

WISCONSIN

PTA

STATE BYLAWS

Wisconsin Congress of Parents and Teachers Inc.

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1 **Article I: Name**

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

4

5 **Article II: Purposes**

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

- 7 a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- 8 b. To raise the standards of home life;
- 9 c. To secure adequate laws that further the education, physical and mental health, welfare, and safety of children and youth;
- 10 d. To promote the collaboration and engagement of families and educators in the education of children and youth;
- 11 e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children
12 and youth; and
- 13 f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

14 **Section 2.** The purposes of the PTA are promoted through an advocacy and educational program directed toward parents,
15 teachers, and the general public; are developed through conferences, committees, projects, and programs; and governed and
16 qualified by the basic principles set forth in Article III.

17 **Section 3.** The association is organized exclusively for the charitable, scientific, literary, or educational purposes within the
18 meaning of Section 501(c)3 of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter
19 "Internal Revenue Code").

20

21 **Article III: Basic Principles**

22 The following are basic principles of the National PTA:

- 23 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- 24 b. The association shall work to engage and empower children, families and educators within schools and communities to
25 provide quality education for all children and youth and shall seek to participate in the decision-making process by
26 influencing school policy and advocating for children's issues, recognizing that the legal responsibility to make decisions
27 has been delegated by the people to boards of education, state education authorities, and local education authorities.
- 28 c. The association shall work to promote the health and welfare of children and youth and shall seek to promote collaboration
29 between parents, schools, and the community at large. The Wisconsin PTA or any of its divisions may cooperate with
30 other associations and agencies concerned with child welfare, but PTA/PTSA representatives shall make no commitments
31 that bind the group they represent.
- 32 d. Commitment to inclusiveness and equity, knowledge of PTA and professional expertise shall be guiding principles for
33 service in the association.
- 34 e. No part of the net earnings of the association shall inure to the benefit of, or be distributable to its members, directors,
35 trustees, officers, or other private persons except that the association shall be authorized and empowered to pay

36 reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes
37 set forth in Article II hereof.

38 f. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to
39 be carried on (i) by an association exempt from federal income tax under Section 501(c)3 of the Internal Revenue Code or
40 (ii) by an association, contributions to which are deductible under Section 170(c)2 of the Internal Revenue Code.

41 g. The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way,
42 including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any
43 candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by
44 propaganda or otherwise.

45

46 **Article IV: Constituent Associations**

47 **Section 1. The constituent associations of National PTA include:**

48 a. State constituent associations of National PTA that have been established in the 50 states of the United States, the District
49 of Columbia, the U.S. Virgin Islands, Puerto Rico, and Department of Defense education activity schools established by
50 the D.O. D. in the future hereinafter called state constituent associations; or

51 b. Local constituent associations organized under the direct authority of National PTA when there is no state constituent
52 association.

53 c. Local constituent associations organized under the authority of the state constituent associations.

54 **Section 2. Qualifications.**

55 a. Constituent associations of National PTA are any group which:

56 1. Meets the requirements established by the board of directors

57 2. Agree to and complies with Standards of Affiliation; and

58 3. Is approved by the board of directors

59 b. Local constituent associations organized under the authority of the state constituent associations shall meet the
60 qualifications of the state constituent associations.

61 **Section 3. Purposes and Principles.** The purposes and principals of National PTA as prescribed in Articles II and III of National
62 PTA bylaws, shall in every case also be the purposes and principals of each constituent association.

63 **Section 4. Governance.** Each state and local constituent association organized under the direct authority of National PTA shall
64 adopt bylaws for the governance of its association. Such bylaws shall not be in conflict with National PTA or their state nonprofit
65 corporate laws and are subject to review by the National PTA Bylaws committee.

66 **Section 5. Membership in Constituent Associations.** Membership in a PTA constituent association shall be open, without
67 discrimination, to anyone who believes in and supports the mission, purposes, and principles of National PTA and pay dues as
68 prescribed in Section 6 of this Article.

69 **Section 6. Dues.** Members shall pay annual dues, as may be determined by the constituent association, which shall include the
70 portion payable to the local and state PTA constituent association as determined by the local and state PTA constituent associations,

71 and the portion payable to National PTA as recommended by the board of directors and approved by a two-thirds vote of the voting
72 body at a National PTA Annual Meeting.

73 **Section 7. Dissolution.** Upon the dissolution of this association, after paying or adequately providing for the debts and obligations
74 of the association, association's financial holding, property, all records and all remaining assets shall be distributed to National PTA
75 in order to establish a new entity to service the state membership.

76

77 **Article V: Wisconsin PTA**

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

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

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

88 **Section 4.** The Wisconsin PTA may create or establish councils in counties, cities, or other areas designated by its board of
89 directors for the purpose of conference, leadership training, and coordination of the efforts of local PTAs and may prescribe the form
90 and content of the bylaws or other articles of organization of such councils. The local PTAs that shall be eligible for membership and
91 participation in the work of any council shall be determined by the Wisconsin PTA. Councils shall not legislate for local PTAs.

92 **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
93 National PTA Bylaws, the Wisconsin PTA is obligated:

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

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

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

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

111
112 **Article VI: Local PTAs/PTSAs**

113 **Section 1.** Local PTAs shall be organized and chartered under the authority of the Wisconsin PTA in the area in which the local
114 PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Wisconsin PTA
115 may in its bylaws prescribe. The Wisconsin PTA shall issue to each local PTA in its area an appropriate charter evidencing the due
116 association and good standing of the local PTA.

117 A local PTA in good standing is one that:

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

123 **Section 2.** Each local PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of
124 gross income, receipts, and disbursements of the association, including, specifically, the number of its members, the dues collected
125 from its members, and the amounts of dues remitted to the Wisconsin PTA. Such books of account and records shall, at all
126 reasonable times, be open to inspection by an authorized representative of the Wisconsin PTA as appointed by the Wisconsin State
127 PTA president or by a duly authorized representative of the National PTA.

128 **Section 3.** Each local PTA shall adopt bylaws for the government of the association as may be approved by the Wisconsin PTA.
129 Such bylaws shall not be in conflict with National PTA or state PTA bylaws. Such bylaws shall include an article on amendments
130 and shall include a provision establishing a quorum.

131 **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
132 subject to termination, in the manner and under the circumstances provided by the bylaws of the Wisconsin PTA.

133 **Section 5.** Each local PTA is obligated, upon withdrawal of its charter by the Wisconsin PTA:

- 134 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
135 agency as may be designated by the Wisconsin PTA or to another local PTA organized under the authority of the Wisconsin
136 PTA;
- 137 b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the
138 Wisconsin PTA or status as a constituent association of the National PTA;
- 139 c. To carry out promptly, under the supervision and direction of the Wisconsin PTA, all proceedings necessary or desirable
140 for the purpose of dissolving such local PTA; and
- 141 d. To lose its tax-exempt status as a local PTA unit organized under the authority of the Wisconsin PTA.

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

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

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

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

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

150

151 **Article VII: Membership and Dues**

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

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

156 b. Right to vote at local, state and National PTA meetings based upon the requirement of serving as a voting delegate.

157 Section 2. Membership in each PTA shall be open, without discrimination, to anyone who believes in and supports the mission
158 and purposes of National PTA.

159 Each local PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

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

163 Section 3. The national portion of each member's dues shall be determined by the voting delegates at the annual meeting of the
164 National PTA.

165 Section 4. The amount of the state portion of each member's dues shall be determined by the Wisconsin PTA. The Wisconsin
166 PTA portion of each member's dues shall be three dollars (\$3.00) per annum.

167 Section 5. The state and national portions of the dues paid by each member of a local PTA shall be set aside by the local PTA
168 and remitted to the Wisconsin PTA through such channels and at such times as the state PTA bylaws may provide. Each state PTA
169 shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

170 Section 6. The membership year shall be established by the Wisconsin PTA Board of Directors.

171 Section 7. The local unit treasurer shall keep the record for the national and state portions of the membership dues separate from
172 the funds of the local PTA.

173 Section 8. The state and national portion of the dues paid by each member shall be remitted to the Wisconsin PTA during the
174 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
175 be recognized as a PTA in good standing for the current year and further service from the state office may be withheld until such
176 remittance is made.

177 Section 9. The Wisconsin PTA shall make remittances, on a monthly basis, to the National PTA of the amounts due to the National
178 PTA. Each remittance shall be accompanied by a statement of the dues received by the Wisconsin PTA from all local PTAs within
179 its area for the month covered by the report. Such statement shall show the name and location of each local PTA, the amount paid
180 by it to the Wisconsin PTA, and the number of new members in each local PTA.

181 Section 10. A new PTA will be considered a PTA in good standing at the time that the first installment of dues has been received
182 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
183 school year, a new PTA shall be chartered at the State PTA Annual Meeting and shall be allowed voting delegates at the annual
184 meeting.

185 Section 11. A PTA which has not submitted a dues installment by the November 1 deadline will be contacted by the Wisconsin
186 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
187 be considered an active PTA and their charter shall be evaluated for withdrawal.

188 Section 12. Honorary State Life Membership

189 a. Honorary State Life Membership may be conferred for distinguished service by any local PTA, council, region or the state
190 board of directors, upon any person who has done outstanding work for PTA. Payment of a set fee must be made to the
191 Wisconsin PTA.

192 b. Honorary State Life Membership shall carry neither the right to vote nor to hold office.

193 c. Honorary State Life Members must pay dues to a local unit/WALU to be entitled to all rights and privileges of active
194 membership status.

195

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

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

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

200 **Section 3.** A majority vote shall be required for election.

201 **Section 4.** The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Wisconsin PTA:

202 a. Each officer shall be a member of a local PTA chartered by the Wisconsin PTA.

203 b. No officer may be eligible to serve more than one (1) three-year term in the same office.

204 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
205 such office.

206 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
207 board of a local PTA/council by the time they take office.

208 1. The officer candidate coming from a local unit/council shall meet the appropriate requirement:

209 (a) President elect candidates shall have served as president at the local level.

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

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

214 **Section 5.** Each officer elected at an annual meeting shall take office on July 1 and shall serve for a term of three (3) years or until
215 their successor is elected.

216 **Section 6.** Vacancies

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

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

224 (a) the board of directors shall elect an acting president-elect.

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

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

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

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

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

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

236 (b) If the vacancy occurs less than 4 months prior to the business meeting, the election will be held at the
237 following WI PTA business meeting allowing time for a nominating committee to be elected and for
238 candidates to be nominated according to the procedures below.

239 5. The acting president-elect can run for the president-elect or president position at the election assuming they
240 have not previously held those positions.

241 6. A vacancy in any other office shall be filled by an acting officer elected by the Board of Directors at its next
242 meeting.

243 7. The acting officer is not required to have previously served on the WI PTA Board of Directors.

244 8. The acting officer shall be eligible to serve in the same position for which they fill the vacancy in future terms if
245 they have met the requirements for being elected to office as described in Section 4.

246 (a) If a ten (10) day notice of the election has been given to the members of the board of directors, a majority
247 vote shall elect, otherwise, a two-thirds (2/3) vote of the members present shall be necessary.

248 9. Acting officers in any office are not included in the line of succession.

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

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

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

- 258 a. Shall select a slate of nominees for the positions of president-elect, vice-president, secretary, treasurer and all elected WI
259 Board of Director committee and commission chairs.
- 260 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
261 of the state board of directors at least sixty (60) days before the annual meeting.
- 262 c. The names of the nominees for officer positions shall be published in the Wisconsin Parent-Teacher at least forty-five (45)
263 days before the annual meeting.
- 264 d. The committee shall report their slate of nominees for officer positions at the annual meeting during its first general session,
265 at which time additional nominations may be made from the floor. Any accredited voting delegate of the state annual meeting
266 may nominate a candidate for any office provided the nominee meets the qualifications in Article VIII, Section 4, consent of
267 nominee has been secured, and a 30-day written notice prior to the annual meeting of intent to run has been provided to the
268 president.
- 269 e. The names of the nominees for committee/commission chairs shall be sent to each member of the state board of directors
270 at least thirty (30) days before the election.
- 271 f. The committee shall report their slate of nominees for the elected committee and commission chair positions at the
272 organizational meeting following the WI State PTA Annual Meeting in the odd-numbered calendar years.

273
274 **Article IX: Duties of Officers**

275 **Section 1.** The president shall:

- 276 a. preside at all meetings;
- 277 b. serve as an ex officio member of all committees except the nominating committee;
- 278 c. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed
279 by the board of directors or executive committee;
- 280 d. select a parliamentarian who shall be approved by the executive committee;

- 281 e. appoint region advisors, Bulletin Editor, and all standing committee chairs not elected by the board;
- 282 f. appoint members of commissions and specified standing committees;
- 283 g. appoint not more than four (4) special project coordinators;
- 284 h. invite up to eight (8) different liaisons from cooperative educational agencies to serve on the WI PTA Board with board
- 285 approval;
- 286 i. submit an annual report on the Wisconsin PTA to the National PTA;
- 287 j. designate the president-elect to act in the absence or inability of the president to perform the duties of said office.
- 288 k. Shall be a member of the National Constituent Association Advisory Council (NCAAC).
- 289 1. If the state president is unable to attend, the state president-elect, vice-president or a current elected officer
- 290 designee may represent the president.

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

- 292 a. be elected to succeed the current president
- 293 b. act as an aide to the president;
- 294 c. perform the duties of the president in the president's absence or inability to serve;
- 295 d. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed
- 296 by the president, the board of directors, or the executive committee
- 297 e. be director of regions and councils, and in charge of the Leadership Committee;

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

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

301 **Section 4.** The secretary shall:

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

305 **Section 5.** The treasurer shall:

- 306 a. maintain a full account of the funds of the Wisconsin PTA;
- 307 b. cause to be kept a full and accurate account of the receipts and disbursements in books belonging to the Wisconsin PTA;
- 308 c. render a written statement to the board of directors at each meeting;
- 309 d. present an annual report of the financial condition of the organization;
- 310 e. prepare or cause to be prepared an annual report for audit;
- 311 f. serve as chair of the finance committee;
- 312 g. direct the collection and deposit of funds of the Wisconsin PTA in a depository approved by the board of directors;
- 313 h. direct the disbursement of funds in accordance with the approved budget and/or upon direction of the board of directors.
- 314 The orders upon the treasurer for the disbursement of funds shall be signed by the president;
- 315 i. direct the remittance of the national portion of dues at such times as stated in the Bylaws of the National PTA;

- 316 j. be required to ensure that the Wisconsin PTA carry an insurance policy that covers protection against the misappropriation
317 of funds.
- 318 k. other duties of the treasurer may be delegated to one or more staff personnel designated by the executive committee.
- 319 l. perform such other duties as may be provided by these bylaws, prescribed by the parliamentary authority, or directed by the
320 president, board of directors, or the executive committee.

321 **Section 6.** Immediate Past President

- 322 a. Serve as the president of Wisconsin At Large Unit (WALU);
- 323 b. Work with the bylaws chair to update the WALU bylaws as needed
- 324 c. Serve as advisor to the executive committee and other committees as designated by Wisconsin PTA Policy.

325 **Section 7.** All officers shall:

- 326 a. perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws;
- 327 b. deliver to successors all official materials at least ten (10) days following the close of their terms of office.
- 328

329 **Article X: Board of Directors**

330 **Section 1.** The affairs of the Wisconsin PTA shall be managed by the board of directors.

331 **Section 2.** Each board member shall be a member of a PTA unit chartered by Wisconsin PTA.

332 **Section 3.** The members of the board shall be:

- 333 a. the elected officers;
- 334 b. the immediate past president;
- 335 c. the region advisors;
- 336 1. when a vacant region advisor position can be filled more than 30 days before the next regular Board of Directors'
337 meeting, the president may call a special meeting of the Executive Committee to approve the appointment;
- 338 2. if the region advisor candidate is found 30 days or less before the next regular Board of Directors' Meeting, the
339 appointment shall be approved by the board of directors at that meeting:
- 340 d. the chairmen of the standing committees;
- 341 e. special committee chairs designated by the president with board confirmation, shall serve concurrently with the term
342 of the appointing president.

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

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

351 **Section 5.** If any member of the board of directors shall at any time cease to meet the qualifications or fulfill the duties of the
352 position, that person may be removed from the board by motion adopted by the board of directors.

353 **Section 6.** Regular meetings of the board shall be held at least four (4) times during the fiscal year.

354 a. An agenda for each board meeting shall be prepared by the president and secretary and furnished to each board
355 member before the opening of the session.

356 b. If a regular board meeting is cancelled due to a lack of quorum, the Executive Committee will hold a special meeting
357 to decide if the missed board meeting will be rescheduled.

358 1. If the meeting is not rescheduled, the Executive Committee shall create and oversee a plan to accomplish the
359 work that would have been done at the regular board meeting.

360 **Section 7.** Notice of time and place of each regular meeting shall be given at least 30 days prior to the meeting.

361 **Section 8.** Special meetings of the board may be called by the president or when requested by seven (7) members upon ten
362 (10) days' written notice to each member of the board.

363 **Section 9.** At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of
364 business.

365 **Section 10.** Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a
366 member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and
367 responsibilities incident to such membership. All records, books, and other materials pertaining to the position shall be turned
368 over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen days.

369 **Section 11.** Upon the completion of the term of president, he/she shall be ineligible to serve as an elected officer of the WI State
370 PTA Board of Directors for a period of six (6) years.

371 **Section 12.** Each member of the board of directors shall submit an annual report to the Wisconsin PTA for the annual meeting.

372 **Section 13.** No person shall serve on the board of directors in more than one elected officer position at the same time.

373

374

375 **Article XI: Executive Committee**

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

377 a. all elected officers;

378 b. the immediate past president;

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

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

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

384 Section 5. The executive committee shall:

385 a. transact business referred to it by the board;

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

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

394

395 **Article XII: Committees**

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

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

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

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

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

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

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

411

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

413 Section 1. All meetings of the Wisconsin PTA Executive Committee, Board of Directors, and all Wisconsin PTA committee
414 meetings shall be authorized to be held by telephone conference or through other electronic communications media so long as
415 all the members can simultaneously hear each other and participate during the meeting and prior notification of the meeting has
416 been given to the president and president elect.

417 Section 2. Electronic Voting

418 a. All voting during electronic meetings shall be by voice roll call or anonymous and that result shall be recorded and
419 included with the minutes.

420 b. Voting by email shall not be permitted in any circumstances.

421 Section 2. Communication. All communications required by these bylaws, will be sent electronically.

422 **Article XIV: Regions/Councils**

423 Section 3. Councils

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

437 Section 4. Regions

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

450

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

452 Section 1. The state president and president-elect shall review any alleged violations by local PTAs or individual local/council
453 officers of the National PTA Bylaws, the Wisconsin PTA bylaws, (or their own bylaws) or other practices or activities, including
454 mismanagement of the unit and mishandling of funds, of local PTAs or PTA officer(s) that may tend to defeat the purposes and

455 basic principles of the Wisconsin PTA, and shall promptly report to the state board of directors the results of such review and its
456 recommendations for action.

457 Section 2. The Wisconsin PTA Board of Directors shall give due consideration to the report and shall accord the local PTA or
458 PTA officer(s) an opportunity to be heard and to respond to the report. If, upon such consideration and hearing, the Wisconsin
459 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
460 office, require the local PTA or PTA officer(s) to take appropriate action within a period of time stipulated by the Wisconsin PTA
461 Board of Directors. When such a requirement has been made by the Wisconsin PTA Board of Directors, and if the recommended
462 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
463 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
464 to remove the PTA officer(s) from office.

465

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

467 Section 1. An annual meeting of the Wisconsin PTA shall be held annually, the time and place to be fixed by the board of
468 directors. A notice of this meeting shall be sent to each local PTA and to each PTA council at least sixty (60) days prior to annual
469 meeting.

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

472 a. Resolutions shall be presented to the voting body for action in accordance with regulations outlined by the
473 Resolutions Committee.

474 b. Proposed changes in the National Legislation Program and legislative policy statements shall be presented during
475 the annual meeting voting body for action.

476 c. Proposed retirements to the Wisconsin PTA Legislation Program shall be presented to the annual meeting voting
477 body, a two-thirds (2/3) vote is required to delete.

478 Section 3. Each local PTA shall be entitled to be represented at the annual meeting of the Wisconsin PTA by its president or
479 alternate.

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

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

483 Section 6. The meetings of the Wisconsin State PTA Annual Meeting shall be open to all members of the Wisconsin PTA upon
484 payment of registration fee, and verification of membership to have the privilege of making motions, debating, and voting. Verified
485 members must have held a membership in a local PTA unit for at least thirty (30) days prior to the annual meeting. A verified
486 member shall have but one (1) vote though entitled to vote in any of several capacities.

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

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

- 489 a. In the event of some great emergency such as war, epidemic, or disaster, the board of directors shall have the
490 authority to determine whether or not an annual meeting shall be held; a two-thirds (2/3) vote shall decide, and the
491 vote may be taken by mail. In the event no annual meeting is held, the board of directors shall have authority to
492 plan procedures for conducting all necessary business by mail. Election shall be by mail.
- 493 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
494 of the pre-annual meeting and the post-annual meeting board meetings; the time and place to be decided upon by
495 the executive committee. All business assigned in the bylaws to pre-annual meeting and the post-annual meeting
496 board meetings shall be transacted at these corresponding meetings.
- 497 c. In the event an annual meeting is not held, these bylaws may be amended by mail, provided all requirements of
498 Article XX are adhered to, and provided the amendments pertain to the emergency situation.
- 499 d. In the event the election is conducted by mail
- 500 1. Election shall be by ballot, and a plurality vote shall elect. The election board shall have charge of the election,
501 which shall be in accordance with procedure adopted by the board of directors.
- 502 2. The results of the election shall be reported to the board of directors at the meeting corresponding to the pre-
503 annual meeting board meeting. Newly elected officers shall assume their duties July 1.
- 504 3. In all elections by mail, each unit may cast its full vote in accordance with the provisions of Article XVI, Section
505 6.
- 506 4. Any accredited voting delegate of the WI State PTA Annual Meeting may nominate a candidate for any office
507 provided the nominee meets the qualifications in Article VIII, Section 4 and the consent of the nominee has
508 been secured. Such a nomination must have the signature of at least five (5) local PTA members and must be
509 sent to the president of the state PTA 30 days prior to the vote.

510

511 **Article XVII: National Convention**

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

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

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

519

520 **Article XVIII: Fiscal Year**

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

522

523 **Article XIX: Parliamentary Authority**

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

527

528 **Article XX: Amendments**

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

- 532 a. Amendments may be proposed to the Bylaws Committee by a PTA unit, a council, the Wisconsin PTA executive
533 committee, or members of the state board of directors.
- 534 b. Proposed amendments submitted by local PTA units and councils shall be sent to the chair of the state Bylaws
535 Committee not later than December 31.
- 536 c. All proposed amendments shall be submitted to the state board of directors, with recommendation from the Bylaws
537 Committee, at its winter meeting.
- 538 d. Proposed amendments, not recommended by the board of directors, may be presented by a submitting unit with the
539 permission of two-thirds (2/3) of the delegates present and voting.
- 540 e. Notice of the approved and unapproved proposed amendments to be presented at the annual meeting shall be sent
541 to all PTA units, councils, and members of the state board of directors at least 30 days before the annual meeting.

542

543	Wisconsin PTA	
544	Chartered June 7, 1910	
545	Bylaw Amendments Approved by Membership: April 1993	
546	Bylaws Reviewed: July 1994	
547	Bylaw Amendments Approved by Membership: April 1995	
548	Bylaw Amendments Approved by Membership: May 1996	
549	Bylaw Amendments Approved by Membership: April 1997	7/99ks
550	Bylaw Amendments Approved by Membership: May 2000	
551	Bylaw Amendments Approved by Membership: April 2001	5/01clb
552	Bylaws Reviewed: July 2001	
553	Bylaw Amendments Approved by Membership: April 2002	
554	Bylaw Amendments Approved by Membership: April 2003	
555	Bylaw Amendments Approved by Membership: April 2006	
556	Bylaw Amendments Approved by Membership: April 2008	
557	Bylaw Amendments Approved by Membership: April 2009	
558	Bylaws Amendments Approved by Membership: April 2010	
559	Bylaws Amendments Approved by Membership: April 2011	5/11 pll
560	National PTA dues housekeeping change (\$1.75 to \$2.25)	6/11 pll
561	Bylaws Amendments Approved by Membership April 2012	6/12 ebc
562	Bylaws Amendments Approved by Membership April 2013	6/13 ebc
563	Bylaws Amendments Approved by Membership April 2014	
564	Bylaws Amendments Approved by Membership April 2015	
565	National PTA Purposes Housekeeping Change June 2015	
566	Bylaws Amendments Approved by Membership April 2016	5/16 pll
567	National PTA Bylaws Conforming Changes April 2018	4/18 pll
568	Bylaws Amendments Approved by Membership April 2018	4/18 pll
569	Bylaws Amendments Approved by Membership April 2019	4/19 pll
570	Bylaws Amendments Approved by Membership April 2023	4/23 glk