

OKLAHOMA PTA STATE BYLAWS

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48 **Article I - Name**

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

51

52 **Article II - Purposes**

53 **Section 1.** The purposes of the PTA are

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

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

64 **Section 3.** The organization is organized exclusively for the charitable, scientific, literary, or educational purposes
65 within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future
66 federal tax code (hereinafter referred to as “Internal Revenue Code”).

67

68 **Article III - Basic Policies**

- 69 a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- 70 b. The organization shall work with the schools and community to provide quality education for all children
71 and youth and shall seek to participate in the decision-making process establishing school policy,
72 recognizing that the legal responsibility to make decisions has been delegated by the people to boards of
73 education, state education authorities, and local education authorities.
- 74 c. The organization shall work to promote the health and welfare of children and youth and shall seek to
75 promote collaboration between parents, schools, and the community at large.
- 76 d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its
77 members, directors, trustees, officers, or other private persons except that the organization shall be
78 authorized and empowered to pay reasonable compensation for services rendered and to make payments
79 and distributions in furtherance of the purposes set forth in Article II hereof.
- 80 e. Notwithstanding any other provision of these articles, the organization shall not carry on any other
81 activities not permitted to be carried on (i) by an organization exempt from federal income tax under
82 Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are
83 deductible under Section 170(c)(2) of the Internal Revenue Code.
- 84 f. Upon the dissolution of this organization, after paying or adequately providing for the debts and
85 obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds,
86 foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the
87 Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- 88 g. The organization or members in their official capacities shall not, directly or indirectly, participate or
89 intervene (in any way, including the publishing or distributing of statements) in any political campaign

90 on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part
91 of its activities to attempting to influence legislation by propaganda or otherwise.

92 93 **Article IV - Constituent Associations**

94 **Section 1.** The constituent associations of Oklahoma PTA include

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

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

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

102 103 **Article V - Members and Dues**

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

107 108 **Article VI - Officers**

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

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

- 113 a. Only a person whose consent has been secured to place his name in nomination shall be eligible for
114 nomination either by the nominating committee or from the floor at the annual convention.
- 115 b. Any person who wishes to run for office from the convention floor must provide a declaration of good
116 faith to Oklahoma PTA. Such notice must be received in the state office by May 15th prior to the annual
117 convention.

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

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

- 122 a. Any elected officer shall have served on the **state** board of directors for at least six months ~~prior to~~
123 ~~election~~ **within the past three (3) years-terms.**
- 124 b. The president-elect shall have served on the state board a minimum of ~~two (2) years~~ **one term** within
125 the past ~~four (4) years~~ **two terms.**
- 126 c. Each officer shall be a member of a local PTA chartered by the Oklahoma PTA.
- 127 d. Any officer establishing a primary residence outside of the state of Oklahoma shall automatically forfeit
128 his office.

- 129 a. e. Any past state president shall be eligible for any elected position except President Elect, following their
130 term as immediate past president.

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

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

137

138 **Section 6.** If an elected office becomes vacant:

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

145

146 **Article VII - Nominating Committee for Elected Officers**

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

- 148 a. Committee members may not serve consecutive terms.
149 b. At least three (3) must have served the two (2) previous years on the Board of Directors. Two (2) members
150 must have served one (1) previous year on the Board of Directors.
151 c. If elected alternates are not called to serve on the committee, their election shall not count as service. An
152 elected member who is replaced by an alternate shall be eligible for election to the committee the
153 following term.

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

158 **Section 3.** The nominating committee shall, at the first business meeting of the annual convention, report its
159 nominees to the convention delegates at which time additional nominations may be made from the floor.

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

162

163 **Article VIII - Duties of Officers**

164 **Section 1.** The president shall

- 165 a. Preside at all meetings;
166 b. Serve as an ex officio member of all committees except the nominating committee;
167 c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary
168 authority, or directed by the board of directors, executive committee, or standing rules.

169 **Section 2.** The president-elect shall

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

174 **Section 3.** The vice-president(s) shall

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

179 **Section 4.** The secretary shall

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

183 **Section 5.** The treasurer shall

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

193

194 **Article IX - Board of Directors**

195 **Section 1.** The members of the board shall be the:

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

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

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

203 **Section 4.** If any member of the board of directors shall cease to meet the qualifications or fulfill the duties of the
204 position, that person may be removed from office, or from the board of directors, by the board of directors, by
205 ~~two-thirds vote of those present at any meeting.~~ resolution of two-thirds of the board of directors.

- 206 a) Any member of the board of directors who chooses to relinquish their position with Oklahoma PTA shall
207 send a letter of resignation to the President, State office or their respective Vice Presidents via email or
208 mail.

- 209 b) The resignation will be accepted by the executive committee at the next executive committee meeting.
210 c) Upon resigning from any board position all time served will be forfeited.

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

213 **Section 6.** Notice of time and place of each regular meeting shall be given at least five (5) days prior to the
214 meeting.

215 **Section 7.** Special meetings of the board may be called by the president or when requested by two-thirds of
216 members. Each member of the board of directors shall be notified of the time, place and purpose of a special
217 meeting at least five (5) days prior to the date of the meeting.

218 **Section 8.** Action by unanimous written consent without meeting - An action required or permitted to be taken at
219 any meeting of the Board of Directors may be taken without a meeting, if all members of the Board shall
220 individually or collectively consent thereto in writing or by electronic transmission. The written consent(s) or
221 electronic transmissions shall be filed with the minutes of the proceedings of the Board. The action by written
222 consent shall have the same force and effect as the unanimous vote of the Directors. Any certificate or other
223 document filed under any provision of law which relates to action so taken shall state the action was taken by
224 unanimous written consent or electronic transmission of the Board of Directors without meeting and that the
225 Bylaws of this Corporation authorize the Directors to so act, and such statement shall be prima facie evidence of
226 such authority.
227

228 **Section 9.** Meetings by telephone or similar communication - The Board may participate in a meeting by
229 conference telephone or other similar communication equipment by which each Director participating in the
230 meeting can hear and be heard by each other Director participating in the meeting. Participation in such meeting
231 shall constitute presence in person by each Director at such meeting.
232

233 **Section 10.** A majority of the sitting members of the board of directors shall constitute a quorum.
234
235

236 **Article X - Executive Committee**

237 **Section 1.** The executive committee shall be comprised of the elected officers and Council Liaison (~~elected by~~
238 ~~the council presidents~~).

- 239 a. ~~The Council Liaison shall be elected by the seated council presidents at the July board meeting~~
240 ~~for a two-year term running concurrent with the state president.~~
241 b. ~~To be eligible to serve as Council Liaison, the individual must:~~
242 i. ~~be a past state president or council president~~
243 ii. ~~have served on the state board of directors, in any position, within the previous two terms.~~

244 **Section 2.** Special meetings of the executive committee may be called by the president or upon written request
245 of five members with five (5) days' notice to each member of the executive committee.

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

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

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

254

255 **Article XI – National Council of States Representation**

256 ~~Section 1. The National Council of States representative shall be the state president or his appointed designee.~~

257

258 **Article XII - Committees**

259 **Section 1.** Standing Committees:

260 a. The Executive Committee or Board of Directors shall create standing committees as it deems necessary
261 to carry on the work of Oklahoma PTA.

262 b. The standing committees shall be defined in the standing rules.

263 c. The Executive Committee shall elect the chairmen of standing committees and sub-committee for the
264 current term.

265 **Section 2.** Special Committees

266 a. The President or Executive Committee may create one or more special committees.

267 b. Each committee shall have two or more members.

268 c. These committees shall cease to exist when the task is completed or report received.

269

270 **Article XIII - Councils**

271 A council is defined as a group of three or more local PTAs/PTSAs/SEPTAs in an area, city or county may be
272 organized as a council after application to Oklahoma PTA has been approved by the executive committee. When
273 its bylaws are approved, the council shall be issued a charter by Oklahoma PTA.

274 A council shall:

275 a. Provide an opportunity for conferences between units

276 b. Counsel units on proper procedures, policies and organizational practices

277 c. Provide leadership training for both council and unit officers and chairmen

278 d. Assist in the organization of new local PTAs/PTSAs/SEPTAs

279 e. Promote the purposes of the organization

280

281 **Article XIV - Committee on State and Local Relationships**

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

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

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

289 **Section 3.** The Oklahoma PTA board of directors shall give due consideration to the report of the committee and
290 shall afford the constituent association an opportunity to be heard and to respond to the report. If, upon such
291 consideration and hearing, the Oklahoma PTA board of directors finds a violation, it may, by a two-thirds vote,
292 require appropriate action within a period of time stipulated. When such a requirement has been made and if the

293 recommended action is not taken by the constituent association within the allotted time, the Oklahoma PTA board
294 of directors may, by a two-thirds vote, withdraw the charter of the constituent association and terminate its status
295 as a local PTA.

296

297 **Article XV - State Convention**

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

300 **Section 2.** The voting delegates shall:

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

308 **Section 3. VOTING BODY**

309 The following members of Oklahoma PTA shall constitute the voting delegates of the convention:

- 310 a. Members of the board of directors;
- 311 b. Local unit presidents or their alternate from units in good standing; and
- 312 c. One (1) local unit delegate or alternate for every twenty-five (25) members or major fraction thereof, the
313 unit being in good standing with Oklahoma PTA.
- 314 d. Past state presidents of Oklahoma PTA
- 315 e. The selection of such delegates shall be governed by the bylaws of the local PTA/PTSAs/SEPTAs.
- 316 ~~e. New units organized after March 31st of each year shall be considered in good standing at time of the~~
317 ~~convention.~~

318 **Section 4. QUORUM**

319 One hundred (100) present voting delegates shall constitute a quorum at the annual convention.

320 **Section 5. CANCELLATION OF CONVENTION**

321 The board of directors, by two-thirds (2/3) vote of its members, shall cancel or defer any annual convention when
322 it deems such action to be required by the existence of a state or national emergency, epidemic or other disaster.

- 323 a. Such action may be taken by the president on her own responsibility after polling the members of the
324 board of directors to the extent reasonably possible under the then existing circumstances, and when the
325 emergency is such as to make it impractical to convene a meeting of the board of directors.
- 326 b. During the existence of such emergency the board of directors shall adopt such measures for the conduct
327 of the affairs of Oklahoma PTA as it may deem required.

328

329 **Article XVI - National Convention**

330 **Section 1. VOTING DELEGATES**

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

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

336 **Section 2. SELECTION OF DELEGATES**

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

338

339 **Article XVII - Fiscal Year**

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

341

342 **Article XVIII - Parliamentary Authority**

343 The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern Oklahoma PTA

344 in all cases in which they are applicable and in which they are not in conflict with National PTA Bylaws, special

345 rules of order or Articles of Incorporation.

346

347 **Article XIX - Amendments**

348 **Section 1.** These bylaws may be amended at an annual convention by a two-thirds vote of those present and

349 voting, provided the amendments have been approved by the board of directors and notice of proposed

350 amendments has been provided to constituent associations by May 15th of the current year

351 **Section 2.** The adoption of an amendment to any provision of the National PTA bylaws shall serve automatically

352 and without the requirement of further action by Oklahoma PTA to amend their corresponding bylaws. Oklahoma

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

354 **Section 3.** Allow the secretary of Oklahoma PTA to correct no substantive errors in spelling, grammar or

355 numbering without amendment, subject to approval of the board of directors.

356

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