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COUNCIL PTA BYLAWS

...OF THE...

PTA: Montgomery County Council of PTAs, Incorporated

COUNTY Montgomery

Incorporation #: D 0 5 3 1 3 4 1 6

National PTA ID #: 0 0 0 5 4 5 7 5

Employer Identification Number (EIN): 5 2 - 6 0 7 0 5 6 9

Sales & Use Tax #: _____

Insured by: AIM

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A Council Unit of

FREE STATE PTA, INC

5730 Cottonworth Avenue Box 20924

Baltimore, Maryland 21209

February 2022

FOR OFFICE USE ONLY

APPROVED BY COUNCIL _____ APPROVED BY STATE _____

RESUBMIT BY _____

INSTRUCTIONS – Please read carefully

1. This is the bylaws template for use by council PTAs in Maryland. Upon submission to Free State PTA, attached page(s) should include the council PTA name, date of the meeting at which changes were approved, and the specific bylaws change(s) with the article and section referenced. Remember that PTA is a registered trademark of the National Congress of Parents and Teachers. Do not use periods after each letter.
2. Council PTAs in Maryland are required to review and submit their bylaws every three years. With or without changes, the general membership must vote to approve the bylaws prior to submission to Free State PTA. (See Article XVII).
3. Suggestions/Helpful hints for filling out the template:
 - a. Executive Committee refers to all of the council officers. The Board of Directors refers to all of the council's officers and any other selected positions as determined by the bylaws.
 - b. Article I Name – Use the first blank for the full legal name of the council. List the full legal name of the Council and use the second blank for the abbreviated form of the council's name. All Councils must be incorporated.
 - c. Article II through Article V – NO additions or deletions can be made to any part of these Articles.
 - d. Article VI Officers and Their Elections – If the Council has more than one Vice President or Secretary, then the titles of each must be specified in Section 1.
 - e. Article VII Duties of Officers, Section 2, Vice Presidents – If the council has more than one VP, each VP's duties need to be outlined in this section, including their succession order if the president is unable to serve.
 - f. Article VII Duties of Officers, Section 3, Secretary – if the council has more than one Secretary, each Secretary's duties need to be outlined in this section, and one must be the Recording Secretary.
 - g. Article VIII Board of Directors:
 - i. Section 3– Identify other members of the Board of Directors such as Superintendent or their alternate, or a Board of Education Member or their alternate.
 - ii. Section 4 – Add to the list any other duties of the Board of Directors.
 - h. Article IX Executive Committee:
 - i. Section 1 – List any other members on the Executive Committee other than officers.
 - ii. Section 5 – List any other duties of the Executive Committee.
 - i. Article XI General Membership, Section 1 – Add a list of any other voting members.

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 Free State PTA, a constituent group 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

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

in common with those of National PTA and Free State PTA are:

Section 1. Objectives. The purposes of Free State PTA, consistent with the purposes of National 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 Free State 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 set forth in Article III.

Section 3. Federal Status. 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 (referred to as “Internal Revenue Code”).

Article III – Principles

The basic principles of Free State PTA, consistent with the basic principles of National PTA, are:

- A. The association shall be noncommercial, nonsectarian, and nonpartisan.
- B. The association 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. The association 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. Commitment inclusiveness and knowledge of PTA, and professional expertise shall be guiding principles for service in this association.
- D. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on by an association:
 - i. exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code; or,

ii. to which contributions are deductible under Section 170 (c)(2) of the Internal Revenue Code.

E. The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution 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 Free State PTA

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

Section 2. This council PTA must meet the requirements as outlined in the Council Standards of Affiliation by December 31 yearly.

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 governance of the association as may be approved by Free State PTA. Such bylaws shall not be in conflict with National PTA Bylaws or the bylaws of Free State PTA.

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

Section 6. Bylaws of this council PTA shall include provisions establishing quorum for all meetings.

Section 7. The bylaws of this council PTA shall require each officer, board member, or committee member of this council PTA to 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 paper or 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. The charter of a council PTA may be removed in the manner and under the circumstances provided in Free State PTA policies and procedures.

Section 11. In the event of the dissolution of this Council, the association, after paying or adequately providing for the debts and obligations of the association, shall distribute to Free State PTA its financial holdings, property, all records, and all remaining assets in order to service the state membership.

Section 12. 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 Free State PTA, or where directed by the policies and procedures of Free State PTA.

Article V – Purposes of this Council

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

- a. Promote the purposes and interests of Free State PTA,
- b. Unify and strengthen the local PTAs within its area,

- c. Provide for conferences, leadership training, and coordination of the efforts of the local PTAs within this council's area,
- 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 Free State PTA, and,
- f. Promote the interests of National PTA and of Free State PTA.

Section 2. Authority

This Council PTA 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 president(s), (vice president for educational issues, vice president for administration, vice president for programs, vice president for advocacy), 2 secretary(ies) (recording secretary for delegates assemblies, recording secretary for board of directors meetings), and a treasurer.

Section 2. Officers shall be elected at the annual general membership meeting in the month of April for a term of 1 years (If two (2) years, starting on an odd/even [circle one] year) or until their successor is elected, 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. No officer may be eligible to serve more than 3 (number) consecutive terms in the same office. 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 4. The following provisions shall govern the eligibility of individuals to be officers of the MCCPTA.

- A. Each officer must be a member of a local PTA within the area of this council PTA.
- B. 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.
- F. Any officer of MCCPTA shall resign within a week of filing for candidacy for public office.

Section 5. Vacancies

- A. If the office of president becomes vacant, the vice-president for educational issues shall become acting president until a replacement has been elected at a Delegate Assembly. A vacancy in any office other than president remains vacant until a replacement has been elected at a Delegate Assembly, except as noted in c.

- B. The seated nominating committee will identify a nominee to fill a vacancy in any office within four (4) weeks of notification of said vacancy. Notification of the election to fill the vacancy will be made 10 days prior to the delegate assembly at which the election will occur.
- C. When there is no 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 uneven number, no less than 3) members who shall be elected by the board of directors. No two members shall be from the same local PTA, and with at least one from each specific group of clusters in a designated area.
- B. The nominating committee shall be elected at the third board of directors meeting of the year.
- C. The nominating committee shall serve for a term of 1 (number) year(s) (If two (2) years, starting on an odd/even [circle one] year). No member of the nominating committee shall serve more than 2 consecutive terms.
- D. The committee shall elect its own chair and notify the president in writing of its decision within ten (10) days of such election.
- E. 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.
- F. 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.
- G. 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
- H. Only those individuals who have met the qualifications as outlined in Article VI, Section 4 and who have signified their consent to serve if elected shall be nominated for or elected to such office.

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 Free State PTA plans
- D. Represent MCCPTA in meeting with Montgomery County and Montgomery County Public Schools officials;
- E. Coordinate the work of the officers, area vice presidents, cluster coordinators and committees of this council PTA in order that the Purposes may be promoted,
- F. Assist in extending PTA work into all parts of the council PTA area, keeping it in harmony with the Free State PTA strategic plans,
- G. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors
- H. Be an approved signatory on all orders of the treasurer and council,
- I. Review bank statements monthly with the treasurer, and
- J. Jointly with the treasurer, pursuant to board approval, to open, close, and manage any bank account belonging to MCCPTA.

Section 2. The vice president(s) shall:

- A. Act as an aide(s) to the president,
- B. In their designated order, perform the duties of the president in the president's absence or inability to serve, and,
- C. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors.
- D. 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.
- E. 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.
- F. 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.
- G. 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. The secretary(ies) shall:

- 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. Review, sign, and date bank statements monthly, obtaining review, signature and date of the president and one member of the council board of directors who is not a signatory on the account(s),
- G. Be responsible for preparing and filing all required tax forms and submitting copies in accordance with the Council Standards of Affiliation,
- H. Submit a proposed annual budget, prepared in consultation with the MCCPTA budget committee, to the board of directors and general membership for approval,
- I. 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,
- J. Present an annual report of the financial condition of the organization to the membership,
- K. Submit the books annually for a financial review,
- L. Report the findings of the annual financial review to the board of directors and submit a copy to Free State PTA within the timeframe specified by the Council Standards of Affiliation,
- M. Jointly with the president, pursuant to board approval, to open, close, and manage any bank account belonging to MCCPTA, and
- N. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors.

Section 5. Officers shall:

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:

- A. 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.
- B. 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. Present a report at the regular general membership meetings of this council PTA,
- 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. Approve and submit an annual categorical budget to this council PTA general membership for adoption.
- G. Approve payment of routine bills within the limits of the approved budget,
- H. Approve plans of work of council PTA committees
- I. Elect the seven members of the nominating committee, and
- 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 and/or board of directors 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 with the date and time to be fixed by the board of directors at their first meeting of the year.

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 5 (number) 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 and all funds pertaining to the position shall be returned to the treasurer 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.

Note for FS PTA Review- Article below is added for MCCPTA

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 2 (number) 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. Transact business referred to it by the board of directors,
- B. Develop agendas for delegate assemblies and meetings of the board of directors,
- C. Elect committee chairs,
- D. Act in emergencies between meetings of the board of directors, and,
- E. 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 chair shall be 1 (number) year(s) (If two (2) years, odd or even/circle one). Chairs shall assume their duties upon election.

Section 5. The chair of each 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 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 2 (number) 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.

Section 4. The general membership votes to

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

Article XII – General Membership Meetings

Section 1. 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. 10 (number) days' notice shall be given to the membership of any change of date. Meetings will be canceled 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, 5 (number) days notice given.

Section 3. The annual meeting shall be held in April (month).

Section 4. A quorum for the transaction of business of any general membership meeting of this council PTA shall consist of at least 35 (number) 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. Only members of this council PTA who have paid dues for the current membership year may participate in the business (vote or make motions) of this council.

Article XIII – Council Membership

Section 1. Membership in this council PTA shall consist of local PTAs chartered by Free State PTA in Montgomery County (county name) upon payment of dues as hereinafter provided.

Section 2. The membership dues in this council PTA shall be determined by the general membership at the annual meeting each year with initial payment on or before October 31st, and are considered in arrears after March 31st.

Section 3. Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission, purposes, and principles of National PTA and pays dues as required in these bylaws.

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 the local PTA membership.

Article XIV – Electronic Meetings and Communication

Section 1. Meetings of MCCPTA and all committees and subcommittees shall be authorized to meet by telephone conference or through other electronic communications media so long as all the members can simultaneously hear each other and participate during the meeting.

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

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 Free State PTA Bylaws, special rules of order, or the Articles of Incorporation.

ARTICLE XVII – Review and 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 Free State 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 thirty (30) days prior notification to the general membership.

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

Section 4. These bylaws shall be reviewed and approved by the membership at least every three years.

These bylaws are submitted by *a new an existing* (circle one) council PTA in Maryland and were approved at a GENERAL MEMBERSHIP MEETING of the

Montgomery County Council of PTAs, Incorporated

(full legal name – no initials)

on 05/11/2022 (month/day/year).

Jenn Sawin

Secretary (Printed name)

/signed/Jenn Sawin

Secretary (Signature)

Please indicate address where bylaws should be sent:

If Free State PTA has questions or must decline these bylaws, the person to contact, if different than the person named to the left, is:

Name: Pam Loebach

Name: Kellie Schoolar Reynolds

Title: MCCPTA Office Manager

Title: Bylaws Chair

Phone: 310-208-0111

Phone: 240-476-1276

E-mail: Office@MCCPTA.org

E-mail: bylaws@mccpta.org

Address: PO Box 10754

Address: 38 Treworthy Rd

Rockville, MD 20849

Gaithersburg, MD 20878

FREE STATE PTA USE

Approved By _____

Date _____

PURPOSES OF THE NATIONAL CONGRESS OF PARENTS AND TEACHERS

- 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.

PRINCIPLES OF THE PARENT TEACHER ASSOCIATION

- A. The association shall be noncommercial, nonsectarian, and nonpartisan.
- B. The association 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. The association 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.