

# Wisconsin PTA Local Unit Bylaws Form & Instructions

***This form is for all units exempt under Wisconsin PTA's group exemption. Units that were revoked and reinstated by the IRS or had their own tax exemption before becoming a PTA must use the Reinstated Unit Bylaws Form. Please contact the Wisconsin PTA if you are not sure which form to use.***

This packet has been created to make it easy for you to complete. You will need to use Word 2007 or higher to complete your bylaws. The document is restricted for editing with blanks where you need to fill in information, drop down boxes to select between options, and blanks at the end of the articles where additional provisions are allowed.

Essential information to keep in mind while completing your bylaws:

- PTA uses Roberts Rules of Order as a model in creating bylaws and in governing the association. Roberts Rules is a parliamentary authority used by most deliberative associations to ensure fair representation of members and democratic decision making.
- The standardized PTA bylaws include provisions that the Wisconsin PTA approved for the necessary protection of each PTA local unit chartered under Wisconsin PTA.
- The articles and sections marked with the number (#) symbol are provisions that are included by National and/or State PTA bylaws and cannot be amended in any way.
- **No articles, sections or words in the PTA Local Unit Standard Bylaws Form may be removed, unless they are written in *italics*.** The italicized words are put in as suggestions; they can be kept or deleted to suit your unit's needs.
- You may add provisions to any articles not marked with a # symbol if the additions do not conflict with any other part of your bylaws and if they will help in promoting the purposes of PTA. Helpful hints and minimums have been provided within the fill-in blanks.
- Additional information including step by step instructions is available on our website [www.wisconsinpta.org](http://www.wisconsinpta.org) or you can contact Wisconsin PTA for assistance [info@wisconsinpta.org](mailto:info@wisconsinpta.org).

## What's New in this Version?

- **Article V, Section 2g changes the deadline to submit proof of filing IRS required tax forms.**
- **Article VI, Section 7b removes the requirement to send in member contact information with dues payments.**
- **Article VII, Section 8b changes requirements for holding electronic meetings.**
- **Article IX, Section 6 has several changes and clarifications for the duties of the treasure.**

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## Steps to Review Bylaws

Form a bylaws committee with an uneven number of members (at least 3). The committee should elect a chair. Chair duties:

- Before the meeting the chair should:
  - Contact Wisconsin PTA if you need a current copy of your bylaws
  - Give a current copy of the unit bylaws that was approved and signed by Wisconsin PTA and the current fill in the blank bylaws form to each member of the bylaws committee to review
  - Set a meeting date, time and place
- During the meeting:
  - Review your current bylaws to see if you need to make changes
  - Compare your current bylaws to the current standardized form
  - Write up any proposed changes as amendments
- After the meeting
  - Transfer your information including the proposed changes into the current standardized form.

Present any proposed bylaws amendments at the next PTA meeting and post them at least 30 days prior to the vote to approve. Even if no changes are being made, the bylaws must still be posted and approved.

- Approve the proposed bylaws (with or without amendments) at a general membership meeting. A 2/3 affirmative vote by the members present and a quorum is needed to approve changes.

Print the signature page of the bylaws, have the bylaws committee sign and date the page. Scan the signature page into your computer as a PDF. Submit your bylaws and signature page in the compliance section of Givebacks (MemberHub). Do not concern yourself with removing these instructions from the packet before sending it in for approval. Make a copy to keep until your approved bylaws are returned to you.

- Your bylaws will be reviewed by the Wisconsin State PTA Bylaws committee and returned to you with one of 3 statuses:
  - Approved as submitted
  - Approved with best practice suggestions and/or housekeeping corrections
  - Returned for adjustment
    - The adjustments must be made, voted on, if necessary, and must be resubmitted by the date on the status report.
- Your current bylaws stay in effect until your new bylaws are approved and signed by Wisconsin PTA.

# Wisconsin PTA Local Unit Bylaws Form & Instructions

## Unit Bylaws Worksheet and Bylaws Overview

### Cover Page

Enter the PTA's legal Name \_\_\_\_\_

Choose either PTA or PTSA from the drop-down box

Enter the city the PTA is in \_\_\_\_\_

Enter your region \_\_\_ if you don't know your region, leave it blank and your bylaws reviewer will fill it in.

Enter a contact person. This will be the contact for Wisconsin PTA and the person who will be contacted when approved. \_\_\_\_\_

Enter the contact person's phone number (not the school's) \_\_\_\_\_

Enter the contact person's email \_\_\_\_\_

Leave the rest of the page blank

### Index Page

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

### Article I

Legal Name of PTA \_\_\_\_\_

Delete "*student*" if not a PTSA

Select PTA or PTSA from the 2 drop down boxes

City in which PTA is organized \_\_\_\_\_

### Article II

This article contains the purposes of PTA to which all units must adhere. No changes allowed.

### Article III

This article contains the basic principles by which PTA operates. No changes allowed.

### Article IV

This article contains what National requires of affiliated units. No changes allowed.

### Article V

This article contains what Wisconsin PTA requires of affiliated units. No changes allowed.

### Article VI

This article explains membership requirements. You may add provisions about your local dues. **Would you like add your local dues information?** \_\_\_\_\_

### Article VII Meetings

#### Section 1

Either monthly or list the specific months the PTA meets \_\_\_\_\_

Week and day of the month (e.g. second Tuesday) \_\_\_\_\_

Number of days required to change a meeting \_\_\_\_\_ (minimum 7)

#### Section 2

Number of days required to call a special meeting \_\_\_\_\_ (minimum 7)

#### Section 3

Election meeting month \_\_\_\_\_

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## Section 4

Number of people required to conduct business (quorum) \_\_\_\_\_ (must be at least the number of officers +1 or 10% of membership whichever is *greater*)

Do you have other provisions to add about your meetings \_\_\_\_\_?

## Article VIII Elections of Officers

### Section 2

List your officers and delete those you do not have. Choices are:

President

President Elect

Executive Vice President

Vice President and how many \_\_\_\_\_?

Secretary

Treasurer

Any other *elected* positions? \_\_\_\_\_

\*\*Co-officers will not be accepted. If you choose to have people share an office, you must divide its duties and create two positions with unique names (e.g. presiding president and programming president) and specify each position's duties in Article IX. Please contact the state bylaws chair for help.

### Section 3

Enter the date of the election meeting \_\_\_\_\_

### Section 3a

Enter the date officers start their duties \_\_\_\_\_ (e.g. July 1)

Choose either 1 or 2 years from the drop-down box.

### Section 4a

Enter the number of people on the nominating committee \_\_\_\_\_ (odd number at least 3)

### Section 5b

Choose an option:

In the case of a vacancy in the presidency who \_\_\_\_\_ (vice president, president elect, executive vice president) will either:

Assume the position or

Call an election. If an election is called, how many days' notice is required? \_\_\_\_\_

Do you have anything else to add about electing your officers? \_\_\_\_\_

## Article IX Duties of officers

### Sections 2 and 3

Delete these sections if you don't use these positions

### Section 4 Vice President

If you have more than one vice president, list what each one is responsible for \_\_\_\_\_ (e.g. VP of membership, etc.)

### Section 6e

Enter the dollar amount over which both a notice and 2/3 vote will be required for budget amendments \_\_\_\_\_ (between \$100 & \$500)

Add sections for each additional officer not already listed \_\_\_\_\_

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Add duties to existing positions if needed \_\_\_\_\_

Add anything else you want to say about your officers' duties

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## Article X Executive Board

### Section 1

List the people who will be on the board and delete those not on the board:

Principal? \_\_\_\_\_

Teacher Liaison? \_\_\_\_\_

Parliamentarian? \_\_\_\_\_

Others? \_\_\_\_\_

### Section 6c

How many days' notice will be required to call a special meeting of the board? \_\_\_\_\_

(minimum 3)

Add any other duties you want the board to have \_\_\_\_\_

Add anything else you want to say about your executive board

---

## Article XI Committees

### Section 3

Choose either "elected by" or "appointed by" from the drop-down box.

### Section 4

Choose either 1 or 2 years from the drop-down box.

Add anything else you want to say about your committees or their chairs & duties.

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**Article XII Fiscal Year (If you don't know these, write "don't know" and your bylaws reviewer will fill them in, if Sections 5 & 7 don't pertain to your unit write N/A)**

### Section 2

Enter your charter date \_\_\_\_\_

### Section 3

Enter your EIN number \_\_\_\_\_

### Section 4

Enter your National PTA Unit ID number \_\_\_\_\_

### Section 5

Enter your Wisconsin Registration to Solicit Certificate number \_\_\_\_\_

### Section 6

Enter your Wisconsin Sales Tax Certificate number \_\_\_\_\_

### Section 7

Enter you PTA incorporation number if incorporated \_\_\_\_\_

## Article XIII

This article lists Roberts Rules of Order as the PTA parliamentary authority. No changes allowed.

## Article XIV

This article contains the procedures for amending bylaws. No changes allowed.

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## Article XV

Do you have a PTA council that serves your area? If yes, contact your council for the answers to this section. If not, leave the NA after the title and move on. If you are not sure, contact the Wisconsin PTA office to find out.

## Signature Page

Enter the PTA name \_\_\_\_\_

Choose either PTA or PTSA from the drop-down box.

Print or type the names of 3 members.

Enter the date your membership approved these bylaws \_\_\_\_\_

Leave the rest of the lines blank. Print the bylaws and have your 3 members sign it. Scan the bylaws into your computer as a PDF. Submit the PDF in the compliance section in Givebacks.

## Standing Rules

Your unit can also adopt standing rules in addition to the bylaws. Standing rules relate to the details of the administration of the association rather than to parliamentary procedure or structure of the association. They do not need to be reviewed and approved by Wisconsin PTA. They require a majority affirmative vote of the body to which they apply, without previous notice and may be changed as needed and are usually adopted as the need for them arises. They are separate and subordinate to the bylaws.

Standing rules cover procedures such as:

- How to get a reimbursement
- How to request funding for a program
- Eligibility for scholarships or grants
- Committee chair duties
- Specific details for individual committee make up or work.

# 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 4/23, 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

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## ARTICLE I: Name

The name of this association is the \_\_\_\_\_ (local unit name) Parent Teacher Student Association 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's 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 November 15<sup>th</sup>.

Section 3. Each local PTA/PTSA 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 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 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 resources/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 in such form as may be required by the Wisconsin PTA.
- Section 8. PTA/PTSA membership is not transferable to another PTA/PTSA unit.

## **ARTICLE VII: Meetings of the Association**

- Section 1. Regular meetings of the association shall be held 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.
    - 1. Only PTA members shall be allowed to vote electronically.
    - 2. Attendance shall be taken by voice roll call and compared to the current membership list
    - 3. All voting during electronic meetings 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 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. All communications required by these bylaws, including meeting notices, may be sent electronically.

## **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*, \_\_\_\_ (qty) 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 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 *president-elect*, *executive or first vice president* shall 1) assume the office of the president for the remainder of the term 2) serve notice of an election to replace the president of not less than \_\_\_\_\_ (min 7) days. (choose either option 1 or 2 and delete the other)

## **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 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 two members who are not signers on any association accounts and do 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 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 annual financial review electronically as directed by 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 committee cannot be related by blood, marriage or living in the same household to any signer from the audit year or from the current year.
- r Request reimbursement by following the same procedure, however the check shall 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, 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.

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 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 \_\_\_\_\_ 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 \_\_\_\_\_ 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.

**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.



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)

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After your bylaws are approved by your membership, keep a copy for your records. Print your bylaws, sign and date them, then scan them into your computer. Submit the membership approved bylaws and signature on the compliance page in Givebacks.

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

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

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