



# Idaho PTA State Bylaws April 2016

**IDAHO PTA BYLAWS  
April 2016  
INDEX**

<b>ARTICLE</b>	<b>PAGE</b>
ARTICLE I NAME.....	3
*ARTICLE II PURPOSES .....	3
*ARTICLE III BASIC POLICIES .....	3
ARTICLE IV CONSTITUENT ASSOCIATIONS .....	5
ARTICLE V IDAHO PTA .....	6
ARTICLE VI LOCAL PTA/PTSA UNITS.....	8
ARTICLE VII MEMBERSHIP AND DUES .....	12
ARTICLE VIII OFFICERS - ELECTION, VACANCIES AND REMOVAL .....	15
ARTICLE IX DUTIES OF OFFICERS .....	18
ARTICLE X BOARD OF DIRECTORS .....	22
ARTICLE XI EXECUTIVE COMMITTEE .....	24
ARTICLE XII COMMITTEES AND ADVISORY PERSONNEL .....	26
ARTICLE XIII IDAHO PTA REGIONS.....	28
ARTICLE XIV STATE ADVOCACY CONFERENCE.....	30
ARTICLE XV STATE CONVENTION .....	32
ARTICLE XVI NATIONAL CONVENTION .....	34
+ARTICLE XVII PARLIAMENTARY AUTHORITY .....	34
*ARTICLE XVIII AMENDMENTS.....	34
ARTICLE XIX STATE OFFICE.....	35
ARTICLE XX RESOLUTIONS .....	35
ARTICLE XXI FISCAL YEAR .....	36

\* Denotes bylaws as required by National PTA  
+ Denotes bylaws as required by Idaho PTA

**ARTICLE I: NAME**

**Section 1.** The name of this association is Idaho Congress of Parents and Teachers, Inc., a branch of National Congress of Parents and Teachers. It is commonly known and will be referred to in these bylaws as “Idaho PTA.”

**Section 2.** Idaho PTA encompasses the geographical boundaries of the state of Idaho.

**\*ARTICLE II: PURPOSES**

**\*Section 1.** The purposes of Idaho PTA, in common with those of National PTA, are:

pursue are:

- A. To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- B. To raise the standards of home life;
- C. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- D. To promote the collaboration and engagement of families and educators in the education of children and youth;
- E. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- F. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

**Section 2.** Awareness. The purposes of the National PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic principles set forth in Article III.

**Section 3.** Federal Status. National PTA is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (referred to as “Internal Revenue Code”).

**\*ARTICLE III: BASIC POLICIES**

**\*Section 1.** The following are basic policies of Idaho PTA, in common with those of National PTA:

- A. Idaho PTA shall be noncommercial, nonsectarian, and nonpartisan.
- B. Idaho PTA 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. National PTA shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.

1 As stated in the Articles of Incorporation of National PTA Page 2 of 12 45

D. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in Idaho PTA.

E. 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.

F. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on:

- a. by an association exempt from federal income tax under Section 501(c) 3 of the Internal Revenue Code or
- b. by an association, contributions to which are deductible under Section 170(c) 2 of the Internal Revenue Code.

G. 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.

H. 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 Idaho PTA:

- a. The association shall be compliant with Idaho Statute Title 30, chapter 3 of the Idaho non-profit corporation act, sub sections 1-145, found at [www.legislature.idaho.gov](http://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.

<b>ARTICLE IV: CONSTITUENT ASSOCIATIONS</b>
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**Section 1.** Constituent associations of Idaho PTA shall be known as PTA Regions and Local PTA (Parent Teacher Association)/PTSA (Parent Teacher Student Association) Units organized under the authority of Idaho PTA.

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

**\*Section 3.** The purposes and basic policies of Idaho PTA and National PTA shall in every case also be the purposes and basic policies of each constituent association.

**Section 4.** The articles of incorporations of a constituent association shall include:

- a. The bylaws of such association.
- b. The Certificate of Charter as an incorporated Idaho non-profit issued by the Idaho Secretary of State, Title 30 chapter 3 sub section 1-145 of Idaho Code; or the Certificate of Existence as an unincorporated nonprofit as issued by the Idaho Secretary of State, Title 53 chapter 7 sub section 701-717 of Idaho Code, found at [www.legislature.idaho.gov](http://www.legislature.idaho.gov).

**\*Section 5.** Each constituent association shall adopt bylaws by Idaho PTA approved by the voting body at convention. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of Idaho PTA. Bylaws of each constituent association shall include an article on amendments and shall include provisions for establishing a quorum.

**+Section 6.** The Local Unit Uniform Bylaws (LUUBS) shall govern all Idaho PTA/PTSA Local Units. +Each Idaho PTA/PTSA Local Unit shall adopt such bylaws for the government of the association as required by National PTA and Idaho PTA.

**Section 7.** The Idaho PTA Bylaws shall govern all Idaho PTA Regions.

**Section 8.** The members of the nominating committee for officers of a constituent association shall be elected by the membership, the Board of directors, or the executive committee as indicated in their bylaws.

**\*Section 9.** The bylaws of all constituent associations shall prohibit voting by proxy.

<b>ARTICLE V: IDAHO PTA</b>
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**Section 1.** Idaho PTA is a self-governing association with independent legal existence.

**Section 2.** Idaho PTA is a branch of National PTA and exists for the purpose of accomplishing, at the state level, the purposes of National PTA in accordance with its policies.

**Section 3.** The relationship of Idaho PTA with National PTA and its duties, obligations, and responsibilities are set forth in the National PTA Bylaws and in the charter that is issued by National PTA to Idaho PTA.

**Section 4.** Idaho PTA shall adopt such bylaws and other articles of organization as required by the National PTA Bylaws. A single star \* shall identify these areas of the bylaws. The adoption of an amendment, by National PTA, to any single starred bylaws shall serve automatically and without the requirement of further action by Idaho PTA to change such bylaws. Idaho PTA shall promptly incorporate such amendments in its bylaws.

**Section 5.** Idaho PTA shall provide appropriate procedures for the organization of Local PTA/PTSA Units within Idaho.

**Section 6.** Idaho PTA shall determine the membership year for the Local PTA/PTSA Units in Idaho and will prescribe the form and content of the bylaws or other articles of organization of such Local PTA/PTSA Units.

**Section 7.** Idaho PTA shall create or establish regions in counties, cities, or other areas designated by the Board of Directors for the purpose of conferencing, leadership training, and coordination efforts with Local PTA/PTSA Units and also to facilitate the administration of the affairs of Idaho PTA.

**Section 8.** The Idaho PTA may:

- a. Prescribe the form and content of the bylaws or other articles of organization of such regions.
- b. Determine the Local PTA/PTSA Units eligible for membership and participation in any region and not allow regions to legislate for Local PTA/PTSA Units.

**Section 9.** In the event of surrender or withdrawal of its charter by National PTA, in the manner provided by National PTA, Idaho PTA is obligated:

- a. To yield up and surrender all of its books and records and all of its assets and property to National PTA or to such agency as may be designated by National PTA to be held for the benefit of another branch association established by National PTA for the area of Idaho PTA.
- b. To yield up all of the books and records and all of the assets and property of any Controlled Association and surrender them to National PTA or to such agency as may be designated by National PTA to be held for the benefit of another branch association established by National PTA for the area of such state PTA. A Controlled Association shall mean any corporation or other entity, whether nonprofit or for-profit, incorporated or unincorporated, that is controlled by such state PTA. For purposes of this section, control means ownership by vote or value of more than fifty percent of the association, power to appoint individuals to the governing body of the association representing more than fifty percent of the voting power, or ownership of more than fifty percent of the beneficial interests in the association. The state PTA shall cause the governing documents of the Controlled Association to reflect this obligation.
- c. To cease and desist from the further use of any name that implies or connotes association or affiliation with National PTA or status as a branch or constituent association of National PTA.
- d. To carry out promptly, under the supervision and direction of National PTA, all proceedings necessary or desirable for the purpose of dissolving Idaho PTA.

**Section 10.** Idaho PTA is responsible for compliance by the Regions and Local PTA/PTSA Units within Idaho with the National PTA Bylaws and these bylaws.

**Section 11.** The provisions of these bylaws relating to the withdrawal of the charter of a Local PTA/PTSA Unit (and the termination of its status as a PTA unit) shall parallel the provisions of the National PTA Bylaws relating to the withdrawal by National PTA of the charter of Idaho PTA and the termination of the status of Idaho PTA as a branch of National PTA.

**Section 12.** Idaho PTA shall submit to National PTA all requirements listed in the Standards of Affiliation.

**Section 13.** Idaho PTA shall keep such books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the association, including, specifically, the number of Local PTA/PTSA Units within its area, the national portion of membership dues collected by such Local PTA/PTSA Units, the amounts of such dues received by Idaho PTA, and the amounts of dues remitted to National PTA.

**Section 14.** Permanent records include all Articles of Incorporation papers, EIN, PTA Charter, bylaws and amendments, insurance reports (including claims, policies, and certificates), state or federal reports (including Corporation reports filed with the Secretary of State), annual audit reports, minutes, and the IRS 501(c)(3) Letter of Determination. Ten (10) year retention

includes financial statements and budgets. Seven (7) year retention includes accounts payable and cash receipt records. Three (3) year retention includes employee records and petty cash vouchers. The National PTA *Money Matters Quick Reference Guide* has a full records retention list.

**Section 15.** Such books of account and records, including those of constituent associations, shall at all reasonable times be open for inspection by an authorized representative of the National PTA.

<b>ARTICLE VI: LOCAL PTA/PTSA UNITS</b>
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**Section 1.** Local PTA/PTSA Units shall be organized and chartered under the authority of Idaho PTA in the area in which the Local PTA/PTSA Unit 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 a Local PTA/PTSA Unit to be in good standing. A local unit in good standing is one that:

- a. Adheres to the purposes and basic policies of Idaho PTA.
- b. Adheres to the Local Unit Uniform Bylaws and has Standing Rules in place and approved, using the template provided by Idaho PTA.
- c. Completes and returns Officer and Chair roster to the Idaho PTA office annually by June 1<sup>st</sup> and anytime information/officers change or are added.
- d. Completes and returns the Volunteer Service Report to the Idaho PTA office annually by September 15<sup>th</sup>.
- e. Annually files IRS form 990 by the 15<sup>th</sup> of the 5<sup>th</sup> month following the end of the fiscal year (Fiscal year 7/1-6/30; 990 due by Nov 15<sup>th</sup> and fiscal year 1/1-12/31; 990 due by May 15<sup>th</sup>). Mail or email IRS confirmation to Idaho PTA office that it was filed.
- f. Remits the national and state portion of the dues to the Idaho PTA office by November 1st and monthly thereafter as outlined in Article VII, Section 8.
- g. Remits annual insurance premium to the Idaho PTA office by November 1<sup>st</sup>.
- h. Meets other criteria as may be prescribed by Idaho PTA.

**Section 3.** 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 effect your IRS tax-exempt status.
- e. If all documents required under Article VI, Section 2 are not submitted, the local unit shall be placed on the “At-Risk” list on November 20<sup>th</sup> 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, the local unit will be considered in good standing.

**Section 4.** Each local unit must have current copies of the following items on file (in their own unit procedure books) annually by November 30<sup>th</sup>:

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

**Section 5.** Each 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 unit’s fiscal year. For example, a fiscal year ending on June 30<sup>th</sup>, the Treasurer shall close the books on or after June 30<sup>th</sup> 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 6.** Each local unit shall remit sales tax as required by the Idaho tax commission (see <http://tax.idaho.gov/i-1098.cfm> for details).

**Section 7.** Local PTA/PTSA units 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.
- c. Region sponsored officer training.
- d. Other training as pre-authorized by the Idaho PTA Board of Directors.

**Section 8.** Each officer or Board member of a Local PTA/PTSA Unit shall:

- a. Be a dues paying member of such Local PTA/PTSA Unit.
- b. Not be a paid employee of the Local PTA/PTSA Unit.

**Section 9.** Only members of a Local PTA/PTSA Unit who have paid dues for the current membership year shall have voting privileges at their Local PTA/PTSA Unit. +A PTA member shall not serve as a voting member of a constituent association's board at the local level while serving as a paid employee of, or under contract to, that constituent association.

**Section 10.** Each Local PTA/PTSA Unit shall collect dues from its members and shall remit a portion of such dues to the Idaho PTA as specified in Article VII hereof. Member information/membership lists shall not be released to outside interests.

**Section 11.** If a student at a non-PTA/PTSA unit school wishes to participate in Reflections, this student or their guardian must join any Local PTA/PTSA Unit within the region with a Reflections program, at that unit's sole discretion. To participate in the Reflections Program, that student, or their guardian, must be a member of a Local PTA/PTSA Unit in good standing within the State.

**Section 12.** Each Local PTA/PTSA Unit shall secure liability and bonding insurance through a carrier chosen by the Idaho PTA Board of Directors.

**Section 13.** Each Local PTA/PTSA Unit shall adopt such bylaws as required by National PTA. A single star (\*) shall identify these bylaws. Each Local PTA/PTSA Unit shall adopt such uniform bylaws as required by Idaho PTA. These bylaws shall be identified by a (+) sign. Each unit will be provided, by Idaho PTA, the Local Unit Uniform Bylaws approved by the voting body at convention. Each unit shall be self-governing in the areas not in conflict with the Local Unit Uniform Bylaws.

**Section 14.** In addition to the Local Unit Uniform Bylaws, each Local PTA/PTSA Unit shall adopt a set of Standing Rules, using the template provided by Idaho PTA to be used in conjunction with the Uniform Bylaws in the governing of its unit. Such Standing Rules shall not be in conflict with National Bylaws, Idaho Bylaws (provided by Idaho PTA and approved by the voting body at convention), or the Uniform Unit Bylaws. These Standing Rules shall be reviewed and adopted annually by the local unit's Executive Committee/Board. Amendments or additions, after initial adoption, shall be presented to the general membership of this PTA/PTSA unit for approval.

**Section 15.** The Idaho PTA is governed by Robert's Rules of Order, Newly Revised (See Bylaws - Parliamentary Authority). According to this authority there is no provision for co-officers (A division of authority). Therefore, Standing Rules which make provisions for co-officers should designate specific responsibilities for each person, such as who presides, who conducts the meeting if the person presiding is not present, who is the official delegate at the Region Conference, Advocacy Conference, State Convention, etc. This detail can be added to the end of the Standing Rules and since it will be an amendment to the rules, will need to be

approved by the voting members at a general membership meeting. The provision for having co-officers is not recommended by Idaho PTA.

**+Section 16.** Each Local PTA/PTSA Unit 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 association, including, specifically, the number of its members, the dues collected from its members, and the amount of dues remitted to Idaho PTA.

**Section 17.** Permanent records include all incorporation papers, EIN, PTA Charter, Bylaws and amendments, state or federal reports, check registers, accounts payable ledgers, minutes, financial reports, agendas, and membership numbers and the IRS 501(c)(3 )Letter of Determination. Ten (10) year retention includes audit reports. Five (5) year retention includes budgets, invoices, and petty cash reports.

**Section 18.** Such books of account and records shall at all reasonable times be open for inspection by an authorized representative of Idaho PTA or, when directed by Idaho PTA, by a duly authorized representative of National PTA.

**+Section 19.** The provisions of these bylaws relating to the withdrawal of the charter of a Local PTA/PTSA Unit shall parallel the provisions of the National PTA Bylaws relating to the withdrawal of the charter of Idaho PTA.

**Section 20.** A Local PTA/PTSA Unit may dissolve and conclude its affairs in the following manner:

- a. The Region Director shall be consulted at least sixty (60) days prior to any vote taken to dissolve a Local PTA/PTSA Unit.
- b. The Executive Committee of the Local PTA/PTSA Unit shall adopt a resolution recommending that the Local PTA/PTSA Unit be dissolved thus directing the question of such dissolution to a vote at a special meeting of the Local PTA/PTSA Unit members.
- c. Written or printed notice, stating the date, time, place of such special meeting for the purpose of dissolution shall be given to each member entitled to vote, at least thirty (30) days prior to the date of such meeting.
- d. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the President of Idaho PTA at least twenty (20) days before the date fixed for such special meeting of the Local PTA/PTSA Unit members.
- e. Only those Local PTA/PTSA Unit members in good standing on the date of adoption of the resolution, and who continue to be members in good standing on the date of the special meeting, shall be entitled to vote on the question of dissolution.
- f. A quorum (as set in the unit's Standing Rules) being present, approval of dissolution of the Local PTA/PTSA Unit shall require an affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the special meeting.

- g. Upon dissolution, the Local PTA/PTSA Unit, after adequately providing for the debts and obligations of the association, must surrender all remaining assets (as outlined in Article III, Basic Policies) and to yield up and surrender all books, records and all material/property provided by National PTA or Idaho PTA to Idaho PTA.
- h. If a Local PTA/PTSA Unit disbands and is owed an insurance settlement, that insurance settlement will be sent to Idaho PTA. Idaho PTA will see to the proper disbursement of these funds.
- i. After dissolution, Idaho PTA shall invoke Article VI, Section 20 of these bylaws.

**+Section 21.** Each Local PTA/PTSA Unit is obligated, upon withdrawal of its charter by Idaho PTA:

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

## ARTICLE VII: MEMBERSHIP AND DUES

**\*Section 1.** Every individual who is a member of a Local PTA/PTSA Unit organized by a state PTA or under the direct authority of National PTA also is a member of National PTA and of Idaho PTA by which such Local PTA/PTSA Unit is organized and, as such, 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.** Each Local PTA/PTSA Unit shall conduct an annual enrollment of members, but may admit individuals to membership any time. Membership dues are determined in the Local PTA/PTSA Unit's Standing Rules and approved by the membership. Each Local PTA/PTSA Unit shall attain a minimum of 5 members as of November 1<sup>st</sup> of the current membership year. Newly organized units shall have until November 1<sup>st</sup> of their second membership year to attain the minimum. Local PTA/PTSA Units with less than 5 members as of November 1<sup>st</sup> of the current membership year will be placed on the "At-Risk" list and be contacted by the Region Director.

**\*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, and the portion payable to National PTA as recommended by the board of directors and approved by a two-thirds (2/3) majority of the voting body at the National PTA Annual Convention.

**+Section 5.** The amount of the state portion of each member's dues shall be recommended by the Idaho PTA Board of Directors and, if a change is warranted, approved by the voting delegates at an annual Idaho PTA State Convention. The Idaho PTA portion of each adult member's dues is currently five dollars and twenty-five cents (\$5.25) per annum.

**\*Section 6.** The amount of the national portion of each member's dues shall be determined by National PTA. The national portion of each member's dues is currently two dollars and 25 cents (\$2.25) per annum. National PTA assessment increases shall be automatic according to changes made by National PTA.

**+Section 7.** PTA/PTSA's can charge a student rate of four dollars (\$4.00) per student between the grades of 6<sup>th</sup> and 12<sup>th</sup> grade. This four dollars (\$4.00) would be two dollars and twenty-five cents (\$2.25) sent to National PTA and one dollar and seventy-five cents (\$1.75) for Idaho PTA.

**Section 8.** Student members must be in at least the sixth grade. A member belonging to more than one unit shall pay all dues through each local unit in which he holds membership.

**Section 9.** The state and national portions of the dues paid by each member of a Local PTA/PTSA Unit shall be set aside by the Local PTA/PTSA Units and remitted to Idaho PTA. The first installment is due to the Idaho PTA office by November 1<sup>st</sup> and then new or changed data monthly thereafter. Each remittance shall be accompanied by a remittance form (found on Idaho PTA website) and a check payable to Idaho PTA for the state portion and national portion of PTA members for that reporting period. A spreadsheet, preferably electronic, should be emailed or mailed with the remittance form that includes each members' name and as much other info (email, address, phone) that your unit has gathered through your membership form.

**Section 10.** Local PTA/PTSA Units with no dues recorded in the Idaho PTA office by November 20<sup>th</sup> will be considered "not in good standing". See Article VI, Sections 2 and 3 for details.

**Section 11.** Idaho PTA shall submit on a monthly basis, to National PTA, the amount of dues (monies) paid by all members of Local PTA/PTSA Units in Idaho due to National PTA. Each remittance shall be accompanied by a statement of the dues received by Idaho PTA from all Local PTA/PTSA Units within Idaho for the month covered by the report. Such statement shall show the name and location of each Local PTA/PTSA Unit, the amount paid by it to Idaho PTA, and the number of new members in each Local PTA/PTSA Unit.

**Section 12.** The current membership card shall expire October 31 of the following school year. Only members of a local unit who have paid membership service fees for the current membership year shall be entitled to one (1) vote on each matter in the business of the local unit.

**Section 13.** Idaho Life Merit Award

- a. Any person having made outstanding contributions to children and youth may be awarded an Idaho Life Merit Award upon recommendation by a Local PTA/PTSA Unit,

Region, or the Idaho PTA Board of Directors, and upon payment by the sponsor of a fee, to be determined by the Idaho PTA Board of Directors, to Idaho PTA for card and pin with any balances to be used in field service.

- b. The Idaho Life Merit is solely honorary and does not carry membership or voting privileges.

#### **Section 14. Associate Memberships**

- a. The Idaho PTA Board of Directors may, by resolution, provide for one or more support levels of Associate Memberships, which include: Sponsorship level, Patron level, Associate Level, and Friend of Idaho PTA level. These Associate Memberships shall be granted to person(s), firm(s), or institution(s) that make an annual financial contribution to Idaho PTA. The contribution amount shall be determined by the Idaho PTA Board of Directors with respect to such support level of Annual Associate Memberships.
- b. Annual Associate Members shall not have voting rights or be deemed to be members of the Idaho PTA in the sense of Section 1 of this article. An associate member shall be entitled to guest privileges at annual state convention upon payment of the convention registration fee and may become an active member of Idaho PTA through membership in, and payment of dues to, the Idaho PTA State Unit.

#### **Section 15. Idaho PTA State Unit**

- a. An individual who supports PTA/PTSA purposes and policies (see Article II and III) may become a member of the Idaho Unit.
- b. Dues shall be ten dollars (\$10) per year, payable to Idaho PTA by the regular membership dates. Dues include the national and state portions. Newsletters and designated mailings are included in the annual fee.
- c. The VP of Membership shall be the Coordinator of the Idaho PTA Unit and shall offer a meeting before the first general session at the State Convention and before the Advocacy Day conference for Idaho Unit members for the purpose of educating delegates on matters needing voted on.
- d. The Idaho PTA Unit may be represented at the Advocacy Conference by two (2) voting delegates for the first twenty-five (25) members attending Advocacy Day, as shown on the Idaho PTA Treasurer's books on November 1<sup>st</sup> of the current calendar year and one (1) for each additional twenty-five (25) members thereafter attending. Selection of the delegates is to be made by consensus of the Idaho Unit members at a preAdvocacy Day meeting.
- e. The Idaho PTA Unit may be represented at the State Convention by two (2) voting delegates from the first twenty-five (25) members attending convention, as shown on the Idaho PTA Treasurer's books on February 15<sup>th</sup> of the current calendar year and one

(1) for each additional twenty-five (25) members thereafter attending. Selection of the delegates is to be made by consensus of the Idaho Unit members at the pre-convention meeting.

- f. Idaho unit members wishing to vote and participate in Regional conferences shall be determined by the Region Board of Directors in which the member resides.
- g. The Idaho PTA State Unit shall not participate in the Reflections Program.

<b>ARTICLE VIII: OFFICERS - ELECTION, VACANCIES AND REMOVAL</b>
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**Section 1.** The officers of Idaho PTA shall be a President, a President-Elect, a Vice President of Membership, a Vice President of Advocacy, a Secretary, and a Treasurer.

**Section 2.** The President-Elect shall assume the office of President at the end of his or her term as President-Elect; no balloting for the office of President is necessary unless filling a vacancy as described in Section 7.

**Section 3.** Officers shall be elected at the annual Convention held in odd numbered years by the voting body at that Convention. Qualifications for elected officers must include previous PTA experience such as a local unit or region officer.

- a. The vote shall be conducted by ballot under the direction of the election committee. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.
- b. Additional nominations may be made from the floor provided nominees are qualified (is a member of Idaho PTA, has previous PTA experience, and meets other criteria listed in the A-6 appendix of the Idaho Standing Rules), have given consent, and notification was given in writing (mail or email) to two (2) Executive Board members seven (7) calendar days prior to the day of General Session 1 of their intent to run.
- c. The nominating committee shall review the candidate(s) qualifications. Upon review and criteria met, nominee information will be added to the convention program. The nominee will need a motion from the convention floor at the designated election time.
- d. If there are more than two candidates for office and a candidate does not receive a majority vote on the first ballot, re-balloting shall take place on the two candidates receiving the highest votes.

**Section 4.** All elected officers of Idaho PTA shall be a member of a Local PTA/PTSA Unit or the Idaho Unit and shall maintain their legal residence within the state of Idaho for the duration of their term of office or, upon change of legal residency outside the state of Idaho, be considered immediately resigned.

**Section 5.** The term of each office shall be two (2) years or until their successors are elected. No officer may serve more than two consecutive terms in the same office. \*Anyone who serves in a position for more than one half (1/2) of a full term shall be deemed to have served a full term in such position.

**Section 6.** Each officer elected at an annual Convention shall transition and assume duties on June 1 following the Convention. June 1 to May 31 is considered one (1) year, also half (1/2) of a full term. The outgoing Treasurer will assist with the annual recap/yearly report in preparation for the yearly audit till the end of the fiscal year on June 30th.

**Section 7. Vacancies**

- a. Vacancies in an elected office, except that of President and President-Elect shall be appointed by vote of the Board of Directors for the remainder of the unexpired term.
- b. In the event of a vacancy of the President, the President-Elect shall immediately become the President and shall hold office for the balance of the term. In filling the vacancy, the President-Elect shall continue in the presidency for the following elected term. If the office of President-Elect is also vacant, therefore not allowing for the President-Elect to become the President, the vacancy in the office of President shall be filled by a special election at the next annual Convention, and the elected President shall assume office immediately.
- c. A vacancy in the office of President-Elect shall be filled by a special election at the next annual Convention. The President-Elect shall assume office immediately. A special election to fill a vacancy does not preclude a regular election at the same Convention for the same office for the following term.
- d. If the Chair of a *Standing or Special Committee* (see Article XII for list of Standing Committees) becomes vacant, the member of the Executive Committee that oversees that committee serves as the Interim Chair until the Executive Committee approves the nomination by the President and the President appoints the Chair.

**Section 8.** No officers shall serve on the Board of Directors at the same time in more than one (1) elected office.

**Section 9.** A paid employee of Idaho PTA shall not serve simultaneously as an elected officer. A PTA member shall not serve as a voting member of the Idaho PTA Board of Directors while serving as a paid employee of, or under contract to, Idaho PTA.

**Section 10. Nominees, Nominating Committee**

- a. To be considered for the office of President and President-Elect, the nominee shall have served at least two (2) years on the Idaho Board of Directors in at least one (1) other position.



- b. A nominating committee composed of a chairman (selected by the committee at their first meeting) and two (2) additional Board members (with no two to be from the same Region) shall be elected by the Board of Directors at the fall Board meeting in the even numbered calendar years. Two (2) non-board Idaho PTA members will be elected at the annual convention in the even numbered years, that have been nominated from the floor. In the event the two (2) non-board members were not elected at the annual convention in the even numbered year, they can be elected at the following Advocacy Day conference.
- c. The President is ineligible to serve on this committee. It is recommended that those planning to be considered for an office not be elected to this committee.

**Section 11. Duties of the Nominating Committee shall be:**

- a. Regardless of the number of suggestions received, the committee's major responsibility is to secure the best qualified person for each office whether that person was recommended or not. Review the qualification list for nominees in the Standing Rules, Appendix A-6. \*Diversity, PTA knowledge, and professional expertise shall be guiding principles when making nominations or appointments.
- b. Nominate only one qualified candidate for each office to be filled. No two nominees should be related.
- c. Selection of a candidate should be by a majority vote of the committee. When the committee is ready to vote on the candidates for each position, their individual votes should be emailed (privately) to the Bylaws Chair. If a majority vote reveals a winning candidate in any of the positions, the committee will be notified of the outcome. If a majority is not reached for any one of the positions, the committee will be informed to re-evaluate for those positions.
- d. When notification from the Bylaws Chair has been received that an agreement is reached, the prospective candidates should be contacted preferably while the committee is together.
- e. Send list of nominees to the State Office by February 1<sup>st</sup> for inclusion in the preConvention packet.
- f. Follow the procedures outlined in the Idaho PTA Standing Rules. The work of the nominating committee is complete after Convention.

**Section 12. Removal from office**

- a. Four (4) absences, in one (1) year from required and regular business meetings (see Article X, Section 3 a-b), excused or unexcused, shall be deemed equivalent to a resignation. There are 3 required annual meetings (fall, winter, spring). Any other special meeting or conference call called by the President to conduct important business (with 10 days notice) is considered a regular business meeting.

- b. A six (6) month personal absence or non-response to the President shall be considered a resignation.
- c. An elected officer or committee chair that fails to follow or is unable or unwilling to fulfill the duties and responsibilities outlined in the Idaho Bylaws and Standing Rules and/or is acting contradictory to the mission and purpose of the association shall be asked to resign by vote of the Executive Committee. The individual shall be notified in writing of such action and the reason. In the event there is no voluntary resignation, the Board of Directors shall vote on removal from office. A 2/3 vote of the members present is required. At least a ten (10) day notice must be given that the Board of Directors intends this action.

## ARTICLE IX: DUTIES OF OFFICERS

### Section 1. The President shall:

- a. Preside at all meetings/events of Idaho PTA, the Board of Directors and the Executive Committee.
- b. Appoint Chairs to serve on standing and special committees.
- c. Appoint an Election Committee on even numbered years.
- d. Serve as ex-officio member of all committees except the nominating committee.
- e. Appoint a representative from Idaho PTA to attend the National Council of States meetings based on the meeting focus.
- f. Oversee expenditures made, in accordance with approved budget.
- g. Make an annual report to National PTA.
- h. Chair the Office Management Committee. Supervise and monitor the performance of paid office staff. Periodically review the performance and pay of office staff.
- i. Oversee the Public Relations/Marketing Committee and approve all editorial content of Idaho PTA publications.

Perform such other duties as may be provided for by these bylaws, that will meet the goals of the Strategic Plan, prescribed by the parliamentary authority or the Idaho Standing Rules or directed by the Board of Directors or Executive Committee.

### Section 2. The President-Elect shall:

- a. Be an aide to the President and perform the duties of the President in his/her absence or inability to serve, and perform all other duties as assigned by the President.

- b. Be the general chairman of the Convention Committee and be advisor to the local Convention Chair.
- c. Be the Region Coordinator working specifically with Region Directors.
- d. Oversee Leadership Development Committee.
- e. Serve on Office Management and Budget & Finance Committee.
- f. Perform other duties as assigned by the President.

Perform such other duties as may be provided for by these bylaws, that will meet the goals of the Strategic Plan, prescribed by the parliamentary authority or the Idaho Standing Rules or directed by the Board of Directors or Executive Committee.

**Section 3.** The Vice Presidents shall be aides to the President and perform the duties of the President and/or President-Elect in their absence or inability to serve and perform all other duties as assigned by the President.

- a. The Vice President of Membership shall Chair the Membership Committee, oversee the Community Outreach Committee, Idaho PTA unit and Extension Committee.
  - i. Track membership data monthly.
  - ii. Provide membership reports to the Board of Directors at meetings and as requested.
  - iii. Fulfill duties outlined in the “At-Risk” policy in the Idaho Standing Rules, in Appendix A-5.
  - iv. Work with local units to increase and promote PTA membership.
  - v. Promote PTA to non-PTA schools and assist in starting new units.
  - vi. Coordinate the delegates of the Idaho PTA Unit as defined in Article VII, Section 14.

Perform such other duties as may be provided for by these bylaws, that will meet the goals of the Strategic Plan, prescribed by the parliamentary authority or the Idaho Standing Rules or directed by the Board of Directors or Executive Committee.

- b. The Vice President of Advocacy shall chair the Legislative Committee, act as the Legislative Representative, oversee the Education Policy Committee, and Federal Legislative Chair.

- i. Make known PTA's position on legislative issues using adopted position statements and resolutions.
- ii. Improve the skills of PTA members as advocates for children.
- iii. Increase the awareness of PTA's advocacy efforts among the general public.
- iv. Present to the Board of Directors proposed legislative priorities.
- v. Coordinate legislative activities during the legislative session.
- vi. Plan, organize, and execute the Idaho PTA Advocacy Conference and Legislative Day. Dates shall be set at the summer training meeting.
- vii. Establish a Legislative Committee and serve as the chair.
- viii. Establish and oversee an Education Policy Committee and select a chair.
- ix. Act as the Idaho PTA Legislative Representative and select a member of the Legislative Committee to be the Idaho PTA Federal Legislative Chair, with approval of the President.

Perform such other duties as may be provided for by these bylaws, that will meet the goals of the Strategic Plan, prescribed by the parliamentary authority or the Idaho Standing Rules or directed by the Board of Directors or Executive Committee.

**Section 4.** The Secretary shall:

- a. Keep an accurate account of all meetings/events of Idaho PTA, the Board of Directors and the Executive Committee and at other times as directed by the President.
- b. Prepare minutes and notices of each. Minutes shall be mailed or emailed to all Board members within 30 days following each meeting/event where minutes are recorded.
- c. Be prepared to read the records of any previous meetings.
- d. File all records with the state office as needed or directed.
- e. Oversee the Bylaws Committee and the Historian.

Perform such other duties as may be provided for by these bylaws, that will meet the goals of the Strategic Plan, prescribed by the parliamentary authority or the Idaho Standing Rules or directed by the Board of Directors or Executive Committee.

**Section 5.** The Treasurer shall:

- a. Oversee and collect all funds due to Idaho PTA and to National PTA.
- b. Be custodian of all funds, keeping accurate account of the receipts, disbursements and financial records of Idaho PTA and secure two (2) authorized signatures on all check.
- c. Deposit funds in a bank approved by the Office Management Committee.
- d. Present written statements of all accounts at all meetings of the Executive Committee, meetings of the Board of Directors, and at other times when requested to do so by the President.
- e. Render a financial statement showing deposit and expense activity, budget versus actual comparisons, and account balances to the members of the Board monthly, either through a meeting, an email, or posted to a password protected area on the Idaho website.
- f. Together with the President, approve disbursement of funds in accordance with the approved budget.
- g. Monthly remit all funds due to the National PTA.
- h. Secure a commercial bond insurance for the faithful performance of these duties in an amount determined by the Board of Directors paid for by Idaho PTA.
- i. Prepare a detailed annual financial report and prepare for annual financial review.
- j. Annually arrange for a complete review of all accounts by a qualified accountant appointed by June 1st by the Board of Directors. Appropriate records shall be provided by July 30th to said accountant.
- k. Chair the Budget and Finance Committee, be Advisor to the Financial Development Committee and serve on the Office Management Committee.
- l. File appropriate 990 Federal Tax Returns on an annual basis at the Fiscal Year end.

Perform such other duties as may be provided for by these bylaws, that will meet the goals of the Strategic Plan, prescribed by the parliamentary authority or the Idaho Standing Rules or directed by the Board of Directors or Executive Committee.

**Section 6.** Region Directors shall:

- a. Report to the President-Elect.
- b. Act as liaisons between the Board of Directors and Local PTA/PTSA Units in their respective regions.

- c. Provide frequent communication and support to officers, training, services, knowledge of programs, membership, bylaws, standing rules, procedures, state sponsored event opportunities, resources, requirements, deadlines, and overall structure of a local unit and its officers.
- d. Keep units focused on the mission and purpose of Idaho PTA, the need for membership, and how advocating for children is essential to Idaho's children.
- e. Monitors each unit's membership and good standing status as defined in Article VI, Section 2 and Article VII, Section 3. Ensure units participating in Reflections are in good standing.
- f. Serve as a member of the Idaho Board of Directors, attend Board of Director meetings and fulfill duties and responsibilities of a Board of Directors member as outlined in these bylaws in Article X and in the Idaho Standing Rules.
- g. Hold an annual conference for leadership training/development, disbursement of PTA materials, membership cards, present PTA program ideas, Reflections information, and dates for state sponsored events.

Perform such other duties as may be provided for by these bylaws, that will meet the goals of the Strategic Plan, prescribed by the parliamentary authority or the Idaho Standing Rules or directed by the Board of Directors or Executive Committee.

**Section 7.** By June 1, after the election, all outgoing officers shall transfer all files to the new officers. Financial books will be transferred on July 1st (at the end of the fiscal year), after the outgoing Treasurer has prepared the annual recap and prepared for the yearly audit.

<b>ARTICLE X: BOARD OF DIRECTORS</b>
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**Section 1.** The Board of Directors of Idaho PTA shall have authority over the affairs of Idaho PTA during the interim between Conventions, except that of modifying any action taken by the Convention body, and shall decide all questions of cooperation with other state organizations.

**Section 2. Members of the Board**

- a. The members of the Board shall consist of the Executive Committee and Region Directors or their alternates.
- b. A paid employee of the Idaho PTA Board shall not serve simultaneously as an elected officer.
- c. Each Board member shall be a member of a Local PTA/PTSA Unit in good standing or the Idaho State PTA Unit.

- d. When any member ceases to hold the office that entitles them to be a member of the Board, they shall automatically cease to be a member of the Board and shall be relieved of all duties and responsibilities incident to such membership.
- e. If any member of the Board of Directors, elected or appointed, shall at any time cease to meet the qualifications or fulfill the duties of the position set forth by these bylaws, the standing rules, or as directed by the Board of Directors or Executive Committee, that member may be removed from the board as outlined in Article VIII, Section 12.

### Section 3. Meetings of the Board

- a. Three required business meetings of the Board of Directors shall be held. One immediately before the annual Convention, one fall and one winter meeting shall also be held at the call of the President. A summer meeting shall be held for incoming officers and training purposes. Notice of regularly scheduled Board of Directors meetings shall be sent to each member of the Board at least twenty-one (21) days prior to the meeting. A tentative agenda shall be sent prior to the meeting.
- b. A regular business meeting can also include special meetings and conference calls. Special meetings and conference calls may be called by the President, and can also be called upon written request from eight (8) members of the Board. A ten (10) day notice shall be given of special meetings and conference calls.
- c. During the pre-Convention meeting, the Board shall consider a budget for the ensuing year, then approve and recommend the annual budget to the Convention body for adoption. Determine delegates to attend National PTA Convention that summer and approve an accountant to review all accounts for the year end and review the 990 report. In odd numbered years, the President shall appoint an Election Committee.
- d. At the summer meeting or by the fall Board meeting of each new administration (new officers elected at convention), the Board of Directors shall elect one member of the Board of Directors to the Budget and Finance Committee composed of three Board of Director members, one of whom shall be the State Treasurer who shall serve as chairman and one the President-Elect.
- e. At the summer meeting set the dates for Advocacy Conference & Legislative Day. The President shall appoint a Chair of the Bylaws Committee and the Secretary shall appoint 3-4 other Idaho PTA members as part of the Bylaws Committee.
- f. During the fall meeting, the Board of Directors shall elect three (3) Board members to the Nominating Committee on even numbered year. The Board of Directors shall also review any proposed legislative priorities brought forth and review the employment status of the Office Manager.
- g. During the winter meeting, the Board of Directors shall approve the registration fees of the upcoming convention.

- h. A majority of the Board members shall constitute a quorum. A telephone or email vote on an issue may be taken by the President only in the event of an emergency. Said vote is to be recorded into the minutes at the next Board meeting.

**Section 4. Duties of the Board**

- a. Manage the affairs of Idaho PTA.
- b. Be financially responsible to Idaho PTA members by being good stewards of membership dues, donations, grants, and other income. Reviewing the adopted budget and amending when necessary and recommended by the Budget and Finance Committee. Appoint qualified accountant to review/audit financial records/books by June 1<sup>st</sup>.
- c. Oversee the Nominating Committee, Election Committee, Office Management Committee, Membership Committee, Legislative Committee, Health & Safety Committee, Cultural Arts & Reflections Committee, and Parent Involvement Committee.
- d. Adopt and/or amend Idaho Standing Rules, provided they do not conflict with National PTA Bylaws, or Idaho PTA Bylaws or modify any action taken by the convention body.
- e. Adjust the number of regions and their boundaries as needed to provide cost-effective service and representation for all members of Idaho PTA.
- f. Perform duties as delegated by the Executive Committee, elsewhere in these bylaws, and as outlined in the Idaho PTA Standing Rules.
- g. Appoint any vacancy occurring in any of the elected officers (except President & President-Elect) for the unexpired term (Article VIII Section 7).

**Section 5.** In the event of an alleged violation by a Local PTA/PTSA Unit, the Board of Directors shall give due consideration to the report of the Executive Committee and shall accord the Local PTA/PTSA Unit the opportunity to be heard and to respond to the report. If, upon such consideration and hearing, the Board of Directors finds a violation by the Local PTA/PTSA Unit it may, by a two-thirds (2/3) vote, require the Local PTA/PTSA Unit to take appropriate action within a period of time specified by the Board. When such a requirement has been made by the Board of Directors, and if the recommended action is not taken by the Local PTA/PTSA Unit within the allotted time, the Board may, by a two-thirds (2/3) vote, grant the Local PTA/PTSA Unit an extension of time of not less than six (6) months nor more than eighteen (18) months in which to achieve satisfactory compliance with the action required by the Board. Failing such compliance the Board may withdraw the charter of the Local PTA/PTSA Unit and terminate its status as a Local PTA/PTSA Unit.

<p style="text-align: center;"><b>ARTICLE XI: EXECUTIVE COMMITTEE</b></p>
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**Section 1.** There shall be an Executive Committee of Idaho PTA, the members of which shall be the elected officers. The Executive Committee consists of the President, President-Elect, VP of Membership, VP of Advocacy, Secretary, and Treasurer.

**Section 2.** Special meetings of the Executive Committee may be called by the President or upon request of three (3) members of the Executive Committee with no less than a five (5) day notice.

**Section 3.** Four (4) elected officers shall constitute a quorum.

**Section 4.** The Executive Committee shall:

- a. Conduct necessary business of Idaho PTA as described in the Idaho Standing Rules.
- b. Act in emergencies between meetings of the Board.
- c. Make a report at each Board meeting, including all actions taken.
- d. Perform the duties of the Board of Directors between Board meetings, when necessary.
- e. Approve and set the salary of the Office Manager as recommended by the Office Management Committee.
- f. Ensure committees are performing their responsibilities and communicate with them regularly.
- g. Approve recommendations to fill vacant Standing Committee chairs.
- h. Make recommendations to the Board of Directors on matters of policy and administration.
- i. The Executive Committee shall serve as the Budget and Finance Committee until the first fall Board meeting of the new administration, if needed.
- j. Select, with input from the Convention Chair, the Outstanding Educator and Outstanding Student from the applications submitted by the deadline and fourteen (14) calendar days prior to the day of General Session 1 for inclusion in the Convention program.

**Section 5.** The Executive Committee shall review any alleged violations by Local PTA/PTSA Units that tend to defeat the purposes and basic policies of Idaho PTA or National PTA and shall make a prompt report to the Board of the results of such review and of its recommendation for action. (Refer to Article X, Section 5.)

**ARTICLE XII: COMMITTEES AND ADVISORY PERSONNEL**

**Section 1.** The Standing Committees shall consist of;

- a. Public Relations/Marketing Committee, reports to President and works to create written and electronic publications that will increase the awareness and knowledge of Idaho PTA. The committee shall be composed of Idaho PTA members and a chair appointed by the President.
- b. Health and Safety Committee, reports to the Board of Directors and promotes programs and projects relating to health and safety issues. The committee shall consist of a Chair appointed by the President and other members as needed.
- c. Cultural Arts & Reflections Committee, reports to the Board of Directors and encourages local units to participate in the Reflections program. This committee shall include a chair appointed by the President, the Cultural Arts & Reflections Chairs from each region and other members as needed.
- d. Parent Involvement Committee, reports to the Board of Directors and promotes to PTA members and the general public the importance of parent involvement in children's education. This committee consists of a chair appointed by the President and committee members from around the state (preferably at least one from each Region).
- e. State Extension Committee, reports to the Vice-President of Membership and is responsible for the increase in membership through expansion and growth. The committee will be composed of a Chair appointed by the President and other committee members as needed.
- f. Community Outreach Committee, reports to the Vice-President of Membership and is responsible for creating an environment in the PTA that includes all parents, teachers and students. The Community Outreach Committee will be composed of a Chair appointed by the President and other committee members as needed. The Vice President of Membership will be the Executive Advisor.
- g. Leadership Development Committee, reports to President-Elect and works to increase the leadership skills of the board of directors, region boards, local unit boards and the general member. The committee shall consist of a Chair appointed by the President and other members as needed.
- h. Bylaws Committee, reports to the Secretary and reviews and updates State Bylaws, Local Unit Uniform Bylaws, Idaho Standing Rules, and Local Unit Standing Rules to better meet the needs of the members and the organization. The committee shall consist of three or five Idaho PTA members appointed by Idaho PTA Secretary. The Chair will be appointed by the President and shall count as one of the members.

- i. Legislative Committee, reports to the Board of Directors and develops the Idaho PTA's message on legislative issues based on the legislative platform and also trains members to be advocates for their children and keep them informed of legislative issues. This committee shall consist of the Vice President of Advocacy, who shall serve as Chair and act as the Legislative Representative, Idaho PTA Federal Legislative Chair, the Education Policy Chair, and the Legislative Representative from each region and other members as needed. Review and respond to resolutions brought forth.
- j. Membership Committee, reports to the Board of Directors and works to promote and increase membership in the Idaho PTA and increase the number of local unit PTAs. The committee shall consist of the Vice President of Membership as Chair, the membership chair from each Region (or the Region Director if there is no membership chair), the Chair of the Community Outreach Committee, the Chair of the Extension Committee, and other members as needed.
- k. Education Policy Committee, reports to Vice-President of Advocacy and represents the Idaho PTA on affiliated education policy related committees and coalitions. This committee shall consist of a Chair appointed by the VP of Legislation and other members as needed.
- l. Election Committee, reports to Board of Directors and is to run a ballot election at convention in the event of two names being nominated. The Election Committee shall be composed of two Board members, who are not candidates, appointed by the President at the pre-convention meeting of odd years. The Bylaws Chair shall serve as Chair of this committee.
- m. Budget and Finance Committee, reports to Board of Directors and prepares the annual budget and review as necessary. This committee is composed of three members from the Idaho PTA Board of Directors, one of which is the Treasurer, who shall be the Chair, the President-Elect and a third member elected by the Board at the Summer Board meeting at the beginning of each new administration.
- n. Financial Development Committee, reports to the Treasurer and helps develop sources of income for the Idaho PTA. This committee shall be composed of a Chair appointed by the President plus as many committee members as needed.
- o. Office Management Committee, reports to Board of Directors and is to ensure that the Idaho PTA office is managed in a professional and cost effective manner and meets the needs of the members of the Idaho PTA. The committee shall consist of the Idaho PTA President, who shall serve as chair, and the Budget & Finance Committee.
- p. Nominating Committee, reports to Board of Directors and consists of three (3) Board members elected by the Board of Directors at the fall meeting of even years and two (2) non-Board PTA members elected at convention on even years. The committee selects its own chair at their first meeting. The committee is to prepare a slate of elected officers for presentation and vote at State Convention on odd years and to refer potential individuals for other positions.

- q. Convention Management Committee, reports to the Board of Directors and is to ensure the annual convention is a success and the expected income is obtained. The Convention Management Committee shall consist of the President, President-Elect, Convention Chair and Treasurer. The President-Elect shall be the Chair of the committee.
- r. Convention Committee, reports to the President-Elect and is to plan and carry out the annual Idaho PTA Convention. Consists of the Convention Chair appointed by the President and other members as needed representing the Regions and the Units in the area of convention.
- s. Historian, reports to Secretary and is to preserve the history of Idaho PTA in written and pictorial format.

**Section 2.** Standing Committee Chairs shall serve for a term of two (2) years. Chairs of the Standing and Special Committees shall be appointed by the President and approved by the Executive Committee of each new administration (new officers elected at convention).

### **Section 3. Special Committees**

- a. The Board of Directors may create such special committees as it may deem necessary for the promotion of the Purposes and work of National PTA and Idaho PTA.
- b. Special Committee Chairs shall serve until the work of the committee is finished.
- c. A plan of work with the tasks, goals, and deadline of the special committee should be created by the Board of Directors.

**Section 4.** Committees may be asked to attend convention, training sessions, and meetings of the Executive Committee and/or the Board of Directors.

**Section 5.** The Executive Committee may annually appoint advisory personnel including youth representation, past Board members, representatives from allied organizations, state departments and others to serve in areas of concern.

<b>ARTICLE XIII: IDAHO PTA REGIONS</b>
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**Section 1.** Idaho shall be divided geographically into Regions for convenience of administration. The Idaho PTA Board of Directors shall set the boundaries.

**Section 2.** Region PTAs will hold an annual conference/meeting/training for the purpose of conducting necessary business (adopt budget, approve minutes, conduct elections, etc.), leadership development and exchange of ideas between Local PTA/PTSA Unit members and State Board members.

- a. The membership of the Region shall consist of the elected officers, committee chairs, and members only of the PTA/PTSA local units within the Region area as defined by Idaho PTA. Schools that are actively pursuing membership as a Local PTA/PTSA Unit may be invited by the Director of the Region in which they reside.
- b. The voting body has the privilege of making motions, debating, or voting at a Region meeting/conference and shall be limited to the members of the Region Board of Directors and elected officers from each local unit IN GOOD STANDING within the Region.
- c. Quorum for Region conferences/meetings shall be three (3) members of the voting body from at least 2 different local units and may include two (2) members of the Region Board of Directors. Voting by proxy is prohibited.

**Section 3.** In odd numbered years, prior to Idaho PTA State Convention, an election of officers for the Region shall be conducted at their own Region conference. The elected officers should be Director, Assistant Director, Secretary, and Treasurer.

- a. The term of each office shall be two (2) years or until their successors are elected. No officer may serve more than two consecutive terms in the same office. A person who has served in an office for more than one half of a full term (more than one year) shall be deemed to have served a full term in such office. A Region term is June 1-May 31.
- b. To be eligible for election to the position of Region Director, a person must be a member of a local PTA/PTSA unit, shall reside within the Region to be represented and have served as a local unit officer or region officer for one (1) year.
- c. A nominating committee appointed by the Board of Directors, consisting of 3 members shall find suitable candidates for each office to be filled. Additional nominations may be made from the floor at the election meeting with the consent of the nominee. If more than one candidate is running for office, a vote by ballot must be taken. A voice vote may be taken for positions with just one qualified candidate. A majority vote is needed for each office to elect.
- d. If a vacancy occurs in an office, the Region Board of Directors may appoint a member to fill the vacancy until the term is completed or the Board may choose, at the next general membership meeting, to take nominations from the floor with the consent of the nominee to finish out the unexpired term.

**Section 4.** Idaho PTA does not recommend “co-officers” for regions. “Co-officer” implies two people of equal rank sharing one position. In PTA, only one name may be listed for each office, and only one individual may vote. The “spirit” of “co-officers” as intended for use in PTA is for officers to share responsibilities, not have both officers doing the same duties. If it is absolutely necessary to fulfill a position with “co-officers;

- a. A region must notify the Idaho PTA Board of Directors for approval of “co-officers” prior to both officers being elected by the voting members of the region. In the request, to the Board of Directors, it shall state which officer will serve as the primary

contact, will exercise voting privileges, and will be in possession of the Idaho PTA materials. The Board of Directors may also ask for a breakdown of the responsibilities that each officer will fulfill during their term prior to approval.

- b. PTA materials from the Idaho PTA office, traveling expenses, accommodations and invitations to Board of Directors meetings will be extended to the one (1) “co-officer” with the voting privileges.

**Section 5.** The Idaho PTA State Bylaws will govern the Regions of Idaho. Each Region shall be self-governing in the areas not in conflict with the Idaho PTA Bylaws.

**Section 6.** Regions do not pay dues to National PTA but may collect dues from local units. Changes to Region dues shall be approved by the voting body.

**Section 7.** Regions are subject to; paying state sales taxes, 990 filings, and submitting a Volunteer Service Report to the Idaho office by September 15<sup>th</sup> annually.

**Section 8.** A Region in good standing is one which:

- a. Adheres to the purposes and basic policies of Idaho PTA.
- b. Submits required 990 filing and any applicable state sales taxes.
- c. Submits Volunteer Service Report to Idaho PTA Office.
- d. Is in communication with the President-Elect.
- e. Meets criteria as prescribed by the Idaho Bylaws, the Idaho Board of Directors, and the timelines/checklists/duties provided by Idaho PTA.

**Section 9.** 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 fiscal year. A fiscal year ending on June 30<sup>th</sup>, the Treasurer shall close the books on or after June 30<sup>th</sup> and submit the books, records, and annual report/recap for financial review to person/company appointed by the Board of Directors.

**Section 10.** A majority of the Board members shall constitute a quorum. A telephone or email vote on an issue may be taken by the President only in the event of an emergency. Said vote is to be recorded into the minutes at the next Board meeting.

<b>ARTICLE XIV: STATE ADVOCACY CONFERENCE</b>
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**Section 1.** Time and Place

- a. The time and place of the annual Advocacy Conference shall be set at the summer meeting.

- b. Official notice shall be sent to each Board member and to each Local PTA/PTSA Unit at least thirty (30) days before the conference.
- c. The Idaho PTA Board of Directors, by two thirds (2/3) votes, shall have authority to cancel the Advocacy Conference. Necessary business may be conducted by alternate means.

## Section 2. Credentialed Delegates

- a. Each Local PTA/PTSA Unit in good standing may be represented by the President and one (1) voting delegate. Then, for every twenty-five (25) members one (1) voting delegate, as shown on the Idaho PTA Treasurer's books on November 1<sup>st</sup> of the current calendar year. The selection of the delegates shall be made according to the standing rules of the local PTA/PTSA unit. A delegate must be a member of the local unit at the time he/she is elected to be a delegate. Items needing voted on at the conference should be brought before the members of the local unit for a vote so that voting delegates know how to vote on behalf of their local unit at the conference. A delegate votes on "behalf of" the local unit not as an independent.
- b. New or reinstated Local PTA/PTSA Unit representation shall be based on the membership shown on the Idaho PTA Treasurer's books ten (10) days prior to conference.
- c. Each Region in good standing can be represented by the Director or his/her alternate and up to three (3) elected delegates.
- d. All Idaho PTA Standing Committee chairs shall seek a delegate card from their Local PTA/PTSA Unit. If a delegate card is not available, the Idaho PTA Executive Committee may grant one on a case-by-case basis.
- e. Elected officers of the Idaho Board of Directors.
- f. The Idaho PTA Unit may be represented at the Advocacy Conference by two (2) voting delegates for the first twenty-five (25) members in the unit, as shown on the Idaho PTA Treasurer's books on November 1<sup>st</sup> of the current calendar year and one for each additional twenty-five (25) members thereafter. The VP of Membership shall be the Coordinator of the Idaho PTA Unit and shall offer a meeting before Advocacy Day for Idaho Unit members for the purpose of educating delegates on matters needing voted on. Selection of the delegates is to be made by consensus of the Idaho Unit members at a pre-Advocacy Day meeting.

## Section 3. Voting

- a. Motions, debating and voting at the conference shall be limited to the Idaho PTA Board of Directors and accredited delegates.

- b. A credentialed delegate shall carry one vote only.
- c. Voting by proxy shall be prohibited.
- d. No member shall be entitled to vote in more than one capacity.

**Section 4.** Fifteen (15) voting members, representing a majority of the Regions enrolled, shall constitute a quorum for the conference voting session.

<b>ARTICLE XV: STATE CONVENTION</b>
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**Section 1. Time and Place**

- a. The annual State Convention voting delegates are the governing body of Idaho PTA.
- b. The annual State PTA Convention shall be held every year. The time and place shall be determined by a vote of the Idaho PTA Board of Directors.
- c. The Board of Directors, by two-thirds (2/3) vote of its members, may cancel or postpone any annual convention when it deems such action to be required by the existence of a national emergency, epidemic, other disaster, or extreme circumstances.
- d. In the event that a convention is not held, the Board of Directors shall plan procedures for conducting all necessary business by mail/email, which shall include the election of officers.
- e. Official notice (Call to Convention and pre-convention packets) shall be sent (at a minimum) to each Idaho PTA Board member and to each Local PTA/PTSA Unit President, whose name has been filed in the Idaho PTA Office and is in good standing, by March 1<sup>st</sup> prior to Convention.

**Section 2. Attendance**

- a. The annual State Convention of Idaho PTA is open to all members of Idaho PTA upon payment of the registration fee that shall be approved by the Board of Directors at their winter meeting.
- b. Non-PTA members may attend convention events at the discretion of the Board of Directors. General business sessions of the Convention may be closed to non-PTA members at the discretion of the Board of Directors. Leadership training is reserved for PTA/PTSA members only.

**Section 3. Credentialed Delegates**



- a. Each Local PTA/PTSA Unit in good standing may be represented by the President, or his/her alternate, and one (1) voting delegate. Then, for every twenty-five (25) members, one (1) voting delegate as shown on the State Treasurer's books on February 15th of the current calendar year. The selection of the delegates shall be made according to the standing rules of the local PTA/PTSA unit. A delegate must be a member of the local unit at the time he/she is elected to be a delegate. Items needing voted on at the annual Convention should be brought before the members of the local unit for a vote so that voting delegates know how to vote on behalf of their local unit at Convention. A delegate votes on "behalf of" the local unit not as an independent.
- b. New or reinstated Local PTA/PTSA Unit representation shall be based on the membership shown on the State Treasurer's books ten (10) days prior to the State Convention.
- c. Each Region, in good standing may be represented by the Director, or his/her alternate, and up to three (3) elected delegates.
- d. All Idaho PTA Standing Committee Chairs shall seek a delegate card from their Local PTA/PTSA Unit. If a delegate card is not available, the Executive Committee may grant one (1) on a case-by-case basis.
- e. Elected officers of the Idaho Board of Directors.
- f. Members of the Idaho Unit shall be represented by two (2) voting delegates for the first twenty-five (25) memberships attending Convention and one for every additional twenty-five (25) membership attending Convention. The VP of Membership shall be the Coordinator of the Idaho PTA Unit and shall offer a meeting before the first general session at the State Convention for Idaho Unit members for the purpose of educating delegates on matters needing voted on at state convention. Selection of the delegates is to be made by consensus of the Idaho Unit members at the pre-convention meeting.

#### **Section 4. Voting**

- a. Motions, debating and voting during the Idaho State Convention shall be limited to the Board of Directors of Idaho PTA and accredited delegates from Local PTA/PTSA Units, Regions, and Idaho Unit.
- b. Credentialed delegates shall carry one vote only.
- c. Voting by proxy is prohibited.
- d. No member shall be entitled to vote in more than one capacity.

**\*Section 5.** A quorum for the transaction of convention business shall be a majority of the number of delegates as adopted in the credential report during each general session, representing a majority of the Regions enrolled, for the annual Convention.

**Section 6.** Approval of convention minutes: The Board of Directors shall review and make any needed corrections to the convention minutes and accept them either at the summer or the fall Board of Directors meeting.

## ARTICLE XVI: NATIONAL CONVENTION

**Section 1.** Idaho PTA may send to the annual National PTA Convention the following delegates, in the following order:

- a. The President of Idaho PTA;
- b. The President-Elect, provided budget/funding allowance.
- c. One additional delegate from among the members of Idaho PTA for each one thousand (1,000) members, or major fraction thereof, of Idaho PTA, as shown on the books of the treasurer of National PTA as of March 31 preceding the annual Convention providing budget/funding allowance.

**Section 2.** The President of Idaho PTA shall serve as the official representative to the National PTA Convention.

**Section 3.** The selection of the delegates (other than the President and President-Elect of Idaho PTA, who shall be delegates) shall be determined by the Idaho PTA Board of Directors in time to meet the National Convention registration deadline.

## +ARTICLE XVII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern Idaho PTA and its constituent associations in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA Bylaws, or the Articles of Incorporation. Members of the Executive Committee shall obtain a copy for reference when applicable.

## \*ARTICLE XVIII: AMENDMENTS

**Section 1.** Any member or constituent body of Idaho PTA may submit suggested amendments, including rationale, to the Idaho PTA Bylaws Committee postmarked by October 1<sup>st</sup>.

**Section 2.** The submitted amendment will be reviewed by the Bylaws Committee, which will determine whether to present it to the Board of Directors at their fall meeting of the Board of Directors for approval. If presented and approved, the submitted amendment becomes a proposed amendment to be voted on at the annual Convention.

**Section 3.** These bylaws may be amended at the Idaho PTA Convention by a two-thirds (2/3) vote of those credentialed delegates present and voting, provided the amendments have been previously approved by the Board of Directors and notice of proposed amendments is published in the Call to Convention.

**Section 4.** The adoption of an amendment to any provision of the National PTA Bylaws identified by a single star shall serve automatically and without the requirement of further action by the Idaho PTA and its constituent associations to amend their corresponding bylaws. Idaho PTA shall promptly incorporate such amendments in its respective bylaws and report such action at the next annual Idaho PTA State Convention.

**Section 5.** The Idaho PTA constituent associations shall promptly incorporate such amendments in their respective bylaws if they apply.

## ARTICLE XIX: STATE OFFICE

**Section 1.** Permanent headquarters (state office) of Idaho PTA shall be maintained within 20 miles of the Capitol city.

**Section 2.** This office shall be managed by the Office Manager, whose duties shall be defined in the Idaho PTA Standing Rules as determined by the Office Management Committee.

## ARTICLE XX: RESOLUTIONS

### Section 1. Definition

a. State resolutions are a call for action regarding problems, situations or concerns that affect children and youth statewide. A resolution is a motion, which, because of its importance, is submitted in writing. Resolutions shall consist of “be it resolved” statements. The resolved statements shall consist of items pertaining to an official position of Idaho PTA that needs legislative action by Idaho PTA legislature or specific action by the Idaho PTA and its members. These resolved statements will be supported by “where as” statements. The “where as” statements will provide the reasoning for the resolved statements. See appendix A-4 in the Idaho Standing Rules.

### Section 2. Submitting Process

a. Resolutions shall originate only from Local PTA/PTSA Units, Regions, Idaho Board of Directors, their appointed Committee Chairs or the Executive Committee. In each

case, the Resolution shall be signed by the President and the Secretary of the submitting Local PTA/PTSA Unit, Region, or of the State Committee.

- b. Resolutions shall be forwarded to the Idaho PTA Office or the VP of Advocacy by September 1<sup>st</sup>, to be considered for Advocacy Conference and by January 1<sup>st</sup>, to be considered for the annual Convention.
- c. All resolutions will be reviewed by the Legislative Committee. The committee will submit all resolutions to the Executive Committee and submit to the Board of Directors those resolutions it considers pertinent and within the scope of National PTA and Idaho PTA policies and mission.
- d. With the approval of the Board of Directors, the Legislative Committee will submit either to the Advocacy or Convention delegates all resolutions recommended for consideration for a two-thirds (2/3) vote being required for adoption.

### **Section 3. Rejected Resolutions**

- a. The VP of Advocacy shall notify the group that submitted said resolution of the rejection and the reasons for the rejection.
- b. A rejected resolution may be brought to the convention floor with a two-thirds (2/3) affirmative vote of the Convention delegates to consider the resolution, providing the sponsor presents a copy of the Resolution to each voting delegate prior to the close of the first workshop.

<b>ARTICLE XXI: FISCAL YEAR</b>
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**Section 1.** The fiscal year of Idaho PTA shall begin on July 1 and end on June 30 of the following year.