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IDAHO PTA  
LOCAL UNIT UNIFORM BYLAWS  
April 2015

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81 **UNIFORM BYLAWS FOR ALL IDAHO LOCAL PTA/PTSA UNITS**

82  
83 **ARTICLE I: NAME**

84  
85 The name of this association is the \_\_\_\_\_ Parents and Teachers,  
86 Inc./Parents, Teachers and Students, Inc. of \_\_\_\_\_ [your town, your  
87 state]. It is a local PTA/PTSA unit organized under the authority of the Idaho Congress of Parents and Teachers, Inc.  
88 (Idaho PTA), a branch of National Congress of Parents and Teachers (National PTA).  
89

90 **ARTICLE II: PURPOSES**

91  
92 **Section 1.** The purposes of this PTA/PTSA unit, in common with those of National PTA and Idaho PTA, are:

- 93  
94 a. To promote the welfare of children and youth in home, school, community, and place of worship.  
95  
96 b. To raise the standards of home life.  
97  
98 c. To secure adequate laws for the care and protection of children and youth.  
99  
100 d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently  
101 in the education of children and youth.  
102  
103 e. To develop between educators and the general public such united efforts as will secure for all children and  
104 youth the highest advantages in physical, mental, social, and spiritual education.  
105

106 **Section 2.** The purposes of this local PTA/PTSA unit are promoted, in cooperation with Idaho PTA and National  
107 PTA, through an advocacy and educational program directed toward parents, teachers, and the general public;  
108 developed through conferences, committees, projects, and programs; and governed and qualified by the basic  
109 policies set forth in Article III.

110  
111 **Section 3.** The association is organized exclusively for the charitable, scientific, literary, or educational purposes  
112 within the meaning of Section 501(c) 3 of the Internal Revenue Code or corresponding section of any future federal  
113 tax code (hereinafter referred to as "Internal Revenue Code").  
114

115 **ARTICLE III: BASIC POLICIES**

116  
117 **Section 1.** The following are basic policies of this local unit in common with those of National PTA:

- 118  
119 a. This association shall be noncommercial, nonsectarian, and nonpartisan.  
120  
121 b. The association shall work with the schools and community to provide quality education for all children and  
122 youth and shall seek to participate in the decision-making process establishing school policy, recognizing  
123 that the legal responsibility to make decisions has been delegated by the people to boards of education,  
124 state education authorities, and local education authorities.  
125  
126 c. The association shall work to promote the health and welfare of children and youth, and shall seek to  
127 promote collaboration among parents, schools, and the community at large.  
128

- 129 d. No part of the net earnings of the association shall inure to the benefit of, or be distributed to, its members,  
130 directors, trustees, officers, or other private persons except that the association shall be authorized and  
131 empowered to pay reasonable compensation for services rendered, and to make payments and distributions  
132 in furtherance of the purposes set forth in Article II hereof.  
133
- 134 e. Notwithstanding any other provision of these articles, the association shall not carry on any other activities  
135 not permitted to be carried on;  
136
- 137 i. by an association exempt from federal income tax under Section 501(c) 3 of the Internal  
138 Revenue Code or  
139
- 140 ii. by an association, contributions to which are deductible under Section 170(c) 2 of the Internal  
141 Revenue Code.  
142
- 143 f. Upon the dissolution of the association, after paying or adequately providing for the debts and obligations of  
144 the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or  
145 associations that have established their tax-exempt status under Section 501(c) 3 of the Internal Revenue  
146 Code and whose purposes are in accordance with those of National PTA.  
147
- 148 g. The association or members in their official capacities shall not, directly or indirectly, participate or  
149 intervene(in any way, including the publishing or distributing of statements) in any political campaign on  
150 behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its  
151 activities to attempting to influence legislation by propaganda or otherwise.  
152

153 **Section 2.** The following are basic policies of this local unit in common with those of Idaho PTA:  
154

- 155 a. The association shall be compliant with Idaho Statue Title 30, chapter 3 of the Idaho non-profit corporation  
156 act, sub sections 1-145, found at [www.legislature.idaho.gov](http://www.legislature.idaho.gov).  
157
- 158 b. PTA/PTSA membership lists shall not be released to outside interests.  
159
- 160 c. The Idaho Board of Directors reserves the right to revoke the charter should a Local Unit or Region violate  
161 the policies, ethics, or principles of PTA.  
162
- 163 d. The use of the Idaho PTA logo and/or trademark shall be limited to the official business of the organization.  
164 No individual or outside interest shall be allowed to use the Idaho PTA logo and/or trademark without  
165 endorsement or authorization from the Executive Committee.  
166
- 167 e. This local unit, or members in their official capacities, shall not endorse a commercial entity, or engage in  
168 activities not related to promoting the purposes of the PTA.  
169

170 **ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA & IDAHO PTA/GUIDELINES**  
171

172 **Section 1.** This local unit shall be organized and chartered under the authority of Idaho PTA in the area in which it  
173 functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as prescribed in  
174 these Idaho Bylaws. Idaho PTA shall issue to each Region Director and to the Idaho PTA VP of Membership Chair a  
175 regular report showing each local unit's progress for compliance of being a unit in good standing. Region Directors  
176 will follow-up with each local unit not in good standing and assist with criteria not met by designated date.  
177

178 **Section 2.** The following are Idaho PTA's requirements for this local unit to be in good standing:

- 179  
180 a. Adheres to the purposes and basic policies of Idaho PTA.  
181  
182 b. Adheres to the Local Unit Uniform Bylaws, and has Standing Rules in place and approved, using the  
183 template provided by Idaho PTA.  
184  
185 c. Completes and returns Officer and Chair roster to the Idaho PTA office annually by June 1<sup>st</sup> and anytime  
186 information/officers change or are added.  
187  
188 d. Completes and returns the Volunteer Service Report to the Idaho PTA office annually by September 15<sup>th</sup>.  
189  
190 e. Annually files IRS form 990 by the 15<sup>th</sup> of the 5<sup>th</sup> month following the end of the fiscal year (Fiscal year 7/1-  
191 6/30; 990 due by Nov 15<sup>th</sup> and fiscal year 1/1-12/31; 990 due by May 15<sup>th</sup>). Mail or email IRS confirmation to  
192 Idaho PTA office that it was filed.  
193  
194 f. Remits the national and state portion of the dues to the Idaho PTA office by November 1<sup>st</sup> and monthly  
195 thereafter as outlined in Article VI.  
196  
197 g. Remits the annual insurance premium to the Idaho PTA office by November 1<sup>st</sup>.  
198  
199 h. Meets other criteria as may be prescribed by Idaho PTA.  
200

201 **Section 3.** The articles of incorporations of this local unit shall include:

- 202  
203 a. The bylaws of such association.  
204  
205 b. The Certificate of Charter as an incorporated Idaho non-profit issued by the Idaho Secretary of State, Title  
206 30 chapter 3 sub section 1-145 of Idaho Code; or the Certificate of Existence as an unincorporated nonprofit  
207 as issued by the Idaho Secretary of State, Title 53 chapter 7 sub section 701-717 of Idaho Code, found at  
208 [www.legislature.idaho.gov](http://www.legislature.idaho.gov).  
209

210 **Section 4.** This local unit shall adopt such bylaws (Local Unit Uniform Bylaws) by Idaho PTA, for the governance of  
211 the association, approved by the voting body at convention. Such bylaws shall not be in conflict with the National  
212 PTA Bylaws or the Idaho PTA Bylaws.  
213

214 **Section 5.** Each officer or board member shall be a dues paying member of this local unit.  
215

216 **Section 6.** Voting by proxy is prohibited.  
217

218 **Section 7.** A unit member shall not serve as a voting member of this local unit's board while serving as a paid  
219 employee of, or under contract to, this local unit.  
220

221 **Section 8.** The current membership card shall expire October 31<sup>st</sup> of the following school year. Only members of  
222 this local unit who have paid membership service fees for the current membership year shall have voting privileges  
223 and be entitled to one (1) vote on each matter in the business of this local unit.  
224

225 **Section 9.** This local unit shall collect dues from its members and shall remit a portion of such dues to Idaho PTA as  
226 provided in Article VI hereof. Member information/membership lists shall not be released to outside interests.  
227

228 **Section 10.** The members of the nominating committee for officers of this local unit shall be elected by the general  
229 membership, the Board of Directors, or the Executive Committee as outlined in Article VII hereof.  
230

231 **Section 11.** This local unit shall keep such permanent books of account and records as shall be sufficient to  
232 establish the items of gross income, receipts, and disbursements of the association, including, specifically, the  
233 number of its members, the dues collected from its members, and the amounts of dues remitted to Idaho PTA. Such  
234 books of account and records shall at all reasonable times be open to inspection by an authorized representative of  
235 Idaho PTA or, when directed by Idaho PTA, by a duly authorized representative of National PTA.  
236

237 **Section 12.** The provisions of these bylaws relating to the withdrawal of the charter of a Local PTA/PTSA Unit shall  
238 parallel the provisions of the National PTA Bylaws relating to the withdrawal of the charter of Idaho PTA the Idaho  
239 PTA Bylaws in Article VI.  
240

241 **Section 13.** This local unit may dissolve and conclude its affairs in the following manner:  
242

- 243 a. The Region Director shall be consulted at least sixty (60) days prior to any vote taken to dissolve this local  
244 unit.
- 245
- 246 b. The Executive Committee of this local unit shall adopt a resolution recommending that this local unit be  
247 dissolved thus directing the question of such dissolution to a vote at a special meeting of this local units  
248 members.
- 249
- 250 c. Written or printed notice, stating the date, time, place of such special meeting for the purpose of dissolution  
251 shall be given to each member entitled to vote, at least thirty (30) days prior to the date of such meeting.  
252
- 253 d. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special  
254 meeting of members, shall be given to the President of Idaho PTA at least twenty (20) days before the date  
255 fixed for such special meeting of this local units members.  
256
- 257 e. Only the members of this local unit in good standing on the date of adoption of the resolution, and who  
258 continue to be members in good standing on the date of the special meeting, shall be entitled to vote on the  
259 question of dissolution.  
260
- 261 f. A quorum (as set in the unit's Standing Rules) being present, approval of dissolution of this local unit shall  
262 require an affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the  
263 special meeting.  
264
- 265 g. Upon dissolution, this local unit, after adequately providing for the debts and obligations of the association,  
266 must surrender all remaining assets (as outlined in Article III, Basic Policies) and to yield up and surrender  
267 all books, records and all material/property provided by National PTA or Idaho PTA to Idaho PTA.  
268
- 269 h. If this local unit disbands and is owed an insurance settlement, that insurance settlement will be sent to  
270 Idaho PTA. Idaho PTA will see to the proper disbursement of these funds.  
271
- 272 i. After dissolution, Idaho PTA shall invoke Article IV, Section 14 of the Local Unit Uniform Bylaws.  
273

274 **Section 14.** This local unit is obligated, upon withdrawal of its charter by Idaho PTA:  
275

- 276 a. To cease and desist from the further use of any name that implies or connotes association with or status as  
277 a constituent association of National PTA or Idaho PTA.

- 278  
279 b. To carry out promptly, under the supervision and direction of Idaho PTA, all proceedings necessary, or  
280 desirable, for the purpose of dissolving this local unit.  
281

282 **Section 15.** This local unit shall secure liability and bonding insurance through a carrier chosen by the Idaho PTA  
283 Board of Directors and must understand and follow the rules/guidelines of the policy. Annual insurance premiums are  
284 due to the Idaho PTA office by November 1<sup>st</sup> along with the first installment of state and national membership dues.  
285

286 **Section 16.** A local unit not in good standing:  
287

- 288 a. Cannot participate in the Reflections Art program.  
289  
290 b. Cannot send a voting delegate to Advocacy Day or State Convention.  
291  
292 c. Cannot participate in other PTA sponsored programs, apply for grants, or be eligible for awards and  
293 scholarships.  
294  
295 d. May affect your IRS tax-exempt status.  
296  
297 e. If all documents required under Article IV, Section 2 are not submitted, the local unit shall be placed on the  
298 "At-Risk" list on November 20<sup>th</sup> and be contacted by the Region Director (See "At-Risk" policy in the Idaho  
299 PTA Standing Rules). When the missing required documents are found to be completed, this local unit will  
300 be considered in good standing.  
301

302 **Section 17.** This local unit must have current copies of the following items on file (in their own procedure books)  
303 annually by November 30<sup>th</sup>.  
304

- 305 a. Approved annual budget;  
306  
307 b. Copy of IRS 990 filing and,  
308  
309 c. Adopted Standing Rules for current year (term date designed in Standing Rules).  
310

311 **Section 18.** This local unit practices responsible financial procedures as referenced in National PTA *Money Matters*  
312 and as outlined by Idaho PTA's chosen insurance policy.  
313

- 314 a. Each member of the Board of Directors has the fiduciary responsibility to make sure a financial review is  
315 done at the end of the PTA's unit's fiscal year. For example, a fiscal year ending on June 30<sup>th</sup>, the  
316 Treasurer shall close the books on or after June 30<sup>th</sup> and submit the books, records, and annual  
317 report/recap for financial review to an auditor or an auditing committee selected by the Board of Directors.  
318

319 **Section 19.** This local unit shall remit sales tax as required by the Idaho tax commission (see <http://tax.idaho.gov/i-1098.cfm>  
320 for details).  
321

322 **Section 20.** This local unit shall avail itself of the workshops, conferences, resources, and opportunities for  
323 leadership development offered by the region, state, and national levels of the PTA, with a minimum of one (1)  
324 elected officer or their designee attending one (1) leadership training session annually. Leadership training is defined  
325 as:  
326

- 327 a. Convention training workshops;

- 328
- 329 b. Idaho PTA sponsored officer training;
- 330
- 331 c. Region sponsored officer training, and
- 332
- 333 d. Other training as pre-authorized by the Idaho PTA Board of Directors.
- 334

335 **Section 21.** If a student at a non-PTA/PTSA unit school wishes to participate in Reflections, this student or their  
336 guardian must join any Local PTA/PTSA Unit within the region with a Reflections program, at that units' sole  
337 discretion. To participate in the Reflections program, that student, or their guardian, must be a member of a Local  
338 PTA/PTSA Unit in good standing within the state.

339

340 **Section 22.** This local unit shall adopt such bylaws as required by National PTA and by Idaho PTA. This local unit  
341 will be provided, by Idaho PTA, the Local Unit Uniform Bylaws approved by the voting body at convention. This local  
342 unit shall be self-governing in the areas not in conflict with the Local Unit Uniform Bylaws.

343

344 **Section 23.** In addition to the Local Unit Uniform Bylaws, this local unit shall adopt a set of Standing Rules, using the  
345 template provided by Idaho PTA to be used in conjunction with the Uniform Bylaws in the governing of this unit.  
346 Such Standing Rules shall not be in conflict with National Bylaws, Idaho Bylaws (provided by Idaho PTA and  
347 approved by the voting body at convention), or the Uniform Unit Bylaws. These Standing Rules shall be reviewed  
348 and adopted annually by the local unit's Executive Committee/Board. Amendments or additions, after initial adoption,  
349 shall be presented to the general membership of this PTA/PTSA unit for approval.

350

351 **Section 24.** The Idaho PTA is governed by Robert's Rules of Order, Newly Revised (see Idaho PTA Bylaws Article  
352 XVII). According to this authority there is no provision for co-officers (A division of authority). Therefore, Standing  
353 Rules which make provisions for co-officers should designate specific responsibilities for each person, such as who  
354 presides, who conducts the meeting if the person presiding is not present, who is the official delegate at the Region  
355 Conference, Advocacy Conference, State Convention, etc. This detail can be added to the end of the Standing  
356 Rules and since it will be an amendment to the rules, will need to be approved by the voting members at a general  
357 membership meeting. The provision for having co-officers is not recommended by Idaho PTA.

358

359 **Section 25.** Permanent records include all incorporation papers, EIN, PTA Charter, Bylaws and amendments, state  
360 or federal reports, check registers, accounts payable ledgers, minutes, financial reports, agendas, and membership  
361 numbers and the IRS 501(c)(3) Letter of Determination. Ten (10) year retention includes audit reports. Five (5) year  
362 retention includes budget, invoices, and petty cash reports. Such books of account and records shall at all  
363 reasonable times be open for inspection by an authorized representative of Idaho PTA or, when directed by Idaho  
364 PTA, by a duly authorized representative of National PTA.

## 365 **ARTICLE V: REGION MEMBERSHIP**

366

367 The following sections **must** correspond to the Idaho PTA Bylaws Article XIII and are provided as a guideline to Local  
368 PTA/PTSA Units.

369

370

371 **Section 1.** Region PTA's will hold an annual conference/meeting/training for the purpose of conducting necessary  
372 business (adopt budget, approve minutes, conduct elections, etc.), leadership development and exchange of ideas  
373 between Local Unit PTA/PTSA Unit members and State Board members.

- 374
- 375 a. The membership of the Region shall consist of the elected officers, committee chairs, and members only of
- 376 the PTA/PTSA local units within the Region area as defined by Idaho PTA. Schools that are actively



377 pursuing membership as a Local PTA/PTSA Unit may be invited by the Director of the Region in which they  
378 reside.

379  
380 b. The voting body has the privilege of making motions, debating, or voting at a Region meeting/conference  
381 and shall be limited to the members of the Region Board of Directors and elected officers from each local  
382 unit in GOOD STANDING within the Region.

383  
384 c. Quorum for Region conferences/meetings shall be three (3) members of the voting body from at least two  
385 (2) different local units and may include two (2) members of the Region Board of Directors. Voting by proxy  
386 is prohibited.

387  
388 d. This local unit shall be represented in meetings/conferences of the unit's Region PTA by the President, or  
389 appointed alternate. All representatives to the Region PTA must be members of this local unit.

390  
391 **Section 2.** Regions do not pay dues to National PTA but may collect dues from local units. Changes to Region dues  
392 shall be approved by the voting body.

## 393 **ARTICLE VI: MEMBERSHIP AND DUES**

394  
395  
396 **Section 1.** Every individual who is a member of this local unit organized by a state PTA or under direct authority of  
397 National PTA also is a member of National PTA and of Idaho PTA by which this unit is organized and, as such, is  
398 entitled to all the benefits of such membership.

399  
400 **Section 2.** Membership in this local unit shall be open, without discrimination, to anyone who believes in and  
401 supports the mission and purposes of National PTA.

402  
403 **Section 3.** This local unit shall conduct an annual enrollment of members, but may admit individuals to membership  
404 any time. Membership dues are determined in this unit's Standing Rules and approved by the membership. This  
405 local unit shall attain a minimum of five (5) members as of November 1<sup>st</sup> of the current membership year. Newly  
406 organized units shall have until November 1<sup>st</sup> of their second membership year to attain the minimum. Local  
407 PTA/PTSA Units with less than five (5) members as of November 1<sup>st</sup> of the current membership year will be placed  
408 on the "At-Risk" list and be contacted by the Region Director.

409  
410 **Section 4.** Each member of this local unit shall pay such annual dues as may be determined by the association in  
411 the unit's Standing Rules. The amount of the dues shall include the portion payable to the state PTA as determined  
412 by the state – the "State portion" – and the portion payable to National PTA – the "National portion" as recommended  
413 by the Board of Directors and approved by a two-thirds (2/3) majority of the voting body at the National PTA Annual  
414 Convention.

415  
416 **Section 5.** The amount of the state portion of each member's dues shall be recommended by the Idaho PTA Board  
417 of Directors and, if a change is warranted, approved by the voting delegates at an annual Idaho PTA State  
418 Convention. The Idaho PTA portion of each adult member's dues is currently five dollars and twenty-five cents  
419 (\$5.25) per annum. The amount of the nation portion of each member's dues shall be determined by National PTA.  
420 The national portion of each member's dues is currently two dollars and twenty-five cents (\$2.25) per annum.  
421 National PTA assessment increases shall be automatic according to changes made by National PTA.

422  
423 **Section 6.** PTA/PTSA's can charge a student rate of four dollars (\$4.00) per student between the grades of 6<sup>th</sup> and  
424 12<sup>th</sup> grade. These four dollars (\$4.00) would be two dollars and twenty-five cents (\$2.25) sent to National PTA and  
425 one dollar and seventy-five cents (\$1.75) for Idaho PTA.  
426

427 **Section 7.** The state and national portions of the dues paid by each member of this local unit shall be set aside by  
428 the Local PTA/PTSA and remitted to Idaho PTA. A member belonging to more than one unit shall pay all dues  
429 through each local unit in which he holds membership.  
430

431 **Section 8.** The first installment is due to the Idaho PTA office by November 1<sup>st</sup> and then new or changed data  
432 monthly thereafter. Each remittance shall be accompanied by a remittance form (found on Idaho PTA website) and a  
433 check payable to Idaho PTA for the state portion and national portion of PTA members for that reporting period. A  
434 spreadsheet, preferably electronic, should be emailed or mailed with the remittance form that includes each  
435 member's name and as much other info (email, address, phone) that your unit has gathered through your  
436 membership form.  
437

438 **Section 9.** Local PTA/PTSA Units with no dues recorded in the Idaho PTA office by November 20<sup>th</sup> will be  
439 considered "not in good standing". See Article VI, Sections 2 and 3 in the Idaho State Bylaws for details. Failure to  
440 remit the state and national portions of its per capita dues will result in the forfeiture of voting rights at PTA events  
441 until the amount has been paid and will disqualify any Reflections entries from participation in the Reflections  
442 program. See Article VI in the Idaho PTA Bylaws.  
443

444 **Section 10.** The current membership card shall expire October 31<sup>st</sup> of the following school year. Only members of  
445 this local unit who have paid membership service fees for the current membership year shall be entitled to one (1)  
446 vote on each matter in the business of this local unit.  
447

## 448 **ARTICLE VII: OFFICERS AND THEIR ELECTION / NOMINATING COMMITTEE**

449  
450 **Section 1.** There shall be at least four elected officers: President, Vice-President, Secretary, and Treasurer and any  
451 other officers as designated in this unit's Standing Rules. The elected officers shall comprise this local unit's  
452 Executive Committee.  
453

454 **Section 2.** Officers shall be elected in the month designated in this unit's Standing Rules.  
455

456 **Section 3.** Nominations from the floor are permitted, however every effort should be made to submit these name(s)  
457 to the presiding officer before the beginning of the meeting. When there is but one candidate for an office, the ballot  
458 for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.  
459

460 **Section 4.** The following provisions shall govern the qualifications and eligibility of individuals to be officers of this  
461 local unit:  
462

- 463 a. Each officer shall be a member of this unit;
- 464 b. No officer may be eligible to serve more than two consecutive terms in the same office, as designated in  
465 this local unit's Standing Rules, and  
466
- 467 c. A person who has served in an office for more than one half (1/2) of a full term shall be deemed to have  
468 served a full term in such office.  
469

470  
471 **Section 5.** Officers shall assume their official duties on the date designated in this local unit's Standing Rules and  
472 shall serve for a term of no more than two (2) years, as designated this local unit's Standing Rules, or until their  
473 successors are elected.  
474

475 **Section 6.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the Board  
476 of Directors. Election to fill a vacancy shall require a majority vote of the Board of Directors with at least ten (10) days

477 previous notice. If notice is not given, the election to fill the vacancy shall require a two-thirds (2/3) vote. In case a  
478 vacancy occurs in the office of President, the Vice-President, if applicable, shall serve notice of the election to the  
479 Board of Directors, if applicable, or the Executive Committee. If a president-elect has already been selected that  
480 person will assume the duties of President and complete the President's term of office.

481  
482 **Section 7.** A list of newly elected officers shall be submitted to the Idaho PTA Office and Region Director  
483 immediately after their election. Changes in officers and their addresses must be reported to the Idaho PTA Office  
484 and Region Director immediately.

485  
486 **Section 8.** The members of the nominating committee for officers of this local unit shall be elected by the general  
487 membership, the Board of Directors, or the Executive Committee. There shall be a nominating committee composed  
488 of an odd number, of at least three members, who shall be elected at a regular meeting at least one (1) month prior  
489 to the election of officers. The committee shall elect its own chairman. The Local Unit President may not be a  
490 member of the nominating committee.

- 491  
492 a. The nominating committee shall nominate an eligible person for each office to be filled and report its  
493 nominees at the annual meeting designated for elections in this local unit's Standing Rules. Additional  
494 nominations may be made from the floor however, every effort should be made to make these names  
495 known to the presiding officer before the beginning of the meeting.
- 496  
497 b. Only those individuals who are current members of this local unit and who have signified their consent to  
498 serve if elected shall be nominated for, or elected to, such office.
- 499  
500 c. The privilege of nomination and election to office for the ensuing year(s), in this unit, may be extended to  
501 individuals who are already members in good standing of a PTA/ PTSA in a school feeding into this school  
502 and who, upon nomination to office, pay dues to this unit.

503  
504 **Section 9.** The president-elect may call a meeting of the officers-elect, to ratify the appointments of chairmen,  
505 auditing committee and parliamentarian, if any, and to make plans for the coming year's work.

506  
507 **Section 10.** If an office remains unfilled after election, it shall be considered a vacant office to be filled by the board-  
508 elect.

## 509 510 **ARTICLE VIII: DUTIES OF OFFICERS**

511  
512 **Section 1.** The President shall:

- 513  
514 a. Preside at all meetings of this local unit, the Board of Directors and the Executive Committee;
- 515  
516 b. Serve as an ex-officio member of all committees except the nominating committee;
- 517  
518 c. Coordinate the work of the officers and committees of this local unit in order that the Purposes may be  
519 promoted;
- 520  
521 d. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary  
522 authority, or directed by the Board of Directors or Executive Committee;
- 523  
524 e. Appoint Chairs to serve on standing and special committees, subject to the approval of the Executive  
525 Committee;
- 526

- 527 f. Appoint, or be, the official representative of this local unit at Region PTA meetings, and
- 528
- 529 g. Oversee expenditures made, in accordance with approved budget.
- 530

531 **Section 2.** The Vice President(s) shall:

- 532 a. Act as aide(s) to the President;
- 533
- 534 b. Perform the duties of the President in his/her absence or inability to serve, and
- 535
- 536 c. Perform such other duties as may be provided for by these Bylaws, prescribed by the parliamentary
- 537 authority, or directed by the President, the Board of Directors or the Executive Committee.
- 538
- 539

540 **Section 3.** The Secretary shall:

- 541 a. Keep an accurate account of all meetings/events of this local unit, the Board of Directors and the Executive
- 542 Committee and at other times as directed by the President;
- 543
- 544 b. Be prepared to read the records of any previous meetings;
- 545
- 546 c. File all records;
- 547
- 548 d. Have available a current copy of the Local Unit Uniform Bylaws and unit's Standing Rules;
- 549
- 550 e. Keep updated as needed with amendments adopted by the Idaho PTA or National PTA;
- 551
- 552 f. Maintain a membership list;
- 553
- 554 g. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary
- 555 authority, or directed by the President, the Board Directors or the Executive Committee, and
- 556
- 557 h. Prepare minutes and notices of each meeting.
- 558
- 559 i. In the absence of the President and the Vice-President or their inability to act, the Secretary shall
- 560 temporarily perform the duties and exercise the powers of the President.
- 561
- 562

563 **Section 4.** The Treasurer shall:

- 564 a. Have custody and maintain a full account of the funds of this local unit;
- 565
- 566 b. File appropriate 990 Federal Tax Returns on an annual basis at the Fiscal Year end;
- 567
- 568 c. Make disbursements as authorized by the President, Executive Committee, or the General Membership of
- 569 this local unit, in accordance with the adopted budget;
- 570
- 571 d. Secure two (2) authorized signatures on all checks. Any two of the following are authorized to sign: elected
- 572 officers as designated in the unit's Standing Rules and not a relative to any other signor;
- 573
- 574 e. Keep accurate account of the receipts, disbursements and financial records in the books belonging to this
- 575 unit;
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- f. Provide a financial statement at each meeting showing deposit and expense activity, budget versus actual comparisons, and account balances to members of the Board and members of this local unit;
  - g. Remit membership dues, insurance premium, and volunteer service report to the state office by dates specified in the Idaho PTA Bylaws Article VI Section 2 or in these Local Unit Uniform Bylaws Article IV Section 2;
  - h. Prepare a detailed annual report of the financial condition of this local unit, which includes gross receipts and disbursements for the year and prepare for annual financial review;
  - i. Submit the books annually for an audit by an auditor, or auditing committee (made up of 3 people), selected by the Board of Directors (none can be a signer on the account) before the meeting at which new officers assume duties;
  - j. Report the findings of the annual audit to the Board of Directors at the next scheduled board meeting and to the general membership at the meeting designated in this unit's Standing Rules, and
  - k. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President, the Board of Directors or the Executive Committee.
  - j. In the absence of the President, Vice-President, and Secretary, or their inability to act, the Treasurer shall temporarily perform the duties and exercise the powers of the President.

## ARTICLE IX: BOARD OF DIRECTORS

604 **Section 1.** The affairs of this local unit shall be managed by the Board of Directors in the intervals between general  
605 membership meetings.  
606

607 **Section 2.** Each Board member shall be a member of this local unit.  
608

609 **Section 3.** The members of the Board shall be:  
610

- a. Elected officers (Executive Committee);
- b. Others listed as applicable in this local unit's Standing Rules, i.e., standing committee chairs, special committee chairs, teacher representatives, student representatives, and Principal or representative, and
- c. The President may appoint a parliamentarian, subject to approval of the Executive Committee.

617  
618 **Section 4.** Duties of the Board shall be to:  
619

- a. Carry out such business as may be referred to it by the membership;
  - b. Create special committees;
  - c. Present a report at the regular general membership meetings;
  - d. Select an auditor or an auditing committee to audit the Treasurer's books;
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- e. Prepare and submit an annual budget to the general membership for adoption;
- f. Approve payment of routine bills within the limits of the approved budget, and
- g. Adopt the local unit's Standing Rules.

**Section 5.** If any member of the Board of Directors, elected or appointed, shall at any time cease to meet the qualifications, fails to follow or is unable or unwilling to fulfill the duties and responsibilities outlined in the Local Unit Uniform Bylaws, Idaho Bylaws, and this unit's Standing Rules and/or is acting contradictory to the mission and purpose of the association, shall be asked to resign by vote of the Executive Committee. The individual shall be notified in writing of such action and the reason. In the event there is no voluntary resignation, the Board of Directors shall vote on removal from office. A two-thirds 2/3 vote is required. At least a ten (10) day notice must be given that the Board of Directors intends this action. Membership may also call for the removal of an officer. 10 days notice must be given to the Board of Directors in writing that the membership intends to take this action. 2/3 vote of the members present is required.

**Section 6.** Regular meetings of the Board shall be held with the date and time to be fixed in the unit's Standing Rules.

**Section 7.** Special meetings may be called by the President or when requested by a majority of members of the Board. The number of days notice required for a special meeting shall be designated in this unit's Standing Rules.

**Section 8.** At all meetings of the Board, a majority of the elected officers shall constitute a quorum. A telephone or email vote on an issue may be taken by the President only in the event of an emergency. Said vote is to be recorded into the minutes at the next Board of Directors meeting.

**Section 9.** Upon the expiration of the term of office, or when any member ceases to hold the office that entitles them to be a member of the Board, they shall automatically cease to be a member of the Board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the President and all funds pertaining to the position shall be returned to the Treasurer within fourteen (14) days.

## ARTICLE X: EXECUTIVE COMMITTEE

**Section 1.** The Executive Committee shall consist of the elected officers as defined in these Bylaws and this unit's Standing Rules.

**Section 2.** Special meetings of the Executive Committee may be called by the President or upon written request of two (2) members of the committee.

**Section 3.** A majority of the Executive Committee members shall constitute a quorum.

**Section 4.** Duties of the Executive Committee shall be to:

- a. Transact business referred to it by the Board of Directors;
- b. Appoint standing committee chairs and members;
- c. Approve the work of the committees;

- d. Act in emergencies between meetings of the Board of Directors; and
- e. Make a report at each Board of Directors meeting;

The Executive Committee shall take no action in conflict with any action taken by the Board of Directors.

## ARTICLE XI: COMMITTEES

**Section 1.** Only members of this local unit shall be eligible to serve in any elective or appointive positions.

**Section 2.** The Board of Directors may create such standing committees and special committees as it may deem necessary to promote the Purposes and work of this local unit. [Note: A special committee is created and approved for a specific purpose, it automatically goes out of existence when its work is done and a final report has been submitted.]

**Section 3.** The term of office of a committee chair shall be one year or until the selection of a successor.

**Section 4.** The chair of each committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee.

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

**Section 6.** The auditing committee shall:

- a. Review the books and financial records of this local unit annually;
- b. Present a written statement as to the correctness of the Treasurer's annual financial report to the Board of Directors at the meeting designated by the Standing Rules;
- c. Present the written statement set out in (b) above for adoption by this local unit at the meeting designated by the Standing Rules;
- d. Review the books upon resignation of the Treasurer and at any time deemed necessary; and
- e. Consist of at least three members, none of whose signature is on any of the financial accounts.

## ARTICLE XII: GENERAL MEMBERSHIP MEETINGS

**Section 1.** The months, dates, and number of regular meetings of this local unit will be specified in this unit's Standing Rules. The Standing Rules will be read and approved at the first Board of Directors/Executive Committee meeting of each school year and may be read by request at any meeting or shall be available for reading.

**Section 2.** Special general membership meetings of this local unit may be called by the President or by a majority of the Board of Directors/Executive Committee, seven (7) days notice having been given.

**Section 3.** The *Annual General Membership Meeting* shall be held in the month specified by this unit's Standing Rules, and shall be for the purposes of budget approval, reports of officers and committees, adoption of annual financial report/yearly audit, approval of unit membership dues if unit has increased above the dues required for

726 National PTA and Idaho PTA portions as outline in Article VI, Section 5 & 6 and conducting any other business that  
727 may arise.

728  
729 **Section 4.** A general membership meeting shall be held in the month preceding the State PTA Convention. At this  
730 meeting delegates to the State Convention will be announced and given direction for voting on state business. This  
731 may also be the meeting for the election of officers.

732  
733 **Section 5.** Non-members may speak to an issue or provide information with the approval of the majority of the voting  
734 members present.

735  
736 **Section 6.** The quorum for the transaction of business shall be specified in this unit's Standing Rules and shall  
737 include at least two (2) elected officers.

738  
739

### ARTICLE XIII: IDAHO PTA CONVENTION

740  
741 [The following sections **must** correspond to the Idaho PTA Bylaws, and are provided as a guideline to local units.]

742  
743 **Section 1.** This local unit (IF in good standing) may be represented by the President, or appointed alternate, and  
744 one (1) voting delegate. Then, for every twenty-five (25) members, one (1) voting delegate as shown on the Idaho  
745 PTA Treasurer's books on February 15<sup>th</sup> of the current calendar year.

746  
747 a. The annual State Convention of Idaho PTA is open to all members of Idaho PTA upon payment of the  
748 registration fee. Motions, debating and voting during the Idaho State Convention shall be limited to the  
749 Idaho PTA Board of Directors and accredited delegates from this local unit.

750  
751 b. Delegates and their alternates shall be chosen as specified in this unit's Standing Rules. All representatives  
752 to the Idaho PTA convention must be members of this local unit at the time he/she is elected to be a  
753 delegate.

754  
755 c. This local unit shall be entitled to at least one (1) delegate in addition to the President. Items needing voted  
756 on at the annual Convention should be brought before the members of the local unit for a vote so that voting  
757 delegates know how to vote on behalf of their local unit at Convention. A delegate votes on "behalf of" the  
758 local unit not as an independent.

759  
760 d. A credentialed delegate shall carry one (1) vote only.

761  
762 e. New or reinstated local unit representation shall be based on the membership shown on the Idaho PTA  
763 Treasurer's books ten (10) days prior to the State Convention.

764  
765

### ARTICLE XIV: IDAHO PTA ADVOCACY CONFERENCE

766  
767  
768 **Section 1.** This local unit (IF in good standing) may be represented by the President, or appointed alternate, and  
769 one (1) voting delegate. Then, for every twenty-five (25) members, one (1) voting delegate as shown on the Idaho  
770 PTA Treasurer's books on November 1<sup>st</sup> of the current calendar year.

771  
772



- 773 a. The Idaho Advocacy Conference is open to all members of Idaho PTA. Motions, debating and voting during  
774 the Idaho State Convention shall be limited to the Idaho PTA Board of Directors and accredited delegates  
775 from this local unit.  
776
- 777 b. Delegates and their alternates shall be chosen as specified in this unit's Standing Rules. All representatives  
778 to the Idaho Advocacy Conference must be members of this local unit at the time he/she is elected to be a  
779 delegate.  
780
- 781 c. This local unit shall be entitled to at least one (1) delegate in addition to the President. Items needing voted  
782 on at the conference should be brought before the members of the local unit for a vote so that voting  
783 delegates know how to vote on behalf of their local unit at Advocacy Conference. A delegate votes on  
784 "behalf of" the local unit not as an independent.  
785
- 786 d. A credentialed delegate shall carry one (1) vote only.  
787
- 788 e. New or reinstated unit representation shall be based on the membership shown on the Idaho PTA  
789 Treasurer's books ten (10) days prior to Advocacy Conference.  
790

791  
792 **ARTICLE XV: FISCAL YEAR / INTERNAL REVENUE SERVICE NUMBER**  
793

794 **Section 1.** The Fiscal Year and Internal Revenue Service Number shall be stated in this unit's Standing Rules.  
795

796 **ARTICLE XVI: PARLIAMENTARY AUTHORITY**  
797

798 **Section 1.** The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern this  
799 local unit in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National  
800 PTA Bylaws, the Idaho PTA Bylaws, or the Articles of Incorporation.  
801

802 **ARTICLE XVII: AMENDMENTS**  
803

804 **Section 1.** Proposed amendments/revisions to these Bylaws shall be submitted to the Idaho PTA Bylaws Committee  
805 for review and possible incorporation into these Local Unit Uniform Bylaws postmarked by October 1<sup>st</sup>.  
806

807 **Section 2.** If approved by the State Bylaws Committee, proposed amendments will be submitted, by the Bylaws  
808 Committee, to the Idaho PTA Board of Directors for review.  
809

810 **Section 3.** If approved by the Idaho PTA Board of Directors, proposed amendments will be presented to the Idaho  
811 PTA Convention Delegates, at the annual convention, for 2/3 adoption provided written notice of the proposed  
812 amendment, in its entirety, has been given in the call to convention.  
813

814 **Section 4.** The adoption of an amendment to any provision of the bylaws of Idaho PTA shall serve automatically and  
815 without the requirement of further action by this local unit. See Idaho PTA Bylaws Article XVIII for details.  
816

817 **ARTICLE XVIII: RESOLUTIONS**  
818

819 **Section 1.** State resolutions are a call for action regarding problems, situations or concerns that affect children and  
820 youth statewide. A resolution is a motion, which, because of its importance, is submitted in writing. Resolutions shall

821 consist of "be it resolved" statements. The resolved statements shall consist of items pertaining to an official position  
822 of Idaho PTA that needs legislative action by Idaho PTA legislature or specific action by the Idaho PTA and its  
823 members. These resolved statements will be supported by "where as" statements. The "where as" statements will  
824 provide the reasoning for the resolved statements. See appendix A-4 in the Idaho Standing Rules.  
825

826 **Section 2.** Resolutions shall originate only from Local PTA/PTSA Units, Regions, Idaho Board of Directors, their  
827 appointed Committee Chairs or the Executive Committee. In each case, the Resolution shall be signed by the  
828 President and the Secretary of the submitting Local PTA/PTSA Unit, Region, or of the State Committee.  
829

830 **Section 3.** Resolutions shall be forwarded to the Idaho PTA Office or the VP of Legislation by September 1<sup>st</sup>, to be  
831 considered for Advocacy Conference and by January 1<sup>st</sup>, to be considered for the Annual Convention.  
832

833 **Section 4.** All resolutions will be reviewed by the Legislative Committee. The committee will submit all resolutions to  
834 the Executive Committee and submit to the Board of Directors those resolutions it considers pertinent and within the  
835 scope of National PTA and Idaho PTA policies and mission. With the approval of the Board of Directors, the  
836 Legislative Committee will submit either to the Advocacy or Convention delegates all resolutions recommended for  
837 consideration for a two-thirds (2/3) vote being required for adoption.  
838

839 **Section 5.** Rejected resolutions will be handled by the VP of Legislation. He/She shall notify the group that  
840 submitted said resolution of the rejection and the reasons for the rejection. A rejected resolution may be brought to  
841 the convention floor with a two-thirds (2/3) affirmative vote of the Convention delegates to consider the resolution,  
842 providing the sponsor presents a copy of the Resolution to each voting delegate prior to the close of the first  
843 workshop.  
844