



UNIFORM BYLAWS FOR OKLAHOMA PTA COUNCILS

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ARTICLE I: NAME

The name of this association is the _____ Council of Parent Teacher Associations. It is a council PTA/PTSA organized under the authority of the Oklahoma Congress of Parents and Teachers (Oklahoma PTA), a branch of the National Congress of Parents and Teachers (National 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 association 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

The following are basic policies of this PTA in common with those of National PTA and Oklahoma PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association 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 association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among parents, schools, and the community at large.
- d. No part of the net earnings of the association shall inure to the benefit of, or be distributed to, its members, directors, trustees, officers or other private persons except that the association 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 III hereof.

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- e. Notwithstanding any other provisions of these articles, the association shall not carry on any other activities not permitted to be carried on (1) by an association exempt from federal income tax under Section 501[c] [3] of the Internal Revenue Code, or (2) by an association, contributions to which are deductible under Section 170[c] [2] of the Internal Revenue Code.
- f. The association 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 OKLAHOMA PTA

Section 1. This council PTA shall be organized and chartered under the authority of Oklahoma PTA in conformity with such rules and regulations, not in conflict with National PTA bylaws, as the Oklahoma PTA may in its bylaws or standing rules prescribe. Oklahoma PTA shall issue to this council PTA an appropriate charter evidencing the due association and good standing of this council PTA.

A council PTA in affiliation with Oklahoma PTA is one that: Adheres to the purposes and basic policies of PTA, files appropriate tax documents with the IRS and remits to Oklahoma PTA the following by October 31st each year:

- a. A copy of current Authorization for Group Tax Exemption (EIN)
- b. A copy of current council standing rules
- c. A copy of a current Financial Reconciliation Report
- d. A list of current officers

Section 2. The charter of this council PTA shall be subject to withdrawal and the status of such association as a council shall be subject to termination in the manner and under the circumstances provided by the bylaws and standing rules of Oklahoma PTA.

Section 3. This council PTA 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 association, including, specifically, the number of its members, and the dues collected from its members. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Oklahoma PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of National PTA.

Section 4. This council PTA is obligated, upon withdrawal of its charter by the Oklahoma PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to Oklahoma PTA or to such agency as may be designated by Oklahoma PTA, or to another council PTA organized under the authority of Oklahoma PTA;

Such books and records shall include but not be limited to the following:

1. Council Charter (certificate issued upon association of council).
2. PTA materials received from Oklahoma or National PTA (i.e., membership cards, manuals or resource materials, educational informational kits, training materials, mailings, convention materials, etc.).
3. PTA publications (i.e., National PTA magazine, legislative publications, Oklahoma PTA newsletters, etc.).
4. Copies of the following (if not already on file in the Oklahoma PTA office):
 - (i) Uniform Council Bylaws (with blanks filled in);
 - (ii) Standing Rules;
 - (iii) Budget;

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- (iv) Minutes from preceding 12 months;
 - (v) Financial statements from preceding 12 months;
 - (vi) Year-end Financial Statement;
 - (vii) Copy of bank statements from preceding 12 months;
 - (viii) Final IRS Form 990 (if required to file);
 - (ix) Copy of IRS Employer Identification Number (EIN).
- 5. Any and all cards or certificates granting the council special exemptions or privileges based on its affiliations with the State PTA.
 - 6. All legal records, such as agendas, minutes of meetings, financial statements, bylaws, standing rules, membership lists, financial reconciliation reports and/or professional audit reports, budget and insurance information shall be placed in clearly marked boxes and held in storage at the school until completion of the dissolution/disaffiliation process.
- b. To cease and desist from the further use of any name that implies or connotes association with National PTA or Oklahoma PTA or status as a constituent association of National PTA;
 - c. To carry out promptly, under the supervision and direction of Oklahoma PTA, all proceedings necessary or desirable for the purpose of dissolving this council.

Section 5. No person shall speak in the name of Oklahoma PTA before official legislative bodies except the Oklahoma PTA president and/or other persons designated by the Oklahoma PTA executive committee or the President.

ARTICLE V: PURPOSES OF THIS COUNCIL

Section 1. The purposes of this council PTA are to:

- a. Unify and strengthen local PTAs comprising the council PTA;
- b. Provide for the conference and cooperation of the local PTAs in the council PTA membership in order to create a public opinion favorable to the interests of children, to encourage programs and projects in the various PTA units which will carry out the Mission and Objects of PTA, and to assist in the formation of new PTAs according to the plan of the Oklahoma PTA;
- c. Promote the interests, Resolutions and Positions Statements of National PTA and of Oklahoma PTA.

Section 2. This council PTA shall not legislate for local PTAs.

ARTICLE VI: MEMBERSHIP AND DUES

Section 1. Membership in this council shall consist only of local units chartered by Oklahoma PTA as authorized by National PTA.

Section 2. Membership in this council PTA shall be made available, without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of National PTA bylaws or Oklahoma PTA bylaws, as may be prescribed in the standing rules of this council PTA, to any local PTA who subscribes to the mission and purposes of National PTA.

Section 3. This council PTA shall conduct an annual enrollment of members but may admit local PTAs to membership at any time.

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Section 4. Each member of this council PTA shall pay such annual dues to said association as may be prescribed by the council's standing rules. Dues shall be payable on or before the date specified in the standing rules.

Section 5. Only members of local PTAs/PTSAs shall be eligible to participate in the conduct of business meetings, to vote, or to serve in any of this council's elective or appointive positions.

Section 7. Delegates from local PTAs/PTSAs whose dues to the council are in arrears shall not participate in the business meetings of the council.

Section 8. Conflict of Interest: A member of this council PTA shall not serve as a voting member of this council PTA's board while serving as a paid employee of our under contract to this PTA.

ARTICLE VII: VOTING BODY

Section 1. The voting body of this council shall consist of the officers of the council; the chairs of council standing committees; the superintendent of schools having units in the council or their representative, presidents from PTA units in the council or their representatives; delegates from PTA units in the council or their alternates; principals of schools having PTA units in the council or their representative; and other person(s) as designated in the standing rules.

Section 2. All members of this council must be members of a local PTA unit in good standing. Unit presidents and delegates shall be selected according to the procedures outlined in each unit's standing rules.

Section 3. Members are entitled to only one vote even though they may hold more than one position.

ARTICLE VIII: OFFICERS AND THEIR ELECTION

Section 1. Each officer shall be a member of a local PTA within the area of this PTA council.

Section 2. There shall be at least four (4) elected officers: President, Vice President, Secretary, and Treasurer. Oklahoma PTA recognizes only one President and Treasurer of record. Other officers may be elected as designated in the standing rules.

Section 3. Officers shall be elected at a general membership meeting designated in the standing rules. When there is but one candidate for an office the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.

Section 4. Officers shall assume their official duties on the date designated in the standing rules and shall serve for a term designated in the standing rules, or until their successors are elected.

Section 5. A person shall not be eligible to serve more than two consecutive terms in the same office.

Section 6. 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 such office.

Section 7. Nominating Committee:

- a. There shall be a nominating committee of an uneven number of members (no less than three) who shall be elected by this council at a regular meeting at least thirty (30) days prior to the election of officers. The committee shall elect its own chair. The President does NOT serve as a member of this committee.

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- b. The nominating committee shall nominate one eligible person for each office to be filled and report its nominees at the general membership meeting designated for elections in the standing rules. Additional nominations may be made from the floor at that time.
- c. Only those members who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 8. Vacancies:

- a. If a vacancy occurs in the office of President, the Vice President shall serve notice of the election to fill the vacancy. The nominating committee shall present the nominee to the general membership for election. The remaining officers shall serve as the nominating committee
- b. A vacancy occurring in the office of Vice President(s), Secretary, Treasurer or other elected officers shall be filled for the unexpired term by a person elected by a majority vote of the Board of Directors.
- c. A vacancy in an office with check signatory privileges requires a financial reconciliation report to be performed immediately.

Section 9. This PTA council shall submit to the Oklahoma PTA Office a list of newly elected officers within fourteen (14) days after their election. Changes in officers and their addresses must be reported to the Oklahoma PTA office immediately.

ARTICLE IX: DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside at all meetings of this council PTA;
- b. Serve as an ex-officio member of all committees except the nominating committee;
- c. Coordinate the work of the officers and committees of this council PTA in order that the purposes may be promoted;
- d. Assist in extending PTA work into all parts of the council PTA area, keeping it in harmony with the state PTA plan;
- e. Perform such other duties as may be prescribed in the standing rules, or directed by the Board of Directors, or the Executive Committee.
- f. Be a member of the Oklahoma PTA State Board of Directors and attend all meeting of the State Board of Directors, The president shall send an annual report to the Oklahoma PTA state office.
- g. Shall approve all expenditures prior to disbursements

Section 2. The Vice President shall:

- a. Preside in the absence of the president;
- b. Shall serve as aide to the president;
- c. Perform such other duties as may be prescribed in the standing rules, or directed by the Board of Directors, or the Executive Committee.

Section 3. The Secretary shall:

- a. Record the minutes of all meetings of the council and the Board of Directors; and distribute as directed by the President.
- b. Be prepared to read the records of any previous meetings;
- c. File all records;
- d. Maintain a current copy of the Uniform Council Bylaws and the standing rules for this council PTA;
- e. Maintain an accurate membership list;
- f. Notify each committee chair of his appointment;

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- g. Conduct delegated correspondence;
- h. Perform such other duties as may be prescribed in the standing rules, or directed by the Board of Directors, or the Executive Committee.
- i. Send out notification of all meetings, to include time, date and location, as prescribed

Section 4. The Treasurer shall:

- a. Keep a full and accurate account of receipts and expenditures;
- b. Make disbursements as authorized by the President, Executive Board, or this council in accordance with the budget adopted by this council PTA;
- c. Chair the budget committee; the budget committee members shall be appointed by the board of directors.
- c. Have checks or vouchers signed by two persons, the Treasurer and one other officer (as designated in the standing rules);
- d. Present a written financial statement at each meeting of the council;
- e. Present an annual report of the financial condition of the council;
- f. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section 4, of these bylaws;
- g. Submit the books annually for a financial reconciliation report or professional audit. The Board of Directors shall select a licensed accountant or CPA or financial reconciliation report committee at least two (2) weeks before the officers assume duties;
- h. Shall file appropriate 990-N; 990-EZ, or 990 Federal Tax Return on an annual basis at fiscal year end and submit a copy to the state office.
- j. Perform such other duties as may be prescribed in the standing rules or directed by the Board of Directors, or the Executive Committee.
- k. Be custodian of council checkbook

Section 5. All officers upon the expiration of term of office or in case of resignation shall turn over to the President, within thirty (30) days or before new officers assume duties, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, within the same time period, all funds pertaining to the office.

Section 6. The newly elected President shall call a meeting of the other newly elected officers and the superintendent or his representative within thirty (30) days of their election for the purpose of appointing or electing the chair and members of the standing committees as prescribed in the standing rules.

Section 7. After training in Oklahoma PTA organizational procedures and with authorization by the Oklahoma PTA President, the President of the council or another state board member serving on the council may organize new member units.

ARTICLE X: BOARD OF DIRECTORS AND/OR EXECUTIVE COMMITTEE

Section 1. The Board of Directors or Executive Committee shall manage the affairs of this PTA council in the intervals between general membership meetings

Section 2. Each member shall be a member of a local PTA within the area of the council.

Section 3. A Board of Directors shall consist of the elected officers of the council and the chairs of the standing committees. Other members may be designated in the standing rules. An Executive Committee shall consist of the elected officers as defined in the Uniform Bylaws and the standing rules of the PTA council.

Section 4. The President may appoint a Parliamentarian. The Parliamentarian does not serve as a member of the Board of Directors and does not have voting privileges.

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Section 5. The Board of Directors or Executive Committee shall:

- a. Transact business as may be referred to it by the council;
- b. Create special committees;
- c. Present a report at the regular general membership meetings of this council PTA;
- d. Select a licensed accountant or CPA or financial reconciliation report committee of three (3) members to examine the books at the end of the fiscal year and at such times as required by the resignation of the Treasurer;
- e. Prepare and submit to this council for adoption a budget for the year;
- f. Approve payment of routine bills within the limits of the approved budget;
- g. Approve plans of work of council PTA standing committees;
- h. Fill vacancies in council offices in accordance with these Bylaws.

Section 6. Board of Directors or Executive Committee Meetings

- a. Regular meetings shall be held during the year, the time and place to be fixed by the board or committee at its first meeting of the year.
- b. Special meetings may be called by the President, or upon the request of a majority of members of the board or executive committee. The number of days notice for a special meeting shall be designated in the standing rules.

Section 7. At all meetings of the Board of Directors or Executive Committee, a majority of the members of the board or committee shall constitute a quorum for the transaction of business.

Section 8. Removal from the Board of Directors or Executive Committee

- a. If any member of the Board of Directors or Executive Committee shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed a two-thirds(2/3) majority vote of the entire Board of Directors.
- b. If any member of the Board of Directors or Executive Committee shall at anytime cease to meet the qualifications of their school district to be a volunteer in their school district, that person shall be immediately removed from office.

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 within thirty (30) days.

Section 10. When the Board of Directors or Executive Committee authorizes a vote by electronic mail. The voting must adhere to the laws that govern non-profit organizations in Oklahoma. The results of the vote will be placed in the minutes of the next meeting.

ARTICLE XI: COMMITTEES

Section 1. The chair of each standing committee shall be a member in good standing of a local PTA unit holding council membership.

Section 2. The standing committees of this PTA council shall be prescribed in the standing rules.

Section 3. The term of each chairman shall be the number of year(s) as designated in the standing rules or until the selection of a successor.

Section 4. The chair of each standing committee shall present a plan of work to the Board of Directors or Executive Committee for approval. No committee work shall be undertaken without the approval of the Board of Directors or Executive Committee.

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Section 5. Special Committees:

- a. The Board of Directors or Executive Committee may create such special committees as it may deem necessary to promote the purposes of PTA and carry on the work of this council PTA.
- b. As a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

Section 6. The President shall be a member ex officio of all committees except the nominating committee.

ARTICLE XII: MEETINGS

Section 1. The months, dates, and number of regular meetings of this council will be specified in the standing rules. The standing rules will be read and approved at the first meeting of each school year and may be read by request at any meeting or shall be available for reading.

Section 2. Special meetings of this council may be called by the President or at the request of a majority of the Board of Directors, Executive Committee, or a majority of the membership. The number of days' notice shall be prescribed by the standing rules.

Section 3. Meetings of this council shall be open to member PTAs/PTSAs holding membership in the council, but the privilege of introducing motions and voting in this council shall be limited to the voting body as outlined in these bylaws.

Section 4. A quorum for the transaction of business shall be specified in the standing rules.

Section 5. There shall be no proxy voting.

ARTICLE XIII: OKLAHOMA PTA CONVENTION

Section 1. Each council PTA , operating under a currently approved charter, in good standing, as shown on the books of the Oklahoma treasurer on March 31 of each year, shall be entitled to representation at the annual convention by its President or their alternate.

Section 2. An alternate shall be chosen according to the standing rules of this council.

Section 3. A voting delegate or a person authorized by the local council shall, in person, present current membership cards and credentials for those having been pre-registered and/or those being registered at the convention site.

Section 4. All Oklahoma PTA members are eligible to attend State and National convention, once appropriate fees are paid.

ARTICLE XIV: FISCAL YEAR

The fiscal year of this PTA council shall be July 1 to June 30.

ARTICLE XV: PARLIAMENTARY AUTHORITY

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

ARTICLE XVI: AMENDMENTS

Amendments to the Council Uniform Bylaws can be made only by the Oklahoma PTA Board of Directors.