

LOCAL UNIT BYLAWS

If your current bylaws were completed on a model dated prior to July 2009, the following revisions apply to your PTA and are effective immediately.

According to the Local Unit Bylaws The adoption of an amendment to any provision of the National PTA and the Pennsylvania PTA bylaws shall serve automatically and without the requirement of further action by this organization to amend their corresponding bylaws. Local PTAs/PTSAs shall promptly incorporate such amendments in their respective bylaws.

Please print out this document and attach it to your bylaws. Be sure to cross out the corresponding areas in your current bylaws and note in the margin that the amended article/section is attached to the end of the document.

Revisions from Pennsylvania PTA: Effective immediately.

Please replace the current bylaws Article III: Basic Policies in its entirety with the following:

ARTICLE III: BASIC POLICIES

The following are basic policies of the SOUTH FAYETTE ELEMENTARY PTA (PTA/PTSA name) PTA/PTSA in common with those of the National PTA and the Pennsylvania PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the schools and community to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, 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 organization shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among parents, schools, and the community at large.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the organization 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.
- e. Notwithstanding any other provision of these articles, the organization 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.
- f. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, 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 National PTA.
- g. The organization 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.

Revisions from Pennsylvania PTA: Effective immediately.
Please replace the current bylaws Article IV: Relationship with National PTA & Pennsylvania PTA
in its entirety with the following:

ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA & PENNSYLVANIA PTA

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

Section 2. Pennsylvania PTA provides services only to local PTAs that are in good standing. To participate in the Reflections Program at the state level and receive state mailings, local units must be in good standing.

Section 3. A local PTA/PTSA in good standing is one that:

- a. adheres to the Purposes and basic policies of the PTA;
- b. has bylaws approved according to the procedures of the Pennsylvania PTA;
- c. remits the National portion of the dues through the Pennsylvania PTA office to reach the National Office by dates designated by the National PTA;
- d. submits dues to the state PTA office postmarked no later than December 1;
- e. submits officers form to the state office immediately upon election of officers and no later than June 15 annually;
- f. forwards to the state office each year upon completion a copy of their Form 990N, 990, or 990EZ as required per IRS regulations;
- g. forwards a signed copy of all audit reports to the state office immediately following their adoption by the general membership; and
- h. meets other criteria as may be prescribed by the Pennsylvania PTA.

Revisions from Pennsylvania PTA: Effective immediately.
Please replace section 6 in its entirety and insert a new Section in the current bylaws Article VII:
Membership & Dues as follows:

ARTICLE VII: MEMBERSHIP & DUES

#Section 6. The state portion of each member's dues, to be determined by the Pennsylvania PTA, shall be two dollars and seventy five cents (\$2.75) per annum.

Section 9. Honorary Recognitions

- a. Honorary National Life Memberships may be conferred for distinguished service for which a fee shall be paid to the National PTA to become part of the Endowment Fund. Honorary Life Membership provides only national convention guest privileges upon payment of the convention registration fee.

- b. Honorary State Life Memberships may be conferred for distinguished service for which a fee shall be paid to the Pennsylvania PTA. The fee shall be deposited in the Hannah Kent Schoff Fund. Honorary State Life Membership provides only state convention guest privileges upon payment of the annual convention registration fee. An Honorary State Life Member may become an active member upon payment of dues in a local PTA.
- c. Child Advocacy Awards may be conferred for additional recognition of distinguished service for Pennsylvania PTA Honorary Life Members, for which a fee shall be paid to the Pennsylvania PTA. The fee shall be deposited in the Hannah Kent Schoff Fund.

Section 10. Dues

- a. The treasurer of this PTA/PTSA shall
 - 1. Send the completed membership form and four dollars and fifty cents (\$4.50) for the National and state portions of the dues of each member of this PTA/PTSA to the state PTA office.
 - 2. Return all current unused membership cards (postmarked by July 1) to the state PTA office or be charged annual dues for each card not returned.

Revisions from Pennsylvania PTA: Effective immediately.

Please note the following change in Article VIII: Officers, Section 1: the addition of #d subsections for the election of one (1) president, and one (1) treasurer. If your PTA does not currently elect these positions (one president, one treasurer), then you are in conflict with the requirements of the Pennsylvania PTA and need to correct this practice immediately.

ARTICLE VIII: OFFICERS

Section 1. The officers of this local PTA/PTSA shall consist of:

- #a. one (1) president;
- b. TWO (2) vice presidents;
- c. ONE (1) secretary(ies);
- #d. one (1) treasurer; and
- e. _____

Revisions from Pennsylvania PTA: Effective immediately.

Please replace Section 4. The treasurer shall . . . in the current bylaws Article IX: Duties of Officers in its entirety with the following:

Section 4. The treasurer shall

- # a. have custody of and maintain a full account of the funds of this local PTA/PTSA;
- b. submit dues as directed in Article VII Membership & Dues Section 10 of these bylaws;
- c. make disbursements as authorized by the executive board, or this local PTA/PTSA in accordance with the budget adopted by this local PTA/PTSA;
- # d. have checks or vouchers signed by two people (the treasurer and one other person);

- # e. provide a written financial statement to the executive board at each meeting;
- # f. present an annual report of the financial condition of this organization to the membership;
- # g. have the accounts examined annually by an auditor or an auditing committee of not fewer than three members, who are not authorized to sign checks. If satisfied that the treasurer's annual report is correct, they shall sign a statement to that fact at the end of the report. The auditing committee shall be elected by the executive board at least one month before the meeting at which new officers assume duties;
- #h. upon resignation of an officer during a term, have the accounts examined by an auditor or an auditing committee following the fiscal year end auditing procedures;
- #i. report the findings of the annual audit in writing to the executive board;
- #j. all audit reports shall be presented to the general membership for adoption at the first general membership meeting held after the completion of the report;
- #k. such books of account and records shall be open to inspection, at all reasonable times, by an officer of this PTA/PTSA, an authorized representative of the Pennsylvania PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA; and
- #l. if unit is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when there is a change of officers.
- m. forward to the state PTA office each year upon completion, a copy of the Form 990N, 990, or 990EZ as required per IRS regulations; and
- n. forward a signed copy of all audit reports to the state office immediately following their adoption by the general membership.