

OKLAHOMA PTA STATE BYLAWS

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Article I - Name

Adopted July 17, 2023 101st State Convention

The name of this organization is Oklahoma Congress of Parents and Teachers. It is also commonly known and will be referred to in these bylaws as “Oklahoma PTA.”

Article II - Purposes

Section 1. The purposes of this PTA, in common with those of National PTA and Oklahoma PTA are:

- a. To promote the welfare of children and youth in home, school, and place of worship and throughout the community
- b. To raise the standards of home life.
- c. To advocate for laws that further the education, physical and mental health, welfare and safety of children and youth;
- d. To promote the collaboration and engagement of families and educators in the education of children and youth;
- e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual and social well-being of all children and youth; and
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Section 2. The purposes of National PTA, Oklahoma PTA and this 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 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 referred to as “Internal Revenue Code”).

Article III - Basic Policies

- 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 organization 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 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.
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations 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 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 - Constituent Associations

Section 1. The constituent associations of Oklahoma PTA include

- a. Local PTAs (Parent Teacher Associations), PTSAs (Parent Teacher Student Associations) or SEPTAs (Special Education PTAs) organized under the authority of the Oklahoma PTA
- b. Council PTAs/PTSAs organized under the direct authority of the Oklahoma PTA

Section 2. The Oklahoma PTA Board of Directors shall determine and publish criteria:

- a. establishing constituent associations
- b. setting standards for continuing affiliation with the Oklahoma PTA
- c. dissolving constituent associations

Article V - Members and Dues

Section 1. Each member of a local PTA shall pay annual dues as may be determined by the local unit and shall include dues payable to the state PTA as determined by the Oklahoma PTA Board of Directors, and dues payable to National PTA as determined by the National PTA.

Article VI - Officers

Section 1. The elected officers of Oklahoma PTA shall be a president, president-elect, three (3) vice presidents, a secretary, and a treasurer.

Section 2. The elected officers shall be elected at the annual convention by the voting body of the convention during the election year.

- a. Only a person whose consent has been secured to place his name in nomination shall be eligible for nomination either by the nominating committee or by self-nomination.
- b. Any person who wishes to run for office must submit their application to the nominating committee by April 1st. All interested candidates will be subject to an interview by the nominating committee.
- c. Any person who does not meet the requirements in Section a and/or b above will not be eligible to run for office.

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

Section 4. The following provisions shall govern the eligibility of individuals to be officers of the Oklahoma PTA:

- a. Any elected officer shall have served on the state board of directors or a council board of directors for at least six months within the past three (3) terms.
- b. The president-elect shall have served on the state board a minimum of one term within the past-two (2) terms.
- c. Any officer establishing a primary residence outside of the state of Oklahoma shall automatically forfeit his office.

d. A past state president, having completed their term, shall not be eligible for any elected office.

Section 5. Each officer elected at an annual convention shall take office following the close of the annual convention and shall serve for a term of two years or until their successor is elected.

- a. Elected officers may serve two consecutive terms in the same position – with the exception of the President and President-Elect.
- b. A person who has served an office for more than one-half of a full term shall be considered as having served a full term in that office.

Section 6. If an elected office becomes vacant:

- a. A vacancy in any office other than president and president-elect shall be filled by the board of directors for the remainder of the current term;
- b. A vacancy in the office of president shall be filled by the president-elect to complete the current term, followed by a full-term as president;
- c. A vacancy in the office of president-elect shall be filled by election at a meeting of the state body following the vacancy, all requirements for an election having been met according to these bylaws.

Article VII - Nominating Committee for Elected Officers

Section 1. The nominating committee shall consist of five members.

- a. Committee members may not serve consecutive terms.
- b. At least one (1) must have served the two (2) previous years on the Board of Directors. .
- c. If elected alternates are not called to serve on the committee, their election shall not count as service. An elected member who is replaced by an alternate shall be eligible for election to the committee the following term.

Section 2. Nominations for members of the nominating committee shall be made at the first regular board meeting after convention, excluding any post-convention meeting. Members shall be elected by ballot. Election to the committee shall be by plurality vote. Vacancies on the nominating committee shall be filled by the elected alternates by plurality vote. The nominating committee shall select its own chairman.

Section 3. The nominating committee shall, at the first business meeting of the annual convention, report its nominees and those who have self-nominated to the convention delegates.

Section 4. The nominating committee shall follow the policies and procedures regarding nominations at convention or interim vacancies as determined by the board of directors and standing rules.

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. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors, executive committee, or standing rules.

Section 2. The president-elect shall

- a. Perform the duties of the president in the president's absence or inability to serve;
- b. Serve as an ex-officio member of all committees except the nominating committee;
- c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors, executive committee, or standing rules.

Section 3. The vice-president(s) shall

- a. Perform the duties of the president in the president's and president-elect's absence or inability to serve, in order of their rank. The ranking of the vice presidents shall be established in the standing rules.
- b. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors, executive committee, or standing rules.

Section 4. The secretary shall

- a. Prepare minutes for meetings of the convention, board of directors, and executive committee;
- b. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors, executive committee, or standing rules

Section 5. The treasurer shall

- a. Keep a full and accurate account of the receipts and disbursements in books belonging to the Oklahoma PTA.
- b. Render a written statement to the board of directors at each meeting;
- c. Present an annual report of the financial condition of the organization to the board of directors and convention delegates;
- d. Prepare or cause to be prepared an annual report for audit or review;
- e. Prepare or cause to be prepared an annual tax return
- f. Perform such other duties as may be provided for by the bylaws, prescribed by the parliamentary authority, or directed by the board of directors, executive committee or standing rules.

Article IX - Board of Directors**Section 1.** The members of the board shall be the:

- a. Elected Officers
- b. Standing Committee Chairs
- c. Council Presidents
- d. Immediate Past President

Section 2. The affairs of the Oklahoma PTA shall be managed by the board of directors.

Section 3. The duty of the board shall be to adopt rules, policies and procedures for the authority over the affairs of Oklahoma PTA, provided the rules are not in conflict with these bylaws and the bylaws of National PTA.

Section 4. If any member of the board of directors shall cease to meet the qualifications or fulfill the duties of

the position, that person may be removed from office or from the board of directors, by resolution of two-thirds of the board of directors.

- a. Any member of the board of directors who chooses to relinquish their position with Oklahoma PTA shall send a letter of resignation to the President, via email or mail.
- b. The resignation will be accepted by the executive committee at the next executive committee meeting.

Section 5. Regular meetings of the board shall be held at least four times during the fiscal year as determined by the board of directors.

Section 6. Notice of date and time and place of each regular meeting shall be given at least thirty days prior to the meeting.

Section 7. Special meetings of the board may be called by the president or when requested by two-thirds of members. Each member of the board of directors shall be notified of the time, place and purpose of a special meeting at least three (3) days prior to the date of the meeting. .

Section 8. A majority of the sitting members of the board of directors shall constitute a quorum.

Section 9. All members of the board of directors shall be a member of a local PTA chartered by the Oklahoma PTA.

Article X – Telephone/Electronic and Unanimous Consent without a Meeting

Section 1. Action by unanimous written consent without meeting - An action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting, if all members of the Board shall individually or collectively consent thereto in writing or by electronic transmission. The written consent(s) or electronic transmissions shall be filed with the minutes of the proceedings of the Board. The action by written consent shall have the same force and effect as the unanimous vote of the Directors. Any certificate or other document filed under any provision of law which relates to action so taken shall state the action was taken by unanimous written consent or electronic transmission of the Board of Directors without meeting and that the Bylaws of this Corporation authorize the Directors to so act, and such statement shall be prima facie evidence of such authority.

Section 2. Virtual Meetings - The Board may participate in a virtual meeting in which each Director participating in the meeting can hear and be heard by each other Director participating in the meeting. Participation in such a meeting shall constitute presence in person by each Director at such meeting.

Article XI - Executive Committee

Section 1. The executive committee shall be comprised of the elected officers.

Section 2. Special meetings of the executive committee may be called by the president or upon written request of five members with three (3) days' notice to each member of the executive committee.

Section 3. A majority of the sitting members of the executive committee shall constitute a quorum.

Section 4. The executive committee shall

- a. Exercise the powers of the board of directors between meetings of the board
- b. Perform the duties delegated to it by these bylaws, the standing rules and the board of directors, provided that no action shall conflict with that of the board.
- c. Constitute the board of trustees of Oklahoma PTA and shall have the power to receive and convey property for the organization in conformity with the laws relating thereto;
- d. Make a report at each board meeting

Article XII - National Constituent Association Advisory Council

Section 1. The National Constituent Association Advisory Council (“NCAAC”) representative shall be the state president or his appointed designee.

Article XIII - Committees**Section 1.** Standing Committees:

- a. The Executive Committee or Board of Directors shall create standing committees as it deems necessary to carry on the work of Oklahoma PTA.
- b. The standing committees shall be defined in the standing rules.
- c. The Executive Committee shall elect the chairmen of standing committees and subcommittees for the current term.

Section 2. Special Committees

- a. The President or Executive Committee may create one or more special committees.
- b. Each committee shall have two or more members.
- c. These committees shall cease to exist when the task is completed or report is received.

Article XIV - Councils

A council is defined as a group of three or more local PTAs/PTSAs/SEPTAs in an area, city or county that may be organized as a council after application to Oklahoma PTA has been approved by the executive committee. When its bylaws are approved, the council shall be issued a charter by Oklahoma PTA. The Council President serves as a voting member of the Oklahoma PTA board of directors.

A council shall:

- a. Provide an opportunity for conferences between units
- b. Counsel units on proper procedures, policies and organizational practices
- c. Provide leadership training for both council and unit officers and chairmen
- d. Assist in the organization of new local PTAs/PTSAs/SEPTAs
- e. Promote the purposes of the organization

Article XV - Committee on State and Local Relationships

Section 1. There shall be a committee on state and local relationships consisting of the elected officers.

a. The President, President-Elect and Treasurer shall review the alleged violations to determine if the full committee is activated.

Section 2. This committee shall review any alleged violations of Oklahoma PTA constituent associations of National PTA Bylaws, Oklahoma PTA uniform bylaws, standing rules, or other practices or activities that may tend to defeat the purposes and basic policies of PTA and shall promptly report to the state board of directors the results of such review and its recommendations for action.

Section 3. The Oklahoma PTA board of directors shall give due consideration to the report of the committee and shall afford the constituent association an opportunity to be heard and to respond to the report. If, upon such consideration and hearing, the Oklahoma PTA board of directors finds a violation, it may, by a two-thirds vote, require appropriate action within a period of time stipulated. When such a requirement has been made and if the recommended action is not taken by the constituent association within the allotted time, the Oklahoma PTA board of directors may, by a two-thirds vote, withdraw the charter of the constituent association and terminate its status as a local PTA.

Article XVI - State Convention

Section 1. The Oklahoma PTA state convention shall be held annually. The location shall be determined by the Executive Committee.

Section 2. Goals of the convention:

- a. Elect state officers in election year
- b. Receive reports and hear speakers regarding the status of public education in Oklahoma and the work of Oklahoma PTA
- c. Attend workshops regarding leadership development and other matters
- d. Consider and act upon proposed bylaws revisions or amendments
- e. Consider and act upon legislative matters
- f. Conduct other business as may come before the convention.

Section 3. Cancellation of Convention.

- a. The board of directors, by two-thirds (2/3) vote of its members, shall cancel or defer any annual convention when it deems such action to be required by the existence of a state or national emergency, epidemic or other disaster.
- b. Such action may be taken by the president on her own responsibility after polling the members of the board of directors to the extent reasonably possible under the then existing circumstances, and when the emergency is such as to make it impractical to convene a meeting of the board of directors.
- c. During the existence of such emergency, the board of directors shall adopt such measures for the conduct of the affairs of Oklahoma PTA as it may deem required.

Article XVII - Voting Body

Section 1. The following members of Oklahoma PTA shall constitute the voting delegates::

- a. Members of the board of directors;
- b. Local unit presidents or their alternate from units in good standing; and
- c. One (1) local unit delegate or alternate for every twenty-five (25) members or major fraction thereof, the unit being in good standing with Oklahoma PTA
- d. The selection of such delegates shall be governed by the bylaws of the local PTA/PTSA/SEPTAs.

Section 2. Fifty (50) present voting delegates shall constitute a quorum at the annual convention or a special called meeting with 30 days' notice.

Section 3. The voting body shall RSVP to any special called meeting, so voting credentials may be verified, within seven (7) days of said special called meeting.

Article XVIII - National Convention

Section 1. Voting Delegates

Oklahoma PTA shall be entitled to accredit to the national convention as its delegates:

- a. The president of Oklahoma PTA and President-Elect;
- b. Five delegates plus One (1) additional delegate from among the members of Oklahoma PTA for each one thousand (1,000) members, or major fraction thereof, of Oklahoma PTA, as shown on the books of the secretary-treasurer of National PTA as of March 31 preceding the annual convention.

Section 2. Selection of Delegates

The selection of voting delegates or alternates shall be made or authorized by the President or their designee.

Article XIX - Fiscal Year

The fiscal year of the Oklahoma PTA shall be from July 1 through June 30 inclusive.

Article XX - Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern Oklahoma PTA in all cases in which they are applicable and in which they are not in conflict with National PTA Bylaws, special rules of order or Articles of Incorporation.

Article XXI - Amendments

Section 1. These bylaws may be amended by the voting body by a two-thirds vote of those present and voting, provided the amendments have been approved by the board of directors and notice of proposed amendments has been provided to constituent associations by May 15th of the current year.

Section 2. The adoption of an amendment to any provision of the National PTA bylaws shall serve automatically and without the requirement of further action by Oklahoma PTA to amend their corresponding bylaws.

Oklahoma PTA shall promptly incorporate such amendments into its respective bylaws.

Section 3. The Oklahoma PTA secretary or their designee is allowed to correct non-substantive errors in spelling, grammar, gender specific verbiage, or numbering without amendment, subject to approval of the board of directors.

Date of adoption of original bylaws: November 17, 1922, when Oklahoma PTA was organized.