

LOCAL PTA/PTSA BYLAWS

Freedom Area Elementary PTA

(PTA/PTSA name)

Beaver County Region 2

Approved by the general membership at its meeting on 9/21/20.

Date of Approval


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


Pennsylvania PTA, 4804 Derry Street, Harrisburg, Pennsylvania 17111; Email* – info@papta.org
*If submitting by e-mail, please cc the state bylaws & policies chairman, Ginny Wade at: bylaws@papta.org

Heather Andrews
President's Name Printed

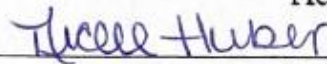


President's Signature



President's Phone #



President's e-mail

Nicole Huber
Secretary's Name printed



Secretary's Signature


Secretary's Phone #


Secretary's e-mail

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

Local Bylaws Chair's Signature

Local Bylaws Chair's Phone #

Local Bylaws Chair's e-mail

Review by Council Bylaws Chairman (*if applicable*)

Council Chairman's Name Printed

Council Chairman's Signature

Date of Review

Council Chairman's Phone #

Council Chairman's e-mail

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

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

September 27, 2020

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

Signature & date Debbie Munson

Ginny Wade, state chairman 610-326-5659 bylaws@papta.org

Freedom Area Elementary PTA

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

Required by the Pennsylvania PTA.

Required by National PTA.

¹There should be a corresponding section listing the duties of each vice president.

²There should be a corresponding section listing the duties of each secretary.

1 **# ARTICLE I: NAME**

2
3 The name of this non-profit association is the **Freedom Area Elementary** Parent-Teacher Association
4 (PTA), and may be referred to in these bylaws as “this PTA/PTSA”, located in **Freedom**, Pennsylvania. It is
5 a PTA/PTSA organized under the authority of the Pennsylvania Congress of Parents and Teachers, Inc. (the
6 Pennsylvania PTA), a branch of the National Congress of Parents and Teachers (the National PTA).
7
8

9 **## ARTICLE II: PURPOSES**

10 **Section 1.** The purposes (objects) of this PTA/PTSA, in common with those of the National PTA and the
11 Pennsylvania PTA are:
12

- 13
14 a. to promote the welfare of children and youth in home, school, places of worship, and throughout the
15 community;
16
17 b. to raise the standards of home life;
18
19 c. to advocate for laws that further the education, physical and mental health, welfare, and safety of
20 children and youth;
21
22 d. to promote the collaboration and engagement of families and educators in the education of children
23 and youth;
24
25 e. to engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social
26 well-being of all children and youth; and
27
28 f. to advocate for fiscal responsibility regarding public tax dollars in public education funding.
29

30 **Section 2.** The purposes of the National PTA, the Pennsylvania PTA and this PTA/PTSA are promoted
31 through advocacy and education with parents, families, teachers, educators, students, and the general public;
32 developed through conferences, committees, projects, and programs; and governed and qualified by the basic
33 principles set forth in Article III.
34

35 **Section 3.** The association is organized exclusively for the charitable, scientific, literary or educational
36 purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of
37 any future federal tax code (hereinafter "Internal Revenue Code").
38
39

40 **# ARTICLE III: PRINCIPLES AND BASIC POLICIES**

41
42 **Section 1.** The following are principles of this PTA/PTSA in common with those of the National PTA and
43 the Pennsylvania PTA:
44

- 45 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
46
47 b. The association shall work to engage and empower children, families, and educators within schools
48 and communities to provide quality education for all children and youth, and shall seek to participate
49 in the decision-making process by influencing school policy and advocating for children’s issues,
50 recognizing that the legal responsibility to make decisions has been delegated by the people to boards
51 of education, state education authorities, and local education authorities.
52
53 c. The association shall work to promote the health and welfare of children and youth, and shall seek to
54 promote collaboration among parents, schools, and the community at large.
55

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

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

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

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

85

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

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

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

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

112
113 g. meet other criteria as may be prescribed by the Pennsylvania PTA.
114
115

116 # ARTICLES V: BYLAWS

117
118 **Section 1.** The articles of organization of this PTA/PTSA include (a) the bylaws of such association and (b)
119 the certificate of incorporation or articles of incorporation of such association (in cases in which the
120 association is a corporation) or the articles of association by whatever name (in cases in which the association
121 exists as an unincorporated association).
122

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

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

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

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

141 # ARTICLE VI: VOTING

142
143 **Section 1.** Only members of this PTA/PTSA who have paid dues for the current membership year may vote
144 on the business of this PTA/PTSA.
145

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

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

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

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

157 # ARTICLE VII: MEMBERSHIP & DUES

158
159 **Section 1.** Every individual who is a member of this PTA/PTSA is, by virtue of that fact, a member of the
160 National PTA and of the Pennsylvania PTA by which this PTA/PTSA is chartered and is entitled to all the
161 benefits of such membership.
162

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

- 166 **Section 3.** This PTA/PTSA shall conduct an annual enrollment of members but may admit individuals to
 167 membership at any time. The membership year shall begin on July 1st and end on June 30th annually.
 168
- 169 **Section 4.** Each member of this PTA/PTSA shall pay such annual dues to said association as may be
 170 prescribed by the association. The amount of such dues shall include the portion payable to the Pennsylvania
 171 PTA -the "state portion"- and the portion payable to the National PTA -the "national portion."
 172
- 173 **Section 5.** The national portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per
 174 annum as determined by the National PTA.
 175
- 176 **Section 6.** The state portion of each member's dues shall be two dollars and seventy-five cents (\$2.75) per
 177 annum as determined by the Pennsylvania PTA.
 178
- 179 **Section 7.** The local portion of each member's dues shall be determined by this PTA/PTSA at their annual
 180 general membership meeting.
 181
- 182 **Section 8.** PTA/PTSA Membership:
 183
- 184 a. Upon payment of dues, a person of Full Age shall become a member of a PTA/PTSA unit and shall
 185 be entitled to all privileges of membership, including holding office and voting.
 186
 - 187 b. Upon payment of dues, a person of less than Full Age (example: student in a PTA/PTSA) shall
 188 become a member of a PTA/PTSA unit and shall be entitled to all privileges of membership
 189 including voting, holding chairmanships and offices, with the exception of president, first vice-
 190 president, secretary and treasurer.
 191
 - 192 c. Of Full Age: eighteen (18) years of age or over, as set forth by the Pennsylvania Consolidated
 193 Statutes, Title 15, Corporations and Unincorporated Associations, under which the Pennsylvania
 194 Congress of Parents and Teachers, Inc. is governed along with the Pennsylvania PTA bylaws.
 195
- 196 **Section 9.** Membership dues with required documentation shall be submitted on a monthly basis to the state
 197 office. Local units that do not submit any dues to the state PTA office postmarked by September 30 shall be
 198 notified that their non-profit status is in jeopardy.
 199
 200

201 **ARTICLE VIII: OFFICERS**

- 202
- 203 **Section 1. Officers.** The officers of this PTA/PTSA shall consist of:
 204
- 205 # a. one (1) president;
 206
 - 207 b. **one (1)** vice president;
 208
 - 209 c. **one (1)** secretary; and
 210
 - 211 # d. one (1) treasurer.
 212
- 213 **Section 2. Eligibility.** The following provisions shall govern the qualifications and eligibility of individuals
 214 to be officers of this PTA/PTSA:
 215
- 216 a. Each officer shall be a current member of this PTA/PTSA.
 217
 - 218 b. No person shall serve in more than one elected position in this PTA/PTSA simultaneously.
 219 **c. Each officer of this PTA shall have been a member of this PTA for one (1) year.**
 220

- 221 d. To be eligible for the Presidency a person must have served on the executive board of
222 this local unit for one (1) year(s).
223
224

225 **Section 3. Term.** Officers shall assume their official duties on July 1st and shall serve for a term of one (1)
226 year, or until their successors are elected.
227

228 a. A person who has served in an office for more than one-half of a full term shall be deemed to have
229 served a full term in such office.
230

231 b. No officer may be eligible to serve more than three (3) consecutive terms.
232

233 **Section 4. Vacancy.** A vacancy occurring in the office of president shall be filled for the remainder of the
234 unexpired term by the vice president. A vacancy in any office other than the president shall be filled by a
235 member elected by the executive board.
236

237 #Section 5. Nominating Committee.

238 a. **Composition.** The nominating committee shall consist of **three (3)** (an odd number no less than
239 three) local unit members. The president shall not serve as a member of this committee.
240

241 b. **Election.** The members of the nominating committee shall be elected by this PTA/PTSA at a
242 regular meeting at least 2 months prior to the election of officers at the annual meeting (as listed in #
243 Article XII: General Membership Meetings, Section 1.b.) The committee shall elect its own chair.
244

245 c. **Duties.** The nominating committee shall:
246

247 i. send out notification of elections;

248 ii. confidentially consider all candidates for elected positions who meet the eligibility
249 requirements set forth by these bylaws and who have provided written consent to serve if
250 elected; may consider additional candidates during its confidential deliberations; and

251 iii. submit only one (1) name for each position to be filled.
252

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

256 **#Section 6. Nominations from the floor.** Nominations from the floor shall be accepted at the election
257 meeting. Nominees shall be current members of this PTA/PTSA and shall have submitted written consent.
258

259 **#Section 7. Elections.** Officers shall be elected:
260

261 a. at the annual general membership meeting;
262

263 b. by written ballot if there is more than one (1) candidate and a majority vote shall elect; and
264

265 c. by voice vote when there is only one (1) candidate. Only affirmative votes shall be valid.
266
267

268 **ARTICLE IX: DUTIES OF OFFICERS**

269 **# Section 1.** All officers shall perform the duties as provided in these bylaws, and as may be prescribed by
270 the association, the parliamentary authority and as directed by the president or the executive board of this
271 PTA/PTSA
272
273
274

- 275 **Section 2.** The president shall:
276
277 # a. preside at all general membership and executive board meetings of this PTA/PTSA;
278
279 # b. confirm that a quorum is present (refer to *Robert's Rules of Order Newly Revised*, current edition);
280
281 # c. serve as an ex-officio member of all committees with the exception of nominating, election, and
282 audit committees;
283
284 # d. coordinate the work of the officers and committees of this PTA/PTSA in order that the purposes
285 may be promoted;
286
287 # e. communicate with state PTA to comply with all standards of affiliation and maintain 'good standing'
288 status as outlined in these bylaws;
289
290 # f. file the Annual Local Unit Registration Form with the state PTA office immediately upon election of
291 officers and no later than June 15 annually;
292
293 # g. serve as the official representative of this PTA/PTSA and be authorized to sign contracts;
294
295 # h. retain all official records of this PTA/PTSA and have a current copy of this unit's bylaws available
296 for membership review;
297
298 # i. appoint a parliamentarian as needed; and
299

300 **Section 3.** The vice-president(s) shall¹

- 301
302 # a. serve as aide to the president;
303
304 # b. perform the duties of the president in the president's absence or inability to serve.
305

306 **Section 4.** The secretary shall²

- 307
308 # a. record the minutes of all general membership and executive board meetings of this PTA/PTSA;
309
310 # b. maintain a current copy of the bylaws and membership list;
311
312 # c. at each meeting, present a written copy of the minutes from the previous meeting, for
313 corrections/amendments and approval;
314
315 # d. maintain at each meeting, written records for at least the previous twelve (12) meetings, for possible
316 review by members; and
317
318 # e. be responsible for all correspondence of the association, as needed and as directed by the president
319

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

- 321
322 # a. hold and maintain a full account of all the funds of this PTA/PTSA;
323
324 # b. keep a full and accurate account of all income and expenditures including bank statements, deposit
325 receipts, budgets, invoices, and paid receipts in accordance with the records retention policy as
326 provided by the Pennsylvania PTA;
327
328 # c. remit monthly, five dollars (\$5.00 = national + state portions of dues) for each member of the
329 PTA/PTSA, as listed on the Dues Remittance Form, to the state PTA office (see Article VII:

- 330 Membership & Dues, Section 9. & #Article IV: Relationship with National PTA and Pennsylvania
 331 PTA , Section 1.);
 332
 333 # d. record national and state portions of the membership dues separate from record of general funds of
 334 this PTA/PTSA;
 335
 336 # e. make disbursements in accordance with the budget adopted by the general membership this
 337 PTA/PTSA;
 338
 339 # f. present a written and verbal financial statement of each financial account which shall include the
 340 balance from the previous meeting, list of deposits and expenditures, and current balance, along with
 341 a combined balance of all accounts, at all executive board and general membership meetings;
 342
 343 # g. present a preliminary annual financial report which shall include the approved budget figures and the
 344 actual current figures, at the annual general membership meeting of this PTA/PTSA;
 345
 346 # h. present all audit reports to the general membership for adoption at the first general membership
 347 meeting held after their completion;
 348
 349 # i. such books of account and records shall be open to inspection, at all reasonable times, by an officer
 350 of this PTA/PTSA, an authorized representative of the Pennsylvania PTA or, where directed by the
 351 committee on state and national relationships;
 352
 353 # j. if unit is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when
 354 there is a change of officers;
 355
 356 # k. prepare or cause to be prepared, the appropriate IRS 990 form by the 15th day of the 5th month after
 357 the end of the fiscal year of this PTA/PTSA;
 358
 359 # l. forward to the state PTA office annually:
 360 i. a copy of the Form 990N, 990, or 990EZ as required per IRS regulations upon completion;
 361 and
 362 ii. a signed copy of all audit reports to the state office immediately following adoption by the
 363 general membership.
 364
 365 # m. compile and submit all financial documents necessary to complete an audit to the elected audit
 366 committee or approved auditor as directed by the executive board.
 367
 368

ARTICLE X: EXECUTIVE BOARD

369
 370
 371 **Section 1.** The business of this PTA/PTSA shall be managed by the executive board between general
 372 membership meetings.
 373

374 **#Section 2.** Each executive board member shall be a member of this PTA/PTSA.
 375

376 **Section 3.** The members of the executive board shall be:
 377

- 378 # a. elected officers.,
 379
 380 b. **Chairmen of the following Committees: After School Activities, Assemblies, Bucks 4**
 381 **Bulldogs, Bulldog Bash, Community Service, Elementary Olympics, Faculty Appreciations, 4th**
 382 **Grade Celebration, Fundraising, Homecoming, Kid Care Award, Membership, Newsletter,**
 383 **Open House, Grade Representative(s), Reading Incentives, Santa Shop, Science Fair, Talent**
 384 **Show, Yearbook.**
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Section 4. Duties of the executive board shall be to:

- # a. transact business as may be referred to it by the membership of this PTA/PTSA;
- # b. create standing and special committees and appoint chairmen/coordinator for all committee;
- # c. approve plans of work of the committees;
- # d. present a report of all action taken by the Executive board at every general membership meeting of this PTA/PTSA;
- # e. elect an auditor or an auditing committee to audit the treasurer’s accounts;
- # f. prepare an annual budget for the upcoming fiscal year, to submitted to the members for adoption at the annual general membership meeting;
- # g. approve payment of routine bills within the limits of the approved budget;
- # h. elect delegates to the state convention, and
- # i. act in emergencies between general membership meetings and have all emergency actions ratified at the next general membership meeting.

j. Attend monthly Board (Committee) Meetings and General Membership Meetings.

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

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

Section 7. Special meetings of the executive board may be called by the president or when requested by a majority of its members upon **three (3)** days’ advance written notice to each member of the board.

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

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

ARTICLE XI: COMMITTEES

Section 1. Committees. The executive board shall create such standing and special committees as deemed necessary to promote the purposes and appoint the chairman/coordinator for all committees.

Section 2. Standing Committees. The standing committees of this PTA/PTSA shall be:
After School Activities, Assemblies, Bucks 4 Bulldogs, Bulldog Bash, Community Service, Elementary Olympics, Faculty Appreciations, 4th Grade Celebration, Fundraising, Homecoming, Kid Care Award, Membership, Newsletter, Open House, Grade Representative(s), Reading Incentives, Santa Shop, Science Fair, Talent Show, Yearbook

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

Section 4. Chairman /Coordinator Term.

- a. The term of office of each committee chairman/coordinator shall be one (1) year or until a successor is appointed.
- b. A chairman/coordinator shall not be eligible to serve more than two (2) consecutive terms as the chairman/coordinator of the same committee.
- c. **Section 5. Chairman/Coordinator Duties.** Each committee chairman/coordinator shall:
 - a. present a plan of work to the executive board for approval;
 - b. coordinate all work of the committee;
 - c. perform other duties as assigned by the president; and
 - d. upon the expiration of the term of office or when individuals cease to hold the position, they shall automatically be relieved of all duties and responsibilities. All records, books, and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen (14) days.

ARTICLE XII: GENERAL MEMBERSHIP MEETINGS

Section 1. Regular Meetings. This association shall hold a minimum of three (3) general membership meetings during the membership year. A general membership meeting may be held electronically, in the event of an emergency.

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

Section 2. Special Meetings. A special meeting of this PTA/PTSA, if needed, shall be called by the president or by the majority of the executive board with three (3) days' advance notice which shall include the date, time, place and purpose for the meeting. A general membership meeting may be held electronically, in the event of an emergency. No other business shall be discussed or conducted.

Section 3. Quorum. The quorum for the transaction of business in any general membership meeting of this PTA/PTSA shall be nine (9) members.

ARTICLE XIII: COUNCIL MEMBERSHIP – N/A

497 **# ARTICLE XIV: PENNSYLVANIA PTA CONVENTION**

498
499 **Section 1.** This PTA/PTSA shall be entitled to be represented at the state convention of the Pennsylvania
500 PTA by the president (or alternate) and local members as shown on the record of the state treasury for the
501 current calendar year, upon payment of the registration fee as determined by the Pennsylvania PTA state
502 board of managers.

503
504 **Section 2.** Delegates or their alternates shall be elected in accordance with Article X: Executive Board,
505 Section 4, Subsection h of these bylaws.
506

507
508 **# ARTICLE XV: FISCAL YEAR AND ACCOUNTABILITY**

509
510 **Section 1. Fiscal Year** The fiscal year of this PTA/PTSA shall **begin on July 1** and end on the following
511 **June 30**. The fiscal year of a PTA/PTSA shall be the same as its accounting year and shall be in accordance
512 with the information provided on the SS-4 form currently filed with the IRS.
513

514 **Section 2. Banking**

- 515 a. All funds shall be kept in bank accounts in the name of this PTA/PTSA.
516
517 b. All checks shall be signed by two (2) authorized signers.
518
519 c. Authorized signers on the bank accounts shall not be related by blood or marriage and shall not
520 reside in the same household.
521
522 d. There shall be at least three (3) authorized signers listed at the bank.
523
524 e. The president and treasurer shall be signers, unless prohibited by employment.
525
526 f. A member shall be appointed by the executive board, who is not an authorized signer on the bank
527 account(s) to open, review, initial/date each bank statement and forward to the treasurer.
528

529 **Section 3. Financial Audit(s)**

- 530 a. An annual financial audit shall be performed by an auditor approved by the executive board or by an
531 audit committee of at least three (3) members elected by the executive board.
532 i. The auditor or audit committee members shall not be authorized signers, the incoming
533 treasurer, related by blood or marriage and shall not reside in the same household as the
534 authorized signers.
535 ii. A report of the findings of the audit shall be submitted in writing to the executive board to
536 be presented to the general membership for adoption by majority vote at the next regular
537 general membership meeting; the report shall be signed and dated by all auditing parties.
538
539 b. A financial audit shall also be performed if an authorized signer is added or deleted on any bank
540 account and at any other time deemed necessary by the president or three (3) or more members, by
541 an audit committee that shall be elected by the executive board within five (5) days. (Refer to
542 subsection a.i. and a.ii. above for committee requirements and reporting.)
543
544

545 **# ARTICLE XVI: DISSOLUTION & WITHDRAWAL OF CHARTER**

546
547 **Section 1.** This PTA/PTSA shall be subject to withdrawal and the status of such association as a PTA unit
548 shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the
549 Pennsylvania PTA.
550

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

- 552
- 553 a. contact the state association to arrange for a Pennsylvania PTA representative to speak in favor of
- 554 continuing PTA/PTSA to the members, at the general meeting at which the vote is to be taken, prior
- 555 to action being taken to dissolve the unit;
- 556
- 557 b. upon the decision of the executive board to recommend dissolution of the unit, that
- 558 recommendation shall be presented to the members at the next general membership meeting and
- 559 shall include an announcement that the vote on the dissolution will be taken at the next regular
- 560 meeting (a 2/3 vote is required to dissolve);
- 561
- 562 c. require that each person voting to dissolve shall have been member of this PTA/PTSA for at least
- 563 ninety (90) days;
- 564
- 565
- 566 d. arrange for the proper disposal of PTA/PTSA funds and property according to the provisions of
- 567 these bylaws; and
- 568
- 569 e. provide for the dissolution to take effect immediately after the dissolution is voted and shall not to
- 570 be post-dated.
- 571

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

- 573
- 574 a. yield up and surrender all of its books and records and all of its assets and property to the
- 575 Pennsylvania PTA, or to such agency as may be designated by the Pennsylvania PTA, or to another
- 576 local PTA organized under the authority of the Pennsylvania PTA (Refer to #Article III: Principles
- 577 and Basic Policies, Section 2.c);
- 578
- 579 b. cease and desist from the further use of any name that implies or connotes association with the
- 580 National PTA or the Pennsylvania PTA or status as a constituent association of the National PTA;
- 581 and
- 582
- 583 c. promptly carry out, under the supervision and direction of the Pennsylvania PTA, all proceedings
- 584 necessary or desirable for the purpose of dissolving this PTA/PTSA.
- 585
- 586

587 **#ARTICLE XVII: PARLIAMENTARY AUTHORITY**

588

589 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this association

590 and in all cases in which they are applicable and in which they are not in conflict with these bylaw, the

591 Pennsylvania PTA bylaws, or the Articles of Incorporation.

592

593 **# ARTICLE XVIII: AMENDMENTS**

594

595

596 **Section 1. Amendment Process.** These bylaws may be updated or amended at any general membership

597 meeting of this association by a two-thirds vote of the members present and voting, provided that notice of

598 the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the

599 amendment is voted upon and that amendment shall be subject to the approval of the Pennsylvania PTA.

600

601 **Section 2. Final Approval.** After adoption at a membership meeting of this PTA/PTSA, the bylaws shall

602 be submitted to the Pennsylvania PTA for approval according to the procedures set forth by the Pennsylvania

603 PTA. Amended bylaws go into effect when a state approved copy is returned to the president of this

604 PTA/PTSA.

605

MINUTES

Freedom Elementary PTA General Meeting

September 21st, 2020 | Meeting called to order at 6:31 PM

In Attendance

Heather Andrews, Krysta Climo, Samantha George, Nicole Huber, Michelle Maier, Leslie Rose, Jennifer Slavinsky, Laura Stefan, Rachel Wagner, Kim Turner, Stephanie Costanza, Stephanie Wilfong, Jesse Miller, Becca Schomburg, Elissa Wilson, Emily Mather, Kathy Fullen Reynolds, Christy Lawrence, Jolyn Decanini, Sara Murphy, Tracy Brien, Amanda Chaousy, Larissa Hoover, Jason Hoover

President's Report – Heather Andrews

- Reminder to get clearances up to date and on file with the school office.
- Updated bylaws were approved by unanimous vote. 1st – Krysta Climo 2nd – Kathy Fullen Reynolds

Vice President's Report – Jennifer Slavinsky

- J&J's fall hoagie fundraiser has begun. Teachers will be pushing out e-mail with paper order form and online order info. Order ends on 10/16/20 with direct pick up at J&J's on 10/28/20.

Treasurer's Report – Laura Stefan

- Treasurer's report and 2020/2021 budget were approved by unanimous vote. 1st - Amanda Chaousy 2nd – Stephanie Costanza

Secretary's Report – Nicole Huber

- General meeting minutes from 6/15/20 and Audit from 2019-20 school year were both approved by unanimous vote. 1st - Rachel Wagner 2nd – Elissa Wilson
- Membership update – Currently 62 members on file. Forms are available at the school office or on the PTA page of the website.

Principal's Report – Mrs. Mather

- Title 1 – Virtual Story walk to be held on 10/28/20 with a material packet pick up 10/14/20 during Fall Fest. Upcoming meeting in October to review the comprehensive Title 1 plan.

Committee Reports

- **After school activities** – Heather Andrews for Amy McKinney - Fall Fest scheduled for 10/14/20 6-8pm as a grab and go event. Volunteers are needed for this event. Teachers will be sending an e-mail flyer to parents.
- **Book Fair** – Leslie Rose – Virtual Book Fair scheduled for 11/2-11/15. Must have 2 in some capacity to keep the BOGO option in the spring.
- **Book it** – Michelle Maier – Will run Oct – March virtually with Google form to be filled out each month instead of the paper form. Parent e-mail will be required on the completed Google form in order to have the pizza certificate sent directly.

Upcoming

General Meeting - 11/17/20 at 6:30pm

Meeting adjourned – 7:03pm 1st – Tracy Brien 2nd – Kathy Fullen Reynolds