

Scroll down to page  
4 to find the first  
proposed change.

## LOCAL UNIT BYLAWS

of

\_\_\_\_\_

Choose an item.

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

**Located in Region:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

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

WI PTA Bylaws Committee Member: \_\_\_\_\_ (name)

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

**This form, Version 10/18, is for local units under the Wisconsin PTA group tax exemption. 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.**

## LOCAL UNIT BYLAWS

### INDEX

<u>ARTICLE</u>		<u>PAGE</u>
ARTICLE I	NAME	1
#ARTICLE II	PURPOSES	1
#ARTICLE III	BASIC PRINCIPLES	2
#ARTICLE IV	CONSTITUENT ASSOCIATIONS	3
#ARTICLE V	LOCAL UNIT STATUS	4
#ARTICLE VI	MEMBERSHIP AND DUES	5
ARTICLE VII	MEETINGS OF THE ASSOCIATION	7
ARTICLE VIII	OFFICERS AND THEIR ELECTION	8
ARTICLE IX	DUTIES OF OFFICERS	9
ARTICLE X	EXECUTIVE BOARD	12
ARTICLE XI	COMMITTEES	15
#ARTICLE XII	FISCAL YEAR	16
#ARTICLE XIII	PARLIAMENTARY AUTHORITY	16
#ARTICLE XIV	AMENDMENTS	16
ARTICLE XV	COUNCIL MEMBERSHIP AND DUES	18

**ARTICLE I: Name**

The name of this association is the \_\_\_\_\_ (local unit name) Choose an item., located in \_\_\_\_\_ (city) Wisconsin. It is a local Choose an item. unit organized under the authority of the Wisconsin Congress of Parents and Teachers (Wisconsin PTA), a branch of the National Congress of Parents and Teachers (National PTA).

**#ARTICLE II: Purposes**

- Section 1. The purpose which this 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;
  - 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 principles set forth in Article III.
- Section 3. The association is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

### **#ARTICLE III: Basic Principles**

The following are basic principles of the National PTA, the Wisconsin PTA, and this association:

- Section 1. The association shall be noncommercial, nonsectarian, and nonpartisan.
- Section 2. The association shall work to engage and empower children, families and educators within schools and communities to provide quality education for all children and youth and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, 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.
- Section 3. 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.
- Section 4. Commitment to inclusiveness and equity, knowledge of PTA and professional expertise shall be the guiding principles for service in the association
- Section 5. 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.
- Section 6. Notwithstanding any other provisions of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- Section 7. 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. State constituent association of National PTA that have been established in the 50 states of the United States, the District of Columbia, the U.S. Virgin Islands, Puerto Rico, and the Department of Defense education activity schools established by the D. O. D. in the future hereinafter called state constituent associations; or
  - b. Local constituent associations organized under the direct authority of National PTA when there is no state constituent association.
  - c. Local constituent associations organized under the authority of state constituent associations.
- Section 2. Qualifications.
- a. Constituent associations of National PTA are any group which:
    1. Meets the requirements established by the board of directors
    2. Agree to and complies with the Standards of Affiliation; and
    3. Is approved by the board of directors
  - b. Local constituent association organized under the authority of the state constituent associations shall meet the qualification of the state constituent associations.
- Section 3. **Purposes and Principles.** The purposes and principals of National PTA as prescribed in Articles II and III of National PTA bylaws, shall in every case also be the purposes and principals of each constituent association.
- Section 4. **Governance:** Each constituent association shall adopt bylaws for the government of the association approved by the Wisconsin PTA. Such bylaws shall not be in conflict with National PTA or state PTA bylaws or Wisconsin nonprofit corporate laws and are subject to review by the Wisconsin PTA and National PTA Bylaws Committees.
- Section 5. **Membership in Constituent Associations.** Membership in a PTA constituent association shall be open, without discrimination, to anyone who believes in and supports the mission, purposes, and principles of National PTA and pays dues as prescribed in Section 6 of this Article.
- Section 6. **Dues.** Members shall pay annual dues, as may be determined by the constituent

association, which shall include the portion to the local and state PTA constituent association as determined by the local and state PTA constituent associations, and the portion payable to National PTA as recommended by the board of directors and approved by a two-thirds vote of the voting body at a National PTA Annual Meeting.

Section 7. **Dissolution.** 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 organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of the National PTA.

#### #ARTICLE V: Local Unit Status

Section 1. Local PTA/PTSA shall be organized and chartered under the authority of the Wisconsin PTA, 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 each local PTA/PTSA an appropriate charter evidencing the due association and good standing of the local PTA/PTSA.

Section 2. A local PTA/PTSA in good standing is one that:

- a Adheres to the purposes and basic principles of the PTA;
- b Consists of ten (10) or more members to organize a local unit and fifteen (15) or more members to sustain good standing status of existing unit;
- c Submits an officer list to Wisconsin PTA no later than September 15<sup>th</sup>;
- d Remits the state and national portion of the dues to the Wisconsin PTA annually;
- e Reviews or revises their bylaws every three (3) years and submits copies to the Wisconsin PTA Bylaws Committee for approval;
- f Audits the treasurer's books as specified in Article IX and submits the PTA audit form to the Wisconsin PTA by November 1<sup>st</sup>;
- g 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~~ **November** 15<sup>th</sup>.

Section 3. Each local PTA/PTSA shall keep such permanent books of account and records

**Commented [GK1]:** Proposed Change #1 – Article V, Section 2(g) remove the word December and insert the word November.  
Rationale: Tax forms are due to the IRS by November 15<sup>th</sup>. We no longer need to wait for the mail to receive the proof of filing so it is reasonable and will avoid any confusion between the two dates.

as shall be sufficient to establish the items of gross income, receipts and disbursements of the association, including, specifically, the number of its members, the dues collected from its members, and the amount of dues remitted to the Wisconsin PTA. 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 4. Each local PTA shall adopt bylaws for the government of the association as may be approved by Wisconsin PTA. Such bylaws shall not be in conflict with National PTA or Wisconsin PTA bylaws. Such bylaws shall include an article on amendments and shall include a provision establishing a quorum.

Section 5. The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such association as a local PTA/PTSA shall be subject to termination, in the manner described in the bylaws and policy of the Wisconsin PTA.

Section 6. Each local PTA/PTSA 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 organization approved by 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 the purpose of dissolving this PTA/PTSA; and
- d To lose its tax-exempt status as a local PTA/PTSA unit organized under the authority of the Wisconsin PTA.

## **#ARTICLE VI: Membership and Dues**

Section 1. Every individual who is a member of this association, organized under the authority of Wisconsin PTA, is also a member of the National PTA and of the Wisconsin PTA. Members of this association and National PTA shall be entitled to all the benefits of such membership which shall include the:

- a Ability to serve in governance positions in National PTA and Wisconsin PTA; and



- b Right to vote at local, state and National PTA meetings based upon the requirement of serving as a voting delegate.
- Section 2. Membership in each PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.
- Section 3. Each local PTA/PTSA shall conduct an annual enrollment of members but may admit individuals to membership at any time.
  - a Only members of a local PTA/PTSA who have paid dues for the current membership year may participate in the business of the local PTA/PTSA.
  - b A PTA/PTSA member shall not serve as a voting member of a constituent association's board at the local, council, or region level while serving as a paid employee of, or under contract to, that same constituent association.
- Section 4. The membership year shall be established by the Wisconsin PTA Board of Directors.
- Section 5. Each member of this association shall pay annual dues as may be determined by the association.
  - a Such annual dues shall include the portion of two dollars and twenty-five cents (\$2.25) per member payable to the National PTA.
  - b Such annual dues shall include the portion of three dollars (\$3.00) per member payable to the Wisconsin PTA.
- Section 6. The local unit treasurer shall keep the record for the national and state portions of the membership dues separate from the funds of the local PTA.
- Section 7. The state and national portion of the dues paid by each member shall be remitted to the Wisconsin PTA during the month in which they are collected.
  - a If, by November 1, a local PTA/PTSA has failed to remit its first installment of annual dues, it will not be recognized as a PTA/PTSA in good ~~standing for the current year and further service from the state office may be withheld~~ **until dues are remitted**. The local PTA/PTSA shall be contacted by the Wisconsin PTA to assess the status of the unit **and provide any necessary resources and/or support**. If dues have not been submitted by June 30 of that membership year, the PTA shall no longer be considered an active PTA and their charter shall be evaluated for withdrawal.
  - b The remittance to the Wisconsin PTA shall be ~~accompanied by a report~~, in such

**Commented [GK2]:** Proposed Change #2 – Article VI, Section 7(a) – remove the words “for the current year and further service from the state office may be withheld” and insert “until dues are remitted” Also, add “and provide any necessary resources and/or support” at the end of the next sentence.  
 Rationale: To better align with current practice and provide clarification on the part of Wisconsin PTA and it's responsibility to the local unit.

form as may be required by the Wisconsin PTA, including the name and address of the president of the association, the amount of dues, and the names and contact information about the members of the association.

Section 8. (Optional: Local Unit Dues Information)

### ARTICLE VII: Meetings of the Association

Section 1. Regular meetings of the association shall be held [Click here to enter text.](#) during the school year on \_\_\_\_\_ (number and day of the week: 1<sup>st</sup> Tuesday, 2<sup>nd</sup> Monday) of the month, unless announced by the executive board, \_\_\_\_\_ (min. 7) days' notice having been given of change of date.

Section 2. Special meetings of the association may be called by the president or by a majority of the executive board \_\_\_\_\_ (min. 7) days' notice having been given.

Section 3. The annual election meeting shall be held in the month of \_\_\_\_\_ (month)

Section 4. \_\_\_\_\_ (insert a number) members shall constitute a quorum for the transaction of business in any meeting of this association.

Section 5. Only members of a local PTA/PTSA who have paid dues for the current membership year may participate in the business of the local PTA/PTSA.

Section 6. Each member in attendance at a meeting is eligible to vote, aside from the president who only votes in the case of a tie.

Section 7. There shall be no proxy or absentee voting by any member of a constituent association of Wisconsin PTA.

Section 8. Electronic Meetings

a Meeting of the executive board and all committee meetings shall be authorized to be held by telephone conference or through other electronic communications media so long as all the members can simultaneously hear each other and participate during the meeting.

b If the association has the capacity to offer electronic meeting communications to all members so they can fully participate in the meeting, general membership meetings shall be authorized to be held electronically, ~~provided that the meeting is also held in person for those that can be physically present.~~

1. Only PTA members shall be allowed to vote electronically.
2. Attendance shall be taken by voice roll call and compared to the current

**Commented [GK3]:** Proposed Change #3 – Article VI, Section 7(b) – remove the words “accompanied by a report” and insert the word “electronic” and then strike “including the name and address of the president of the association, the amount of dues, and the names and contact information about the members of the association”  
Rationale: Wisconsin PTA requires dues to be submitted electronically through MemberHub at this time and all of the required information is a part of the platform and specifying the information to be collected in a report is not necessary.

**Commented [GK4]:** Housekeeping—just added a note here so that people know what Section 8 is.

**Commented [GK5]:** Proposed Change #4 – Article VII, Section 8(b) – Add a period after electronically and remove the words “provided that the meeting is also held in person for those that can be physically present.”  
Rationale: Wisconsin PTA would like to remove this restriction and allow local units to do what works best in their local unit.

membership list

3. ~~All~~ Voting during electronic meetings shall ~~may~~ be by voice roll call or ~~anonymously through poll or survey~~ and that vote shall be recorded and included with the minutes in the approval process of those minutes.
4. Election meetings shall be held in ~~person with no electronic attendees or electronically using voice roll call, poll, or survey.~~
5. Agendas, minutes, and all reports shall be distributed one week prior to the meeting

c Meeting and voting by email shall not be permitted under any circumstances.

- Section 9. ~~Unless members indicate otherwise to the PTA president, All communications required by these bylaws, including meeting notices, may be sent electronically. unless communication is otherwise specified in these bylaws.~~

**Commented [GK6]:** Proposed Change #5 – Article VII, Section 8(b)(3) – Remove the word “All” and “shall” insert “may” (in place of shall) and then add “or anonymously through poll or survey”  
Rationale: To clarify voting during electronic meetings and give options so that members may be able to maintain privacy when an item may be more controversial, and members do not want to be called out for voting one way or another.

**Commented [GK7]:** Proposed Change #6 – Article VII, Section 8(b)(4) – Remove the words “with no electronic attendees” and insert the words “or electronically using voice roll call, poll, or survey”  
Rationale: In light of the pandemic and increased use of electronic meeting platforms local units and councils need to be able to hold elections electronically when necessary and provide guidance for anonymous voting.

## ARTICLE VIII: Officers and Their Election

- Section 1. #Each officer or board member of this association must have paid membership dues to this association during the current year.
- Section 2. The officers of this association shall consist of a president, *a president elect, an executive vice president*, \_\_\_\_ <sub>(qty)</sub> vice-president (s), a secretary, and a treasurer.
- Section 3. Officers shall be elected by ballot in the month of \_\_\_\_\_ (month). However, if there is but one nominee for any office, election for that office may be by voice vote.
- a Officers shall assume their official duties on \_\_\_\_\_ (date) and shall serve for a term of ~~Choose an item.~~ years or until their successors are elected.
  - b A person shall not be eligible to serve more than two consecutive terms in the same office within this association and shall require nomination and vote each term.
  - c If an office remains unfilled after election, it shall be considered a vacant office to be filled by the board-elect.
- Section 4. Nominations for office shall be made by a nominating committee which shall be elected by the association.
- a There shall be a nominating committee composed of \_\_\_\_ (an uneven number, not less than 3) members who shall be elected by this association at a regular meeting at least

**Commented [GK8]:** Proposed Change #7 – Article VII, Section 9 – Remove the words “Unless members indicate otherwise to the PTA president” and “unless communication is otherwise specified in these bylaws”  
Rationale: Due to the wide range of electronic communications used by parents, teachers, and students and the fact that printing on paper is expensive and often wasteful, this reflects better as to best practice without taking away a units right to provide printed copies.

two months prior to the election of officers.

- b The committee shall elect its own chair.
- c The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting at least one month prior to election meeting.
- d #Nominees for the office of president, treasurer, and any elected officer authorized to sign checks shall not be related by blood, marriage, or reside in the same household.
- e Additional nominations may be made from the floor following the nominating committee report.
- f Candidates may self-nominate or may be nominated by another member.
- g Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 5. Vacancies

- a A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given.
- b In case a vacancy occurs in the office of president, the Choose an item. shall serve notice of an election to replace the president of not less than \_\_\_\_\_ (min 7) days.

(choose an option: either fill in the days' notice needed to call an election or choose assume the position from the drop down box )

## ARTICLE IX: Duties of Officers

Section 1. The president shall:

- a preside at all meetings of the association;
- b be a member ex-officio of all committees except the nominating committee;
- c coordinate the work of the officers and committees of the association in order that the purposes may be promoted;
- d serve as the primary contact for the school administrator;
- e sign all contracts;
- f perform such other duties as may be prescribed in these bylaws or assigned by the association.

Section 2. *The president-elect shall:*

- a *Succeed the current president at the end of his/her term;*
- b *Assist the president as requested;*
- c *Learn the job description and procedures of the office of president;*
- d *If a vacancy occurs in the office of president, assume the office of president for the remainder of the term.*

Section 3. *The executive vice president shall:*

- a *Serve as the primary aid to the president;*
- b *Perform the duties of the president in the absence or disability of that officer to act;*
- c *Perform such other duties as may be prescribed in these bylaws or assigned by the association;*
- d *If a vacancy occurs in the office of president, assume the office of president for the remainder of the term.*

Section 4. The vice-presidents shall:

- a act as aides to the president;
- b (In their designated order) perform the duties of the president in the absence or inability of that officer 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 other delegated duties as assigned.

Section 5. The secretary shall:

- a record and retain the minutes of all meetings of the association;
- b have a current copy of the bylaws;
- c maintain a membership list;
- d perform other delegated duties as assigned.

Section 6. The treasurer shall:

- a have custody of all the funds of the association;
- b ensure that all funds are kept in a financial account at a local financial institution in the name and EIN number of this association;
- c serve as chair of the budget committee and prepare the budget for adoption;

- d ensure that the budget has a reasonable carryover for the next year. The amount shall be no more than one (1) year's budgeted expenses;
- e budget amendments require either notice and a majority affirmative vote or a 2/3 affirmative vote if no notice is given. Budget amendments over \_\_\_\_ (enter dollar amount between \$100 and \$500) require a 14-day notice and a 2/3 vote;
- f keep a full and accurate account of receipts and expenditures and be responsible for the maintenance of such books of account and records and conform to the requirements of Article V, Section 3, of these bylaws;
- g verify that all cash/checks received are counted by two individuals;
- h make the disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
- i have checks or ~~vouchers~~ **check requests** signed by ~~two persons~~, the treasurer and one other officer, who are not related by blood, marriage, or living in the same household;
- j reconcile the bank accounts monthly and have the reconciliation and bank statement reviewed and signed by ~~a two members who is~~ **are not a signer** on any association accounts and does not reside in the same household as a signer on any association account;
- k present a written financial report at every association meeting;
- l complete an annual financial report at the end of each fiscal year;
- m be responsible to verify that all government forms and insurance forms are completed and submitted according to deadlines;
- n 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 annual financial review~~ **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;
- o upon completion of the audit, send a signed copy of the audit ~~annual financial report to the state PTA office~~ **electronically as directed by the Wisconsin PTA.**
- p perform other delegated duties as assigned.
- q The auditing committee cannot consist of signers from the audit year or signers of the current year. The auditor or ~~auditing annual financial review~~ **committee**

**Commented [GK9]:** Proposed Change #8 – Article IX, Section 6(i) – remove the word “vouchers” and insert “check requests” then remove the words “two Persons”  
 Rationale: The word “vouchers” is an old-fashioned term and has been reported as confusing. Removing the words “two persons” removes redundancy and provides clarity in that the section now reads who is to sign the check/check requests

**Commented [GK10]:** Proposed Change #9 – Article IX, Section 6(j) –  
 Change to two (2) members.  
 Rationale: To reflect the recommended best practice.

**Commented [GK11]:** Proposed Change #10 – Article IX, Section 6 (n)  
 Remove the word “auditing” and replace with “annual financial review”. This will then be changed throughout the remainder of the bylaws.  
 Rationale: This better describes the dues of members who are performing the annual financial review.

**Commented [GK12]:** Proposed Change #11 – Article IX, Section 6 (o) –  
 Add the words “annual financial” and remove “to the state PTA office”  
 Rationale: We closed our office and do not have immediate plans to open a new one or hire anyone. This makes the change to current practice and leaves it open to let the bod decide.

cannot be related by blood, marriage or living in the same household to any signer from the audit year or from the current year.

- r request reimbursement by following the same procedures, however the check must be written by the other signer on the account and be approved by one other board member.

Section 7. Debit Card Usage

- a Only the treasurer shall have use of an association debit card
- b Debit cards shall only be obtained from the bank with the approval of the current executive board upon the request and approval of the treasurer. At the end of the term, the card shall be surrendered to the executive board, deactivated and destroyed.
  - 1. If the treasurer serves a second consecutive term, the same card can be kept after completion of an audit/ annual financial review, approval by the incoming executive board and approval of policy by membership.
- c Debit card purchases shall be held to the same procedures as check transactions.
- d ~~A written debit card policy shall be approved by the membership at the beginning of each term. The policy shall contain:
  - 1. appropriate uses of the card;
  - 2. procedures for pre-approval and review of all card transactions
  - 3. provisions for corrective action if procedures are not followed.~~
- e ~~The treasurer shall sign a copy of the policy acknowledging receipt and acceptance of the policy.~~
- f If the treasurer fails to adhere to the policy and the corrective action provided by policy, the executive board shall ask for the treasurer's resignation and shall consider if criminal charges are necessary.

Section 8. All officers shall compile an annual report of their duties, budgets and programs annually.

Section 9. All officers shall perform the duties outlined in these bylaws and those assigned by the executive board 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

**Commented [GK13]:** Proposed Change #12 – Article IX Section 6 –add letter r. "request reimbursement by following the same procedures, however the check must be written by the other signer on the account and be approved by one other board member."  
Rationale: To better explain that the treasurer should not write checks to themselves and having another board member sign the reimbursement request will add more checks and balances/transparency.

**Commented [GK14]:** Proposed Change #13 – Article IX, Section 7(d) & (e)  
Remove (d) & (e) in their entirety.  
Rationale: (c) states that the debit card purchases shall be held to the same procedures as check transactions so the other two sections are not needed as c has already stated the policy.

shall return to the treasurer, immediately, all funds pertaining to the office.

## **ARTICLE X: Executive Board**

- Section 1. The executive board shall consist of the officers of the association, the chairs of the standing committees, a *parliamentarian*, a *teacher liaison* and the *principal of the school or an appointed alternate*.
- Section 2. #All the Executive Board members shall be members of this association.
- Section 3. A PTA/PTSA member shall not serve as a voting member of a constituent association's board at the local, council or region level while serving as a paid employee of, or under contract to, that same constituent association.
- Section 4. The duties of the executive board shall be:
- a to transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
  - b to create standing and special committees;
  - c to approve the plans of work of the standing committees;
  - d to present a report at the regular meetings of the association;
  - e to select an auditor or an auditing committee to audit the treasurer's accounts;
  - f to approve routine bills within the limits of the budget;
  - g to fill vacancies in the officers of this association.
- Section 5. #The executive board is subject to the orders of the association and none of its acts shall conflict with action taken by the association.
- Section 6. Meetings of the Executive Board
- a Regular meetings (at least six per year) of the executive board shall be held during the school year, the time to be fixed by the board at its first meeting of the year.
  - b A majority of the executive board members shall constitute a quorum.
  - c Special meetings of the executive board may be called by the president or by a majority of members of the board \_\_\_ (min 3) days' notice having been given.
- Section 7. 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.

Section 8. 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 principles or engages in conduct not in compliance with the goals and purpose of the PTA the executive board 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 executive board minutes. If removing a board member from the board who refuses to resign or if the board member disagrees with the decision, the executive board 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 executive board chooses. A hearing panel of at least 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 executive board, the State President-elect will convene the hearing panel. The board member and unit officers will be given a written 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 2/3 majority will decide on an appropriate action. The hearing panel will notify the executive board of their recommendations in writing. The executive board will then document their action in the executive board meeting minutes and send a copy to the PTA office.

Section 9. Wisconsin PTA Review of Bylaws Violations and Misconduct Allegations

- a The state president and president-elect shall review any alleged violations by local PTAs or individual local/council officers of the bylaws of National PTA, the Wisconsin PTA or this association's bylaws or other practices or activities, including mismanagement of the unit and mishandling of funds, of local PTAs or

PTA officer(s) that may tend to defeat the purposes and basic principles of the PTA, and shall promptly report to the state board of directors the results of such review and its recommendations for action.

- b The Wisconsin PTA Board of Directors shall give due consideration to the report and shall accord the local PTA or PTA officer(s) an opportunity to be heard and to respond to the report. If, upon such consideration and hearing, the Wisconsin PTA Board of Directors finds a violation by a local PTA or PTA officer(s), it may, by a two-thirds vote of all its members then in office, require the local PTA or PTA officer(s) to take appropriate action within a period of time stipulated by the Wisconsin PTA Board of Directors. When such a requirement has been made by the Wisconsin PTA Board of Directors, and if the recommended action is not taken by the local PTA or PTA officer(s) within the allotted time, the Wisconsin PTA Board of Directors may, by a two-thirds vote of all its members then in office, withdraw the charter of the local PTA and terminate its status as a local PTA or remove the PTA officer(s) from office.

#### **ARTICLE XI: Committees**

- Section 1. #Only members of this association shall be eligible to serve as committee chairs or committee members.
- Section 2. The president shall be a member ex-officio of all committees except the nominating committee.
- Section 3. The chairs of the standing committees shall be Choose an item. the executive board.
- Section 4. The executive board may create such standing committees, as it may deem necessary to promote the Purposes and carry on the work of the association. The term of each chair shall be Choose an item. years or until the selection of a successor.
- Section 5. The chair of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.
- Section 6. All chairs shall perform the duties outlined in these bylaws and those assigned.

Upon the expiration of the term of office or 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.

DRAFT

## **ARTICLE XII: Fiscal Year**

- Section 1. #The fiscal year of this PTA/PTSA shall begin on July 1 and end on June 30.
- Section 2. The charter date of this association is \_\_\_\_\_.
- Section 3. This association 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 Incorporation # (if applicable) for this association is \_\_\_\_\_.

## **#ARTICLE XIII: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern National PTA, 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 XIV: Amendments**

- Section 1.
- a. These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting (at least 30 days prior to the meeting at which the amendment is voted upon) and that the proposed amendment shall be subject to approval of the state PTA.
  - b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the association, or by a two-thirds vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
  - c. Submission of amendments or revised bylaws for approval by the state PTA shall be in accordance with the bylaws or regulations of the state PTA.
- Section 2. Each local PTA shall include in its bylaws provisions corresponding to the

provisions of Wisconsin PTA bylaws identified by the number symbol (#).

Section 3. The adoption of an amendment to any provision of the Bylaws of the Wisconsin PTA identified by a number (#) symbol shall serve automatically and without the requirement of further action by the local PTA/PTSA to amend correspondingly the bylaws of each local PTA/PTSA.

DRAFT

This local unit article must be included verbatim in the bylaws of all units holding membership in a council. A Council is a group of three or more PTA units. If this unit is a member of a council, fill this article out to match **Article XI** of the Council Bylaws. Contact your council or the WI State PTA Bylaws Chair to receive the current information. If this PTA is not part of a council, delete or choose N/A and cross out this article.

**ARTICLE XV: Council Membership and DUES (N/A)**

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

- Section 1. The general membership of the \_\_\_\_\_ Council of PTAs shall consist of the board of directors; local PTAs 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 to membership at any time.
- Section 4. Each member local PTA 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 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 in membership and shall be payable on or before \_\_\_\_\_ [date].

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 UNIT MEMBERSHIP: \_\_\_\_\_ (date)

---

After your bylaws are approved by your membership, keep a copy for your records. Print this page, sign and date it, then scan it into your computer.

Submit the membership approved bylaws in Word and a PDF of this signature page on the Wisconsin PTA website. 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 unit's good standing status.

---

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

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

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