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### COUNCIL BYLAWS

Revised January 2009 – Revised September 2010, July 2011, April 2013, June 2016

Paulding County Council of PTAs 582134075  
Council Name EIN #

Paulding 9 53837  
County PTA District Council ID #

Affirmation: These bylaws were voted upon and passed at the general meeting of the

Paulding Council on (date) \_\_\_\_\_

Signed \_\_\_\_\_  
(Council President)


\_\_\_\_\_  
President's Name (please print)

3236 Atlanta Highway  
Street Address

Dallas GA 30132  
City State Zip Code

### PTA Mission

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

**Do not write in this space.**  
  
Approved by  
  
Carol Ranft, Bylaws Chair 2017-2019  
  
Date Approved: 8/2/2007

Purposes (Objects) revised by National PTA 2.2016

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## ARTICLE I: NAME

The name of this association is the **Paulding Council** Council of Parents and Teachers Association, in **Paulding**, Georgia. It is a council PTA organized under the authority of Georgia Congress of Parents and Teachers, a branch of the National Congress of Parents and Teachers (the National PTA).

## #ARTICLE II: PURPOSES

**Section 1.** The purpose or purposes (Objects) 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.** The purposes of PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; are 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 National PTA and the Georgia PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan;
- a. 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;
- b. The association 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;
- c. 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;
- d. 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;
- e. 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 the National PTA; and
- f. 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 AND GEORGIA PTA**

**Section 1.** This council PTA shall be organized and chartered under the authority of the Georgia PTA in District **9** within which this council PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Georgia PTA may in its bylaws prescribe. The Georgia PTA shall issue to this council PTA an appropriate charter evidencing the due association and good standing of this council PTA.

A council PTA in good standing is one that:

- a. Adheres to the purposes and basic policies of the PTA/PTSA;
- b. Has bylaws approved according to the procedures of the Georgia PTA;
- c. Submits an annual audit report to the state office by the last business day in September;
- d. Is incorporated; and
- e. Shall submit annually to the Internal Revenue Service (IRS), the appropriate Form 990 by the applicable IRS due date.

**Section 2.** Councils shall be composed of three (3) or more local PTAs/PTSAs organized in cities, counties, or communities for the purpose of conference and cooperation in matters of common interests. Each council shall be governed by bylaws approved by the Georgia PTA. Only PTAs/PTSAs in good standing with the Georgia PTA shall:

- a. Be members of a council; and
- b. Have the privilege of making motions, debating and voting.

**Section 3.** The articles of association of this council PTA include:

- a. The bylaws of such association; and
- b. Articles of incorporation of such association.

**Section 4.** This council PTA shall adopt such bylaws for the government of the association as may be approved by the Georgia PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the Georgia PTA Bylaws.

**Section 5.** The purposes and basic policies of National PTA shall in every case also be the purposes and basic policies of each constitute association.

**Section 6.** Voting by proxy, absentee ballot, telephone, fax, e-mail and text messaging by members of this council PTA shall be prohibited.

**Section 7.** Each member of the Board of Directors of this council PTA shall be a member of a local PTA/PTSA within the area of this council PTA.

**Section 8.** A PTA/PTSA 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 9.** Only members of this council PTA who have paid dues for the current membership year may participate in the business of this council PTA.

**Section 10.** The members of the nominating committee for officers of this council PTA shall be elected by the general membership and be a member of a local unit PTA/PTSA in good standing.

**Section 11.** This council PTA shall keep such permanent books of account and records:

- a. Sufficient to establish the items of gross income, receipts, and disbursements of the association;
- b. Specifically including the number of its members, and the dues collected from its members; and
- c. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Georgia PTA.

**Section 12.** The charter of this council PTA shall be subject to withdrawal and the status of such association as a council PTA shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Georgia PTA.

**Section 13.** This council PTA is obligated, upon withdrawal of its charter by the Georgia PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Georgia PTA or to such agency as may be designated by the Georgia PTA or to another council PTA organized under the authority of the Georgia PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Georgia PTA or status as a constituent association of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the Georgia PTA, all proceedings necessary or desirable for the purpose of dissolving this council.

**#Section 14.** This council PTA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the number symbol (#)

## ARTICLE V: PURPOSES OF THE COUNCIL

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

- a. Unify and strengthen local PTAs/PTSAs comprising the council PTA;
- b. Provide for the conference and cooperation of the local PTAs/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/PTSA units which will carry out the Mission and Purposes of PTA, and to assist in the formation of new PTAs/PTSAs according to the plan of the Georgia PTA; and
- c. Promote the interests of the National PTA and the Georgia PTA.

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

## ARTICLE VI: MEMBERSHIP AND DUES

**#Section 1.** Membership in this council PTA shall consist of local PTAs/PTSAs chartered by the Georgia PTA and upon payment of dues as hereinafter provided.

**#Section 2.** Membership in this council PTA shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of the National PTA.

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

**#Section 4.** Each member of this council PTA shall pay such annual dues to said association as may be prescribed by the association.

**Section 5.** The annual membership dues in this council PTA shall be \$100.00 for each local PTA/PTSA in membership and shall be payable on or before July 1.

## ARTICLE VII: OFFICERS AND THEIR ELECTION

**Section 1.** The officers of this council PTA shall consist of a one (1) president or two (2) individual co-presidents, 1 vice president(s)\*, 1 secretary (ies)\*, and a treasurer. (Georgia PTA does not approve co-treasurers).

\*Designate officer's responsibilities and titles, if applicable.

**Please note: The Parliamentarian is not elected but is appointed by the President.**

**#Section 2.** Each individual officer and individual co-officers shall have a vote.

**Section 3.** Officers shall be elected in the month of April.

**#Section 4.** 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 5.** The following provisions shall govern the qualifications and eligibility of individuals to be officers of this council PTA:

- a. Each officer shall be a member of a local PTA/PTSA within the area of this council PTA;
- b. Only members of a local PTA/PTSA whose state and council PTA dues are paid shall be eligible to hold office;
- c. No officer may be eligible to serve more than two consecutive terms in the same office;
- d. 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;
- e. No member shall serve as a council president while serving as a local unit president; and
- f. Be a natural person who is 18 years of age or older. Georgia Code for Non-Profits § 14-3-802

**Section 6.** Officers shall assume their official duties following the close of the school year and serve for a term of 2 year(s) or until their successor is elected.

**#Section 7.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Board of Directors, notice of such election having been given. In case a vacancy occurs in the office of president, the first vice-president shall serve notice of the election.

**Section 8.** There shall be a nominating committee composed of 3 members (must be an uneven number, no less than three) and alternates who shall be elected by this council PTA at a regular general membership meeting at least one month prior to the election of officers. No two members shall be from the same local PTA/PTSA. The following shall govern the nominating committee:

- a. The nominating committee shall elect its own chair;
- b. The nominating committee shall send the list of nominees to the members of the council Board of Directors and to the president of each member association at least fifteen (15) 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 VII, Section 5 and who have signified their consent to serve if elected shall be nominated for, or elected to, such office; and
- d. The president is not eligible for election to the nominating committee.

## **ARTICLE VIII: DUTIES OF OFFICERS**

**Section 1.** The President shall:

- a. Preside at all meetings of this council PTA;
- a. Serve as an ex officio member of all committees except the nominating committee;
- b. Coordinate the work of the officers and committees of this council PTA in order that the purposes may be promoted;
- c. Appoint special committees, except the nominating committee;
- d. Have representatives at district and state functions;
- e. Pass on to the membership at each meeting news and information from state and national bulletins;
- f. Appoint a parliamentarian who shall serve at all Executive Committee, Board of Directors and general membership meetings. The parliamentarian shall not vote on any question except in case of a ballot vote;
- g. Be a signatory on all financial accounts of this council PTA;
- h. Sign and execute all contracts, agreements or other obligations in the name of this council PTA as authorized by the Board of Directors;
- i. Submit a plan of work to the district director; and
- j. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Board of Directors or Executive Committee.

**Section 2.** The vice president(s) shall:

- a. Act as aide(s) to the president;
- a. In their designated order perform the duties of the president in the president's absence or inability to serve; and
- b. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the Executive Committee.

**Section 3.** The secretary shall:

- a. Record the minutes of each general, Executive Committee and board meeting of this council PTA;
- a. Read or distribute printed copies of the minutes of the previous meeting for approval;
- b. Maintain an accurate membership list as provided by the membership chair or committee;
- c. Have a current copy of the bylaws;
- d. Have minutes from previous meetings for reference at each meeting;
- e. Determine the presence of a quorum prior to any business being conducted;
- f. Call the meeting to order in the absence of the president and vice president(s), unless the bylaws specify otherwise, and preside until a temporary chair is elected;
- g. Immediately upon the election of new officers, send a list of their names, addresses and phone numbers to the state PTA office and district director;
- h. Register their signature at the bank as an emergency signatory;
- i. Compile and maintain a list of local unit voting delegates and alternates to the council PTA meetings; and
- j. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors or the 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 or Board of Directors of this council PTA in accordance with the budget adopted by this council PTA;
- d. Have checks or vouchers signed by two people: the treasurer and one other person. Individuals authorized to sign checks shall not be related to each other by marriage or any other relationship;
- e. Never sign a blank check;
- f. Pay all bills by check – never by cash;
- g. Ensure deposits from fundraisers and other sources of income are made the next business day. Never deposit funds of this PTA in a personal or school account;
- h. Always issue a receipt for cash received;
- i. Maintain a full and accurate account of the receipts and disbursements in the books belonging to this council PTA;
- j. Be prepared to answer all questions promptly and to have records available at all meetings;
- k. Provide a written financial statement at each meeting of the general membership, Board of Directors and Executive Committee;
- l. Present an annual report of the financial condition of the association;
- m. Have the accounts examined annually at the end of the school year or upon the change of treasurer by an auditor or auditing committee of not fewer than three members;
- n. Not sign checks for this council PTA after the books are closed for audit;
- o. Report the findings of the annual audit to this council PTA no later than the first general meeting of the new school year;
- p. Determine the gross receipts for the previous fiscal year and file the appropriate federal tax form(s) with the IRS;
- q. Reconcile the bank statements monthly and have the statements reviewed, signed and dated by a member of the Board of Directors of this council PTA. This member shall not be related to the treasurer by marriage or any other relationship; and
- r. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the Executive Committee.

#### **#ARTICLE IX: THE PTA AUDIT**

**Section 1.** The PTA audit is a financial review that involves following financial transactions through records to be sure that receipts have been properly accounted for and expenditures made as authorized in the minutes and in conformity with council PTA bylaws and budget limitations.

**Section 2.** The purpose of an audit is:

- a. To certify the accuracy of the books and records of the treasurer; and
- a. To assure the membership that council PTA resources/funds are being managed in accordance with the Georgia PTA financial policies and procedures.

**Section 3.** An annual audit shall take place at the end of the school year and a copy submitted to the state office by the last business day of September. An additional audit shall also be performed upon vacancy of the treasurer's position before the new officer assumes his or her duties, or upon the request of a member of this council PTA, an officer of district or state.

**Section 4.** An auditor or auditing committee of no fewer than three (3) members shall be selected by the Board of Directors no later than two weeks prior to the end of the school year. An auditor or auditing committee member shall not be related to any signatory on the checking account by marriage or any other relationship.

**Section 5.** The annual audit report shall be given to this council PTA no later than the first general membership meeting of the new school year.

**Section 6.** The annual audit report must be signed, dated and included in the minutes of the secretary.

**Section 7.** The outgoing officers cannot sign checks for this council PTA after the books are closed for audit.

**Section 8.** During the audit process it is recommended that expenditures within an adopted budget be limited to those of an emergency nature.

#### **#ARTICLE X: REMOVAL FROM OFFICE**

**Section 1.** Any action regarding the process for removal from office shall not be conducted by videoconference or teleconference.



**Section 2.** Request for removal

- a. Any member of this council can request that an elected officer be removed from office. A written request for the removal of any officer must be sent to all members of this council PTA Executive Committee and to the Georgia PTA President and shall state the reasons for the officer's removal.
- a. Within seven (7) days of receiving the written request for removal from office, this council PTA Executive Committee shall meet to determine by 2/3 vote whether or not to hold a hearing based solely upon the information presented in the written request.
- b. This council PTA Executive Committee shall communicate its decision in writing within three (3) days to the member who submitted the request, this council PTA Board of Directors and the Georgia PTA President. A copy of the original request for removal shall be attached to the board copy.

**Section 3.** Hearing

- a. Prior to a vote for removal from office, the elected officer is entitled to a hearing before this council PTA Board of Directors.
- a. A hearing for the removal of an officer shall be held within seven (7) days of the decision to hold a hearing.
- b. The elected officer must be notified by registered mail at least three (3) days prior to the hearing. If the elected official fails to appear, that individual's rights for a hearing are forfeited.
- c. The President of the Georgia PTA shall appoint a representative from the Georgia PTA Board of Directors to conduct the hearing.
- d. Based upon information presented at the hearing, this council PTA Board of Directors may, by 2/3 vote, recommend removal from office.

**Section 4.** Action

After the hearing of this council PTA Board of Directors any recommendation for removal from office must be submitted to the membership for action at the next general meeting. An officer may be removed by 2/3 vote of the membership present and voting, a quorum having been established.

**ARTICLE XI: BOARD OF DIRECTORS**

**Section 1.** The affairs of this council PTA shall be managed by the Board of Directors in the intervals between membership meetings.

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

**Section 3.** The members of the Board of Directors shall be:

- a. Elected officers;
- b. The chairpersons of standing committees;
- c. Appointed parliamentarian.

**Section 4.** Duties of the Board of Directors shall be to:

- a. Transact such business as may be referred to it by the membership of the association;
- b. Create or dissolve 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. Prepare 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. Fill all vacancies in office; and
- h. Conduct hearings for removal from office.

**#Section 5.** If any standing committee chairperson 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 a 2/3 vote of the Board of Directors.

**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. Three (3) days' notice shall be given of a cancellation or change of date or time unless emergency conditions prevent such notice being given. Meetings by videoconference or teleconference are permitted with the following provisions:

- a. The meeting must be conducted by a technology that allows all participants simultaneous communication;
- b. A quorum must be achieved and maintained in order to conduct business;
- c. Speakers must identify themselves;
- d. Minutes of the meeting must be taken and ratified at the next regular board meeting; and
- e. An election to fill a vacancy in office may not be conducted by videoconference or teleconference; and

- f. Any action regarding the process for removal from office shall not be conducted by videoconference or teleconference.

**Section 7.** Special meetings of the board may be called by the president or when requested by a majority of the board 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 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 incident to such membership. All records, funds, books and other materials pertaining to the position shall be relinquished to the president within fourteen (14) days.

## **ARTICLE XII: EXECUTIVE COMMITTEE**

**Section 1.** There shall be an Executive Committee of this council PTA, the members of which shall be:

- a. All elected officers; and
- b. Appointed parliamentarian.

**Section 2.** Regular meetings of the Executive Committee shall be held with the date and time to be fixed at its first meeting of the year. Three (3) days' notice shall be given of a cancellation or change of date or time unless emergency conditions prevent such notice being given. Meetings by videoconference or teleconference are permitted with the following provisions:

- a. The meeting must be conducted by a technology that allows all participants simultaneous communication;
- b. A quorum must be achieved and maintained in order to conduct business;
- c. Speakers must identify themselves;
- d. Minutes of the meeting must be taken and ratified at the next regular committee meeting; and
- e. Any action regarding the process for removal from office shall not be conducted by videoconference or teleconference.

**Section 3.** Special meetings of the Executive Committee may be called by the president or upon written request of a majority of the Executive Committee members within three (3) days notice to each member of the Executive Committee.

**Section 4.** A majority of the Executive Committee shall constitute a quorum for the transaction of business.

**Section 5.** Duties of the Executive Committee shall be to:

- a. Transact business referred to it by the board;
- b. Determine standing committees necessary to promote the purposes of this council PTA;
- c. Appoint standing committee chairpersons and members;
- d. Receive plans of work from committee chairpersons and approve them before their use is authorized;
- e. Act in emergencies between meetings of the board;
- f. Make a report at each board meeting;
- g. Elect delegates to the annual state convention.

**Section 6.** The Executive Committee shall take no action in conflict with any action taken by the general membership or the Board of Directors.

## **ARTICLE XIII: STANDING AND SPECIAL COMMITTEES**

**#Section 1.** Only members of this council PTA shall be eligible to serve in any elective or appointive positions.

**Section 2.** The Board of Directors may create or dissolve such special committees, as it may deem necessary to promote the Purposes of PTA and carry on the work of this council PTA.

**Section 3.** The term of office of a committee chair shall be 1 year(s) or until the selection of a successor.

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

## **ARTICLE XIV: COUNCIL MEMBERSHIP**

**#Section 1.** This council PTA shall be represented in meetings by the president of each member local PTA/PTSA or their alternate; the principal, or their alternate; and by two (2) delegates, or their alternates.

- a. Delegates to the council PTA must be members of a local PTA/PTSA within the area of the council.
- b. Delegates and their alternates shall be appointed by the Executive Committee of their local PTA/PTSA.

c. Delegates to the council PTA shall serve for a term of one (1) year.

**Section 2.** Local PTAs/PTSAs shall pay annual dues as assessed by this council and as provided in these bylaws.

#### **#ARTICLE XV: VOTING BODY**

**Section 1.** The voting body of the council PTA shall consist of the Board of Directors, the president of each member local PTA/PTSA or their alternate; two (2) delegates or their alternates, the superintendent of schools or their alternate; and the principal of schools having units in council membership or their alternate.

**Section 2.** Individuals are entitled to one vote, even though they may be serving in more than one position or are members of more than one PTA/PTSA.

#### **#ARTICLE XVI: MEETINGS**

**Section 1.** At least three (3) regular meetings of this council PTA shall be held during the school year. Dates and times of meetings shall be determined by the Executive Committee and announced at the first regular meeting of the year. Three (3) days notice shall be given of a cancellation or change of date or time unless emergency conditions prevent such notice being given.

**Section 2.** Special meetings of this council PTA may be called by the president or by a majority of the Board of Directors, three (3) days notice having been given.

**Section 3.** The annual meeting shall be held in

**Section 4.** The last regular meeting of this council PTA shall be known as the annual meeting for annual reports and the installation of officers.

**Section 5.** A quorum for the transaction of business shall consist of at least two (2) council officers and one (1) delegate from a majority of member PTAs/PTSAs of this council PTA.

**Section 6.** Meetings of this council PTA shall be open to all members of the local PTA/PTSAs holding membership in the council PTA, but the privilege of introducing motions and voting shall be limited to the voting body as outlined in Article XV.

**Section 7.** Delegates from local PTAs/PTSAs 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 meetings of this council PTA.

#### **ARTICLE XVII: GEORGIA PTA CONVENTION**

**#Section 1.** Each council in good standing shall be entitled to be represented at the annual state convention by its president and one (1) other officer, or their alternates, and one (1) additional delegate for each ten (10) local units or major fraction thereof in council membership, the delegates to be elected by the Executive Committee or in open session.

**Section 2.** Funds for convention expenses shall be included in the budget of this council PTA.

#### **ARTICLE XVIII: FISCAL YEAR & IRS FORM(S)**

**Section 1.** The fiscal year of this council PTA shall begin on and end on the following

**Section 2.** The fiscal year is: **July 1 - June 30**

a. Twelve month period used for filing the appropriate 990 and;

b. Registered with the IRS when the first 990 is filed.

**Section 3.** This council PTA is required to file a 990N, 990 or 990EZ regardless of gross receipts. The appropriate 990 is due the 15<sup>th</sup> day of the 5<sup>th</sup> month after the close of the fiscal year. (Failure to file a 990 for three (3) consecutive years will result in the loss of tax exempt status.)

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

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this council PTA 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 Georgia PTA bylaws, or the articles of incorporation.

## **ARTICLE XX: AMENDMENTS**

**Section 1.** These bylaws may be amended at any regular general membership meeting of this council PTA with the following provisions:

- a. Articles and sections of these council PTA bylaws identified by a number symbol (#) may not be amended or revised;
- b. Notification of the proposed amendment(s) has been provided to the membership thirty (30) days prior to voting;
- c. A two-thirds vote is required, a quorum being present; and
- d. The amendment(s) shall become effective upon receipt of approval from the Georgia PTA.

**Section 2.** The adoption of amendments to any provision of the Georgia PTA Bylaws identified by a number symbol (#) shall serve automatically and without the requirement of further action by this council PTA to amend their corresponding bylaws.

**Section 3.** If necessary, the Georgia PTA will send council PTAs an updated copy of their bylaws which include the amendments adopted by the convention delegates.

**Section 4.** In the event that a revised set of bylaws is required by the Georgia PTA and there are no changes in the council PTA information stated in the current bylaws, the thirty (30) day waiting period is waived.



everychild.onevoice.

### COUNCIL BYLAWS

Revised January 2009 – Revised September 2010, July 2011, April 2013, June 2016

Paulding County Council of PTAs 582134075  
Council Name EIN #

Paulding 9 53837  
County PTA District Council ID #

Affirmation: These bylaws were voted upon and passed at the general meeting of the

Paulding Council on (date) \_\_\_\_\_

Signed \_\_\_\_\_  
(Council President)


\_\_\_\_\_  
President's Name (please print)

3236 Atlanta Highway  
Street Address

Dallas GA 30132  
City State Zip Code

### PTA Mission

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

**Do not write in this space.**  
  
Approved by  
  
Carol Ranft, Bylaws Chair 2017-2019  
  
Date Approved: 8/2/2007

Purposes (Objects) revised by National PTA 2.2016

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## ARTICLE I: NAME

The name of this association is the **Paulding Council** Council of Parents and Teachers Association, in **Paulding**, Georgia. It is a council PTA organized under the authority of Georgia Congress of Parents and Teachers, a branch of the National Congress of Parents and Teachers (the National PTA).

## #ARTICLE II: PURPOSES

**Section 1.** The purpose or purposes (Objects) 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.** The purposes of PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; are 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 National PTA and the Georgia 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 the health and welfare of children and youth and shall seek to promote collaboration between 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 the National PTA; and
- 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 AND GEORGIA PTA**

**Section 1.** This council PTA shall be organized and chartered under the authority of the Georgia PTA in District **9** within which this council PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Georgia PTA may in its bylaws prescribe. The Georgia PTA shall issue to this council PTA an appropriate charter evidencing the due association and good standing of this council PTA.

A council PTA in good standing is one that:

- a. Adheres to the purposes and basic policies of the PTA/PTSA;
- b. Has bylaws approved according to the procedures of the Georgia PTA;
- c. Submits an annual audit report to the state office by the last business day in September;
- d. Is incorporated; and
- e. Shall submit annually to the Internal Revenue Service (IRS), the appropriate Form 990 by the applicable IRS due date.

**Section 2.** Councils shall be composed of three (3) or more local PTAs/PTSAs organized in cities, counties, or communities for the purpose of conference and cooperation in matters of common interests. Each council shall be governed by bylaws approved by the Georgia PTA. Only PTAs/PTSAs in good standing with the Georgia PTA shall:

- a. Be members of a council; and
- b. Have the privilege of making motions, debating and voting.

**Section 3.** The articles of association of this council PTA include:

- a. The bylaws of such association; and
- b. Articles of incorporation of such association.

**Section 4.** This council PTA shall adopt such bylaws for the government of the association as may be approved by the Georgia PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the Georgia PTA Bylaws.

**Section 5.** The purposes and basic policies of National PTA shall in every case also be the purposes and basic policies of each constitute association.

**Section 6.** Voting by proxy, absentee ballot, telephone, fax, e-mail and text messaging by members of this council PTA shall be prohibited.

**Section 7.** Each member of the Board of Directors of this council PTA shall be a member of a local PTA/PTSA within the area of this council PTA.

**Section 8.** A PTA/PTSA 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 9.** Only members of this council PTA who have paid dues for the current membership year may participate in the business of this council PTA.

**Section 10.** The members of the nominating committee for officers of this council PTA shall be elected by the general membership and be a member of a local unit PTA/PTSA in good standing.

**Section 11.** This council PTA shall keep such permanent books of account and records:

- a. Sufficient to establish the items of gross income, receipts, and disbursements of the association;
- b. Specifically including the number of its members, and the dues collected from its members; and
- c. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Georgia PTA.

**Section 12.** The charter of this council PTA shall be subject to withdrawal and the status of such association as a council PTA shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Georgia PTA.

**Section 13.** This council PTA is obligated, upon withdrawal of its charter by the Georgia PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Georgia PTA or to such agency as may be designated by the Georgia PTA or to another council PTA organized under the authority of the Georgia PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Georgia PTA or status as a constituent association of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the Georgia PTA, all proceedings necessary or desirable for the purpose of dissolving this council.

**#Section 14.** This council PTA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the number symbol (#)

## ARTICLE V: PURPOSES OF THE COUNCIL

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

- a. Unify and strengthen local PTAs/PTSAs comprising the council PTA;
- b. Provide for the conference and cooperation of the local PTAs/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/PTSA units which will carry out the Mission and Purposes of PTA, and to assist in the formation of new PTAs/PTSAs according to the plan of the Georgia PTA; and
- c. Promote the interests of the National PTA and the Georgia PTA.

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

## ARTICLE VI: MEMBERSHIP AND DUES

**#Section 1.** Membership in this council PTA shall consist of local PTAs/PTSAs chartered by the Georgia PTA and upon payment of dues as hereinafter provided.

**#Section 2.** Membership in this council PTA shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of the National PTA.

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

**#Section 4.** Each member of this council PTA shall pay such annual dues to said association as may be prescribed by the association.

**Section 5.** The annual membership dues in this council PTA shall be \$100.00 for each local PTA/PTSA in membership and shall be payable on or before July 1.

## ARTICLE VII: OFFICERS AND THEIR ELECTION

**Section 1.** The officers of this council PTA shall consist of a one (1) president or two (2) individual co-presidents, 1 vice president(s)\*, 1 secretary (ies)\*, and a treasurer. (Georgia PTA does not approve co-treasurers).

\*Designate officer's responsibilities and titles, if applicable.

**Please note: The Parliamentarian is not elected but is appointed by the President.**

**#Section 2.** Each individual officer and individual co-officers shall have a vote.

**Section 3.** Officers shall be elected in the month of April.

**#Section 4.** 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 5.** The following provisions shall govern the qualifications and eligibility of individuals to be officers of this council PTA:

- a. Each officer shall be a member of a local PTA/PTSA within the area of this council PTA;
- b. Only members of a local PTA/PTSA whose state and council PTA dues are paid shall be eligible to hold office;
- c. No officer may be eligible to serve more than two consecutive terms in the same office;
- d. 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;
- e. No member shall serve as a council president while serving as a local unit president; and
- f. Be a natural person who is 18 years of age or older. Georgia Code for Non-Profits § 14-3-802

**Section 6.** Officers shall assume their official duties following the close of the school year and serve for a term of 2 year(s) or until their successor is elected.

**#Section 7.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Board of Directors, notice of such election having been given. In case a vacancy occurs in the office of president, the first vice-president shall serve notice of the election.

**Section 8.** There shall be a nominating committee composed of 3 members (must be an uneven number, no less than three) and alternates who shall be elected by this council PTA at a regular general membership meeting at least one month prior to the election of officers. No two members shall be from the same local PTA/PTSA. The following shall govern the nominating committee:

- a. The nominating committee shall elect its own chair;
- b. The nominating committee shall send the list of nominees to the members of the council Board of Directors and to the president of each member association at least fifteen (15) 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 VII, Section 5 and who have signified their consent to serve if elected shall be nominated for, or elected to, such office; and
- d. The president is not eligible for election to the nominating committee.

## **ARTICLE VIII: 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. Appoint special committees, except the nominating committee;
- e. Have representatives at district and state functions;
- f. Pass on to the membership at each meeting news and information from state and national bulletins;
- g. Appoint a parliamentarian who shall serve at all Executive Committee, Board of Directors and general membership meetings. The parliamentarian shall not vote on any question except in case of a ballot vote;
- h. Be a signatory on all financial accounts of this council PTA;
- i. Sign and execute all contracts, agreements or other obligations in the name of this council PTA as authorized by the Board of Directors;
- j. Submit a plan of work to the district director; and
- k. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Board of Directors or Executive Committee.

**Section 2.** The vice president(s) shall:

- a. Act as aide(s) to the president;
- b. In their designated order perform the duties of the president in the president's absence or inability to serve; and
- c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the Executive Committee.

**Section 3.** The secretary shall:

- a. Record the minutes of each general, Executive Committee and board meeting of this council PTA;
- b. Read or distribute printed copies of the minutes of the previous meeting for approval;
- c. Maintain an accurate membership list as provided by the membership chair or committee;
- d. Have a current copy of the bylaws;
- e. Have minutes from previous meetings for reference at each meeting;
- f. Determine the presence of a quorum prior to any business being conducted;
- g. Call the meeting to order in the absence of the president and vice president(s), unless the bylaws specify otherwise, and preside until a temporary chair is elected;
- h. Immediately upon the election of new officers, send a list of their names, addresses and phone numbers to the state PTA office and district director;
- i. Register their signature at the bank as an emergency signatory;
- j. Compile and maintain a list of local unit voting delegates and alternates to the council PTA meetings; and
- k. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors or the 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 or Board of Directors of this council PTA in accordance with the budget adopted by this council PTA;
- d. Have checks or vouchers signed by two people: the treasurer and one other person. Individuals authorized to sign checks shall not be related to each other by marriage or any other relationship;
- e. Never sign a blank check;
- f. Pay all bills by check – never by cash;
- g. Ensure deposits from fundraisers and other sources of income are made the next business day. Never deposit funds of this PTA in a personal or school account;
- h. Always issue a receipt for cash received;
- i. Maintain a full and accurate account of the receipts and disbursements in the books belonging to this council PTA;
- j. Be prepared to answer all questions promptly and to have records available at all meetings;
- k. Provide a written financial statement at each meeting of the general membership, Board of Directors and Executive Committee;
- l. Present an annual report of the financial condition of the association;
- m. Have the accounts examined annually at the end of the school year or upon the change of treasurer by an auditor or auditing committee of not fewer than three members;
- n. Not sign checks for this council PTA after the books are closed for audit;
- o. Report the findings of the annual audit to this council PTA no later than the first general meeting of the new school year;
- p. Determine the gross receipts for the previous fiscal year and file the appropriate federal tax form(s) with the IRS;
- q. Reconcile the bank statements monthly and have the statements reviewed, signed and dated by a member of the Board of Directors of this council PTA. This member shall not be related to the treasurer by marriage or any other relationship; and
- r. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the Executive Committee.

#### **#ARTICLE IX: THE PTA AUDIT**

**Section 1.** The PTA audit is a financial review that involves following financial transactions through records to be sure that receipts have been properly accounted for and expenditures made as authorized in the minutes and in conformity with council PTA bylaws and budget limitations.

**Section 2.** The purpose of an audit is:

- a. To certify the accuracy of the books and records of the treasurer; and
- b. To assure the membership that council PTA resources/funds are being managed in accordance with the Georgia PTA financial policies and procedures.

**Section 3.** An annual audit shall take place at the end of the school year and a copy submitted to the state office by the last business day of September. An additional audit shall also be performed upon vacancy of the treasurer's position before the new officer assumes his or her duties, or upon the request of a member of this council PTA, an officer of district or state.

**Section 4.** An auditor or auditing committee of no fewer than three (3) members shall be selected by the Board of Directors no later than two weeks prior to the end of the school year. An auditor or auditing committee member shall not be related to any signatory on the checking account by marriage or any other relationship.

**Section 5.** The annual audit report shall be given to this council PTA no later than the first general membership meeting of the new school year.

**Section 6.** The annual audit report must be signed, dated and included in the minutes of the secretary.

**Section 7.** The outgoing officers cannot sign checks for this council PTA after the books are closed for audit.

**Section 8.** During the audit process it is recommended that expenditures within an adopted budget be limited to those of an emergency nature.

#### **#ARTICLE X: REMOVAL FROM OFFICE**

**Section 1.** Any action regarding the process for removal from office shall not be conducted by videoconference or teleconference.

**Section 2.** Request for removal

- a. Any member of this council can request that an elected officer be removed from office. A written request for the removal of any officer must be sent to all members of this council PTA Executive Committee and to the Georgia PTA President and shall state the reasons for the officer's removal.
- b. Within seven (7) days of receiving the written request for removal from office, this council PTA Executive Committee shall meet to determine by 2/3 vote whether or not to hold a hearing based solely upon the information presented in the written request.
- c. This council PTA Executive Committee shall communicate its decision in writing within three (3) days to the member who submitted the request, this council PTA Board of Directors and the Georgia PTA President. A copy of the original request for removal shall be attached to the board copy.

**Section 3.** Hearing

- a. Prior to a vote for removal from office, the elected officer is entitled to a hearing before this council PTA Board of Directors.
- b. A hearing for the removal of an officer shall be held within seven (7) days of the decision to hold a hearing.
- c. The elected officer must be notified by registered mail at least three (3) days prior to the hearing. If the elected official fails to appear, that individual's rights for a hearing are forfeited.
- d. The President of the Georgia PTA shall appoint a representative from the Georgia PTA Board of Directors to conduct the hearing.
- e. Based upon information presented at the hearing, this council PTA Board of Directors may, by 2/3 vote, recommend removal from office.

**Section 4.** Action

After the hearing of this council PTA Board of Directors any recommendation for removal from office must be submitted to the membership for action at the next general meeting. An officer may be removed by 2/3 vote of the membership present and voting, a quorum having been established.

**ARTICLE XI: BOARD OF DIRECTORS**

**Section 1.** The affairs of this council PTA shall be managed by the Board of Directors in the intervals between membership meetings.

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

**Section 3.** The members of the Board of Directors shall be:

- a. Elected officers;
- b. The chairpersons of standing committees;
- c. Appointed parliamentarian.

**Section 4.** Duties of the Board of Directors shall be to:

- a. Transact such business as may be referred to it by the membership of the association;
- b. Create or dissolve 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. Prepare 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. Fill all vacancies in office; and
- h. Conduct hearings for removal from office.

**#Section 5.** If any standing committee chairperson 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 a 2/3 vote of the Board of Directors.

**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. Three (3) days' notice shall be given of a cancellation or change of date or time unless emergency conditions prevent such notice being given. Meetings by videoconference or teleconference are permitted with the following provisions:

- a. The meeting must be conducted by a technology that allows all participants simultaneous communication;
- b. A quorum must be achieved and maintained in order to conduct business;
- c. Speakers must identify themselves;
- d. Minutes of the meeting must be taken and ratified at the next regular board meeting; and
- e. An election to fill a vacancy in office may not be conducted by videoconference or teleconference; and

- f. Any action regarding the process for removal from office shall not be conducted by videoconference or teleconference.

**Section 7.** Special meetings of the board may be called by the president or when requested by a majority of the board 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 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 incident to such membership. All records, funds, books and other materials pertaining to the position shall be relinquished to the president within fourteen (14) days.

## **ARTICLE XII: EXECUTIVE COMMITTEE**

**Section 1.** There shall be an Executive Committee of this council PTA, the members of which shall be:

- a. All elected officers; and
- b. Appointed parliamentarian.

**Section 2.** Regular meetings of the Executive Committee shall be held with the date and time to be fixed at its first meeting of the year. Three (3) days' notice shall be given of a cancellation or change of date or time unless emergency conditions prevent such notice being given. Meetings by videoconference or teleconference are permitted with the following provisions:

- a. The meeting must be conducted by a technology that allows all participants simultaneous communication;
- b. A quorum must be achieved and maintained in order to conduct business;
- c. Speakers must identify themselves;
- d. Minutes of the meeting must be taken and ratified at the next regular committee meeting; and
- e. Any action regarding the process for removal from office shall not be conducted by videoconference or teleconference.

**Section 3.** Special meetings of the Executive Committee may be called by the president or upon written request of a majority of the Executive Committee members within three (3) days notice to each member of the Executive Committee.

**Section 4.** A majority of the Executive Committee shall constitute a quorum for the transaction of business.

**Section 5.** Duties of the Executive Committee shall be to:

- a. Transact business referred to it by the board;
- b. Determine standing committees necessary to promote the purposes of this council PTA;
- c. Appoint standing committee chairpersons and members;
- d. Receive plans of work from committee chairpersons and approve them before their use is authorized;
- e. Act in emergencies between meetings of the board;
- f. Make a report at each board meeting;
- g. Elect delegates to the annual state convention.

**Section 6.** The Executive Committee shall take no action in conflict with any action taken by the general membership or the Board of Directors.

## **ARTICLE XIII: STANDING AND SPECIAL COMMITTEES**

**#Section 1.** Only members of this council PTA shall be eligible to serve in any elective or appointive positions.

**Section 2.** The Board of Directors may create or dissolve such special committees, as it may deem necessary to promote the Purposes of PTA and carry on the work of this council PTA.

**Section 3.** The term of office of a committee chair shall be 1 year(s) or until the selection of a successor.

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

## **ARTICLE XIV: COUNCIL MEMBERSHIP**

**#Section 1.** This council PTA shall be represented in meetings by the president of each member local PTA/PTSA or their alternate; the principal, or their alternate; and by two (2) delegates, or their alternates.

- a. Delegates to the council PTA must be members of a local PTA/PTSA within the area of the council.
- b. Delegates and their alternates shall be appointed by the Executive Committee of their local PTA/PTSA.

c. Delegates to the council PTA shall serve for a term of one (1) year.

**Section 2.** Local PTAs/PTSAs shall pay annual dues as assessed by this council and as provided in these bylaws.

#### **#ARTICLE XV: VOTING BODY**

**Section 1.** The voting body of the council PTA shall consist of the Board of Directors, the president of each member local PTA/PTSA or their alternate; two (2) delegates or their alternates, the superintendent of schools or their alternate; and the principal of schools having units in council membership or their alternate.

**Section 2.** Individuals are entitled to one vote, even though they may be serving in more than one position or are members of more than one PTA/PTSA.

#### **#ARTICLE XVI: MEETINGS**

**Section 1.** At least three (3) regular meetings of this council PTA shall be held during the school year. Dates and times of meetings shall be determined by the Executive Committee and announced at the first regular meeting of the year. Three (3) days notice shall be given of a cancellation or change of date or time unless emergency conditions prevent such notice being given.

**Section 2.** Special meetings of this council PTA may be called by the president or by a majority of the Board of Directors, three (3) days notice having been given.

**Section 3.** The annual meeting shall be held in

**Section 4.** The last regular meeting of this council PTA shall be known as the annual meeting for annual reports and the installation of officers.

**Section 5.** A quorum for the transaction of business shall consist of at least two (2) council officers and one (1) delegate from a majority of member PTAs/PTSAs of this council PTA.

**Section 6.** Meetings of this council PTA shall be open to all members of the local PTA/PTSAs holding membership in the council PTA, but the privilege of introducing motions and voting shall be limited to the voting body as outlined in Article XV.

**Section 7.** Delegates from local PTAs/PTSAs 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 meetings of this council PTA.

#### **ARTICLE XVII: GEORGIA PTA CONVENTION**

**#Section 1.** Each council in good standing shall be entitled to be represented at the annual state convention by its president and one (1) other officer, or their alternates, and one (1) additional delegate for each ten (10) local units or major fraction thereof in council membership, the delegates to be elected by the Executive Committee or in open session.

**Section 2.** Funds for convention expenses shall be included in the budget of this council PTA.

#### **ARTICLE XVIII: FISCAL YEAR & IRS FORM(S)**

**Section 1.** The fiscal year of this council PTA shall begin on and end on the following

**Section 2.** The fiscal year is: **July 1 - June 30**

a. Twelve month period used for filing the appropriate 990 and;

b. Registered with the IRS when the first 990 is filed.

**Section 3.** This council PTA is required to file a 990N, 990 or 990EZ regardless of gross receipts. The appropriate 990 is due the 15<sup>th</sup> day of the 5<sup>th</sup> month after the close of the fiscal year. (Failure to file a 990 for three (3) consecutive years will result in the loss of tax exempt status.)

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

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this council PTA 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 Georgia PTA bylaws, or the articles of incorporation.

## **ARTICLE XX: AMENDMENTS**

**Section 1.** These bylaws may be amended at any regular general membership meeting of this council PTA with the following provisions:

- a. Articles and sections of these council PTA bylaws identified by a number symbol (#) may not be amended or revised;
- b. Notification of the proposed amendment(s) has been provided to the membership thirty (30) days prior to voting;
- c. A two-thirds vote is required, a quorum being present; and
- d. The amendment(s) shall become effective upon receipt of approval from the Georgia PTA.

**Section 2.** The adoption of amendments to any provision of the Georgia PTA Bylaws identified by a number symbol (#) shall serve automatically and without the requirement of further action by this council PTA to amend their corresponding bylaws.

**Section 3.** If necessary, the Georgia PTA will send council PTAs an updated copy of their bylaws which include the amendments adopted by the convention delegates.

**Section 4.** In the event that a revised set of bylaws is required by the Georgia PTA and there are no changes in the council PTA information stated in the current bylaws, the thirty (30) day waiting period is waived.