

Dear PTA Council Bylaws Committee,

You are taking on a very important task for your council. Whether you are forming a new PTA Council, reviewing for resubmission according to your existing bylaws or amending your current bylaws, these bylaws and instructions have been created to make it easy for you to complete. This packet includes steps to updating bylaws, tips for working with the bylaws form and instructions that explain these bylaws, article by article and include general information and definitions to help you better understand the intended meaning behind each article. Each section of the instructions also includes a check off list of needed actions and additions for you to consider.

Essential information to keep in mind while completing your bylaws:

- The standardized PTA Council bylaws include provisions that the Wisconsin PTA approved for the necessary protection of each PTA Council chartered under Wisconsin PTA.
- All bylaws must be submitted on Version 5/16. Please discard any earlier versions you may have on hand.
- The articles and sections marked with the number (#) symbol are provisions that are included from National and/or State PTA bylaws and cannot be amended in any way.
- No articles, sections or lines that are provided in the PTA Council Standard Bylaws Form may be omitted, unless they are written in *italics*.
- You may add provisions to any articles not marked with a # symbol, if the additions do not conflict with any other part of your bylaws and if they will help in promoting the objects of PTA. Helpful hints and minimums have been provided within the fill-in blanks.
- PTA uses Roberts Rules of Order as a model in creating bylaws and in governing the association. Roberts Rules is a parliamentary authority used by a majority of deliberative associations to ensure fair representation of members and democratic decision making.

If you have any questions that are not covered in the packet or are in need of more information or help, please contact Wisconsin PTA.

***Thank you for all your hard work completing in this important task.***

WI PTA Bylaws Chair

## Tips for Working with the Standardized Bylaws Form

Local Units and councils need to review and, if necessary, revise their bylaws every three years in order to remain a unit/council in good standing. Only units/councils in good standing are eligible to receive services, resources and awards and to participate in the Reflections Program. *If you are a new unit/council, please see the Steps for Creating Bylaws that was included in your start up materials.*

- Form a bylaws committee with an uneven number of members (at least 3).
  - The committee should include experienced and knowledgeable PTA members
  - The committee should select their own chair
- Before meeting, the Chair should:
  - Secure a current copy of the unit/council bylaws that has been approved and signed by a state PTA bylaws committee member
    - If you can't find one, contact the Wisconsin PTA office
    - Ensure that each member of the committee has a copy of the current bylaws to review before meeting.
  - Print out a copy of these steps and the bylaws instructions
  - Become familiar with the contents of both your current bylaws and the standardized form contained in this packet
  - Set a meeting date, time and place
    - Plan for the meeting to take several hours
- During the meeting:
  - Review your current bylaws to see if you need to make any changes
    - Use the bylaws instructions to guide you
    - The articles and sections marked with the number (#) symbol are provisions that are included from National and/or State PTA bylaws and cannot be amended in any way.
  - Compare your current bylaws to the current standardized bylaws form
  - Write up any proposed changes as amendments
    - Amendments should show both the current wording and the proposed wording.
  - Transfer your unit/council information including the proposed changes into the current standardized form.
    - The standardized form may require additional information and include changes that will affect your decisions on your proposed changes or your current practices. Helpful hints and minimums have been provided within the fill-in blanks.
    - No articles, sections or lines that are provided in the PTA Unit/Council Standardized Bylaws Form may be deleted, unless they are written in *italics*.
    - You may add provisions to any articles not marked with a # symbol, as long as the additions do not conflict with any other part of your bylaws or the objects of PTA.
- Present any proposed bylaws amendments at the next PTA meeting and post them at least 30 days prior to the vote to approve. Even if no changes are being made, the bylaws must still be posted and approved.

## **Tips for Working with the Standardized Bylaws Form**

- Approve the proposed bylaws (with or without amendments) at a general membership meeting. A 2/3 affirmative vote by the members present and a quorum is needed for approval.
- Mail three (3) copies of the membership approved bylaws to the Wisconsin State PTA for final approval
  - Make a fourth copy to keep until approved bylaws are returned to you.
- When your bylaws are received by the office, you will receive notification documenting the date they were received. This notification verifies that your bylaws are in the review process and your unit/council will be considered in good standing.
- Your bylaws will be reviewed by a Wisconsin State PTA Bylaws committee member and returned to you with one of 3 statuses:
  - Approved as submitted
  - Approved with best practice suggestions and/or housekeeping corrections
    - There is no further action required
  - Returned for adjustment
    - The adjustments must be made, voted on, if necessary, and three (3) copies must be resubmitted by the date on the status report.
- Your current bylaws stay in effect until your new bylaws are approved by Wisconsin PTA, signed and returned to you.
- After you receive your approved bylaws, ensure that all board members receive a copy of the new bylaws. Bylaws must be available on request by any PTA member.

# Tips for Working with the Standardized Bylaws Form

If you want to **handwrite** your unit/council information into the blanks in the fill in form, download and **print the PDF version**. You can then write in the blanks provided and make additions directly onto the pages. If you need additional space to add provisions, you may attach further pages with the information you want to insert. You must make three copies and mail them to the Wisconsin PTA office for review.

To **complete your bylaws electronically**, you will need to use **Word 2007** or higher. The document is restricted for editing with blanks where you need to fill in information, drop down boxes to select between options and blanks at the end of the articles where additional provisions are allowed. The rest of the document is locked for editing. Bylaws will not be accepted for submission electronically. You must print three copies and mail them to the Wisconsin PTA office for review.

## Reminders

- The articles and sections marked with the number (#) symbol are provisions that are included from National and/or State PTA bylaws and cannot be amended in any way.
- No articles, sections or lines that are provided in the PTA Local unit Standard Bylaws Form may be omitted, unless they are written in *italics*.
- You may add provisions to any articles not marked with a # symbol, if the additions do not conflict with any other part of your bylaws and if they will help in promoting the objects of PTA. Helpful hints and minimums have been provided within the fill-in blanks.

## Filling in blanks

- If you click the mouse on a space that is locked, the document will take you to the next fill in blank.
- Start typing in the line space holder. If you type over the tiny instructions, your words will be tiny!
- After typing, delete the space holders and instructions.

## Words in *italics*

- These are put in as suggestions; they can be kept or deleted to suit your unit's needs.
- You cannot change the italics to regular font.

## Deleting

- If you need to delete an entire section that is in italics where it will affect the numbering format of the outline, such as the *President Elect* Section in Article IX, you must delete each character with either the delete or backspace key. Doing this will correctly reformat the outline.
  - After deleting the body, press backspace to delete the subsection letter
  - In this case, the content won't be deleted and a space holder will appear, but won't affect the format of the outline.

# Tips for Working with the Standardized Bylaws Form

## Adding provisions

- In these bylaws, you are allowed to add provisions to articles and sections not listed with a #.
- All additions must be made at the end of the article or section. Click the cursor after the last symbol in the paragraph or sentence and press enter. A new section of the same outline level will be added to the outline.
- Even though you have the ability to delete or change words in these unlocked sections, you may not to delete any words not in italic or add anything to the already written section. If this is done the bylaws reviewer will insert any deleted words and/or strike any added words. If too many changes are made, the bylaws will be returned for adjustment.

## Standing Rules

Standing rules can be added to the end of the bylaws but do not need to be reviewed by Wisconsin PTA. Standard rules relate to the details of administration of the association, rather than to parliamentary procedure. They may be changed as needed and are usually adopted as the need for them arises. They require a majority affirmative vote of the body to which the rules apply, without previous notice. They are separate from and subordinate to the unit/council bylaws.

## Printing

- To print only the Steps for Updating Bylaws use the print range: p1s2 – p2s2
- To print only Tips for Working with the Bylaws Form use the print range: p1s3 – p2s3
- To print only the instructions, Council Bylaws: Article by Article use the print range: p1s4 – p9s4.
- To print only the bylaws use the print range:
  - Entire bylaws, single sided: p1s5 – p2s7
  - Cover page and Index, single sided: p1s5 – p0s6
  - Bylaws proper, double sided: p1s6 – p13s6
    - The second number in the print range may change once you've added your council's information – check the last page number on the bylaws to correct it
  - Signature page and local unit membership article, single sided: p1s7 – p2s7

## Council Bylaws: Article by Article – *descriptions*, instructions and check list

**Bylaws** are the basic rules that govern an organization. Each unit/council must have bylaws in order to be chartered as a PTA and obtain a tax exemption. The bylaws always supercede the standing rules and parliamentary authority.

**Cover Page** This cover page is for the use of Wisconsin PTA. Be sure to give complete information for the person to be contacted about the bylaws. This person will receive confirmation of receipt of bylaws, will be the contact in case the state PTA bylaws reviewer has questions and will be the person to receive the returned bylaws.

The date at the bottom of the page reflects the version number of the bylaws form and not the date the council/unit bylaws are updated. Do not change the Version number (*should be Version 7/13*) at the bottom of the page.

**Index Page:** After you complete any changes to the bylaws, be sure to correct any page numbers that may have changed due to formatting and editing.

- Check that page numbers in the index match the actual page number on which each article title appears.

**Article I: Name:** Establishes name and location of your council.

- Insert your PTA or PTSA council name.
- Strike the word *student* if you are not a PTSA

**Article II: Purpose:** Describes the purpose or objects of PTA. These are determined by National PTA and all PTAs must adhere to these purposes.

# No changes permitted

**Article III: Basic Policies:** Details the basic policies of National PTA. All PTAs must adhere to these policies. Units may create additional policies in their own standing rules if desired. Unit policies may not conflict with the policies outlined in these bylaws.

# No changes permitted

### **Section 1a:**

**Noncommercial** means that the PTA name or the names of its officers shall not be used in conjunction with commercial activities of other organizations, including the promotion of their goods and services.

**Nonsectarian** means that the PTA is not affiliated or limited to one religious denomination. PTA should be hospitable to all, those with a belief as well as those without a belief. Because PTA is not part of the school system, separation of church and state does not apply; PTAs may offer an inspirational message to open or close their meeting, but must not promote any religion.

**Nonpartisan** means to be free from party affiliation, bias or designation. The PTA may propose, support or oppose legislation provided those efforts do not exceed the limitations placed upon such organizations under the federal tax laws. The PTA may never support or oppose political

## Council Bylaws: Article by Article – *descriptions*, instructions and check list

parties or candidates. Failure to comply with these restrictions could result in a PTA losing its federal tax exempt status.

**Article IV: Constituent Associations:** Describes the criteria for being a constituent association of National PTA. **Constituent Associations** are the state, region, council and local unit PTAs that together with the National PTA Board of Directors make up the National PTA.

No changes permitted

**Article V: Relationship with National PTA and Wisconsin PTA:** Describes the chartering process, what each council must do to remain a PTA and what a council must do when its charter is withdrawn either by choice or by Wisconsin PTA.

No changes permitted.

**Article VI: Officers and Their Election:** Specifies what officers are required, when and how they are elected, describes the nominating committee, qualifications needed to hold an office and how to handle vacancies.

### Section 1:

The officers are ranked in the order listed.

- Enter the number of vice presidents you will have.
- Strike “s” after vice president if you will only have one (1) vice president
- Add any additional officers needed by the association.

### Section 2:

- Insert name of month. This is your annual meeting and must agree with the month written in Article XII, Section 3.

**Section 4:** This section gives the qualifications and eligibility needed to be an officer in the council.

- Insert one (1) or two (2) for the number of consecutive terms officers may serve in the same office.
- Strike “s” after “term” if you select one (1) term

### Section 5:

- Insert the date when the newly elected officers will start their duties.
- Choose one (1) or two (2) years for the length of term.
- Strike “s” after “year” if you select one (1) for the length of term

**Section 6:** This section gives the board of directors the power to fill the vacancy for the unexpired term of any officer except president by election of majority vote of the board and provides for the vice president to succeed the president in case of a vacancy in that position.

- Insert the number or position name of the vice president who will succeed the president in case of a vacancy.

## Council Bylaws: Article by Article – *descriptions*, instructions and check list

### Section 7:

- Insert the number of members required for the nominating committee. It must not be less than three (3).
- Add additional provisions for the election of officers.

**Article VII: Duties of Officers:** This article describes the main duties of each officer.

### Section 1:

An ***ex officio member*** is a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office. This provision is included so that the president may attend committee meetings as needed and be informed of the work of each committee. It is not recommended to have the President chair a committee.

- Add additional duties if necessary

### Section 2:

- Fill in the main duties for each vice president you have – add subsections as needed. Fill in only the main duties; standing rules can be created to detail the responsibilities of officers
- Strike “s” after “president” and “aide” if you have one vice president
- Strike subsections that are not needed
- Add subsections if necessary

### Section 3:

- Add additional duties if necessary

### Section 4:

- Add additional duties if necessary
- Add additional sections if you have additional officers
- Add additional sections if you have additional information about the duties of all officers.

**Article VIII: Board of Directors:** This article describes the makeup and duties of the board of directors and provides for removal of a board member who does not fulfill these responsibilities.

The ***board of directors*** is the body of members consisting of the elected officers, appointed chairs of each standing committee, and may include liaisons such as the superintendent or other district representatives. The purpose of the executive board is to conduct business on behalf of and as authorized by the association in between regular meetings of the association. Only executive board members that have paid membership dues to this association are allowed to vote. (see Article XII: Meetings of the Association)

### Section 3:

***Standing Committees*** are permanent committees whose work is related to the running of the association, such as membership, bylaws or finance. Standing committees are generally few in number.



## Council Bylaws: Article by Article – *descriptions*, instructions and check list

**Special Committees** are committees which go out of existence as soon as they have completed a specified task. All committees that oversee an event or program are special committees. The chair's term is over when the task of running the event or program is over.

- Strike any position written in italics that will not be part of the board of directors. Positions written in non-italics cannot be stricken.
- Add any people you wish to be on the board of directors.

### Section 4:

**Special Committees** are committees which dissolve as soon as they have completed a specified task. A special committee may not be appointed to perform a task that falls within the assigned function of an existing standing committee. Special committees are never named in the bylaws.

**Routine bills** are the expected bills that are already included in the approved budget. Any unbudgeted expenses or those in excess of the pre-approved budgeted amounts must be presented to the membership for approval, along with the board's recommendation as to where those funds will come from.

**Standing Committees** are permanent committees whose work is related to the running of the association, such as membership, bylaws, finance.

- Add subsections for any additional duties needed

### Section 6:

**Regular Meeting of the Board of Directors** Lists the regularly scheduled meetings of the board of directors. Usually the meeting is open to the membership to attend, but the voting action is only done by the board of directors' members that are within the authority given to them by the association in these bylaws.

### Section 7:

**Special Meeting of Board of Directors** Defines the procedure to call a special meeting of the board of directors to conduct business which cannot wait until the next scheduled board of directors meeting. It is understood that no business shall be transacted except that mentioned in the notice of the special meeting.

- Insert # of days' notice required; the minimum is three (3).
- Add any additional sections needed to add information about the board of directors

### Article IX: Executive Committee

The **executive committee** is a committee, subordinate to the board of directors, consisting usually of just the officers. Please note that an executive committee does not replace a board of directors. If you have an executive committee, you must still have a board of directors that has distinct duties and you must hold separate meetings for both groups.

- If you do not wish to have an executive committee, strike this entire section.

## Council Bylaws: Article by Article – *descriptions*, instructions and check list

### Section 1:

- Strike any positions that will not be on the executive committee
- Insert any positions you wish to be on the executive committee

**Section 3: *Regular Meeting of the executive committee*** Consists of regularly scheduled meetings of the executive committee. Attendance is usually limited to the membership of the executive committee and the voting action is only done within the authority given to them by the association.

**Section 4: *Special Meeting of Executive Committee*** Defines the procedure to call a special meeting of the executive committee to conduct business that cannot wait until the next scheduled executive committee meeting. It is understood that no business shall be transacted except that mentioned in the notice of the special meeting.

- Insert # of days' notice required; the minimum is three (3).

### Section 6:

***Standing Committees*** are permanent committees whose work is related to the running of the association, such as membership, bylaws, finance.

- Add any additional sections needed to add information about the executive committee

**Article X: Committees** provides for establishing standing and special committees.

**Section 2: *Standing Committees*** are permanent committees whose work is related to the running of the association, such as membership, bylaws, finance. *No other standing committees can be created without amending these bylaws.*

- List your standing committees
- You may add separate sections devoted to each standing committee, giving its name, composition, manner of selection and duties. You may also create standing rules that detail this information about standing committees

### Section 3:

- Enter one (1) or two (2) for the length of the standing committee chair's term
- Strike "s" after "year" if you select one (1) for the length of term

**Section 4: *Special Committees*** are committees which dissolve as soon as they have completed a specified task. A special committee may not be appointed to perform a task that falls within the assigned function of an existing standing committee. Special committees are never named in the bylaws. You may create standing rules that detail the names, composition and duties of special committees.

- Add sections for additional information about committees if needed.

## Council Bylaws: Article by Article – *descriptions*, instructions and check list

**Article XI: Membership and Dues:** Describes membership rights and obligations and the voting delegates. This article must be included verbatim in the bylaws of all units holding membership in this council.

Forward a copy of this article to every member unit whenever it is updated or amended.

**Section 1:** Describes the general membership of the council. Only people who are chosen by the individuals or groups listed in this section will have voting rights. The Board of Directors is already listed in the general membership. If a person/position is on the Board of Directors, do not name them here.

Insert the name of the council

Insert the city, county or geographic region the council serves

Strike any people written in italics that will not be part of the general membership

Add any people or groups who will be included in the general membership

**Section 4:** Describes the provisions concerning delegates from member PTAs to the council. All members of member PTAs may attend meetings, but only the president and designated delegates chosen by the individual unit may participate in the business of the council. Member PTAs may also choose **alternates** for the president and delegates, who would have voting privileges only if the president or delegate was unable to attend. The names and contact information of the president, delegates and alternates must be reported to the council. Only those people whose names have been submitted will have voting rights.

Insert the number of delegates each PTA may have in addition to the president.

Strike “s” after “delegate” and “alternate” if you chose 1

Insert the month in which the delegates’ term will begin

Insert the date when the names and contact information of voting representatives are due.

**Section 6:** Provides for the amount and the due date for dues to the council.

Insert the amount of dues each member unit will pay

Insert the date dues must be paid

**Article XII: Meetings of the Association:** Gives information about meetings that include your general membership.

**Section 1:** This section fixes the day on which regular meetings of the association are to be held. A **regular meeting** of the association is a meeting for the general membership.

**Section 1a:**

Fill in the number of day of the week the meetings will be held by specifying, for example “2nd Monday”. The number of meetings and dates can be changed for the year if it is announced a minimum of ten (10) days before the first meeting.

Fill in the number of days’ notice before the first meeting required to change the number and/or day of the week for all the meetings of the year (min. of ten (10) days)

## Council Bylaws: Article by Article – *descriptions*, instructions and check list

### Section 1b:

The bylaws also allow for a single meeting date to be changed in an unusual circumstance, but only for that single meeting on that particular occasion and not for a period including several meetings.

- Fill in the number of days' notice required to change the date of a single meeting (minimum of seven (7) days)

### Section 2:

**Special meeting of the association** can be called when a general membership vote is required that cannot wait until the next scheduled meeting of the association. Only business that is mentioned in the notice of the special meeting can be transacted. Consider that Robert's Rules of Order requires that there be sufficient time for the notice of special meeting to be mailed to and received by members. We suggest ten (10) days' notice, but not less than seven (7).

- Fill in the number of days notice required to hold a special meeting (minimum of seven (7) days)

### Section 3:

**Annual meeting** is conducted the same as a regular meeting, except that officers are elected and annual reports are received from officers and standing committees.

- Fill in the month of your annual meeting. This must agree with the month given in Article VI, Section 2.

### Section 4:

**A quorum** is the number of members that must be present at a meeting in order for a vote to be taken. *Robert's Rules of Order Newly Revised* state: "The minimum number of members who must be present at the meeting of a deliberative assembly for business to be legally transacted is the quorum of the assembly. The requirement of a quorum is a protection against totally unrepresentative action in the name of the body by an unduly small number of persons." Please note that a council board member only receives one vote and cannot count as both a board member and a unit president or delegate.

In order to assure wider participation in the decision making process, we recommend that a quorum reflect at least 10% of the membership, or the number of officers plus 1, whichever is higher.

- Fill in the number of members needed for a quorum.
- Strike "*from a majority of the member PTA's*" if this provision is not desired

## Council Bylaws: Article by Article – *descriptions*, instructions and check list

**Article XIII: Fiscal Year** Establishes the beginning and ending of the business year and Sections 2 through 7 contain numbers that must be retained by your council. If you have trouble locating these numbers, contact the Wisconsin PTA office for assistance.

### **Section 2:**

- Insert your charter date.

### **Section 3:**

- Insert your EIN number. This number will be on your bank account and on your IRS annual report (990ez or 990n). The Federal Government uses this number to identify your association

### **Section 4:**

- Insert your National PTA ID number. This can be found in your Summer Packet or on any correspondence from National PTA.

### **Section 5:**

- Insert your Wisconsin Registration to Solicit Certificate number. This can be found on the certificate mailed to your council from the State of Wisconsin when you registered. All nonprofits that have income of \$5,000 or more in contributions (donations, fundraising income minus cost of merchandise) must register with the WI Department of Regulation in order to solicit funds. See the WI PTA website for more information to determine if you need to register. If your contribution income is less than \$5,000 and you are not required to register write “N/A” in the blank. If your council is not yet registered and needs to be, write “not yet registered” in the blank.

### **Section 6:**

- Insert your Wisconsin sales tax exemption number. This can be found on your Sales Tax Exempt Certificate and begins with the letters “ES”.

### **Section 7:**

- Some Council PTAs are incorporated to protect their officers’ personal assets from lawsuits. If your association is incorporated, insert your incorporation number. This can be found on your Articles of Incorporation. If your council is not incorporated, write “N/A” in the blank.

**Article XIV: Parliamentary Authority** Establishes that Roberts Rules of Order is the parliamentary authority of which we model in creating bylaws and the governing of the association. This authority establishes rules not covered in the association's adopted procedural rules as a protection against totally unrepresentative action in the name of the body by an unduly small number of persons and In order to assure wider participation in the decision making process.

No changes permitted

## Council Bylaws: Article by Article – *descriptions*, instructions and check list

**Article XV: Amendments** establishes the process of amending these bylaws.

To make **bylaws amendments** strike out words, insert words or strike out and insert words where changes are needed. Amendments should be written up to show both the current and the proposed versions of the section being changed and presented to the general membership. Amending requires previous notice and a two-thirds vote of the membership present.

No changes permitted

### **Signature Page:**

- Have three members of the bylaws committee sign the bylaws
- Insert the date of the general meeting of the association (not the committee meeting) when the general membership approved the bylaws. Bylaws must be posted for thirty (30) days before the vote by the general membership is taken.

### **Local Unit Article XV: Council Membership and Dues**

This local unit article must be included verbatim in the bylaws of all units holding membership in this council.

- After your bylaws are approved by the Wisconsin PTA Bylaws Committee, forward a copy of this article to every PTA unit instructing them to use it to replace the current **Council Membership Article** in their bylaws.
- Make four (4) copies of your proposed bylaws; be sure to keep a copy for your records.
- Send three (3) copies to:  
Wisconsin PTA  
4797 Hayes Road, Suite 102  
Madison, WI 53704

# COUNCIL BYLAWS OF

\_\_\_\_\_ Council

\_\_\_\_\_, Wisconsin

Region: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

APPROVED BY WI PTA: \_\_\_\_\_ (date)

BYLAWS EXPIRATION DATE: \_\_\_\_\_ (date)

You may add words and sections to the existing articles not labeled with a #.  
Italicized text may be deleted, however, any other wording in Articles, Sections or Lines  
as presented in this standardized form may not be deleted or altered.

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## ARTICLE I: NAME

The name of this association is the \_\_\_\_\_ [council name] Council of Parent Teacher *Student* Associations Choose an item.. It is a council organized under the authority of Wisconsin 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 association 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 secure adequate 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 the 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 purposes of this council are to:
- a unify and strengthen local PTA/PTSAs comprising the council;
  - b provide for the communication, training, and cooperation of the local PTA/PTSAs in order to further the Mission and Objects of PTA, and to assist in the formation of new PTA units according to the plan of the Wisconsin PTA; and,
  - c promote the interests of the National PTA and of the Wisconsin PTA.
- Section 4.** This council shall not legislate for local PTAs/PTSAs, nor commit them to any line of action.
- Section 5.** 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 this association, in common with those of the National PTA and the Wisconsin PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association shall work with 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. The Wisconsin PTA or any of its divisions may cooperate with other associations and agencies concerned with child welfare, but PTA/PTSA representatives shall make no commitments that bind the group they represent.
- 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 provisions of these articles, the association shall not carry on any other activities not permitted to be carried on by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of this 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.

- 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: CONSTITUENT ASSOCIATIONS**

- Section 1.** The constituent associations of National PTA include
  - a Branches of the 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 area;
- Section 2.** The articles of association of a constituent association include (a) the bylaws of such association and (b) the certificate of incorporation or articles of incorporation of such association (in cases in which the association is a corporation) or the articles of association (in cases in which the association exists as an unincorporated association). If articles of association do not exist for an unincorporated association, the bylaws shall be deemed to be the articles of association.
- Section 3.** The national board of directors shall determine criteria for establishing constituent associations and setting standards for continuing affiliation with National PTA.
- Section 4.** There shall be no proxy or absentee voting by any constituent association of National PTA.
- Section 5.** The purposes and basic policies of National PTA shall in every case also be the purposes and basic policies of each constituent association.
- Section 6.** Each constituent association shall adopt bylaws for the government of the association as may be approved by the Wisconsin PTA. Such bylaws shall not be in conflict with National PTA or state PTA bylaws. Such bylaws shall include an article on amendments and shall include a provision establishing a quorum.
- Section 7.** The bylaws of all constituent associations are subject to review by the National PTA Bylaws and Policy Committee.

## **#ARTICLE V: RELATIONSHIP WITH NATIONAL PTA AND WISCONSIN PTA**

- Section 1.** This council shall be organized and chartered under the authority of the Wisconsin PTA in the area in which this council functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Wisconsin PTA may in its bylaws prescribe. The Wisconsin PTA shall issue to this council an appropriate charter evidencing the due association and good standing of this council. A council in good standing is one that:
- a Adheres to the Objects and basic policies of the PTA;
  - b Submits an officer list to Wisconsin PTA no later than September 15th;
  - c Reviews or revises their bylaws every three (3) years and submits copies to the Wisconsin PTA Bylaws Committee for approval;
  - d Audits the treasurer's books as specified in Article IX and submits the PTA audit form to the Wisconsin PTA by November 1st;
  - e Submits proof of filing IRS required tax forms (either proof of online filing or by sending a copy of the completed forms) to Wisconsin PTA by December 15th.
  - f Has three (3) or more local PTAs/PTSAs in a city, county, or defined area.
- Section 2.** This council 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 association, including specifically, the number of its members, and the dues collected from its members. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Wisconsin PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.
- Section 3.** The charter of this council shall be subject to withdrawal and the status of such association as a council shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Wisconsin PTA.
- Section 4.** This council is obligated, upon withdrawal of its charter by the Wisconsin PTA:
- a To yield up and surrender all of its books and records and all of its assets and property to the Wisconsin PTA or to another 501(c)3 approved by the Wisconsin PTA;
  - b To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Wisconsin PTA.
  - c To carry out promptly, under the supervision and direction of the Wisconsin PTA, all the necessary steps for dissolving this Council.

- d To lose its tax exempt status as a council organized under the authority of the Wisconsin PTA.

## **# ARTICLE VI: OFFICERS AND THEIR ELECTION**

- Section 1.** The officers of this council shall be a president, \_\_\_\_\_ [number] vice president(s), a secretary, and a treasurer.
- Section 2.** Officers shall be elected by ballot at the annual general membership council meeting in the month of \_\_\_\_\_ [month].
- Section 3.** The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.
- Section 4.** The following provisions shall govern the qualifications and eligibility of individuals to be officers of this council:
- #a. Each officer shall be a member of a local PTA/PTSA unit within the area of this council.
  - b. Only members of a local PTA/PTSA unit whose state and council dues are paid shall be eligible to hold office.
  - c. No officer may be eligible to serve more than ~~Choose an item.~~ consecutive term(s) 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. A member shall not serve as a voting member of this council's board while serving as a paid employee of or under contract to this council.
- Section 5.** Officers shall assume their official duties on \_\_\_\_\_ [date] and shall serve for a term of ~~Choose an item.~~ year(s) or until their successors are elected.
- Section 6.** A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the \_\_\_\_\_ [number or name] vice president. A vacancy in any office other than president shall be filled by the board of directors.
- Section 7.** There shall be a nominating committee composed of \_\_\_\_\_ [an uneven number, no less than three (3)] members who shall be elected by the voting body of this council at a regular general membership meeting at least two months prior to the election of officers. No two members shall be from the same local PTA/PTSA.
- a. The nominating committee shall elect its own chair.

- b. The nominating committee shall nominate an eligible person for each office to be filled and present or post its report to the council membership at least thirty (30) days before the annual election meeting.
- c. Additional nominations shall be made in writing no less than thirty (30) days prior to the election.
- d. Only those individuals who have met the qualifications as outlined above and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

## **ARTICLE VII: DUTIES OF OFFICERS**

- Section 1.** The president shall:
- a. preside at all meetings of this council;
  - 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 in order that the Objects may be promoted;
  - d. assist in extending PTA work into all parts of the council area, keeping it in harmony with the state PTA plan;
  - e. perform such other duties as may be provided for by these bylaws, prescribed by 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;
  - c. *the first vice president shall serve as* \_\_\_\_\_
  - d. *the second vice president shall serve as* \_\_\_\_\_
  - e. *the third vice president shall serve as* \_\_\_\_\_
  - f. 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 all meetings of the association;
  - b. be prepared to read the records of any previous meetings;

- c. file and retain all records;
- d. have a current copy of the bylaws;
- e. maintain a membership list, including the names and addresses of local PTAs/PTSAs officers delegates and alternates, and the names and addresses of the members of the council board of directors and committees;
- f. 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;
- b. serve as chair of the budget committee and prepare the budget for adoption;
- c. maintain a full account of the funds of this council;
- d. make disbursements as authorized by the president, board of directors, and this council in accordance with the budget adopted by this council;
- e. verify that all cash/checks received are counted by two individuals;
- f. have checks or vouchers signed by two people: the treasurer and one other officer who are not related by blood, marriage or living in the same household;
- g. be responsible for the maintenance of such books of account and records and conform to the requirements of Article V, Section 2;
- h. provide a written financial statement at each meeting;
- i. present an annual report of the financial condition of the association;
- j. be responsible to verify that all government forms and insurance forms are completed and submitted according to deadlines;
- k. have the accounts examined annually at the end of each fiscal year and at any time during the year when there is a change to the bank account's signature card by an auditor or an auditing committee of not fewer than three members, who satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report;
- l. the auditing committee cannot consist of signers for the audit year or signers of the current year. The auditor or auditor committee cannot be related by blood, marriage or living in the same household to any signer from the audit year or from the current year;
- m. upon completion of the audit, send a signed copy of the audit report to the state PTA office;

- n. 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 5.** All officers shall compile an annual report of their duties, budgets and programs annually.

**Section 6.** All officers shall perform the duties outlined in these bylaws and those assigned by the board of directors or the association. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, immediately, all funds pertaining to the office.

### **ARTICLE VIII: BOARD OF DIRECTORS**

**Section 1.** The affairs of the association shall be managed by the board of directors in the intervals between general membership meetings.

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

**Section 3.** The board of directors shall consist of the officers of the association, the chairs of the standing committees, *the chairs of special committees, a district teacher liaison, and the superintendent or an appointed representative.*

**Section 4.** Duties of the board shall be to:

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

**Section 5.** When a board member fails to attend three (3) consecutive meetings without adequate excuse and/or notice or when a board member is not fulfilling the responsibilities of the office as prescribed in the bylaws, standing rules or policies or engages in conduct not in compliance with the goals and purpose of the PTA, the board of directors may by a two-thirds (2/3) ballot vote, take such action as



the board deems appropriate, which may include a probation period or asking for the resignation of the board member. The vote and outcome must be recorded in the board of director's minutes. If removing a board member from the board who refuses to resign or if the board member disagrees with the decision, the board of directors must make a formal written request to the Region Advisor or designated State Board member, before taking any action. A formal written request can also be submitted if the board of directors chooses. A hearing panel of at least three (3) members will be convened under the direction of the Region Advisor or designated State Board member. If the Region Advisor or designated State Board member is a member of the unit's board of directors, the State President-elect will convene the hearing panel. The board member and unit officers will be given a written fifteen (15) day notice of the hearing meeting. The written notice will include the reasons for the panel. The board member will be given the opportunity to appear before the hearing panel. If the board member is unable to attend, a written statement can be submitted. The hearing panel with a two-thirds (2/3) majority will decide on an appropriate action. The hearing panel will notify the board of directors of their recommendations in writing. The board of directors will then document their action in the board of director's meeting minutes and send a copy to the Wisconsin PTA office.

- Section 6.** Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting of the year.
- Section 7.** Special meetings of the board may be called by the president or when requested by a majority of members upon \_\_\_\_\_ [number, minimum three (3)] days' written notice.
- 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.** The board of directors shall take no action in conflict with any action taken by the council membership.
- Section 10.** 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, books and other materials pertaining to the position shall be turned over to the president within fourteen days and all funds pertaining to the position shall be returned to the treasurer immediately.

**ARTICLE IX: EXECUTIVE COMMITTEE**

**[THIS ARTICLE SHOULD BE LINED OUT IF THERE IS NOT AN EXECUTIVE COMMITTEE]**

- Section 1.** *The executive committee shall consist of the officers of the association, the chairs of the standing committees, and the superintendent or an appointed representative.*
- Section 2.** *Each executive committee member shall be a member of a local PTA/PTSA within the area of the council.*
- Section 3.** *Regular meetings of the executive committee shall be held with the date and time to be fixed by the board at its first meeting of the year.*
- Section 4.** *Special meetings of the executive committee may be called by the president or upon written request of a majority of members with \_\_\_\_\_ [number, minimum three (3)] days' notice.*
- Section 5.** *A majority of the executive committee shall constitute a quorum for the transaction of business.*
- Section 6.** *Duties of the executive committee shall be to:*
  - a transact business referred to it by the board;*
  - b appoint standing committee chairs and members;*
  - c act in emergencies between meetings of the board;*
  - d make a report at each board meeting;*
- Section 7.** *The executive committee shall take no action in conflict with any action taken by the board of directors or the council membership.*

**ARTICLE X: COMMITTEES**

- Section 1.** Only members of this council or of the local units constituting this council shall be eligible to serve in any elective or appointed positions.
- Section 2.** The standing committees of this council shall be [list i.e. bylaws legislative, membership]:
  - a \_\_\_\_\_
  - b \_\_\_\_\_
  - c \_\_\_\_\_
- Section 3.** The term of office of a standing committee chair shall be Choose an item.year(s) or until the selection of a successor.
- Section 4.** The board of directors may create such special committees as it may deem necessary to promote the Objects of PTA and carry on the work of this council.

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

**Section 6.** All chairs shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office and in case of resignation, each chair shall turn over to the president, without delay, all records, books, and other materials pertaining to the position, and shall return to the treasurer, immediately, all funds pertaining to the office.

## **ARTICLE XI: MEMBERSHIP AND DUES**

[This article must be included verbatim in the bylaws of all units holding membership in this council. Forward a copy of this article to every member unit whenever it is amended.]

**Section 1.** The general membership of the \_\_\_\_\_ Council of PTAs/PTSAs shall consist of the board of directors; local PTA/PTSAs chartered by the Wisconsin PTA in \_\_\_\_\_ [country, city, geographical area] upon payment of dues as hereinafter provided, *the superintendent of schools or alternate; a district teacher liaison*. All voting representatives to a council must be members of a local unit in good standing.

**Section 2.** Membership in this council shall be made available without regard to race, color, creed, or national origin.

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

**Section 4.** Each member local PTA/PTSA shall be eligible to be represented by the unit president or alternate and \_\_\_\_\_ (number) delegates or alternates. Delegates and their alternates shall be chosen by the local PTA/PTSA unit. Presidents and delegates will serve a term of one year beginning in \_\_\_\_\_ [month]. Units must submit their president, delegate, and alternate names and contact information to the council by \_\_\_\_\_ [date].

**Section 5.** Individuals are entitled to only one vote, even though they may be serving in more than one position.

**Section 6.** The annual membership dues in this Council shall be \_\_\_\_\_ [amount] for each local PTA/PTSA in membership and shall be payable on or before \_\_\_\_\_ [date].

## ARTICLE XII: MEETINGS

- Section 1.** Regular meetings of this Council:
- a. Regular meetings of this council shall be held on \_\_\_\_\_ [day of the week, i.e. 3<sup>rd</sup> Thursday] of each month, unless otherwise announced by the Board of Directors or the Executive Committee, \_\_\_\_\_ [number minimum ten (10)] days prior to the first meeting.
  - b. \_\_\_\_\_ [number minimum seven (7)] days' notice shall be given to the membership of any change of date of any one meeting.
- Section 2.** Special meetings of this council may be called by the president or by a majority of the board of directors, \_\_\_\_\_ [number minimum 7] days' notice given.
- Section 3.** The annual election meeting shall be held in \_\_\_\_\_ [month].
- #Section 4.** A quorum for the transaction of business in any meeting of this council shall consist of \_\_\_\_\_ [number] voting council members *from a majority of PTA/PTSAs* .
- Section 5.** Meetings of this council shall be open to all members of the local PTA/PTSAs holding membership in the council, but the privilege of introducing motions and voting shall be limited to the voting members.
- Section 6.** Delegates from local PTA/PTSAs whose dues to the council are in arrears or whose individual dues to the local PTA/PTSA have not been paid shall not participate in the business meetings of the council.

## ARTICLE XIII: FISCAL YEAR

- #Section 1** The fiscal year of this council shall begin on July 1 and end on the following June 30.
- Section 2** This council's charter date is \_\_\_\_\_.
- Section 3** This council has a Federal Tax Exemption under Wisconsin PTA Congress Group # 2257. The Internal Revenue Service Employer Identification Number for this association is \_\_\_\_\_.
- Section 4** The National PTA Unit ID # is \_\_\_\_\_.
- Section 5** The Wisconsin Registration to Solicit Certificate # is \_\_\_\_\_.
- Section 6** The Sales Tax Exemption Certificate # is \_\_\_\_\_.
- Section 7** The Articles of Incorporation # for this association is (if applicable) \_\_\_\_\_.

## **#ARTICLE XIV: PARLIAMENTARY AUTHORITY**

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

## **#ARTICLE XV: AMENDMENTS**

### **Section 1.**

- a These bylaws may be amended at any regular general membership meeting of this council by a two-thirds (2/3) vote of those members present and voting, a quorum being present, provided that notice of the proposed amendments has been provided to the membership at least thirty (30) days prior to the meeting and that the proposed amendments shall be subject to the approval of the Wisconsin PTA.
- b A bylaws committee may be appointed by a majority vote at a general membership meeting of this council, or by a two-thirds (2/3) vote of the board of directors to revise the bylaws.
- c Submission of amendments or revised bylaws for approval by the Wisconsin PTA shall be in accordance with the bylaws or regulations of the Wisconsin PTA.

**Section 2.** The adoption of an amendment to any provision of the bylaws of the Wisconsin PTA identified by a number symbol (#) shall apply immediately without the requirement of further action by this council to amend their corresponding bylaws.

SUBMITTED BY: \_\_\_\_\_ (unit name) Choose an item.

**BYLAWS COMMITTEE MEMBERS:**

1 ) \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print/type name)

2) \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print/type name)

3) \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print/type name)

APPROVED BY MEMBERSHIP: \_\_\_\_\_ (date)

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After your bylaws are approved by your membership, you must send 3 paper copies to the WI State PTA office, 4797 Hayes Road, Suite 102, Madison, WI 53704. You will receive an email acknowledging receipt of your bylaws. It is important to keep a copy of the email in case there is any miscommunication regarding your council's good standing status.

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APPROVED BY WISCONSIN PTA: \_\_\_\_\_ (date)

WI PTA BYLAWS COMMITTEE MEMBER: \_\_\_\_\_ (name)

WI PTA BYLAWS COMMITTEE MEMBER: \_\_\_\_\_ (signature)

BYLAWS EXPIRATION DATE: \_\_\_\_\_ (date)

This local unit article must be included verbatim in the bylaws of all units holding membership in this council. Fill this article out to match **Article XI** of the Council Bylaws. After your bylaws are approved by the Wisconsin PTA Bylaws Committee, forward a copy of this article to every member unit instructing them to use it to replace the current **Council Membership Article** in their bylaws.

**Revision Date:** \_\_\_\_\_

## **ARTICLE XV: Council Membership and Dues**

- Section 1. The general membership of the \_\_\_\_\_ Council of PTAs/PTSAs shall consist of the board of directors; local PTA/PTSAs chartered by the Wisconsin PTA in \_\_\_\_\_ [country, city, geographical area] upon payment of dues as hereinafter provided, *the superintendent of schools or alternate; a district teacher liaison*. All voting representatives to a council must be members of a local unit in good standing.
- Section 2. Membership in this council shall be made available without regard to race, color, creed, or national origin.
- Section 3. This council shall conduct an annual enrollment of members but may admit local PTAs/PTSAs to membership at any time.
- Section 4. Each member local PTA/PTSA shall be eligible to be represented by the unit president or alternate and \_\_\_\_\_ [number] delegates or alternates. Delegates and their alternates shall be chosen by the local PTA/PTSA unit. Presidents and delegates will serve a term of one year beginning in \_\_\_\_\_ [month]. Units must submit their president, delegate, and alternate names and contact information to the council by \_\_\_\_\_ [date].
- Section 5. Individuals are entitled to only one vote, even though they may be serving in more than one position.
- Section 6. The annual membership dues in this Council shall be \_\_\_\_\_ [amount] for each local PTA/PTSA in membership and shall be payable on or before \_\_\_\_\_ [date].