

NCHS PTSA - For review; edit to fit NCHS PTSA. Edits to be included in Standing Rules and presented to Membership.

Section 5 Nominating committee – local PTA and council

A. A local PTA or council nominating committee of three members shall be elected by ballot at least 30 days preceding the election of officers. If only three candidates are nominated, the three shall be declared elected. A plurality vote shall elect. If a vacancy on the nominating committee occurs, the board of directors of the local PTA or council may appoint a replacement. The local PTA or council nominating committee is discharged from service after the officers are declared elected.

B. Eligibility requirements for local PTA or council nominating committee members are as follows:

1. The members of the nominating committee shall have been members of the local PTA or a local PTA in the council for at least 30 days preceding their election.
2. The local PTA or council president may not serve on the nominating committee.
3. A member may not serve more than two consecutive terms on the nominating committee.
4. For a local PTA, the school principal may not serve on the nominating committee.
5. For a council, a school or district administrator may not serve on the nominating committee within the district where he or she is employed.

C. The local PTA or council nominating committee shall submit to the members a signed report at least 15 days prior to the election stating the name of one or more candidates for each office to be elected. Additional nominations may be made from the floor with the consent of the nominee only when the election is held during a meeting.

Section 6 Officers and their election – local PTA and council

A. Each local PTA and council shall have at least four elected officers: president, vice president, secretary, and treasurer. Other officers may be specified in the local PTA or council standing rules.

B. The local PTA and council officers shall be elected by ballot prior to the end of the fiscal year for a term of one year and until their successors are elected. A majority vote is necessary to elect. If only one candidate is nominated for an office, the candidate shall be declared elected.

C. A member may not serve more than two consecutive terms in the same office. An officer having served eight or more months shall be considered to have served a full term.

D. Officers shall assume their duties on July 1 in the year elected.

E. To be elected to office in a local PTA, a person shall be at least 18 years of age. The person shall have been a member of any local PTA for at least 15 days preceding the election. Persons joining at the organizational meeting of a new local PTA shall be entitled to privileges of membership including voting and election to office.

F. To be elected to office in a council, a person shall be at least 18 years of age. The person shall have been a member of a local PTA board of directors or council board of directors for at least one term, and shall have been a member of a local PTA in the council for at least 30 days preceding the election. Persons participating in the organizational meeting of a new council shall be entitled to privileges of membership including voting and election to office.

G. A local PTA or council office shall be declared vacant if an officer is absent three consecutive meetings, unless previously excused by the presiding officer.

H. If a vacancy occurs in a local PTA or council office, the executive committee may appoint a member to fill the vacancy until the next membership meeting. At the next membership meeting nominations shall be made from the floor with the consent of the nominee. The election shall be by ballot vote. A majority vote is necessary to elect. The election may be by voice vote if only one candidate is nominated for an office. The newly elected officer shall immediately assume the duties of the office.

I. An officer of a local PTA or council may be removed from office by a two-thirds vote of the membership present at a regularly scheduled meeting or at a meeting called for such purpose, should there be cause for removal, such as violation of the ethics, policies, or principles of PTA.

Section 7 Duties of officers – local PTA and council

A. GENERAL

1. Local PTA and council officers shall be empowered to disburse funds as provided for in the approved budget.
2. Officers shall perform the duties included in these bylaws as well as any others specified in the local PTA or council standing rules.

B. PRESIDENT

The duties of the local PTA or council president are as follows:

1. Preside at all meetings.
2. Serve as spokesperson for the local PTA or council.
3. With approval of the executive committee, make one-year appointments to positions and committees as specified in the standing rules.
4. Be an ex officio member of all committees except the nominating committee.
5. Disseminate and communicate all information received pertinent to PTA purposes and programs.
6. The local PTA president shall assure local PTA representation at council meetings if the local PTA is part of a council.
7. The council president shall attend region meetings or designate an alternate to attend and cooperate, when requested, with the region director in establishing new local PTAs.

C. VICE PRESIDENT

The duties of the local PTA or council vice president are as follows:

1. Preside at meetings in the absence of the president.
2. Act as assistant to the president.

D. SECRETARY

The duties of the local PTA or council secretary are as follows:

1. Prepare accurate minutes of all meetings.
2. Be responsible for correspondence as requested by the president.
3. Maintain a roster of the members of all standing and special committees.
4. The local PTA secretary shall maintain a roster of members.
5. The council secretary shall maintain a roster of local PTAs served by the council with names and addresses of their officers.

E. TREASURER

The duties of the local PTA or council treasurer are as follows:

1. Serve as chair of the budget committee and present the budget to the membership.
2. Maintain accurate financial records.
3. Receive, issue receipts for, and deposit promptly in an authorized PTA account all funds, and disburse funds according to the approved yearly budget.
4. Present a written financial report every month and at other times as requested by the president.
5. Provide all financial records if requested by the president or any member of the board of directors.
6. Close the books at the end of the fiscal year and submit the books and records for financial review to the financial review committee no later than thirty days thereafter.
7. Submit any dues collected to WSPTA by deadlines prescribed by WSPTA policy.

Section 8 Executive committee – local PTA and council

A. The local PTA or council executive committee shall consist of the elected officers as specified in the local PTA or council standing rules. A majority of those currently serving on the executive committee shall constitute a quorum.

B. The local PTA or council executive committee shall:

1. Approve appointments made by the president to the board of directors for a term of one year.
2. Recommend actions to the local PTA board of directors or council board of directors and/or membership.
3. Perform other duties as specified in the local PTA or council standing rules.

Section 9 Board of directors – local PTA and council

- A. The local PTA or council board of directors shall consist of the executive committee and appointed positions as specified in the local PTA or council standing rules. A majority of those currently serving on the board of directors shall constitute a quorum.
- B. Each member of the board of directors of a local PTA shall be a member of that local PTA.
- C. Each member of the board of directors of a council shall be a member of a local PTA in the council.
- D. The board of directors shall hold regular meetings as specified in the standing rules of the local PTA or council.
- E. Special meetings of the board of directors may be called by the president or upon written request of the majority of members of the board of directors. Notification of place, date, time and purpose of then meeting shall be delivered to each member of the board of directors at least five days prior to the special meeting in a manner specified in the local PTA or council standing rules. If less than five days' notice is given, documentation of each member's consent to conduct business shall be obtained in writing or by email.
- F. The local PTA or council board of directors shall:
 - 1. Manage the local PTA or council finances in a fiscally prudent manner.
 - 2. Approve the financial review which shall be conducted at the end of each fiscal year.
 - 3. Transact necessary business between meetings of the membership and other business referred to it by the membership.
 - 4. Present recommendations to the membership for action.
 - 5. Perform other duties as specified in the local PTA or council standing rules.