall be elected at the third board of directors meeting of the year.
- c. 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 from the same local PTA, and with at least one from each specific group of clusters in a designated area.
- d. The nominating committee shall serve for a term of one (1) year.
No member of the nominating committee may serve more than two (2) consecutive terms.
- e. The committee shall elect its own chair and notify the vice president for administration in writing of its decision within ten (10) days of such election.
- f. The nominating committee shall nominate one (1) candidate for each of the following offices: 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 their name is placed in nomination.
- 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 their 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, indicating the specific office, 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. The president shall:

- a. Preside at all meetings of this council PTA,
- 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 National PTA and Maryland PTA plans;
- 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; *(Note- this only applies if consistent with MD PTA bylaws)*
- 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 chairs in order to promote the purposes of MCCPTA;
- g. Review bank statements monthly with the treasurer.

- h. Be an approved signatory on all orders of the treasurer of the council; and
- i. Perform such other duties as 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 committee chairs of their appointments; and shall perform such other duties as 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 overseeing local PTA compliance; 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. The treasurer shall:

- a. Have custody of the funds of this council PTA,
- b. Maintain a full account of the funds of this council PTA,
- c. Keep a full and accurate account of receipts and expenditures including reconciliation of the bank statement each month,
- d. Make disbursements as authorized by the president, board of directors or this council PTA in accordance with the budget adopted by this council PTA,
- #e. Have checks or vouchers signed by two people-the treasurer and one other authorized officer,
- f. Present a written financial statement at every meeting of the executive committee, the board of directors, the general membership and at other times when requested by the board of directors,
- g. Present an annual report of the financial condition of the organization to the membership,
- #h. Submit the books annually for a financial review,
- #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. Be responsible for preparing and filing all required tax forms and submitting copies within 30 days to Maryland PTA,
- k. Submit a proposed annual budget, prepared in consultation with the MCCPTA budget committee, to the board of directors and the general membership for approval
- l. Review bank statements monthly with the president and an officer who is not a signatory on the bank account, and
- m. Perform such other duties as may be assigned.

Section 5. Officers shall:

- a. Except for the treasurer, deliver to their successors all official material within fourteen (14) days following the meeting at which their successors are elected or to the president within fourteen (14) days of the date of their resignation. The treasurer shall deliver to the financial review committee or president, all official material no later than July 15, or immediately upon resignation.

Article VIII - Board of Directors

Section 1. The affairs of the 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 this 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.

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 this council,
- b. Create committees,
- c. Elect the seven members of the nominating committee,
- d. Select a financial review committee by June 1,
- e. Upon vote of a majority of the board, request a financial review or audit at any time,
- f. Submit an annual budget to this council PTA's general membership for approval,
- g. Approve plans of work of council PTA committees,
- h. Shall ensure that MCCPTA officers are bonded,
- i. Transact necessary business between delegate assemblies,
- j. Upon assuming a role on the Board of Directors (BOD), 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 Oct. 1 deadline are not allowed to vote without an advance exception from the President. Individuals whose term 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 or they cannot vote at BOD meetings.

Section 5. The board of directors, by a two-thirds (2/3) vote of the members present and voting a quorum being established, may remove from his/her position any board member who fails to perform designated duties as outlined in these bylaws or the current standing rules, fails to attend two consecutive meetings without being excused, violates the basic policies, misrepresents the positions of the association or acts in any other way which is detrimental to the philosophy and purposes of the association. When removal action is contemplated, the member shall be advised, by certified mail at least ten (10) days prior to the meeting of determination, of his/her right to appear before the board of directors at that meeting. Such removal constitutes a vacancy in that position.

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 upon five (5) days' written notice to each member of the board of directors.

#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. Upon the expiration of the term of office or when individuals cease 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 of an individual leaving the board of directors.

Section 10. If a member of the board of directors (other than an elected officer) files for candidacy for public office, the member shall not speak publicly on behalf of MCCPTA. If elected to public office, a member of the board of directors shall resign immediately.

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 in their respective areas or clusters whose national, state, and council PTA dues have been paid.

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 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; shall meet with MCPS to coordinate between and among cluster schools; 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. An individual shall not serve as cluster coordinator for more than one cluster at the same time.
- 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, at meetings with MCPS, 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 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 they also meet the requirements of the members of the area nominating committee. The area nominating committee shall submit to the MCCPTA board of directors by one week prior to the May board of directors' meeting the name and qualifications of one (1) candidate for area vice president. The MCCPTA board of directors shall vote to confirm the nominees for area vice president at the May meeting.
- b. The area representative of the MCCPTA nominating committee shall be responsible for ensuring that each cluster in their area holds a meeting at which a majority of PTAs in the cluster are represented by their president or 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 board of directors by one week prior to the May board of directors' meeting. The MCCPTA board of directors shall vote to confirm the nominees for cluster coordinator at the May meeting.

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 presidents, or their designees, and/or cluster coordinators from that area at a meeting convened by a Cluster Coordinator, or the 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, 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 fiscal year. Special meetings of the executive committee may be called by the president or upon written request of three executive committee 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 agendas for delegate assemblies and meetings of the board of directors,
- b. Elect committee chairs,
- c. Manage the business of the organization, and
- d. Provide a report at each board of directors meeting.

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. Committee chairs shall be elected by the executive committee.

Section 3. The board of directors may create such special and standing committees as it deems necessary to promote the purposes of PTA and carry on the work of this council PTA.

Section 4. The term of office of a standing committee chairs shall be one (1) year or until the election of a successor. Chairs shall assume their duties July 1st.

Section 5. The chair of each standing committee shall present a plan of work to the board of directors for approval. No committee work shall be undertaken without the consent of the board of directors.

Section 6. A person elected by a majority vote of the executive committee shall fill a vacancy occurring in any committee chair position for the unexpired term.

Article XI – General Membership

Section 4. The general membership votes to

- a. Elect officers
- b. Approve the MCCPTA budget
- c. Approve MCCPTA bylaws
- d. Approve MCCPTA advocacy priorities

Section 1. The general membership (voting body) of this council PTA shall consist of the board of directors; the president of each member local PTA or his/her alternate; and delegates 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 according to its own bylaws.

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. At least five (5) regular meetings of this council PTA shall be held during the year, the time to be fixed by the board of directors at its first meeting of the fiscal year. Ten (10) days' notice shall be given to the membership of any change of date. Meetings will be cancelled following the inclement weather school closing policy for the county. These meetings will be held on the fourth Tuesday of the month unless otherwise indicated by the MCCPTA board of directors.

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, 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 membership meeting of this council PTA shall consist of at least 35 members of the voting body, representing at least 15 local PTAs.

Section 5. Meetings of this council PTA shall be open to all members of the local PTAs holding membership in the council PTA, but the privilege of introducing motions and voting shall be limited to the voting body as outlined in Article XI.

Section 6. Delegates from local PTAs whose dues or assessments are in arrears cannot vote or make motions at MCCPTA meetings.

Article XIII – Council Membership

Section 1. Membership in this council PTA shall consist of local PTAs chartered by 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 and then monthly if at least 10 new members join, with all dues paid by May 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 3a. In addition to Section 3, membership in the council PTA shall be made available without regard to religion, sex, age, ancestry, marital status, physical or mental disability, sexual orientation or gender identity.

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

#Article XIV – Electronic Meetings and Communication

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, maybe 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.

#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 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 Maryland PTA shall be in accordance with the bylaws of 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. All MCCPTA officers 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.

Bylaws approved at MCCPTA Delegates Assembly on January 26, 2021