Local PTA/PTSA Bylaws (2020-2021)

Region 21
Council Logan
Local Edith Bowen Lab PTA
PTA Unit ID Number 000228116
Employer Identification Number (EIN) 87-0500435

*Utah PTA Requirements for all councils and/or local PTAs/PTSAs*

PLEASE NOTE: Only information written in the blanks may be amended. Any other changes will render Bylaws invalid.

ARTICLE I: Name

The official name of this association is the Edith Bowen Lab (School name) PTA (Parent-Teacher Association) or the Logan (School name) PTSA (Parent-Teacher-Student Association) located in Logan (Town), Utah. (PTA or PTSA must be included in your name on all records and correspondence.) It is a local PTA/PTSA organized under the authority of the Utah Congress of Parents and Teachers (Utah PTA), a branch of the National Congress of Parents and Teachers (National PTA).

*ARTICLE II: Purposes*

Section 1. The Purposes of the Utah PTA, in common with those of the National PTA, are

a. To promote the welfare of children and youth in home, school, places 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 the National PTA and the Utah PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic principles set forth in Article III.

Section 3. National PTA 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 (referred to as "Internal Revenue Code").

*ARTICLE III: Principles*

The following are basic principles of the Utah PTA, in common with those of the National PTA:

a. The association shall be noncommercial, nonsectarian, and nonpartisan.
b. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, 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 health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in National PTA.

*ARTICLE IV: Relationship with National PTA and Utah PTA*

Section 1. This PTA/PTSA shall be organized and chartered under the authority of the Utah PTA in the area in which this PTA/PTSA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Utah PTA in its Bylaws prescribes. The Utah PTA shall issue to this PTA/PTSA an appropriate charter evidencing the status of the organization and good standing of this PTA/PTSA. A local PTA/PTSA is in good standing is one which:
Section 20. This local PTA/PTSA is obligated upon withdrawal of its charter by the Utah PTA:
   a. To yield up and surrender all of its books and records to the Utah PTA and all of its assets and property to another local PTA/PTSA, its council, or the Utah PTA;
   b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Utah PTA or status as a constituent association of the National PTA or Utah PTA; and
   c. To carry out promptly, under the supervision and direction of the Utah PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA/PTSA.

ARTICLE V: Membership and Dues

Section 1. Every individual who is a member of this PTA/PTSA also is a member of the National PTA and of the Utah PTA, by which this local PTA/PTSA is organized, and, as such, is entitled to all the benefits of such membership.

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

Section 3. This PTA/PTSA shall conduct an annual enrollment of members but may admit individuals to membership at any time and annual membership is valid from July 1 until Oct. 1 of the following school year.

Section 4. An accurate and current record shall be kept of the names of all members of this PTA/PTSA. The membership record may not be used for any purpose unrelated to members' interests as PTA members. It cannot be used for solicitations, commercial purposes, partisan or political purposes, or be sold or purchased.

Section 5. Each member of this PTA/PTSA shall pay such annual dues to this PTA/PTSA as may be prescribed by this PTA/PTSA. The amount of such dues shall include the portion payable to the Utah PTA and the portion payable to the National PTA.

Section 6. The Utah PTA portion of each member’s dues shall be one dollar and seventy-five cents ($1.75) per annum.

ARTICLE VI: Officers and Their Election

Section 1. The officers of this PTA/PTSA shall abide by, promote, and represent the Purposes, Bylaws, mission, principles, and procedures of PTA.

Section 2. Each officer and Board member of this PTA/PTSA shall be a member of this PTA/PTSA.

Section 3. All officers of this PTA/PTSA shall be elected by the membership of this PTA/PTSA.

Section 4. Officers (executive committee) and their election:
   a. The officers of this PTA/PTSA shall be one (1) president, one president-elect, (number, at least two [2] - this number includes the principal and teacher) vice presidents, one (1) secretary, and one (1) treasurer. The president-elect shall automatically succeed to the office of president.
   b. The executive committee of this PTA/PTSA shall include in the number of vice presidents the principal and a teacher who is currently teaching in the school in which this PTA/PTSA is organized.
   c. Officers shall be elected by ballot at a general membership meeting in (month(s), prior to March 31). However, if there is but one nominee for any office(s), upon adoption of a motion from the floor, the election for that office (or those offices) may be by voice vote.
   d. Officers shall assume their official duties on July 1 following their election, shall serve for a term of (number) year(s). (a term of either one year OR two years) and shall remain in office until June 30 of the
with the budget adopted by this PTA/PTSA;

c. Co-sign all checks with the president, president-elect, or secretary (No two officers who are related by blood or by marriage or reside in the same household may be signers on the checking account);

d. Make a monthly remittance of membership dues to the Utah PTA;

e. Present a financial statement at every meeting of the executive committee, Board, and general membership of this PTA/PTSA and at other times when requested by the executive committee;

h. Make a financial report at the last general membership meeting of the school year, held in ___________ (month, same as in Article IX, Section 7), which shall be known as the annual meeting, and submit a full written financial report to the incoming executive committee no later than June 30;

i. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section 9, of these Bylaws; and

j. Submit the books annually no later than June 30 and immediately upon the change of officer for a reconciliation by an auditor or an Annual Financial Reconciliation (AFR) committee.

Section 6. The books of the treasurer shall be reconciled annually by an auditor or an AFR committee of not fewer than three (3) members, who, satisfied that the treasury accounts are correct, shall sign a statement of that fact.

a. The auditor or AFR committee shall be appointed by the executive committee. Members of the AFR committee shall be members of PTA/PTSA.

b. The auditor or any member of the AFR committee shall not be any officer who may sign the checks or related to, by blood or by marriage, or reside in the same household with, any of the officers who may sign the checks of this PTA/PTSA.

c. No later than June 30 the books and records of the treasurer shall be closed (no additional expenses incurred, checks written, nor bank transactions made) and shall be given to the incoming officers. The incoming officers shall assume no financial responsibilities nor obligations until July 1.

d. The auditor or AFR committee shall submit its report to the incoming executive committee no later than August 1, and the report shall be presented for adoption at the first general membership meeting of the new school year.

e. The incoming executive committee shall not accept uncorrected financial records.

f. In the event of a vacancy in the office of treasurer, the books shall be reconciled before the new treasurer takes office.

Section 7. All officers shall:

a. Perform the duties prescribed in these Bylaws, in addition to those outlined in the parliamentary authority and those assigned from time to time; and

b. In the case of resignation without delay, or upon the expiration of their term of office not later than July 10, deliver to their successors all official materials pertaining to their office.
Section 7. Each commissioner and committee chairman shall present a plan of work to the executive committee for approval. No work shall be undertaken without the consent of the executive committee.

Section 8. A majority of any commission or committee shall constitute a quorum.

Section 9. The president shall be a member ex officio of all commissions and other committees but shall not serve on the nominating committee or election committee.

ARTICLE XI: Council Membership

(Appplies only to local PTAs and PTSA's holding membership in a council and must correspond to council Bylaws.)

Section 1. This PTA/PTSA shall be represented on the voting body of the _______ Council of PTAs/PTSAs by the president or his alternate and the president-elect or his alternate (An alternate is selected from among their local PTA/PTSA board.) and the principal or his representative.

Section 2. This PTA/PTSA shall pay annual council dues of ______ per local member, as provided in the council Bylaws.

ARTICLE XII: Fiscal Year

The fiscal year of this PTA/PTSA shall begin on July 1 and end the following June 30.

ARTICLE XIII: Reading and Renewal of Bylaws

These Bylaws shall be reviewed by the executive committee at the beginning of each school year and shall every three (3) years be presented to the general membership, reaffirmed by a two-thirds vote of the members present and voting, and sent to the Utah PTA for renewal.

ARTICLE XIV: Parliamentary Authority

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

ARTICLE XV: Amendments

Section 1.

a. Only information written in the blanks of these Bylaws may be amended at any general membership meeting of this PTA/PTSA by a two-thirds vote of the members present and voting provided that written notice of the proposed amendment shall have been given to the members of this PTA/PTSA at least thirty (30) days prior to the meeting at which the amendment is voted upon, that a quorum has been established, and that the amendment is then sent to the Utah PTA for approval.

b. After approval by a two-thirds vote at a general membership meeting of this PTA/PTSA, six (6) copies of all amendments or revisions shall be sent to the Utah PTA for approval.

Section 2. The adoption of an amendment to any provision of the Bylaws of the Utah PTA identified by a single star shall serve automatically and without the requirement of further action by this PTA/PTSA to amend correspondingly the Bylaws of this PTA/PTSA. Notwithstanding the automatic character of the amending process, this PTA/PTSA shall promptly incorporate such amendments into its Bylaws.

October 2020