

1
2
3
4



5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

31
32
33

**IDAHO PTA
LOCAL UNIT UNIFORM BYLAWS
June 2014**

34
35
36

(Includes Bylaw Amendments Approved at Annual Idaho PTA Convention 2014)

TABLE OF CONTENTS

37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79

<u>ARTICLE</u>		<u>PAGE</u>
ARTICLE I	NAME.....	3
ARTICLE II	PURPOSES	3
ARTICLE III	BASIC POLICIES	3
ARTICLE IV	RELATIONSHIP WITH NATIONAL PTA & IDAHO PTA/GUIDEINES	4
ARTICLE V	REGION MEMBERSHIP	8
ARTICLE VI	MEMBERSHIP AND DUES	9
ARTICLE VII	OFFICERS and THEIR ELECTION / NOMINATING COMMITTEE	10
ARTICLE VIII	DUTIES OF OFFICERS.....	11
ARTICLE IX	BOARD OF DIRECTORS	13
ARTICLE X	EXECUTIVE COMMITTEE	14
ARTICLE X I	COMMITTEES	14
ARTICLE XI I	GENERAL MEMBERSHIP MEETINGS	15
ARTICLE XIII	IDAHO PTA CONVENTION	16
ARTICLE XIV	IDAHO PTA ADVOCACY CONFERENCE	16
ARTICLE XV	FISCAL YEAR and INTERNAL REVENUE SERVICE NUMBER.....	17
ARTICLE XVI	PARLIAMENTARY AUTHORITY	17
ARTICLE XVII	AMENDMENTS	17

80 **UNIFORM BYLAWS FOR ALL IDAHO LOCAL PTA/PTSA UNITS**

81
82 **ARTICLE I: NAME**

83
84 The name of this association is the _____ Parents and Teachers,
85 Inc./Parents, Teachers and Students, Inc. of _____ [your town, your
86 state]. It is a local PTA/PTSA unit organized under the authority of the Idaho Congress of Parents and Teachers, Inc.
87 (Idaho PTA), a branch of National Congress of Parents and Teachers (National PTA).
88

89 **ARTICLE II: PURPOSES**

90
91 **Section 1.** The purposes of this PTA/PTSA unit, in common with those of National PTA and Idaho PTA, are:

- 92
93 a. To promote the welfare of children and youth in home, school, community, and place of worship.
94
95 b. To raise the standards of home life.
96
97 c. To secure adequate laws for the care and protection of children and youth.
98
99 d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently
100 in the education of children and youth.
101
102 e. To develop between educators and the general public such united efforts as will secure for all children and
103 youth the highest advantages in physical, mental, social, and spiritual education.
104

105 **Section 2.** The purposes of the PTA are promoted through an advocacy and educational program directed toward
106 parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and
107 governed and qualified by the basic policies set forth in Article III.
108

109 **Section 3.** The association is organized exclusively for the charitable, scientific, literary, or educational purposes
110 within the meaning of Section 501(c) 3 of the Internal Revenue Code or corresponding section of any future federal
111 tax code (hereinafter referred to as "Internal Revenue Code").
112

113 **ARTICLE III: BASIC POLICIES**

114
115 **Section 1.** The following are basic policies of this local unit in common with those of National PTA:

- 116
117 a. This association shall be noncommercial, nonsectarian, and nonpartisan.
118
119 b. The association shall work with the schools and community to provide quality education for all children and
120 youth and shall seek to participate in the decision-making process establishing school policy, recognizing
121 that the legal responsibility to make decisions has been delegated by the people to boards of education,
122 state education authorities, and local education authorities.
123
124 c. The association shall work to promote the health and welfare of children and youth, and shall seek to
125 promote collaboration among parents, schools, and the community at large.
126
127 d. No part of the net earnings of the association shall inure to the benefit of, or be distributed to, its members,
128 directors, trustees, officers, or other private persons except that the association shall be authorized and

empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

- e. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on;
 - i. by an association exempt from federal income tax under Section 501(c) 3 of the Internal Revenue Code or
 - ii. by an association, contributions to which are deductible under Section 170(c) 2 of the Internal Revenue Code.
- f. Upon the dissolution of the association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501(c) 3 of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- g. The association or members in their official capacities shall not, directly or indirectly, participate or intervene(in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 2. The following are basic policies of this local unit in common with those of Idaho PTA:

- a. The association shall be compliant with Idaho Statue Title 30, chapter 3 of the Idaho non-profit corporation act, sub sections 1-145, found at www.legislature.idaho.gov.
- b. PTA/PTSA membership lists shall not be released to outside interests.
- c. The Idaho Board of Directors reserves the right to revoke the charter should a Local Unit or Region violate the policies, ethics, or principles of PTA.
- d. The use of the Idaho PTA logo and/or trademark shall be limited to the official business of the organization. No individual or outside interest shall be allowed to use the Idaho PTA logo and/or trademark without endorsement or authorization from the Executive Committee.
- e. This local unit, or members in their official capacities, shall not endorse a commercial entity, or engage in activities not related to promoting the purposes of the PTA.

ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA & IDAHO PTA/GUIDELINES

Section 1. This local unit shall be organized and chartered under the authority of Idaho PTA in the area in which it functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as prescribed in these Idaho Bylaws. Idaho PTA shall issue to each Region Director and to the Idaho PTA VP of Membership Chair a regular report showing each local unit's progress for compliance of being a unit in good standing. Region Directors will follow-up with each local unit not in good standing and assist with criteria not met by designated date.

Section 2. The following are Idaho PTA's requirements for this local unit to be in good standing:

- a. Adheres to the purposes and basic policies of Idaho PTA.

- 179 b. Adheres to the Local Unit Uniform Bylaws, and has Standing Rules in place and approved, using the
180 template provided by Idaho PTA.
181
182 c. Completes and returns Officer and Chair roster to the Idaho PTA office annually by June 1st and anytime
183 information/officers change or are added.
184
185 d. Completes and returns the Volunteer Service Report to the Idaho PTA office annually by September 15th.
186
187 e. Annually files IRS form 990 by the 15th of the 5th month following the end of the fiscal year (Fiscal year 7/1-
188 6/30; 990 due by Nov 15th and fiscal year 1/1-12/31; 990 due by May 15th). Mail or email IRS confirmation to
189 Idaho PTA office that it was filed.
190
191 f. Remits the national and state portion of the dues to the Idaho PTA office by November 1st and monthly
192 thereafter as outlined in Article VI.
193
194 g. Remits the annual insurance premium to the Idaho PTA office by November 1st.
195
196 h. Meets other criteria as may be prescribed by Idaho PTA.
197

198 **Section 3.** The articles of incorporations of this local unit shall include:
199

- 200 a. The bylaws of such association.
201
202 b. The Certificate of Charter as an incorporated Idaho non-profit issued by the Idaho Secretary of State, Title
203 30 chapter 3 sub section 1-145 of Idaho Code; or the Certificate of Existence as an unincorporated nonprofit
204 as issued by the Idaho Secretary of State, Title 53 chapter 7 sub section 701-717 of Idaho Code, found at
205 www.legislature.idaho.gov.
206

207 **Section 4.** This local unit shall adopt such bylaws (Local Unit Uniform Bylaws) by Idaho PTA, for the governance of
208 the association, approved by the voting body at convention. Such bylaws shall not be in conflict with the National
209 PTA Bylaws or the Idaho PTA Bylaws.
210

211 **Section 5.** Each officer or board member shall be a dues paying member of this local unit.
212

213 **Section 6.** Voting by proxy is prohibited.
214

215 **Section 7.** A unit member shall not serve as a voting member of this local unit's board while serving as a paid
216 employee of, or under contract to, this local unit.
217

218 **Section 8.** The current membership card shall expire October 31st of the following school year. Only members of
219 this local unit who have paid membership service fees for the current membership year shall have voting privileges
220 and be entitled to one (1) vote on each matter in the business of this local unit.
221

222 **Section 9.** This local unit shall collect dues from its members and shall remit a portion of such dues to Idaho PTA as
223 provided in Article VI hereof. Member information/membership lists shall not be released to outside interests.
224

225 **Section 10.** The members of the nominating committee for officers of this local unit shall be elected by the general
226 membership, the Board of Directors, or the Executive Committee as outlined in Article VII hereof.
227

228 **Section 11.** This local unit shall keep such permanent books of account and records as shall be sufficient to
229 establish the items of gross income, receipts, and disbursements of the association, including, specifically, the
230 number of its members, the dues collected from its members, and the amounts of dues remitted to Idaho PTA. Such
231 books of account and records shall at all reasonable times be open to inspection by an authorized representative of
232 Idaho PTA or, when directed by Idaho PTA, by a duly authorized representative of National PTA.
233

234 **Section 12.** The provisions of these bylaws relating to the withdrawal of the charter of a Local PTA/PTSA Unit shall
235 parallel the provisions of the National PTA Bylaws relating to the withdrawal of the charter of Idaho PTA the Idaho
236 PTA Bylaws in Article VI.
237

238 **Section 13.** This local unit may dissolve and conclude its affairs in the following manner:
239

- 240 a. The Region Director shall be consulted at least sixty (60) days prior to any vote taken to dissolve this local
241 unit.
242
- 243 b. The Executive Committee of this local unit shall adopt a resolution recommending that this local unit be
244 dissolved thus directing the question of such dissolution to a vote at a special meeting of this local units
245 members.
246
- 247 c. Written or printed notice, stating the date, time, place of such special meeting for the purpose of dissolution
248 shall be given to each member entitled to vote, at least thirty (30) days prior to the date of such meeting.
249
- 250 d. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special
251 meeting of members, shall be given to the President of Idaho PTA at least twenty (20) days before the date
252 fixed for such special meeting of this local units members.
253
- 254 e. Only the members of this local unit in good standing on the date of adoption of the resolution, and who
255 continue to be members in good standing on the date of the special meeting, shall be entitled to vote on the
256 question of dissolution.
257
- 258 f. A quorum (as set in the unit's Standing Rules) being present, approval of dissolution of this local unit shall
259 require an affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the
260 special meeting.
261
- 262 g. Upon dissolution, this local unit, after adequately providing for the debts and obligations of the association,
263 must surrender all remaining assets (as outlined in Article III, Basic Policies) and to yield up and surrender
264 all books, records and all material/property provided by National PTA or Idaho PTA to Idaho PTA.
265
- 266 h. If this local unit disbands and is owed an insurance settlement, that insurance settlement will be sent to
267 Idaho PTA. Idaho PTA will see to the proper disbursement of these funds.
268
- 269 i. After dissolution, Idaho PTA shall invoke Article IV, Section 14 of the Local Unit Uniform Bylaws.
270

271 **Section 14.** This local unit is obligated, upon withdrawal of its charter by Idaho PTA:
272

- 273 a. To cease and desist from the further use of any name that implies or connotes association with or status as
274 a constituent association of National PTA or Idaho PTA.
275
- 276 b. To carry out promptly, under the supervision and direction of Idaho PTA, all proceedings necessary, or
277 desirable, for the purpose of dissolving this local unit.

278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327

Section 15. This local unit shall secure liability and bonding insurance through a carrier chosen by the Idaho PTA Board of Directors. Annual insurance premiums are due to the Idaho PTA office by November 1st along with the first installment of state and national membership dues.

Section 16. A local unit not in good standing:

- a. Cannot participate in the Reflections Art program.
- b. Cannot send a voting delegate to Advocacy Day or State Convention.
- c. Cannot participate in other PTA sponsored programs, apply for grants, or be eligible for awards and scholarships.
- d. May affect your IRS tax-exempt status.
- e. If all documents required under Article IV, Section 2 are not submitted, the local unit shall be placed on the "At-Risk" list on November 20th and be contacted by the Region Director (See "At-Risk" policy in the Idaho PTA Standing Rules). When the missing required documents are found to be completed, this local unit will be considered in good standing.

Section 17. This local unit must have current copies of the following items on file (in their own procedure books) annually by November 30th.

- a. Approved annual budget;
- b. Copy of IRS 990 filing and,
- c. Adopted Standing Rules for current year (term date designed in Standing Rules).

Section 18. This local unit practices responsible financial procedures as referenced in National PTA *Money Matters* and as outlined by Idaho PTA's chosen insurance policy.

- a. Each member of the Board of Directors has the fiduciary responsibility to make sure a financial review is done at the end of the PTA's unit's fiscal year. For example, a fiscal year ending on June 30th, the Treasurer shall close the books on or after June 30th and submit the books, records, and annual report/recap for financial review to an auditor or an auditing committee selected by the Board of Directors.

Section 19. This local unit shall remit sales tax as required by the Idaho tax commission (see <http://tax.idaho.gov/i-1098.cfm> for details).

Section 20. This local unit shall avail itself of the workshops, conferences, resources, and opportunities for leadership development offered by the region, state, and national levels of the PTA, with a minimum of one (1) elected officer or their designee attending one (1) leadership training session annually. Leadership training is defined as:

- a. Convention training workshops;
- b. Idaho PTA sponsored officer training;

- 328 c. Region sponsored officer training, and
- 329
- 330 d. Other training as pre-authorized by the Idaho PTA Board of Directors.
- 331

332 **Section 21.** If a student at a non-PTA/PTSA unit school wishes to participate in Reflections, this student or their
333 guardian must join any Local PTA/PTSA Unit within the region with a Reflections program, at that units' sole
334 discretion. To participate in the Reflections program, that student, or their guardian, must be a member of a Local
335 PTA/PTSA Unit in good standing within the state.

336
337 **Section 22.** This local unit shall adopt such bylaws as required by National PTA and by Idaho PTA. This local unit
338 will be provided, by Idaho PTA, the Local Unit Uniform Bylaws approved by the voting body at convention. This local
339 unit shall be self-governing in the areas not in conflict with the Local Unit Uniform Bylaws.

340
341 **Section 23.** In addition to the Local Unit Uniform Bylaws, this local unit shall adopt a set of Standing Rules, using the
342 template provided by Idaho PTA to be used in conjunction with the Uniform Bylaws in the governing of this unit.
343 Such Standing Rules shall not be in conflict with National Bylaws, Idaho Bylaws (provided by Idaho PTA and
344 approved by the voting body at convention), or the Uniform Unit Bylaws. These Standing Rules shall be reviewed
345 and adopted annually by the local unit's Executive Committee/Board. Amendments or additions, after initial adoption,
346 shall be presented to the general membership of this PTA/PTSA unit for approval.

347
348 **Section 24.** The Idaho PTA is governed by Robert's Rules of Order, Newly Revised (see Idaho PTA Bylaws Article
349 XVII). According to this authority there is no provision for co-officers (A division of authority). Therefore, Standing
350 Rules which make provisions for co-officers should designate specific responsibilities for each person, such as who
351 presides, who conducts the meeting if the person presiding is not present, who is the official delegate at the Region
352 Conference, Advocacy Conference, State Convention, etc. This detail can be added to the end of the Standing
353 Rules and since it will be an amendment to the rules, will need to be approved by the voting members at a general
354 membership meeting. The provision for having co-officers is not recommended by Idaho PTA.

355
356 **Section 25.** Permanent records include all incorporation papers, EIN, PTA Charter, Bylaws and amendments, state
357 or federal reports, check registers, accounts payable ledgers, minutes, financial reports, agendas, and membership
358 numbers and the IRS 501(c)(3) Letter of Determination. Ten (10) year retention includes audit reports. Five (5) year
359 retention includes budget, invoices, and petty cash reports. Such books of account and records shall at all
360 reasonable times be open for inspection by an authorized representative of Idaho PTA or, when directed by Idaho
361 PTA, by a duly authorized representative of National PTA.

362 **ARTICLE V: REGION MEMBERSHIP**

363
364 The following sections **must** correspond to the Idaho PTA Bylaws Article XIII and are provided as a guideline to Local
365 PTA/PTSA Units.

366
367 **Section 1.** Region PTA's will hold an annual conference/meeting/training for the purpose of conducting necessary
368 business (adopt budget, approve minutes, conduct elections, etc.), leadership development and exchange of ideas
369 between Local Unit PTA/PTSA Unit members and State Board members.

- 370
- 371
- 372 a. The membership of the Region shall consist of the elected officers, committee chairs, and members only of
- 373 the PTA/PTSA local units within the Region area as defined by Idaho PTA. Schools that are actively
- 374 pursuing membership as a Local PTA/PTSA Unit may be invited by the Director of the Region in which they
- 375 reside.
- 376

- 377 b. The voting body has the privilege of making motions, debating, or voting at a Region meeting/conference
378 and shall be limited to the members of the Region Board of Directors and elected officers from each local
379 unit in GOOD STANDING within the Region.
- 380 c. Quorum for Region conferences/meetings shall be three (3) members of the voting body from at least two
381 (2) different local units and may include two (2) members of the Region Board of Directors. Voting by proxy
382 is prohibited.
- 383
- 384 d. This local unit shall be represented in meetings/conferences of the unit's Region PTA by the President, or
385 appointed alternate. All representatives to the Region PTA must be members of this local unit.
386

387 **Section 2.** Regions do not pay dues to National PTA but may collect dues from local units. Changes to Region dues
388 shall be approved by the voting body.
389

390 **ARTICLE VI: MEMBERSHIP AND DUES**

391

392 **Section 1.** Every individual who is a member of this local unit organized by a state PTA or under direct authority of
393 National PTA also is a member of National PTA and of Idaho PTA by which this unit is organized and, as such, is
394 entitled to all the benefits of such membership.
395

396 **Section 2.** Membership in this local unit shall be open, without discrimination, to anyone who believes in and
397 supports the mission and purposes of National PTA.
398

399 **Section 3.** This local unit shall conduct an annual enrollment of members, but may admit individuals to membership
400 any time. Membership dues are determined in this unit's Standing Rules and approved by the membership. This
401 local unit shall attain a minimum of five (5) members as of November 1st of the current membership year. Newly
402 organized units shall have until November 1st of their second membership year to attain the minimum. Local
403 PTA/PTSA Units with less than five (5) members as of November 1st of the current membership year will be placed
404 on the "At-Risk" list and be contacted by the Region Director.
405

406 **Section 4.** Each member of this local unit shall pay such annual dues as may be determined by the association in
407 the unit's Standing Rules. The amount of the dues shall include the portion payable to the state PTA as determined
408 by the state – the "State portion" – and the portion payable to National PTA – the "National portion" as recommended
409 by the Board of Directors and approved by a two-thirds (2/3) majority of the voting body at the National PTA Annual
410 Convention.
411

412 **Section 5.** The amount of the state portion of each member's dues shall be recommended by the Idaho PTA Board
413 of Directors and, if a change is warranted, approved by the voting delegates at an annual Idaho PTA State
414 Convention. The Idaho PTA portion of each adult member's dues is currently five dollars and twenty-five cents
415 (\$5.25) per annum. The amount of the national portion of each member's dues shall be determined by National PTA.
416 The national portion of each member's dues is currently two dollars and twenty-five cents (\$2.25) per annum.
417 National PTA assessment increases shall be automatic according to changes made by National PTA.
418

419 **Section 6.** PTA/PTSA's can charge a student rate of four dollars (\$4.00) per student between the grades of 6th and
420 12th grade. These four dollars (\$4.00) would be two dollars and twenty-five cents (\$2.25) sent to National PTA and
421 one dollar and seventy-five cents (\$1.75) for Idaho PTA.
422

423 **Section 7.** The state and national portions of the dues paid by each member of this local unit shall be set aside by
424 the Local PTA/PTSA and remitted to Idaho PTA. A member belonging to more than one unit shall pay all dues
425 through each local unit in which he holds membership.
426

427 **Section 8.** The first installment is due to the Idaho PTA office by November 1st and then new or changed data
428 monthly thereafter. Each remittance shall be accompanied by a remittance form (found on Idaho PTA website) and a
429 check payable to Idaho PTA for the state portion and national portion of PTA members for that reporting period. A
430 spreadsheet, preferably electronic, should be emailed or mailed with the remittance form that includes each
431 member's name and as much other info (email, address, phone) that your unit has gathered through your
432 membership form.

433
434 **Section 9.** Local PTA/PTSA Units with no dues recorded in the Idaho PTA office by November 20th will be
435 considered "not in good standing". See Article VI, Sections 2 and 3 in the Idaho State Bylaws for details. Failure to
436 remit the state and national portions of its per capita dues will result in the forfeiture of voting rights at PTA events
437 until the amount has been paid and will disqualify any Reflections entries from participation in the Reflections
438 program. See Article VI in the Idaho PTA Bylaws.

439
440 **Section 10.** The current membership card shall expire October 31st of the following school year. Only members of
441 this local unit who have paid membership service fees for the current membership year shall be entitled to one (1)
442 vote on each matter in the business of this local unit.

443

444 **ARTICLE VII: OFFICERS AND THEIR ELECTION / NOMINATING COMMITTEE**

445

446 **Section 1.** There shall be at least four elected officers: President, Vice-President, Secretary, and Treasurer and any
447 other officers as designated in this unit's Standing Rules. The elected officers shall comprise this local unit's
448 Executive Committee.

449

450 **Section 2.** Officers shall be elected in the month designated in this unit's Standing Rules.

451

452 **Section 3.** Nominations from the floor are permitted, however every effort should be made to submit these name(s)
453 to the presiding officer before the beginning of the meeting. When there is but one candidate for an office, the ballot
454 for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.

455

456 **Section 4.** The following provisions shall govern the qualifications and eligibility of individuals to be officers of this
457 local unit:

458

459 a. Each officer shall be a member of this unit;

460

461 b. No officer may be eligible to serve more than two consecutive terms in the same office, as designated in
462 this local unit's Standing Rules, and

463

464 c. A person who has served in an office for more than one half (1/2) of a full term shall be deemed to have
465 served a full term in such office.

466

467 **Section 5.** Officers shall assume their official duties on the date designated in this local unit's Standing Rules and
468 shall serve for a term of no more than two (2) years, as designated this local unit's Standing Rules, or until their
469 successors are elected.

470

471 **Section 6.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the Board
472 of Directors. Election to fill a vacancy shall require a majority vote of the Board of Directors with at least ten (10) days
473 previous notice. If notice is not given, the election to fill the vacancy shall require a two-thirds (2/3) vote. In case a
474 vacancy occurs in the office of President, the Vice-President, if applicable, shall serve notice of the election to the
475 Board of Directors, if applicable, or the Executive Committee. If a president-elect has already been selected that
476 person will assume the duties of President and complete the President's term of office.

477
478 **Section 7.** A list of newly elected officers shall be submitted to the Idaho PTA Office and Region Director
479 immediately after their election. Changes in officers and their addresses must be reported to the Idaho PTA Office
480 and Region Director immediately.

481
482 **Section 8.** The members of the nominating committee for officers of this local unit shall be elected by the general
483 membership, the Board of Directors, or the Executive Committee. There shall be a nominating committee composed
484 of an odd number, of at least three members, who shall be elected at a regular meeting at least one (1) month prior
485 to the election of officers. The committee shall elect its own chairman. The Local Unit President may not be a
486 member of the nominating committee.

487
488 a. The nominating committee shall nominate an eligible person for each office to be filled and report its
489 nominees at the annual meeting designated for elections in this local unit's Standing Rules. Additional
490 nominations may be made from the floor however, every effort should be made to make these names
491 known to the presiding officer before the beginning of the meeting.

492
493 b. Only those individuals who are current members of this local unit and who have signified their consent to
494 serve if elected shall be nominated for, or elected to, such office.

495
496 c. The privilege of nomination and election to office for the ensuing year(s), in this unit, may be extended to
497 individuals who are already members in good standing of a PTA/ PTSA in a school feeding into this school
498 and who, upon nomination to office, pay dues to this unit.

499
500 **Section 9.** The president-elect may call a meeting of the officers-elect, to ratify the appointments of chairmen,
501 auditing committee and parliamentarian, if any, and to make plans for the coming year's work.

502
503 **Section 10.** If an office remains unfilled after election, it shall be considered a vacant office to be filled by the board-
504 elect.

505
506 **ARTICLE VIII: DUTIES OF OFFICERS**

507
508 **Section 1.** The President shall:

509
510 a. Preside at all meetings of this local unit, the Board of Directors and the Executive Committee;

511
512 b. Serve as an ex-officio member of all committees except the nominating committee;

513
514 c. Coordinate the work of the officers and committees of this local unit in order that the Purposes may be
515 promoted;

516
517 d. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary
518 authority, or directed by the Board of Directors or Executive Committee;

519
520 e. Appoint Chairs to serve on standing and special committees, subject to the approval of the Executive
521 Committee;

522
523 f. Appoint, or be, the official representative of this local unit at Region PTA meetings, and

524
525 g. Oversee expenditures made, in accordance with approved budget.

526

527 **Section 2.** The Vice President(s) shall:
528

- 529 a. Act as aide(s) to the President;
- 530
- 531 b. Perform the duties of the President in his/her absence or inability to serve, and
- 532
- 533 c. Perform such other duties as may be provided for by these Bylaws, prescribed by the parliamentary
- 534 authority, or directed by the President, the Board of Directors or the Executive Committee.
- 535

536 **Section 3.** The Secretary shall:
537

- 538 a. Keep an accurate account of all meetings/events of this local unit, the Board of Directors and the Executive
- 539 Committee and at other times as directed by the President;
- 540
- 541 b. Be prepared to read the records of any previous meetings;
- 542
- 543 c. File all records;
- 544
- 545 d. Have available a current copy of the Local Unit Uniform Bylaws and unit's Standing Rules;
- 546
- 547 e. Keep updated as needed with amendments adopted by the Idaho PTA or National PTA;
- 548
- 549 f. Maintain a membership list;
- 550
- 551 g. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary
- 552 authority, or directed by the President, the Board Directors or the Executive Committee, and
- 553
- 554 h. Prepare minutes and notices of each meeting.
- 555

556 **Section 4.** The Treasurer shall:
557

- 558 a. Have custody and maintain a full account of the funds of this local unit;
- 559
- 560 b. File appropriate 990 Federal Tax Returns on an annual basis at the Fiscal Year end;
- 561
- 562 c. Make disbursements as authorized by the President, Executive Committee, or the General Membership of
- 563 this local unit, in accordance with the adopted budget;
- 564
- 565 d. Secure two (2) authorized signatures on all checks. Any two of the following are authorized to sign: elected
- 566 officers as designated in the unit's Standing Rules and not a relative to any other signor;
- 567
- 568 e. Keep accurate account of the receipts, disbursements and financial records in the books belonging to this
- 569 unit;
- 570
- 571 f. Provide a financial statement at each meeting showing deposit and expense activity, budget versus actual
- 572 comparisons, and account balances to members of the Board and members of this local unit;
- 573
- 574 g. Remit membership dues, insurance premium, and volunteer service report to the state office by dates
- 575 specified in the Idaho PTA Bylaws Article VI Section 2 or in these Local Unit Uniform Bylaws Article IV
- 576 Section 2;

- 577
578
579
580
581
582
583
584
585
586
587
588
589
- h. Prepare a detailed annual report of the financial condition of this local unit, which includes gross receipts and disbursements for the year and prepare for annual financial review;
 - i. Submit the books annually for an audit by an auditor, or auditing committee, selected by the Board of Directors before the meeting at which new officers assume duties;
 - j. Report the findings of the annual audit to the Board of Directors at the next scheduled board meeting and to the general membership at the meeting designated in this unit's Standing Rules, and
 - k. 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 Directors or the Executive Committee.

590
591

ARTICLE IX: BOARD OF DIRECTORS

592 **Section 1.** The affairs of this local unit shall be managed by the Board of Directors in the intervals between general
593 membership meetings.

594 **Section 2.** Each Board member shall be a member of this local unit.

595 **Section 3.** The members of the Board shall be:

- 596
597
598
599
600
601
602
603
604
605
- a. Elected officers (Executive Committee);
 - b. Others listed as applicable in this local unit's Standing Rules, i.e., standing committee chairs, special committee chairs, teacher representatives, student representatives, and Principal or representative, and
 - c. The President may appoint a parliamentarian, subject to approval of the Executive Committee.

606 **Section 4.** Duties of the Board shall be to:

- 607
608
609
610
611
612
613
614
615
616
617
618
619
620
621
- a. Carry out such business as may be referred to it by the membership;
 - b. Create special committees;
 - c. Present a report at the regular general membership meetings;
 - d. Select an auditor or an auditing committee to audit the Treasurer's books;
 - e. Prepare and submit an annual budget to the general membership for adoption;
 - f. Approve payment of routine bills within the limits of the approved budget, and
 - g. Adopt the local unit's Standing Rules.

622 **Section 5.** If any member of the Board of Directors, elected or appointed, shall at any time cease to meet the
623 qualifications, fails to follow or is unable or unwilling to fulfill the duties and responsibilities outlined in the Local Unit
624 Uniform Bylaws, Idaho Bylaws, and this unit's Standing Rules and/or is acting contradictory to the mission and
625 purpose of the association, shall be asked to resign by vote of the Executive Committee. The individual shall be
626 notified in writing of such action and the reason. In the event there is no voluntary resignation, the Board of Directors

627 shall vote on removal from office. A two-thirds 2/3 vote is required. At least a ten (10) day notice must be given that
628 the Board of Directors intends this action.

629
630 **Section 6.** Regular meetings of the Board shall be held with the date and time to be fixed in the unit's Standing
631 Rules.

632
633 **Section 7.** Special meetings may be called by the President or when requested by a majority of members of the
634 Board. The number of days notice required for a special meeting shall be designated in this unit's Standing Rules.

635
636 **Section 8.** At all meetings of the Board, a majority of the elected officers shall constitute a quorum. A telephone or
637 email vote on an issue may be taken by the President only in the event of an emergency. Said vote is to be recorded
638 into the minutes at the next Board of Directors meeting.

639
640 **Section 9.** Upon the expiration of the term of office, or when any member ceases to hold the office that entitles them
641 to be a member of the Board, they shall automatically cease to be a member of the Board and shall be relieved of all
642 duties and responsibilities incident to such membership. All records, books and other materials pertaining to the
643 position shall be turned over to the President and all funds pertaining to the position shall be returned to the
644 Treasurer within fourteen (14) days.

645

646 **ARTICLE X: EXECUTIVE COMMITTEE**

647
648 **Section 1.** The Executive Committee shall consist of the elected officers as defined in these Bylaws and this unit's
649 Standing Rules.

650
651 **Section 2.** Special meetings of the Executive Committee may be called by the President or upon written request of
652 two (2) members of the committee.

653
654 **Section 3.** A majority of the Executive Committee members shall constitute a quorum.

655
656 **Section 4.** Duties of the Executive Committee shall be to:

- 657
- 658 a. Transact business referred to it by the Board of Directors;
 - 659 b. Appoint standing committee chairs and members;
 - 660 c. Approve the work of the committees;
 - 661 d. Act in emergencies between meetings of the Board of Directors; and
 - 662 e. Make a report at each Board of Directors meeting;
- 663
664
665
666
667

668 The Executive Committee shall take no action in conflict with any action taken by the Board of Directors.
669

670 **ARTICLE XI: COMMITTEES**

671
672 **Section 1.** Only members of this local unit shall be eligible to serve in any elective or appointive positions.

673
674 **Section 2.** The Board of Directors may create such standing committees and special committees as it may deem
675 necessary to promote the Purposes and work of this local unit. [Note: A special committee is created and approved

676 for a specific purpose, it automatically goes out of existence when its work is done and a final report has been
677 submitted.]

678
679 **Section 3.** The term of office of a committee chair shall be one year or until the selection of a successor.
680

681 **Section 4.** The chair of each committee shall present a plan of work to the Executive Committee for approval. No
682 committee work shall be undertaken without the consent of the Executive Committee.
683

684 **Section 5.** The President shall be a member ex-officio of all committees except the nominating committee.
685

686 **Section 6.** The auditing committee shall:
687

- 688 a. Review the books and financial records of this local unit annually;
- 689 b. Present a written statement as to the correctness of the Treasurer's annual financial report to the Board of
690 Directors at the meeting designated by the Standing Rules;
- 691 c. Present the written statement set out in (b) above for adoption by this local unit at the meeting designated
692 by the Standing Rules;
- 693 d. Review the books upon resignation of the Treasurer and at any time deemed necessary; and
- 694 e. Consist of at least three members, none of whose signature is on any of the financial accounts.
695
696
697
698
699

700 **ARTICLE XII: GENERAL MEMBERSHIP MEETINGS**

701
702 **Section 1.** The months, dates, and number of regular meetings of this local unit will be specified in this unit's
703 Standing Rules. The Standing Rules will be read and approved at the first Board of Directors/Executive Committee
704 meeting of each school year and may be read by request at any meeting or shall be available for reading.
705

706 **Section 2.** Special general membership meetings of this local unit may be called by the President or by a majority of
707 the Board of Directors/Executive Committee, seven (7) days notice having been given.
708

709 **Section 3.** The *Annual General Membership Meeting* shall be held in the month specified by this unit's Standing
710 Rules, and shall be for the purposes of budget approval, reports of officers and committees, adoption of annual
711 financial report/yearly audit, approval of unit membership dues if unit has increased above the dues required for
712 National PTA and Idaho PTA portions as outline in Article VI, Section 5 & 6 and conducting any other business that
713 may arise.
714

715 **Section 4.** A general membership meeting shall be held in the month preceding the State PTA Convention. At this
716 meeting delegates to the State Convention will be announced and given direction for voting on state business. This
717 may also be the meeting for the election of officers.
718

719 **Section 5.** Non-members may speak to an issue or provide information with the approval of the majority of the voting
720 members present.
721

722 **Section 6.** The quorum for the transaction of business shall be specified in this unit's Standing Rules and shall
723 include at least two (2) elected officers.
724

725 **ARTICLE XIII: IDAHO PTA CONVENTION**

726 [The following sections **must** correspond to the Idaho PTA Bylaws, and are provided as a guideline to local units.]

727 **Section 1.** This local unit (IF in good standing) may be represented by the President, or appointed alternate, and
728 one (1) voting delegate. Then, for every twenty-five (25) members, one (1) voting delegate as shown on the Idaho
729 PTA Treasurer's books on February 15th of the current calendar year.

- 730
- 731
- 732
- 733 a. The annual State Convention of Idaho PTA is open to all members of Idaho PTA upon payment of the
734 registration fee. Motions, debating and voting during the Idaho State Convention shall be limited to the
735 Idaho PTA Board of Directors and accredited delegates from this local unit.
- 736
- 737 b. Delegates and their alternates shall be chosen as specified in this unit's Standing Rules. All representatives
738 to the Idaho PTA convention must be members of this local unit at the time he/she is elected to be a
739 delegate.
- 740
- 741 c. This local unit shall be entitled to at least one (1) delegate in addition to the President. Items needing voted
742 on at the annual Convention should be brought before the members of the local unit for a vote so that voting
743 delegates know how to vote on behalf of their local unit at Convention. A delegate votes on "behalf of" the
744 local unit not as an independent.
- 745
- 746 d. A credentialed delegate shall carry one (1) vote only.
- 747
- 748 e. New or reinstated local unit representation shall be based on the membership shown on the Idaho PTA
749 Treasurer's books ten (10) days prior to the State Convention.
- 750

751 **ARTICLE XIV: IDAHO PTA ADVOCACY CONFERENCE**

752 **Section 1.** This local unit (IF in good standing) may be represented by the President, or appointed alternate, and
753 one (1) voting delegate. Then, for every twenty-five (25) members, one (1) voting delegate as shown on the Idaho
754 PTA Treasurer's books on November 1st of the current calendar year.

- 755
- 756
- 757
- 758
- 759 a. The Idaho Advocacy Conference is open to all members of Idaho PTA. Motions, debating and voting during
760 the Idaho State Convention shall be limited to the Idaho PTA Board of Directors and accredited delegates
761 from this local unit.
- 762
- 763 b. Delegates and their alternates shall be chosen as specified in this unit's Standing Rules. All representatives
764 to the Idaho Advocacy Conference must be members of this local unit at the time he/she is elected to be a
765 delegate.
- 766
- 767 c. This local unit shall be entitled to at least one (1) delegate in addition to the President. Items needing voted
768 on at the conference should be brought before the members of the local unit for a vote so that voting
769 delegates know how to vote on behalf of their local unit at Advocacy Conference. A delegate votes on
770 "behalf of" the local unit not as an independent.
- 771
- 772 d. A credentialed delegate shall carry one (1) vote only.
- 773

- 774 e. New or reinstated unit representation shall be based on the membership shown on the Idaho PTA
775 Treasurer's books ten (10) days prior to Advocacy Conference.
776
777

778 **ARTICLE XV: FISCAL YEAR / INTERNAL REVENUE SERVICE NUMBER**
779

780 **Section 1.** The Fiscal Year and Internal Revenue Service Number shall be stated in this unit's Standing Rules.
781

782 **ARTICLE XVI: PARLIAMENTARY AUTHORITY**
783

784 **Section 1.** The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern this
785 local unit in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National
786 PTA Bylaws, the Idaho PTA Bylaws, or the Articles of Incorporation.
787

788 **ARTICLE XVII: AMENDMENTS**
789

790 **Section 1.** Proposed amendments/revisions to these Bylaws shall be submitted to the Idaho PTA Bylaws Committee
791 for review and possible incorporation into these Local Unit Uniform Bylaws postmarked by October 1st.
792

793 **Section 2.** If approved by the State Bylaws Committee, proposed amendments will be submitted, by the Bylaws
794 Committee, to the Idaho PTA Board of Directors for review.
795

796 **Section 3.** If approved by the Idaho PTA Board of Directors, proposed amendments will be presented to the Idaho
797 PTA Convention Delegates, at the annual convention, for adoption.
798

799 **Section 4.** The adoption of an amendment to any provision of the bylaws of Idaho PTA shall serve automatically and
800 without the requirement of further action by this local unit. See Idaho PTA Bylaws Article XVIII for details.