

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. This PTA shall work to promote the 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 this PTA.

ARTICLE IV
Basic Policies

- A. No part of the net earnings of this PTA shall inure to the benefit of, or be distributable 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 Purposes article hereof.
- B. Notwithstanding any other provision of these articles, this PTA shall not carry on any other activities not permitted to be carried on (i) by an association exempt from federal income tax

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- C. membership meeting with a Texas PTA representative;
- D. two-thirds vote of the members present and voting, quorum having been established, to dissolve; and,
- E. surrender of all books, records, assets and property to Texas PTA.

Any PTA failing to comply with the outlined dissolution procedures shall immediately surrender all books, records and assets to Texas PTA.

Section 7. Annual Meetings. Delegates of this Local PTA shall be eligible for voting representation at the National PTA and Texas PTA annual meetings upon the PTA achieving Active Status by December 1. Delegates to the National PTA annual meeting must be current members of this PTA and credentialed by Texas PTA. Delegates to the Texas PTA annual meeting must be current members who have registered and are in attendance at the annual meeting.

ARTICLE VI

Council Membership

Section 1. Representation. This Local PTA may be a member of only one Council of Parent Teacher Associations (Council of PTAs).

Section 2. Representation.

- A. This Local PTA shall be represented at Fort Worth ISD Council of PTAs delegate meetings by the president or alternate, principal or alternate and the delegates or alternates. The number of delegates shall correspond with the number stated in the Council of PTAs bylaws. All delegates to the Council of PTAs shall be members of the Local PTA they represent.
- B. Delegates and their alternates shall be elected by the membership, and reported by the Local PTA secretary to the Council PTA. The deadline for the Local PTA secretary to report delegates and alternates to the Council of PTAs is before the first delegate meeting. *Delegates and alternates reported after the first delegate meeting will be allowed to participate moving forward. Delegate or alternate changes or those added from newly joined Local PTAs shall be submitted in writing prior to the next delegate meeting.*
- C. Delegates to Fort Worth ISD Council of PTAs shall serve for a term of one year.

Section 3. Dues. This PTA shall pay annual dues to the Fort Worth ISD Council of PTAs. The dues amount shall correspond with the amount stated in the Council PTA bylaws. The deadline to pay dues is by the first delegate meeting. *Local PTAs paying dues after the first delegate meeting will be allowed to participate moving forward.*

Section 4. Voting Body. To be eligible to introduce motions, debate, or vote on Council of PTAs business, this Local PTA shall report delegates and alternates, and pay dues.

ARTICLE VII

Membership and Dues

Section 1. Members.

- A. Membership in PTA shall be open without discrimination to anyone who believes in and supports the mission and purposes of National PTA and Texas PTA.
- B. The members of this PTA shall be those who have paid dues for the current membership year.
- C. Every member of this PTA is a member of National PTA and Texas PTA, entitled to all the benefits of such membership, when membership rosters and dues are received by Texas PTA.
- D. This Local PTA may add individuals to membership at any time.
- E. The membership year shall be August 1 - July 31. *(Proviso: The initial membership year for PTAs organizing after March 15 shall be extended to July 31 of the subsequent membership year.)*
- F. Members shall not, directly or indirectly, communicate to school district personnel or media as representing this PTA unless authorized to do so by the president or executive board.

Section 2. Dues.

- A. This PTA shall remit a membership roster along with the national and state dues to Texas PTA for each of its members.

- B. Annual dues for each member shall be the sum of national dues plus state dues plus the local dues amount of \$ 2.00.

Section 3. Texas PTA Honorary Life Members.

- A. An honorary life membership may be granted to any deserving individual by this PTA upon receipt of payment to Texas PTA.
- B. An honorary life membership does not authorize the right to vote or hold office without payment of the national and local portion of the dues.
- C. Each honorary life membership grants an exemption from paying the Texas PTA portion of the dues at only one Local PTA.

ARTICLE VIII
Membership Meetings

Section 1. In-Person Meetings.

- A. **Regular Meetings.** Regular membership meetings shall be held in October, December, February, and April. Place, date and time shall be established by the executive board at its first meeting of the year. Immediately following the first executive board meeting, the membership shall be notified of the place, date and time of all membership meetings through regular publicity channels. Five days' notice shall be given if a change of date is needed or you are changing a virtual meeting to an in person meeting.
- B. **Special Meetings.** A special membership meeting shall be called by the president or by a majority of the executive board with at least three days' notice giving the place, date, time, and purpose of the special meeting. No other business may be conducted.
- C. No one shall attend in-person meetings virtually.

Section 2. Virtual Meetings. Except for the first and election meetings, membership meetings may be held virtually, following these guidelines.

- A. Notice.
 - 1. Regular virtual meetings require a ten day notice.
 - 2. Special virtual meetings require a ten day notice.
 - 3. A change of date requires a five day notice.
- B. Notice shall include the link to register, explanation of meeting technology, and meeting rules.
- C. Attendees must register to attend no later than five days prior to the meeting, to allow for membership verification.
- D. The chair shall present meeting technology and rules prior to conducting any business.
- E. The meeting technology must allow each member in attendance to communicate with all other members in attendance at the meeting.

Section 3. Election Meeting. The membership meeting held in April shall be for the purpose of electing officers.

Section 4. Annual Meeting. The membership meeting held in April shall be the annual meeting and shall be for the purpose of receiving reports of officers and chairs and for any other necessary business.

Section 5. Parliamentary Procedure. The parliamentarian shall advise the chair, executive board and members on parliamentary procedure to ensure business is conducted properly. If the parliamentarian is not present, the chair shall appoint an acting parliamentarian.

Section 6. Quorum. To conduct any business at a membership meeting, a quorum of 10 members shall be present and voting.

Section 7. Motions and Voting. Membership meetings shall be open to all community members, but the right to introduce motions, debate and vote shall be limited to members of this PTA.

Section 8. Proxy Voting. There shall be no proxy voting.

Section 9. Recording. Meetings may be recorded by one executive board member, preferably the secretary, for the purpose of accurately documenting business.

- A. Members shall be notified the meeting is being recorded at the start.
- B. Members may request recording be paused during discussion.

- C. Recordings shall only be used for the purpose of accurately documenting business conducted at the meeting. No one shall attend in-person meetings virtually.
- D. Recordings shall be permanently destroyed after minutes are documented.
- E. All other attendees are prohibited from recording meetings.

Section 10. Minutes. Minutes shall be made available to members only, except when proof of election is required.

ARTICLE IX Nominations and Elections

Section 1. Nominating Committee.

- A. **Composition.** The nominating committee shall consist of 3 members and 1 alternates. The president shall not serve as a member of this committee nor appoint any member of this committee. Student members shall not serve as chair or constitute a majority of this committee.
- B. **Eligibility.** Nominating Committee shall:
 1. subscribe to, believe in and support the mission, purposes and policies of National PTA and Texas PTA;
 2. join this PTA, if not a member, at the time of committee election;
 3. receive no compensation except reimbursement for reasonable expenses as set forth in PTA policies and procedures; and,
 4. not serve two consecutive terms on the committee.
- C. **Election of Committee.** The nominating committee shall be elected by plurality vote of members present and voting at a membership meeting prior to the election meeting. When the number of nominees is less than or equal to the number of positions on the committee, the election may be by acclamation, otherwise the election shall be by ballot.
- D. **Election of Alternates.** When there is a vacancy or absence on the nominating committee, alternates shall serve in order of rank. When the nominating committee is elected by acclamation, nominations for alternate shall be taken from the floor and each be ranked by the order nominated. When the committee is elected by ballot, those nominees not elected to the committee shall be ranked according to the number of votes received.
- E. **Meeting.** The parliamentarian shall schedule the first nominating committee meeting and provide required information on the nomination and election process.
- F. **Duties.** The nominating committee shall:
 1. sign the nominating committee confidentiality agreement before any discussion takes place;
 2. elect its chair;
 3. consider only candidates who meet eligibility requirements set forth by these bylaws and who have signified their consent to serve if elected;
 4. consider all nominations and may seek additional candidates during its deliberations;
 5. by majority vote of committee members present and voting, submit only one name for each position to be filled; and
 6. be prepared to speak to the qualifications of the slated candidates should there be a contested election at the election meeting.
- G. **Report of the Nominating Committee.** The nominating committee report shall be published through regular publicity channels at least seven days before the election meeting. The report shall be read at the election meeting.
- H. **Dissolution.** Upon completion of the election, the nominating committee shall dissolve.

Section 2. Nominations from the Floor. Nominees from the floor shall be accepted at the election meeting.

Section 3. Elections. Officers, as defined in the Composition section of the Executive Board article, shall be elected by ballot in April. If there is only one nominee for an office, election for that position may be by acclamation.

ARTICLE X
Executive Board

Section 1. Composition. The executive board of this PTA shall be:

- A. the officers including the president, 1 vice president(s), secretary, and treasurer;
- B. the parliamentarian;
- C. the campus principal (or representative designated by the principal);
- D. the chair of each standing committee.

Section 2. Eligibility.

- A. In order to be considered for service, executive board members shall have served no more than two consecutive terms in the same position;
- B. In order to serve, executive board members shall also:
 1. subscribe to, believe in and support the mission, purposes and policies of National PTA and Texas PTA;
 2. be a member of this PTA within 30 days of the start of the membership year in which they serve or within 30 days of their election or appointment if taking office after the start of the membership year;
 3. receive no compensation from this PTA except reimbursement for reasonable expenses as set forth in PTA policies and procedures;
 4. not be employed by, or under contract to this PTA; and,
 5. serve in only one capacity.
 6. Additionally, the president shall:
 - a. not simultaneously serve as a council and local PTA president; nor,
 - b. hold or announce candidacy for the local school board while serving as president of this PTA.

Section 3. Student Members. For legal considerations, members under the age of 18 shall not:

- A. serve as president, first vice president, secretary or treasurer;
- B. serve as a signer on the bank account(s);
- C. be appointed to review account statement, complete the Statement Review by Non-Signer checklist;
- D. constitute a majority of the financial reconciliation committee; nor,
- E. hold a majority of the offices.

Section 4. Co-Chairs Prohibited. Any elected or appointed executive board position may only be filled by one person.

Section 5. Term of Office. Executive board members shall assume their official duties following the end of the fiscal year and shall serve a term of one year. An executive board member who has served more than one-half of a term shall be credited with having served that term. (*Proviso 1: In the event of a national emergency or natural disaster, the executive board members may temporarily serve in the same position until their successor is elected or appointed. Proviso 2: The initial term of office shall be extended to the close of the subsequent fiscal year for PTAs organizing after January 1.*)

Section 6. Vacancy in Office.

- A. All officer positions not filled by election become vacant. In the case of a vacancy of an officer, the president shall direct the secretary to serve notice to the executive board and shall conduct the election to fill the vacancy at an executive board meeting.
- B. In the case of a vacancy in the office of president, the vice president shall direct the secretary to serve notice to the executive board and shall conduct the election at an executive board meeting.
- C. In the case of a vacancy of an appointed executive board member, the president shall appoint a replacement with the approval of the remaining executive board members.
- D. In the interim, duties of any vacancy shall be assumed by the executive board.

Section 7. Removal and Resignation.

- A. Any executive board member may be removed by a vote of two-thirds of all executive board members then in office.

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11. collect and preserve documents relating to the PTA's history;
12. present a written summary of all PTA's events, programs and significant information at the annual meeting, if no historian; and,
13. not be a member of the financial reconciliation committee.

E. Treasurer. The treasurer shall:

1. have custody of all the PTA funds;
2. serve as the budget and finance committee chair;
3. present IRS confirmation of the appropriate Form 990 acceptance at the first executive board meeting;
4. present a written and verbal financial report at regular executive board and membership meetings, and as requested by the executive board or membership;
5. maintain books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy;
6. make disbursements in accordance with the budget adopted by the membership;
7. be authorized to sign on bank accounts and access accounts electronically;
8. be authorized to sign tax documents, if the president is prohibited by terms of employment;
9. present a preliminary annual report, showing budget to actual, at the annual meeting;
10. present next fiscal year's proposed budget for adoption by membership at the annual meeting;
11. file electronically and have accepted the appropriate Form 990 within 60 days of fiscal year end;
12. complete and file all additional tax documents; and
13. present books of account and records to the financial reconciliation committee.

F. Parliamentarian. The parliamentarian shall:

1. advise the chair, executive board and members on questions of parliamentary procedure;
2. serve as ex-officio on the bylaws (and standing rules, if applicable) review committee;
3. schedule first nominating committee meeting and provide committee the required information on the nomination and election process; and
4. vote only when the vote is by ballot.

G. Principal. The principal or their designee shall:

1. be a graduate of BASICS Principals in lieu of FOUNDATIONS; and,
2. attend all meetings.

Section 10. Executive Board Member Rights. Executive board members shall not be entitled to privileges that are not due to any other school district taxpayer because of their position in the PTA.

ARTICLE XI

Executive Board Meetings

Section 1. In-Person Meetings.

- A. **Regular Meetings.** Regular executive board meetings shall be held prior to each membership meeting. Three days' notice shall be given if change of date or type of meeting is needed.
- B. **Special Meetings.** A special executive board meeting shall be called by the president or by a majority of the executive board with notice given in writing, including electronic mail, to each executive board member at least three days before the meeting. Notice shall include the place, date, time, and purpose of the special meeting. No other business may be conducted.
- C. Executive board members shall not attend in-person meetings virtually.

Section 2. Virtual Meetings. Except for the first and one additional, executive board meetings may be held virtually, following these guidelines.

A. Notice.

1. Regular virtual meetings require a three day notice.
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shall serve until their committee's purpose is complete or until the end of the term, whichever comes first. No chair shall serve in the same office for more than two consecutive terms. Anyone who has served more than one-half of a term shall be credited with having served that term.

Section 5. Committee Chair Duties. Each committee chair shall:

- A. complete all components of FOUNDATIONS training and deliver completion certificate to secretary, no more than 30 days following election or appointment;
- B. present a written Plan of Work to the executive board for approval;
- C. have a current copy of this PTA bylaws;
- D. appoint committee members with approval of the executive board;
- E. hold meetings to conduct the business of the committee;
- F. allow members to have equal say in committee decisions;
- G. report back to the executive board the results of committee outcomes;
- H. deliver all official materials to successor or the president within 15 days of the end of term or completion of purpose, whichever comes first; and,
- I. perform other duties as assigned by the president.

Section 6. Quorum. The quorum of any committee shall be a majority of its members.

Section 7. Proxy Voting. There shall be no proxy voting.

ARTICLE XIII **Fiscal Accountability**

Section 1. Fiscal Year. The fiscal year of this PTA shall begin July 1 and end on the following June 30.

Section 2. Signers. Signers on the bank account shall not be related by blood or marriage and shall not reside in the same household.

Section 3. Financial Reconciliation.

- A. A financial reconciliation shall be performed:
 1. at the end of the fiscal year;
 2. when any authorized check signer is added or deleted on any bank account; and
 3. at any time deemed necessary by the president or three or more members, as documented by written request or in meeting minutes.
- B. For the required year-end financial reconciliation, the president shall appoint the financial reconciliation committee at the annual meeting.
- C. For any other financial reconciliation, the president shall appoint, subject to the approval of the executive board, a financial reconciliation within ten days, and the reconciliation must occur within 20 days of formation.
- D. The appointed financial reconciliation committee shall consist of no less than three members who shall not:
 1. be authorized signers;
 2. be the current secretary;
 3. be the incoming treasurer;
 4. be majority student members;
 5. be related by blood or marriage; or
 6. reside in the same household as the authorized signers or current secretary.
- E. For the required year-end or check signer addition/deletion financial reconciliation, following the conclusion of the financial reconciliation, the committee shall provide a copy of the Financial Reconciliation Report to the treasurer. The committee shall review the findings and recommendations noted on the report at the next executive board meeting. A member of the financial reconciliation committee shall present the committee's report for adoption by a majority vote of the members present and voting at the first regular membership meeting.
- F. For a reconciliation deemed necessary by the president or three or more members, following the conclusion of the financial reconciliation, a member of the financial reconciliation committee shall present the Financial Reconciliation Report committee's report for adoption by a majority vote of the members present and voting at the next membership meeting following the



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Bylaws Snapshot Worksheet for Applied Learning Academy PTA

Fast Facts:

- *Texas PTA ID: 3448*
- *IRS assigned EIN: 752613482*
- *Bylaws last Approved: on 02/13/2023*
- *Standing Rules last approved:*

Bylaws are made up of two parts. The template includes required language which cannot be changed, does not require member approval and is managed by the Texas PTA Board of Directors. The customizable areas are designed to meet the needs of your community.

The fields below are the only customizable parts of these bylaws. Requirements to amend Applied Learning Academy PTA governing documents can be found in the Amendment of Governing .fm69zabl1cizaofning