

COUNCIL UNIT BYLAWS INDEX

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Certain items are required in all PTA bylaws as they serve to tie PTAs together as a national organization. These

are marked in council PTA bylaws with an asterisk (*) symbol and should be used verbatim with no changes. The structure of the council PTA and its specific rules and regulations are contained in the bylaws adopted by

the members of that unit. Council bylaws may not conflict with National PTA Bylaws or Alabama PTA Bylaws.

BYLAWS

Of the

(Official name of your council PTA)

Article I—NAME

The name of this organization is the (Official name of your council PTA) (Parents and Teacher Association) of Alabama. It is a council PTA organized under the authority of Alabama Congress of Parents and Teachers, a branch of National Congress of Parents and Teachers (National PTA).

Street Address:

City:

Zip:

*Article II—PURPOSES

Section 1. Objectives. The purposes which the corporation will hereafter 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 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 policies set forth in Article III.

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

***Article III—BASIC POLICIES**

The following are basic policies of the (Official name of your council PTA);

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the PTA or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Purposes of the association.
- c. The organization 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.
- d. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- e. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the organization 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 organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code.
- g. Prior to scheduling a vote regarding the dissolution of this PTA, Alabama PTA must be contacted. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c) (3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- h. The organization 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.

- i. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be the guiding principles for service in the council PTA.

***Article IV—RELATIONSHIP WITH NATIONAL PTA AND ALABAMA PTA**

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

The board of directors of Alabama PTA shall make all decisions regarding the recognition and good standing of council PTAs. A PTA/PTSA must be in good standing in order to participate in scholarship, grant, and awards programs.

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 its state;
- c. Has a current officer list in GiveBacks; and
- d. Meets other criteria as may be prescribed by the individual state PTA.

Section 2. Approval of Bylaws. (Official name of your council PTA) shall adopt such bylaws for the governance of the organization. These bylaws are subject to the approval of Alabama PTA. Such bylaws shall not be in conflict with National PTA Bylaws or the bylaws of Alabama PTA. This council PTA shall review bylaws annually and submit bylaws for state approval every three years.

Section 3. Proxy Voting. The bylaws of (Official name of your council PTA) shall prohibit voting by proxy.

Section 4. Membership. Only local unit members of this council PTA who have paid dues for the current membership year may participate in the business of this council PTA. Members of the nominating committee for officers of this council PTA shall be elected by the general membership, board of directors, or executive committee.

Section 5. Financial Records. This council PTA shall keep permanent books of account and records sufficient to establish gross income, receipts, and disbursements, including the number of members and dues collected from members. Such books of account and records, which may be maintained in either hard copy or electronic format, shall at all reasonable times be open to inspection by an authorized representative of Alabama PTA or National PTA.

Section 6. Withdrawal of Charter. The charter of this PTA shall be withdrawn, and the PTA dissolved according to provisions in Alabama PTA Bylaws. This PTA is obligated, upon withdrawal of its charter by Alabama PTA to:

- a. Surrender all books, records, assets, and property to Alabama PTA, an agency designated by Alabama PTA, or another local PTA organized under the authority of Alabama PTA;

- b. Cease to use the copyrighted name PTA that implies association with or status as a constituent organization of National PTA or Alabama PTA; and
- c. Carry out promptly, under the direction of Alabama PTA, all proceedings necessary for the purpose of dissolving.

Section 7. Organizing/Chartering.

- a. Council PTAs shall be organized in the state as units of National PTA and Alabama PTA for the purpose of promoting the objectives of National PTA and Alabama PTA.
- b. Each council shall be authorized to make its own rules for the transaction of its business provided they are not in conflict with National PTA Bylaws or Alabama PTA Bylaws.
- c. A council shall become a PTA unit upon receipt in the state office of (i) charter bylaws, subject to approval by Alabama PTA, shall be submitted with completed charter forms. Such bylaws shall not be in conflict with National PTA Bylaws or Alabama PTA Bylaws. Bylaws shall include all articles as written in the most recent Alabama PTA Board of Director's Council Unit Bylaws Template., and (ii) the names of charter members and a list of officers.
- d. The Board of Directors of Alabama PTA shall make all decisions regarding the recognition and status of organized units.

Section 8. Procedures for Dissolution. The charter of a council PTA may be withdrawn in the following manner:

- a. The executive committee (or other body that, under its bylaws, manages the affairs of the council PTA) shall adopt a resolution recommending dissolution and directing that the question of dissolution be submitted to a vote at a special meeting of members having voting rights. Written notice stating the purpose of the meeting is to consider the advisability of dissolution shall be given to each member entitled to vote at the meeting at least thirty days prior to the date of the meeting.
- b. Written notice of the adoption of the resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the president of Alabama PTA at least twenty days before the date of the meeting.
- c. Only those persons who were 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.
- d. Approval of dissolution shall require the affirmative vote of two-thirds of the members present and entitled to vote, a quorum being present.

ARTICLE V: PURPOSES OF THIS COUNCIL

Section 1. The purposes of this council PTA are to:

- a. Unify and strengthen local PTA/PTSAs that are members of the council PTA;
- b. Provide for the cooperation of the local PTA/PTSAs in the 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 purposes of PTA, and to assist in the formation of new PTAs; and
- c. Promote the interests of National PTA and Alabama PTA.
- d. The purposes and principles of the council PTA, as prescribed in Articles II and III of these bylaws, shall in every case also be the purposes and principles of each constituent

Section 2. This council PTA shall not legislate for local PTA/PTSAs.

ARTICLE VI: MEMBERSHIP AND DUES

Section 1. Membership in this council PTA shall consist of local PTA/PTSAs chartered by Alabama PTA in (Official name of your council PTA) upon payment of dues.

Section 2. Membership in this council PTA shall be made available without regard to race, color, creed, or national origin to any local PTA that subscribes to the purposes and basic policies of 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. Each member of this council PTA shall pay annual dues as prescribed in the (Official name of your council PTA) bylaws.

Section 5. Annual membership dues in this council PTA shall be \$_____ for each local PTA/PTSAs in membership and shall be payable by _____ of each year.

ARTICLE VII: QUALIFICATIONS OF SERVICE

Section 1. Each officer or board member of this council PTA shall be a member of a local PTA/PTSA that is a member of this council PTA.

Section 2. 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.

Section 3. Only members of a local PTA/PTSAs whose state and council PTA dues are paid shall be eligible to hold office.

Section 4. No officer may be eligible to serve more than _____ consecutive terms in the same office.

Section 5. A person who has served more than half of a term shall be considered to have served a full term.

Section 6. If any member of the board of directors ceases to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by resolution adopted by the board of directors.

ARTICLE VIII: OFFICERS

Section 1. The officers of _____ (Official name of your council PTA) shall be a president, (number) vice president(s), a secretary, and a treasurer, _____ (OTHER), _____ (OTHER)

Section 2. Officers shall be elected by ballot at the last scheduled general meeting in each school year.

Section 3. The vote shall be conducted by ballot and a majority shall elect. When there is only one (1) candidate for any office that election may be by voice vote.

Section 4. Officers shall assume their official duties following the close of the meeting in which they are elected and shall serve a term of _____ year or until their successors are elected.

Section 5. A vacancy in the office of president shall be filled for the unexpired term by the _____. A vacancy in any office other than president shall be filled by the board of directors.

Section 6. There shall be a nominating committee comprised of at least three (3) members who shall be elected by the voting body of this council PTA at a general membership meeting at least one (1) month prior to the election of officers, as outlined in this article. No two (2) members shall be from the same local PTA/PTSA.

- a. The committee shall elect its chair;
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the board of directors and to the president of each member PTA/PTSA at least thirty (30) days before the annual election meeting, at which time additional nominations may be made from the floor; and
- c. Only those individuals who have met the qualifications for service and who have consented to serve if elected shall be nominated for, or elected to, office.

ARTICLE IX: 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;
- 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 the council PTA area, keeping it in harmony with the state PTA plan;
- e. Update the officer list, including contact information, via GiveBacks;
- f. Perform such other duties as provided by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors or executive committee; and

- g. Appoint a parliamentarian, subject to approval of the executive committee.

Section 2. The vice presidents shall:

- a. Act as aides to the president;
- b. Perform the duties of the president in the president's absence or inability to serve, in their designated order; and
- c. Perform other duties as provided by these bylaws, prescribed by the parliamentary authority, or directed by the president, board of directors, or executive committee.

Section 3. The secretary shall:

- a. Record the minutes of all meetings of the (Official name of your council PTA);
- b. Be prepared to read the records of any previous meetings;
- c. File all records;
- d. Have available a current copy of the bylaws;
- e. Maintain a membership list;
- f. Notify committee chairs of their appointments;
- g. Conduct delegated correspondence; and
- h. Perform other duties as provided by these bylaws, prescribed by the parliamentary authority, or directed by the president, board of directors or executive committee.

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. Have checks signed by two authorized signers;
- e. Cause to be kept a full and accurate account of the receipts and disbursements in books belonging to this council PTA;
- f. Provide a written financial statement to the board of directors at each meeting;
- g. Present a written annual report of the financial condition of the organization;

- h. Submit the books annually for an audit by an auditing committee selected by the board of directors at the end of the fiscal year, or when deemed necessary;
- i. Report the findings of the annual audit to the board of directors;
- j. Perform other duties as provided by these bylaws, prescribed by the parliamentary authority, or directed by the president, board of directors, or executive committee;
- k. Prepare, or ensure preparedness of the return for the "Organization Exempt from Federal Income Tax", Form 990, 990N, 990EZ, and ensure its timely return to the IRS for the council; and

l. Under current State Department of Education guidelines, no school employee may handle funds of a school-related organization. Therefore, if a school employee is elected to serve as president, they may not be authorized as a signatory for checks; nor should a school employee be elected to serve as a treasurer or be placed in charge of a fund-raising activity.

ARTICLE X: BOARD OF DIRECTORS

Section 1. The affairs of (Official name of your council PTA) shall be managed by the board of directors in the intervals between general membership meetings.

Section 2. The members of the board shall be:

- a. Elected officers;
- b. Standing committee chairs;
- c. The superintendent or his/her representative;
- d. Local unit presidents or his/her appointed representatives;
- e. Delegates; and
- f. The immediate-past council president.

Section 3. The board of directors shall:

- a. Carry out business referred to it by the membership of the association;
- b. Create special committees;
- c. Present a report at the regular general membership meetings of this council PTA;
- d. Select 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;

Section 4. Regular meetings of the board shall be held with the dates and times to be decided by the board at its first meeting of the year.

Section 5. Special meetings of the board may be called by the president or when requested by three (3) board members with _____ days written notice to each member of the board.

Section 6. At all meetings of the board, a majority of the members of the board shall constitute a quorum either through physical presence, or presence through remote communication technology, for the transaction of business.

Section 7. Upon expiration of term of office or when individuals cease to hold the position 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. All records, books, and other materials pertaining to the position shall be turned over to the president immediately upon expiration of term.

ARTICLE XI: EXECUTIVE COMMITTEE

Section 1. The members of the executive committee shall be the elected officers of the _____ (Official name of your council PTA)

Section 2. Special meetings of the executive committee may be called by the president or upon written request of _____ (Official name of your council PTA) executive committee members with _____ days notice to each member of the executive committee.

Section 3. A majority of the executive committee shall constitute a quorum either through physical presence, or presence through remote communication technology, for the transaction of business.

Section 4. The executive committee shall:

- a. Transact business referred to it by the board;
- b. Appoint standing and special committee chairs and members;
- c. Act in emergencies between meetings of the board;
- d. Make a report at each board meeting.

The executive committee shall take no action in conflict with any action taken by the board of directors.

ARTICLE XII: COMMITTEES

Section 1. The standing committees of this council PTA shall be:

Section 2. The executive committee or the board of directors may create special committees as necessary to promote the purposes and carry on the work of this council PTA.

Section 3. The term of office of a committee chair shall be _____ year(s) or until the selection of a successor.

Section 4. The chair of each committee shall present a plan of work to the board of directors for approval. No committee work shall be undertaken without the consent of the board.

ARTICLE XIII: GENERAL MEMBERSHIP

Section 1. The general membership of the council PTA shall consist of the board of directors; the president of each member local PTA/PTSA or his/her alternate; delegates or their alternates as specified in Section 2 of this article; the superintendent of schools or an alternate; and principals of schools having units in council membership or his/her designated representative.

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

Section 3. Individuals are entitled to one (1) vote, even though they may be serving in more than one position.

Section 4. _____ members (can't be less than 10) shall constitute a quorum for the transaction of business in any membership meeting of this council PTA either through the physical presence of a specific number of members, or presence through remote communication technology, for the transaction of business.

ARTICLE XIV: MEETINGS

Section 1. Regular meetings of this council PTA shall be held a minimum of _____ times per year during the school year, unless otherwise decided by this council PTA, the board of directors or the executive committee _____ day's 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 board of directors, with _____ days' notice given.

Section 3. A quorum for the transaction of business in any meeting of this council PTA shall consist of at least _____ of the council elected officers, _____ non-elected members of the board of directors, and _____ other delegates from other member PTAs, for a minimum of _____ members.

Section 4. Meetings of this council PTA shall be open to all members of the local PTAs holding membership in the council PTA, but the privilege of introducing motions and voting shall be limited to the voting body.

Section 5. Delegates from local PTA/PTSA's whose dues to the council PTA are in arrears or whose individual dues to the local PTA/PTSA have not been paid shall not participate in the business of the council PTA.

Section 6. At all meetings of the board, a majority of the members of the board shall constitute a quorum present either through the physical presence of a specific number of members, or presence through remote communication technology, for the transaction of business.

ARTICLE XV: FISCAL YEAR

The fiscal year of _____ (Official name of your council PTA) Council PTA shall be from July 1 through June 30.

***ARTICLE XVI: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the _____ (Official name of your council PTA) in all cases in which they are applicable and in which they are not in conflict with these bylaws, National PTA Bylaws, or Alabama PTA Bylaws.

***ARTICLE XVII: AMENDMENTS**

Section 1. These bylaws may be amended at any regular general membership meeting of _____ (Official name of your council PTA) by a two-thirds (2/3) vote of those members present and voting, a quorum being present, provided the proposed amendments have been approved by the executive committee and notice of the proposed amendments has been provided to the membership _____ days prior to the meeting.

Section 2. The executive committee or board of directors, by a majority vote, may authorize a committee on bylaws to present proposed amendments to the Executive Committee.

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

Section 4. The adoption of an amendment to any provision of the Alabama PTA Bylaws identified by an asterisk(*) shall serve automatically, and without the requirement of further action by _____ (Official name of your council PTA), to amend its corresponding bylaws.