

MS PTA LOCAL UNIT BYLAWS

ARTICLE I: NAME

The name of this association is the _____
(Name of Unit)

Parent-Teacher Association (PTA/PTSA), whose address is _____

(Mailing Address, City, State, Zip Code)

It is a local PTA/PTSA unit organized under the authority of the Mississippi Congress of Parents and Teachers, better known as the Mississippi PTA, a branch of the National Congress of Parents and Teachers, better known as the National PTA.

**ARTICLE II: ARTICLES OF INCORPORATION

The articles of organization of a constituent association include (a) the bylaws of such association and (b) the certificate of incorporation or articles of incorporation of such association (in cases in which the association is a corporation) or the articles of association by whatever name (in cases in which the association exists as an unincorporated association).

**ARTICLE III: PURPOSES

Section 1. Objectives. The purpose or purposes (Objects) of the _____
(Unit Name)

PTA/PTSA, in common with those of the National PTA and the Mississippi PTA 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 advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- d. To promote the collaboration and engagement of families and educators in the education of children and youth;
- e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Section 2. Awareness. The purposes of the National PTA, the Mississippi PTA, and the _____ PTA/PTSA are promoted through
(Unit Name)
advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic principles set forth in Article IV.

Section 3. Federal Status. National PTA 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 IV PRINCIPLES**

The following are basic principles of the _____ PTA/PTSA Unit
(Name)
in common with those of the National PTA and the Mississippi PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities and local education authorities.
- c. The association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
- d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in National PTA and the Mississippi PTA
- e. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by all 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.
- f. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more non-profit 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 National PTA.
- g. The association or members in their official capacity 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 insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

ARTICLE V: RELATIONSHIP WITH NATIONAL PTA AND STATE PTA

****Section 1.** This PTA/PTSA shall be organized and chartered under the authority of the Mississippi PTA in the area in which this PTA/PTSA function, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Mississippi PIA may in its bylaws prescribe. The Mississippi PTA shall issue to this PTA/PTSA an appropriate charter evidencing the due organization and good standing of this PTA/PTSA.

A local PTA/PTSA in good standing is one which:

- a. adheres to the Objects and basic principles of the PTA;
- b. remits the national portion of the dues through the Mississippi PTA to reach the national office by dates designated by the National PTA;
- c. has bylaws approved according to the procedures of Mississippi PTA; and
- d. meets other criteria as may be prescribed by the Mississippi PTA.

****Section 2.** This PTA/PTSA shall adopt such bylaws for the government of the association as may be approved by the Mississippi PTA. Such bylaws shall not be in conflict with the Bylaws of the National PTA or the bylaws of the Mississippi PTA.

****Section 3.** Bylaws of each constituent association shall include an article on amendments.

****Section 4.** Each officer or board member of a constituent organization shall be a member of a local PTA/PTSA within its area.

****Section 5.** Each officer or board member of a local PTA/PTSA shall be a member of such local PTA/PTSA.

****Section 6.** This 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 Mississippi PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Mississippi PTA, or where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

****Section 7.** The charter of this PTA/PTSA shall be subject to withdrawal and the status of such organization as a PTA/PTSA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Mississippi PTA. '

****Section 8.** This local PTA/PTSA is obligated, upon withdrawal of its charter by the Mississippi PTA:

- a. to yield up and surrender all of its books and records and all of its assets and property of the Mississippi PTA or to such agency as may be designated by the Mississippi PTA or to another local PTA/PTSA organized under the authority of the Mississippi PTA.
- b. to cease and desist from the further use of any name that implies or connotes association with the National PTA or the Mississippi PTA or status as a constituent association of the National PTA; and
- c. to carry out promptly, under the supervision and direction of the Mississippi PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA/PTSA.

****Section 9.** This PTA/PTSA shall collect dues from its members and shall remit a portion of such dues to the Mississippi PTA as provided in Article VI hereof.

****Section 10.** Only members of a local PTA/PTSA who have paid dues for the current membership year may participate in the business of that association.

****Section 11.** Bylaws of each constituent association shall include a provision establishing a quorum.

****Section 12.** The members of the nominating committee for officers of a constituent association shall be elected by membership, Board of Directors/Managers, Executive Board, or Executive Committee.

****Section 13.** Each local PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of such of the Bylaws of the National PTA as are identified herein by a double star.

****Section 14.** The adoption of an amendment to any provision of the Bylaws of the National PTA identified by a double star 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. Notwithstanding the automatic character of the amending process, the local PTA/PTSA shall incorporate promptly such amendments in their respective bylaws.

#Section 15. Each local PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as identified by the state symbol #.

#Section 16. A local PTA/PTSA may dissolve and wind up its affairs in the following manner.

The executive committee (or other body that, under its bylaws manages the affairs of the local unit) shall adopt a resolution recommending that the local unit be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the local unit shall be:

- a. given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.
- b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the president of the Mississippi PTA at least twenty (20) days before the date fixed for such special meeting of the members.
- c. Only those persons who were members in good standing on the date of adoption of the resolution, and who continue to be members in good standing on the date of the special meeting, shall be entitled to vote on the question of dissolution.
- d. Approval of dissolution of the local unit shall require the affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote on the question of dissolution.
- e. A written report of said meeting, and any accumulated monies shall be submitted to the president of the Mississippi PTA no later than one week following said meeting.

ARTICLE VI: MEMBERSHIP AND DUES

****Section 1.** Every individual who is a member of this PTA/PTSA is, by virtue of that fact, a member of the National PTA and of the Mississippi PTA by which such local PTA/PTSA is chartered, and is entitled to all the benefits of such membership.

****Section 2.** Membership in this PTA/PTSA shall be made available without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the Bylaws of the National PTA, as may be prescribed in the bylaws of this PTA/PTSA, to any individual who subscribes to the Objects and basic policies of the National PTA.

****Section 3.** This PTA/PTSA shall conduct an annual enrollment of members, but may admit persons to membership at any time.

****Section 4.** Each member of this PTA/PTSA shall pay such annual dues to said association as may be prescribed by the association. The amount of such dues shall include the portion payable to the Mississippi PTA (the "state portion") and the portion payable to the National PTA (the "national portion").

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

#Section 6. The Mississippi PTA portion of each member's dues shall be one dollar twenty five cents (\$1.25) per annum.

Section 7. Each member of this PTA/PTSA shall pay annual dues of \$ _____ to the
(Amount)

association. The amount of such annual dues shall include the portion payable to the Mississippi PTA and the portion payable to the National PTA.

#Section 8. The state and National PTA portions of the dues paid by each member of this PTA/PTSA shall be set aside by this PTA/PTSA and remitted to the Mississippi PTA through such channels and at such times as the state bylaws may provide. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs/PTSAs in its area.

#Section 9. Only members of the association shall be eligible to participate in the business meetings, or to serve in any of its elective or appointed positions.

ARTICLE VII: OFFICERS AND THEIR ELECTIONS

****Section 1.** Each officer shall be a member of this PTA/PTSA.

Section 2. Officers and their election

- a. The officers of this association shall consist of a president, _____
(Number or Names of various VP's positions)
vice president (s), a secretary, and a treasurer.
- b. Officers shall be elected by ballot annually in the month of _____. However, if
(Month)
there is but one nominee for any office, election for that office may be by voice vote.
- c. Officers shall assume their official duties following the close of the meeting in
_____ and shall serve a term of _____ year (s) or until their successors are
(Month) *(Number)*
elected.
- d. A person shall not be eligible to serve more than two consecutive terms in the same office.

Section 3. Nominating Committee

- a. There shall be a nominating committee composed of _____ members who
(an uneven number, no less than 3)
shall be elected at a regular meeting of this PTA/PTSA at least one month prior to the election of officers. The committee shall elect its own chairman.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in _____ at which time additional
(Month)
nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 4. Vacancies:

A vacancy occurring in any office shall be filled for the unexpired term by a member elected by a majority vote of the executive board, notice of such election having been given. In case a vacancy occurs in the office of president, the first vice president shall serve notice of the election.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The president shall:

- a. preside at all meetings of the association and all meetings of the executive committee;
- b. perform such other duties as may be prescribed in these bylaws or assigned by the association, or by the executive board;
- c. be a member ex officio of all committees except the nominating committee;
- d. coordinate the work of the officers and committees of the association in order that the objects may be promoted; and
- e. appoint a parliamentarian, subject to the approval of the officers of the association.

Section 2. The vice president(s) shall:

- a. act as aide(s) to the president; and
- b. (in their designated order) perform the duties of the president in the absence or inability of that officer to serve.

Section 3. The secretary shall:

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

Section 4. The treasurer shall:

- a. have custody of all the funds of the association;
- b. keep a full and accurate account of receipts and expenditures;
- c. make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;

- d. have checks or vouchers signed by two persons, the treasurer and one other officer (Three officers may be designated to sign checks and vouchers with only two (2) signatures required.);
- e. present a financial statement at every meeting of the association and at other times when requested by the executive board;
- f. make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting);
- g. be responsible for the maintenance of such books of account and records as conform to the requirements of Article V. Section 6, of these bylaws;
- h. have the accounts examined annually or upon change of officers by an auditor or/and auditing committee of not fewer than three (3) members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.
- i. submit the books annually for an audit by an auditing committee selected by the executive board at least two (2) weeks before the meeting at which new officers assume duties.

#Section 5. The treasurer and all other persons authorized to handle funds and securities of the association shall be encouraged strongly to furnish to the association fidelity bonds in amounts of not less than ten thousand dollars (\$10,000.00). The expense of such bonds shall be borne by the local PTA/PTSA unit. A copy of the bond shall be provided to the Mississippi PTA upon issuance.

Section 6. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of term of office or in case of resignation, each office shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office. All records (secretary's minutes, treasurer's reports, and all other financial records) shall be kept on file for a period of not less than seven (7) years in order to comply with the Internal Revenue Code.

ARTICLE IX: EXECUTIVE BOARD

Section 1.

- a. The executive board shall consist of the officers of the association, the chair of the standing committees, and the principal/director of the school or a representative appointed by the principal/director of the school.
- b. The chairs of standing committees may be appointed the president, subject to the approval of the officers of the association.
- c. The president may appoint a parliamentarian, subject to the approval of the officers of the association.

- d. The executive board shall maintain records for a period of not less than seven (7) years in accordance with Article VIII, Section 5 of these bylaws.

Section 2. All of the Executive Board members shall be members of this PTA/PTSA.

****Section 3.** A PTA/PTSA member shall not serve as a voting member of a constituent association's board on the local, council, district, region, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

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 prepare and submit to the association for adoption a budget for the year; and
- g. to approve routine bills within the limits of the budget.

Section 5. Regular meetings 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. A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by the president or by a majority of the board, _____ days' notice having been given.
(Number)

ARTICLE X. MEETINGS

Section 1. At least _____ regular meetings of the association shall be held during the school year. Regular meetings of the association shall be held on _____ of each designated month. _____ days' notice shall be given of any change of date.
(Number - At Least Three) (Day of Week) (Number)

Section 2. Special meetings of the association may be called by the president or by a majority of the executive board, _____ days' notice having been given.
(Number)

Section 3. The annual/election meeting shall be held in _____
(Month)

Section 4. _____ members shall constitute a quorum for the transaction of
(*recommendation 10% to 20%*)
business in any meeting of this association.

ARTICLE XI: COMMITTEES

Section 1. Only members of the association shall be eligible to serve in any elective or appointive positions.

Section 2. The executive board may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the association. The term of each chair shall be _____ year(s) or until the selection of a successor.
(*number*)

Section 3. 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 4. The power to form special committees and appoint or elect their members rests with the association (unless the bylaws delegate this power to the president or the executive board).

Section 5. The president shall be a member ex officio of all committees except the nominating committee.

ARTICLE XII. COUNCIL MEMBERSHIP

(Applies only to local PTAs/PTSAs holding membership in a council of PTAs. If local unit does not hold membership in a council, skip Article XII and move on to Article XIII.)

Section 1.

- a. The association shall be represented in meetings of the _____ Council of
(*Name*)
Parent-Teacher Associations by the president or alternate, the principal/director or alternate, and _____ delegates or their alternates. All representatives to a council must be
(*Number*)
members of a local unit.
- b. Delegates and their alternates shall be chosen by election in _____.
(*Month*)
- c. Delegates to the _____ Council PTA shall serve for a term of _____
(*Name*) (*Number*)
year(s).

Section 2. This association shall pay annual dues of \$ _____ to the _____
(Amount) (Name)
Council of PTA as provided in the council bylaws.

ARTICLE XIII. FISCAL YEAR

The fiscal year of this PTA/PTSA shall begin on **July 1st** and end on **June 30th**.

**** ARTICLE XIV PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern National PTA in all cases in which they are applicable and in which they are not in conflict with Articles of Incorporation, the bylaws of the Mississippi PTA, National PTA bylaws, policies, and special rules of order.

ARTICLE XV: AMENDMENTS

Section 1.

- a. These bylaws may be amended at any regular meeting of the association by two thirds (2/3) vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting 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 (2/3) 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 Mississippi PTA shall be in accordance with the bylaws or regulations of the Mississippi PTA.

****Section 2.** The adoption of an amendment to any provision of the Bylaws of the National PTA identified by a double star shall serve automatically and without the requirement of further action by the local PTA/PTSA to amend correspondingly the bylaws of each local unit PTA/PTSA. Notwithstanding the automatic character of the amending process, the local PTA/PTSA shall promptly incorporate such amendments in their respective bylaws.

Section 3. The adoption of an amendment to any provision of the Mississippi 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.

APPROVED:

President's Name: _____
(Print or Type President's Name)

President's Signature: _____

Date _____

President's Contact Information:

Best Phone: _____ Cell Home Work

Alternate Phone: _____ Cell Home Work

E-mail: _____

Date PTA/PTSA Board voted to recommend proposed by-laws:

Date PTA/PTSA members voted to approve by-laws:

Revised 8/2016