

Bylaws Approved By Order of the
Texas PTA Board of Directors

Texas PTA President
10/15/2021

Edited 4/20/2024 with
proposed changes

- 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.

- A. Regular membership meetings shall be held in September, October, November, January, February, Mar

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

A. . The nominating committee shall consist of 5 members and 2 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.

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. 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. 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. The parliamentarian shall schedule the first nominating committee meeting and provide required information on the nomination and election process.

F. The nominating committee shall:

1. sign the nominating committee confidentiality agreement before any discussion takes place;
2. elect its chair;
3. consider only officer 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. 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. Upon completion of the election, the nominating committee shall dissolve.

Nominees from the floor shall be accepted at the election meeting.

Officers, as defined in the Composition section of the Exe]

D. the chair of each standing committee, and faculty/staff representative.

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.

. 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.

Any elected or appointed executive board position may only be filled by one person.

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.

- 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.
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- A. Any executive board member may be removed at a regular or special executive board meeting by a vote of two-thirds of all executive board members then in office.
 - B. Any executive board member may resign by delivering a written resignation to the PTA president. Once the resignation is accepted by the executive board, the secretary shall record it in the minutes.

Each executive board member shall carry out the fiduciary responsibilities for this PTA by exercising duty of care, duty of loyalty and duty of obedience.

- A. The duty of care requires each executive board member to use the same care and concern for executive board responsibilities as any prudent and ordinary person would, including:
1. complete all components of FOUNDATIONS training and deliver proof of completion to secretary within 30 days of election or appointment;
 2. reimburse all FOUNDATIONS training related expenses for each executive board member;
 3. create standing and special committees;
 4. submit and have approved, written Plans of Work for all executive board members and committee chairs;
 5. have a current copy of the PTA governing documents;
 6. fill vacancies;
 7. deliver all official materials to successor or the president no later than 15 days following the end of term;
 8. transact necessary business in the intervals between membership meetings;
 9. attend all meetings; and,
 10. present an executive board report, financial report, and all other necessary reports at each

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.
 2. Special virtual meetings require a three day notice.
 3. A change of date requires a three day notice.
- B. Notice shall include the link to register, explanation of meeting technology, and meeting rules.
- C. All executive board members shall have access to the virtual meeting technology.
- 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 others in attendance at the meeting.

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

To conduct any business at an executive board meeting, the majority of executive board members shall be present and voting.

There shall be no proxy voting.

In an emergency, the executive board may vote by phone, email, or other electronic means if authorized by the president, or a majority of the executive board. A. Executive board members shall have at least 24 hours to cast their votes.

- B. A vote of two-thirds of the entire executive board is required for adoption. In an emergency & the e

D. Additionally, the chair shall not have served in the same office for more than two consecutive terms.

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Bylaws Snapshot Worksheet for Arlington Heights High PTSA

Fast Facts:

Texas PTA ID: 3450

IRS assigned EIN: 752299759

Bylaws last Approved: on 10/15/2021

Standing Rules last approved: 10/15/2021

Proposed

\$10.00

Currently on File with Texas PTA

Local Dues:

Fort Worth ISD Council of PTAs Delegate Selection: