



# Uniform PTA Bylaws



**North Carolina**

***PTA***<sup>®</sup>

*everychild. one voice.*

# Bylaws



- Are the governing document containing the rules and policies for PTA;
- Are the “rules adopted by an organization chiefly for the government of its members and the regulation of its affairs;”
- Assist the officers to fulfill the job they were elected to do;
- Promote the success of the association;
- Help PTA achieve Fairness, Order, and Structure;
- Bylaws can NOT be suspended.

# Uniform PTA Bylaws

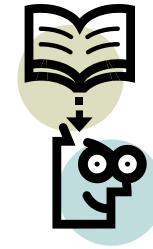


- Uniform PTA bylaws do not need to be sent to NCPTA for approval anymore!
- Your PTA simply adopts the Uniform PTA Bylaws at a general membership meeting – Once!
- The Uniform Bylaws were drafted to be in compliance with IRS regulations and NC law.
- **Please note:** These requirements may be changed at any time by the IRS, NC Legislature and NC Secretary of State. Please check the following websites to obtain the most updated information: [www.irs.gov](http://www.irs.gov), [www.ncga.state.nc.us](http://www.ncga.state.nc.us) and [www.secretary.state.nc.us](http://www.secretary.state.nc.us).
- Uniform bylaws have no expiration date, are **more flexible** to govern with and **easier** to understand!
- Does not effect your Good Standing Status with NCPTA pertaining to bylaws renewal anymore.
- PTAs can spend **more time advocating for children** and less time on bylaws.

# A PTA Unit in Good Standing



- ~~Bylaws must be approved by the NCPTA Bylaws Committee every 4 years;~~
- Adopt and comply with bylaws;
- Dues sent to NCPTA monthly;
- Names and contact information of the local PTA unit officers submitted to NCPTA;
- Filed appropriate IRS tax forms, 990s, etc;
- Filed PTA Financial Review with NCPTA by August 31;
- Register all PTA members in NCPTA database;
- Must remain in good standing to continue IRS tax-exempt status, apply for grants, participate in Reflections and Awards, and receive voting credentials for NCPTA and National PTA conventions.
- More information and a complete list of good standing requirements can be found at [www.ncpta.org](http://www.ncpta.org).



# Uniform PTA Bylaws



- **Cover Page**

- a. PTA name pre-printed



- **Table of Contents**

- **Article 1**

- a. PTA name, address and EIN number
- b. Date of adoption

- **Article 2, 3, and 4 - Standard**

# Dues



- **ARTICLE 5 MEMBERSHIP AND DUES**
- **Section 5.2.a.** Each member of the local PTA shall pay annual dues. The amount of such annual dues shall be:
  - i. the **local PTA dues** in an amount which shall be set, for the coming year, at the last general membership meeting of each fiscal year, *plus*
  - ii. the **dues payable to NCPTA** in an amount which shall be determined by NCPTA, ***plus***
  - iii. the **dues payable to National PTA** in an amount which shall be determined by National PTA.

# Dues



- Therefore, member annual dues = Local PTA dues + NCPTA dues + National PTA dues.
- The state and national portions of the dues paid by each member of the PTA shall be set aside by this local PTA and remitted to NCPTA in accordance with NCPTA's good standing requirements.
- **Dues for your PTA:** Shall be set, for the coming year, at the last general membership meeting of each fiscal year and recorded in the minutes.
- This is the only time dues can be amended and it requires vote by general membership.
- Each year, the dues amount is written in standing rules, recorded in meeting minutes & entered in the PTA Year-End Report (Financial Review) online in NCPTA database.



# Official Membership Roster



- **Section 5.3**
- **Prior to August 1 each year**, the board designates a board member, an officer or a membership committee to prepare and keep current an official membership roster.
- **This roster shall include:**
  - a. the total number of members;
  - b. the names, mailing addresses and email addresses of members and;
  - c. the dues collected from members, and the amounts of dues remitted to NCPTA.
- A current copy of this roster is provided to the treasurer and the secretary, and the information on the roster is entered into the NCPTA database per NCPTA good standing requirements.

# Officers



- **ARTICLE 6 OFFICERS**
- **Section 6.1:** The **only** officers are president, one or more vice president(s), secretary, treasurer
- No president-elect
- No co-officers, co-presidents, co-treasurers, treasurer-elect, assistant treasurer; violation of bylaws; effects good standing
- **Section 6.2a:** Elected at last general membership meeting of fiscal year (April, May or June)
- Assume duties July 1
- **Section 6.3:** Term - 1 year (July 1 - June 30)

# Officers - Vacancy



- **Section 6.4**
- **Vacancy – President**
  - a. Must be a member of board of directors
  - b. Elected by a **majority** vote of **all board members then serving**; for unexpired term
- **Vacancy - Other officers**
  - a. Must be a PTA member
  - b. Elected by a **majority** vote of **all board members then serving**; for unexpired term
- **“ALL board of directors THEN serving”** = ALL board members (total number); not just those present at meeting; All board members must be notified and invited; Do not have to be at meeting
- **Example: 12** total board members = **7** must vote in affirmative for a **majority**;
- **10** attend the meeting = **7** vote in affirmative; **This is enough to elect new officer.** (*This is different from the majority needed for regular voting.*)
- As always, a quorum must be present (a majority). (Quorum in example is 7)



# Removal From Office



## Section 6.5 and 7.7 Removal from Office for **Officers** and **Board of Director members**:

- Used for severe misconduct, code of ethics violations and criminal offenses
- Bylaws state: “A board member may be removed from office without cause upon an affirmative vote of 2/3s of all board members then serving.” Board members must be notified at least 5 days in advance of meeting.
- “All board of directors then serving” = ALL board members (total number); not just those present at meeting; All board members must be notified and invited; Do not have to be at meeting
- **Example: 12** total board members = 8 must vote in affirmative to obtain 2/3s; **10** attend the meeting and **8** vote yes for the removal. **This is enough to remove board member.** If only have 7 vote yes. This is not enough to remove.
- *As always, a quorum must be present (a majority). (Quorum for example is 7)*

# Duties of Officers – President

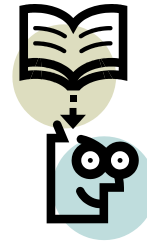


- Section 6.7



- Shall designate another officer to preside if not present
- In absence of designation, Board elects member to preside at meeting
- Shall sign all contracts following board approval

# Duties of Officers – Vice President(s)

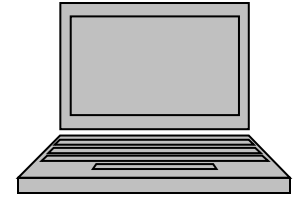


- Section 6.8



- Vacancy in president: vice president(s) acting together, shall assume duties of president until new president is elected.
- Perform duties requested by president and board of directors

# Duties of Officers - Secretary



- **Section 6.9: File of important documents** (part of NC Non-profit Law)
- articles of incorporation;
- the current uniform local bylaws adopted by PTA,
- standing rules, if adopted
- minutes of past meetings of the general membership and board of directors;
- a copy of the official membership roster;
- a current roster of board members, all committee members & chairs;
- legal documents, including insurance policies and contracts;
- current and past tax returns; and
- current and past audit reports;

# Duties of Officers - Treasurer



- **Section 6.10: Collect, deposit and maintain ALL funds** by the PTA in approved bank including ALL monies collected as dues, raised in PTA activities and received as donations
- **Disburse funds** in accordance with the **annual budget** adopted by the general membership of the PTA, and maintain records identifying the purpose and payee of all disbursements;
- **Maintain a current record of income, expenditures**, assets and liabilities of this local PTA;
- **Present a financial report of income and expenses** at each meeting of the general membership and the board of directors, which report shall compare current income and expenditures to the approved budget;

# Duties of Officers – Treasurer



- Remit dues to NCPTA per NCPTA good standing requirements;
- Prepare a year-end financial report by June 30 showing the total income and expenditures for the year, comparing those figures with the budget approved at the beginning of the year, and submit that report to the incoming president, treasurer and audit committee;
- File all required tax forms and reports in a timely manner, including tax returns for the previous fiscal year, and submit copies of all filings to the secretary of the PTA (**NEW** - It is the current treasurer's responsibility to file the taxes for the previous fiscal year.);
- At the end of his/her term, transfer all financial records to the audit committee by July 1.

# Article 7 Board of Directors



- Executive board NOW called board of directors
- No executive committee
- Board of directors consists of:  
elected officers,  
chairs of standing committees,  
principal,  
one teacher elected by board and  
up to 3 at-large members elected by board
- 3 at-large members - Suggestions = teachers, students, community or business leaders with expertise to help PTA with grants, children & youth programs, parent education, etc

# Duties of Board of Directors



- **Section 7.1: Manage the affairs** of the PTA in the intervals **between general membership meetings.**;
- Shall be responsible **to assure that all activities and expenditures** of the PTA **shall be consistent with the budget** approved by the general membership.;
- Shall transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by the members of this local PTA;
- Shall create and supervise standing and special committees;
- Shall **elect chairs and members of standing committees**;
- Shall **review and approve president's appointments of chairs and members of special committees**;

# Duties of Board of Directors



- Shall review and approve the **plan of work** of the committees;
- Shall present a report regarding the activities of this local PTA at all general membership meetings;
- Shall require an annual review of the local PTA's financial records as provided in these bylaws;
- Shall prepare a budget for the year and submit that proposed budget to the general membership for adoption at its first meeting in the membership year;
- Shall assure the preparation and maintenance of the **official membership roster**;
- May adopt local PTA **standing rules** that shall not be in conflict with these bylaws or the bylaws, good standing requirements or policies of National PTA and NCPTA;

# Conflict of Interest Policy



- **Section 7.1.I:**
- The shall agree to abide by the following **Conflict of Interest Policy**: **Board of Directors**
- **When any actual or potential conflict of interest exists**, with respect to any **subject requiring action** by the board of directors or any of its committees,
- the **member** having an actual or potential conflict **shall immediately notify** the president or committee chair of such conflict,
- and the **member shall not participate** in the **deliberations**, **shall not vote** on the subject with which the member has an actual or potential conflict of interest, and **shall not use** his/her **personal influence**.
- The **minutes** of the meeting **shall reflect** that a **disclosure** was made and that the **board member** who stated a conflict of interest **did abstain from voting**.

# Meetings, Quorum & Majority Vote

## Section 7.4: Meetings

- Set by board of directors at first meeting of fiscal year; Should be monthly

## Section 7.5: Quorum

- **Majority** of board of directors shall constitute a quorum for the transaction of business; To establish the quorum number: Take total number of Board of Director (BOD) members, divide by 2 and add 1 = which equals the minimum number of BOD members that must be present to conduct business; **(Majority = more than half)**
- **12** total board members; Quorum is 7- at least 7 members must be present to conduct business

## Section 9.5: Majority Vote

- “The act of the **majority** of the voting members present and voting shall be the act of this local PTA.”

**Example:** **12** total board members; **10** attend the meeting = A majority is 6. **6** members must vote in affirmative for approval or to pass motion.

- *This is different from voting discussed in Sections 6.4 and 6.5 (“then serving”)*

# NEW Meeting Options



- **Section 7.6: Board and committee meetings by electronic media – YEAH!!!**
- May be held by telephone or electronic conference system that allows ALL participating members to simultaneously HEAR and SPEAK to each other during the meeting.
- Shall not be used unless available to all board and committee members
- Can use phone conference call or Skype
- Cannot use e-mail, text or instant messages

# Standing Committees



- **ARTICLE 8 COMMITTEES, Section 8.1a:**

Shall have the following standing committees:

- **audit** committee (elected by board by July 1),
- **advocacy** committee (elected by board by November 1),  
and
- **nominating** committee (elected by board by November 1)
- And may establish **additional** standing committees as needed

# Standing Committees



- Standing Committees chairs and members are elected by board
- Chairs of standing committees are members of the board of directors, attend monthly board meetings, vote and are counted in the quorum for board meetings
- President - ex officio voting member of all committees except nominating and audit committee
- Members serve at direction of board of directors and may be removed by majority of directors then serving with 5 days notice



# Audit Committee

## Audit Committee – Section 8.2

- Composed of no fewer than 3 members. Individuals with check signing authority and their family members may not serve on the audit committee, nor may the outgoing or incoming treasurer.
- Responsible for monthly bank statement review and financial reviews described in Article 11
- Elected by **July 1** by board of directors
- This should be the first order of business for the incoming board of directors

# Finance and Budget



## **ARTICLE 11 FINANCE AND BUDGET**

### **Section 11.1 Monthly financial review**

- The audit committee will conduct a monthly review of this local PTA's bank statements and supporting documents and shall sign an acknowledgment on the bank statements that the expenditures were consistent with the approved budget.

### **Section 11.2 Financial review when financial officer leaves office**

- If any officer with financial responsibility, including but not limited to check signing authorization, leaves office before the end of a fiscal year, the audit committee will conduct a review of the local PTA's financial records.

# Finance and Budget



## Section 11.3 Annual financial review

- By August 31 each year, the audit committee, or a certified public accountant appointed by the board shall:
  - a. Examine the treasurer's year-end financial report and this local PTA's financial records (including but not limited to all depository accounts, the general ledger of receipts and expenditures, supporting documentation and checks, and records of membership dues paid); and
  - b. State in writing whether or not the treasurer's year-end report is correct and shall submit that statement, with a copy of the report, to the board of directors.

# Finance and Budget



## Annual Financial Review (continued)

- The board shall review and approve the report of the audit committee or certified public accountant, and thereafter the audit committee shall use the data in the report to prepare and file the required Local PTA Year-End Report online in the NCPTA database no later than August 31.
- Once this has been completed, the audit committee will summarize its report to the general membership at its next meeting.
- The audit committee, at any time, may recommend to the board that an independent review of the financial records by a certified public accountant should be conducted.



# Annual Budget and Checks

## Section 11.4 Annual budget

- The officers shall prepare a proposed annual budget which, following approval by the board, shall be considered and adopted at the first general membership meeting of the fiscal year. Amendments to the budget may be considered and adopted at regular or special general membership meetings.

## Section 11.5 Checks

- All bills of this local PTA shall be paid by check. Checks must be signed by two of no more than four officers authorized by the board of directors to sign checks, except that none of these officers so authorized shall be related, and at least one of these authorized officers shall be the treasurer. The signing of blank checks is prohibited.

# Expenditures, Depositories & Contracts



## **Section 11.6 Expenditures and fund availability**

- Expenditures must be consistent with the approved budget and based on actual fund availability. Reimbursements for expenditures will be contingent upon actual fund availability.

## **Section 11.7 Depositories**

- Depositories of PTA funds, including checking, savings and investment accounts, must be approved by the board of directors.

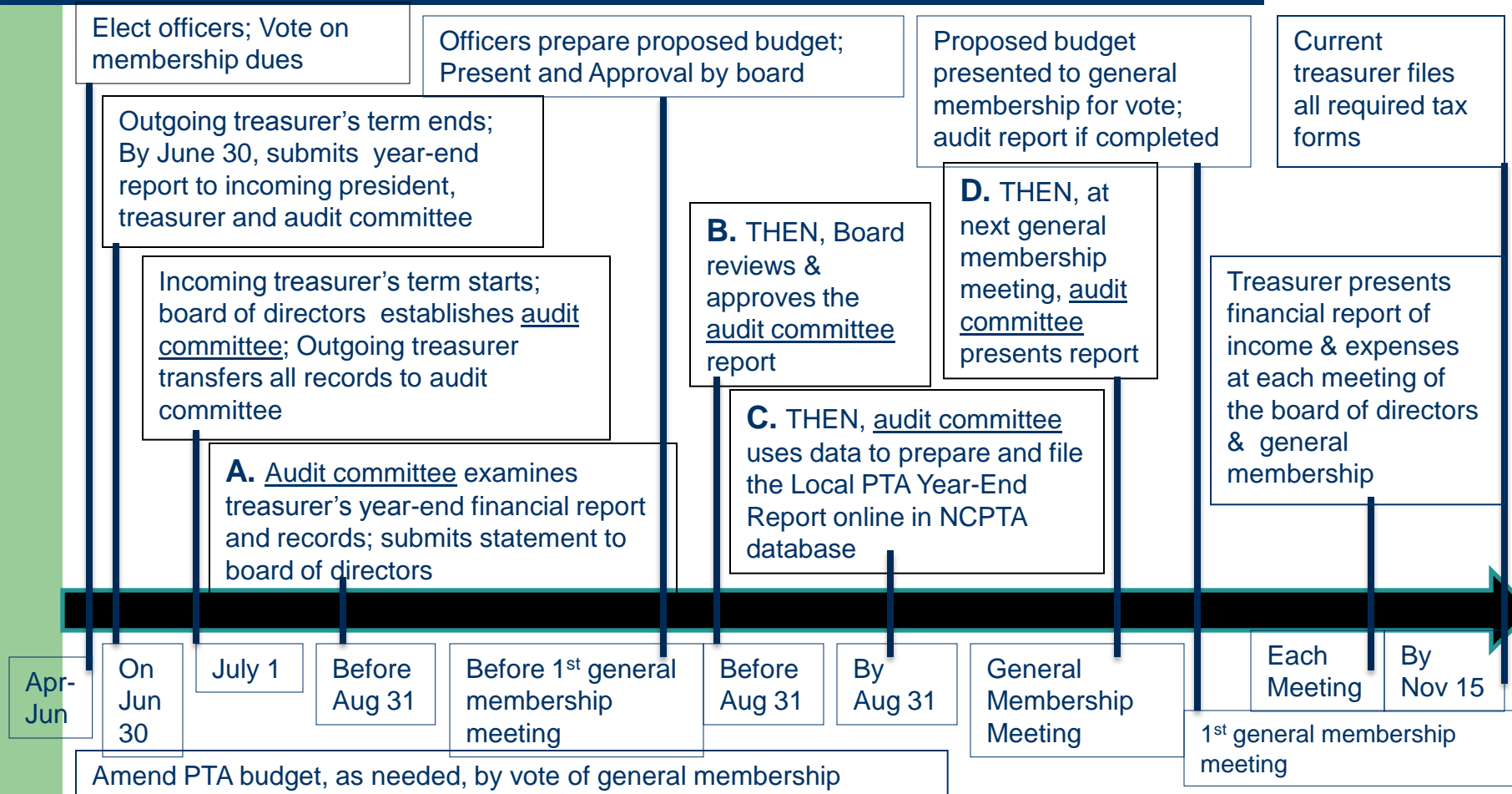
## **Section 11.8 Contracts and other financial agreements.**

- All contracts and other financial agreements require the prior approval of the board and must be signed by the president.

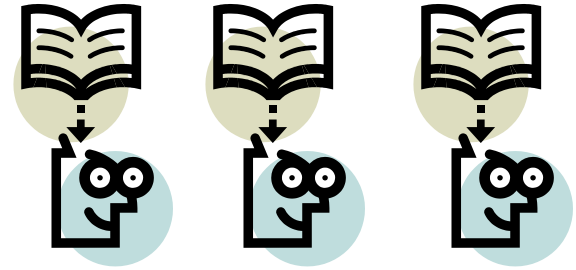
# Timeline – Financial Activities

**Monthly Activities** = Board of Director meetings with treasurer report, Bank statements reviewed by audit committee & treasurer pays dues by 15<sup>th</sup> of each month to NCPTA

**SEE ALSO – Uniform PTA Bylaws and Timeline – Elections, Committee, Etc.**



# Nominating Committee



- Section 8.3 :
- Nominating committee comprised of:
  - a. An odd number and no fewer than 3 members;
  - b. At least 2 members shall be board members and one member shall be a PTA member not on board;
- Neither the president nor the principal shall be a members
- Chair and members elected by board by **November 1**
- Slate of nominees is sent out by president at least 10 days before election



# Advocacy Committee

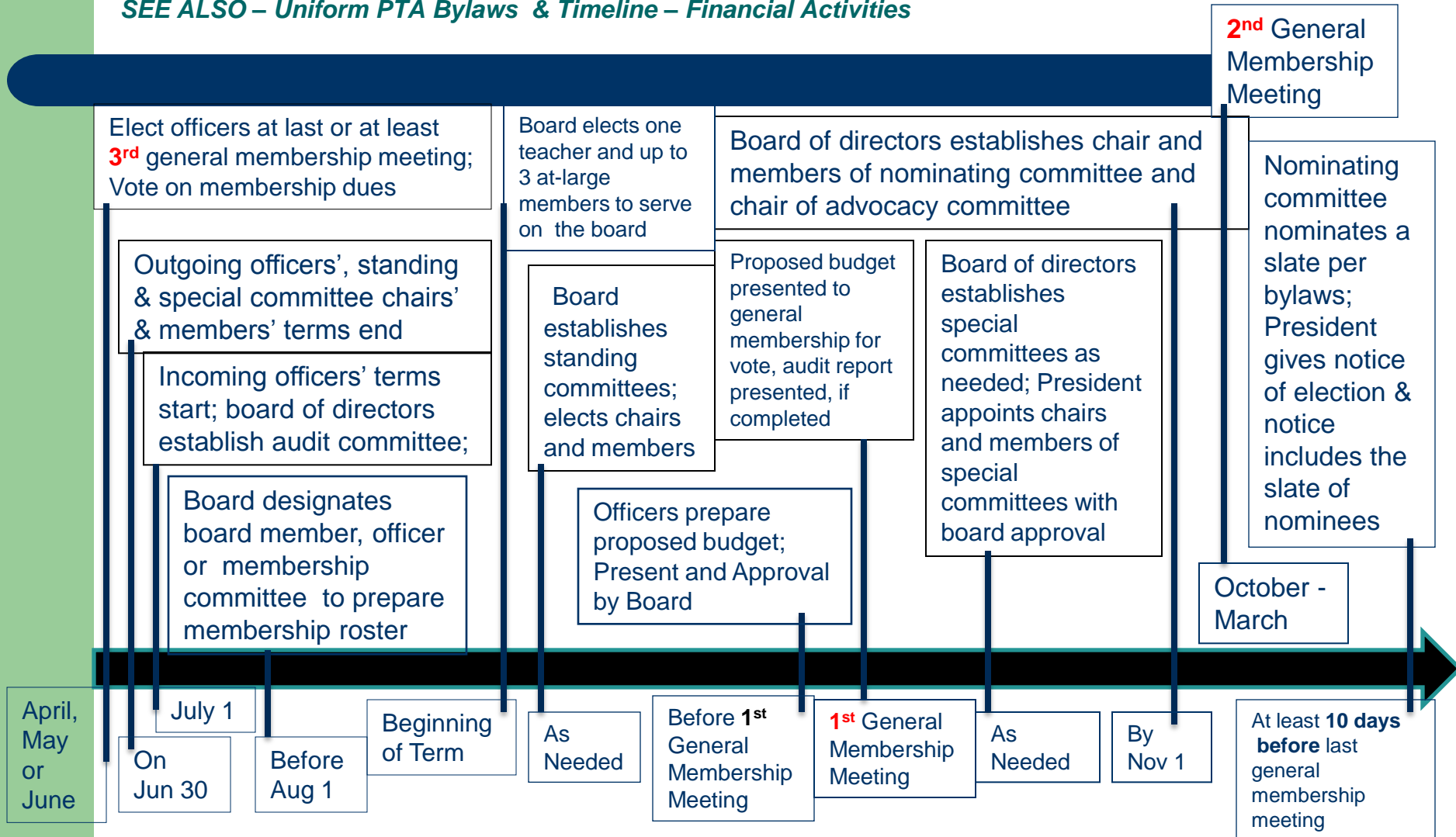


## Advocacy Committee – Section 8.4

- May have one or more members
- Shall develop and organize meetings, activities, and programs to further the goals and purposes of PTA.
- Shall be tasked with improving communications and relationships between school staff and families;
- Educating families and caregivers on important issues related to the health and educational success of their children;
- And helping to make each child's potential a reality.
- Elected by **November 1** by board of directors

# Timeline - Elections, Committees, Etc.

**Monthly Activities** = Board of Director meetings, Bank statements reviewed by audit committee and Information entered into NCPTA database & Dues paid to NCPTA by 15<sup>th</sup> of each month  
**SEE ALSO – Uniform PTA Bylaws & Timeline – Financial Activities**



# Standing Committees



- Suggestions & examples of additional standing committees:
- **Membership Committee:** Chair is responsible to maintain official membership roster instead of officer or another board member
- **Resource Development Committee – with chair and may have sub-committees** of Resource Development Committee that may include : Grants, Donations, Fall Fundraiser, School Supply Project, Yearbook, Book Fair, Carnival, No Fuss Fundraiser (all incoming funds except membership)
- **Programs Committee – with chair and may have sub-committees** of Programs Committee that may include: Parent Education, Cultural Arts
- **Communications Committee - with chair and may have sub-committees** of Communications Committee that may include: Weekly Bulletin, Newsletter, Listserve and Website



# Standing Committees (continued)

- More suggestions & examples:
- Teacher/Staff Appreciation, Hospitality,
- Volunteers, Grade Parent/Room Parent
- Tutoring,
- Health and Safety,
- Back Pack Buddies,
- Cultural Arts Programs
- Yearbook, Student Directory,
- Spiritwear, Family Nights,
- MORE-Men Organized to Raise Engagement-Male Involvement
- When determining if a committee should be a standing committee, please take into consideration work involved on an ongoing, month-to-month basis, collection of funds involved and confidentiality of information used in the work of the committee.
- Reminder-Standing Committee Chairs are members of the board of directors, attend monthly board meetings, vote and are counted in quorum for board meetings

# Special Committees



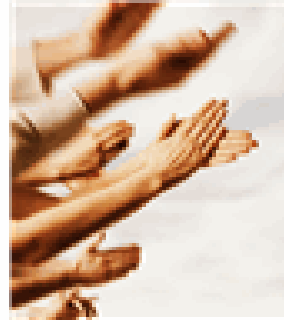
- **Section 8.5**: Special Committees are created to perform a special project and go out of existence once project is completed
- Chairs and members are appointed by president with board approval
- Chairs are not members of board of directors
- Members serve at direction of board of directors and may be removed by majority of directors then serving with 5 days notice

# Special Committees



- Examples of special committees:
- Reflections, Awards,
- Cultural Arts Program, International Festival,
- Kids Voting, Red Ribbon Week,
- Science Day, Family Night,
- Book Fair, Carnival,
- Yearbook, Newsletter,
- Red Ribbon Week
- School Supply Project
- Walk-A-Thon
- MORE-Men Organized to Raise Engagement-Male Involvement

# General Membership Meetings



- **ARTICLE 9: Section 9.1** General membership meetings shall be held at least 3 times per year.
- **Section 9.3** - The last general membership meeting shall be held in April, May or June.
- **Section 9.4** - Quorum = either 20 members or 50% of membership (for small PTAs), whichever is less, shall constitute a quorum for the transaction of business

# Types of Meetings



- A Quorum **MUST** be present to conduct PTA business!
- **General Membership Meeting**
  - Held at least 3 times per year
  - All PTA members invited to attend
  - Quorum – 20
- **Special General Membership Meeting**
  - Called for a specific purpose only
  - Quorum – 20
- **Annual General Membership Meeting**
  - End of year
  - A General Membership Meeting
  - Quorum – 20



# Types of Meetings



- PTA Meetings
- A Quorum MUST be present to conduct PTA business!



## – Board of Director Meetings

- Elected officers, principal, chairs of standing committees, 1 teacher and up to 3 at-large members.
- Should be held each month
- Quorum - a majority of board of directors
- PTA members may attend but only Board members may participate in business, make motions and vote



# Helpful Hints

- Each person who is a member shall receive a membership card.
- One member = One membership card = One vote
- Co-officers, co-presidents, co-treasurers, treasurer-elect and assistant treasurer are not recognized by the NPTA, NCPTA or *Robert's Rules of Order*.
- These are violations of PTA bylaws and PTA's Good Standing Status which in turn jeopardizes PTA's 501(c)(3) status.
- One office = One person = One vote

# NCPTA Convention



## ARTICLE 12 - Representation

- A PTA in good standing is entitled to be represented at the annual NCPTA convention by its president or alternate, and by one delegate for every 25 members, or fraction thereof, as shown on the books of the state treasurer as of March 15, upon payment of the convention registration fees. All delegates from this PTA to the NCPTA annual convention must be members of this PTA.



## **New local PTAs**

- New local PTAs organized after March 15 may be represented at the NCPTA annual convention by two PTA member delegates as long as NCPTA has received state dues at least 10 days prior to convention and the new local PTA or individual delegates have paid the convention registration fee.

# Adoption of Uniform PTA Bylaws

## Part 1



- Review your current board structure for officers and plan for implementation.
- All PTAs must adopt and begin using the uniform PTA bylaws **by July 1, 2011.**
- **Follow this procedure to adopt the Uniform PTA bylaws:**
- **Give notice** of the adoption meeting to the general membership **at least 10 days** in advance;
- **A quorum** having been established, adopt by **affirmative vote of a majority of the members present** at the general membership meeting;
- **After adoption** by the general membership, the president will write in the date of adoption in Article 1 and sign & date in the designated space after Article 16 on last page.
- Uniform bylaws supersede all bylaws previously adopted.
- The **original copy of the bylaws** should be kept with permanent records of PTA;

# Adoption of Uniform PTA Bylaws

## Part 2



- Once adopted by general membership, the president or bylaw committee chair needs to:
- Login to the NCPTA database at <https://www.ncpta.org/db> as you would to enter members or complete the online Financial Review;
- Select the “Bylaws” button and fill in the date your bylaws were adopted;
- You must also enter your name and PTA position. Remember to click “Save”.
- The adoption date cannot be changed after you click the “Save” button.
- This step must be completed in order to remain a unit in good standing with NCPTA.

# NCPTA



- Thank you for your patience as we work through this process. Please visit [www.ncpta.org](http://www.ncpta.org) for updates & important information about the Uniform PTA Bylaws.

**North Carolina**  
**PTA<sup>®</sup>**

- Please contact *everychild.one voice.*  
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