



UNIFORM BYLAWS FOR OKLAHOMA LOCAL PTA UNITS

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ARTICLE I: NAME

The name of this unit shall be the *INSERT PTA NAME HERE* Parent Teacher Association (PTA) of *INSERT CITY OR DISTRICT NAME HERE* Oklahoma. It is a local PTA 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). Local units with student membership may be named Parent, Teacher, Student Associations (PTSA).

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, 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; and
- 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 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 are governed and qualified by the basic policies set forth in these bylaws.

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

The following are basic policies of this PTA in common with those of National PTA and Oklahoma 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 among 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 distributed 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 III hereof.
- e. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from federal

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income tax under Section 501[c][3] of the Internal Revenue Code, or (2) 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 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 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 OKLAHOMA PTA

Section 1. This 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 Oklahoma PTA may in its bylaws or standing rules prescribe. Oklahoma PTA shall issue to this local PTA an appropriate charter evidencing the due organization and good standing of this local PTA.

A local PTA in good standing is one that:

- a. Adheres to the purposes and basic policies of PTA;
- b. Remits the National portion of the dues as prescribed by National PTA;
- c. Remits the Oklahoma portion of the dues as prescribed by Oklahoma PTA;
- d. Submits a copy of a current financial accountability report or professional audit to Oklahoma PTA by October 31st of each year;
- e. Submits a list of current officers to Oklahoma PTA by October 31st of each year;
- f. Submits all reports as required by the Internal Revenue Service and/or Oklahoma Tax Commission; and
- g. Submits to Oklahoma PTA a copy of current reports filed with the Internal Revenue Service and/or Oklahoma Tax Commission as prescribed by Oklahoma PTA.

Section 2. The charter of this PTA shall be subject to withdrawal and the status of such organization as a local PTA 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 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 organization, including specifically, the number of its members, the dues collected from its members, and the amount of dues remitted to Oklahoma PTA. 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 local PTA is obligated, upon withdrawal of its charter by 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 the Oklahoma PTA, or to another local PTA organized under the authority of Oklahoma PTA.

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

1. Local Unit Charter (certificate issued upon organization of local PTA unit).

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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 Local PTA Unit Bylaws (with blanks filled in);
 - (ii) Standing Rules;
 - (iii) Budget;
 - (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 local unit special exemptions or privileges based on its affiliations with Oklahoma PTA.
 6. All legal records, such as agendas, minutes of meetings, financial statements, bylaws, standing rules, membership lists, financial accountability 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 organization of National PTA;
- c. To carry out promptly, under the supervision and direction of the Oklahoma PTA, all proceedings necessary or desirable for the purpose of dissolving this local PTA.

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 executive committee or the president.

ARTICLE V: MEMBERSHIP AND DUES

Section 1. Every individual who is a member of this PTA is, by virtue of that fact, a member of National PTA and of Oklahoma PTA and is entitled to all the benefits of such membership.

Section 2. Membership in this PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.

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

Section 4. Each member of this PTA shall pay annual unit dues as specified in this organization's standing rules. The amount of such annual dues shall include the portion payable to Oklahoma PTA and the portion payable to National PTA.

Section 5. The national portion of each member's dues shall be one dollar seventy-five cents (\$1.75) per annum.

Section 6. The Oklahoma portion of each member's dues shall be one dollar (\$1.00) per annum.

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Section 7. The state and national portions of the dues paid by each member of this PTA shall be set aside by the local PTA and remitted through such channels and at such times as directed by Oklahoma PTA and National PTA.

Section 8. Only members of this PTA shall be eligible to participate in the business meetings, to vote, or to serve in any of its elective or appointive positions.

Section 9. A PTA member shall not serve as a voting member of this PTA's board while serving as a paid employee of or under contract to this PTA.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1. Each officer shall be a member of this PTA.

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

Section 3. Officers shall be elected by ballot at a general membership meeting. The month of this meeting shall be 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 PTA at a regular meeting at least thirty (30) days prior to the election of officers. The committee shall elect its own chair.
- b. The nominating committee shall nominate an 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 vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Board of Directors, notice of such election having been given. In case a vacancy occurs in the office of President, the Vice President shall serve notice of the election. The remaining officers shall serve as the nominating committee.

Section 9. This PTA shall submit to the Oklahoma PTA Office and any affiliated PTA council 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 VII: DUTIES OF OFFICERS

Section 1. The President shall:

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- a. Preside at all meetings of this PTA;
- b. Perform such other duties as may be prescribed in the standing rules or assigned by the PTA;
- c. Be a member ex officio of all committees except the nominating committee;
- d. Coordinate the work of the officers and committees of the PTA in order that the purposes may be promoted.

Section 2. The Vice President shall:

- a. Act as an aide to the President;
- b. Perform the duties of the President in the absence or inability of that officer to serve;
- c. Perform such other duties as may be prescribed in the standing rules or assigned by the PTA.

Section 3. The Secretary shall:

- a. Record the minutes of all meetings of this PTA;
- b. Be prepared to read the records of any previous meetings;
- c. File all records;
- d. Maintain a current copy of the Uniform Bylaws and the standing rules for this PTA unit;
- e. Maintain an accurate membership list;
- f. Perform such other duties as may be prescribed in the standing rules or assigned by the PTA.

Section 4. The Treasurer shall:

- a. Keep a full and accurate account of receipts and expenditures;
- b. Make disbursements as authorized by the President, Board of Directors, or this PTA in accordance with the budget adopted by this PTA;
- 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 every meeting of this PTA and at other times when requested by the Board of Directors;
- e. Be responsible for maintaining a record of membership dues;
- 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 accountability report or professional audit. The Board of Directors shall select a licensed accountant or CPA or financial accountability 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;
- i. Perform such other duties as may be prescribed in the standing rules or assigned by the PTA.

Section 5. The elected officers of this PTA shall select the chairs of the standing committees.

Section 6. 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.

ARTICLE VIII: BOARD OF DIRECTORS AND/OR EXECUTIVE COMMITTEE

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

Section 2. Each board member shall be a member of this PTA.

Section 3. A Board of Directors shall consist of the elected officers; the chairs of the standing committees; and the principal of the school or his representative. 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 this PTA.

Section 4. The President may appoint a Parliamentarian. The Parliamentarian does not have to be a member of the PTA unit and will have no vote.

Section 5. A PTA member shall not serve as a voting member of a constituent organization's board at the local, council, district, region, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

Section 6. The Board of Directors or Executive Committee shall:

- a. Carry out such business as may be referred to it by the membership of this local PTA;
- b. Create special committees;
- c. Approve the plans of work of the standing committees;
- d. Present a report at the regular meetings of this PTA;
- e. Select a licensed accountant or CPA or financial accountability 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;
- f. Prepare and submit to this PTA for adoption a budget for the year;
- g. Approve routine bills within the limits of the budget;

Section 7. Board of Directors or Executive Committee Meetings

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

Section 8. A majority of the Board of Directors or Executive Committee shall constitute a quorum for the transaction of business.

Section 9. 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 from the board by a resolution adopted by the Board of Directors.

Section 10. 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 11. When the Board of Directors or Executive Committee authorizes a vote by mail, mail will be defined as postal and/or electronic mail and/or conference call. The person tallying votes by electronic mail must send an acknowledgement of vote received to the sender. The results of the vote will be placed in the minutes of the next meeting.

ARTICLE IX: COMMITTEES

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Section 1. Only members of this PTA shall be eligible to serve in any elective or appointive positions.

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

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

Section 4. The chairman 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.

Section 5. Special Committees:

- a. The Board of Directors may create such special committees as it may deem necessary to promote the purposes of PTA and carry on the work of this PTA unit.
- 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 X: ELECTRONIC TECHNOLOGY/PROCEDURAL INTEGRITY

Oklahoma PTA or any local unit or council shall not place Oklahoma PTA bylaws, uniform unit or council bylaws, or standing rules on a website unless password protected.

ARTICLE XI: GENERAL MEMBERSHIP MEETINGS

Section 1. The months, dates, and number of regular general membership meetings of this PTA will be specified in the standing rules. The standing rules will be read and approved at the first general membership 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 PTA 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. The annual meeting of this PTA shall be held in the month specified in the standing rules. It shall be for the purpose of electing officers, receiving reports of officers and committees, and conducting any other business that may arise.

Section 4. The privilege of introducing motions and voting in this PTA shall be limited to current members of this PTA.

Section 5. A quorum for the transaction of business shall be specified in the standing rules.

Section 6. There shall be no proxy voting.

ARTICLE XII: COUNCIL MEMBERSHIP

(APPLIES ONLY TO LOCAL PTAs HOLDING MEMBERSHIP IN A COUNCIL OF PTAs)

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Section 1. This PTA shall be represented in meetings of the INSERT COUNCIL NAME HERE Council of Parent Teacher Associations by delegates as specified in the Council standing rules. All representatives to a council must be members in good standing of a local PTA unit.

Section 2. Delegates and their alternates shall be elected or appointed as specified in the local unit standing rules.

Section 3. Local PTAs who are members of a Council shall pay annual dues to that Council in the amount specified and by the date specified in the Council standing rules.

ARTICLE XIII: OKLAHOMA PTA CONVENTION

Section 1. Each local PTA, operating under a currently approved charter, whose membership dues have been remitted to Oklahoma PTA as required by the Oklahoma PTA bylaws, shall be entitled to representation at the annual convention by the following delegates:

- a. The President, or alternate, of the local PTA;
- b. One elected delegate or alternate for every twenty-five (25) members or major fraction thereof, in good standing, as shown on the books of the Oklahoma treasurer on March 31 of each year.

Section 2. Delegates and their alternates shall be chosen according to the standing rules of this PTA.

Section 3. A voting delegate or a person authorized by the local PTA 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 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 unit 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 Unit Uniform Bylaws can be made only by the Oklahoma PTA Board of Directors.