

Bylaws of the  
\_\_\_\_\_ Parent Teacher Association

\_\_\_\_\_, Nevada \_\_\_\_\_

**Article I—Name**

The name of this association is the \_\_\_\_\_ Parent Teacher Association \_\_\_\_\_, \_\_\_\_\_, Nevada. It is a local PTA/PTSA organized under the authority of the Nevada Congress of Parents and Teachers, a branch of National Congress of Parents and Teachers (National PTA). Hereinafter known as PTA/PTSA.

**#Article II—Purposes**

**Section 1.** The purposes of the 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; To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- 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.
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

**Section 2.** The purposes of the PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

**Section 3.** The association is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as "Internal Revenue Code").

**#Article III—Basic Policies**

The following are basic policies of the PTA/PTSA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision- making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The association shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- e. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

- f. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- g. The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

## **#Article IV—Relationship with National PTA and Nevada PTA**

**Section 1.** This local PTA shall be organized and chartered under the authority of the Nevada PTA in the area in which this local PTA functions, in conformity with such rules and regulations, as the Nevada PTA may in its bylaws prescribe. The Nevada PTA shall issue to this local PTA an appropriate charter evidencing the due organization and good standing of this local PTA.

A local PTA in good standing is one that:

- a. Adheres to the purposes and basic policies of the PTA;
- b. Remits the national portion of the dues through the state PTA to reach the national office by dates designated by National PTA;
- c. Has bylaws approved according to the procedures of its state; and
- d. Meets other criteria as may be prescribed by the individual state PTA.

**Section 2.** The Nevada PTA shall determine criteria for establishing constituent associations and setting standards for continuing affiliation with the Nevada PTA and National PTA.

**Section 3.** There shall be no proxy voting by any constituent association of the Nevada PTA.

**Section 4.** The purposes and basic policies of the Nevada PTA shall in every case also be the purposes and basic policies of each constituent association.

**Section 5.** Each constituent association shall adopt bylaws for the government of the association. Such bylaws shall not be in conflict with National PTA or Nevada PTA Bylaws. Such bylaws shall include an article on amendments and shall include a provision establishing a quorum.

**Section 6.** Each constituent association shall include in its bylaws provisions that correspond to Nevada PTA's bylaws. These provisions, identified by the number symbol (#), shall remain verbatim.

**Section 7.** Each officer or board member of this local PTA shall be a member of this local PTA.

**Section 8.** This local PTA/PTSA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the Nevada PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Nevada PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

**Section 9.** A local PTA considering dissolving its relationship with Nevada PTA (and thereby National PTA) shall follow the procedures for dissolution as adopted by Nevada PTA Board of Managers. These procedures include but are not limited to:

- a. a special called meeting of the membership must be with thirty (30) days notice;
- b. A two-thirds (2/3) vote of the membership present, a quorum having been established; and
- c. Notification of the state office at least forty-five (45) days in advance of such meeting.

## **Article V—Members and Dues**

**#Section 1.** Every individual who is a member of this local PTA is, by virtue of that fact, a member of the National PTA and of the Nevada PTA by which this local PTA is chartered, and is entitled to all the benefits of such membership.

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

**Section 3.** This local PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

**#Section 4.** Each member of a local PTA shall pay annual dues as may be determined by the association. The amount of the dues shall include the portion payable to the state PTA as determined by the state at its annual convention as recommended by the Board of Managers and approved by a two-thirds (2/3) majority of the voting body, and the portion payable to National PTA as recommended by the Board of Managers and approved by a two-thirds (2/3) majority of the voting body at the National PTA Annual Convention.

**#Section 5.** The National PTA portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per annum. The Nevada PTA portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per annum. The state and national portions of the dues paid by each member of this local PTA shall be set aside by this local PTA and remitted to the Nevada PTA through such channels and at such times as the state PTA bylaws may provide. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

**Section 6.** Each member of this local PTA shall pay annual dues as determined by the Board of Managers and approved by a 2/3rds vote of the general membership.

**#Section 7.** An honorary life membership shall not carry the right to vote or hold office in the Nevada PTA, council PTA or local PTA.

## **Article VI—Officers**

**Section 1.** The elected officers of this local PTA shall be President, up to 6 Vice Presidents, Treasurer and Secretary

**Section 2.** Officers shall be elected in the month of

**Section 3.** The vote shall be conducted by ballot and a majority vote shall elect. When there is only one candidate for any office that election may be held by voice vote.

**Section 4.** The following provisions shall govern the eligibility of individuals to be officers of the PTA/PTSA:

- a. Each officer shall be a member of this local PTA.
- b. No officer serving a one year term may be eligible to serve more than two consecutive terms in the same office. Officer's serving two year terms my only serve one term.

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

**Section 5.** Officers shall assume their official duties following the close of the meeting in May and shall serve for a term of \_\_\_\_\_ year(s).

**Section 6.** A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the 1st vice president. A vacancy in any office other than president shall be filled by the board of managers.

**Section 7.** There shall be a nominating committee composed of at least 3 members who shall be elected by this local PTA at a regular general membership meeting no later than March.

- a. The committee shall elect its chair.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting in April. All nominees running from the floor shall notify the current president or acting chair at least 14 days prior to the election meeting in May.
- c. Only those individuals who are current members of this local PTA 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 local PTA;
- b. Serve as an ex officio member of all committees except the nominating committee;
- c. Coordinate the work of the officers and committees of this local PTA in order that the purposes may be promoted;
- d. Attend mandatory training provided by the Nevada PTA no later than September 30<sup>th</sup> or Presidents elected after September 30<sup>th</sup> must be trained within 30 days.
- e. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of *managers*.
- f. Notify the candidates of an opponent's intention to run for office.

**Section 2.** The vice president(s) shall

- a. Act as aide(s) to the president;
- b. In their designated order, as covered in the Standing Rules, perform the duties of the president in the president's absence or inability to serve;
- c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of managers

**Section 3.** The secretary shall

- a. Record the minutes of all meetings of the PTA/PTSA;
- b. Be prepared to read the records of any previous meetings;
- c. Submit a copy of the Officers Roster to Nevada PTA 10 days after their election and no later than June 15<sup>th</sup>.
- d. File all records;
- e. Have a current copy of the bylaws and distribute a copy of said bylaws to all officers.
- f. Maintain a membership list;
- g. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president or the board of managers.
- h. Dispose of ballots.
- i. Attend mandatory training provided by Nevada PTA no later than September 30<sup>th</sup> or Secretary's elected after September 30<sup>th</sup> must complete training within 30 days of election or appointment.

**Section 4.** The treasurer shall

- a. Have custody of the funds of this local PTA/PTSA
- b. Maintain a full account of the funds of this local PTA/PTSA;
- c. Attend mandatory training provided by the Nevada PTA no later than September 30<sup>th</sup> or Treasurers elected after September 30<sup>th</sup> must be trained within 30 days.
- d. Make disbursements as authorized by the president, board of directors, or this local PTA/PTSA in accordance with the budget adopted by this local PTA/PTSA;
- a. Send membership dues and dues remittance forms to Nevada PTA on a monthly basis with the first submission due no later than September 30<sup>th</sup>.
- b. Have checks or vouchers signed by two signers; Individuals authorized to sign checks shall not be related to each other by marriage or any other relationship.
- c. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the PTA/PTSA;
- d. Provide a written financial statement to the board of managers at each meeting;
- e. Present an annual report of the financial condition of the association;
- f. Submit the books annually for an audit by an auditing committee selected by the board of managers at least one month before the meeting at which new officers assume duties. Submit audit findings to Nevada PTA no later than September 30<sup>th</sup>.
- g. Submit a copy of the PTAs approved annual budget to Nevada PTA no later than September 30<sup>th</sup>.
- h. Report the findings of the annual audit to the board of managers.
- i. Prepare and file such forms as may be required by the IRS or other tax agencies; provide a copy of filings to the Nevada PTA state office no later than November 30<sup>th</sup>.
- j. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the board of managers.
- k. Never sign a blank check;
- l. Pay all bills by check – never by cash;
- m. Never deposit funds of this PTA/PTSA in a personal account or a school account;
- n. Do not sign checks for this PTA/PTSA after the books are closed for audit;
- o. Ensure that no banking debit cards are issued or used for the PTA/PTSA banking accounts
- p. Ensure monthly bank statements are reviewed and signed each month by two individuals that does not have authorization to sign checks.

**#Article VIII: The PTA Audit**

**Section 1.** An audit is a financial review that involves following financial transactions through records to be sure that receipts have been properly accounted for and expenditures made as authorized in the minutes and in conformity with PTA/PTSA bylaws and budget limitations.

**Section 2.** The purpose of an audit is:

- a. to certify the accuracy of the books and records of the financial officer;
- b. to assure the membership that PTA/PTSA resources/funds are being managed in accordance with the Nevada PTA financial policies and procedures.

**Section 3.** An annual audit shall take place whenever a new Treasurer takes office, if local PTA/PTSA has 2 year terms, the audit will close the books on June 30<sup>th</sup> of the first year of their term. An audit may be requested at any time deemed necessary.

**Section 4.** An auditor or auditing committee of no fewer than three (3) members shall be selected by the board of manager no later than two weeks prior to the end of the school year. An auditor or auditing committee member shall not be related to any signees on the checking account by marriage or any other relationship.

**Section 5.** The annual audit report shall be given to this PTA/PTSA no later than the first general

membership meeting of the school year.

**Section 6.** The annual audit report must be signed, dated and included in the minutes of the secretary.

**Section 7.** The outgoing officers cannot sign checks for this PTA/PTSA after the books are closed for audit.

**Section 8.** During the audit process it is recommended that expenditures within an adopted budget be limited to those of an emergency nature.

**Section 9.** The audit, including the final Treasurer's report must be submitted to Nevada PTA prior to September 30<sup>th</sup>.

### **Article IX—Board of Managers**

**Section 1.** The affairs of the PTA/PTSA shall be managed by the Board of Managers in the intervals between local PTA general membership meetings, the members of which shall be:

- a. All elected officers
- b. .
- c. .
- d. .
- e.
- f. The president may appoint a parliamentarian, subject to approval by the Board of Managers of this local PTA.

**Section 2.** Special meetings of the Board of Managers may be called by the president or upon written request of *three* members with three days' notice to each member of the member of the board.

**Section 3.** A majority of the elected officers shall constitute a quorum for the transaction of business.

**Section 4.** Duties of the Board of Managers shall be to

- a. Carry out such business as may be referred to it by the membership of the association;
- b. Create special committees;
- c. Make a report at the regular general membership meetings of this local PTA;
- d. Select an auditor or an auditing committee to audit the treasurer's accounts;
- e. Prepare and submit an annual budget to this local PTA's general membership for adoption;
- f. Approve payment of routine bills within the limits of the approved budget;
- g. Appoint standing committee chairs and members;
- h. Approve the work of the committees;
- i. Act in emergencies between meetings of the general membership;

**Section 5.** If a member of the BOM shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by a resolution adopted by the general membership.

**Section 6.** The Board of Managers shall have the power to declare an office vacant when a board member of the association fails to attend 2 consecutive meetings without reasonable notice or cause of excuse.

## Article X—Committees

**Section 1.** Only members of this local PTA shall be eligible to serve in any elective or appointive positions.

**Section 2.** The standing committees of this local PTA shall be

- a. .
- b. .
- c. .
- d. .
- e. .
- f. .
- g. .
- h.

**Section 3.** The board of managers may create such special committees, as it may deem necessary to promote the purposes of PTA and carry on the work of this local PTA.

**Section 4.** The term of office of a committee chair shall be \_\_\_\_\_ year(s) or until the selection of a successor.

**Section 5.** The chair of each committee shall present a plan of work to the board of managers. No committee work shall be undertaken without the consent of the board of managers.

## Article XI—General Membership Meetings

**Section 1.** Regular meetings of the association shall be held (*number of meetings*) \_\_\_\_\_ (at least three) times during the school year, unless otherwise provided by the association or by the Board of Managers. Seven days' notice shall be given of change of date.

**Section 2.** Special meetings of this local PTA may be called by the president or by a majority of the board of managers, three *days*' notice having been given.

**Section 3.** The annual (election) meeting shall be held in \_\_\_\_\_.

**Section 4.** The annual budget meeting shall be held in September.

**Section 5.** A majority of officers plus members present shall constitute a quorum for the transaction of business in any meeting of this local PTA.

## Article XII—Council Membership

**Section 1.** This local PTA/PTSA does \_\_\_\_\_ does not \_\_\_\_\_ belong in a Region with a Council.

**Section 1.** This local PTA shall be represented in meetings of the Lake Mead Council PTA by the president, or appointed alternate, and by two (2) delegate(s) or alternate(s).

- a. All representatives to the council PTA must be members of this local PTA.
- b. Delegates and their alternates shall be chosen by election in May.
- c. Delegates to the *Lake Mead* Council PTA shall serve for a term of \_\_\_\_\_ year(s).

**Section 3.** This local PTA shall pay annual dues to the Lake Mead Council PTA as prescribed in the Lake Mead Council PTA bylaws.

**#Section 4.** Where Councils exist, Council Membership is mandatory for local PTAs.

**Article XIII—Nevada PTA Convention**

This local PTA shall be entitled to be represented at the state convention by its president, or alternate, and by one delegate for every twenty-five (25) members or major fraction thereof, as shown by the records of the state treasurer as of March 15 preceding the state convention. A local PTA having twenty-five (25) members shall be entitled to send one delegate in addition to the President.

- a. All representatives to the Nevada PTA convention must be members of this local PTA.
- b. Delegates and their alternates shall be chosen in a manner determined in this local PTAs Standing Rules or by the Board of Managers

**#Article XIV—Fiscal Year**

The fiscal year of the PTA/PTSA shall begin on July 1st and end on the following June 30<sup>th</sup>.

**#Article XV—Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern [local PTA name] in all cases in which they are applicable and in which they are not in conflict with National PTA Bylaws, the Nevada PTA Bylaws, special rules of order or Articles of Incorporation.

**Article XVI—Amendments**

**Section 1.** These bylaws may be amended at any regular general membership meeting of the PTA/PTSA by a two-thirds vote of those present and voting, provided the amendments have been approved by the board of managers and notice of proposed amendments has been provided to the membership fifteen of days prior to the meeting.

**Section 2.** The board of managers by a majority vote may authorize the Committee on Bylaws to submit a revised set of bylaws as a substitute for the existing bylaws.

**Section 3.** Submission of amendments or revised bylaws for approval by the Nevada PTA shall be in accordance with the bylaws or regulations of the Nevada PTA.

Updated 5/2016 -Current through Nevada PTA 2016 Convention -National PTA 2015 Convention

Local PTA Charter Date

Revised Bylaws Date: