

ARTICLE I: NAME

The name of this organization is the Clairemont Elementary School Parents and Teachers Association (Clairemont PTA), Decatur, GA. It is a local PTA/PTSA organized under the authority of the Georgia Congress of Parents and Teachers, a branch of the National Congress of Parents and Teachers (the National PTA).

ARTICLE II: PURPOSES

Section 1. The purposes of the 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 of the PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.

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

ARTICLE III: BASIC POLICIES

The following are the basic policies of National PTA and the Georgia PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. 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.

d. 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 persons except that the organizations shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

e. Notwithstanding any other provisions 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.

f. Upon the dissolution of the 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 the National PTA.

g. 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.

ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND GEORGIA PTA

Section 1. This local PTA/PTSA shall be organized and chartered under the authority of the Georgia PTA in the area in which this local PTA/PTSA function, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Georgia PTA may in its bylaws prescribe. The Georgia PTA shall issue to this local PTA/PTSA an appropriate charter evidencing the due organization and good standing of this local PTA/PTSA.

A Local PTA/PTSA in good standing is one that:

- a. Adheres to the purposes and basic policies of the PTA;
- b. Remits the national portion of the dues, on a monthly basis, through the state PTA to reach the national office by dates designated by the National PTA;
- c. Has bylaws approved according to the procedures of its state;

- d. Submits annual audit report to the state office by the last business day of September;
 - e. Meets other criteria as may be prescribed by the Georgia PTA.
- Section 2. The articles of organization of this local PTA/PTSA include (a) the bylaws of such organization and (b) articles of incorporation of such organization (in cases in which the organization is incorporated).
- Section 3. This local PTA/PTSA shall adopt such bylaws for the government of the organization as may be approved by the Georgia PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the Bylaws of the Georgia PTA.
- Section 4. The purposes and basic policies of National PTA shall in every case also be the purposes and basic policies of each constituent organization.
- Section 5. Each officer or board member of this local PTA/PTSA shall be a member of this local PTA/PTSA.
- Section 6. Proxy voting by members of this PTA/PTSA shall be prohibited.
- Section 7. A PTA member shall not serve as a voting member of this local PTA/PTSA board while serving as a paid employee or under contract to this local PTA/PTSA.
- Section 8. Only members of this local PTA/PTSA who have paid dues for the current membership year may participate in the business of this local PTA/PTSA.
- Section 9. The members of the nominating committee for officers of this local PTA/PTSA shall be elected by the general membership, and must be a member of this PTA/PTSA.
- Section 10. This local PTA/PTSA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the Georgia PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Georgia PTA or where directed by the committee on state and national relationships by a duly authorized representative of the National PTA.
- Section 11. The charter of this local PTA/PTSA shall be subject to withdrawal and the status of such organizations as a local PTA/PTSA shall be subject to termination, in the manner and under the circumstances provided by the bylaws of the Georgia PTA.
- Section 12. This local PTA/PTSA is obligated, upon withdrawal of this charter by the Georgia PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Georgia PTA or to such agency as may be designated by the Georgia PTA or to another local PTA/PTSA organized under the authority of the Georgia PTA.
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Georgia PTA or status as a constituent organization of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the Georgia PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA/PTSA.

Section 13: This local PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the number symbol. (#).

ARTICLE V: MEMBERSHIP AND DUES

- Section 1. Every individual who is a member of this local PTA/PTSA is, by virtue of that fact, a member of the National PTA and of the Georgia TA by which this local PTA/PTSA is chartered, and is entitled to all of the benefits of such membership.
- Section 2. Membership in each local PTA shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of the National PTA.
- Section 3. This local PTA/PTSA shall conduct an annual enrollment of members but may admit members at any time.
- Section 4. Each member of a local PTA/PTSA shall pay annual dues as may be determined by the organization. The amount of the dues shall include the portion payable to the state PTA as determined by the state, and the portion payable to the National PTA as recommended by the board of directors and approved by 2/3 majority of the voting body at the National PTA annual convention.
- Section 5. The national portion of each member's dues shall be \$ 2.25 per annum.
- Section 6. The Georgia PTA portion of each member's dues shall be \$ 1.50 per annum.
- Section 7. The Local PTA portion of each member's dues shall be \$ 3.25 per annum.
- Section 8. Each member of this local PTA/PTSA shall pay annual dues of \$ 7.00 to the organization. The amount of such annual dues shall include the portion payable to the Georgia PTA, the portion payable to the National PTA, and the portion payable to the Local PTA.
- Section 9. The state and national portions of the dues paid by each member of this local

PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to the Georgia PTA on a monthly basis. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTA/PTSAs in its area.

ARTICLE VI: OFFICERS AND THEIR ELECTION

- Section 1. The officers of this PTA/PTSA shall consist of:
- a. Two co-presidents
 - b. Two vice-presidents
 - c. At least one and not more than two secretaries, and
 - d. One treasurer.
- Section 2. Officers shall be elected in the month of May.
- Section 3. The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot may be dispensed with and an election held by voice vote. A majority vote shall be required for election.
- Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of this PTA/PTSA.
- a. Each officer shall be a member of the PTA.
 - b. No officer may be eligible to serve more than two consecutive terms in the same office. Each officer shall have a vote.
 - c. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in office.
 - d. No person shall serve as president while serving as a local unit president.
- Section 5. Officers shall assume their official duties following the close of the school year and shall serve for a term of two years or until their successor is elected.
- Section 6. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice having been given to the membership. If a vacancy occurs in the office of co-president, the co-president shall serve alone until a replacement can be elected.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The Co-presidents shall:

- a. Preside at all meetings of the PTA.
- b. Serve as an ex officio member of all committees (except the nominating committee where relevant).
- c. Coordinate the work of the officers and committees of the PTA.
- d. Appoint special committees (except the nominating committee where relevant).
- e. Have representatives at council, district and state functions.
- f. Pass on to the membership at each meeting news and information from state and national bulletins.
- g. Appoint a parliamentarian who shall serve at all board and general membership meetings. The parliamentarian shall not vote on any measure except general membership ballot votes.
- h. Be a signee on all financial accounts of this PTA.
- i. Sign and execute all contracts, agreements or other obligations in the name of this PTA as authorized by the executive board.
- j. Perform such other duties as provided in these bylaws or directed by the executive board.

Section 2. The Vice Presidents shall act as aides to and advise the presidents; perform the duties of the presidents in their absence or inability to serve, and perform such other duties as may be provided by these bylaws or as directed by the executive board.

Section 3. The Secretary shall:

- a. Record the minutes of all general and executive meetings;
- b. Read or distribute printed copies of the minutes of previous meetings for approval;
- c. Maintain an accurate membership list;
- d. Have a current copy of the bylaws;

- e. Have minutes from previous meetings for reference at each meeting;
- f. Determine the presence of a quorum prior to any business being conducted;
- g. Call the meeting to order and preside in the absence of the presidents and vice-president;
- h. Immediately upon election of new officers provide their contact information to the state PTA office, district director and council president (if applicable);
- i. Register as an emergency signee on PTA accounts;
- j. Perform such other duties as provided in these bylaws or directed by the executive board.

Section 4. The Treasurer shall:

- a. Have custody of the funds of the PTA.
- b. Maintain a full account of the funds of the PTA.
- c. Make disbursements as authorized by the co-presidents, executive board or the PTA in accordance with the budget adopted by the PTA.
- d. Have checks or vouchers signed by two people: the treasurer and one other authorized co-signee. Individuals authorized to sign checks shall not be related to each other by marriage or any other relationship;
- e. Never sign a blank check;
- f. Pay all bills by check - never by cash;
- g. Never deposit funds of the PTA in a personal or school account;
- h. Always issue a receipt for cash received;
- i. Keep a full and accurate account of the receipts and disbursements in the books belonging to the PTA;
- j. Be prepared to answer all questions promptly and to have records available at all meetings;
- k. Provide a written financial statement at each meeting of the general membership and executive board;
- l. Present an annual report of the financial condition of the organization;

- m. Have the accounts examined annually at the end of the school year or upon the change of treasurer by an auditor or auditing committee of not fewer than three members;
- n. Not sign checks for the PTA after the books have closed for audit;
- o. Report the findings of the audit to the PTA no later than the first general meeting of the school year;
- p. Determine if gross receipts for the PTA's prior fiscal year exceeded \$25,000, and if so file the appropriate federal tax forms, copies of which must be provided to the State office;
- q. Perform such other duties as provided in these bylaws or directed by the executive board.

ARTICLE VIII: THE PTA AUDIT

Section 1. An audit is a financial review that involves following financial transactions through records to be sure that receipts have been properly accounted for and expenditures made as authorized in the minutes and in conformity with the PTA's bylaws and budget limitations.

Section 2. The purpose of an audit is:

- a. to certify the accuracy of the books and records of the financial officer;
- b. to assure the membership that PTA resources/funds are being managed in accordance with the Georgia PTA financial policies and procedures.

Section 3. An annual audit shall take place at the end of the school year or upon resignation of the treasurer, before the new officer assumes his or her duties, and at any other time deemed necessary. The audit should be completed as quickly as possible.

Section 4. An auditor or auditing committee of no fewer than (3) members shall be selected by the board no later than two weeks prior to the end of the school year. An auditor or auditing committee member shall not be related to any signees on the checking account by marriage or any other relationship.

Section 5. The annual audit report shall be given to the PTA no later than the first general membership meeting of the school year.

Section 6. The annual audit report must be signed, dated and included in the minutes of the secretary.

Section 7. The outgoing officers cannot sign checks for the PTA after the books are closed

for audit.

Section 8. During the audit process it is recommended that expenditures within an adopted budget be limited to those of an emergency nature.

ARTICLE IX: REMOVAL FROM OFFICE

Section 1. Request for removal

- a. Any member of this PTA can request that an elected officer be removed from office. A request, with reasons, for removal of any officer must be sent in writing to all members of the executive committee and to the Georgia PTA. The written request must state reasons for the officer's removal.
- b. Within seven days of receiving the written request for removal from office, the executive committee shall meet to determine by 2/3 vote whether or not to hold a hearing based solely upon the information presented in the written request.
- c. The executive board shall communicate its decision in writing within three days to the member who submitted the request and to the Georgia PTA. A copy of the original request for removal shall be attached to a copy of the board's response and included in the minutes.

Section 2. Hearing

- a. Prior to a vote for removal from office, the elected officer is entitled to a hearing before the board.
- b. A hearing for the removal of an officer shall be held within seven days of the decision to hold a hearing.
- c. The elected officer must be notified by registered mail at least three days prior to the hearing. If the elected official fails to appear, that individual's right to a hearing is forfeit.
- d. A representative of the Georgia PTA appointed by the state president shall conduct the hearing.
- e. Based upon information presented at the hearing, the board may, by 2/3 vote recommend removal from office.

Section 3. Action

After the hearing of the board, any recommendation for removal from office must be submitted to the membership for action at the next general meeting. An officer may be removed by 2/3 vote of the membership present and voting, a quorum

having been established.

ARTICLE X: THE EXECUTIVE BOARD

- Section 1. The affairs of the PTA shall be managed by the Board in the intervals between general membership meetings.
- Section 2. Each board member shall be a member of the PTA.
- Section 3. The members of the board shall be the elected officers, the principal and/or principal's appointed representative, and two staff members elected by the staff. The co-presidents shall appoint a parliamentarian, subject to approval of the Board.
- Section 4. Duties of the board shall be to:
- a. transact such business as may be referred to it by the general membership;
 - b. create special committees;
 - c. present a report at the regular general membership meetings of the PTA;
 - d. select an auditor or auditing committee to audit the treasurer's accounts;
 - e. prepare and submit an annual budget to the PTA's general membership for approval;
 - f. approve payment of routine bills within the limits of the approved budget;
 - g. fill vacancies in office;
 - h. conduct hearings for removal from office.
- Section 5. If any standing committee chairman shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by a 2/3 vote of the board.
- Section 6. Regular meetings of the board shall be held with the date and time to be fixed by the board in its first meeting of the year.
- Section 7. Special meetings of the board may be called by the president or when requested by a majority of the board members upon three days' written notice to each member of the board.
- Section 8. At all meetings of the board, a majority of the board shall constitute a quorum for the transaction of business.

Section 9. Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen days.

ARTICLE XI: STANDING AND SPECIAL COMMITTEES

- Section 1. Only members of the PTA shall be eligible to serve in any elective or appointive position.
- Section 2. The board of directors may create or dissolve such special committees as it may deem necessary to promote the purpose of and carry on the work of the PTA.
- Section 3. The term of office of a committee chair shall be one year, subject to re-appointment, or until the selection of a successor.
- Section 4. The chair of each committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive committee.

ARTICLE XII: GENERAL MEMBERSHIP MEETINGS

- Section 1. At least two General Membership Meetings of the PTA shall be held during the school year. Dates and times of meetings shall be determined by the executive board and announced at least fourteen days in advance. Three days' notice shall be given of a cancellation or change of date or time unless emergency conditions prevent such notice being given.
- Section 2. Special meetings of the PTA may be called by a co-president or by a majority of the board, three days' notice having been given.
- Section 3. The officer election meeting shall be held in May.
- Section 4. The last regular meeting of the PTA shall be known as the annual meeting for annual reports and the installation of officers.
- Section 5. The privileges of making motions, debating and voting shall be limited to members of the PTA who have paid dues for the current membership year.
- Section 6. 30 members shall constitute a quorum for the transaction of business in any General Membership Meeting of the PTA.

ARTICLE XIII: FISCAL YEAR AND IRS FORM 990

Section 1. The fiscal year of the PTA shall be July 1 to the following June 30.

Section 2. The fiscal year is the twelve month period used for:

- a. determining whether or not the PTA is required to file IRS form 90 or 990 EZ.
- b. if required to file, the period of financial records to use for completion of form 990 or 990 EZ.

Section 3. PTAs are required to file IRS form 90 if the annual gross receipts are more than \$25,000 during the fiscal year. Form 990 is due the fifteenth day of the fifth month after the close of the fiscal year.

ARTICLE XIV: PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised, shall govern this PTA, unless in conflict with the bylaws of this PTA or of the state or national PTAs.

ARTICLE XV: AMENDMENTS/REVISIONS

Section 1. These bylaws may be amended at any regular general membership meeting of the PTA by a 2/3 vote of those members present and voting, a quorum being present and notice of the proposed amendments having been provided to the membership thirty days prior to the meeting. The amendment shall become effective upon receipt of approval from the Georgia PTA.

Section 2. A committee may be appointed by a co-president to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the PTA or by a 2/3 vote of the Board. The requirements for a revised set of bylaws shall be the same as in the case of an amendment.

Section 3. The adoption of an amendment to any provision of the National PTA bylaws shall serve automatically and without the requirement of further action by this PTA to amend their corresponding bylaws. The PTA shall promptly incorporate such amendments into their respective bylaws.

Section 4. The adoption of an amendment to any provision of the bylaws of the Georgia PTA identified by a number symbol shall automatically amend the bylaws of local PTAs to conform to the action taken by the State Convention. Notwithstanding the automatic character of the amending process, local PTA shall promptly incorporate such amendments into their respective bylaws.

Section 5. In the event that a revised set of bylaws is required by the Georgia PTA and there are no changes in the local PTA information stated in the current bylaws, the thirty day waiting period is waived.