

1 **Sewell Elementary**

2 **PARENT TEACHER ASSOCIATION BYLAWS**

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5 ***ARTICLE I: Name**

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7 The name of this organization is the Sewell Elementary Parent Teacher Association (PTA), Area 10,
8 Sachse, Texas. It is a Local PTA organized under the authority of the Texas Congress of Parents and
9 Teachers (Texas PTA), a branch of the National Congress of Parents and Teachers (National PTA).
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12 ***ARTICLE II: Articles of Organization**¹

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14 The articles of organization of this Local PTA include (a) the bylaws of such organization and (b) the
15 certificate of incorporation or articles of incorporation of such organization (in cases in which the
16 organization is a corporation) or the articles of association by whatever name (in cases in which the
17 organization exists as an unincorporated association).
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19

20 ***ARTICLE III: Purposes**

21
22 Section 1. The Purposes of the Sewell Elementary PTA, in common with those of the National PTA and
23 the Texas PTA, are:

- 24
25 a. To promote the welfare of children and youth in home, school, community and place of
26 worship.
27
28 b. To raise the standards of home life.
29
30 c. To secure adequate laws for the care and protection of children and youth.
31
32 d. To bring into closer relation the home and the school, that parents and teachers may cooperate
33 intelligently in the education of children and youth.
34
35 e. To develop between educators and the general public such united efforts as will secure for all
36 children and youth the highest advantages in physical, mental, social and spiritual education.
37

38 Section 2. The Purposes of the National PTA, the Texas PTA and this Local PTA are promoted through
39 an advocacy and educational program directed toward parents, teachers and the general public; developed

* Articles or sections marked with a star (*) are requirements of the National PTA or Texas PTA. They do not require a vote of the association and should be incorporated promptly and verbatim into the Local PTA bylaws.

¹ In an incorporated organization the individual has additional protection for his personal assets against any lawsuits. The corporation entity provides this protection. In an unincorporated organization there is a greater potential for each and every member to be sued because there is no corporation entity. Protection against loss of funds can alternatively be gained if the PTA has sufficient officers and liability insurance. A lawyer or the office of the Secretary of State should be contacted for detailed information on the steps necessary to become an incorporated PTA.

1 through conferences, committees, projects and programs; and governed and qualified by the basic policies
2 set forth in Article IV.

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

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9 ***ARTICLE IV: Basic Policies**

10 The following are basic policies of this Local PTA in common with those of the National PTA and the
11 Texas PTA:
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- 13
14 a. The organization shall be noncommercial, nonsectarian and nonpartisan.
15
16 b. The organization shall work with the schools and community to provide quality education for all
17 children and youth and shall seek to participate in the decision-making process establishing
18 school policy, recognizing that the legal responsibility to make decisions has been delegated by
19 the people to boards of education, state education authorities and local education authorities.
20
21 c. The organization shall work to promote the health and welfare of children and youth and shall
22 seek to promote collaboration among parent, schools and the community at large.
23
24 d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to
25 its members, directors, trustees, officers or other private persons except that the organization shall
26 be authorized and empowered to pay reasonable compensation for services rendered and to make
27 payments and distributions in furtherance of the Purposes set forth in Article III hereof.
28
29 e. Notwithstanding any other provision of these articles, the organization shall not carry on any
30 other activities not permitted to be carried on (i) by an organization exempt from federal income
31 tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions
32 to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.
33
34 f. Upon the dissolution of this organization, after paying or adequately providing for the debts and
35 obligations of the organization, the remaining assets shall be distributed to one (1) or more
36 nonprofit funds, foundations or organizations which have established their tax exempt status
37 under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with
38 those of National PTA.
39
40 g. The organization or members in their official capacities shall not—directly or indirectly—
41 participate or intervene (in any way, including the publishing or distributing of statements) in any
42 political campaign on behalf of, or in opposition to, any candidate for public office; or devote
43 more than an insubstantial part of its activities to attempting to influence legislation by
44 propaganda or otherwise.
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***Article V—Constituent Organizations**

Section 1. The constituent organizations of National PTA include:

- a. Branches of National PTA that have been established in the 50 states of the United States, the District of Columbia, the U.S. Virgin Islands and among schools for American dependents in Europe and the Pacific hereinafter called state PTAs.
- b. Local PTAs (Parent-Teacher Associations) or PTSAs (Parent-Teacher-Student Associations) organized under the authority of the state PTAs in organized areas; and
- c. Local PTAs/PTSAs organized under the direct authority of National PTA when there is no state PTA/PTSA.

Section 2. The national board of directors shall determine criteria for establishing constituent organizations and setting standards for continuing affiliation with National PTA.

Section 3. There shall be no proxy voting by any constituent organization of National PTA.

Section 4. The Purposes and basic policies of National PTA shall in every case also be the Purposes and basic policies of each constituent organization.

Section 5. Each constituent organization shall adopt bylaws for the government of the organization. Such bylaws shall not be in conflict with National PTA or Texas PTA bylaws. Such bylaws shall include an article on amendments and shall include a provision establishing a quorum.

***ARTICLE VI: Relationship with Texas PTA**

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

A Local PTA in good standing is one that:

- a. adheres to the Purposes and basic policies of the PTA;
- b. remits the national portion of the dues through the Texas PTA to reach the National PTA Office by dates designated by the National PTA;
- c. has bylaws approved according to the procedures of the Texas PTA; and
- d. meets other criteria as may be prescribed by the Texas PTA.

Section 2. This Local PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization including, specifically, the number of its members, the dues collected from its members and the amount of dues remitted to the Texas PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Texas PTA or the National PTA.

1
2 Section 3. The charter of this Local PTA shall be subject to withdrawal and the status as a Local PTA
3 shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the
4 Texas PTA.

5
6 Section 4. This Local PTA is obligated, upon withdrawal of its charter by the Texas PTA:

- 7
8 a. to yield up and surrender all of its books and records and all of its assets and property to the
9 Texas PTA or to such agency as may be designated by the Texas PTA, or to another Local PTA
10 organized under the authority of the Texas PTA.;
- 11
12 b. to cease and desist from the further use of any name that implies or connotes association with
13 the National PTA or the Texas PTA; and
- 14
15 c. to carry out promptly, under the supervision and direction of the Texas PTA, all proceedings
16 necessary for the purpose of dissolving this Local PTA.

17
18 Section 5. A Local PTA considering dissolving its relationship with Texas PTA (and thereby National
19 PTA) shall follow the procedures for dissolution as adopted by the Texas PTA Board of Directors. These
20 procedures include but are not limited to:

- 21
22 a. a special called meeting of the membership with thirty (30) days notice;
- 23
24 b. a two-thirds (2/3) vote of the membership, a quorum having been established; and
- 25
26 c. notification of the state president at least forty-five (45) days in advance of such meeting.

27
28 Any Local PTA failing to follow the procedures may be required to forfeit all Local PTA books, records
29 and assets to Texas PTA.

30
31 Section 6. Each Local PTA shall include in its bylaws provisions corresponding to the provisions of such
32 of these bylaws as are identified by a star (*).

33 34 **ARTICLE VII: Members and Dues**

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36
37 *Section 1. Every individual who is a member of this Local PTA is a member of the National PTA and
38 the Texas PTA and is entitled to all the benefits of such membership.

39
40 *Section 2. Membership in PTA shall be open, without discrimination, to anyone who believes in and
41 supports the Mission and Purposes of National PTA. ²

42
43 *Section 3. This Local PTA shall conduct an annual enrollment of members, but may admit persons to
44 membership at any time.

45
46 *Section 4. Only members of a Local PTA who have paid dues for the current membership year may
47 participate in the business of that association.

48

² To be a member of Texas PTA, a student must be in the 9th grade or above. It is not required to be a PTSA to have student members.

1 *Section 5. Each member of this Local PTA shall pay annual dues as determined by the organization.
2 The amount of the dues shall include the portion of one dollar and twenty-five cents (1.25) per member
3 payable to Texas PTA, the portion of one dollar and seventy-five cents (1.75) per member payable to the
4 National PTA, and the Local PTA portion of \$3.00³ per member.⁴
5

6 *Section 6. The Texas and National PTA portions of the dues paid by each member of this Local PTA
7 shall be set aside by this Local PTA and remitted to the Texas PTA through such channels and at such
8 times as the Texas PTA bylaws may provide. Each state PTA shall pay to the National PTA the amount
9 of the national portion of dues paid by all members of Local PTAs in its area.⁵
10

11 *Section 7. A Local PTA shall have a minimum of twenty (20) members to retain membership in the
12 Texas PTA. Annual national and state portions of dues and names of members shall be sent to the Texas
13 PTA Office postmarked on or before October 15 of the current year. Names of members and national and
14 state portions of dues received after October 15 shall be sent to the Texas PTA Office whenever members
15 are enrolled in the organization.
16

17 *Section 8. Organizations whose national and state portions of dues and names of all members enrolled
18 are not in the Texas PTA Office postmarked on or before October 15 are ineligible to voting
19 representation at state convention. Organizations whose national and state portions of dues are not paid
20 by March 15 shall be dropped from the state roster.
21
22
23
24

25 *Section 9. Honorary Life Members
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- 27 a. An Honorary Life Membership in the Texas PTA may be awarded to any deserving person by a
28 Local, Council, Area or the Texas PTA upon submission of name of honoree and payment of a
29 fee. Such fees shall be made a part of the Texas PTA extension fund.
30
- 31 b. Life membership shall be honorary and shall carry neither the right to vote nor to hold office.
32 A life member may also become an all-inclusive member upon enrollment as a member in a
33 Local PTA.
34
- 35 c. A Texas Honorary Life Member may receive exemption from state portion of dues through one
36 (1) Local PTA only. The member shall be designated as a Texas Life Member when the Local
37 PTA annual membership list is sent to the Texas PTA Office.
38
- 39 d. The annual national portion of dues for a Texas Life Member shall be paid by said Texas Life
40 Member.
41

³ The total amount of Local PTA annual dues is obtained by adding the per member National PTA portion, the Texas PTA portion and the per member portion desired for Local use.

⁴ Individuals may expect their dues to be received in the Texas PTA office five (5) days after being received by the Local PTA. A list of members' names and dues shall be sent to the Texas PTA office before an individual is a PTA member.

⁵ The remittance to the Texas PTA shall be accompanied by a report in such form, as may be required by the Texas PTA, showing the name and address of the president of the PTA, the amount of dues collected during the period covered by the report and the number and names of the members of the PTA.

1 ***ARTICLE VIII: Officers and Their Election**

2
3 Section 1. Each officer shall be a member of this Local PTA.⁶

4
5 Section 2. Officers and their election:

- 6
7 a. The officers of this Local PTA shall be a president, 1 vice president(s), a secretary, a treasurer, a
8 parliamentarian [a membership coordinator and a fundraising coordinator].
- 9
10 b. Officers, with the exception of parliamentarian, shall be elected by ballot in the month of March
11 ~~However, if there is but one (1) nominee for an office, election for that office shall be by voice~~
12 vote. The parliamentarian shall be appointed by the president subject to the approval of the
13 newly elected officers. Deleted: (change from April to March)
- 14
15 c. An individual shall be a member of the Local PTA prior to taking office.
- 16
17 d. Officers shall assume their official duties following the close of the school year⁷ and shall
18 serve a term of one (1) year.⁸
- 19
20 e. No officer shall serve in the same office for more than two (2) consecutive terms. One who has
21 served more than one-half of a term shall be credited with having served that term.

22
23 Section 3. Nominating Committee:

- 24
25 a. There shall be a nominating committee elected by the general body at a regular meeting at least
26 one (1) month prior to the election of officers. Elections shall be by plurality. The committee
27 shall be composed of 3 members. 1 alternate shall be elected to serve in the event a member is
28 unable to serve. The committee shall elect its own chairman immediately following the
29 meeting.
- 30
31 b. The nominating committee shall nominate an eligible person⁹ for each office to be filled and
32 report its nominees at the regular meeting April at which time additional nominations may be
33 made from the floor. The report shall be publicized to the Local PTA membership through
34 regular publicity channels at least seven (7) days before the election meeting.
- 35
36 c. Only those persons who have signified their consent to serve if elected shall be nominated for
37 or elected to such office.

38
⁶ The question is frequently raised as to whether there is any age requirement for election as an officer of a PTA organization. The counsel of the Texas PTA has advised us that in his opinion:

“(a) In Texas the not-for-profit corporation laws do not specify an age qualification for persons who can serve as directors (members of the board of managers, etc.) of corporations.

“(b) Where there is no specification in the state corporation laws, a person should not be deemed to be eligible to serve as an officer unless the person is at an age at which he is competent to make contracts. Texas law does not specify at what age a person is competent to make contracts.”

⁷ PTAs that do not follow a traditional year schedule shall designate a calendar year in standing rules.

⁸ All positions not filled by election or appointment become vacant at the close of the school year.

⁹ The National PTA, the Texas PTA and their parliamentary authority recognize that only one (1) person shall be elected to serve in any one (1) office.

1 d. No member shall automatically serve on this committee because of his office in the Local PTA
2 or position in the school system.

3
4 e. The president does not serve as a member of this committee, nor does he appoint any member
5 of the committee.

6
7 Section 4. Vacancies

8
9 a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person
10 elected by a majority vote of the executive board, at least three (3) days notice of such election
11 having been given.

12
13 b. In the event a vacancy occurs in the office of president, the first vice president shall serve
14 notice to the executive board of the election.

15
16 Section 5. Reason to remove:

17
18 By two-thirds (2/3) vote of the executive board an officer or chairman shall be removed from
19 office for failure to perform duties, criminal misconduct or unethical behavior in PTA business.
20 An officer or chairman who misses three (3) consecutive meetings may be removed from
21 office.

22
23
24 **ARTICLE IX: Duties of Officers**

25
26 Section 1. The president shall:

27
28 *a. coordinate the work of the officers and committees of the association in order that the Purposes
29 may be promoted;

30
31 *b. confirm that a quorum is present before conducting any business at any meeting of the
32 association;

33
34 *c. preside at all meetings of the association;

35
36 *d. appoint the parliamentarian, subject to approval of the newly elected officers;

37
38 *e. appoint chairmen of special committees subject to approval of executive board;

39
40 *f. be authorized to sign on bank accounts;¹⁰

41
42 *g. call a meeting of the newly elected officers within thirty (30) days after the election meeting for
43 the purpose of approving appointments of standing committee chairmen and such other
44 business as becomes necessary;

45
46 *h. represent the Local PTA as a delegate to Council PTA (when the Local PTA is in membership
47 with Council PTA);

48

¹⁰ Two (2) signatures shall be required on all checks. Each Local PTA shall have at least three (3) authorized signers. Signers of the bank account shall not be related by blood nor marriage and shall not reside in the same household.

- 1 *i. file with the Council secretary the names of delegates and alternates from this Local PTA by the
2 first general Council meeting and no later than October 1. A Local PTA joining or making
3 changes after October 1 shall submit any changes in writing prior to any regular meeting in order
4 to be eligible to vote.
- 5
- 6 *j. confirm that all officers are graduates of the current Texas PTA Leader Orientation or have
7 completed the course by October 15 after the election;
- 8
- 9 *k. send the names and addresses of the officers and chairmen to the Texas PTA office by May 1
10 each year;
- 11
- 12 *l. appoint the audit committee subject to the approval of the executive board;
- 13
- 14 *m. serve as an ex-officio member of all committees except the nominating and audit committees;
- 15
- 16 n. proof all documents before distribution and ensure that the campus principal has proofed and
17 approved documents before distribution; and
- 18
- 19 o. coordinate annual campus improvement gift, upon approval of the executive board and budget
20 permitting.
- 21

22 Section 2. 1st Vice President/Membership ¹¹

23 The vice president shall:

- 24
- 25
- 26 *a. be the aide-to-the-president [and be in charge of membership];
- 27
- 28 *b. preside in the absence of the president;
- 29
- 30 c. submit the monthly Outstanding PTA and the Outstanding PTA of the Year award submission
31 to Council PTA by the indicated deadlines;
- 32
- 33 d. collect nominees for Teacher and Principal of the Year Awards, when deemed appropriate, and
34 enter submission to Council PTA by given deadline;
- 35
- 36 e. order and have engraved the past president's pin with year bar to present to outgoing president
37 at the last meeting of the year;
- 38
- 39 f. encourage parents, staff and community members to join PTA throughout the school year;
- 40
- 41 g. plan a membership table to be present at all PTA and school functions;
- 42
- 43 h. maintain an accurate membership roster at all times;
- 44
- 45 i. submit dues to Texas PTA on a weekly basis;
- 46
- 47 j. distribute membership cards to all members;
- 48

¹¹ Vice presidents shall be named in order of precedence: first, second, third, etc. The first vice president shall be designated as the aide-to-the-president. Each additional vice president shall have specific administrative responsibilities, which shall be stated in the bylaws.

- 1
2 k. submit all membership awards to state by indicated deadline.
3
4

5 Section 3. The 2nd Vice President/Fundraising shall:
6

- 7 a. act as aide to the president as requested;
8
9 b. ~~coordinate fundraisers (examples: brochure sales, sucker sales and concession sales) needed to~~ meet forecasted budget needs;
10
11 c. submit all income to the treasurer immediately after counting has been completed; and
12
13 d. perform other duties that may arise.
14

Deleted: coordinate restaurant spirit nights, sale of school spirit items and additional

15
16 Section 4. The secretary shall: ¹²
17

- 18 *a. record the minutes of all meetings of the association;
19
20 *b. keep an accurate record of attendance at executive board meetings;
21
22 *c. be responsible for correspondence;
23
24 *d. collect and preserve documents relating the history of the association
25
26 *e. have a current copy of the bylaws;
27
28 *f. maintain a list of the names of Local officers who have completed the Texas PTA Leader
29 Orientation, with the dates each course was completed; and
30
31 *g. maintain a membership list. ¹³
32
33 h. maintain and distribute as updated, an accurate board directory with all board members names
34 and contact information; and
35
36 i. read executive board reports at each association meeting; and
37
38 j. make reminder calls and/or send out reminder emails to all board members for all board and
39 association meetings in order to confirm attendance.
40

41 Section 5. The treasurer shall:
42

- 43 *a. have custody of all the funds of the association;
44
45 *b. keep books of account and records including bank statements, receipts, budgets, invoices, paid
46 receipts and canceled checks for five (5) years;
47

¹² If both a recording and corresponding secretary are elected, the duties of the secretary shall be divided.

¹³ PTA membership lists shall not be released to outside interests by National PTA, Texas PTA, Area PTAs, Council PTAs or Local PTAs.

- 1 *c. make disbursements in accordance with the budget adopted by the association;
- 2
- 3 *d. sign on bank accounts;¹⁴
- 4
- 5 *e. present a financial report, both written and verbal, at every meeting of the Local PTA and as
- 6 requested by the executive board or the voting body;
- 7
- 8 *f. make a full report at the annual meeting;
- 9
- 10 *g. be responsible for the maintenance of such books of account and records as conform to the
- 11 requirements of Article VI, Section 2 of these bylaws; and
- 12
- 13 *h. present books to the audit committee as requested;
- 14
- 15 i. reconcile bank statements monthly;
- 16
- 17 j. print end of the year income and expense reports for each account to be placed in procedure
- 18 books;
- 19
- 20 k. present budget amendments for approval as needed;
- 21
- 22 l. deposit all income immediately upon count verification; and
- 23
- 24 m. notify payee and collect funds for all returned checks and NSF check fees
- 25
- 26

27 Section 6. The parliamentarian shall:

- 28
- 29 *a. advise the presiding officer on questions of parliamentary procedure;
- 30
- 31 *b. vote only when the vote is by ballot;
- 32
- 33 c. maintain a copy of current bylaws on disk at all times; and
- 34
- 35 d. serve as chairman of the bylaw amendment or revision committee.
- 36

37

38 *Section 7. All officers shall:

- 39
- 40 a. be a graduate of the Texas PTA Leader Orientation or complete the course by October 15 after
- 41 their election;
- 42
- 43 b. submit a Plan of Work to the executive board for approval;
- 44
- 45 c. attend all meetings of the association;
- 46
- 47 d. have a current copy of the Local PTA bylaws;

¹⁴ Two (2) signatures shall be required on all checks. Each Local PTA shall have at least three (3) authorized signers. Signers of the bank account shall not be related by blood nor marriage and shall not reside in the same household.

- e. perform the duties outlined in these bylaws and those assigned from time to time;
- f. deliver to their successors or the president all official materials within fifteen (15) days following the date at which their successors assume their duties;
- g. submit a Year End Report;
- h. submit a Budget Planner for each event, activity or item responsible for; and
- i. maintain and keep current a procedure book.

ARTICLE X: Meetings

*Section 1. This association shall hold a minimum of three (3) meetings a year.

- a. Regular meetings of the association shall be held in the months of September, November, February, March and, time and date to be established by executive board at its first meeting of the year. Five (5) days notice shall be given if change of date is needed.¹⁵
- b. The regular meeting held in March shall be the election meeting.
- c. The annual meeting in May shall be for the purpose of receiving reports of officers and chairmen and for any other necessary business.

Section 2. Special meetings of the Local PTA may be called by the president or by a majority of the executive board, at least three (3) days notice having been given.

*Section 3. 10 members shall constitute a quorum for the transaction of business in any meeting of this association.¹⁶

ARTICLE XI: Executive Board

Section 1. The executive board shall consist of:

- a. the officers of the association;
- b. the chairmen of standing committees; and
- c. the principal of the school or a representative appointed by him.

¹⁵ It is suggested that the membership be notified through regular publicity channels of the date and time of all association meetings following the first meeting of the executive board at which time this schedule is determined.

¹⁶ It is suggested that the quorum be set to reflect the number of members who could reasonably be expected at any business meeting. This should be a specific number (not percentage) of the total membership. Ten (10) members will be the least number accepted.

1 *Section 2. A Local PTA member shall not serve as a voting member of this executive board while
2 employed by, or under contract to this Local PTA.

3
4 Section 3. The duties of the executive board shall be to:

- 5
6 a. transact necessary business in the intervals between association meetings and such other
7 business as may be referred to it by the association;
8
9 b. present a report at the regular meetings of the association;
10
11 *c. approve the Plans of Work of all officers and committee chairmen;
12
13 *d. create standing and special committees;
14
15 *e. fill vacancies of officers and chairmen;
16
17 *f. prepare and submit a budget for the year to the association for adoption; and
18
19 g. approve routine bills within the limits of the budget.
20

21 Section 4. Meetings

- 22
23 a. Regular meetings of the executive board shall be held prior to each regular association meeting,
24 the time to be determined by the board at its first meeting of the year.
25
26 *b. A majority of the executive board members shall constitute a quorum.¹⁷
27
28 c. Special meetings of the executive board may be called by the president or by a majority of the
29 members of the board, at least three (3) days notice being given.
30
31

32 **ARTICLE XII: Standing and Special Committees**

33
34 *Section 1. Only members of the association shall be eligible to serve in any elective or appointive
35 position.
36

37 *Section 2. The executive board may create such standing and special committees as it may deem
38 necessary to promote the Purposes and carry on the work of the association. The term of each chairman
39 shall be one (1) year or until the selection of a successor.
40

41 *Section 3. The newly elected president shall call a meeting of the incoming officers within thirty (30)
42 days after the election for the purpose of approving standing committee chairmen and such other business
43 as becomes necessary.¹⁸
44

45 *Section 4. No chairman shall serve in the same office for more than two (2) consecutive terms. One
46 who has served more than one-half of a term shall be credited with having served that term.
47

¹⁷ In calculating a quorum, filled board positions rather than positions available will be counted.

¹⁸ Texas PTA does not recognize more than one (1) person serving in the same capacity; therefore, there are no co-chairmen.

1 *Section 5. All standing committee chairmen shall:

- 2
- 3 a. deliver to their successors or the president all official materials within fifteen (15) days
- 4 following the date at which their successors assume their duties;
- 5
- 6 b. present a Plan of Work to the executive board for approval. No committee work shall be
- 7 undertaken without this approval;¹⁹
- 8
- 9 c. have a current copy of the Local PTA bylaws;
- 10
- 11 d. update and maintain a procedure book; and
- 12
- 13 e. submit a budget planner for each event, activity or item responsible for.
- 14

15 *Section 6. The president shall be a member ex-officio of all committees except the nominating and audit
16 committees.

17
18 *Section 7. The quorum of any committee shall be a majority of its members.
19

20 **ARTICLE XIII: Council Membership**

21
22
23 Section 1. (Applies only to Local PTAs holding membership in a Council of PTAs, and shall correspond
24 to Council PTA bylaws.)²⁰

- 25
- 26 a. The association shall be represented in meetings of the Garland ISD Council of Parent Teacher
- 27 Associations by the president or alternate, the principal or alternate and by 2 delegates or their
- 28 alternates.²¹ All representatives to the Council PTA shall be members of the Local PTA they
- 29 represent.
- 30
- 31 b. Delegates and their alternates shall appointed by April subject to the approval of the board.
- 32
- 33 c. Delegates to Garland ISD Council of PTAs shall serve for a term of one (1) year.
- 34

35 Section 2. This association shall pay annual dues of \$50.00 (fifty dollars)²² to the Garland ISD Council
36 of PTAs as provided in the Council PTA bylaws.
37

38 ***ARTICLE XIV: State Convention**

39
40 This Local PTA shall be represented at the annual meeting of the Texas PTA by the president or
41 appointed alternate and additional accredited delegates.
42

¹⁹ Three (3) written copies of the Plan of Work shall be submitted at the first executive board meeting.

²⁰ If the Local PTA is in Council PTA membership, this Article XIII is necessary in the Local PTA bylaws. If the Local PTA is not in Council PTA membership, indicate "not applicable" and do not fill in the blanks.

²¹ The number of delegates shall correspond with the number stated in the Council PTA bylaws, Article VIII, Section 1.e.

²² The amount of dues shall correspond with the amount as stated in the Council PTA bylaws Article VII, Section 3.

- 1
2 a. All delegates from this Local PTA to the Texas PTA Annual Convention shall be members of
3 this Local PTA.
4
5 b. Voting delegates and their alternates shall appointed subject to the approval of the board.
6
7 c. Expenses for attending State Convention will be paid according to approved budget amounts.
8
9

10 ***ARTICLE XV: Fiscal Year**

11
12 Section 1. The fiscal year of this association shall begin June 1 and end on the following May 31.
13

14 Section 2. An audit committee consisting of not less than three (3) members,²³ who are not authorized
15 signers, shall be appointed by the president subject to the approval of the executive board at least thirty
16 (30) days before the last meeting of the year.²⁴
17

18 Section 3. The audit committee report shall be adopted by the association.²⁵
19
20

21 ***ARTICLE XVI: Parliamentary Authority**

22
23 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the
24 National PTA and its constituent organizations in all cases in which they are applicable and in which they
25 are not in conflict with these bylaws, the bylaws of the Texas PTA, and the bylaws of the National PTA
26 or the articles of incorporation.
27

²³ Members of the audit committee shall not be related by blood nor marriage and shall not reside in the same household as the authorized signers.

²⁴ An audit of the treasurer's accounts is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in the case of fraud.

²⁵ The audit report is adopted by a majority vote at the first regular meeting following the close of the school year.

1
2 **ARTICLE XVII: Amendments**

3 *Section 1.
4

- 5 a. These bylaws may be amended at any meeting of the association, provided a quorum is
6 present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed
7 amendment shall have been given at the previous regular meeting or thirty (30) days prior to
8 the meeting at which the amendment is voted on.²⁶ The amendment shall be subject to
9 approval of the Texas PTA.
10
- 11 b. A committee may be appointed to submit a revised set of bylaws as a substitute for the
12 existing bylaws only by a majority vote at a meeting of the association, or by a two-thirds
13 (2/3) vote of the executive board. The procedure for action on amendments in *Section 1.a.
14 should then be followed.
15
- 16 c. After adoption by a two-thirds (2/3) vote at a meeting of the association, two (2) copies of
17 bylaws and standing rules as amended or revised shall be sent for approval to the Texas PTA,
18 408 W. 11th Street, Austin, Texas 78701-2113 or to the Texas PTA website at www.txpta.org.
19
- 20 d. A revision of the bylaws or any amendments shall go into effect when an approved copy is
21 returned by the Texas PTA.²⁷
22

23 *Section 2. This Local PTA shall submit a set of bylaws to the Texas PTA for review every five (5)
24 years.
25

26 *Section 3. The adoption of an amendment to any provision of the bylaws of the Texas PTA identified
27 by a star (*) shall serve automatically and without the requirement of further action by the Local PTA to
28 amend its corresponding bylaws.
29
30
31
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33

34 As adopted by the Texas PTA Board of Directors _____

²⁶ Each amendment to the bylaws shall be provided to the membership through the regular publicity channels thirty (30) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.

²⁷ If not approved, they must be corrected and resubmitted.

1 **Sewell Elementary**

2 **PARENT TEACHER ASSOCIATION STANDING RULES**

3
4
5 **I. STANDING COMMITTEES**

6
7 There shall be the following standing committees: Arts In Education, Auction, Environmental, Campus
8 and Community, Carnival, Council Delegate 1, Council Delegate 2, Directory, Health-Safety and
9 Legislation, Hospitality, ~~Newsletter, Programs and Parent Education, Parent Involvement, Publicity,~~
10 Rebate Programs, School Spirit, Teacher Appreciation, Volunteer Coordinator, Website, and Yearbook

Deleted: Internet Communications

11
12 **II. DUTIES OF STANDING COMMITTEE CHAIRMEN**

13
14 A) Arts in Education The Arts in Education chairman shall:

- 15 1. promote the Arts in Education program;
- 16 2. become familiar with the Reflections program and encourage participation in the program;
- 17 3. promote other activities and programs relating to the arts; and
- 18 4. attend monthly council meetings and report back to the PTA.

19
20 B) Auction The Auction coordinator shall:

- 21 1. coordinate the annual auction to be held in conjunction with the school carnival. If no carnival is
- 22 held, auction may be held at another time.
- 23 2. coordinate the auction committee members.

24
25 C) Environmental The environmental chairman shall:

- 26 1. plan and coordinate activities that encourage and promote awareness of preserving the
- 27 environment;
- 28 2. coordinate participation in the Texas PTA Beautification Award Program;
- 29 3. promote and coordinate the EPA/Texas PTA poster contest;
- 30 4. coordinate all campus recycling programs; and

31
32 D) Campus and Community The campus and community chairman shall:

- 33 1. ~~plan service projects or other activities and programs that promote citizenship and character~~
- 34 among student and encourage community involvement;
- 35 2. organize Accelerated Reading Program rewards;
- 36 3. organize A/B Honor Roll rewards;
- 37 4. ~~work with the Campus Improvement Committee to plan campus improvement activities,~~

Deleted: plan the annual school supply sale;

Deleted: contact community businesses to seek partnerships for donations of goods and services for above programs.

38
39 E) Carnival The carnival chairman shall:

- 40 1. plan and organize the annual school carnival;
- 41 2. submit facility rental request to GISD Facilities Department to reserve school for the carnival;
- 42 3. other duties as may arise.

43
44 F) Council Delegate 1 The Council Delegate shall:

- 45 1. attend monthly council meetings and report back to the PTA.

46
47 G) Council Delegate 2 The Council Delegate shall:

- 48 1. attend monthly council meetings and report back to the PTA.

- 1 | ~~H) Health, Safety and Legislation~~ The health, safety and legislation chairman shall:
- 2 | 1. publicize matters of child health and safety via newsletter articles and other printed materials;
- 3 | 2. promote special events such as Bus Safety Week, bicycle safety, etc.;
- 4 | 3. plan health and safety events and activities to take place at the school carnival (such as a ~~finger~~
- 5 | printing, etc.); and
- 6 | 4. serve as Legislative Action chairman and as such shall:
- 7 | a) keep members informed of PTA legislation and any legislative actions that are being
- 8 | undertaken by PTA via regular newsletters articles; and
- 9 | b) encourage members to and inform members of community events such as voting days.

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Deleted: work with school administration, teachers, and the school nurse to plan health programs or health and safety events;

Deleted: blood drive,

- 11 | I) Directory The directory committee chairman shall:
- 12 | 1. obtain information needed to compile, print and distribute the PTA directory by the end of the
- 13 | second six weeks of school;
- 14 | 2. may seek and coordinate advertisements for the directory;
- 15 | 3. obtain permission from parents/guardians, prior to printing, any student information in the
- 16 | directory.

- 18 | J) Hospitality The hospitality committee chairman shall:
- 19 | 1. plan the annual Porch Party to be held in conjunction with Meet the Teacher Night;
- 20 | 2. plan refreshments for association meetings and parent education programs as requested by
- 21 | executive board;
- 22 | 3. plan refreshments for Field Day volunteers;
- 23 | 4. coordinate set-up of and organize volunteers to bring food for board meetings
- 24 | 5. keep PTA on-campus bulletin board decorated according to the theme for the year or event.
- 25 | (initial completion done prior to school starting); and

Deleted: and coordinate

Deleted: budget permitting

- 27 | K) Newsletter The newsletter chairman shall:
- 28 | 1. distribute a bi-monthly newsletter that will include information on upcoming events and
- 29 | activities, fundraisers, PTA meetings, and other information;
- 30 | 2. remind board members and staff to submit articles for each newsletter;
- 31 | 3. submit awards pertaining to the newsletter by their given deadlines;
- 32 | 4. and follow award guidelines for content of newsletter;

Deleted: <#>requests parent email addresses at the beginning of each school year in order to keep an updated parent email list for the purpose of PTA communications.

Deleted: monthly

- 34 | L) Programs and Parent Education The programs and parent education chairman shall:
- 35 | 1. coordinate volunteers to read a motivational and lead pledges at each association meeting;
- 36 | 2. arrange programs for each association meeting;
- 37 | 3. plan and organize parent education activities such as family nights or, workshops, at least twice
- 38 | per school year;
- 39 | 5. works with campus principal to plan end of the year assembly program;
- 40 | 4. submit newsletter articles regarding parent education; and
- 41 | 5. make available information regarding community activities and resources pertaining to parenting

Deleted: .

Deleted: and discussion groups

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- 43 | M) Parent Involvement The parent involvement chairman shall:
- 44 | 1. plan events for Parent Involvement Month and throughout the year;
- 45 | 2. plan at least two family events during the school year, such as a family movie night, etc.;
- 46 | 3. plan events and activities that encourage parents and to become involved with the school and the
- 47 | PTA.

Deleted: work with the membership chairman to actively encourage parents to join and become i

Deleted: plan events that increase parent involvement such as Classroom and Campus Cleanup Days; and work with the volunteer coordinator to increase parent involvement at the school and to plan special events during Parent Involvement Month.

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N) Publicity The publicity chairman shall:

1. send press releases regarding all activities, meeting, awards and events to the news media;
2. coordinate and distribute the publicity flyers for all events and activities;
3. send Porch Party invitations;
4. distribute meeting night stickers;
5. provide appropriate school personnel and website chairman with dates information to publish on the school and PTA websites and the campus marquee; and
6. provide secretary with newspaper clippings and other media articles for use in official history book;

Deleted: internet communications

O) Rebate Programs rebate programs chairman shall:

1. actively promote and coordinate the Box Tops for Education and other like rebate programs throughout the year;
2. actively promote and coordinate all shopping rebate programs throughout the year; and
3. other duties that may arise

Deleted: actively promote and coordinate the Tyson's A+ program throughout the year;

P) School Spirit The school spirit chairman shall:

1. coordinate the sale of Spirit Shirts and other spirit items,
2. coordinate School Restaurant Nights, and
3. coordinate the annual school supply sale

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Q) Teacher Appreciation The teacher appreciation committee chairman shall:

1. coordinate meals for school staff during Meet the Teacher Night and parent-teacher conferences;
2. coordinate Teacher Appreciation Luncheons as decided upon by the board and budget permitting;
3. arrange Teacher Appreciation Week activities

R) Yearbook The yearbook/directory chairman shall:

1. compile materials needed to design and have printed the yearbook;
2. take pre-paid orders and organize distribution of yearbooks;
3. may seek and coordinate advertisements for the yearbook;
4. accept written nominations for the dedication of the yearbook, when deemed necessary, and make arrangements for presentation of the same.

Deleted: <#>actively promote and coordinate all shopping rebate programs throughout the year; and
other duties that may arise

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S) Volunteer Coordinator The volunteer coordinator shall:

1. distribute volunteer interest surveys
2. coordinate volunteers when requested by PTA board or school;
3. update volunteer software as needed;
4. distribute background check forms during the second week of school
5. plan and coordinate the volunteer orientation training for all volunteers by the sixth week of school;
6. submit volunteer hours to Council PTA as requested
7. recognize a Volunteer of the Month at each association meeting;
8. submit all awards pertaining to \ by deadline indicated;
9. coordinate one room representatives for each classroom and one grade level coordinator for each grade

Deleted: O)

Deleted: actively

Deleted: at the school throughout the year and provide a welcoming environment for all volunteers

Deleted: coordinate volunteers to assist with PTA projects, activities and events or to help in various areas of the school;

Deleted: plan a volunteer appreciation event in the spring; and

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- T) Website The internet communications chairman shall:
1. keep PTA website current and accurate at all times;
 2. update website as requested and approved by the president;
 3. verify that all links, pictures and forms are functioning;
 4. updates all assigned email addresses to link to corresponding board members as changes in officers and chairmen are made; and

Deleted: Internet Communications

III. OFFICERS AND CHAIRMEN

- A. All officers and chairmen must attend the Texas PTA Leadership Orientation Workshop.
- B. All officers and chairmen are required to attend at least one workshop specific to their position.
- C. By 2/3 vote of the executive board an officer or chairman may be removed from office for failure to perform duties.
- D. An officer or chairman who misses 3 consecutive executive board meetings may be removed from office.
- E. Registration fees for officers, chairmen and other delegates to District 10 workshops, summer seminar, and Texas PTA state convention will be paid by the association, budget permitting, upon approval of the executive board.
- F. Each officer and committee chairman shall submit a written year end report of the year's activities. Copies of this report shall be placed in the procedure book and submitted to the president at the last executive board meeting. All procedure books shall be delivered to the president at the final board meeting of the year. The audit committee, at the completion of the audit, will pass the treasurer's books to his/her successor.
- G. All officers and chairman shall check e-mail on a regular basis and respond in a timely manner. E-mail is used to communicate in a faster, more efficient manner.
- H. All officers and chairman are responsible for completing all award submissions relevant to their position to council, area or state unless otherwise assigned above. The president will distribute all award submission forms as they are received.

V. RETURNED CHECK POLICY

The PTA will charge a Returned Check Fee of \$10.00 for each returned check.

VI. COUNCIL LUNCHEON

The PTA will pay for, budget permitting, the President, Council Delegates, the campus principal, the campus assistant principal and any members receiving awards or recognition to attend the spring Council PTA luncheon.

VII. TEXAS HONORARY LIFE MEMBERSHIPS/EXTENDED SERVICE AWARDS

The PTA will budget for one recipient each year to receive the Texas Honorary Life Membership award. The Life Membership Committee will accept nominations two months prior to the last association meeting of the year and will present the award and pin at the last association meeting of the year. This Committee, when appropriate, may award an Extended Service Award, budget permitting.

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VIII. AMENDMENTS

The standing rules may be amended by the association with a majority vote, provided notice of the proposed amendment is given at a previous meeting; or they may be amended without notice by a two-thirds vote of the membership present and voting. Two copies of all amendments to the standing rules shall be sent for approval to the person or persons designated by the Texas PTA after approval by the association.

IX. MISCELLANEOUS

With the approval of the executive board, any person may meet with the executive board for the purpose of presenting a report or a proposal for consideration by the executive board, but may not remain for the business meeting.