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PM 1/24/08  
Texas PTA President

# **MARGUERITE AND SAM WALLACE ELEMENTARY PARENT TEACHER ASSOCIATION BYLAWS**

## **\*ARTICLE I: Name**

The name of this organization is the Marguerite and Sam Wallace Elementary Parent Teacher Association (PTA), Area 15, Dallas, Texas. It is a Local PTA 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).

## **\*ARTICLE II: Articles of Organization <sup>1</sup>**

The articles of organization of this Local PTA include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

## **\*ARTICLE III: Purposes**

Section 1. The Purposes of the Marguerite and Sam Wallace Elementary PTA, in common with those of the National PTA and the Texas PTA, are:

- a. To promote the welfare of children and youth in home, school, community and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

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\* Articles or sections marked with a star (\*) are requirements of the National PTA or Texas PTA. They do not require a vote of the association and should be incorporated promptly and verbatim into the Local PTA bylaws.

<sup>1</sup> In an incorporated organization the individual has additional protection for his personal assets against any lawsuits. The corporation entity provides this protection. In an unincorporated organization there is a greater potential for each and every member to be sued because there is no corporation entity. Protection against loss of funds can alternatively be gained if the PTA has sufficient officers and liability insurance. A lawyer or the office of the Secretary of State should be contacted for detailed information on the steps necessary to become an incorporated PTA.

1 Section 2. The Purposes of the National PTA, the Texas PTA and this Local PTA are promoted through  
2 an advocacy and educational program directed toward parents, teachers and the general public; developed  
3 through conferences, committees, projects and programs; and governed and qualified by the basic policies  
4 set forth in Article IV.

5  
6 Section 3. The organization is organized exclusively for the charitable, scientific, literary or educational  
7 purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section  
8 of any future federal tax code (hereinafter referred to as “Internal Revenue Code”).  
9

## 10 **\*ARTICLE IV: Basic Policies**

11  
12  
13 The following are basic policies of this Local PTA in common with those of the National PTA and the  
14 Texas PTA:

- 15 a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- 16  
17 b. The organization shall work with the schools and community to provide quality education for all  
18 children and youth and shall seek to participate in the decision-making process establishing  
19 school policy, recognizing that the legal responsibility to make decisions has been delegated by  
20 the people to boards of education, state education authorities and local education authorities.
- 21  
22 c. The organization shall work to promote the health and welfare of children and youth and shall  
23 seek to promote collaboration among parent, schools and the community at large.
- 24  
25 d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to  
26 its members, directors, trustees, officers or other private persons except that the organization shall  
27 be authorized and empowered to pay reasonable compensation for services rendered and to make  
28 payments and distributions in furtherance of the Purposes set forth in Article III hereof.
- 29  
30 e. Notwithstanding any other provision of these articles, the organization shall not carry on any  
31 other activities not permitted to be carried on (i) by an organization exempt from federal income  
32 tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions  
33 to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.
- 34  
35 f. Upon the dissolution of this organization, after paying or adequately providing for the debts and  
36 obligations of the organization, the remaining assets shall be distributed to one (1) or more  
37 nonprofit funds, foundations or organizations which have established their tax exempt status  
38 under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with  
39 those of National PTA.
- 40  
41 g. The organization or members in their official capacities shall not—directly or indirectly—  
42 participate or intervene (in any way, including the publishing or distributing of statements) in any  
43 political campaign on behalf of, or in opposition to, any candidate for public office; or devote  
44 more than an insubstantial part of its activities to attempting to influence legislation by  
45 propaganda or otherwise.  
46  
47

## 48 **\*Article V—Constituent Organizations**

49 Section 1. The constituent organizations of National PTA include:  
50  
51

- 1 a. Branches of National PTA that have been established in the 50 states of the United States, the  
2 District of Columbia, the U.S. Virgin Islands and among schools for American dependents in  
3 Europe and the Pacific hereinafter called state PTAs.  
4
- 5 b. Local PTAs (Parent-Teacher Associations) or PTSAs (Parent-Teacher-Student Associations)  
6 organized under the authority of the state PTAs in organized areas; and  
7
- 8 c. Local PTAs/PTSAs organized under the direct authority of National PTA when there is no state  
9 PTA/PTSA.  
10

11 Section 2. The national board of directors shall determine criteria for establishing constituent  
12 organizations and setting standards for continuing affiliation with National PTA.  
13

14 Section 3. There shall be no proxy voting by any constituent organization of National PTA.  
15

16 Section 4. The Purposes and basic policies of National PTA shall in every case also be the Purposes and  
17 basic policies of each constituent organization.  
18

19 Section 5. Each constituent organization shall adopt bylaws for the government of the organization. Such  
20 bylaws shall not be in conflict with National PTA or Texas PTA bylaws. Such bylaws shall include an  
21 article on amendments and shall include a provision establishing a quorum.  
22  
23

## 24 **\*ARTICLE VI: Relationship with Texas PTA**

25

26 Section 1. This Local PTA shall be organized and chartered under the authority of the Texas PTA, in  
27 conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Texas  
28 PTA may in its bylaws prescribe. The Texas PTA shall issue to this Local PTA an appropriate charter  
29 evidencing the due organization and good standing of this Local PTA.  
30

31 A Local PTA in good standing is one that:  
32

- 33 a. adheres to the Purposes and basic policies of the PTA;  
34
- 35 b. remits the national portion of the dues through the Texas PTA to reach the National PTA Office  
36 by dates designated by the National PTA;  
37
- 38 c. has bylaws approved according to the procedures of the Texas PTA; and  
39
- 40 d. meets other criteria as may be prescribed by the Texas PTA.  
41

42 Section 2. This Local PTA shall keep such permanent books of account and records as shall be sufficient  
43 to establish the items of gross income, receipts and disbursements of the organization including,  
44 specifically, the number of its members, the dues collected from its members and the amount of dues  
45 remitted to the Texas PTA. Such books of account and records shall at all reasonable times be open to  
46 inspection by an authorized representative of the Texas PTA or the National PTA.  
47

48 Section 3. The charter of this Local PTA shall be subject to withdrawal and the status as a Local PTA  
49 shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the  
50 Texas PTA.  
51

52 Section 4. This Local PTA is obligated, upon withdrawal of its charter by the Texas PTA:  
53

- 1  
2 a. to yield up and surrender all of its books and records and all of its assets and property to the  
3 Texas PTA or to such agency as may be designated by the Texas PTA, or to another Local PTA  
4 organized under the authority of the Texas PTA.;
- 5  
6 b. to cease and desist from the further use of any name that implies or connotes association with  
7 the National PTA or the Texas PTA; and
- 8  
9 c. to carry out promptly, under the supervision and direction of the Texas PTA, all proceedings  
10 necessary for the purpose of dissolving this Local PTA.

11  
12 Section 5. A Local PTA considering dissolving its relationship with Texas PTA (and thereby National  
13 PTA) shall follow the procedures for dissolution as adopted by the Texas PTA Board of Directors. These  
14 procedures include but are not limited to:

- 15  
16 a. a special called meeting of the membership with thirty (30) days notice;
- 17  
18 b. a two-thirds (2/3) vote of the membership, a quorum having been established; and
- 19  
20 c. notification of the state president at least forty-five (45) days in advance of such meeting.

21  
22 Any Local PTA failing to follow the procedures may be required to forfeit all Local PTA books, records  
23 and assets to Texas PTA.

24  
25 Section 6. Each Local PTA shall include in its bylaws provisions corresponding to the provisions of such  
26 of these bylaws as are identified by a star (\*).

## 27 28 **ARTICLE VII: Members and Dues**

29  
30  
31 \*Section 1. Every individual who is a member of this Local PTA is a member of the National PTA and  
32 the Texas PTA and is entitled to all the benefits of such membership.

33  
34 \*Section 2. Membership in PTA shall be open, without discrimination, to anyone who believes in and  
35 supports the Mission and Purposes of National PTA.<sup>2</sup>

36  
37 \*Section 3. This Local PTA shall conduct an annual enrollment of members, but may admit persons to  
38 membership at any time.

39  
40 \*Section 4. Only members of a Local PTA who have paid dues for the current membership year may  
41 participate in the business of that association.

42  
43 \*Section 5. Each member of this Local PTA shall pay annual dues as determined by the organization.  
44 The amount of the dues shall include the portion of one dollar and twenty-five cents (1.25) per member  
45 payable to Texas PTA, the portion of one dollar and seventy-five cents (1.75) per member payable to the  
46 National PTA, and the Local PTA portion of two-dollars and fifty cents (\$2.50)<sup>3</sup> per member.<sup>4</sup>

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<sup>2</sup> To be a member of Texas PTA, a student must be in the 9th grade or above.

<sup>3</sup> The total amount of Local PTA annual dues is obtained by adding the per member National PTA portion, the Texas PTA portion and the per member portion desired for Local use.

1  
2 \*Section 6. The Texas and National PTA portions of the dues paid by each member of this Local PTA  
3 shall be set aside by this Local PTA and remitted to the Texas PTA through such channels and at such  
4 times as the Texas PTA bylaws may provide. Each state PTA shall pay to the National PTA the amount  
5 of the national portion of dues paid by all members of Local PTAs in its area.<sup>5</sup>  
6

7 \*Section 7. A Local PTA shall have a minimum of twenty (20) members to retain membership in the  
8 Texas PTA. Annual national and state portions of dues and names of members shall be sent to the Texas  
9 PTA Office postmarked on or before October 15 of the current year. Names of members and national and  
10 state portions of dues received after October 15 shall be sent to the Texas PTA Office whenever members  
11 are enrolled in the organization.  
12

13 \*Section 8. Organizations whose national and state portions of dues and names of all members enrolled  
14 are not in the Texas PTA Office postmarked on or before October 15 are ineligible to voting  
15 representation at state convention. Organizations whose national and state portions of dues are not paid  
16 by March 15 shall be dropped from the state roster.  
17

18 \*Section 9. Honorary Life Members  
19

- 20 a. An Honorary Life Membership in the Texas PTA may be awarded to any deserving person by a  
21 Local, Council, Area or the Texas PTA upon submission of name of honoree and payment of a  
22 fee. Such fees shall be made a part of the Texas PTA extension fund.  
23  
24 b. Life membership shall be honorary and shall carry neither the right to vote nor to hold office.  
25 A life member may also become an all-inclusive member upon enrollment as a member in a  
26 Local PTA.  
27  
28 c. A Texas Honorary Life Member may receive exemption from state portion of dues through one  
29 (1) Local PTA only. The member shall be designated as a Texas Life Member when the Local  
30 PTA annual membership list is sent to the Texas PTA Office.  
31  
32 d. The annual national portion of dues for a Texas Life Member shall be paid by said Texas Life  
33 Member.  
34  
35

36 **\*ARTICLE VIII: Officers and Their Election**  
37

38 Section 1. Each officer shall be a member of this Local PTA.<sup>6</sup>

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<sup>4</sup> Individuals may expect their dues to be received in the Texas PTA office five (5) days after being received by the Local PTA. A list of members' names and dues shall be sent to the Texas PTA office before an individual is a PTA member.

<sup>5</sup> The remittance to the Texas PTA shall be accompanied by a report in such form, as may be required by the Texas PTA, showing the name and address of the president of the PTA, the amount of dues collected during the period covered by the report and the number and names of the members of the PTA.

<sup>6</sup> The question is frequently raised as to whether there is any age requirement for election as an officer of a PTA organization. The counsel of the Texas PTA has advised us that in his opinion:  
“(a) In Texas the not-for-profit corporation laws do not specify an age qualification for persons who can serve as directors (members of the board of managers, etc.) of corporations.”

1  
2 Section 2. Officers and their election:  
3

- 4 a. The officers of this Local PTA shall be a president, eight (8) vice presidents, a secretary, a  
5 treasurer, a historian, a parliamentarian, two (2) council delegates, and a parent advisory council  
6 representative.  
7
- 8 b. Officers, with the exception of the historian and parliamentarian, shall be elected by ballot in the  
9 month of March. However, if there is but one (1) nominee for an office, election for that office  
10 may be by voice vote. The historian and parliamentarian shall be appointed by the president  
11 subject to the approval of the newly elected officers.  
12
- 13 c. An individual shall be a member of the Local PTA prior to taking office.  
14
- 15 d. Officers shall assume their official duties following the close of the school year <sup>7</sup> and shall  
16 serve a term of one (1) year. <sup>8</sup>  
17
- 18 e. No officer shall serve in the same office for more than two (2) consecutive terms. One who has  
19 served more than one-half of a term shall be credited with having served that term.  
20

21 Section 3. Nominating Committee:  
22

- 23 a. There shall be a nominating committee elected by the general body at a regular meeting at least  
24 one (1) month prior to the election of officers. Elections shall be by plurality. The committee  
25 shall be composed of five (5) members. Two (2) alternates shall be elected to serve in the event  
26 a member is unable to serve. The committee shall elect its own chairman immediately  
27 following the meeting.  
28
- 29 b. The nominating committee shall nominate an eligible person <sup>9</sup> for each office to be filled and  
30 report its nominees at the regular meeting in March at which time additional nominations may  
31 be made from the floor. The report shall be publicized to the Local PTA membership through  
32 regular publicity channels at least seven (7) days before the election meeting.  
33
- 34 c. Only those persons who have signified their consent to serve if elected shall be nominated for  
35 or elected to such office.  
36
- 37 d. No member shall automatically serve on this committee because of his office in the Local PTA  
38 or position in the school system.  
39
- 40 e. The president does not serve as a member of this committee, nor does he appoint any member  
41 of the committee.  
42

43 Section 4. Vacancies

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“(b) Where there is no specification in the state corporation laws, a person should not be deemed to be eligible to serve as an officer unless the person is at an age at which he is competent to make contracts. Texas law does not specify at what age a person is competent to make contracts.”

<sup>7</sup> PTAs that do not follow a traditional year schedule shall designate a calendar year in standing rules.

<sup>8</sup> All positions not filled by election or appointment become vacant at the close of the school year.

<sup>9</sup> The National PTA, the Texas PTA and their parliamentary authority recognize that only one (1) person shall be elected to serve in any one (1) office.

- 1  
2 a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person  
3 elected by a majority vote of the executive board, at least three (3) days notice of such election  
4 having been given.  
5  
6 b. In the event a vacancy occurs in the office of president, the first vice president shall serve notice  
7 to the executive board of the election.  
8

9 Section 5. Reason to remove:

10  
11 By two-thirds (2/3) vote of the executive board an officer or chairman shall be removed from  
12 office for failure to perform duties, criminal misconduct or unethical behavior in PTA business.  
13 An officer or chairman who misses three (3) consecutive meetings may be removed from  
14 office.  
15  
16

17 **ARTICLE IX: Duties of Officers**

18  
19 Section 1. The president shall:

- 20  
21 \*a. coordinate the work of the officers and committees of the association in order that the Purposes  
22 may be promoted;  
23  
24 \*b. confirm that a quorum is present before conducting any business at any meeting of the  
25 association;  
26  
27 \*c. preside at all meetings of the association;  
28  
29 \*d. appoint the historian and parliamentarian, subject to approval of the newly elected officers;  
30  
31 \*e. appoint chairmen of special committees subject to approval of executive board;  
32  
33 \*f. be authorized to sign on bank accounts;<sup>10</sup>  
34  
35 \*g. be authorized to sign contracts that have been approved by the executive board;  
36  
37 \*h. call a meeting of the newly elected officers within thirty (30) days after the election meeting for  
38 the purpose of approving appointments of standing committee chairmen and such other  
39 business as becomes necessary;  
40  
41 \*i. appoint a member, subject to the approval of the executive board, who is not authorized to sign  
42 on the bank account to open, review, initial and date each bank statement;  
43  
44 \*j. represent the Local PTA as a delegate to Council PTA (when the Local PTA is in membership  
45 with Council PTA);  
46  
47 \*k. file with the Council PTA secretary the names of delegates and alternates from this Local PTA by  
48 the first general Council PTA meeting and no later than October 15. A Local PTA joining or

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<sup>10</sup> Two (2) signatures shall be required on all checks. Each Local PTA shall have at least three (3) authorized signers. Signers of the bank account shall not be related by blood nor marriage and shall not reside in the same household.

1 making changes after October 15 shall submit any changes in writing prior to any regular  
2 meeting in order to be eligible to vote.

- 3
- 4 \*l. confirm that all officers are graduates of the current Texas PTA Leader Orientation or have  
5 completed the course by October 15 after the election;
  - 6
  - 7 \*m. send the names and addresses of the officers and chairmen to the Texas PTA office by May 1  
8 each year;
  - 9
  - 10 \*n. appoint the audit committee subject to the approval of the executive board;
  - 11
  - 12 \*o. serve as an ex-officio member of all committees except the nominating and audit committees;
  - 13
  - 14 p. plan and execute board holiday party; and
  - 15
  - 16 q. communicate important dates to the publicity chair.
  - 17

18 Section 2. Vice President(s) <sup>11</sup>

19

20 a. First Vice President shall:

- 21
- 22 \*1. be the aide-to-the-president [act as designated alternate for the President at RISD Council  
23 of PTAs activities];
  - 24
  - 25 \*2. preside in the absence of the president (in their designated order);
  - 26
  - 27 3. be responsible for selecting the installing officer for the annual meeting, subject to the  
28 approval of the President; and
  - 29
  - 30 4. be in charge of the Life Membership Committee.
  - 31

32 b. Second Vice President shall:

- 33
- 34 \*1. be in charge of programs;
  - 35
  - 36 \*2. preside in the absence of the president (in their designated order).
  - 37
  - 38 3. arrange for the Flag Ceremony and Inspiration at each regular meeting.
  - 39

40 c. Third Vice President shall:

- 41
- 42 \*1. be in charge of membership;
  - 43
  - 44 \*2. preside in the absence of the president (in their designated order).
  - 45
  - 46 3. furnish a list of names of association members to the President, Secretary, and Treasurer;
  - 47 and
  - 48

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<sup>11</sup> Vice presidents shall be named in order of precedence: first, second, third, etc. The first vice president shall be designated as the aide-to-the-president. Each additional vice president shall have specific administrative responsibilities, which shall be stated in the bylaws.

1           4. keep the membership list current.

2  
3 d. Fourth Vice President shall:

- 4  
5           \*1. be in charge of hospitality (teachers appreciation);  
6  
7           \*2. preside in the absence of the president (in their designated order);  
8  
9           3. be responsible for Teacher Appreciation Week;  
10  
11           4. be responsible for celebrating teachers birthdays;  
12  
13           5. furnish refreshments for an RISD Council of PTAs function, when called upon to do so;  
14           and  
15  
16           6. be responsible for preparation and sale of food and drink at fund-raising events as needed.

17  
18 e. Fifth Vice President shall:

- 19  
20           \*1. be in charge of hospitality (Fall);  
21  
22           \*2. preside in the absence of the president (in their designated order);  
23  
24           3. host the back-to-school teacher luncheon; and  
25  
26           4. coordinate with the 6<sup>th</sup> Hospitality (Spring) Chair to provide “PTA Teacher’s Treats”  
27           throughout the year.  
28  
29           5. be responsible for preparation and sale of food and drink at fund-raising events as  
30           needed.

31  
32 f. Sixth Vice President shall:

- 33  
34           \*1. be in charge of hospitality (Spring);  
35  
36           \*2. preside in the absence of the president (in their designated order);  
37  
38           3. host the annual Teacher Appreciation Luncheon; and  
39  
40           4. coordinate with the 5<sup>th</sup> Hospitality (Fall) Chair to provide “Teacher’s Treats” throughout  
41           the year.  
42  
43           5. be responsible for preparation and sale of food and drink at fund-raising events as  
44           needed.

45  
46 g. Seventh Vice President shall:

- 47  
48           \*1. be in charge of fundraising (for Fall);  
49  
50           \*2. preside in absence of the president (in their designated order);  
51  
52           3. be in charge of the Disbursements Committee. (See Standing Rules, Rule2, c.)

1  
2 h. Eighth Vice President shall:

3 \*1. be in charge of fundraising (for Spring);

4  
5 \*2. preside in the absence of the president (in their designated order);

6  
7 3. assist the Seventh Vice President with the Disbursements Committee. (See Standing  
8 Rules, Rule2, c.)  
9

10 Section 3. The secretary shall: <sup>12</sup>

11 \*a. record the minutes of all meetings of the association;

12 \*b. keep an accurate record of attendance at executive board meetings;

13 \*c. be responsible for correspondence;

14 \*d. have a current copy of the bylaws;

15  
16 \*e. maintain a list of the names of Local PTA officers who have completed the Texas PTA Leader  
17 Orientation, with the dates each course was completed;

18 \*f. maintain the records retention policy;

19 \*g. maintain the conflict of interest policy as signed by the current board members;

20 \*h. maintain a membership list; <sup>13</sup>

21  
22 j. notify officers of all Executive Board Meetings; and

23  
24 j. be responsible for sending cards, flowers, memorials, or honorariums when necessary.  
25  
26

27  
28  
29  
30  
31  
32 Section 4. The treasurer shall:

33 \*a. have custody of all the funds of the association;

34  
35 \*b. keep books of account and records including bank statements, receipts, budgets, invoices, paid  
36 receipts and canceled checks in accordance with the records retention policy;

37 \*c. make disbursements in accordance with the budget adopted by the association;

38  
39 \*d. sign on bank accounts; <sup>14</sup>  
40  
41  
42  
43

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<sup>12</sup> If both a recording and corresponding secretary are elected, the duties of the secretary shall be divided.

<sup>13</sup> PTA membership lists shall not be released to outside interests by National PTA, Texas PTA, Area PTAs, Council PTAs or Local PTAs.

<sup>14</sup> Two (2) signatures shall be required on all checks. Each Local PTA shall have at least three (3) authorized signers. Signers of the bank account shall not be related by blood nor marriage and shall not reside in the same household.

- 1 \*e. present a financial report, both written and verbal, at every meeting of the Local PTA and as  
2 requested by the executive board or the voting body;
- 3
- 4 \*f. make a full report at the annual meeting;
- 5
- 6 \*g. be responsible for the maintenance of such books of account and records as conform to the  
7 requirements of Article VI, Section 2 of these bylaws;
- 8
- 9 \*h. complete and file all necessary tax documents;
- 10
- 11 \*i. present books to the audit committee as requested;
- 12
- 13 j. be in charge of the Budget Committee (See Standing Rules, Rule 2, b); and
- 14
- 15 k. be responsible for funds collected at fundraising events.
- 16

17 Section 5. The parliamentarian shall:

- 18
- 19 \*a. advise the presiding officer on questions of parliamentary procedure; and
- 20
- 21 \*b. vote only when the vote is by ballot;
- 22
- 23 c. serve as an authority on the bylaws of this association; and
- 24
- 25 d. monitor and keep the membership informed of local, regional and state issues affecting the  
26 Richardson ISD or the Lake Highlands attendance area (e.g. education, finance, public safety, public  
27 works, taxation).
- 28

29 Section 6. The historian shall:

- 30
- 31 \*a. collect and preserve documents relating the history of the association; and
- 32
- 33 \*b. compile and keep a record of events and activities to be presented as the official history to the  
34 general body for adoption at the annual meeting.
- 35

36 Section 7. Council Delegates to the Richardson ISD Council of PTAs shall:

- 37
- 38 a. attend council meetings as voting delegates and bring reports to the Executive Board and the  
39 association; and
- 40
- 41 b. serve as local unit chairman for Richardson ISD Council
- 42

43 Section 8. The Parent Advisory Committee Representative shall serve as a non-voting, ex-officio  
44 member of the Wallace Elementary PTA executive board for the purpose of gathering and  
45 presenting information to the Richardson ISD Parent Advisory Committee. The nominating  
46 committee shall submit the names of the nominees for PAC representative and alternate at the  
47 general election meeting. All parents/guardians of children enrolled in Wallace may vote for  
48 the PAC representative and alternate at the general election meeting, and/or make nominations  
49 from the floor. Membership in PTA is not required for purposes of voting nor for standing for  
50 election as PAC representative or alternate. Neither the principal nor the PTA president may  
51 appoint these individuals. The names of the representatives and alternate shall be turned into

1 the Richardson ISD School Board Staff Secretary, 400 South Greenville Avenue, Richardson,  
2 Texas 75081. The representative and alternate:

- 3  
4 a. must have had a child enrolled in the Richardson ISD for at least one year prior to the  
5 year of service, and a child enrolled in the Richardson ISD school which the person is  
6 representing during the year of service.  
7  
8 b. must be willing to present all points of view from the area that he represents and be  
9 willing to seek that input.  
10  
11 c. will only accept concerns from identified persons.  
12  
13 d. may not serve more than two (2) consecutive years (K-12) on the Parent Advisory  
14 Committee.  
15  
16 e. shall be elected by the end of May to serve the following year.  
17

18 \*Section 9. All officers shall:

- 19  
20 a. be a graduate of the Texas PTA Leader Orientation or complete the course by October 15 after  
21 their election;  
22  
23 b. submit a Plan of Work to the executive board for approval;  
24  
25 c. attend all meetings of the association;  
26  
27 d. have a current copy of the Local PTA bylaws;  
28  
29 e. perform the duties outlined in these bylaws and those assigned from time to time; and  
30  
31 f. deliver to their successors or the president all official materials within fifteen (15) days  
32 following the date at which their successors assume their duties.  
33  
34

## 35 **ARTICLE X: Meetings**

36  
37 \*Section 1. This association shall hold a minimum of three (3) meetings a year.

- 38  
39 a. Regular meetings of the association shall be held in the months of December, March and May,  
40 time and date to be established by executive board at its first meeting of the year. Five (5) days  
41 notice shall be given if change of date is needed.<sup>15</sup>  
42  
43 b. The regular meeting held in March shall be the election meeting.  
44  
45 c. The annual meeting In May shall be for the purpose of receiving reports of officers and  
46 chairmen and for any other necessary business.  
47

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<sup>15</sup> It is suggested that the membership be notified through regular publicity channels of the date and time of all association meetings following the first meeting of the executive board at which time this schedule is determined.

1 Section 2. Special meetings of the Local PTA may be called by the president or by a majority of the  
2 executive board, at least three (3) days notice having been given.

3  
4 \*Section 3. Twenty-five (25) members shall constitute a quorum for the transaction of business in any  
5 meeting of this association.<sup>16</sup>

## 8 **ARTICLE XI: Executive Board**

9  
10 Section 1. The executive board shall consist of:

- 11 a. the officers of the association;
- 12 b. the chairmen of standing committees; and
- 13 c. the principal of the school or a representative appointed by him.

14  
15  
16 \*Section 2. A Local PTA member shall not serve as a voting member of this executive board while  
17 employed by, or under contract to this Local PTA.

18  
19  
20 Section 3. The duties of the executive board shall be to:

- 21 a. transact necessary business in the intervals between association meetings and such other  
22 business as may be referred to it by the association;
- 23 b. present a report at the regular meetings of the association;
- 24 \*c. approve the Plans of Work of all officers and committee chairmen;
- 25 \*d. create standing and special committees;
- 26 \*e. adopt a conflict of interest policy annually;
- 27 \*f. prepare and submit a budget for the year to the association for adoption;
- 28 g. approve routine bills within the limits of the budget;
- 29 \*h. fill vacancies of officers and chairmen; and
- 30 i. act for the association in emergencies between meetings.

31  
32 Section 4. Meetings

- 33 a. Regular meetings of the executive board shall be held prior to each regular association meeting,  
34 the time to be determined by the board at its first meeting of the year.
- 35 \*b. A majority of the executive board members shall constitute a quorum.<sup>17</sup>

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<sup>16</sup> It is suggested that the quorum be set to reflect the number of members who could reasonably be expected at any business meeting. This should be a specific number (not percentage) of the total membership. Ten (10) members will be the least number accepted.

- 1  
2 c. Special meetings of the executive board may be called by the president or by a majority of the  
3 members of the board, at least three (3) days notice being given.  
4

## 5 **ARTICLE XII: Standing and Special Committees**

6  
7 \*Section 1. Only members of the association shall be eligible to serve in any elective or appointive  
8 position.  
9

10 \*Section 2. The executive board may create such standing and special committees as it may deem  
11 necessary to promote the Purposes and carry on the work of the association. The term of each chairman  
12 shall be one (1) year or until the selection of a successor.  
13

14 \*Section 3. The newly elected president shall call a meeting of the incoming officers within thirty (30)  
15 days after the election for the purpose of approving standing committee chairmen and such other business  
16 as becomes necessary.<sup>18</sup>  
17

18 \*Section 4. No chairman shall serve in the same office for more than two (2) consecutive terms. One  
19 who has served more than one-half of a term shall be credited with having served that term.  
20

21 \*Section 5. All standing committee chairmen shall:

- 22  
23 a. deliver to their successors or the president all official materials within fifteen (15) days  
24 following the date at which their successors assume their duties;  
25  
26 b. present a Plan of Work to the executive board for approval. No committee work shall be  
27 undertaken without this approval;<sup>19</sup> and  
28  
29 c. have a current copy of the Local PTA bylaws.  
30

31 \*Section 6. The president shall be a member ex-officio of all committees except the nominating and audit  
32 committees.  
33

34 \*Section 7. The quorum of any committee shall be a majority of its members.  
35

36 Section 8. The chairman of each standing committee shall notify the President prior to all committee  
37 meetings.  
38

39 Section 9. The chairman of each standing committee shall perform other duties as assigned by the  
40 president of association.  
41  
42  
43  
44

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<sup>17</sup> In calculating a quorum, filled board positions rather than positions available will be counted.

<sup>18</sup> Texas PTA does not recognize more than one (1) person serving in the same capacity; therefore, there are no co-chairmen.

<sup>19</sup> Three (3) written copies of the Plan of Work shall be submitted at the first executive board meeting.

1 **ARTICLE XIII: Council Membership**

2  
3 Section 1. (Applies only to Local PTAs holding membership in a Council of PTAs, and shall correspond  
4 to Council PTA bylaws.)<sup>20</sup>

- 5  
6 a. The association shall be represented in meetings of the Richardson ISD Council of Parent  
7 Teacher Associations by the president or alternate, the principal or alternate and by two (2)  
8 delegates or their alternates.<sup>21</sup> All representatives to the Council PTA shall be members of the  
9 Local PTA they represent.  
10  
11 b. Delegates and their alternates shall be appointed subject to the approval of the board by  
12 March.  
13  
14 c. Delegates to Richardson ISD Council of PTAs shall serve for a term of one (1) year.  
15

16 Section 2. This association shall pay annual dues of twenty-five dollars (\$25.00)<sup>22</sup> to the Richardson ISD  
17 Council of PTAs no later than October 15.  
18

19  
20 **\*ARTICLE XIV: State Convention**

21  
22 This Local PTA shall be represented at the annual meeting of the Texas PTA by the president or  
23 appointed alternate and additional accredited delegates.  
24

- 25 a. All delegates from this Local PTA to the Texas PTA Annual Convention shall be members of  
26 this Local PTA.  
27  
28 b. Voting delegates and their alternates shall be appointed subject to the approval of the board.  
29  
30

31 **\*ARTICLE XV: Fiscal Year**

32  
33 Section 1. The fiscal year of this association shall begin July 1 and end on the following June 30.  
34

35 Section 2. An audit committee consisting of not less than three (3) members,<sup>23</sup> who are not authorized  
36 signers, shall be appointed by the president subject to the approval of the executive board at least thirty  
37 (30) days before the last meeting of the year.<sup>24</sup>  
38

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<sup>20</sup> If the Local PTA is in Council PTA membership, this Article XIII is necessary in the Local PTA bylaws. If the Local PTA is not in Council PTA membership, indicate “not applicable” and do not fill in the blanks.

<sup>21</sup> The number of delegates shall correspond with the number stated in the Council PTA bylaws, Article VIII, Section 1.e.

<sup>22</sup> The amount of dues shall correspond with the amount as stated in the Council PTA bylaws Article VII, Section 3.

<sup>23</sup> Members of the audit committee shall not be related by blood nor marriage and shall not reside in the same household as the authorized signers.

<sup>24</sup> An audit of the treasurer’s accounts is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in the case of fraud.

1 Section 3. The audit committee report shall be adopted by the association.<sup>25</sup>  
2  
3

## 4 **\*ARTICLE XVI: Parliamentary Authority**

5  
6 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the  
7 National PTA and its constituent organizations in all cases in which they are applicable and in which they  
8 are not in conflict with these bylaws, the bylaws of the Texas PTA, and the bylaws of the National PTA  
9 or the articles of incorporation.  
10

## 11 **ARTICLE XVII: Amendments**

12 \*Section 1.

- 13
- 14 a. These bylaws may be amended at any meeting of the association, provided a quorum is  
15 present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed  
16 amendment shall have been given at the previous regular meeting or thirty (30) days prior to  
17 the meeting at which the amendment is voted on.<sup>26</sup> The amendment shall be subject to  
18 approval of the Texas PTA.  
19
  - 20 b. A committee may be appointed to submit a revised set of bylaws as a substitute for the  
21 existing bylaws only by a majority vote at a meeting of the association, or by a two-thirds  
22 (2/3) vote of the executive board. The procedure for action on amendments in \*Section 1.a.  
23 should then be followed.  
24
  - 25 c. After adoption by a two-thirds (2/3) vote at a meeting of the association, two (2) copies of  
26 bylaws and standing rules as amended or revised shall be sent for approval to the Texas PTA,  
27 408 W. 11th Street, Austin, Texas 78701-2113 or to the Texas PTA website at [www.txpta.org](http://www.txpta.org).  
28
  - 29 d. A revision of the bylaws or any amendments shall go into effect when an approved copy is  
30 returned by the Texas PTA.<sup>27</sup>  
31

32 \*Section 2. This Local PTA shall submit a set of bylaws to the Texas PTA for review every five (5)  
33 years.  
34

35 \*Section 3. The adoption of an amendment to any provision of the bylaws of the Texas PTA identified  
36 by a star (\*) shall serve automatically and without the requirement of further action by the Local PTA to  
37 amend its corresponding bylaws.  
38  
39  
40  
41  
42

43 As adopted by the Texas PTA Board of Directors February 2007

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<sup>25</sup> The audit report is adopted by a majority vote at the first regular meeting following the close of the school year.

<sup>26</sup> Each amendment to the bylaws shall be provided to the membership through the regular publicity channels thirty (30) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.

<sup>27</sup> If not approved, they must be corrected and resubmitted.