

# COUNCIL BYLAWS

## PETERS TOWNSHIP PTA AREA COUNCIL, INC.

Washington County      Region 4

### #ARTICLE I: NAME

The name of this association is the **Peters Township PTA Area Council, Inc. (hereinafter referred to as the "PT Area Council"** located in **Washington** County, Pennsylvania. It is a council PTA organized under the authority of the Pennsylvania Congress of Parents and Teachers (the Pennsylvania PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

### # ARTICLE II: PURPOSES

Section 1. The Purposes of the **PT Area Council**, in common with those of the National PTA and the Pennsylvania PTA, are

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

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

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

### **# ARTICLE III: BASIC POLICIES**

The following are basic policies of the PT Area Council, in common with those of the National PTA and the Pennsylvania PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association shall work with the schools and community to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The association shall work to promote health and welfare of children and youth, and shall seek to promote collaboration among parents, schools, and the community at large.
- d. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- e. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of the association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- g. The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

### **# ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA & PENNSYLVANIA PTA**

Section 1. This council PTA shall be organized and chartered under the authority of the Pennsylvania PTA in the area in which this council PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA bylaws, as the Pennsylvania PTA may in its bylaws prescribe. The Pennsylvania PTA shall issue to this council PTA an appropriate charter evidencing the due organization and good standing of this council PTA.

Section 2. Pennsylvania PTA provides services only to council PTAs that are in good standing.

Section 3. A council PTA in good standing is one that:

- a. adheres to the Purposes and basic policies of the PTA;
- b. has bylaws approved according to the procedures of the Pennsylvania PTA;

- c. submits council officers form to the state office immediately upon election of officers and no later than June 15 annually;
- d. forwards to the state office each year upon completion a copy of their Form 990N, 990, or 990EZ as required per IRS regulations;
- d. forwards a signed copy of all audit reports to the state office immediately following their adoption by the general membership; and
- e. meets other criteria as may be prescribed by the Pennsylvania PTA.

## **# ARTICLE V: BYLAWS**

Section 1. The articles of organization of this council PTA include (a) the bylaws of such association and (b) the certificate of incorporation or articles of incorporation of such association (in cases in which the association is a corporation) or the articles of association by whatever name (in cases in which the association exists as an unincorporated association).

Section 2. This council PTA shall adopt such bylaws for the government of the association as may be approved by the Pennsylvania PTA. Such bylaws shall not be in conflict with the bylaws of the National PTA or the Pennsylvania PTA.

Section 3. The adoption of an amendment to any provision of the National PTA or the Pennsylvania PTA bylaws shall apply automatically and without the requirement of further action by this council PTA to amend its corresponding bylaws. This council PTA shall promptly incorporate such amendments in its bylaws, notwithstanding the automatic character of the amending process.

Section 4. This council PTA shall include in its bylaws provisions corresponding to the provisions of National PTA and Pennsylvania PTA bylaws identified by the number (#) symbol.

Section 5. Council PTA bylaws shall be updated every five (5) years on the most current model available from the Pennsylvania PTA as provided by the Pennsylvania PTA state board of managers.

## **# ARTICLE VI: VOTING**

Section 1. Only members of this council PTA who have paid dues for the current membership year may vote on the business of this council PTA.

Section 2. Current membership must be verified for voting privileges.

Section 3. The bylaws of this council PTA shall prohibit voting by proxy.

Section 4. A PTA member shall not serve as a voting member of this council PTA's board while serving as a paid employee of or under contract to this council PTA.



## #ARTICLE VII: PURPOSES OF THIS COUNCIL

Section 1. The purposes of this council PTA are to

- a. unify and strengthen local PTAs comprising this council PTA; and
- b. provide for the conference, leadership training, and cooperation of the local PTAs in this council PTA membership in order to create a public opinion favorable to the interests of children, to encourage programs and projects in the various PTA units which will carry out the Mission and Purposes of PTA; and to assist in the formation of new PTAs according to the plan of the Pennsylvania PTA.

Section 2. This council PTA may not legislate for any local PTA.

## ARTICLE VIII: MEMBERSHIP & DUES

#Section 1. Membership in this council PTA shall consist of local units chartered by the Pennsylvania PTA in **Peters Township School District** upon payment of dues as hereinafter provided. There shall be no more than one council in any school district.

#Section 2. Membership in this council PTA shall be made available by this council PTA, without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the National PTA bylaws or the Pennsylvania PTA bylaws, as may be prescribed in the bylaws of this council PTA, to any local PTA/PTSA who subscribes to the Purposes and basic policies of the National PTA.

#Section 3. This council PTA shall conduct an annual enrollment of members but may admit local PTA/PTSAs to membership at any time.

#Section 4 Member units shall pay annual membership dues to this council PTA in the amount of **\$.50 per adult member (high school student members are exempt)** for each local PTA/PTSA in the membership and shall be postmarked on or before **December 1** (month and day).

## ARTICLE IX: OFFICERS

Section 1. The officers of this council PTA shall consist of:

- #a. one (1) president;
- b. **two (2)** vice presidents;
- c. **one (1)** secretary;
- #d. one (1) treasurer; and

Section 2. Officers shall be elected at the annual general membership council meeting in the month of **May**.

#Section 3. The vote shall be conducted by ballot. 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.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the **PT Area Council**:

- # a. Each officer shall be a member of a local PTA/PTSA within the area of this council PTA.
- # b. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office.
- # c. No person may serve in more than one elected position in this council PTA simultaneously.
- d. Only members of a local PTA/PTSA whose state and council PTA dues are paid shall be eligible to hold office.
- e. Each officer of this council PTA shall have been a member of a local PTA/PTSA within the area of this council PTA for **six (6)** months.
- f. No officer may be eligible to serve more than **two(2)** consecutive terms in the same office **unless the nominating committee, after due diligence, is unable to find a person willing to be nominated for that position.**
- g. To be eligible for the presidency a person must have served **as an elected officer of a Peters Township PTA/PTSA or the PT Area Council** for **one (1)** year.

Section 5. Officers shall assume their official duties on **July 1** and shall serve for a term of **one (1)** year or until their successors are elected.

Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the **1st** vice-president. A vacancy in any office, other than president, shall be filled by a member elected by the executive board.

Section 7. There shall be a nominating committee composed of **five (5)** members who shall be elected by the voting body of this council PTA at a regular general membership meeting in **March**, at least 2 months prior to the election of officers, as outlined in Article IX, Section 2. **The committee shall include one representative from each of the five (5) local PTA/PTSA units.**

- a. The committee shall elect its own chair.
- b. The nominating committee shall nominate an eligible person for each office to be filled and send its report to the members of the Executive Board and to the president of each member unit at least thirty (30) days before the annual election meeting, at which time additional nominations may be made from the floor.
- #c. Only those individuals who have met the qualifications as outlined in Article IX, Section 4 and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

## ARTICLE X: DUTIES OF OFFICERS

### Section 1. The president shall:

- a. preside at all meetings of this council PTA;
- b. serve as an ex-officio member of all committees except the nominating committee, the election committee, and the auditing committee, if authorized to sign checks;
- c. coordinate the work of the officers and committees of this council PTA in order that the Purposes may be promoted.
- d. assist in extending PTA work into all parts of this council PTA area, keeping it in harmony with the state PTA plan;
- e. be authorized to cosign all orders on the treasury of this council PTA;
- # f. send contact information (name, address, phone, email if available) for the incoming officers to the state PTA office immediately upon election of officers and no later than June 15 annually;
- g. appoint a parliamentarian as needed; and
- #h. have a current copy of this unit's bylaws available for membership review.

### Section 2. The vice-president(s) shall:

- a. act as aide(s) to the president;
- b. in their designated order 1st, 2nd, perform the duties of the president in the president's absence or inability to serve; and
- c. be authorized to cosign all orders on the treasury of this council PTA;

### Section 3. The secretary shall:

- #a. record the minutes of all meetings of the PT Area Council;
- b. be prepared to read the records of any previous meetings;
- c. file all records;
- d. have a current copy of the bylaws;
- e. maintain a membership list;
- f. notify committee chairs of their appointments;
- g. conduct delegated correspondence;
- #i. present a written copy of the previous meetings records at each meeting; and
- #j. have at each meeting, written records available for review by members, for at least the previous twelve (12) meetings.



Section 4. The treasurer shall:

- #a. have custody of the funds of this council PTA;
- #b. maintain a full account of the funds of this council PTA;
  - c. make disbursements as authorized by the president, executive board, or this council PTA in accordance with the budget adopted by this council PTA;
  - d. be authorized to cosign all orders on the treasury of this council PTA;
- #e. have checks or vouchers signed by two authorized officers (the treasurer and one other person);
- #f. provide a written financial statement to the executive board at each meeting;
- #g. present an annual report of the financial condition of the association to the membership;
- #h. have the accounts examined annually by an auditor or an auditing committee of not fewer than three members, who are not authorized to sign checks. If satisfied that the treasurer's annual report is correct, they shall sign a statement to that fact at the end of the report. The auditing committee shall be elected by the executive board in May;
- #i. upon resignation of an officer during a term, have the accounts examined by an auditor or an auditing committee following the fiscal year end auditing procedures;
- #j. report the findings of the annual audit in writing to the executive board;
- #k. all audit reports shall be presented to the general membership for adoption at the first general membership meeting held after the completion of the report; and
- #l. keep permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of this council PTA, including, specifically, the number of its members, and the dues collected from its members. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Pennsylvania PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.
- m. forward to the state PTA office each year upon completion, a copy of the Form 990N, 990, or 990EZ as required per IRS regulations; and
- n. forward a signed copy of all audit reports to the state office immediately following their adoption by the general membership.

# Section 5. All officers shall perform other duties as may be provided for in these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive board.

Section 6. Appoint standing committee chairmen.

## ARTICLE XI: EXECUTIVE BOARD

Section 1. The affairs of the PT Area Council shall be managed by the executive board in the intervals between general membership meetings.

#Section 2. Each board member shall be a member of a local PTA/PTSA within the area of this council.

Section 3. The members of the executive board shall be elected officers.

Section 4. Duties of the board shall be to

- a. carry out business as may be referred to it by the membership of this association;
- b. create special committees;
- c. present a report at the regular general membership meetings of this council PTA;
- d. elect an auditor or an auditing committee to audit the treasurer's accounts;
- e. approve and submit an annual budget to this council PTA's general membership for adoption;
- f. approve payment of routine bills within the limits of the approved budget;
- g. approve plans of work of council PTA standing committees; and

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, that person may be removed from the board by resolution adopted by the executive board.

Section 6. Regular meetings of the 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 board may be called by the president or when requested by three (3) members upon three (3) days written notice to each member of the board.

Section 8. At all meetings of the 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 a 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 days.



### ARTICLE XIII: COMMITTEES

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

Section 2. The standing committees of this council PTA shall be as listed in the Standing Rules.

Section 3. The executive board may create such special committees as it may deem necessary to promote the Purposes of PTA and carry on the work of this council PTA.

Section 4. The term of office of a committee chair shall be one (1) year or until the selection of a successor.

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

### ARTICLE XIV: GENERAL MEMBERSHIP

Section 1. The general membership of this council PTA shall consist of the executive board; the president of each member local PTA/PTSA or their alternate; delegates or their alternates as specified in Section 2 of this article; and standing committee and sub-committee chairpersons.

Section 2. Each member local PTA/PTSA shall be eligible to be represented by two (2) delegates or their alternates as seated by the local PTA/PTSA according to its own bylaws.

Section 3. Individuals are entitled to one vote, even though they may be serving in more than one position.

### ARTICLE XV: MEETINGS

Section 1. General membership meetings of this council PTA shall be scheduled by the executive board and announced at the first general membership meeting of the year five (5) days notice shall be given to the membership of any change of date.

Section 2. Special meetings of this council PTA may be called by the president or by a majority of the executive board, five (5) days notice given.

#Section 3. The annual meeting shall be held in September, at which time the budget for the upcoming year shall be presented to the membership for a vote.

#Section 4. A quorum for the transaction of business in any meeting of this council PTA shall consist of at least one (1) delegate or their alternate from each of the five (5) member PTAs.

Section 5. Meetings of this council PTA shall be open to all members of the local PTAs holding membership in this council PTA, but the privilege of introducing motions and voting shall be limited to the voting body as outlined in Article XIV.

Section 6. Delegates from local PTA/PTSAs whose dues to this council PTA are not paid or whose individual dues to the local PTA have not been paid shall not participate in the business meetings of this council PTA.

## **# ARTICLE XVI: PENNSYLVANIA PTA CONVENTION**

Section 1. This council PTA shall be entitled to be represented at the state convention of the Pennsylvania PTA by its president or alternate.

Section 2. The council PTA representatives to the Pennsylvania PTA convention must be a member of a local PTA/PTSA within the area of this council.

Section 3. Alternate shall be selected by the majority of PT Area Council officers.

## **# ARTICLE XVII: FISCAL YEAR**

The fiscal year of the PT Area Council, shall begin on July 1 and end on the following June 30.

The fiscal year of a council PTA shall be the same as its accounting year and shall be in accordance with the information provided on the SS-4 form currently filed with the IRS.

## **# ARTICLE XVIII: DISSOLUTION & WITHDRAWAL OF CHARTER**

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

Section 2. A council PTA considering dissolution must:

- a. have a Pennsylvania PTA representative to speak in favor of continuing the council PTA at a meeting of the executive board prior to taking action on dissolving;
- b. upon decision to recommend dissolution of the council, present the resolution to the members at the next general meeting for their information;
- c. announce that a vote on the dissolution will be taken at the next general meeting. A two-thirds (2/3) vote is required to dissolve a council;
- d. require each person voting to dissolve be a member of this council PTA for at least 90 days;
- e. arrange for a Pennsylvania PTA representative to speak to the members at the general meeting at which the vote is to be taken;
- f. arrange for the proper disposal of the council PTA funds and property according to the provisions of these bylaws; and
- g. provide for the dissolution to take effect immediately after the dissolution is voted and not to be post-dated.

Section 3. This council PTA is obligated, upon withdrawal of its charter by the Pennsylvania PTA to:

- a. refer to #Article III: Basic Policies, (f).
- b. surrender all of its books, records, assets, and property to the Pennsylvania PTA or to be dispersed between the local units within this council;

- c. cease and desist from the further use of any name that implies or connotes association or affiliation with the National PTA or the Pennsylvania PTA or status as a constituent association of the National PTA; and
- d. carry out promptly, under the supervision and direction of the Pennsylvania PTA, all proceedings necessary or desirable for the purpose of dissolving the **PT Area Council**.

## **# ARTICLE XIX: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the **PT Area Council** and in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA bylaws, the Pennsylvania PTA bylaws, or the articles of incorporation.

## **# ARTICLE XX: AMENDMENTS**

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

Section 2. Submission of amendments or revised bylaws for approval by the Pennsylvania PTA shall be in accordance with the bylaws or regulations of the Pennsylvania PTA.

Section 3. The adoption of an amendment to any provision of the National PTA and Pennsylvania PTA bylaws shall serve automatically and without the requirement of further action by this association to amend their corresponding bylaws. Council PTAs shall promptly incorporate such amendments in their respective bylaws.



# BYLAWS OF THE PETERS TOWNSHIP PTA AREA COUNCIL, INC

County Washington Region 4

Approved by the general membership at its meeting on 4-25-13  
Date of Approval

☒ Attached is a copy of the minutes for the meeting when the bylaws were approved by the general membership.

Lisa Briegel Lisa Briegel  
President's Signature  
100 Keystone Ct. Venetia 15367  
President's Home Street Address Town Zip  
724-348-8557 ptabagel@gmail.com  
President's Home Telephone Number President's Email Address  
Lisa Anderson Lisa Anderson  
Secretary's Signature

(Space below for use by State Bylaws & Policies Chairman only.)

Approved on behalf of the Pennsylvania PTA Board of Managers by the Bylaws & Policies Chairman.

Karen Piccotti 08/24/13  
State Chairman's Signature Date of Approval  
~~Debbie Munson~~ Karen Piccotti  
State Chairman's Name - Printed  
610 Roslyn Avenue 1103 South Main St Eric Taylor 16505-1748 18517  
Street Address Town Zip  
814-838-6123 5708158222 kp.ciccotti munson@papta.org  
Telephone Number State Chairman's Email Address

**Note:** These bylaws are to be updated five (5) years from the date approved by the state bylaws & policies chairman. To update, please contact the state PTA for the most current bylaws model.

Pennsylvania Congress of Parents and Teachers, Inc. (Pennsylvania PTA)

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