

1 ***Harrington Elementary***

2 **PARENT TEACHER ASSOCIATION (PTA) BYLAWS**

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4
5 ***ARTICLE I: Name**

6
7 The name of this organization is the Harrington Elementary Parent Teacher Association (PTA), Area 15,
8 Plano, Texas. It is a Local PTA organized under the authority of the Texas Congress of Parents and
9 Teachers (Texas PTA), a branch of the National Congress of Parents and Teachers (National PTA).

10
11 ***ARTICLE II: Articles of Organization**¹

12
13 The articles of organization of this Local PTA include (a) the bylaws of such organization and (b) the
14 certificate of incorporation or articles of incorporation of such organization (in cases in which the
15 organization is a corporation) or the articles of association by whatever name (in cases in which the
16 organization exists as an unincorporated association).
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19

20 ***ARTICLE III: Purposes**

21
22 Section 1. The Purposes of the Harrington Elementary PTA, in common with those of the National PTA
23 and the Texas PTA, are:

- 24
25 a. To promote the welfare of children and youth in home, school, community and place of
26 worship.
27
28 b. To raise the standards of home life.
29
30 c. To secure adequate laws for the care and protection of children and youth.
31
32 d. To bring into closer relation the home and the school, that parents and teachers may cooperate
33 intelligently in the education of children and youth.
34
35 e. To develop between educators and the general public such united efforts as will secure for all
36 children and youth the highest advantages in physical, mental, social and spiritual education.
37

38 Section 2. The Purposes of the National PTA, the Texas PTA and this Local PTA are promoted through
39 an advocacy and educational program directed toward parents, teachers and the general public; developed

* Articles or sections marked with a star (*) are requirements of the National PTA or Texas PTA. They do not require a vote of the association and should be incorporated promptly and verbatim into the Local PTA bylaws.

¹ In an incorporated organization the individual has additional protection for his personal assets against any lawsuits. The corporation entity provides this protection. In an unincorporated organization there is a greater potential for each and every member to be sued because there is no corporation entity. Protection against loss of funds can alternatively be gained if the PTA has sufficient officers and liability insurance. A lawyer or the office of the Secretary of State should be contacted for detailed information on the steps necessary to become an incorporated PTA.

1 through conferences, committees, projects and programs; and governed and qualified by the basic policies
2 set forth in Article IV.

3
4 Section 3. The organization is organized exclusively for the charitable, scientific, literary or educational
5 purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section
6 of any future federal tax code (hereinafter referred to as “Internal Revenue Code”).
7

8 9 ***ARTICLE IV: Basic Policies**

10
11 The following are basic policies of this Local PTA in common with those of the National PTA and the
12 Texas PTA:

- 13
14 a. The organization shall be noncommercial, nonsectarian and nonpartisan.
15
16 b. The organization shall work with the schools and community to provide quality education for all
17 children and youth and shall seek to participate in the decision-making process establishing
18 school policy, recognizing that the legal responsibility to make decisions has been delegated by
19 the people to boards of education, state education authorities and local education authorities.
20
21 c. The organization shall work to promote the health and welfare of children and youth and shall
22 seek to promote collaboration among parent, schools and the community at large.
23
24 d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to
25 its members, directors, trustees, officers or other private persons except that the organization shall
26 be authorized and empowered to pay reasonable compensation for services rendered and to make
27 payments and distributions in furtherance of the Purposes set forth in Article III hereof.
28
29 e. Notwithstanding any other provision of these articles, the organization shall not carry on any
30 other activities not permitted to be carried on (i) by an organization exempt from federal income
31 tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions
32 to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.
33
34 f. Upon the dissolution of this organization, after paying or adequately providing for the debts and
35 obligations of the organization, the remaining assets shall be distributed to one (1) or more
36 nonprofit funds, foundations or organizations which have established their tax exempt status
37 under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with
38 those of National PTA.
39
40 g. The organization or members in their official capacities shall not—directly or indirectly—
41 participate or intervene (in any way, including the publishing or distributing of statements) in any
42 political campaign on behalf of, or in opposition to, any candidate for public office; or devote
43 more than an insubstantial part of its activities to attempting to influence legislation by
44 propaganda or otherwise.
45
46

47 ***Article V—Constituent Organizations**

48
49 Section 1. The constituent organizations of National PTA include:
50

- 1 a. Branches of National PTA that have been established in the 50 states of the United States, the
2 District of Columbia, the U.S. Virgin Islands and among schools for American dependents in
3 Europe and the Pacific hereinafter called state PTAs.
4
- 5 b. Local PTAs (Parent-Teacher Associations) or PTSAs (Parent-Teacher-Student Associations)
6 organized under the authority of the state PTAs in organized areas; and
7
- 8 c. Local PTAs/PTSAs organized under the direct authority of National PTA when there is no state
9 PTA/PTSA.
10

11 Section 2. The national board of directors shall determine criteria for establishing constituent
12 organizations and setting standards for continuing affiliation with National PTA.
13

14 Section 3. There shall be no proxy voting by any constituent organization of National PTA.
15

16 Section 4. The Purposes and basic policies of National PTA shall in every case also be the Purposes and
17 basic policies of each constituent organization.
18

19 Section 5. Each constituent organization shall adopt bylaws for the government of the organization. Such
20 bylaws shall not be in conflict with National PTA or Texas PTA bylaws. Such bylaws shall include an
21 article on amendments and shall include a provision establishing a quorum.
22
23

24 ***ARTICLE VI: Relationship with Texas PTA**

25

26 Section 1. This Local PTA shall be organized and chartered under the authority of the Texas PTA, in
27 conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Texas
28 PTA may in its bylaws prescribe. The Texas PTA shall issue to this Local PTA an appropriate charter
29 evidencing the due organization and good standing of this Local PTA.
30

31 A Local PTA in good standing is one that:
32

- 33 a. adheres to the Purposes and basic policies of the PTA;
- 34
- 35 b. remits the national portion of the dues through the Texas PTA to reach the National PTA Office
36 by dates designated by the National PTA;
- 37
- 38 c. has bylaws approved according to the procedures of the Texas PTA; and
39
- 40 d. meets other criteria as may be prescribed by the Texas PTA.
41

42 Section 2. This Local PTA shall keep such permanent books of account and records as shall be sufficient
43 to establish the items of gross income, receipts and disbursements of the organization including,
44 specifically, the number of its members, the dues collected from its members and the amount of dues
45 remitted to the Texas PTA. Such books of account and records shall at all reasonable times be open to
46 inspection by an authorized representative of the Texas PTA or the National PTA.
47

48 Section 3. The charter of this Local PTA shall be subject to withdrawal and the status as a Local PTA
49 shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the
50 Texas PTA.
51

52 Section 4. This Local PTA is obligated, upon withdrawal of its charter by the Texas PTA:

- 1
2 a. to yield up and surrender all of its books and records and all of its assets and property to the
3 Texas PTA or to such agency as may be designated by the Texas PTA, or to another Local PTA
4 organized under the authority of the Texas PTA.;
- 5
6 b. to cease and desist from the further use of any name that implies or connotes association with
7 the National PTA or the Texas PTA; and
- 8
9 c. to carry out promptly, under the supervision and direction of the Texas PTA, all proceedings
10 necessary for the purpose of dissolving this Local PTA.

11
12 Section 5. A Local PTA considering dissolving its relationship with Texas PTA (and thereby National
13 PTA) shall follow the procedures for dissolution as adopted by the Texas PTA Board of Directors. These
14 procedures include but are not limited to:

- 15
16 a. a special called meeting of the membership with thirty (30) days notice;
- 17
18 b. a two-thirds (2/3) vote of the membership, a quorum having been established; and
- 19
20 c. notification of the state president at least forty-five (45) days in advance of such meeting.

21
22 Any Local PTA failing to follow the procedures may be required to forfeit all Local PTA books, records
23 and assets to Texas PTA.

24
25 Section 6. Each Local PTA shall include in its bylaws provisions corresponding to the provisions of such
26 of these bylaws as are identified by a star (*).

27 28 **ARTICLE VII: Members and Dues**

29
30
31 *Section 1. Every individual who is a member of this Local PTA is a member of the National PTA and
32 the Texas PTA and is entitled to all the benefits of such membership.

33
34 *Section 2. Membership in PTA shall be open, without discrimination, to anyone who believes in and
35 supports the Mission and Purposes of National PTA. ²

36
37 *Section 3. This Local PTA shall conduct an annual enrollment of members, but may admit persons to
38 membership at any time.

39
40 *Section 4. Only members of a Local PTA who have paid dues for the current membership year may
41 participate in the business of that association.

42
43 *Section 5. Each member of this Local PTA shall pay annual dues as determined by the organization.
44 The amount of the dues shall include the portion of one dollar and twenty-five cents (1.25) per member
45 payable to Texas PTA, the portion of one dollar and seventy-five cents (1.75) per member payable to the
46 National PTA, and the Local PTA portion of \$5³ per member. ⁴

² To be a member of Texas PTA, a student must be in the 9th grade or above. It is not required to be a PTSA to have student members.

³ The total amount of Local PTA annual dues is obtained by adding the per member National PTA portion, the Texas PTA portion and the per member portion desired for Local use.

1
2 *Section 6. The Texas and National PTA portions of the dues paid by each member of this Local PTA
3 shall be set aside by this Local PTA and remitted to the Texas PTA through such channels and at such
4 times as the Texas PTA bylaws may provide. Each state PTA shall pay to the National PTA the amount
5 of the national portion of dues paid by all members of Local PTAs in its area.⁵
6

7 *Section 7. A Local PTA shall have a minimum of twenty (20) members to retain membership in the
8 Texas PTA. Annual national and state portions of dues and names of members shall be sent to the Texas
9 PTA Office postmarked on or before October 15 of the current year. Names of members and national and
10 state portions of dues received after October 15 shall be sent to the Texas PTA Office whenever members
11 are enrolled in the organization.
12

13 *Section 8. Organizations whose national and state portions of dues and names of all members enrolled
14 are not in the Texas PTA Office postmarked on or before October 15 are ineligible to voting
15 representation at state convention. Organizations whose national and state portions of dues are not paid
16 by March 15 shall be dropped from the state roster.
17

18 *Section 9. Honorary Life Members
19

- 20 a. An Honorary Life Membership in the Texas PTA may be awarded to any deserving person by a
21 Local, Council, Area or the Texas PTA upon submission of name of honoree and payment of a
22 fee. Such fees shall be made a part of the Texas PTA extension fund.
23
24 b. Life membership shall be honorary and shall carry neither the right to vote nor to hold office.
25 A life member may also become an all-inclusive member upon enrollment as a member in a
26 Local PTA.
27
28 c. A Texas Honorary Life Member may receive exemption from state portion of dues through one
29 (1) Local PTA only. The member shall be designated as a Texas Life Member when the Local
30 PTA annual membership list is sent to the Texas PTA Office.
31
32 d. The annual national portion of dues for a Texas Life Member shall be paid by said Texas Life
33 Member.
34
35

36 ***ARTICLE VIII: Officers and Their Election**
37

38 Section 1. Each officer shall be a member of this Local PTA.⁶

⁴ Individuals may expect their dues to be received in the Texas PTA office five (5) days after being received by the Local PTA. A list of members' names and dues shall be sent to the Texas PTA office before an individual is a PTA member.

⁵ The remittance to the Texas PTA shall be accompanied by a report in such form, as may be required by the Texas PTA, showing the name and address of the president of the PTA, the amount of dues collected during the period covered by the report and the number and names of the members of the PTA.

⁶ The question is frequently raised as to whether there is any age requirement for election as an officer of a PTA organization. The counsel of the Texas PTA has advised us that in his opinion:
“(a) In Texas the not-for-profit corporation laws do not specify an age qualification for persons who can serve as directors (members of the board of managers, etc.) of corporations.”

1
2 Section 2. Officers and their election:
3

- 4 a. The officers of this Local PTA shall be a president, 5 vice president(s), a secretary, a treasurer, a
5 historian, and a parliamentarian.
6
7 b. Officers, with the exception of the historian and parliamentarian, shall be elected by ballot in the
8 month of March. However, if there is but one (1) nominee for an office, election for that office
9 shall be by voice vote. The historian and parliamentarian shall be appointed by the president
10 subject to the approval of the newly elected officers.
11
12 c. An individual shall be a member of the Local PTA prior to taking office.
13
14 d. Officers shall assume their official duties following the close of the school year ⁷ and shall
15 serve a term of one (1) year. ⁸
16 e. No officer shall serve in the same office for more than two (2) consecutive terms. One who has
17 served more than one-half of a term shall be credited with having served that term.
18
19 f. The officers shall be elected annually, by a majority of members present and voting.
20
21 g. All elected and appointed officers shall complete the current leadership course offered by Texas
22 PTA by October 15 following election. It is recommended that all officers, regardless if
23 appointed or elected, must complete the leadership course mandated.

24 Section 3. Nominating Committee:
25

- 26 a. There shall be a nominating committee elected by the general body at a regular meeting at least
27 one (1) month prior to the election of officers. Elections shall be by plurality. The committee
28 shall be composed of three (3) members. One (1) alternates shall be elected to serve in the
29 event a member is unable to serve. The committee shall elect its own chairman immediately
30 following the meeting.
31
32 b. The nominating committee shall nominate an eligible person ⁹ for each office to be filled and
33 report its nominees at the regular meeting in March, at which time additional nominations may
34 be made from the floor. The report shall be publicized to the Local PTA membership through
35 regular publicity channels at least seven (7) days before the election meeting.
36
37 c. Only those persons who have signified their consent to serve if elected shall be nominated for
38 or elected to such office.
39
40 d. No member shall automatically serve on this committee because of his office in the Local PTA
41 or position in the school system.

“(b) Where there is no specification in the state corporation laws, a person should not be deemed to be eligible to serve as an officer unless the person is at an age at which he is competent to make contracts. Texas law does not specify at what age a person is competent to make contracts.”

⁷ PTAs that do not follow a traditional year schedule shall designate a calendar year in standing rules.

⁸ All positions not filled by election or appointment become vacant at the close of the school year.

⁹ The National PTA, the Texas PTA and their parliamentary authority recognize that only one (1) person shall be elected to serve in any one (1) office.

- 1
2 e. The president does not serve as a member of this committee, nor does he appoint any member
3 of the committee.
4

5 Section 4. Vacancies
6

- 7 a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person
8 elected by a majority vote of the executive board, at least three (3) days notice of such election
9 having been given.
10
11 b. In the event a vacancy occurs in the office of president, the first vice president shall serve
12 notice to the executive board of the election.
13

14 Section 5. Reason to remove:
15

16 By two-thirds (2/3) vote of the executive board an officer or chairman shall be removed from
17 office for failure to perform duties, criminal misconduct or unethical behavior in PTA business.
18 An officer or chairman who misses three (3) consecutive meetings may be removed from
19 office.
20
21

22 **ARTICLE IX: Duties of Officers**
23

24 Section 1. The president shall:
25

- 26 *a. coordinate the work of the officers and committees of the association in order that the Purposes
27 may be promoted;
28
29 *b. confirm that a quorum is present before conducting any business at any meeting of the
30 association;
31
32 *c. preside at all meetings of the association;
33
34 *d. appoint the historian and parliamentarian, subject to approval of the newly elected officers;
35
36 *e. appoint chairmen of special committees subject to approval of executive board;
37
38 *f. be authorized to sign on bank accounts;¹⁰
39
40 *g. call a meeting of the newly elected officers within thirty (30) days after the election meeting for
41 the purpose of approving appointments of standing committee chairmen and such other
42 business as becomes necessary;
43
44 *h. represent the Local PTA as a delegate to Council PTA (when the Local PTA is in membership
45 with Council PTA);
46
47 *i. file with the Council secretary the names of delegates and alternates from this Local PTA by the
48 first general Council meeting and no later than October 1. A Local PTA joining or making

¹⁰ Two (2) signatures shall be required on all checks. Each Local PTA shall have at least three (3) authorized signers. Signers of the bank account shall not be related by blood nor marriage and shall not reside in the same household.

1 changes after October 1 shall submit any changes in writing prior to any regular meeting in order
2 to be eligible to vote;

- 3
- 4 *j. confirm that all officers are graduates of the current Texas PTA Leader Orientation or have
5 completed the course by October 15 after the election;
- 6
- 7 *k. send the names and addresses of the officers and chairmen to the Texas PTA office by May 1
8 each year;
- 9
- 10 *l. appoint the audit committee subject to the approval of the executive board;
- 11
- 12 *m. serve as an ex-officio member of all committees except the nominating and audit committees;
- 13
- 14 n. distribute materials in local PTA Resource Packet, newsletters, mailings, etc., to appropriate
15 officers and committee chairmen in a timely manner, as well as note awards and their deadlines;
- 16
- 17 o. take no part in any discussion while presiding, refrain from expressing a personal opinion on
18 questions before the house, and avoid personal bias when giving information to the association;
- 19
- 20 p. call upon the Communications vice president to preside when wishing to speak to a motion or to
21 leave the chair; the president then has all the privileges of a member, addressing the officer
22 temporarily presiding in the same manner as any other member, and returning to the chair only
23 after the vote has been announced;
- 24
- 25 q. vote when voting is by ballot; in other cases, may cast a vote to break a tie; and delegate to the
26 vice presidents certain administrative duties.

27

28 Section 2. Vice President(s) ¹¹

- 29
- 30 a. First Vice President (Communications) shall:
- 31
- 32 *1. be the aide-to-the-president;
- 33
- 34 *2. preside in the absence of the president (in their designated order);
- 35
- 36 3. coordinate all communications with newspapers, local new agencies, and the school
37 district. This may include writing and submitting articles or submitting photographs; and
- 38
- 39 4. meet regularly with communications committee chairs, to keep advised of their
40 progress, reporting to the executive board as needed.
- 41
- 42 b. Second Vice President (Ways & Means) shall:
- 43
- 44 *1. coordinate all fund-raising events of the PTA;
- 45
- 46 *2. preside in the absence of the president (in their designated order);
- 47
- 48 3. perform other duties as assigned by the president or association;

¹¹ Vice presidents shall be named in order of precedence: first, second, third, etc. The first vice president shall be designated as the aide-to-the-president. Each additional vice president shall have specific administrative responsibilities, which shall be stated in the bylaws.

- 1
- 2
- 3 4. aide the president in appointing committee chairs for all fund-raising committees
- 4 formed to complete fund-raising objectives;
- 5
- 6 5. present plans to the association to raise funds necessary for the work of the
- 7 organization and supervise all moneymaking activities; and,
- 8
- 9 6. meet regularly with Ways & Means committee chairs, to keep advised of their
- 10 progress, reporting to the executive board as needed.

11 c. Third Vice President (Programs) shall:

- 12
- 13
- 14 *1. preside in the absence of the president (in their designated order);
- 15
- 16 2. Perform other duties as assigned by the president or association;
- 17
- 18 3. meet regularly with all Programs committee chairs to keep advised of their
- 19 progress, reporting to the executive board as needed;
- 20
- 21 4. in cooperation with the president and the principal, coordinate programs for the
- 22 PTA General Meetings, school assemblies, and after-school enrichment;
- 23
- 24 5. coordinate all programs of the association and community focus programs; and
- 25
- 26 6. aide the president in appointing all Programs-standing/special committees.

27 d. Fourth Vice President (Volunteer Participation) shall:

- 28
 - 29
 - 30 *1. preside in the absence of the president (in their designated order);
 - 31
 - 32 2. perform other duties as assigned by the president or association;
 - 33
 - 34 3. aide the president in appointing the Volunteer Participation standing/special
 - 35 committees;
 - 36
 - 37 4. coordinate the recruitment of parent volunteers;
 - 38
 - 39 5. select, award and announce Volunteer(s) of the Month for each month of the
 - 40 school year;
 - 41
 - 42 6. meet regularly with Volunteer Participation committee chairs to keep advised of
 - 43 their progress, reporting to the executive board as needed;
- 37 7. compile and maintain a roster of all volunteers; and
 - 40 8. maintain a record of volunteer hours and report as required to executive board and
 - 41 district.

e. Fifth Vice President (Membership) shall:

- 1
- 2 *1. preside in the absence of the president (in their designated order);
- 3 2. perform other duties as assigned by the president or association;
- 4 3. supervise the building of an informed and participating membership by enrolling
- 5 parents, teachers, and interested citizens, and assure that membership list and dues
- 6 are sent to state office by appropriate reporting dates;
- 7 4. maintain a membership list ¹³.
- 8 5. encourage participation in state membership awards competition;
- 9 6. aide the president in appointing membership standing/special committee chairs;
- 10 7. chair the annual Lifetime Membership Awards Committee; and
- 11 8. meet with Membership committee chairs to keep advised of their progress,
- 12 reporting to the executive board as needed.
- 13
- 14

15 Section 3. The secretary shall: ¹²

- 16
- 17 *a. record the minutes of all meetings of the association and executive board;
- 18
- 19 *b. keep an accurate record of attendance at executive board meetings;
- 20
- 21 *c. be responsible for correspondence;
- 22
- 23 *d. have a current copy of the bylaws;
- 24
- 25 *e. maintain a list of the names of Local officers who have completed the Texas PTA Leader
- 26 Orientation, with the dates each course was completed; and
- 27
- 28 *f. maintain a membership list. ¹³
- 29
- 30 g. perform other duties as assigned by the president or association;
- 31 h. present the executive board report at the general meeting, including any motions
- 32 brought forth from the executive board;
- 33 i. maintain copy of all reports filed by each committee;
- 34 j. keep copies of all correspondence, notices, statements and newsletters; and
- 35 k. assist the president in compiling a list of incoming officers and chairs after the March
- 36 elections to be mailed to the state PTA, the district PTA president, the Plano ISD

¹² If both a recording and corresponding secretary are elected, the duties of the secretary shall be divided.

¹³ PTA membership lists shall not be released to outside interests by National PTA, Texas PTA, Area PTAs, Council PTAs or Local PTAs.

1 Council of PTAs and the Plano ISD President's Council of PTAs/PTOs.

2
3
4 Section 4. The treasurer shall:

- 5
6 *a. have custody of all the funds of the association;
7
8 *b. keep books of account and records including bank statements, receipts, budgets, invoices, paid
9 receipts and canceled checks for five (5) years;
10
11 *c. make disbursements in accordance with the budget adopted by the association;
12
13 *d. sign on bank accounts;¹⁴
14
15 *e. present a financial report, both written and verbal, at every meeting of the Local PTA and as
16 requested by the executive board or the voting body;
17
18 *f. make a full report at the annual meeting;
19
20 *g. be responsible for the maintenance of such books of account and records as conform to the
21 requirements of Article VI, Section 2 of these bylaws; and
22
23 *h. present books to the audit committee as requested.
24
25 i. be responsible for collection of money at daily closing of PTA events, with cash monies
26 to be deposited within 24 hours and other monies (checks, etc.) to be deposited in a
27 timely manner;
28
29 j. keep financial records of the association in a software bookkeeping package, which can
30 generate the required reports and be easily transferred to successive treasurers; and
31
32 k. incorporate annually the recommendations of the audit committee and transition annual
33 audit results to the incoming treasurer.

33 Section 5. The parliamentarian shall:

- 34
35 *a. advise the presiding officer on questions of parliamentary procedure;
36
37 *b. vote only when the vote is by ballot;
38
39 c. be thoroughly familiar with the bylaws and standing rules and have on hand at every
40 meeting a copy of the local association's bylaws and a copy of Robert's Rules of Order
41 Newly Revised;
42
43 d. be chair of the bylaws review committee responsible for reviewing and updating the
bylaws on an annual basis to be presented to the association;

¹⁴ Two (2) signatures shall be required on all checks. Each Local PTA shall have at least three (3) authorized signers. Signers of the bank account shall not be related by blood nor marriage and shall not reside in the same household.

- e. assist the nominating committee by maintaining permanent committee records and performing other tasks as needed by the committee;
- f. speak only to advise on matters of parliamentary procedure;
- g. vote only when the vote is by ballot;
- h. be chairman of tellers when the election of officers is by ballot; and
- i. perform other duties as assigned by the president or association.

Section 6. The historian shall:

- *a. collect and preserve documents relating the history of the association;
- *b. compile and keep a record of events and activities to be presented as the official history to the general body for adoption at the annual meeting;
- c. photograph events for the Harrington Elementary PTA scrapbook;
- d. perform other duties as assigned by the president or association; and
- e. file reports with the Communications vice president.

*Section 7. All officers shall:

- a. be a graduate of the Texas PTA Leader Orientation or complete the course by October 15 after their election;
- b. submit a Plan of Work to the executive board for approval;
- c. attend all meetings of the association;
- d. have a current copy of the Local PTA bylaws;
- e. perform the duties outlined in these bylaws and those assigned from time to time; and
- f. deliver to their successors or the president all official materials within fifteen (15) days following the date at which their successors assume their duties.

ARTICLE X: Meetings

*Section 1. This association shall hold a minimum of three (3) meetings a year.

- a. Regular meetings of the association shall be held in the months of September, October, January/February (as determined by the executive board), March, and April/May (as determined

1 by executive board), time and date to be established by executive board at its first meeting of
2 the year. Five (5) days notice shall be given if change of date is needed.¹⁵
3

4 b. The regular meeting held in March shall be the election meeting.
5

6 c. The annual meeting in April shall be for the purpose of receiving reports of officers and
7 chairmen and for any other necessary business.
8

9 Section 2. Special meetings of the Local PTA may be called by the president or by a majority of the
10 executive board, at least three (3) days notice having been given.
11

12 *Section 3. Twenty (20) members shall constitute a quorum for the transaction of business in any meeting
13 of this association.¹⁶
14
15

16 **ARTICLE XI: Executive Board**

17

18 Section 1. The executive board shall consist of:
19

20 a. the officers of the association;
21

22 b. the chairmen of standing committees; and
23

24 c. the principal of the school or a representative appointed by him.
25

26 *Section 2. A Local PTA member shall not serve as a voting member of this executive board while
27 employed by, or under contract to this Local PTA.
28

29 Section 3. The duties of the executive board shall be to:
30

31 a. transact necessary business in the intervals between association meetings and such other
32 business as may be referred to it by the association;
33

34 b. present a report at the regular meetings of the association;
35

36 *c. approve the Plans of Work of all officers and committee chairmen;
37

38 *d. create standing and special committees;
39

40 *e. fill vacancies of officers and chairmen;
41

42 *f. prepare and submit a budget for the year to the association for adoption; and
43

44 g. approve routine bills within the limits of the budget.

¹⁵ It is suggested that the membership be notified through regular publicity channels of the date and time of all association meetings following the first meeting of the executive board at which time this schedule is determined.

¹⁶ It is suggested that the quorum be set to reflect the number of members who could reasonably be expected at any business meeting. This should be a specific number (not percentage) of the total membership. Ten (10) members will be the least number accepted.

1
2 Section 4. Meetings
3

- 4 a. Regular meetings of the executive board shall be held prior to each regular association meeting,
5 the time to be determined by the board at its first meeting of the year.
6
7 *b. A majority of the executive board members shall constitute a quorum.¹⁷
8
9 c. Special meetings of the executive board may be called by the president or by a majority of the
10 members of the board, at least 24 hours notice being given.
11
12 d. Executive board members shall attend all executive board meetings. In a member's
13 absence, the member shall send a report to the president or responsible vice president
14 prior to the meeting, to be presented at the meeting and added to the minutes.
15
16 e. The executive board is authorized to meet by telephone conference or through other
17 electronic communications media so long as all members may simultaneously hear each
18 other and participate during the meeting.
19
20

21 **ARTICLE XII: Standing and Special Committees**
22

23 *Section 1. Only members of the association shall be eligible to serve in any elective or appointive
24 position.
25

26 *Section 2. The executive board may create such standing and special committees as it may deem
27 necessary to promote the Purposes and carry on the work of the association. The term of each chairman
28 shall be one (1) year or until the selection of a successor.
29

30 *Section 3. The newly elected president shall call a meeting of the incoming officers within thirty (30)
31 days after the election for the purpose of approving standing committee chairmen and such other business
32 as becomes necessary.¹⁸
33

34 *Section 4. No chairman shall serve in the same office for more than two (2) consecutive terms. One
35 who has served more than one-half of a term shall be credited with having served that term.
36

37 *Section 5. All standing committee chairmen shall:
38

- 39 a. deliver to their successors or the president all official materials within fifteen (15) days
40 following the date at which their successors assume their duties;
41
42 b. present a Plan of Work to the executive board for approval. No committee work shall be
43 undertaken without this approval;¹⁹ and
44
45 c. have a current copy of the Local PTA bylaws.

¹⁷ In calculating a quorum, filled board positions rather than positions available will be counted.

¹⁸ Texas PTA does not recognize more than one (1) person serving in the same capacity; therefore, there are no co-chairmen.

¹⁹ Three (3) written copies of the Plan of Work shall be submitted at the first executive board meeting.

1
2 *Section 6. The president shall be a member ex-officio of all committees except the nominating and audit
3 committees.

4
5 *Section 7. The quorum of any committee shall be a majority of its members.

6
7 Section 8. The standing and special committees are authorized to meet by telephone conference or
8 through other electronic communications media so long as all members may simultaneously hear
9 each other and participate during the meeting.

10 11 12 **ARTICLE XIII: Council Membership**

13
14 Section 1. (Applies only to Local PTAs holding membership in a Council of PTAs, and shall correspond
15 to Council PTA bylaws.)²⁰

- 16
17 a. The association shall be represented in meetings of the Plano ISD Council of Parent Teacher
18 Associations by the president or alternate, the principal or alternate and by one(1) delegate or
19 their alternates.²¹ All representatives to the Council PTA shall be members of the Local PTA
20 they represent.
21
22 b. Delegates and their alternates shall be appointed subject to the approval of the board by
23 August.
24
25 c. Delegates to Plano ISD Council of PTAs shall serve for a term of one (1) year.

26
27 Section 2. This association shall pay annual dues of \$75²² to the Plano ISD Council of PTAs as provided
28 in the Council PTA bylaws.

29 30 31 ***ARTICLE XIV: State Convention**

32
33 This Local PTA shall be represented at the annual meeting of the Texas PTA by the president or
34 appointed alternate and additional accredited delegates.

- 35
36 a. All delegates from this Local PTA to the Texas PTA Annual Convention shall be members of
37 this Local PTA.
38
39 b. Voting delegates and their alternates shall be appointed subject to the approval of the board.

40 41 42 ***ARTICLE XV: Fiscal Year**

43

²⁰ If the Local PTA is in Council PTA membership, this Article XIII is necessary in the Local PTA bylaws. If the
Local PTA is not in Council PTA membership, indicate “not applicable” and do not fill in the blanks.

²¹ The number of delegates shall correspond with the number stated in the Council PTA bylaws, Article VIII,
Section 1.e.

²² The amount of dues shall correspond with the amount as stated in the Council PTA bylaws Article VII, Section
3.

1 Section 1. The fiscal year of this association shall begin July 1 and end on the following June 30.

2
3 Section 2. An audit committee consisting of not less than three (3) members,²³ who are not authorized
4 signers, shall be appointed by the president subject to the approval of the executive board at least thirty
5 (30) days before the last meeting of the year.²⁴

6
7 Section 3. The audit committee report shall be adopted by the association.²⁵
8
9

10 *ARTICLE XVI: Parliamentary Authority

11
12 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the
13 National PTA and its constituent organizations in all cases in which they are applicable and in which they
14 are not in conflict with these bylaws, the bylaws of the Texas PTA, and the bylaws of the National PTA
15 or the articles of incorporation.
16
17

18 ARTICLE XVII: Amendments

19 *Section 1.

- 20
21 a. These bylaws may be amended at any meeting of the association, provided a quorum is
22 present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed
23 amendment shall have been given at the previous regular meeting or thirty (30) days prior to
24 the meeting at which the amendment is voted on.²⁶ The amendment shall be subject to
25 approval of the Texas PTA.
26
27 b. A committee may be appointed to submit a revised set of bylaws as a substitute for the
28 existing bylaws only by a majority vote at a meeting of the association, or by a two-thirds
29 (2/3) vote of the executive board. The procedure for action on amendments in *Section 1.a.
30 should then be followed.
31
32 c. After adoption by a two-thirds (2/3) vote at a meeting of the association, two (2) copies of
33 bylaws and standing rules as amended or revised shall be sent for approval to the Texas PTA,
34 408 W. 11th Street, Austin, Texas 78701-2113 or to the Texas PTA website at www.txpta.org.
35
36 d. A revision of the bylaws or any amendments shall go into effect when an approved copy is
37 returned by the Texas PTA.²⁷
38

39 *Section 2. This Local PTA shall submit a set of bylaws to the Texas PTA for review every five (5)
40 years.
41

²³ Members of the audit committee shall not be related by blood nor marriage and shall not reside in the same household as the authorized signers.

²⁴ An audit of the treasurer's accounts is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in the case of fraud.

²⁵ The audit report is adopted by a majority vote at the first regular meeting following the close of the school year.

²⁶ Each amendment to the bylaws shall be provided to the membership through the regular publicity channels thirty (30) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.

²⁷ If not approved, they must be corrected and resubmitted.

1 *Section 3. The adoption of an amendment to any provision of the bylaws of the Texas PTA identified
2 by a star (*) shall serve automatically and without the requirement of further action by the Local PTA to
3 amend its corresponding bylaws.
4
5
6
7
8

9 As adopted by the Texas PTA Board of Directors July 2005
10
11
12
13

14 STANDING RULES

15 Rule 1. These standing rules may be amended or rescinded by any regular meeting of the
16 association by majority vote of the members present and voting. No standing rule may be
17 adopted which conflicts with the bylaws of the association.

18 Rule 2. Provided the president is contacted before, any person may meet the executive board for
19 the purpose of presenting a report or a proposal for consideration by the board, but may not
20 remain for the business meeting.

21 Rule 3. Each officer and chair shall keep an accurate account of PTA activities, including a plan
22 of work and annual report, to be called a Procedure Book of that office or chair. It is to be
23 handed to the succeeding chair by the end of the school year. All outgoing chairs and officers are
24 responsible to transition incoming leaders to their positions.

25 Rule 4. The incoming president shall meet with other incoming officers and the principal of the
26 school within 30 days after election (not installation) to appoint the standing committee chairs,
27 the historian, and the parliamentarian for the coming year in order that these chairs and special
28 appointed officers may participate in the last combined executive board meeting of the year.

29 Rule 5. A minimum balance of \$1500 must be left in the association's treasury at the end of the
30 fiscal year.

31 Rule 6. A check request voucher shall be used for reimbursement for authorized expenditures
32 and must contain two signatures. Each request for checks should bear the signature of the
33 responsible vice president and/or faculty chair. If the person requesting is the vice president, then
34 the second signature shall be that of the president or the 1st vice president.

35 Rule 7. As items are purchased for an approved and/or budgeted item, the purchaser shall submit
36 a completed voucher, including receipts, within 60 days of expenditure. The treasurer shall
37 reimburse with a check for that specific amount. Taxes paid by the purchaser will not be
38 reimbursed.

39 Rule 8. The association shall purchase bonding and insurance each year to protect this
40 association and its board.

- 1 Rule 9. All changes to the approved budget must be presented to the general assembly for
2 approval. Emergency expenditures - when there is no time to bring it before the general assembly
3 - may be approved by the board and ratified by the general assembly.
- 4 Rule 10. The president shall appoint a committee at the April executive board meeting to
5 approve the minutes of the last board meeting.
- 6 Rule 11. The president shall appoint a committee at the April/May general meeting to approve
7 the minutes of the last general meeting.
- 8 Rule 12. The Harrington Elementary PTA will reimburse the cost of Texas PTA Leadership
9 course and district workshops for all officers and standing committee chairs, as budgeted.
- 10 Rule 13. This PTA shall pay the registration and lodging expenses of members to the Texas
11 PTA State Convention and Summer Leadership Seminar, as budgeted, in the following order:
12 president; treasurer; first vice president; secretary; parliamentarian; any other officers; standing
13 committee chairs; and special committee chairs.
- 14 Rule 14. Checks returned to the PTA for “insufficient funds” will be charged a fee that is double
15 the fee amount currently charged by the PTA banking institution. This fee, plus the amount of
16 the original check, must be paid to the PTA in cash, money order, or cashier’s check. Additional
17 checks will not be accepted from persons with outstanding “insufficient funds” checks until the
18 balance is cleared.
- 19 Rule 15. This PTA shall follow the guidelines as stated in the current edition of *Robert’s Rules*
20 *of Order Newly Revised* regarding obtaining the floor to speak, length and number of speeches,
21 and request to read papers during meetings.
- 22 Rule 16. Monies collected at the daily closing of PTA events should be handled by a board
23 member or chair person . PTA money should be counted by two persons, then delivered and
24 signed off to the Treasurer for verification with cash monies deposited within 24 hours and other
25 monies (checks, etc.) deposited in a timely manner.
- 26 Rule 17. The auditing committee is to complete its audit within forty-five (45) days of receiving
27 the treasurer’s books.
- 28 Rule 18. The standing committee chairs – and thus with the officers, executive board members –
29 of this association are:
- 30 a. The Hospitality Chair shall:
- 31 a) report to the Volunteer Participation vice president;
- 32 b) appoint and coordinate a hospitality committee as necessary;
- 33 c) coordinate luncheons or other events for faculty and staff throughout the year, as
34 necessary;
- 35 d) coordinate activities during Teacher Appreciation Week;

- 1 e) store and maintain inventory of PTA hospitality properties used for these functions and
2 meetings, in coordination with the school principal, food service manager, office staff
3 and custodian;
- 4 f) supply refreshments for general meetings or events, if refreshments are to be served;
- 5 g) perform such other duties as may be prescribed in these bylaws or assigned to her/him by
6 the association or by the executive board; and
- 7 h) file reports with the Volunteer Participation vice president.

8 b. The Special Events Chair shall:

- 9 a) report to the Ways and Means vice president;
- 10 b) appoint and coordinate special events committees as necessary;
- 11 c) coordinate logistics and volunteers for special and family events for Harrington families;
- 12 d) perform such other duties as may be prescribed in these bylaws or assigned to him/her;
13 and
- 14 e) file reports with the Ways and Means vice president.

15 c. The Faculty Representative shall:

- 16 a) be a liaison between the faculty and the executive board;
- 17 b) communicate PTA procedures to faculty/staff;
- 18 c) secure necessary faculty volunteers for PTA events;
- 19 d) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
20 the association or by the executive board; and
- 21 e) file reports with the Communications vice president.

22 Rule 19. The Special Committee chairs or leaders of this association are:

23 a. The After Class Education (A.C.E.) Coordinator shall:

- 24 a) report to the Programs vice president;
- 25 b) in cooperation with the president, principal, and Programs vice president, schedule and
26 coordinate programs for the PTA after-school enrichment (A.C.E.) program;
- 27 c) coordinate volunteers for A.C.E. programs;
- 28 d) make timely deposits of monies to the PTA treasurer;
- 29 e) publicize and promote participation of students in after-school enrichment programs;

- 1 f) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
2 the association or executive board; and
- 3 g) file reports with the Programs vice president.
- 4 b. The Arts in Education Coordinator shall:
- 5 a) report to the Programs vice president;
- 6 b) publicize and promote participation of students in the National PTA annual Reflections
7 program;
- 8 c) follow Reflection Program general rules for submitting entries to the PTA;
- 9 d) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
10 the association or by the executive board; and
- 11 e) file reports with the Programs vice president.
- 12 c. The Beautification Chair shall:
- 13 a) report to the Programs vice president;
- 14 b) coordinate campus beautification initiatives & maintenance with the school principal;
- 15 c) schedule volunteers to work on beautification projects;
- 16 d) comply with Plano ISD guidelines and regulations for school grounds;
- 17 e) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
18 the association or by the executive board; and
- 19 f) file reports with the Programs vice president.
- 20 d. The Book Fair Coordinator shall:
- 21 a) report to the Ways and Means vice president;
- 22 b) schedule book fairs with selected vendors;
- 23 c) schedule volunteers to work the book fair;
- 24 d) make timely deposits of monies to the PTA treasurer;
- 25 e) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
26 the association or by the executive board; and
- 27 f) file reports with the Ways and Means vice president.
- 28 e. The Community Partners Coordinator shall:

- 1 a) report to the Ways and Means vice president;
- 2 b) promote and coordinate labels programs, including redemption of labels/box tops for
3 payment to PTA;
- 4 c) promote and coordinate shopping/share programs;
- 5 d) deposit monies to the PTA treasurer in a timely manner;
- 6 e) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
7 the association or by the executive board; and
- 8 f) file reports with the Ways and Means vice president.
- 9 f. The Cultural Diversity Chair shall:
 - 10 a) report to the Programs vice president;
 - 11 b) research cultural diversity needs in our school;
 - 12 c) offer communications to our parents regarding cultural events in surrounding areas;
 - 13 d) coordinates cultural diversity functions at our school;
 - 14 e) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
15 the association or by the executive board; and
 - 16 f) file reports with the Programs vice president
- 17 g. The Directory/Staff Profile Coordinator shall:
 - 18 a) report to the Communications vice president;
 - 19 b) compile data, and print and distribute school directory;
 - 20 c) coordinate the publication of the Harrington Faculty/Staff Profile to be distributed to
21 Harrington parents and staff;
 - 22 d) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
23 the association or by the executive board; and
 - 24 e) file reports with the Communications vice president.
- 25 h. The Environmental Programs Coordinator shall:
 - 26 a) report to the Programs vice president;
 - 27 b) promote and participate in environmental awareness programs through the community
28 and school;
 - 29 c) perform such other duties as may be prescribed in these bylaws or assigned to him/her by

- 1 the association or by the executive board; and
- 2 d) file reports with the Programs vice president.
- 3 i. The Fall Fundraiser Coordinator shall:
- 4 a) report to the Ways & Means vice president;
- 5 b) assist the Ways & Means vice president in selection of the fall fundraiser;
- 6 c) coordinate distribution of fundraising materials (order forms, catalogs, etc.) to
- 7 membership;
- 8 d) coordinate distribution of merchandise to individuals;
- 9 e) deposits monies to the PTA treasurer in a timely manner;
- 10 f) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
- 11 the association or by the executive board; and
- 12 g) file reports with the Ways & Means vice president.
- 13 j. The Family Night Out Coordinator shall:
- 14 a) report to the Ways and Means vice president;
- 15 b) promote and partnerships with area restaurants;
- 16 c) deposit monies to the PTA treasurer in a timely manner;
- 17 d) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
- 18 the association or by the executive board; and
- 19 e) file reports with the Ways and Means vice president.
- 20 k. The Hip-Hop Coordinator shall:
- 21 a) report to the Way & Means vice president;
- 22 b) be responsible for the planning, staffing, and execution of the Hip-Hop family dance;
- 23 c) deposit monies to the PTA treasurer in a timely manner;
- 24 d) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
- 25 the association or by the executive board; and
- 26 e) file reports with the Programs vice president.
- 27 l. The Husky Den Coordinator shall:
- 28 a) report to the Programs vice president;

- 1 b) secure volunteers to manage the “Husky Den” tutoring center at Harrington Elementary;
- 2 c) maintain a schedule and roster of volunteers;
- 3 d) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
- 4 the association or by the executive board; and
- 5 e) file reports with the Programs vice president.
- 6 m. The *Husky Howler* Editor shall:
- 7 a) report to the Communications vice president;
- 8 b) be responsible for producing a weekly newsletter for the purpose of keeping parents
- 9 teachers and staff informed of PTA and school-related events;
- 10 c) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
- 11 the association or by the executive board; and
- 12 d) file reports with the Communications vice president.
- 13 n. The Library Volunteer Coordinator shall:
- 14 a) report to the Volunteer Participation vice president;
- 15 b) secure and schedule volunteers to assist the school librarian and library aide;
- 16 c) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
- 17 the association or by the executive board; and
- 18 d) file reports with the Volunteer Participation vice president.
- 19 o. The Special and Gifted Education (SAGE) Chair shall:
- 20 a) report to the Communications vice president
- 21 b) oversee and coordinate the efforts of the committee,
- 22 c) report the activities of the committee to the board and general membership,
- 23 d) maintain a listing of local unit families served by the SAGE committee,
- 24 e) promote the goals and objectives of the SAGE committee throughout the local unit
- 25 campus,
- 26 f) serve as liaison between local unit school administration and the local unit SAGE
- 27 committee,
- 28 g) serve as liaison between local PTA unit and Council SAGE committee, and
- 29 h) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
- 30 the association or by the executive board; and

- 1 i) file reports with the Communications vice president.
- 2 p. The Safety and Youth Protection Coordinator shall:
- 3 a) report to the Programs Vice President;
- 4 b) promote programs for securing the protection and safety of the children at school and at
5 home;
- 6 c) promote bicycle safety;
- 7 d) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
8 the association or by the executive board; and
- 9 e) file reports with the Programs vice president.
- 10 q. The School Supplies Coordinator shall:
- 11 a) report to the Ways & Means vice president
- 12 b) be responsible for the order, inventory, dissemination and sale of pre-packaged school
13 supplies;
- 14 c) deposit monies to the PTA treasurer in a timely manner;
- 15 d) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
16 the association or by the executive board; and
- 17 e) file reports with the Ways & Means vice president.
- 18 r. The Science Box Coordinator shall:
- 19 a) report to the Volunteer Participation vice president;
- 20 b) secure and schedule Science Box volunteers;
- 21 c) secure, organize and maintaining necessary supplies to replenish existing science kits and
22 establish new science kits;
- 23 d) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
24 the association or by the executive board; and
- 25 e) file reports with the Volunteer Participation vice president.
- 26 s. The Spirit Wear Coordinator shall:
- 27 a) report to the Ways & Means vice president,
- 28 b) be responsible for the order, inventory and sale of school spirit wear, such as t-shirts;;
- 29 c) make timely deposits of monies to the PTA treasurer;

- 1 d) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
2 the association or by the executive board; and
- 3 e) file reports with the Ways & Means Vice President.
- 4 t. The Silent Auction & Raffle Chair shall:
- 5 a) report to the Ways & Means vice president
- 6 b) be responsible for the planning, execution and follow-through of a silent auction and/or
7 raffle;
- 8 c) deposit monies to the PTA treasurer in a timely manner;
- 9 d) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
10 the association or by the executive board; and
- 11 e) file reports with the Ways & Means vice president
- 12 u. The Yearbook Editor shall:
- 13 a) report to the Communications vice president,
- 14 b) be responsible for the compiling, printing and distribution of the school yearbook;
- 15 c) secure bids from various yearbook companies;
- 16 d) make timely deposits of monies to the PTA treasurer;
- 17 e) perform such other duties as may be prescribed in these bylaws or assigned to him/her by
18 the association or by the executive board; and
- 19 f) file reports with the Communications vice president.
- 20