

1 **Northwood Hills Elementary**

2 **PARENT TEACHER ASSOCIATION BYLAWS**

3
4
5 ***ARTICLE I: Name**

6
7 The name of this organization is the Northwood Hills Elementary Parent Teacher Association (PTA),
8 Area 15, Dallas, Texas. It is a Local PTA organized under the authority of the Texas Congress of Parents
9 and Teachers (Texas PTA), a branch of the National Congress of Parents and Teachers (National PTA).
10

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

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14 The articles of organization of this Local PTA include (a) the bylaws of such organization and (b) the
15 certificate of incorporation or articles of incorporation of such organization (in cases in which the
16 organization is a corporation) or the articles of association by whatever name (in cases in which the
17 organization exists as an unincorporated association).
18
19

20 ***ARTICLE III: Purposes**

21
22 Section 1. The Purposes of the Northwood Hills Elementary PTA, in common with those of the National
23 PTA 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 the Northwood Hills Elementary PTA
39 are promoted through an advocacy and educational program directed toward parents, teachers and the

* 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 general public; developed through conferences, committees, projects and programs; and governed and
2 qualified by the basic policies 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 the Northwood Hills Elementary PTA in common with those of the
12 National PTA and the 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. The Northwood Hills Elementary PTA shall keep such permanent books of account and
43 records as shall be sufficient to establish the items of gross income, receipts and disbursements of the
44 organization including, specifically, the number of its members, the dues collected from its members and
45 the amount of dues remitted to the Texas PTA. Such books of account and records shall at all reasonable
46 times be open to inspection by an authorized representative of the Texas PTA or the National PTA.

47
48 Section 3. The charter of the Northwood Hills Elementary PTA shall be subject to withdrawal and the
49 status as Northwood Hills Elementary PTA subject to termination, in the manner and under the
50 circumstances provided in the bylaws of the Texas PTA.

1 Section 4. The Northwood Hills Elementary PTA is obligated, upon withdrawal of its charter by the
2 Texas PTA:

- 3
- 4 a. to yield up and surrender all of its books and records and all of its assets and property to the
5 Texas PTA or to such agency as may be designated by the Texas PTA, or to another Local PTA
6 organized under the authority of the Texas PTA.;
 - 7
 - 8 b. to cease and desist from the further use of any name that implies or connotes association with
9 the National PTA or the Texas PTA; and
 - 10
 - 11 c. to carry out promptly, under the supervision and direction of the Texas PTA, all proceedings
12 necessary for the purpose of dissolving this Local PTA.
 - 13

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

- 17
- 18 a. a special called meeting of the membership with thirty (30) days notice;
 - 19
 - 20 b. a two-thirds (2/3) vote of the membership, a quorum having been established; and
 - 21
 - 22 c. notification of the state president at least forty-five (45) days in advance of such meeting.
 - 23

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

26

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

31 **ARTICLE VII: Members and Dues**

32

33 *Section 1. Every individual who is a member of this PTA is a member of the National PTA and the
34 Texas PTA and is entitled to all the benefits of such membership.

35

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

38

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

41

42 *Section 4. Only members of Northwood Hills Elementary PTA who have paid dues for the current
43 membership year may participate in the business of that association.

44

45 *Section 5. Each member of this PTA shall pay annual dues as determined by the organization. The
46 amount of the dues shall include the portion of one dollar and twenty-five cents (1.25) per member

² To be a member of Texas PTA, a student must be in the 9th grade or above.

1 payable to Texas PTA, the portion of one dollar and seventy-five cents (1.75) per member payable to the
2 National PTA, and the Local PTA portion of four dollars (4.00)³ per member. ⁴
3

4 *Section 6. The Texas and National PTA portions of the dues paid by each member of this PTA shall be
5 set aside by this PTA and remitted to the Texas PTA through such channels and at such times as the
6 Texas PTA bylaws may provide. Each state PTA shall pay to the National PTA the amount of the
7 national portion of dues paid by all members of Local PTAs in its area. ⁵
8

9 *Section 7. A Local PTA shall have a minimum of twenty (20) members to retain membership in the
10 Texas PTA. Annual national and state portions of dues and names of members shall be sent to the Texas
11 PTA Office postmarked on or before October 15 of the current year. Names of members and national and
12 state portions of dues received after October 15 shall be sent to the Texas PTA Office whenever members
13 are enrolled in the organization.
14

15 *Section 8. Organizations whose national and state portions of dues and names of all members enrolled
16 are not in the Texas PTA Office postmarked on or before October 15 are ineligible to voting
17 representation at state convention. Organizations whose national and state portions of dues are not paid
18 by March 15 shall be dropped from the state roster.
19

20 *Section 9. Honorary Life Members
21

22 a. An Honorary Life Membership in the Texas PTA may be awarded to any deserving person by a
23 Local, Council, Area or the Texas PTA upon submission of name of honoree and payment of a
24 fee. Such fees shall be made a part of the Texas PTA extension fund.
25

26 b. Life membership shall be honorary and shall carry neither the right to vote nor to hold office.
27 A life member may also become an all-inclusive member upon enrollment as a member in a
28 Local PTA.
29

30 c. A Texas Honorary Life Member may receive exemption from state portion of dues through one
31 (1) Local PTA only. The member shall be designated as a Texas Life Member when the Local
32 PTA annual membership list is sent to the Texas PTA Office.
33

34 d. The annual national portion of dues for a Texas Life Member shall be paid by said Texas Life
35 Member.
36
37

38 ***ARTICLE VIII: Officers and Their Election**

39 Section 1. Each officer shall be a member of this PTA. ⁶
40

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.

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:

1
2 Section 2. Officers and their election:
3

- 4 a. The officers of this PTA shall be a president, four (4) 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 may 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
17 e. No officer shall serve in the same office for more than two (2) consecutive terms. One who has
18 served more than one-half of a term shall be credited with having served that term.
19

20 Section 3. Nominating Committee:
21

- 22 a. There shall be a nominating committee elected by the general body at a regular meeting at least
23 one (1) month prior to the election of officers. Elections shall be by plurality. The committee
24 shall be composed of five (5) members. Two (2) alternates shall be elected to serve in the event
25 a member is unable to serve. The committee shall elect its own chairman immediately
26 following the meeting.
27
28 b. The nominating committee shall nominate an eligible person ⁹ for each office to be filled and
29 report its nominees at the regular meeting in March at which time additional nominations may
30 be made from the floor. The report shall be publicized to the Local PTA membership through
31 regular publicity channels at least seven (7) days before the election meeting.
32
33 c. Only those persons who have signified their consent to serve if elected shall be nominated for
34 or elected to such office.
35
36 d. No member shall automatically serve on this committee because of his office in the Local PTA
37 or position in the school system.
38
39 e. The president does not serve as a member of this committee, nor does he appoint any member
40 of the committee.
41

“(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.

“(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 Section 4. Vacancies
2

- 3 a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person
4 elected by a majority vote of the executive board, at least three (3) days notice of such election
5 having been given.
6
7 b. In the event a vacancy occurs in the office of president, the first vice president shall serve notice
8 to the executive board of the election.
9

10 Section 5. Reason to remove:
11

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

18 **ARTICLE IX: Duties of Officers**
19

20 Section 1. The president shall:
21

- 22 *a. coordinate the work of the officers and committees of the association in order that the Purposes
23 may be promoted;
24
25 *b. confirm that a quorum is present before conducting any business at any meeting of the
26 association;
27
28 *c. preside at all meetings of the association;
29
30 *d. appoint the historian and parliamentarian, subject to approval of the newly elected officers;
31
32 *e. appoint chairmen of special committees subject to approval of executive board;
33
34 *f. be authorized to sign on bank accounts;¹⁰
35
36 *g. be authorized to sign contracts that have been approved by the executive board;
37
38 *h. call a meeting of the newly elected officers within thirty (30) days after the election meeting for
39 the purpose of approving appointments of standing committee chairmen and such other
40 business as becomes necessary;
41
42 *i. appoint a member, subject to the approval of the executive board, who is not authorized to sign
43 on the bank account to open, review, initial and date each bank statement;
44
45 *j. represent the Local PTA as a delegate to Council PTA (when the Local PTA is in membership
46 with Council PTA);
47

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.

- *k. file with the Council PTA secretary the names of delegates and alternates from this PTA by the first general Council PTA meeting and no later than October 15. A Local PTA joining or making changes after October 15 shall submit any changes in writing prior to any regular meeting in order to be eligible to vote.
- *l. confirm that all officers are graduates of the current Texas PTA Leader Orientation or have completed the course by October 15 after the election;
- *m. send the names and addresses of the officers and chairmen to the Texas PTA office by May 1 each year;
- *n. appoint the audit committee subject to the approval of the executive board; and
- *o. serve as an ex-officio member of all committees except the nominating and audit committees.

Section 2. Vice President(s) ¹¹

a. First Vice President shall:

- *1. be the aide-to-the-president [and be in charge of programs]),
- *2. select the installing guest office for the annual meeting (subject to approval of the president;
- *3. assume responsibility for all courtesies due the unit's president, including the ordering of the past president's pin; and
- *4. preside in the absence of the president (in their designated order).

b. Second Vice President shall:

- *1. be in charge of membership,
- *2. be in charge of the life membership committee;
- *3. be responsible for seeking written recommendations from the general membership for the Life Membership award and other duties delineated in the Life Membership guidelines; and
- *4. preside in the absence of the president (in their designated order).

c. Third Vice President shall:

- *1. be in charge of ways and means committee, and
- *2. preside in the absence of the president (in their designated order).

d. Fourth Vice President shall:

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. be in charge of projects, including the Supply Shop, (by managing and ordering school Supplies);
- *2. manage the donations for the Supply Shop Scholarship fund coordinated with the school counselor;
- *3. act as the unit's liaison with the local school council; and
- *4. preside in the absence of the president (in their designated order).

Section 3. The secretary shall: ¹²

- *a. record the minutes of all meetings of the association;
- *b. keep an accurate record of attendance at executive board meetings;
- *c. be responsible for correspondence;
- *d. have a current copy of the bylaws;
- *e. maintain a membership list. ¹³
- *f. in June write a letter to all banks carrying Northwood Hills Elementary PTA accounts (checking accounts plus money market/CDs) to update signatures of incoming officers who will have signature authority for the unit.

Section 4. The treasurer shall:

- *a. have custody of all the funds of the association;
- *b. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy;
- *c. make disbursements in accordance with the budget adopted by the association;
- *d. sign on bank accounts; ¹⁴
- *e. present a financial report, both written and verbal, at every meeting of the Local PTA and as requested by the executive board or the voting body;
- *f. make a full report at the annual meeting;
- *g. be responsible for the maintenance of such books of account and records as conform to the requirements of Article VI, Section 2 of these bylaws;

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.

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.

- 1
- 2 *h. present books to the audit committee as requested;
- 3
- 4 *i. present a mid-year financial activity for each of the officers and standing committee chairman
- 5 at the February executive board meeting;
- 6
- 7 *j. initiate new signature cards at bank(s) for incoming treasure, with signature authorizations to
- 8 Include president and one vice-president and delete current signatures as appropriate;
- 9
- 10 *k. be in charge of the budget committee, composed of the out-going and incoming presidents, out-
- 11 going and incoming vice presidents of ways and means, out-going and incoming treasurer, and
- 12 members-at-large to be appointed by the treasurer. The size of the committee shall not exceed
- 13 seven (7). The goal of this committee shall be to present a proposed budget for executive
- 14 board/general membership approval.
- 15
- 16 *l. The out-going treasurer accepts responsibility for preparation and filing of the IRS 990 if the
- 17 unit's gross income for his year is \$25,000 or greater or files proper documentation of gross
- 18 income if less.
- 19

20 Section 5. The parliamentarian shall:

- 21
- 22 *a. advise the presiding officer on questions of parliamentary procedure; and
- 23
- 24 *b. vote only when the vote is by ballot
- 25
- 26 *c. be in charge of the bylaws committee as need arises;
- 27
- 28 *d. distribute copies of the current bylaws to board members and make available to the general
- 29 Membership; and
- 30
- 31 *e. dispense to the chairman of the nominating committee the written instructions as to the
- 32 expedient and appropriate methods of undertaking and completing its task.
- 33

34 Section 6. The historian shall:

- 35
- 36 *a. collect and preserve documents relating the history of the association; and
- 37
- 38 *b. compile and keep a record of events and activities to be presented as the official history to the
- 39 general body for adoption at the annual meeting.
- 40

41 *Section 7. All officers shall:

- 42
- 43 a. be a graduate of the Texas PTA Leader Orientation or complete the course by October 15 after
- 44 their election;
- 45
- 46 b. submit a Plan of Work to the executive board for approval;
- 47
- 48 c. attend all meetings of the association;
- 49
- 50 d. have a current copy of the Local PTA bylaws; perform the duties outlined in these bylaws and
- 51 those assigned from time to time; and
- 52

- 1 e. perform the duties outlined in these bylaws and those assigned from time to time; and
2
3 f. deliver to their successors or the president all official materials within fifteen (15) days
4 following the date at which their successors assume their duties.
5

6 7 **ARTICLE X: Meetings** 8

9 *Section 1. This association shall hold a minimum of three (3) meetings a year.
10

- 11 a. Regular meetings of the association shall be held in the months of August, September, October,
12 November, January, February, March, April, and May. Time and date to be established by
13 executive board at its first meeting of the year. Five (5) days notice shall be given if change of
14 date is needed.¹⁵
15
16 b. The regular meeting held in March shall be the election meeting.
17
18 c. The annual meeting in May shall be for the purpose of receiving reports of officers and
19 chairmen and for any other necessary business.
20

21 Section 2. Special meetings of the Local PTA may be called by the president or by a majority of the
22 executive board, at least three (3) days notice having been given.
23

24 *Section 3. Ten (10) members shall constitute a quorum for the transaction of business in any meeting of
25 this association.¹⁶
26
27

28 **ARTICLE XI: Executive Committee** 29

30 Section 1. The officers of the unit shall comprise the Executive Committee: president, four vice
31 presidents, secretary, treasurer, along with parliamentarian, and historian. The president shall chair this
32 committee.
33

34 Section 2. It shall be the function of this committee to attend to the activities of the unit between
35 meetings of the executive board and/or general association, and determine appropriate policies on non
36 specified issues. This committee shall meet in the months of August, November, February, April, and
37 others as necessary.
38

39 **ARTICLE XII: Executive Board** 40

41 Section 1. The executive board shall consist of:
42

- 43 a. the officers of the association;

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.

- b. the chairmen of standing committees; and
- c. the principal of the school or a representative appointed by him.
- d. a teacher representative (with the approval of the principal); and
- e. a representative to the Parent Advisory Committee (with no voting privileges).

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

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

- a. transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- b. present a report at the regular meetings of the association;
- *c. approve the Plans of Work of all officers and committee chairmen;
- *d. create standing and special committees;
- *e. adopt a conflict of interest policy annually;
- *f. prepare and submit a budget for the year to the association for adoption;
- g. approve routine bills within the limits of the budget; and
- *h. fill vacancies of officers and chairmen.
- i. appoint an audit committee consisting of not less than three members, who are not authorized signers, at least thirty (30) days before the annual meeting, to audit the treasurer's accounts.

Section 4. Meetings

- a. Regular meetings of the executive board shall be held prior to each regular association meeting, the time to be determined by the board at its first meeting of the year.
- *b. A majority of the executive board members shall constitute a quorum. ¹⁷
- c. Special meetings of the executive board may be called by the president or by a majority of the members of the board, at least three (3) days notice being given.

ARTICLE XIII: Standing and Special Committees

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

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

1 *Section 2. The executive board may create such standing and special committees as it may deem
2 necessary to promote the Purposes and carry on the work of the association. The term of each chairman
3 shall be one (1) year or until the selection of a successor.
4

5 *Section 3. The newly elected president shall call a meeting of the incoming officers within thirty (30)
6 days after the election for the purpose of approving standing committee chairmen and such other business
7 as becomes necessary.¹⁸
8

9 *Section 4. No chairman shall serve in the same office for more than two (2) consecutive terms. One
10 who has served more than one-half of a term shall be credited with having served that term.
11

12 *Section 5. All standing committee chairmen shall:

- 13 a. deliver to their successors or the president all official materials within fifteen (15) days
14 following the date at which their successors assume their duties;
- 15 b. present a Plan of Work to the executive board for approval. No committee work shall be
16 undertaken without this approval;¹⁹ and
- 17 c. have a current copy of the Local PTA bylaws.
18
19

20
21
22 *Section 6. The president shall be a member ex-officio of all committees except the nominating and audit
23 committees.
24

25 *Section 7. The quorum of any committee shall be a majority of its members.
26

27 Section 8. Each outgoing officer and committee chairman shall submit to the president at the May
28 executive board meeting a brief written evaluation of his plan of work in triplicate (for incoming
29 president, secretary, and successor.)
30
31

32 **ARTICLE XIV: Council Membership**

33

34 Section 1. (Applies only to Local PTAs holding membership in a Council of PTAs, and shall correspond
35 to Council PTA bylaws.)²⁰
36

- 37 a. The association shall be represented in meetings of the Richardson ISD Council of Parent
38 Teacher Associations by the president or alternate, the principal or alternate and by two (2)
39 delegates or their alternates.²¹ All representatives to the Council PTA shall be members of the
40 Local PTA they represent.
41
- 42 b. Delegates and their alternates shall be appointed subject to the approval of the board by May.

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.

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.

1
2 c. Delegates to Richardson ISD Council of PTAs shall serve for a term of one (1) year.
3

4 Section 2. This association shall pay annual dues of \$25.00²² to the Richardson ISD Council of PTAs no
5 later than October 15.
6

7
8 ***ARTICLE XV: State Convention**
9

10 This Local PTA shall be represented at the annual meeting of the Texas PTA by the president or
11 appointed alternate and additional accredited delegates.
12

13 a. All delegates from this Local PTA to the Texas PTA Annual Convention shall be members of
14 this Local PTA.
15

16 b. Voting delegates and their alternates shall be appointed subject to the approval of the board.
17
18

19 ***ARTICLE XVI: Fiscal Year**
20

21 Section 1. The fiscal year of this association shall begin July 1 and end on the following June 30.
22

23 Section 2. An audit committee consisting of not less than three (3) members,²³ who are not authorized
24 signers, shall be appointed by the president subject to the approval of the executive board at least thirty
25 (30) days before the last meeting of the year.²⁴
26

27 Section 3. The audit committee report shall be adopted by the association.²⁵
28
29

30 ***ARTICLE XVII: Parliamentary Authority**
31

32 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the
33 National PTA and its constituent organizations in all cases in which they are applicable and in which they
34 are not in conflict with these bylaws, the bylaws of the Texas PTA, and the bylaws of the National PTA
35 or the articles of incorporation.
36

37 **ARTICLE XVIII: Amendments**
38

39 *Section 1.
40

41 a. These bylaws may be amended at any meeting of the association, provided a quorum is
present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed

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

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.

1 amendment shall have been given at the previous regular meeting or thirty (30) days prior to
2 the meeting at which the amendment is voted on.²⁶ The amendment shall be subject to
3 approval of the Texas PTA.
4

5 b. A committee may be appointed to submit a revised set of bylaws as a substitute for the
6 existing bylaws only by a majority vote at a meeting of the association, or by a two-thirds
7 (2/3) vote of the executive board. The procedure for action on amendments in *Section 1.a.
8 should then be followed.
9

10 c. After adoption by a two-thirds (2/3) vote at a meeting of the association, two (2) copies of
11 bylaws and standing rules as amended or revised shall be sent for approval to the Texas PTA,
12 408 W. 11th Street, Austin, Texas 78701-2113 or to the Texas PTA website at www.txpta.org.
13

14 d. A revision of the bylaws or any amendments shall go into effect when an approved copy is
15 returned by the Texas PTA.²⁷
16

17 *Section 2. This Local PTA shall submit a set of bylaws to the Texas PTA for review every five (5)
18 years.
19

20 *Section 3. The adoption of an amendment to any provision of the bylaws of the Texas PTA identified
21 by a star (*) shall serve automatically and without the requirement of further action by the Local PTA to
22 amend its corresponding bylaws.
23

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28 As adopted by the Texas PTA Board of Directors February 2007
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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.

STANDING RULES

Rule 1: Committee Chairmen/Standing Committees

Each chairman shall refer to the unit's bylaws, under Standing Rules, for a description of his/her duties, and shall submit a plan of work for the year to the executive board for approval at its first meeting of the school year.

STANDING COMMITTEES

A. After School Program

The after school chairman shall:

1. look into possible after school programs that will entertain students as well as educate
2. coordinate the after school programs chosen with the principal and school calendar
3. publicized the after school programs

B. Arts Awareness (3 positions – 2 arts awareness and 1 environmental rep)

The arts awareness committee (2 people) shall:

1. promote the National/State PTA Reflections program
2. distribute all pertinent application materials for entry
3. prepare entries for submission
4. solicit judges for entries
5. forward winning entries for Council level judging
6. track and publish winners through various levels of judging program
7. coordinate awards ceremony for the general PTA meeting

The environmental representative (1 person) shall:

1. promote the EPA/Texas PTA Poster program
2. distribute all pertinent application materials for entry
3. solicit judges for entries
4. forward winning entries for Council level judging
5. track and publish winners through various levels of judging program
6. coordinate awards ceremony for the general PTA meeting

D. Book Fair

The book fair committee shall:

Coordinate arrangements for the fall and/or spring book fair(s) in cooperation with the school librarian.

E. Citizenship and Legislation

The citizenship and legislation committee shall:

1. promote the third object of National PTA – “To secure adequate laws for the care and protection of children and youth.”
2. bring to the attention of the association all pertinent issues concerning child advocacy
3. keep the unit advised on the actions of the Board of Trustees for RISD and Texas and National actions.

F. Corresponding Secretary

The corresponding secretary shall:

1. attend to all correspondence of the unit other than what is specifically assigned the

- 1 Recording secretary
2 2. write thank you acknowledgements associated with special event projects such as the
3 carnival, silent auction donations, etc.
4 3. perform other duties as delegated
5

6 **G. Council Clothes Closet Aid**

7 The council clothes closet aid shall:

- 8 1. act as a liaison between school and the Council's Clothes Closet
9 2. work occasional shifts at the Clothes Closet
10 3. collect "gently used" clothing from school community for the C lothes Closet
11

12 **H. Council Delegates (2 positions)**

13 The council delegates shall:

- 14 1. attend the RISD Council of PTAs meetings (first Thursday of each month), reporting
15 To the executive board of its agenda
16 2. coordinate first and second grade attendance at the Council sponsored play
17 3. coordinate unit's participation in the Council's Used Book Fair if approved by board
18 and general membership for the year
19

20 **I. Directory**

21 The directory committee shall:

- 22 1. compile and prepare camera-ready copy for printing the school's directory
23 2. distribute the directory after its printing
24 3. coordinate family sponsorship
25

26 **J. E-news**

27 The e-news representative shall:

- 28 1. shall send out e-mail notifications with inportant information when needed
29 2. send the principal's Weekly Falcon out to all who subscribed
30

31 **K. Enrichment**

32 The enrichment committee shall:

- 33 1. coordinate volunteers for the Think Tank
34 2. provide additional assistance for the Think Tank as requested by its director
35

36 **L. Field Day (2 positions)**

37 The committee shall:

- 38 1. coordinate all sport activities for Field Day, for all grade levels
39 2. assist the awards and refreshments chairman as needed
40 3. coordinate and purchase appropriate awards as well as refreshments for all grade levels
41 4. assist the games chairman as needed
42

43 **M. Health and Safety**

44 The health and safety committee shall:

- 45 1. provide volunteers and coordinate program for vision and hearing testing
46 2. present RISD Council of PTAs presentation on drug awareness
47 3. promote information on matters of health for students, parents, and teachers through
48 Handout materials and other forms of communications
49 4. assist school council with activities for week of Red Ribbon celebration
50
51
52

1 **N. Homeroom Representative**

2 The homeroom representative shall:

- 3 1. solicit and coordinate all homeroom representatives for each class
4 2. serve as liaison between homeroom representatives and school events

5
6 **O. Hospitality (3 positions)**

7 The hospitality committee shall:

- 8 1. work with the 1st VP programs to coordinate hospitality for PTA sponsored activities as
9 appropriate
10 2. work with the public relations chairman to coordinate hospitality for PTA sponsored
11 activities as appropriate
12 3. work with the homeroom representative to coordinate hospitality for PTA sponsored
13 activities as appropriate

14
15 **P. Interschool Liaison**

16 The interschool liaison shall:

- 17 1. keep the executive board notified of events happening with the junior and senior high
18 Schools

19
20 **Q. Library**

21 The library committee shall:

- 22 1. coordinate library volunteers
23 2. provide appropriate assistance to school librarian

24
25 **R. Multi-Cultural**

26 The multi-cultural committee shall:

- 27 1. coordinate enrichment programs and projects that encourage understanding among
28 multi-cultural groups
29 2. promote multi-cultural awareness and education in the school

30
31 **S. Newsletter**

32 The newsletter chairman shall:

- 33 1. edit and/or write materials for the PTA newsletter
34 2. coordinate the printing and distribution of newsletter

35
36 **T. Parent Education**

37 The parent education chairman shall:

- 38 promote parent education programs

39
40 **U. Playground/Landscaping**

41 The playground/landscaping committee shall:

- 42 1. coordinate necessary planting and maintenance of school's flower beds
43 2. serve as liaison between PTA and RISD maintenance to promote safety of playground
44 Equipment
45 3. plan appropriate Earth Week activity(s)

46
47 **V. Public Relations**

48 The public relations committee shall:

- 49 1. promote all PTA projects, activities and events of the school to the general community
50 2. interpret to the general public the objects, principles and aims of PTA
51 3. promote the use of PTA publications
52 4. order subscriptions to the TEXAS PTA The Voice and District 15's Newsletter for the

- 1 elected executive board officers (to be carried out by the newly appointed PR chairman
2 5. organize and promote grade-level coffees and Kindergarten Round-up, coordinating with
3 Hospitality special events chairman
4

5 **W. Publicity**

6 The publicity committee shall:

- 7 1. publicize all school events/programs/activities both at the school and to the community
8 2. maintain school marquee
9 3. inform Council Newsletter chairman about newsworthy activities
10 4. maintain school PTA bulletin board
11

12 **X. SAGE**

13 The SAGE chairman shall:

- 14 1. promote events with special education emphasis
15 2. keep the school community and public aware of important issues in special education
16

17 **Y. Scout Liaison**

18 The scout liaison shall:

- 19 1. coordinate flag ceremony for specified general meetings of the PTA, with the Cub Scouts,
20 Girl Scouts, PTA president and 1st VP programs
21

22 **Z. Volunteer Services**

23 The volunteer services committee shall:

- 24 1. recruit and schedule volunteers through appropriate communication channels as needed
25 2. make requisite report of total hours to Texas PTA
26 3. follow through on unit's submission for Council and/or Texas PTA volunteer awards
27 4. serve as chairman of the volunteer awards committee
28

29 **AA. Ways and Means** (3 positions)

30 The ways and means committee shall:

- 31 1. undertake fund raising projects to cover the PTA budget
32 2. coordinate and administer projects such as bake sales, gift wrap sale
33 3. coordinate and administer special events projects such as the carnival and/or silent
34 Auction
35

36 **BB. Webmaster**

37 The webmaster chairman shall:

- 38 1. maintain the Northwood Hills Elementary PTA website
39 2. update any changes to positions listed on the website
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1 **Rule II: Special Committees**

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3 **A. Audit**

4 The executive board shall appoint committee consisting of three (3) members and one alternate
5 (two of whom are members of the currenet executive board, with the additional members coming
6 from the general membership) at least thirty (30) days before the May meeting. The president shall
7 appoint its chairman, who may serve no more than one consecutive term as chairman. The president
8 shall designate the alternate to serve on the committee should any member not be able to fulfill the
9 commitment. If it is the designated chairman who cannot serve, it shall be the newly elected
10 president to make the chairmanship determination. The audit must be completed by August 15th.
11 This committee shall present a final report at the first general meeting of the school year. A motion
12 to accept the audit report shall come from the general membership (not the chairman of the
13 committee).

14
15 **B. Disbursements**

16 The president shall appoint, with the approval of the executive board, a disbursements committee
17 consisting of: in and out-going presidents, in and out-going treasurers, in and out-going ways and
18 means VPs, the school principal, two teacher representatives, and no more than two members-at-
19 large (the maximum committee number not to exceed 11). The president shall also appoint its
20 chairman. These appointments shall be made at the general meeting for the election of officers. It is
21 also the responsibility of the chairman to immediately implement the disbursement committee's
22 prioritized listing as funds become available, coordinating these purchases with the treasurer. This
23 committee shall remain in place until such time as all disbursements for that school year are made.
24 Disbursement recommendations of the committee require board and general membership approval.

25
26 **C. Life Membership**

27 The second vice president shall serve as chairman of this committee. (In the event the chairman of
28 the committee is not a Texas Life Member, the committee is chaired by one who is such a member,
29 appointed by the president from the available pool of active Texas Life Members.) All active
30 recipients of the Texas Life Membership including principal and teachers, are invited to be
31 committee members. If there are less than three (3) past members (excluding the chairman and
32 principal), the president shall appoint, with approval of the executive board, an appropriate number
33 from the general membership to fill the three 'past members' positions to the minimum number of
34 three. The appointments shall be made at the February executive board meeting. It shall be the
35 responsibility of the chairman to attend to all the necessary aspects of the committee assignment
36 and report the results of the committee's work directly to the president. The committee shall follow
37 the established life membership guidelines in making its award determination.

38
39 **D. Volunteer Awards**

40 The president shall appoint, with the approval of the executive board, a volunteer services
41 committee, chaired by the volunteer services chairman. This committee shall solicit
42 recommendations from the general membership, and make its award determinations for presentation
43 at the annual (May) meeting.

44
45 **E. Minutes Committee**

46 The president shall appoint, with the approval of the executive, a committee at the May meeting to
47 approve the minutes of both the executive and general meetings.

1 **Rule III: Retained Funds**

2
3 A minimum of \$2,000.00, plus the total of remaining disbursement funds, plus a sum equal to all
4 accounts payable, as well as other designated special funds, shall be retained in the units regular
5 checking account.
6

7 **Rule IV: Supply Shop**

8
9 As a service to the school, a supply store shall be operated for the convenience of the students. The
10 supply shop committee shall be chaired by the 4th vice president.
11

12 All revenue generated by the shop shall become part of the PTAs general fund, with its financial
13 status reflected in the monthly treasurer’s statement. One year-end inventory shall be made for
14 purposes of reporting on the IRS 990.
15

16 Working with the principal, treasurer and president, the timely determination shall be made for the
17 purchases of the appropriate number of supplies for the annual back-to-school sale. Subsequent
18 supply needs will be determined by the 4th vice president.
19

20 The committee will also promote a volunteer program to assist in its operation.
21

22 **Rule V: Executive Board Attendance**

23
24 Any voting member of the executive board who is absent from two consecutive board meetings
25 without reporting a satisfactory reason to the secretary or president shall be notified by the secretary
26 of his/her delinquency. If no reply has been received by the next meeting, the executive board shall
27 proceed to fill the vacancy. A member of the board may report in place of the chairman until a new
28 chairman is elected.
29

30 **Rule VI: Annual Reports and Duties of Chairman**

31
32 Each officer and chairman shall submit annual reports, materials and suggestions to their successors
33 within 15 days after the end of the school year. These reports should be in triplicate: the original to
34 be filed with the secretary as a permanent record, one copy to be given to the in-coming president
35 for his/her records, and one copy to be given to the newly elected officer or committee chairman.
36

37 **Rule VII: Business Procedures**

- 38
39 a. Any matter involving the expenditures of money, making recommendations and adopting
40 resolutions, shall first be submitted to the executive board for approval before it is acted upon by
41 the general membership.
42 b. With the approval of the president, any person may meet with the executive board for the purpose
43 of presenting a report or a proposal for consideration by the executive board, but may not remain
44 for the business meeting.
45 c. Non-voting ex-officio members of the executive board have the right to make motions and
46 debate.
47

48 **Rule VIII: Paid Expenses (as budgeted)**

- 49
50 a. Summer Seminar – president, treasurer, 1st vice president (aide), 3rd vice president (fund raising),
51 parliamentarian, and others if course selections pertinent
52 b. District 15 Fall Workshop – 2nd vice president (membership) and secretary; District 15 Spring

- 1 Workshop – in-coming president and 1st vice president (aide)
2 c. Texas PTA State Convention – president and 1st vice president (aide) or alternates
3 d. New Teachers’ Luncheon – president and principal
4 e. Council Awards Luncheon – president, newly-elected president, principal, two council delegates
5 and board members who coincidentally serve on the RISD Council of PTAs
6

7 **Rule IX: Reimbursement of Texas PTA Convention Expenses**
8

9 To receive reimbursement a unit delegate shall:

- 10 a. attend all business sessions of the convention
11 b. attend convention workshops
12 c. submit receipts to the unit treasurer before the January general meeting following the convention
13

14 After receipts have been received by the treasurer, decisions for the distribution of these funds shall
15 be decided by the executive board.
16

17 **Rule X: Amendments**
18

19 Standing rules may be amended by majority vote, provided notice of the proposed amendment was
20 given at a previous meeting, or may be amended without notice by two-thirds (2/3) vote of the
21 members of the voting body present and voting.
22

23 **Addendum 1: Parent Advisory Committee Representative**
24

25 Parent Advisory Committee Representative shall serve as a nonvoting, ex-officio member of the
26 Northwood Hills Elementary PTA executive board for the purpose of gathering and presenting
27 information to the RISD Parent Advisory Committee. The executive board shall submit the names
28 of the nominees for PAC representative and alternate at the general election meeting. All
29 parents/guardians of children enrolled in Northwood Hills Elementary, or in the case of early
30 childhood PTAs all parents/guardians active with this early childhood local unit, may vote for the
31 PAC representative and alternate at the general election meeting; and/or make nominations from the
32 floor. Membership in PTA is not required for purposes of voting nor for standing for election as
33 PAC representative or alternate. Neither the principal nor the PTA president may appoint these
34 individuals. The names of the representatives and the alternate shall be turned into the RISD School
35 Board Staff Secretary, 400 South Greenville Avenue, Richardson, Texas 75081.
36

37 The representative and alternate:

- 38 1. must have a child enrolled in the RISD for a least one year prior of the year of service, and a
39 child enrolled in the RISD school for which the person is representing during the year of service.
40 Early childhood representatives must only be parents/guardians residing in RISD’
41 2. must be willing to present all points of view from the area that he/she represents;
42 3. will only accept concerns from identified persons;
43 4. may not serve more than two consecutives years (K-12) as PAC representative;
44 5. shall be elected by the end of May to serve the following school year.
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APPENDIX

- 1
2
3 # Articles or sections listed which bear the state symbol (#) are requirements of the Texas PTA. They
4 do not require a vote of the association and should be incorporated promptly and verbatim into the
5 local unit bylaws.
6
7 ** Articles or sections listed which bear double stars (**) are requirements of the National PTA. They
8 do not require a vote of the association and should be incorporated promptly and verbatim into the
9 local unit bylaws.
10
11 1. In an incorporated organization the individual has additional protection for his personal assets
12 information on the steps necessary to become an incorporated PTA unit.
13
14 2. In 1977 the title of Article III was changed to conform with the District of Columbia corporation
15 laws that govern the National PTA. This change was recommended by an attorney and approved by
16 convention delegates. The remainder of the article retains the word “Objects” for its historical
17 significance.
18
19 3. The question is frequently raised as to whether there is any age requirement for election as an
20 officer of a PTA organization. The counsel of the Texas PTA has advised us that in his opinion:
21
22 “(a) In Texas the not-for-profit corporation laws do not specify an age qualification for persons who
23 can serve as directors (members of the board of managers, etc.) of corporations.”
24
25 “(b) Where there is no specification in the state corporation laws, a person should not be deemed to
26 be eligible to serve as an officer unless the person is at an age at which he is competent to make
27 contracts. Texas law does not specify at what age a person is competent to make contracts.”
28
29 “(c) To be a PTSA member of the Texas PTA, a student must be in the 9th grade or above. It is not
30 required to be a PTSA to have student members.”
31
32 4. The total amount of local unit annual dues is obtained by adding the per member National PTA
33 portion, the Texas PTA portion and the per member portion desired for local use.
34
35 5. The remittance to the Texas PTA shall be accompanied by a report in such form, as may be required
36 by the Texas PTA, showing the name and address of the president of the PTA, the amount of dues
37 collected during the period covered by the report, and the number and names of the members of the
38 PTA.
39
40 6. The National PTA, the Texas PTA and their parliamentary authority recognize that only one person
41 shall be elected to serve in any one office.
42
43 7. Since the district conferences are held in March or April, it is suggested that the local PTAs
44 designate the month of March as the date of election so that newly elected officers may benefit from
45 the knowledge gained in attendance at the conference.
46
47 8. Vice president should be named in order of precedence: first, second, third, etc. Each vice president
48 should have administrative charge of a specific area. This must be listed in the bylaws. The first vice
49 president shall be designated as the aide-to-the-president.
50
51 9. PTA membership lists are not to be released to outside interests by National PTA, Texas PTA,
52 district, council or local units.

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- 10. The parliamentarian has the same duty as the presiding officer to maintain a position of impartiality, and therefore does not vote on any question except in the case of a ballot vote. If a member feels that he cannot properly forego his right to vote in order to serve as parliamentarian, he should not accept that position. See the current edition of *Robert's Rules of Order of Newly Revised*, page 458.
- 11. 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 as determined.
- 12. 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.
- 13. In calculating a quorum, filled board positions rather than positions available will be counted.
- 14. If the local is in council membership this Article XIII is necessary in the local bylaws. If the local is not in council membership, indicate "not applicable" and do not fill in the blanks.
- 15. 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.
- 16. The auditor's report is adopted by a majority vote at the first general meeting following the close of the school year.
- 17. Each admendments, standing rules or revision of the bylaws do not go into effect until an approved copy is returned to the local unit by the Texas PTAA. If not approved, they must be redone.