



IDAHO PTA  
LOCAL UNIT UNIFORM BYLAWS  
April 2024

(To be voted on at Idaho PTA Convention 2024)

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## UNIFORM BYLAWS FOR ALL IDAHO LOCAL PTA/PTSA UNITS IDAHO PTA LOCAL UNIT UNIFORM BYLAWS

Name of Unit \_\_\_\_\_ Unit Number \_\_\_\_\_ Region \_\_\_\_\_  
School Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

### ARTICLE I NAME

The name of this association is the \_\_\_\_\_ ~~Parents and Teachers, Inc./Parents, Teachers and Students, Inc. of \_\_\_\_\_ [your town, your state].~~ It is a local PTA/PTSA unit organized under the authority of the Idaho Congress of Parents and Teachers, Inc. (Idaho PTA), a branch of National Congress of Parents and Teachers (National PTA). **added above identifying information and simplified this section**

### ARTICLE II PURPOSES

**Section 1.** The Purposes of this PTA/PTSA unit, in common with those of the National PTA and the Idaho PTA, are:  
To promote the welfare of children and youth in home, school, community, and place of worship;  
To raise the standards of home life;  
~~To secure adequate laws for the care and protection of children and youth;~~  
**To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;**  
~~To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth; and~~  
**To promote the collaboration and engagement of families and educators in the education of children and youth;**  
~~To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.~~  
**To engage the public in united efforts to secure the physical, mental, emotional, spiritual and social well-being of all children and youth; and**  
**To advocate for fiscal responsibility regarding public tax dollars in public education funding.**

**Changed to reflect the purposes of the Idaho PTA Bylaws**

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

**Section 3.** This local unit is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future federal tax code (hereinafter "Internal Revenue Code").

### ARTICLE III BASIC POLICIES PRINCIPLES

**Changed to follow NPTA**

**Section 1.** The following are basic ~~policies~~ **principles** of this local unit, in common with ~~Idaho PTA and those of~~ National PTA:

- a. This association shall be noncommercial, nonsectarian, and nonpartisan.
- b. ~~The association 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.~~  
**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 parents, schools, and the community at large.
- d. No part of the net earnings of the association shall inure to the benefit of, or be distributed to, its members, directors, trustees, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article II hereof
- 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 an association exempt from federal income tax under Section 501(c) 3 of the Internal Revenue Code, or (ii) by an association, contributions to which are deductible under Section 170(c) 2 of the Internal Revenue Code.
- f. ~~Upon the dissolution of the association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations 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.~~  
updated and moved
- g. The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

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

- a. The association shall be compliant with Idaho Statute Title 30, chapter 3 of the Idaho Nonprofit Corporation Act, ~~sub sections 1-145~~, found at [www.legislature.idaho.gov](http://www.legislature.idaho.gov).

to simplify

- b. PTA/PTSA membership lists shall not be released to outside interests [without the consent of each individual member](#).

updated to align with state bylaws

- c. The Idaho PTA Board of Directors reserves the right to revoke the charter should a local unit ~~or Region~~ violate the policies, ethics, or principles of PTA.

doesn't relate to local units

- d. The use of the Idaho PTA logo and/or trademark shall be limited to the official business of the organization. No individual or outside interest shall be allowed to use the Idaho PTA logo and/or trademark without endorsement or authorization from ~~the Executive Committee~~ [Idaho PTA](#).
- e. This local unit, or members in their official capacities, shall not endorse a commercial entity, or engage in activities not related to promoting the purposes of the PTA.

Changed to reflect Idaho PTA bylaws

#### ARTICLE IV RELATIONSHIP WITH NATIONAL PTA AND IDAHO PTA / GUIDELINES

**Section 1.** This Local PTA/PTSA Unit shall be organized and chartered under the authority of Idaho PTA ~~in the area in which it functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as prescribed in these Idaho bylaws.~~ Idaho PTA shall issue to each Region Director ~~and to the Idaho PTA VP of Membership Chair~~ a regular report showing each local unit's progress for compliance of being a unit in good standing. Region Directors will follow-up with each local unit not in good standing and assist with criteria not met by designated date. [simplified and Idaho PTA can decide who makes the report](#)

**Section 2.** The following are Idaho PTA's requirements for this local unit to be in good standing [as per Idaho PTA Standards of Affiliation](#). [A local unit in good standing is one that:](#)

- a. Adheres to the purposes and basic policies of Idaho PTA.
- b. [Adopts and](#) adheres to the Local Unit Uniform Bylaws and has [Local Unit](#) Standing Rules in place and approved, using the template provided by Idaho PTA.
- c. Completes and returns ~~Officer and Chair~~ [Board](#) Roster to the Idaho PTA office annually by June 1<sup>st</sup> and anytime information/officers change or are added. [reflects name of form on website](#)

- d. Updates registered agent with the Idaho Secretary of State annually and anytime information/officers change. ~~from Idaho PTA website~~
- e. Completes and returns the Volunteer Service Report to the Idaho PTA office annually by September 15<sup>th</sup>.
- f. Annually files IRS form 990 by the 15<sup>th</sup> of the 5<sup>th</sup> 190<sup>th</sup> month following the end of the fiscal year (Fiscal year 7/1- 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> 191). Mail or email IRS confirmation of filing to the Idaho PTA office that it was filed. ~~simplified~~
- g. Remits the national and state portion of the dues to the Idaho PTA office by November 1<sup>st</sup> and monthly thereafter as outlined in Article VI, Section 6 .
- h. ~~Remits the annual insurance premium to the Idaho PTA office by November 1<sup>st</sup>.~~  
Remits proof of insurance to Idaho PTA annually. Local units may choose their insurance carrier. ~~from 2022 state bylaws~~
- i. Meets other criteria as may be prescribed by Idaho PTA.

**Section 463.** If all requirements as per the Idaho Standards of Affiliation are not met, the local unit shall be placed on the “at-risk” list and be contacted by the Region Director. When the required documents are completed, the local unit will be considered in good standing. A local unit not in good standing: ~~(need to go over below)~~

- a. Cannot participate in the Reflections Art program.
- b. Cannot send a voting delegate to Advocacy Day or State Convention.
- c. Cannot participate in other PTA sponsored programs, apply for grants, or be eligible for awards and scholarships.
- d. May affect your IRS tax-exempt status.
- e. ~~If all documents required under Article IV, Section 2 are not submitted, the local unit shall be placed on the “At Risk” list on November 20th and be contacted by the Region Director (See “At Risk” policy in the Idaho PTA Standing Rules). When the missing required documents are found to be completed, this local unit will be considered in good standing.~~

~~Changed to mirror state bylaws~~

**Section 474.** This local unit must have current copies of the following items on file (in their own procedure books) annually by November 30th

- a. Approved annual budget;
- b. Copy of IRS 990 filing and,
- c. Adopted Local Unit Standing Rules for current year (term date designed in Standing Rules).

~~relocated to mirror state bylaws~~

~~**Section 4.** This local unit shall adopt such bylaws for the governance of the association as may be approved by the Idaho PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the Idaho PTA Bylaws. remove duplicate of section 2 b~~

~~**Section 5.** Each officer or board member shall be a dues paying member of this local unit. – redundant with Board and Officers sections~~

~~**Section 48 5.** This local unit practices responsible financial procedures as prescribed by referenced in National PTA Money Matters and as outlined by the local unit’s insurance policy. Idaho PTA’s chosen insurance policy. Each member of the Board of Directors has the fiduciary responsibility to make sure a financial review is done at the end of the PTA’s unit’s fiscal year. For example, a fiscal year ending on June 30th, the Treasurer shall close the books on or after June 30th and submit the books, records, and annual report/recap for financial review to an auditor or an auditing committee selected by the Board of Directors.~~

~~relocated and updated to mirror state bylaws~~

~~**Section 496.** This local unit shall remit sales tax as required by the Idaho Tax Commission (see <http://tax.idaho.gov/i-1098.cfm> for details).~~

~~relocated to mirror state bylaws~~

~~**Section 7.** A unit member shall not serve as a voting member of this local unit’s board while serving as a paid employee of, or under contract to, this local unit redundant with Board and Officers sections~~

**Section 297.** This local unit shall avail itself of the workshops, conferences, resources, and opportunities for

leadership development offered by the region, state, and national levels of the PTA, with a minimum of one (1) elected officer or their designee attending one (1) leadership training session annually. Leadership training is defined as:

- a. Convention training workshops;
- b. Idaho PTA sponsored officer training;
- c. Region sponsored officer training,
- d. [Local unit officer training online courses from National PTA](#), and
- e. Other training as pre-authorized by the Idaho PTA Board of Directors.

~~relocated and updated to mirror state bylaws~~

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

~~**Section 3 8.** The articles of incorporations of this local unit shall include:~~

- a. The bylaws of such association.
- b. The Certificate of Charter as an incorporated Idaho nonprofit issued by the Idaho Secretary of State, Title 30 chapter 30 ~~sub-section 1-145~~ of Idaho Code; or the Certificate of Existence as an unincorporated nonprofit as issued by the Idaho Secretary of State, Title 53-30 chapter 27 ~~sub-section 701-717~~ of Idaho Code, found at [www.legislature.idaho.gov](http://www.legislature.idaho.gov). ~~from 2022 state bylaws (constituent organizations section)~~

~~**Section 6 9.** Only members who have paid dues for the current membership year shall have voting privileges.~~ Voting by proxy is prohibited.

~~relocated and updated to mirror state bylaws~~

~~**Section 9 10.** This local unit shall collect dues from its members and shall remit a portion of such dues to the Idaho PTA as provided in Article VI hereof. Member information/membership lists shall not be released to outside interests.~~ ~~moved to mirror state bylaws and redundant to Article III section 2b~~

~~**Section 24 11.** If a student at a non-PTA/PTSA unit school wishes to participate in Reflections, this student or their guardian must join any local PTA/PTSA unit, [in good standing](#), ~~within the region~~ with a Reflections program, at that unit's sole discretion. To participate in the Reflections program, that student, or their guardian, must be a member of a local PTA/PTSA unit in good standing within the state.~~

~~relocated to mirror state bylaws~~

~~**Section 15 12.** This local unit shall secure liability and bonding insurance through a carrier chosen by the Idaho PTA Board of Directors. Insurance payments are due November 15 with the first installment of state and national membership dues.~~

~~Each Local PTA/PTSA Unit shall secure liability and bonding insurance through a carrier chosen by the local unit. Local units may opt to purchase the insurance policy approved by the Idaho PTA board of directors at a reduced rate. Local units shall remit proof of liability and bonding insurance to Idaho PTA as stated on the Idaho Standards of Affiliation.~~ ~~taken from State bylaws article VI section 12~~

~~**Section 22 13.** This local unit shall adopt such bylaws as required by National PTA and by Idaho PTA. This local unit will be provided, by Idaho PTA, the Local Unit Uniform Bylaws approved by the voting body at convention. This local unit shall be self-governing in the areas not in conflict with the Local Unit Uniform Bylaws.~~

~~relocated to mirror state bylaws~~

~~**Section 23 14.** In addition to the Local Unit Uniform Bylaws, this local unit shall adopt a set of [Local Unit Standing Rules](#) ~~as per Idaho Standards of Affiliation~~, using the template provided by Idaho PTA to be used in conjunction with the ~~Local Unit Uniform Bylaws~~ in the governing of this unit. ~~Such Local Unit Standing Rules shall not be in conflict with National PTA Bylaws, Idaho PTA Bylaws (provided by Idaho PTA and approved by the voting body at convention), or the Local Unit Uniform Unit Bylaws.~~ These [Local Unit Standing Rules](#) shall be reviewed and adopted annually by the local unit's Executive Committee/Board. Amendments or additions, after initial adoption, shall be presented to the general membership of this PTA/PTSA unit for approval.~~

~~updated and relocated to mirror state bylaws~~

~~**Section 24 15.** The Idaho PTA is governed by Robert's Rules of Order, Newly Revised (see Idaho PTA Bylaws Article XVII). According to this authority there is no provision for co-officers (a division of authority). Therefore, [Local Unit](#)~~

Standing Rules which make provisions for co-officers should designate specific responsibilities for each person, such as who presides, who conducts the meeting if the person presiding is not present, who is the official delegate at the Region Conference, Advocacy Conference, State Convention, etc. This detail can be added to the end of the [Local Unit Standing Rules](#) and since it will be an amendment to the rules, will need to be approved by the voting members at a general membership meeting. The provision for having co-officers is not recommended by Idaho PTA.

[relocated to mirror state bylaws](#)

**Section 44 16.** This local unit 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 amounts of dues remitted to the Idaho PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Idaho PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

[relocated to mirror state bylaws](#)

**Section 25 17.** Permanent records include all incorporation papers, EIN, PTA Charter, Bylaws and amendments, state or federal reports, check registers, accounts payable ledgers, minutes, financial reports, agendas, and membership numbers and the IRS 501(c)(3) Letter of Determination. Ten (10) year retention includes audit reports. Five (5) year retention includes budget, invoices, and petty cash reports. ~~Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Idaho PTA or, when directed by Idaho PTA, by a duly authorized representative of National PTA.~~

[relocated to mirror state bylaws and redundant](#)

~~**Section 10.** The members of the nominating committee for officers of this local unit shall be elected by the General Membership, Board of Directors, or Executive Committee as outlined in Article VII hereof.~~ [redundant - Article VII, Section 8](#)

**Section 42 18.** The provisions of these bylaws relating to the withdrawal of the charter of a Local PTA/PTSA Unit shall parallel the provisions of the National PTA Bylaws relating to the withdrawal of the charter of Idaho PTA the Idaho PTA Bylaws in Article VI.

[relocated to mirror state bylaws](#)

**Section 43 19.** This local unit may dissolve and conclude its affairs in the following manner:

- a. The Region Director shall be consulted at least sixty (60) days prior to any vote taken to dissolve this local unit.
  - b. The Executive Committee of this local unit shall adopt a resolution recommending that this local unit be dissolved thus directing the question of such dissolution to a vote at a special meeting of this local unit's members.
  - c. Written or printed notice, stating the date, time, place of such special meeting for the purpose of dissolution shall be given to each member entitled to vote, at least thirty (30) days prior to the date of such meeting. [The notice must also include notification of loss of IRS 501\(c\)\(3\) status, membership in Idaho PTA and National PTA and accompanying programs and benefits.](#)
  - d. 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 Idaho PTA at least ~~twenty~~ [thirty \(20 30\)](#) days before the date fixed for such special meeting of this local unit's members.
  - e. Only the members of this local unit 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.
  - f. A quorum (as set in the [Local Unit Standing Rules](#)) being present, approval of dissolution of this local unit shall require an affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the special meeting.
  - ~~g. Upon dissolution, this local unit, after adequately providing for the debts and obligations of the association, must surrender all remaining assets (as outlined in Article III, Basic Policies) and to yield up and surrender all books, records and all material/property provided by National PTA or Idaho PTA to Idaho PTA.~~
- [Upon the dissolution of this unit, after paying or adequately providing for the debts and obligations of the](#)



unit, the remaining unit's financial holdings, property, all records and all remaining assets shall be distributed to Idaho PTA to be held in escrow and, if not claimed by the resolved unit within two (2) years, shall remain with the Idaho PTA in order to further the mission and purpose of the Idaho PTA.

changed to be in alignment with national PTA

- h. If this local unit disbands and is owed an insurance settlement, that insurance settlement will be sent to Idaho PTA. Idaho PTA will see to the proper disbursement of these funds.
- i. ~~After dissolution, Idaho PTA shall invoke Article IV, Section 14 of the Local Unit Uniform Bylaws.~~

relocated and updated to mirror state bylaws  
unnecessary

**Section 44 20.** This local unit is obligated, upon withdrawal of its charter by Idaho PTA:

- a. To cease and desist from the further use of any name that implies or ~~connotes~~ suggests association with or status as a constituent association of National PTA or Idaho PTA.
- b. To carry out promptly, under the supervision and direction of Idaho PTA, all proceedings necessary, or desirable, for the purpose of dissolving this local unit. ~~From state bylaws Article VI Section 20~~

relocated to mirror state bylaws

**Section 21.** ~~After withdrawal of the local unit charter, Idaho PTA will notify the IRS that the local unit no longer qualifies for tax exemption under the Idaho PTA group policy. From state bylaws Article VI, Section 21~~

updated to mirror state bylaws

## ARTICLE V REGION MEMBERSHIP

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

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

- a. The membership of the Region shall consist of the elected officers, committee chairs, and members only of the PTA/PTSA local units within the Region area as defined by Idaho PTA. Schools that are actively pursuing membership as a Local PTA/PTSA Unit may be invited by the Director of the Region in which they reside.
- b. The voting body has the privilege of making motions, debating, or voting at a Region meeting/conference and shall be limited to the members of the Region Board of Directors and elected officers from each local unit in good standing within the Region.
- c. Quorum for Region conferences/meetings shall be three (3) members of the voting body from at least two (2) different local units and may include two (2) members of the Region Board of Directors. Voting by proxy is prohibited.
- d. This local unit shall be represented in meetings/conferences of the unit's Region PTA by the President, or appointed alternate. All representatives to the Region PTA must be members of this local unit.

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

## ARTICLE VI MEMBERSHIP AND DUES

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

**Section 2.** Membership in this local unit shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA. ~~A member belonging to more than one unit shall pay all dues through each local unit in which he holds membership.~~

moved from section 7

**Section 3.** This local unit shall conduct an annual enrollment of members, but may admit individuals to membership any time. Membership dues are determined in the [Local Unit Standing Rules](#) and approved by the membership. This local unit shall attain a minimum of five (5) members as of November 1st of the current membership year. Newly



organized units shall have until November 1st of their second membership year to attain the minimum. Local PTA/PTSA Units with less than five (5) members as of November 1st of the current membership year will be placed on the "At-Risk" list and be contacted by the Region Director.

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

The amount of the state portion of each member's dues shall be recommended by the Idaho PTA Board of Directors and approved by the voting delegates at the annual Idaho PTA State Convention. **Per State Article VII, section 4 updated to mirror state bylaws**

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

The amount of the national portion of each member's dues shall be determined by National PTA. National PTA assessment increases shall be automatic according to changes made by National PTA no bylaws amendment is needed. **Per State Article VII, section 5, updated to mirror state bylaws**

~~**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 12<sup>th</sup> grade. This four dollars (\$4.00) would be two dollars and twenty five cents (\$2.25) sent to National PTA and one dollar and seventy five cents (\$1.75) for Idaho PTA.~~

The state and national portions of the dues paid by each member of this local unit be set aside by the Local PTA/PTSA Units and remitted to Idaho PTA. The adult member portion is \$7.50 (\$2.25 to National PTA and \$5.25 to Idaho PTA) and the student member portion is \$4.00 (\$2.25 to National PTA and \$1.75 to Idaho PTA). **Per State Article VII, section 6, relocated to mirror state bylaws**

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

**redundant**

~~**Section 8.** The first installment is due to the Idaho PTA office by November 1st and then new or changed data monthly thereafter. Each remittance shall be accompanied by appropriate documentation and member information. Refer to [idahopta.org](http://idahopta.org) for instructions and remittance options. a remittance form (found on Idaho PTA website) and a check payable to Idaho PTA for the state portion and national portion of PTA members for that reporting period. A spreadsheet, preferably electronic, should be emailed or mailed with the remittance form that includes each member's name and as much other info (email, address, phone) that your unit has gathered through your membership form. so we don't have to update bylaws as things change~~

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

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

**Section 10.** The membership year, in alignment with National PTA, shall be July 1 through June 30. Only members of this local unit who have paid membership service fees for the current membership year shall have voting privileges and be entitled to one (1) vote on each matter in the business of this local unit.

**Changing dates to align with national pta**

## ARTICLE VII OFFICERS AND THEIR ELECTION / NOMINATING COMMITTEE

**Section 1.** There shall be at least four elected officers: President, Vice-president, Secretary, and Treasurer and any other officers as designated in the [Local Unit Standing Rules](#). The elected officers shall comprise this local unit's Executive Committee.

**Section 2.** Officers shall be elected in the month designated in the [Local Unit Standing Rules](#).

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

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

- a. Each officer shall be a [dues paying](#) member of this unit [and cannot be a paid employee of this local unit](#)
- b. No officer may be eligible to serve more than two consecutive terms in the same office, as designated in the [Local Unit Standing Rules](#), and
- c. A person who has served in an office for more than one half (½) of a full term shall be deemed to have served a full term in such office.

**Section 5.** Officers shall assume their official duties on the date designated in the [Local Unit Standing Rules](#) and shall serve for a term of no more than two (2) years, as designated in the the [Local Unit Standing Rules](#), or until their successors are elected.

**Section 6.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the Board of Directors. Election to fill a vacancy shall require a majority vote of the Board of Directors with at least ten (10) days previous notice. If notice is not given, the election to fill the vacancy shall require a two-thirds (2/3) vote. In case a vacancy occurs in the office of President, the Vice-President, if applicable, shall serve notice of the election to the Board of Directors, if applicable, or the Executive Committee. If a president-elect has already been selected that person will assume the duties of President and complete the President's term of office.

**Section 7.** [An updated Local Unit PTA Board List should be provided to Idaho PTA after any election or change in officers.](#) ~~of newly elected officers shall be submitted to the Idaho PTA Office and Region Director immediately after their election. Changes in officers and their addresses must be reported to the Idaho PTA Office and Region Director immediately.~~

[simplified](#)

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

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

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

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

## ARTICLE VIII DUTIES OF OFFICERS

**Section 1.** The President shall:

- a. Preside at all meetings of this local unit, the Board of Directors and the Executive Committee;

- b. Serve as an ex-officio member of all committees except the nominating committee;
- c. Coordinate the work of the officers and committees of this local unit in order that the purposes may be promoted;
- d. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Board of Directors or Executive Committee;
- e. Appoint Chairs to serve on standing and special committees, subject to the approval of the Executive Committee;
- f. appoint, or be, the official representative of this local unit at Region PTA meetings, and
- g. Oversee expenditures made, in accordance with [the](#) approved budget.

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

- a. act as aide(s) to the president;
- b. perform the duties of the president in his/her absence or inability to serve, and
- c. 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.

**Section 3.** The Secretary shall:

- a. Keep an accurate account of all meetings/events of this local unit, the Board of Directors and the Executive Committee and at other times as directed by the President;
- b. be prepared to read the records of any previous meetings;
- c. file all records;
- d. have available a current copy of the Local Unit Uniform Bylaws and [the Local Unit Standing Rules](#);
- e. keep updated as needed with amendments adopted by the Idaho PTA or the National PTA;
- f. maintain a membership list;
- g. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President, the Board Directors or the Executive Committee; and
- h. Prepare minutes and notices of each meeting.
- i. In the absence of the President and the Vice-President or their inability to act, the Secretary shall temporarily perform the duties and exercise the powers of the President.

**Section 4.** The Treasurer shall:

- a. Have custody and maintain a full account of the funds of this local unit;
- b. File appropriate 990 Federal Tax Returns on an annual basis at the Fiscal Year end;
- c. Make disbursements as authorized by the President, Executive Committee, or the General Membership of this local unit, in accordance with the adopted budget;
- d. Secure two (2) authorized signatures on all checks. Any two of the following are authorized to sign: elected officers as designated in the [Local Unit Standing Rules](#) and not a relative to any other signor;
- e. Keep accurate account of the receipts and disbursements and financial records in the books belonging to this unit;
- 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, 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 the [Local Unit 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.
- l. 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

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

**Section 2.** Each Board member shall be a dues paying member of this local unit and cannot be a paid employee of this local unit.

clarify and align with Idaho PTA bylaws

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

- a. Elected officers (Executive Committee);
- b. Others listed as applicable in the Local Unit 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.

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

- 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;
- 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 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 the Local Unit 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 Local Unit 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 the Local Unit 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 the Local Unit 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 [Local Unit Standing Rules](#);
- c. present the written statement set out in (b) above for adoption by this local unit at the meeting designated by the [Local Unit 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 the [Local Unit Standing Rules](#). The [Local Unit 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 the [Local Unit 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 National PTA and Idaho PTA portions as outline in Article VI, section 6 and conducting any other business that may arise.

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

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

**Section 6.** The quorum for the transaction of business shall be specified in the [Local Unit Standing Rules](#) and shall include at least two (2) elected officers.

## ARTICLE XIII IDAHO PTA CONVENTION

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

**Section 1.** This local unit shall be represented at the annual meeting of the Idaho PTA by the President, or appointed alternate, and by one delegate for every twenty-five (25) memberships or major portion thereof, as shown on the State Treasurer's books on February 15<sup>th</sup> of that year.

- a. The annual State Convention of Idaho PTA is open to all members of Idaho PTA upon payment of the



registration fee. Motions, debating and voting during the Idaho State Convention shall be limited to the Idaho PTA Board of Directors and accredited delegates from this local unit.

- b. Delegates and their alternates shall be chosen as specified in the [Local Unit](#) Standing Rules. All representatives to the Idaho PTA convention must be members of this local unit at the time he/she is elected to be a delegate.
- c. This local unit shall be entitled to at least one (1) delegate in addition to the President. Items needing voted on at the annual Convention should be brought before the members of the local unit for a vote so that voting delegates know how to vote on behalf of their local unit at Convention. A delegate votes on "behalf of" the local unit not as an independent.
- d. A credentialed delegate shall carry one (1) vote only.
- e. New or reinstated local unit representation shall be based on the membership shown on the Idaho PTA Treasurer's books ten (10) days prior to the State Convention.

#### **ARTICLE XIV IDAHO PTA ADVOCACY CONFERENCE DAY**

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

- a. The Idaho ~~PTA Advocacy Conference Day~~ [Advocacy Day](#) is open to all members of Idaho PTA. Motions, debating and voting during the ~~Idaho State Convention~~ [Advocacy Day](#) shall be limited to the Idaho PTA Board of Directors and accredited delegates from this local unit.
- b. Delegates and their alternates shall be chosen as specified in the [Local Unit](#) Standing Rules. All representatives to the ~~Idaho Advocacy Conference Day~~ [Advocacy Day](#) must be members of this local unit at the time he/she is elected to be a delegate.
- c. This local unit shall be entitled to at least one (1) delegate in addition to the President. Items needing voted on at the ~~conference~~ [Advocacy Day](#) should be brought before the members of the local unit for a vote so that voting delegates know how to vote on behalf of their local unit at ~~Advocacy Conference Day~~ [Advocacy Day](#). A delegate votes on "behalf of" the local unit, not as an independent.
- d. A credentialed delegate shall carry one (1) vote only.

#### **ARTICLE XV ELECTRONIC MEETINGS AND COMMUNICATION**

**Section 1.** The Idaho PTA Board of Directors and all committees and subcommittees shall be authorized to meet by telephone conference or through other electronic communications media so long as all the members can simultaneously hear each other and participate during the meeting.

**Section 2.** In times of national emergency, pandemic, natural disaster, or other events making an in-person annual meeting and convention impossible, the Idaho PTA Board of Directors, upon majority vote, may convene the annual meeting and convention electronically or virtually, and with all business being conducted electronically. All actions adopted at an electronic or virtual meeting shall be official actions of the voting body.

**Section 3.** Unless members indicate otherwise to Idaho PTA, all communication required by these bylaws, including meeting notices, may be sent electronically unless otherwise specified in these bylaws.

taken from NPTA

#### **ARTICLE XVI PARLIAMENTARY AUTHORITY**

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

#### **ARTICLE XVII AMENDMENTS**

**Section 1.** Proposed amendments/revisions to these Bylaws shall be submitted to the Idaho PTA Bylaws Committee for review and possible incorporation into these Local Unit Uniform Bylaws ~~postmarked by October 1<sup>st</sup>~~: [90 days prior to convention](#).

Updated to reflect current practice

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

~~repetitive~~

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

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

## ARTICLE XVIII RESOLUTIONS

**Section 1.** State resolutions are a call for action regarding problems, situations or concerns that affect children and youth statewide. A resolution is a motion, which, because of its importance, is submitted in writing. Resolutions shall consist of "be it resolved" statements. The resolved statements shall consist of items pertaining to an official position of Idaho PTA that needs legislative action by Idaho PTA legislature or specific action by the Idaho PTA and its members. These resolved statements will be supported by "whereas" statements. The "whereas" statements will provide the reasoning for the resolved statements. See appendix A-4 in the Idaho Standing Rules.

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

**Section 3.** Resolutions shall be forwarded to the Idaho PTA Office or the VP of ~~Legislation-Advocacy~~ by November 1<sup>st</sup>, to be considered for Advocacy Conference and ~~by January 1<sup>st</sup>,~~ 90 days prior to be considered for the Annual Convention.

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

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

## ARTICLE XIX FISCAL YEAR / INTERNAL REVENUE SERVICE NUMBER

**Section 1.** The Fiscal Year and Internal Revenue Service Number shall be stated in the [Local Unit](#) Standing Rules.