

# WISCONSIN

# PTA

## STATE BYLAWS

**Wisconsin Congress of Parents and Teachers Inc.**

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## **Article I: Name**

The name of this association is the Wisconsin Congress of Parents and Teachers, Inc. It is commonly known and will be referred to in these bylaws as the "Wisconsin PTA."

## **Article II: Purposes**

**Section 1.** The purpose or purposes (objects) which the corporation will hereafter pursue are:

- a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- b. To raise the standards of home life;
- c. To 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 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:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. 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.
- 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. Commitment to inclusiveness and equity, knowledge of PTA and professional expertise shall be guiding principles for service in the association.
  - e. 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.
  - f. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an association exempt from federal income tax under Section 501(c)3 of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170(c)2 of the Internal Revenue Code.
  - 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. State constituent associations 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 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 the 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 Standards of Affiliation; and
  - 3. Is approved by the board of directors
- b. Local constituent associations organized under the authority of the state constituent associations shall meet the qualifications 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 state and local constituent association organized under the direct authority of National PTA shall adopt bylaws for the governance of its association. Such bylaws shall not be in conflict with National PTA or their state nonprofit corporate laws and are subject to review by the National PTA Bylaws committee.

**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 pay 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 payable 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, association's financial holding, property, all records and all remaining assets shall be distributed to National PTA in order to establish a new entity to service the state membership.

## **Article V: Wisconsin PTA**

**Section 1.** The Wisconsin PTA is a state constituent association of the National PTA and exists for the purpose of accomplishing, at the state level, the purposes of the National PTA in accordance with its principles. Within the framework of the responsibility that it shares with the National PTA for the implementation of the Purposes of the National PTA and its obligation to comply with the National PTA Bylaws, the Wisconsin PTA is a self-governing association with independent legal existence.

**Section 2.** The Wisconsin PTA shall provide appropriate procedures for the organization of local PTAs within its area. The Wisconsin PTA may determine the membership year for the local PTAs in its area and prescribe the form and content of the bylaws or other articles of organization of such local PTAs.

**Section 3.** The Wisconsin PTA may create or establish subsidiary associations (districts or regions) within its area to facilitate the administration of the affairs of the Wisconsin PTA and for carrying out its programs and may prescribe the form and content of the bylaws or other articles of organization of such districts (or regions).

**Section 4.** The Wisconsin PTA may create or establish councils in counties, cities, or other areas designated by its board of directors for the purpose of conference, leadership training, and coordination of the efforts of local PTAs and may prescribe the form and content of the bylaws or other articles of organization of such

councils. The local PTAs that shall be eligible for membership and participation in the work of any council shall be determined by the Wisconsin PTA. Councils shall not legislate for local PTAs.

**Section 5.** In the event of surrender or withdrawal of its charter by the National PTA, in the manner provided in Article IV of the National PTA Bylaws, the Wisconsin PTA is obligated:

- a. To yield up and surrender all of its books and records and all of its assets and property, including those of the Wisconsin At Large Unit (WALU) or any other entity directly controlled by Wisconsin PTA to the National PTA or to such agency as may be designated by the National PTA to be held for the benefit of another branch association established by the National PTA for the area of the Wisconsin PTA;
- b. To cease and desist from the further use of any name that implies or connotes association or affiliation with the National PTA or status as a branch or constituent association of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the National PTA, all proceedings necessary or desirable for the purpose of dissolving the Wisconsin PTA.

**Section 6.** The Wisconsin PTA is responsible for compliance by the local, council, district or region PTAs within its area with the National PTA Bylaws and the bylaws of the state PTA.

**Section 7.** The Wisconsin PTA shall submit to the National PTA a report of its work and activities for inclusion in the annual report of the National PTA.

**Section 8.** The Wisconsin PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the association, including, specifically, the number of local PTAs within its area, the national portion of membership dues collected by such local PTAs, the amounts of such dues received by the Wisconsin PTA, and the amounts of dues remitted to the National PTA. Such books of account and records, including those of controlled associations, shall, at all reasonable times, be open to inspection by an authorized representative of the National PTA.

## **Article VI: Local PTAs/PTSAs**

**Section 1.** Local PTAs shall be organized and chartered under the authority of the Wisconsin PTA in the area in which the local PTA 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 each local PTA in its area an appropriate charter evidencing the due association and good standing of the local PTA.

A local PTA in good standing is one that:

- a. Adheres to the purposes and basic principles of the PTA;
- b. Remits the national portion of the dues through the state PTA to reach the national office by dates designated by the National PTA;
- c. Has bylaws approved according to the procedures of Wisconsin PTA; and
- d. Meets the criteria prescribed by Wisconsin PTA Policy and Procedure.

**Section 2.** Each local PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the association, including, specifically, the number of its members, the dues collected from its members, and the amounts 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 as appointed by the Wisconsin State PTA president or by a duly authorized representative of the National PTA.

**Section 3.** Each local PTA 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 4.** The charter of a local PTA shall be subject to withdrawal and the status of such association as a local PTA shall be subject to termination, in the manner and under the circumstances provided by the bylaws of the Wisconsin PTA.

**Section 5.** Each local PTA 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 such agency as may be designated by the Wisconsin PTA or to another local PTA organized under the authority of 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 or status as a constituent association of the National PTA;
- c. To carry out promptly, under the supervision and direction of the Wisconsin PTA, all proceedings necessary or desirable for the purpose of dissolving such local PTA; and
- d. To lose its tax exempt status as a local PTA unit organized under the authority of the Wisconsin PTA.

**Section 6.** Each officer or board member of a local PTA shall be a dues paying member of such local PTA.

**Section 7.** Only members of a local PTA who have paid dues for the current membership year may participate in the business of the local PTA.

**Section 8.** Each local PTA shall collect dues from its members and shall remit a portion of such dues to the Wisconsin PTA as provided in Article VII hereof.

**Section 9.** Each local PTA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the number symbol #.

**Section 10.** There shall be no proxy voting by any constituent association of National PTA.

## **Article VII: Membership and Dues**

**Section 1.** Every individual who is a member of a local PTA organized under the authority of a state constituent association is also a member of the National PTA and of the Wisconsin PTA. Members of local constituent 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 shall conduct an annual enrollment of members but may admit individuals to membership at any time.

**Section 4.** Each member of a local PTA shall pay such annual dues as may be determined by the association. The amount of such dues shall include the portion payable to the Wisconsin PTA - (the "state portion") - and the portion payable to the National PTA - (the "national portion").

**Section 5.** The national portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per annum.

**Section 6.** The amount of the state portion of each member's dues shall be determined by the Wisconsin PTA. The Wisconsin PTA portion of each member's dues shall be three dollars (\$3.00) per annum.

**Section 7.** The state and national portions of the dues paid by each member of a local PTA shall be set aside by the local PTA and remitted to the Wisconsin PTA through such channels and at such times as the state PTA bylaws may provide. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

**Section 8.** The membership year shall be established by the Wisconsin PTA Board of Directors.

**Section 9.** 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 10.** 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. If, by November 1, a local PTA has failed to remit its first installment of annual dues, it will not be recognized as a PTA in good standing for the current year and further service from the state office may be withheld until such remittance is made.

**Section 11.** The Wisconsin PTA shall make remittances, on a monthly basis, to the National PTA of the amounts due to the National PTA. Each remittance shall be accompanied by a statement of the dues received by the Wisconsin PTA from all local PTAs within its area for the month covered by the report. Such statement shall show the name and location of each local PTA, the amount paid by it to the Wisconsin PTA, and the number of new members in each local PTA.



**Section 12.** A new PTA will be considered a PTA in good standing at the time that the first installment of dues has been received at the state office and the bylaws have been approved. If both of the above conditions have been met by March 1 of the current school year, a new PTA shall be chartered at the State PTA Annual Meeting and shall be allowed voting delegates at the annual meeting.

**Section 13.** A PTA which has not submitted a dues installment by the November 1 deadline will be contacted by the Wisconsin PTA to assess the status of the unit. 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.

**Section 14.** Honorary State Life Membership

- a. Honorary State Life Membership may be conferred for distinguished service by any local PTA, council, region or the state board of directors, upon any person who has done outstanding work for PTA. Payment of a set fee must be made to the Wisconsin PTA.
- b. Honorary State Life Membership shall carry neither the right to vote nor to hold office.
- c. Honorary State Life Members must pay dues to a local unit/WALU to be entitled to all rights and privileges of active membership status.

## **Article VIII: Officers--Election and Vacancies**

**Section 1.** The officers of the Wisconsin PTA shall be a president, a president elect, a vice-president, a secretary and a treasurer.

**Section 2.** The president elect, vice president, secretary and treasurer shall be elected at the WI State PTA Annual Meeting in the odd numbered calendar year by the voting body of the annual meeting.

**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 the Wisconsin PTA:

- a. Each officer shall be a member of a local PTA chartered by the Wisconsin PTA.
- b. No officer may be eligible to serve more than one (1) two-year term in the same office.
- c. 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.
- d. Each officer must have served a minimum of one (1) year on the state board or will have served one (1) full term on the board of a local PTA/council by the time they take office.
  1. The officer candidate coming from a local unit/council shall meet the appropriate requirement:
    - (a) President elect candidates shall have served as president at the local level.

(b) Vice president, secretary and treasurer candidates shall have served in any elected position at the local level.

e. Only a member of a local PTA whose consent has been secured shall be eligible for nomination either by the nominating committee or from the floor.

**Section 5.** Each officer elected at an annual meeting shall take office on July 1 and shall serve for a term of two (2) years or until their successor is elected.

**Section 6. Vacancies**

a. A vacancy in the office of president will be filled by the president-elect. If the president-elect serves as president for less than 1 (one) year he/she shall continue to serve as president in the following term. If there is also a vacancy in the office of president-elect the vice president shall assume the responsibilities of the office of president until a new president is elected. If neither officer is able to serve the office of president shall be filled in the following order: Immediate Past President, Treasurer, Secretary. If any of these officers previously served as president they would still be able to serve as acting president.

b. If a vacancy occurs in the office of president-elect,

1. the board of directors shall elect an acting president-elect.

c. The acting president-elect must have served for minimum of one (1) year on the WI PTA board of directors or will have served one (1) full term as president on the board of a local PTA/council by the time they take office.

(a) Election shall be by ballot.

(b) If a ten (10) day notice of the election has been given to the members of the WI PTA Board of Directors, a majority vote shall elect, otherwise, a two-thirds (2/3) vote of the members present shall be necessary.

2. An acting president-elect will not be eligible to assume the office of president in the case of a vacancy of that office.

3. While the office is vacant, the president shall assign the duties of the president-elect to other board members.

4. The acting president-elect shall serve until a new president-elect is elected by the delegates at a Wisconsin State PTA business meeting.

(a) If the vacancy occurs more than 4 months prior to the next WI State PTA business meeting an election will be held at that business meeting.

(b) If the vacancy occurs less than 4 months prior to the business meeting, the election will be held at the following WI PTA business meeting allowing time for a nominating

committee to be elected and for candidates to be nominated according to the procedures below.

5. The acting president-elect can run for the president-elect or president position at the election assuming they have not previously held those positions.
- d. A vacancy in any other office shall be filled by an acting officer elected by the Board of Directors at its next meeting.
  1. The acting officer is not required to have previously served on the WI PTA Board of Directors.
  2. The acting officer shall be eligible to serve in the same position for which they fill the vacancy in future terms if they have met the requirements for being elected to office as described in Section 4.
  3. Election shall be by ballot.
  4. If a ten (10) day notice of the election has been given to the members of the board of directors, a majority vote shall elect, otherwise, a two-thirds (2/3) vote of the members present shall be necessary.
- e. Acting officers in any office are not included in the line of succession.

**Section 7.** Election of the nominating committee

- a. A nominating committee with an odd number of members, at least five (5), with only the committee chair being required to be a current member of the Wisconsin Board of Directors, and all other members of the committee being PTA members of a unit in good standing, shall be elected by the board of directors at the summer board meeting of each new term.
- b. At least (3) of the members must be present in order to hold a meeting of this committee.
- c. No more than two (2) members can be from the same region.
- d. No person is eligible to serve for two (2) consecutive elections on this committee.
- e. The president and president elect shall not serve as a member of the nominating committee.

**Section 8.** Duties of the Nominating Committee

- a. Shall select a slate of nominees for the positions of president-elect, vice-president, secretary, treasurer and all elected WI Board of Director committee and commission chairs.
- b. A copy of the committee's report giving the name of one (1) nominee for each office to be filled shall be sent to each member of the state board of directors at least sixty (60) days before the annual meeting.
- c. The names of the nominees for officer positions shall be published in the Wisconsin Parent-Teacher at least forty-five (45) days before the annual meeting.
- d. The committee shall report their slate of nominees for officer positions at the annual meeting during its first general session, at which time additional nominations may be made from the floor. Any accredited

voting delegate of the state annual meeting may nominate a candidate for any office provided the nominee meets the qualifications in Article VIII, Section 4, consent of nominee has been secured, and a 30-day written notice prior to the annual meeting of intent to run has been provided to the president.

- e. The names of the nominees for committee/commission chairs shall be sent to each member of the state board of directors at least thirty (30) days before the election.
- f. The committee shall report their slate of nominees for the elected committee and commission chair positions at the organizational meeting following the WI State PTA Annual Meeting in the odd-numbered calendar years.

## **Article IX: Duties of Officers**

**Section 1.** The president shall:

- a. preside at all meetings;
- b. serve as an ex officio member of all committees except the nominating committee;
- c. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors or executive committee;
- d. select a parliamentarian who shall be approved by the executive committee;
- e. appoint region advisors, Bulletin Editor, and all standing committee chairs not elected by the board;
- f. appoint members of commissions and specified standing committees;
- g. appoint not more than four (4) special project coordinators;
- h. invite up to eight (8) different liaisons from cooperative educational agencies to serve on the WI PTA Board with board approval;
- i. shall direct all activities of the state office. The state office shall be located in Madison, Wisconsin;
- j. submit an annual report on the Wisconsin PTA to the National PTA;
- k. designate the president-elect to act in the absence or inability of the president to perform the duties of said office.
- l. Shall be a member of the National Constituent Association Advisory Council (NCAAC).
  - 1. If the state president is unable to attend, the state president-elect, vice-president or a current elected officer designee may represent the president.

**Section 2.** The president-elect shall:

- a. be elected to succeed the current president
- b. act as an aide to the president;
- c. perform the duties of the president in the president's absence or inability to serve;
- d. 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

- e. be director of regions and councils, and in charge of the Leadership Committee;

**Section 3.** The vice-president shall:

- a. serve as an aide to the president;
- b. fulfill all duties and responsibilities as assigned by the president.

**Section 4.** The secretary shall:

- a. keep an accurate account of all meetings;
- b. be prepared to read the records of any previous meetings;
- c. file all records;

**Section 5.** The treasurer shall:

- a. maintain a full account of the funds of the Wisconsin PTA;
- b. cause to be kept a full and accurate account of the receipts and disbursements in books belonging to the Wisconsin PTA;
- c. render a written statement to the board of directors at each meeting;
- d. present an annual report of the financial condition of the organization;
- e. prepare or cause to be prepared an annual report for audit;
- 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;
- g. serve as chair of the finance committee;
- h. direct the collection and deposit of funds of the Wisconsin PTA in a depository approved by the board of directors;
- i. direct the disbursement of funds in accordance with the approved budget and/or upon direction of the board of directors. The orders upon the treasurer for the disbursement of funds shall be signed by the president;
- j. direct the remittance of the national portion of dues at such times as stated in the Bylaws of the National PTA;
- k. be required to ensure that the Wisconsin PTA carry an insurance policy that covers protection against the misappropriation of funds.
- l. other duties of the treasurer may be delegated to one or more staff personnel designated by the executive committee.
- m. perform such other duties as may be provided by these bylaws, prescribed by the parliamentary authority, or directed by the president, board of directors, or the executive committee.

**Section 6.** Immediate Past President

- a. Serve as the president of Wisconsin At Large Unit (WALU);
- b. Work with the bylaws chair to update the WALU bylaws as needed

- c. Serve as advisor to the executive committee and other committees as designated by Wisconsin PTA Policy.

**Section 7.** All officers shall:

- a. perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws;
- b. deliver to successors all official materials at least ten (10) days following the close of their terms of office.

## **Article X: Board of Directors**

**Section 8.** The affairs of the Wisconsin PTA shall be managed by the board of directors.

**Section 9.** Each board member shall be a member of a PTA unit chartered by Wisconsin PTA.

**Section 10.** The members of the board shall be:

- a. the elected officers;
- b. the immediate past president;
- c. the commission chairmen: Education, Membership;
- d. the region advisors;
  - 1. when a vacant region advisor position can be filled more than 30 days before the next regular Board of Directors' meeting, the president may call a special meeting of the Executive Committee to approve the appointment;
  - 2. if the region advisor candidate is found 30 days or less before the next regular Board of Directors' Meeting, the appointment shall be approved by the board of directors at that meeting;
- e. the chairmen of the standing committees;
- f. those appointees designated by the president with board confirmation; i.e., the bulletin editor, region advisors, liaison members, and all standing committee chairs not elected by the board, shall serve concurrently with the term of the appointing president.

**Section 11.** Duties of the board shall be:

- a. to exercise all power and authority over the affairs of the Wisconsin PTA during the interim between annual meetings, except that of modifying any action taken by the annual meeting, and provided that no debt or liability except for current expenses shall be incurred by the board, and provided that no project requiring the expenditures of the state money shall be entered into, except by an affirmative vote of a majority of the board members present and voting.
- b. to adopt rules for the transaction of its business provided they do not conflict with the bylaws of the Wisconsin PTA.
- c. to create, combine, or discontinue such standing committees as are necessary to carry out the educational programs of the Wisconsin PTA.

**Section 12.** If any member of the board of directors shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by motion adopted by the board of directors.

**Section 13.** Regular meetings of the board shall be held at least four (4) times during the fiscal year.

- a. An agenda for each board meeting shall be prepared by the president and secretary and furnished to each board member before the opening of the session.
- b. If a regular board meeting is cancelled due to a lack of quorum, the Executive Committee will hold a special meeting to decide if the missed board meeting will be rescheduled.
  1. If the meeting is not rescheduled, the Executive Committee shall create and oversee a plan to accomplish the work that would have been done at the regular board meeting.

**Section 14.** Notice of time and place of each regular meeting shall be given at least 30 days prior to the meeting.

**Section 15.** Special meetings of the board may be called by the president or when requested by seven (7) members upon ten (10) days' written notice to each member of the board.

**Section 16.** At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of business.

**Section 17.** 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 and all funds pertaining to the position shall be returned to the treasurer within fourteen days.

**Section 18.** Upon the completion of the term of president, he/she shall be ineligible to serve as an elected officer of the WI State PTA Board of Directors for a period of six (6) years.

**Section 19.** Each member of the board of directors shall submit an annual report to the Wisconsin PTA for the annual meeting.

**Section 20.** No person shall serve on the board of directors in more than one elected officer position at the same time.

## **Article XI: Executive Committee**

**Section 1.** There shall be an executive committee of the Wisconsin PTA, the members of which shall be:

- a. all elected officers;
- b. the immediate past president;

**Section 2.** Special meetings of the executive committee may be called by the president or upon written request of five (5) members with five (5) days' notice to each member of the executive committee.

**Section 3.** With urgent issues, the five-day (5) notice may be waived to allow an executive committee meeting with a majority participating.

**Section 4.** A majority of the executive committee shall constitute a quorum for the transaction of business.

**Section 5.** The executive committee shall:

- a. transact business referred to it by the board;
- b. act in emergencies between meetings of the board;
- c. make a report at each board meeting;
- d. make recommendations to the board on matters of policy and administration;
- e. decide questions of cooperation with other state organizations;
- f. approve the annual meeting program;
- g. appoint from recommendations made by the president, such employees as may be necessary to carry on the work of the Wisconsin PTA.

**Section 6.** The executive committee shall take no action in conflict with any action taken by the board of directors.

## **Article XII: Commissions/Committees**

**Section 1.** Such standing committees shall be created by the board of directors as may be required to carry out the educational programs of the Wisconsin PTA.

**Section 2.** Commission chairmen and standing committee chairmen shall be elected at the post-WI State PTA Annual Meeting Board of Directors meeting in the odd-numbers calendar years, by the newly elected officers, and newly appointed region advisors and the newly elected standing committee chairs whose positions are not elected by the board. Chairmen shall take office July 1 and shall hold offices for two (2) years or until their successors are elected.

**Section 3.** It shall be a duty of each commission and standing committee chair to endeavor to carry out the plans of work and make an annual report to the Wisconsin PTA Board of Directors.

**Section 4.** No chair shall be eligible for more than two (2) consecutive terms as chair of the same committee.

**Section 5.** A chair having served more than one-half (1/2) of a term shall be credited with having served that complete term.

**Section 6.** If a vacancy occurs in a chairmanship, the duties may be performed, until the next meeting of the board of directors, by a person chosen by the president. At its next meeting, the board of directors shall fill the vacancy.



**Section 7.** Special committees may be created by the executive committee and/or by the board of directors. The board of directors will elect members of some special committees and will empower the president to appoint the members of other special committees.

### **Article XIII: Electronic Meetings and Communication**

**Section 8.** Special meetings of the Wisconsin PTA Executive Committee and all Wisconsin PTA 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 and prior notification of the meeting has been given to the president and president elect.

**Section 9.** Regular and special meetings of the Wisconsin PTA Board of Directors shall be held in person.

**Section 10.** Electronic Voting

- a. All voting during electronic meetings shall be by voice roll call and that vote shall be recorded and included with the minutes in the approval process of those minutes.
- b. Voting by email shall not be permitted in any circumstances.

**Section 11.** Communication. Unless members indicate otherwise to the state president and the Wisconsin PTA office, all communications required by these bylaws, including meeting notices, may be sent electronically unless communication is otherwise specified in these bylaws.

### **Article XIV: Regions/Councils**

**Section 1.** Councils

- a. When either a city, county, or defined area has three or more local PTAs, those may be organized into city, county or area councils for the purpose of conferences, leadership training, and coordination of the efforts of local PTA units.
- b. Councils shall adopt bylaws in harmony with the Bylaws of the National PTA and with those of the Wisconsin PTA. Council bylaws and amendments shall be approved by the WI PTA Bylaws Committee. The bylaws of a council shall be deemed part of its articles of organization and its bylaws shall so provide.
- c. Each council is authorized to make its own rules for the transaction of its business provided these are in accordance with the bylaws of the Wisconsin PTA and the National PTA.
- d. A council shall not legislate for its local PTAs nor commit them to any line of action.
- e. Only local PTAs/PTSAs shall be members of a council.
- f. Rules for dissolving councils:
  1. A two-thirds (2/3) vote of the member units is necessary to carry a motion to dissolve.
  2. The state office shall be notified immediately.

## **Section 2. Regions**

- a. The state shall be divided by the state board of directors into such geographical regions as may be necessary to facilitate the administration of the affairs of the Wisconsin PTA to carry out its programs.
- b. The members of the local units within the region shall constitute the membership of each region.
- c. Each region shall have an advisor.
- d. The region advisors duties are determined by the state board of directors as follows:
  1. To supervise the region.
  2. To organize new PTAs and PTSAs.
  3. To present PTA work to non-PTA groups.
  4. To arrange for and preside at conferences of local PTAs and PTSAs within the region.
  5. To promote such work in their respective regions as may be determined from time to time by the executive committee and the board of directors.
- e. The region shall not legislate for the local PTAs/PTSAs.

## **Article XV: State and Local Relations**

**Section 1.** The state president and president-elect shall review any alleged violations by local PTAs or individual local/council officers of the National PTA Bylaws, the Wisconsin PTA bylaws, (or their own 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 Wisconsin PTA, and shall promptly report to the state board of directors the results of such review and its recommendations for action.

**Section 2.** 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 to remove the PTA officer(s) from office.

## **Article XVI: Wisconsin State PTA Annual Meeting**

**Section 1.** An annual meeting of the Wisconsin PTA shall be held annually in the spring, the time and place to be fixed by the board of directors. A notice of this meeting shall be sent by the state office to each local PTA and to each PTA council at least thirty (30) days prior to annual meeting.

**Section 2.** The annual meeting shall be the governing body of the Wisconsin PTA in all matters not previously determined by the official action of the National PTA.

- a. Resolutions shall be presented to the delegates for action in accordance with regulations outlined by the Resolutions Committee.
- b. Proposed changes in the National Legislation Program and legislative policy statements shall be presented to the annual meeting delegate body for action.
- c. Proposed retirements to the Wisconsin PTA Basic Policy and Wisconsin PTA Legislative Program shall be presented to the annual meeting delegate body, a two-thirds (2/3) vote is required to delete.

**Section 3.** Each local PTA shall be entitled to be represented at the annual meeting of the Wisconsin PTA by its president or alternate, and one (1) delegate or alternate for each twenty-five (25) members as shows on the books of the state treasurer as of March 1, preceding the annual meeting.

**Section 4.** Each PTA council shall be entitled to be represented at the annual meeting of the Wisconsin PTA by its president or alternate.

**Section 5.** The registration fee of the annual meeting shall be set by the board of directors.

**Section 6.** The meetings of the Wisconsin State PTA Annual Meeting shall be open to all members of the Wisconsin PTA upon payment of registration fee, but the privilege of making motions, debating, and voting shall be limited to the members of the board of directors, to presidents of councils/units or their alternate, and to accredited delegates from each local PTA. Accredited delegates must have held a membership in a local PTA unit for at least thirty (30) days prior to the annual meeting. A voting delegate shall have but one (1) vote though entitled to vote in any of several capacities.

**Section 7.** Thirty-five (35) voting members present at any business meeting of the annual meeting shall constitute a quorum.

**Section 8.** Cancellation of the WI State PTA Annual Meeting

- a. In the event of some great emergency such as war, epidemic, or disaster, the board of directors shall have the authority to determine whether or not an annual meeting shall be held; a two-thirds (2/3) vote shall decide, and the vote may be taken by mail. In the event no annual meeting is held, the board of directors shall have authority to plan procedures for conducting all necessary business by mail. Election shall be by mail.
- b. In the event the annual meeting is not held, two (2) meetings of the board of directors shall be held to take the place of the pre-annual meeting and the post-annual meeting board meetings; the time and place to be decided upon by the executive committee. All business assigned in the bylaws to pre-annual meeting and the post-annual meeting board meetings shall be transacted at these corresponding meetings.

- c. In the event an annual meeting is not held, these bylaws may be amended by mail, provided all requirements of Article XX are adhered to, and provided the amendments pertain to the emergency situation.
- d. In the event the election is conducted by mail
  - 1. Election shall be by ballot, and a plurality vote shall elect. The election board shall have charge of the election, which shall be in accordance with procedure adopted by the board of directors.
  - 2. The results of the election shall be reported to the board of directors at the meeting corresponding to the pre-annual meeting board meeting. Newly elected officers shall assume their duties July 1.
  - 3. In all elections by mail, each unit may cast its full vote in accordance with the provisions of Article XVI, Section 6.
  - 4. Any accredited voting delegate of the WI State PTA Annual Meeting may nominate a candidate for any office provided the nominee meets the qualifications in Article VIII, Section 4 and the consent of the nominee has been secured. Such a nomination must have the signature of at least five (5) local PTA members, and must be sent to the president of the state PTA 30 days prior to the vote.

## **Article XVII: National Convention**

**Section 1.** The Wisconsin PTA shall be entitled to accredit to the annual convention as its delegates:

- a. The president of the Wisconsin PTA;
- b. Five (5) delegates plus one (1) delegate from among the members of the state PTA for each one thousand (1,000) members, or major fraction thereof, of the Wisconsin PTA, as shown on the books of the secretary-treasurer of the National PTA as of March 31 preceding an annual meeting, and accredited by National PTA.

**Section 2.** The selection of the delegates, other than the president of Wisconsin PTA who shall be a delegate by virtue of office, shall be governed by the Wisconsin PTA board of directors.

## **Article XVIII: Fiscal Year**

The fiscal year of the Wisconsin PTA shall begin on July 1 and end on the following June 30.

## **Article XIX: Parliamentary Authority**

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

## **Article XX: Amendments**

**Section 1.** These bylaws may be amended at a WI State PTA Annual Meeting by a two-thirds vote of those present and voting, provided the amendments have been reviewed for recommendation by the board of directors, and notice of proposed amendments has been provided to constituent organizations 30 days prior to the opening of the annual meeting.

### **Section 2.**

- a. Amendments may be proposed to the Bylaws Committee by a PTA unit, a council, the Wisconsin PTA executive committee, or members of the state board of directors.
- b. Proposed amendments submitted by local PTA units and councils shall be sent to the chair of the state Bylaws Committee not later than January 15.
- c. All proposed amendments shall be submitted to the state board of directors, with recommendation from the Bylaws Committee, at its winter meeting.
- d. Proposed amendments, not recommended by the board of directors, may be presented by a submitting unit with the permission of two-thirds (2/3) of the delegates present and voting.
- e. Notice of the approved and unapproved proposed amendments to be presented at the annual meeting shall be sent to all PTA units, councils and members of the state board of directors at least 30 days before the annual meeting.

## Wisconsin PTA

Chartered June 7, 1910

Bylaw Amendments Approved by Membership: April 1993

Bylaws Reviewed: July 1994

Bylaw Amendments Approved by Membership: April 1995

Bylaw Amendments Approved by Membership: May 1996

Bylaw Amendments Approved by Membership: April 1997

7/99ks

Bylaw Amendments Approved by Membership: May 2000

Bylaw Amendments Approved by Membership: April 2001

5/01clb

Bylaws Reviewed: July 2001

Bylaw Amendments Approved by Membership: April 2002

Bylaw Amendments Approved by Membership: April 2003

Bylaw Amendments Approved by Membership: April 2006

Bylaw Amendments Approved by Membership: April 2008

Bylaw Amendments Approved by Membership: April 2009

Bylaws Amendments Approved by Membership: April 2010

Bylaws Amendments Approved by Membership: April 2011

5/11 pll

National PTA dues housekeeping change (\$1.75 to \$2.25)

6/11 pll

Bylaws Amendments Approved by Membership April 2012

6/12 ebc

Bylaws Amendments Approved by Membership April 2013

6/13 ebc

Bylaws Amendments Approved by Membership April 2014

Bylaws Amendments Approved by Membership April 2015

National PTA Purposes Housekeeping Change June 2015

Bylaws Amendments Approved by Membership April 2016

5/16 pll

National PTA Bylaws Conforming Changes April 2018

4/18 pll

Bylaws Amendments Approved by Membership April 2018

4/18 pll

Bylaws Amendments Approved by Membership April 2019

4/19 pll