

**BYLAWS**  
**of**  
**Endeavor Elementary PTA**

**ARTICLE I: Name**

The name of this organization is Endeavor Elementary Parents and Teacher Association, Harvest, Alabama. It is a local PTA/PTSA organized under the authority of Alabama Congress of Parents and Teachers, Inc. (Alabama PTA), a branch of National Congress of Parents and Teachers (National PTA).

**\*ARTICLE II: PURPOSES**

**Section 1.** The purposes of Endeavor Elementary PTA, in common with National PTA and Alabama PTA, are:

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

**Section 2.** The purposes are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies in Article III.

**Section 3.** The organization is organized exclusively for the charitable, scientific, literacy or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

**\*ARTICLE III: BASIC POLICIES**

The basic policies of Endeavor Elementary PTA, in common with National PTA and Alabama PTA, are:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- c. The organization shall work with the school and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- d. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.

- e. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes in Article II.
- f. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- g. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of PTA.

**\*ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND ALABAMA PTA**

**Section 1.** Endeavor Elementary PTA is organized and chartered under the authority of Alabama PTA in conformity with National PTA Bylaws and Alabama PTA Bylaws. Alabama PTA shall issue this PTA a charter evidencing its organization and good standing. A local PTA in good standing:

- a. Adheres to the purposes and basic policies of PTA,
- b. Remits dues to Alabama PTA by dates designated in these bylaws,
- c. Has bylaws approved according to the procedures of Alabama PTA,
- d. Has a current officer list on file at the Alabama PTA office.

**Section 2.** Endeavor Elementary PTA shall adopt bylaws for its governance. They shall not conflict with National PTA Bylaws or Alabama PTA Bylaws. Bylaws of this PTA shall:

- a. Be approved by the Bylaws committee of Alabama PTA,
- b. Include an article on amendments,
- c. Include a provision establishing a quorum,
- d. Prohibit voting by proxy.

**Section 3.** Local PTAs shall review bylaws annually and update bylaws every three years. Two copies of the updated bylaws shall be submitted to Alabama PTA for approval by the Bylaws Committee. One copy shall be returned to the local unit stamped with Alabama PTA approval and date; the second copy shall be retained in state office files.

**Section 4.** Local PTAs shall include in their bylaws all items identified by the star symbol (\*). The adoption of an amendment to any item of Alabama PTA Bylaws identified by a \* symbol shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of the local PTA.

**Section 5.** Only members who have paid dues for current membership year may participate in the business of this PTA.

**Section 6.** This PTA shall collect dues from its members and shall remit a portion of those dues to Alabama PTA as provided in Article V.

**Section 7.** The members of the nominating committee for officers of this PTA shall be elected by the general membership, board of directors, executive board, or executive committee.

**Section 8.** This PTA shall keep permanent books of account and records sufficient to establish gross income, receipts, and disbursements, including the number of members and dues collected from members. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Alabama PTA or National PTA.

**Section 9.** The charter of this PTA shall be withdrawn and the PTA dissolved according to provisions in Alabama PTA Bylaws. This PTA is obligated, upon withdrawal of its charter by Alabama PTA to:

- a. Surrender all books, records, assets, and property to Alabama PTA, an agency designated by Alabama PTA, or another local PTA organized under the authority of Alabama PTA,
- b. Cease to use the copyrighted name PTA that implies association with or status as a constituent organization of National PTA or Alabama PTA; and
- c. Carry out promptly, under the direction of Alabama PTA, all proceedings necessary for the purpose of dissolving.

**Section 10.** Organization/Chartering

- a. Local PTAs shall be organized in the state as units of National PTA and Alabama PTA for the purpose of promoting the purposes of National PTA and Alabama PTA.
- b. Each local unit shall be authorized to make its own rules for the transaction of its business provided they are not in conflict with National PTA Bylaws or Alabama PTA Bylaws.
- c. A local organization shall become a PTA unit upon receipt in the state office of (i) national and state dues, (ii) two copies of proposed local unit bylaws, subject to approval by Alabama PTA, and (iii) the names of charter members and a list of officers.
- d. The Board of Directors of Alabama PTA shall make all decisions regarding the recognition and status of organized units.

**Section 11.** Procedure for Dissolution

The charter of a local PTA may be withdrawn in the following manner:

- a. The executive committee (or other body that, under its bylaws, manages the affairs of the local PTA) shall adopt a resolution recommending dissolution and directing that the question of dissolution be submitted to a vote at a special meeting of members having voting rights. Written notice stating the purpose of the meeting is to consider the advisability of dissolution shall be given to each member entitled to vote at the meeting at least thirty days prior to the date of the meeting.
- b. Written notice of the adoption of the resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the president of Alabama PTA at least twenty days before the date of the meeting.
- c. Only those persons who were members in good standing on the date of adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution.
- d. Approval of dissolution shall require the affirmative vote of two-thirds of the members present and entitled to vote, a quorum being present.

## **\*ARTICLE V: MEMBERSHIP AND DUES**

**Section 1.** Every member of Endeavor Elementary PTA is also a member of National PTA and Alabama PTA, and is entitled to all benefits of membership.

**Section 2.** Membership in this PTA shall be made available without regard to race, color, creed, or national origin to any individual who subscribes to the purposes and basic policies of PTA.

**Section 3.** This PTA shall conduct an annual enrollment of members, but persons may join at any time.

**Section 4.** Each member of this PTA shall pay annual dues as determined by the association. The amount of dues shall include the portions payable to National PTA and Alabama PTA.

**Section 5.** The amount of the state portion shall be set by the Alabama PTA. The national portion of each member's dues shall be set by the National PTA.

**Section 6.** Each member of this PTA shall pay annual dues of \$5.00 to the association. This amount shall include the portions payable to National PTA and Alabama PTA.

**Section 7.** The state and national portions of dues paid by each member of this PTA shall be set aside by this PTA and remitted to Alabama PTA as state bylaws provide. Alabama PTA shall pay to National PTA the national portion of dues paid by all members of this PTA.

**Section 8.** The local treasurer shall keep the record of the national and state portion of the membership dues separate from the record of general funds of the local PTA.

**Section 9.** When remitting dues, the local treasurer shall send the names of PTA members for whom dues are being paid.

**Section 10.** This PTA shall make at least one remittance of state and national dues by December 1. Remittances made on or before March 1 shall determine (i) voting delegate representation at state convention and (ii) eligibility for membership awards.

## **ARTICLE VI: QUALIFICATIONS FOR SERVICE**

**Section 1.** Each elected officer and appointed executive committee member shall be a member of this PTA.

**Section 2.** A PTA member shall not serve as a voting member of this PTA's executive committee while serving as a paid employee of or under contract to this PTA.

**Section 3.** No officer shall serve more than two consecutive terms in the same office.

**Section 4.** An officer who has served more than half of a term shall be considered to have served a full term.

**Section 5.** Only those individuals who are current members of this PTA who have given their consent to serve if elected shall be nominated for, or elected to, office.

## **ARTICLE VII: OFFICERS**

**Section 1.** The officers of Endeavor Elementary PTA shall be a president, a vice president of membership, a vice president of volunteers, a vice president of academic programs, a secretary, and a treasurer.

**Section 2.** Officers shall be elected by ballot in the month of May.

**Section 3.** The vote shall be conducted by ballot and a majority shall elect. When there is only one candidate for any office, that election may be by voice vote.

**Section 4.** Officers shall assume their official duties on July 1<sup>st</sup> and shall serve a term of one year or until their successors are elected.

**Section 5.** A vacancy in the office of president shall be filled for the unexpired term by the vice president of membership. A vacancy in any office other than president shall be filled in the following manner:

- a. The PTA Board shall fill the position temporarily at its' discretion.
- b. At the PTA meeting following the vacancy, the PTA Board shall present a candidate. Nominations may be made from the floor. A vote will be conducted as stated in Article VII, Section 3.

**Section 6.** There shall be a nominating committee composed of three members who shall be elected by this local PTA at a regular general membership meeting at least three months prior to the election of officers, as outlined in Article VII, Section 2.

- a. The committee shall elect its chair.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting in March, at which time additional nominations may be made from the floor.

**Section 7.** The PTA may, by resolution of the Board of Directors, provide for indemnification by the PTA of any and all of its Board members, past or present, against expenses actually and necessarily incurred by them in connection with the defense and/or settlement of any action, suit, or proceeding, in which they or any of them are made parties, or a party, by reason of having been Board Members of the PTA except in relation to matters as to which such Board Member shall be adjudged in such action, suit or proceeding to be liable for negligence willful or wanton misconduct or fraud.

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

**Section 1.** The president shall:

- a. Preside at all meetings,
- b. Serve as an ex officio member of all committees except the nominating committee,
- c. Coordinate the work of the officers and committees of this PTA in order that the purposes may be promoted,
- d. Perform other duties as provided by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors or executive committee.

**Section 2.** The vice president(s) shall:

- a. Act as aide(s) to the president,
- b. Perform the duties of the president in the president's absence or inability to serve, in their designated order vice president of membership, vice president of volunteers, and vice president of academic programs,
- c. Coordinate membership, volunteers, and academic programs,
- d. Perform other duties as provided by these bylaws, prescribed by the parliamentary authority, or directed by the president, or executive committee.

**Section 3.** The secretary shall:

- a. Record the minutes of all general membership meetings and board of directors meetings,
- b. Be prepared to read the records of any previous meetings,
- c. File all records,
- d. Have available a current copy of the bylaws,
- e. Maintain a membership list,

- f. Perform other duties as provided by these bylaws, prescribed by the parliamentary authority, or directed by the president, or executive committee.

**Section 4.** The treasurer shall:

- a. Have custody of the funds of this PTA,
- b. Maintain a full account of the funds of this PTA,
- c. Make disbursements as authorized by the president, executive committee, or this PTA in accordance with the budget adopted by this PTA,
- d. Have checks signed by the treasurer and one other officer,
- e. Cause to be kept a full and accurate account of the receipts and disbursements in books belonging to this PTA.
- f. Present a written financial statement to the executive committee at each meeting,
- g. Present a written annual report of the financial condition of the organization,
- h. Submit the books annually for an audit by an auditing committee selected by the executive committee at least one month before the meeting at which new officers assume duties,
- i. Report the findings of the annual audit to the executive committee,
- j. Perform other duties as provided by these bylaws, prescribed by the parliamentary authority, or directed by the president, or executive committee.

## **ARTICLE IX: EXECUTIVE COMMITTEE**

**Section 1.** The affairs of this PTA shall be managed by the executive committee in the intervals between general membership meetings.

**Section 2.** The members of the executive committee shall be;

- a. Elected officers
- b. The principal as ex officio
- c. A teacher representative.

**Section 3.** A majority of the executive committee shall constitute a quorum for the transaction of business.

**Section 4.** The executive committee shall:

- a. Transact business referred to it by the members of this association,
- b. Appoint standing committee chairs and members,
- c. Approve the work of the committees,
- d. Create special committees,
- e. Present a report at the regular general membership meetings,
- f. Select an auditor or an auditing committee to audit the treasurer's accounts,
- g. Prepare and submit an annual budget to this PTA's general membership for adoption,
- h. Approve payment of bills outside the scope of the approved budget or need other special consideration.

**Section 5.** Regular meetings of the executive committee shall be held with the dates and times to be determined by the executive committee at its first meeting of the year.

**Section 6.** Special meetings of the executive committee may be called by the president or upon written request of at least two other members with three days notice to each member of the executive committee.

**Section 7.** If any member of the executive committee ceases to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by resolution adopted by the executive committee.

**Section 8.** Upon expiration of term of office or when individuals cease to hold the position that entitles them to be a member of the executive committee, they shall automatically cease to be a member of the executive committee and shall be relieved of all duties and responsibilities. All records, books, and other materials pertaining to the position shall be turned over to the president immediately upon expiration of term.

Section 9. The executive committee shall take no action in conflict with any action taken by the Board of Directors.

## **ARTICLE X: COMMITTEES**

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

**Section 2.** The standing committees of this PTA shall be the nominating committee.

**Section 3.** The executive committee may create special committees as necessary to promote the purposes of PTA and carry on the work of PTA.

**Section 4.** The term of office of a committee chair shall be one year or until the selection of a successor.

**Section 5.** The chair of each committee shall present a plan of work to the executive committee for approval. No committee work shall be undertaken without the consent of the executive committee.

## **ARTICLE XI: GENERAL MEMBERSHIP MEETINGS**

**Section 1.** Regular meetings of this PTA shall be held on the first Tuesday of every other month, unless otherwise decided by the general membership or executive committee, 14 days notice having been given.

**Section 2.** Special meetings of this PTA may be called by the president or by a majority of the executive committee, seven days notice having been given.

**Section 3.** 35 members shall constitute a quorum for the transaction of business in any General Membership meeting of this local PTA.

**Section 4.** Any member who is entitled to attend a members' meeting, and who is entitled to vote, may vote by written proxy. Proxies must include the members name to be considered valid. Death or incapacity of the member shall render a written proxy invalid.

## **ARTICLE XII: COUNCIL MEMBERSHIP**

**If a Madison county PTA should be formed, Endeavor PTA shall join, be represented by a member in good standing, and pay the necessary dues.**

### **\*ARTICLE XIII: ALABAMA PTA CONVENTION**

**Section 1.** This local PTA, if in good standing with Alabama PTA, shall be entitled to be represented at the annual meeting of Alabama PTA by its president, or appointed alternate, and one voting delegate for each 50 members or major fraction thereof.

- a. All representatives to the Alabama PTA convention must be members of this PTA.
- b. Delegates and their alternates shall be chosen by appointment in March.
- c. All expenses must be pre-approved by the PTA Board.

### **ARTICLE XIV: FISCAL YEAR**

The fiscal year of Endeavor Elementary PTA shall begin on July 1 through the following June 30.

### **\*ARTICLE XV: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern PTA in all cases in which they are applicable and in which they are not in conflict with these bylaws, National PTA Bylaws, or Alabama PTA Bylaws.

### **\*ARTICLE XVI: AMENDMENTS**

**Section 1.** These bylaws may be amended at any regular general membership meeting of the Endeavor Elementary PTA by two-thirds vote of those members present and voting, a quorum being present, provided the proposed amendments have been approved by Alabama PTA and notice of the proposed amendments has been provided to the membership thirty (30) days prior to the meeting.

**Section 2.** A committee may be appointed by a majority vote at a general membership meeting of this PTA, or by a 2/3 vote of the executive committee of this PTA, to submit a revised set of bylaws as a substitute for the existing bylaws.

**Section 3.** Submission of amendments or revised bylaws for approval by Alabama PTA shall be in accordance with the bylaws and regulations of Alabama PTA.

**Section 4.** The adoption of an amendment to any provision of the Alabama PTA Bylaws identified by a star symbol (\*) shall serve automatically and without the requirement of further action by the Endeavor Elementary PTA to amend its corresponding bylaws.

