

# LOCAL PTA/PTSA BYLAWS

## Conemaugh Township PTA

(PTA/PTSA name)

Somerset County Region 7

Approved by the general membership at its meeting on June 21, 2018.

*Date of Approval*

Attached is a copy of the minutes for the meeting when the bylaws were approved by the general membership. The minutes must reflect the motion to approve the bylaws, motion was seconded, the result of the vote and a list of attendees. All documents must be received by the state office within 90 days of approval date above. Submit via United States Postal Service or electronic mail (e-mail)\*:

Pennsylvania PTA, 4804 Derry Street, Harrisburg, Pennsylvania 17111; Email\* – [info@papta.org](mailto:info@papta.org)

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

Leisha Black

President's Name Printed

(814) 288-7886

President's Phone #

Jennifer Valentine

Secretary's Name printed

(814) 241-8639

Secretary's Phone #

Leisha Black

President's Signature

lmtrez25@hotmail.com

President's e-mail

Jennifer S. Valentine

Secretary's Signature

valenjenn@gmail.com

Secretary's e-mail

Local Bylaws Chair's Name Printed *(if applicable)*

Local Bylaws Chair's Signature

Local Bylaws Chair's Phone #

Local Bylaws Chair's e-mail

Review by Council Bylaws Chairman *(if applicable)*

Council Chairman's Name Printed

Council Chairman's Signature

Date of Review

Council Chairman's Phone #

Council Chairman's e-mail

**DO NOT WRITE IN THIS SPACE - REQUIRED APPROVAL BY PENNSYLVANIA PTA**

Approved on behalf of the Pennsylvania PTA  
Board of Managers by the Bylaws and Policies Committee

**September 1, 2018**

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

Signature & date Debbie Munson

Ginny Wade, state chairman 610-326-5659  
[bylaws@papta.org](mailto:bylaws@papta.org)

Conemaugh Township PTA

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

# Required by the Pennsylvania PTA.

## Required by National PTA.

<sup>1</sup>There should be a corresponding section listing the duties of each vice president.

<sup>2</sup>There should be a corresponding section listing the duties of each secretary.

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## # ARTICLE I: NAME

The name of this non-profit association is the Conemaugh Township PTA Parent-Teacher Association (PTA) and may be referred to in these bylaws as "this PTA/PTSA", located in Davidsville, Pennsylvania. It is a PTA/PTSA organized under the authority of the Pennsylvania Congress of Parents and Teachers, Inc. (the Pennsylvania PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

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## ## ARTICLE II: PURPOSES

**Section 1.** The purposes (objects) of this PTA/PTSA, in common with those of the National PTA and the Pennsylvania 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 National PTA, the Pennsylvania PTA and this PTA/PTSA are promoted through advocacy and education with parents, families, teachers, educators, students, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic principles 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 (hereinafter "Internal Revenue Code".)

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## # ARTICLE III: PRINCIPLES AND BASIC POLICIES

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

- 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 parents, schools, and the community at large.

- 55  
56 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be  
57 guiding principles for service in National PTA.  
58

59 **Section 2.** The following are basic policies of this PTA/PTSA in common with those of the Pennsylvania  
60 PTA are the 'operational requirements and dissolution' of National PTA and are IRS requirements for all  
61 501(c)(3) associations:  
62

- 63 a. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its  
64 members, directors, trustees, officers, or other private persons except that the association shall be  
65 authorized and empowered to pay reasonable compensation for services rendered, and to make  
66 payments and distributions in furtherance of the purposes set forth in Article II hereof.  
67  
68 b. Notwithstanding any other provision of these articles, the association shall not carry on any other  
69 activities not permitted to be carried on (i) by an association exempt from federal income tax under  
70 Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are  
71 deductible under Section 170(c)(2) of the Internal Revenue Code.  
72  
73 c. Upon the dissolution of the association, after paying or adequately providing for the debts and  
74 obligations of the association, the remaining assets shall be distributed to one or more nonprofit  
75 funds, foundations, or associations that have established their tax-exempt status under Section  
76 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with National PTA.  
77  
78 d. The association or members in their official capacities shall not, directly or indirectly, participate or  
79 intervene (in any way, including the publishing or distributing of statements) in any political  
80 campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an  
81 insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.  
82  
83

#### 84 **# ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND PENNSYLVANIA PTA**

85

86 **Section 1.** This PTA/PTSA shall be organized and chartered under the authority of the Pennsylvania PTA in  
87 the area in which the PTA/PTSA functions, in conformity with such rules and regulations, not in conflict  
88 with Pennsylvania PTA bylaws. The Pennsylvania PTA shall issue to this PTA/PTSA an appropriate charter  
89 evidencing its organization and good standing. Five (5) members (minimum) are required to organize a new  
90 local unit PTA/PTSA and to maintain PTA/PTSA status.  
91

92 **Section 2.** Pennsylvania PTA provides services only to PTA/PTSAs that are in good standing. To  
93 participate in the Reflections Program at the state level and receive state mailings, local units must be in good  
94 standing.  
95

96 **Section 3.** A PTA/PTSA in good standing shall:  
97

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

- 110 f. forward a signed copy of all audit reports to the state office immediately following their adoption by  
111 the general membership; and  
112  
113 g. meet other criteria as may be prescribed by the Pennsylvania PTA.  
114  
115

## 116 #ARTICLES V: BYLAWS

117

118 **Section 1.** The articles of organization of this PTA/PTSA include (a) the bylaws of such association and (b)  
119 the certificate of incorporation or articles of incorporation of such association (in cases in which the  
120 association is a corporation) or the articles of association by whatever name (in cases in which the association  
121 exists as an unincorporated association).  
122

123 **Section 2.** This PTA/PTSA shall adopt such bylaws for the government of the association on a model  
124 provided by the Pennsylvania PTA and such bylaws shall be approved by the Pennsylvania PTA. Such bylaws  
125 shall not be in conflict with the National PTA bylaws or the bylaws of Pennsylvania PTA.  
126

127 **Section 3.** The adoption of an amendment to any provision of the National PTA or the Pennsylvania PTA  
128 bylaws that is relevant to the local unit bylaws shall apply automatically and without the requirement of  
129 further action by this PTA/PTSA to amend its corresponding bylaws. Notwithstanding the automatic  
130 character of the amending process, this PTA/PTSA shall promptly incorporate such amendments in its  
131 bylaws.  
132

133 **Section 4.** This PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of National  
134 PTA and Pennsylvania PTA bylaws identified by the (#) symbol and cannot be deleted or amended in any  
135 manner by this PTA/PTSA.  
136

137 **Section 5.** PTA/PTSA bylaws shall be updated every five (5) years on the most current model available from  
138 the Pennsylvania PTA.  
139  
140

## 141 # ARTICLE VI: VOTING

142

143 **Section 1.** Only members of this PTA/PTSA who have paid dues for the current membership year may vote  
144 on the business of this PTA/PTSA.  
145

146 **Section 2.** Each member is entitled to one (1) vote, even though they may be serving in more than one (1)  
147 position.  
148

149 **Section 3.** Current membership must be verified for voting privileges.  
150

151 **Section 4.** The bylaws of this PTA/PTSA shall prohibit voting by proxy.  
152

153 **Section 5.** A PTA/PTSA member shall not serve as a voting member of this PTA's board while serving as a  
154 paid employee of or under contract to this PTA/PTSA.  
155  
156  
157

## 158 # ARTICLE VII: MEMBERSHIP & DUES

159

160 **Section 1.** Every individual who is a member of this PTA/PTSA is, by virtue of that fact, a member of the  
161 National PTA and of the Pennsylvania PTA by which this PTA/PTSA is chartered and is entitled to all the  
162 benefits of such membership.  
163

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

166  
167 **Section 3.**This PTA/PTSA shall conduct an annual enrollment of members but may admit individuals to  
168 membership at any time.The membership year shall begin on July 1<sup>st</sup>and end on June 30<sup>th</sup>annually.

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

173  
174 **Section 5.**The national portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per  
175 annum as determined by the National PTA.

176  
177 **Section 6.**The state portion of each member's dues shall be two dollars and seventy-five cents (\$2.75) per  
178 annum as determined by the Pennsylvania PTA.

179  
180 **Section 7.**The local portion of each member's dues shall be determined by this PTA/PTSA at their annual  
181 general membership meeting.

182  
183 **Section 8.** PTA/PTSA Membership:

184  
185 a. Upon payment of dues, a person of Full Age shall become a member of a PTA/PTSA unit and shall  
186 be entitled to all privileges of membership, including holding office and voting.

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

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

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

200  
201

## 202 **ARTICLE VIII: OFFICERS**

203  
204 **Section 1.Officers.** The officers of this PTA/PTSA shall consist of:

205  
206 # a. one (1) president;

207  
208 b. one (1) vice president;

209  
210 c. one (1) secretary; and

211  
212 # d. one (1) treasurer.

213  
214 **Section 2.Eligibility.** The following provisions shall govern the qualifications and eligibility of individuals to  
215 be officers of this PTA/PTSA:

216  
217 a. Each officer shall be a current member of this PTA/PTSA.

218

219 b. No person shall serve in more than one elected position in this PTA/PTSA simultaneously.  
220

221 **Section 3.Term.** Officers shall assume their official duties on July 1<sup>st</sup> and shall serve for a term of one (1) year,  
222 or until their successors are elected.  
223

224 a. A person who has served in an office for more than one-half of a full term shall be deemed to have  
225 served a full term in such office.  
226

227 b. No officer may be eligible to serve more than three(3) consecutive terms in the same office.  
228

229 **Section 4.Vacancy.** A vacancy occurring in the office of president shall be filled for the remainder of the  
230 unexpired term by the vice-president. A vacancy in any office other than the president shall be filled by a  
231 member elected by the executive board.  
232

### 233 #Section 5.Nominating Committee.

234  
235 a. **Composition.** The nominating committee shall consist of **three (3)** local unit members. The  
236 president shall not serve as a member of this committee.  
237

238 b. **Election.** The members of the nominating committee shall be elected by this PTA/PTSA at a regular  
239 meeting at least 2 months prior to the election of officers at the annual meeting (as listed in # Article  
240 XII: General Membership Meetings, Section 1.b.) The committee shall elect its own chair.  
241

242 c. **Duties.** The nominating committee shall:

- 243 i. send out notification of elections;
- 244 ii. confidentially consider all candidates for elected positions who meet the eligibility  
245 requirements set forth by these bylaws and who have provided written consent to serve if  
246 elected; may consider additional candidates during its confidential deliberations; and
- 247 iii. submit only one (1) name for each position to be filled.  
248

249 d. **Report.** The nominating committee shall report its nominees to the general membership at least one  
250 (1) month prior to the election of officers at the annual meeting (as listed in # Article XII: General  
251 Membership Meetings, Section 1.b.)

252 **#Section 6.Nominations from the floor.** Nominations from the floor shall be accepted at the election  
253 meeting. Nominees shall be current members of this PTA/PTSA and shall have submitted written consent.  
254

255 **#Section 7.Elections.** Officers shall be elected:  
256

- 257 a. at the annual general membership meeting;
- 258 b. by written ballot if there is more than one (1) candidate and a majority vote shall elect; and
- 259 c. by voice vote when there is only one (1) candidate. Only affirmative votes shall be valid.  
260  
261  
262  
263

## 264 **ARTICLE IX: DUTIES OF OFFICERS**

265  
266 **# Section 1.** All officers shall perform the duties as provided in these bylaws, and as may be prescribed by the  
267 association, the parliamentary authority and as directed by the president or the executive board of this  
268 PTA/PTSA  
269

270 **Section 2.** The president shall:

- 271  
272 # a. preside at all general membership and executive board meetings of this PTA/PTSA;  
273  
274 # b. confirm that a quorum is present (refer to *Robert's Rules of Order Newly Revised*, current edition);  
275  
276 # c. serve as an ex-officio member of all committees with the exception of nominating, election, and audit  
277 committees;  
278  
279 # d. coordinate the work of the officers and committees of this PTA/PTSA in order that the purposes  
280 may be promoted;  
281  
282 # e. communicate with state PTA to comply with all standards of affiliation and maintain 'good standing'  
283 status as outlined in these bylaws;  
284  
285 # f. file the Annual Local Unit Registration Form with the state PTA office immediately upon election of  
286 officers and no later than June 15 annually;  
287  
288 # g. serve as the official representative of this PTA/PTSA and be authorized to sign contracts;  
289  
290 # h. retain all official records of this PTA/PTSA and have a current copy of this unit's bylaws available  
291 for membership review;  
292  
293 # i. appoint a parliamentarian as needed; and  
294  
295 # j. return all current unused membership cards by July 1 to the state office or be charged annual dues  
296 for each card not returned. Failure to submit payment will result in suspension of services.  
297

298 **Section 3.** The vice-president(s) shall<sup>1</sup>

- 299  
300 # a. serve as aide(s) to the president; and  
301  
302 # b. perform the duties of the president in the president's absence or inability to serve.  
303

304 **Section 4.** The secretary shall<sup>2</sup>

- 305  
306 # a. record the minutes of all general membership and executive board meetings of this PTA/PTSA;  
307  
308 # b. maintain a current copy of the bylaws and membership list;  
309  
310 # c. at each meeting, present a written copy of the minutes from the previous meeting, for  
311 corrections/amendments and approval;  
312  
313 # d. maintain at each meeting, written records for at least the previous twelve (12) meetings, for possible  
314 review by members; and  
315  
316 # e. be responsible for all correspondence of the association, as needed and as directed by the president  
317

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

- 319  
320 # a. hold and maintain a full account of all the funds of this PTA/PTSA;  
321  
322 # b. keep a full and accurate account of all income and expenditures including bank statements, deposit  
323 receipts, budgets, invoices, and paid receipts in accordance with the records retention policy as  
324 provided by the Pennsylvania PTA;  
325



- 326 # c. remit monthly, five dollars (\$5.00 = national + state portions of dues) for each member of the  
 327 PTA/PTSA, as listed on the Dues Remittance Form, to the state PTA office(see Article VII:  
 328 Membership & Dues, Section 9. & #Article IV: Relationship with National PTA and Pennsylvania  
 329 PTA , Section 1.);  
 330  
 331 # d. record national and state portions of the membership dues separate from record of general funds of  
 332 thisPTA/PTSA;  
 333  
 334 # e. make disbursements in accordance with the budget adopted by the general membership this  
 335 PTA/PTSA;  
 336  
 337 # f. present a written and verbal financial statement of each financial account which shall include the  
 338 balance from the previous meeting, list of deposits and expenditures, and current balance, along with  
 339 a combined balance of all accounts, at all executive board and general membership meetings;  
 340  
 341 # g. present a preliminary annual financial report which shall include the approved budget figures and the  
 342 actual current figures, at the annual general membership meeting of this PTA/PTSA;  
 343  
 344 # h. present all audit reports to the general membership for adoption at the first general membership  
 345 meeting held after their completion;  
 346  
 347 # i. such books of account and records shall be open to inspection, at all reasonable times, by an officer of  
 348 this PTA/PTSA, an authorized representative of the Pennsylvania PTA or, where directed by the  
 349 committee on state and national relationships;  
 350  
 351 # j. if unit is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when  
 352 there is a change of officers;  
 353  
 354 # k. prepare or cause to be prepared, the appropriate IRS 990 form by the 15<sup>th</sup> day of the 5<sup>th</sup> month after  
 355 the end of the fiscal year of this PTA/PTSA;  
 356  
 357 # l. forward to the state PTA office annually:  
 358 i. a copy of the Form 990N, 990, or 990EZ as required per IRS regulations upon completion;  
 359 and  
 360 ii. a signed copy of all audit reports to the state office immediately following adoption by the  
 361 general membership.  
 362  
 363 # m. compile and submit all financial documents necessary to complete an audit to the elected audit  
 364 committee or approved auditor as directed by the executive board.  
 365

## 366 **ARTICLE X: EXECUTIVE BOARD**

367  
 368 **Section 1.** The business of this PTA/PTSA shall be managed by the executive board between general  
 369 membership meetings.

370  
 371 **#Section 2.** Each executive board member shall be a member of this PTA/PTSA.  
 372

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

- 374  
 375 # a. elected officers.  
 376

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

- 378  
 379 # a. transact business as may be referred to it by the membership of this PTA/PTSA;  
 380

- 381 # b. create standing and special committees and appoint chairmen/coordinator for allcommittee;  
382  
383 # c. approve plans of work of the committees;  
384  
385 # d. present a report of all actiontaken by the Executive board at thenext general membership meeting of  
386 this PTA/PTSA;  
387  
388 # e. elect an auditor or an auditing committee to audit the treasurer’s accounts;  
389  
390 # f. prepare an annual budget for the upcoming fiscal year, to submitted to the members for adoption at  
391 the annual general membership meeting;  
392  
393 # g. approve payment of routine bills within the limits of the approved budget; and  
394  
395 # h. act in emergencies between general membership meetings and have all emergency actions ratified at  
396 the next general membership meeting.  
397

398 #Section 5. If any member of the executive board shall at any time cease to meet the qualifications or fulfill  
399 the duties of the position as listed in the bylaws, that person shall be removed from the position by a motion  
400 adopted first by the executive board and then by the general membership. The vote shall be by a majority.  
401

402 Section 6. Regular meetings of the executive board shall be held with the date and time to be fixed by the  
403 board at its first meeting of the year.  
404

405 Section 7. Special meetings of the executive board may be called by the president or when requested by a  
406 majority of its members upon two (2) days’ advance written notice to each member of the board.  
407

408 Section 8. At all meetings of the executive board,a majority of the members of the board shall constitute a  
409 quorum for the transaction of business.  
410

411 Section 9. Upon the expiration of the term of office or when individuals cease to hold the position on the  
412 board,they shall automatically be relieved of all duties and responsibilities. All records, books, and other  
413 materials pertaining to the position shall be turned over to the president and all funds pertaining to the  
414 position shall be returned to the treasurer within fourteen (14)days.  
415  
416

## 417 ARTICLE XI: COMMITTEES

418  
419 Section1. Committees. The executive board shall create such standing and special committees as deemed  
420 necessary to promote the purposes and appoint the chairman/coordinator for all committees.  
421

422 Section 2. Standing Committees. The standing committees of this PTA/PTSA shall be: listed in the  
423 standing rules  
424

425 Section 3. Chairman/Coordinator Eligibility. Only members of this PTA/PTSA shall be eligible to serve  
426 as a committee chairman/coordinator.  
427

428 Section 4. Chairman /Coordinator Term.  
429

- 430 a. The term of office of each committee chairman/coordinator shall be one (1) year or until a successor  
431 is appointed.  
432  
433 b. A chairman/coordinator shall not be eligible to serve more than three (3) consecutive terms as the  
434 chairman/coordinator of the same committee.  
435

- 436 **Section 5.Chairman/Coordinator Duties.** Each committee chairman/coordinator shall:  
437  
438 a. present a plan of work to the executive board for approval;  
439  
440 b. coordinate all work of the committee;  
441  
442 c. perform other duties as assigned by the president; and  
443  
444 d. upon the expiration of the term of office or when individuals cease to hold the position, , they shall  
445 automatically be relieved of all duties and responsibilities.All records, books, and other materials  
446 pertaining to the position shall be turned over to the president and all funds pertaining to the  
447 position shall be returned to the treasurer within fourteen (14)days.  
448  
449

## 450 # ARTICLE XII: GENERAL MEMBERSHIP MEETINGS

451

452 **Section 1.Regular Meetings.** This association shall hold a minimum of three (3) general membership  
453 meetings during the membership year.  
454

- 455 a. Dates ofgeneral membership meetingsshall be determined by the executive board and announced  
456 at the first general membership meeting of the year, as well as through all communication channels  
457 used by this PTA/PTSA. Five (5) days' advance notice shall be given to the membership of a change  
458 of date.  
459  
460 b. The annual meeting shall be held in**June**, at which time the business shall include the election of  
461 officers by the members, determination of next year's local portion of the dues, preliminary annual  
462 fiscal report, and presentation of next year's budget for approval by the membership.  
463

464 **Section 2.Special Meetings.** A special meeting of this PTA/PTSA, if needed, shall be called by the  
465 president or by the majority of the executive board with three (3) days' advance notice which shall include the  
466 date, time, place and purpose for the meeting. No other business shall be discussed or conducted.  
467

468 **Section 3.Quorum.** The quorum for the transaction of business in any general membership meeting of this  
469 PTA/PTSA shall be seven (7) members.  
470  
471

## 472 ARTICLE XIII: COUNCIL MEMBERSHIP N/A

473  
474

## 475 # ARTICLE XIV: PENNSYLVANIA PTA CONVENTION

476

477 **Section 1.**This PTA/PTSA shall be entitled to be represented at the state convention of the Pennsylvania  
478 PTA by the president (or alternate) and one (1) accredited (or alternate) delegate for every ten (10) members  
479 as shown on the record of the state treasury fourteen (14) days prior to the state convention.  
480

481 **Section 2.** All representatives to the Pennsylvania PTA convention must be current members of this  
482 PTA/PTSA.  
483

484 **Section 3.**Delegates or their alternates shall be selected in accordance with the Standing Rules of this  
485 PTA/PTSA.  
486  
487  
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## # ARTICLE XV: FISCAL YEAR AND ACCOUNTABILITY

**Section 1. Fiscal Year** The fiscal year of this PTA/PTSA shall begin on **July 1** and end on the following **June 30**. The fiscal year of a PTA/PTSA shall be the same as its accounting year and shall be in accordance with the information provided on the SS-4 form currently filed with the IRS.

### Section 2. Banking

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

### Section 3. Financial Audit(s)

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

## # ARTICLE XVI: DISSOLUTION & WITHDRAWAL OF CHARTER

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

**Section 2.** A PTA/PTSA considering dissolution must:

- a. arrange for a Pennsylvania PTA representative to speak in favor of continuing PTA/PTSA at a meeting of the executive board prior to taking action;
- b. upon the decision of the executive board to recommend dissolution of the unit, that recommendation shall be presented to the members at the next general membership meeting and shall include an announcement that the vote on the dissolution will be taken at the next regular meeting (a 2/3 vote is required to dissolve);

- c. require that each person voting to dissolve shall have been member of this PTA/PTSA for at least ninety (90) days;
- d. arrange for a Pennsylvania PTA representative to speak to the members at the general meeting at which the vote is to be taken;
- e. arrange for the proper disposal of PTA/PTSA funds and property according to the provisions of these bylaws; and
- f. provide for the dissolution to take effect immediately after the dissolution is voted and shall not be post-dated.

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

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

## #ARTICLE XVII: PARLIAMENTARY AUTHORITY

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

## # ARTICLE XVIII: AMENDMENTS

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

**Section 2. Final Approval.** After adoption at a membership meeting of this PTA/PTSA, the bylaws shall be submitted to the Pennsylvania PTA for approval according to the procedures set forth by the Pennsylvania PTA. Amended bylaws go into effect when a state approved copy is returned to the president of this PTA/PTSA.

Conemaugh Township Elementary PTA  
Special Meeting  
June 21, 2018

Called to order: 8:13 pm

Present:

Leisha Black  
Debra Thomas  
Becky Parker  
Nicole Moser  
Kristi Purdy  
Jenn Valentine

Purpose of the meeting is to decide if any changes need to be made at this time.

Current bylaws shared. No changes at this time.

Motion to approve keeping the current bylaws the same, with no changes made by Nicole Moser.  
Second, Jenn Valentine.

All in favor.

Meeting adjourned at 8:20

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