

LOCAL PTA/PTSA BYLAWS

Hopewell Elementary School PTA, Inc.

(PTA/PTSA name)

Lehigh County Region (number) 13

Approved by the general membership at its meeting on 11/02/2017.

X Attached is a copy of the minutes for the meeting when the bylaws were approved by the general membership. The minutes must reflect the motion to approve the bylaws, motion was seconded, the result of the vote and a list of attendees. All documents must be received by the state office within 90 days of approval date above. Submit via United States Postal Service or electronic mail (e-mail)*:

Pennsylvania PTA, 4804 Derry Street, Harrisburg, Pennsylvania 17111; Email* – info@papta.org
*If submitting by e-mail, please cc the state bylaws & policies chairman, Ginny Wade at: bylaws@papta.org

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President's Name Printed President's Signature

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Review by Council Bylaws Chairman (if applicable)

N/A _____
Council Chairman's Name Printed Council Chairman's Signature Date of Review

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DO NOT WRITE IN THIS SPACE - REQUIRED APPROVAL BY PENNSYLVANIA PTA

0 Approved on behalf of the Pennsylvania PTA
Board of Managers by the Bylaws and Policies Chairman

1-17-18

Date of approval (update every five (5) years from this date)

Debbie Munson _____
State Representative's Name Printed

Debbie Munson _____
State Representative's Signature

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State Representative's e-mail

(PTA/PTSA name)

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**Review & follow the Bylaws Model Instructions
prior to updating bylaws.**

Required by the Pennsylvania PTA.

Required by National PTA.

¹There should be a corresponding section listing the duties of each vice president.

²There should be a corresponding section listing the duties of each secretary.

1 **# ARTICLE I: NAME**

2
3 The name of this non-profit association is the **Hopewell Elementary School PTA, Inc.** Parent-Teacher
4 Association (PTA/PTSA), and may be referred to in these bylaws as “this PTA/PTSA”, located in **Center**
5 **Valley**, Pennsylvania. It is a PTA/PTSA organized under the authority of the Pennsylvania Congress of
6 Parents and Teachers, Inc. (the Pennsylvania PTA), a branch of the National Congress of Parents and
7 Teachers (the National PTA).
8
9

10 **## ARTICLE II: PURPOSES**

11
12 **Section 1.** The purposes (objects) of this PTA/PTSA, in common with those of the National PTA and the
13 Pennsylvania PTA are:

- 14
15 a. to promote the welfare of children and youth in home, school, places of worship, and throughout the
16 community;
17
18 b. to raise the standards of home life;
19
20 c. to advocate for laws that further the education, physical and mental health, welfare, and safety of
21 children and youth;
22
23 d. to promote the collaboration and engagement of families and educators in the education of children
24 and youth;
25
26 e. to engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social
27 well-being of all children and youth; and
28
29 f. to advocate for fiscal responsibility regarding public tax dollars in public education funding.
30

31 **Section 2.** The purposes of the National PTA, the Pennsylvania PTA and this PTA/PTSA are promoted
32 through advocacy and education with parents, families, teachers, educators, students, and the general public;
33 developed through conferences, committees, projects, and programs; and governed and qualified by the basic
34 principles set forth in Article III.
35

36 **Section 3.** The association is organized exclusively for the charitable, scientific, literary or educational
37 purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of
38 any future federal tax code (hereinafter "Internal Revenue Code").
39
40

41 **# ARTICLE III: PRINCIPLES AND BASIC POLICIES**

42
43 **Section 1.** The following are principles of this PTA/PTSA in common with those of the National PTA and
44 the Pennsylvania PTA:

- 45
46 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
47
48 b. The association shall work to engage and empower children, families, and educators within schools
49 and communities to provide quality education for all children and youth, and shall seek to participate
50 in the decision-making process by influencing school policy and advocating for children’s issues,
51 recognizing that the legal responsibility to make decisions has been delegated by the people to boards
52 of education, state education authorities, and local education authorities.
53
54 c. The association shall work to promote the health and welfare of children and youth, and shall seek to
55 promote collaboration among parents, schools, and the community at large.

- 56
57 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be
58 guiding principles for service in National PTA.
59

60 **Section 2.** The following are basic polices of this PTA/PTSA in common with those of the Pennsylvania
61 PTA are the ‘operational requirements and dissolution’ of National PTA and are IRS requirements for all
62 501(c)(3) associations:
63

- 64 a. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its
65 members, directors, trustees, officers, or other private persons except that the association shall be
66 authorized and empowered to pay reasonable compensation for services rendered, and to make
67 payments and distributions in furtherance of the purposes set forth in Article II hereof.
68
69 b. Notwithstanding any other provision of these articles, the association shall not carry on any other
70 activities not permitted to be carried on (i) by an association exempt from federal income tax under
71 Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are
72 deductible under Section 170(c)(2) of the Internal Revenue Code.
73
74 c. Upon the dissolution of the association, after paying or adequately providing for the debts and
75 obligations of the association, the remaining assets shall be distributed to one or more nonprofit
76 funds, foundations, or associations that have established their tax-exempt status under Section
77 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with National PTA.
78
79 d. The association or members in their official capacities shall not, directly or indirectly, participate or
80 intervene (in any way, including the publishing or distributing of statements) in any political
81 campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an
82 insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
83
84

85 **# ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND PENNSYLVANIA PTA**

86

87 **Section 1.** This PTA/PTSA shall be organized and chartered under the authority of the Pennsylvania PTA in
88 the area in which the PTA/PTSA functions, in conformity with such rules and regulations, not in conflict
89 with Pennsylvania PTA bylaws. The Pennsylvania PTA shall issue to this PTA/PTSA an appropriate charter
90 evidencing its organization and good standing. Five (5) members (minimum) are required to organize a new
91 local unit PTA/PTSA and to maintain PTA/PTSA status.
92

93 **Section 2.** Pennsylvania PTA provides services only to PTA/PTSAs that are in good standing. To
94 participate in the Reflections Program at the state level and receive state mailings, local units must be in good
95 standing.
96

97 **Section 3.** A PTA/PTSA in good standing shall:
98

- 99 a. adhere to the purposes, principles, and basic policies of the PTA;
100
101 b. have bylaws approved according to the procedures of the Pennsylvania PTA;
102
103 c. remit the state and national portion of the membership dues in accordance with their own bylaws;
104
105 d. submit the Annual Local Unit Registration Form to the state office immediately upon election of
106 officers but no later than June 15 annually;
107
108 e. forward to the state office each year, upon completion, a copy of their Form 990N, 990, or 990EZ
109 as required per IRS regulations;
110

- 111 f. forward a signed copy of all audit reports to the state office immediately following their adoption by
112 the general membership; and
113
114 g. meet other criteria as may be prescribed by the Pennsylvania PTA.
115
116

117 # ARTICLES V: BYLAWS

118

119 **Section 1.** The articles of organization of this PTA/PTSA include (a) the bylaws of such association and (b)
120 the certificate of incorporation or articles of incorporation of such association (in cases in which the
121 association is a corporation) or the articles of association by whatever name (in cases in which the association
122 exists as an unincorporated association).
123

124 **Section 2.** This PTA/PTSA shall adopt such bylaws for the government of the association on a model
125 provided by the Pennsylvania PTA and such bylaws shall be approved by the Pennsylvania PTA. Such
126 bylaws shall not be in conflict with the National PTA bylaws or the bylaws of Pennsylvania PTA.
127

128 **Section 3.** The adoption of an amendment to any provision of the National PTA or the Pennsylvania PTA
129 bylaws that is relevant to the local unit bylaws shall apply automatically and without the requirement of
130 further action by this PTA/PTSA to amend its corresponding bylaws. Notwithstanding the automatic
131 character of the amending process, this PTA/PTSA shall promptly incorporate such amendments in its
132 bylaws.
133

134 **Section 4.** This PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of
135 National PTA and Pennsylvania PTA bylaws identified by the (#) symbol and cannot be deleted or amended
136 in any manner by this PTA/PTSA.
137

138 **Section 5.** PTA/PTSA bylaws shall be updated every five (5) years on the most current model available from
139 the Pennsylvania PTA.
140
141

142 # ARTICLE VI: VOTING

143

144 **Section 1.** Only members of this PTA/PTSA who have paid dues for the current membership year may vote
145 on the business of this PTA/PTSA.
146

147 **Section 2.** Each member is entitled to one (1) vote, even though they may be serving in more than one (1)
148 position.
149

150 **Section 3.** Current membership must be verified for voting privileges.
151

152 **Section 4.** The bylaws of this PTA/PTSA shall prohibit voting by proxy.
153

154 **Section 5.** A PTA/PTSA member shall not serve as a voting member of this PTA's board while serving as a
155 paid employee of or under contract to this PTA/PTSA.
156
157
158

159 # ARTICLE VII: MEMBERSHIP & DUES

160

161 **Section 1.** Every individual who is a member of this PTA/PTSA is, by virtue of that fact, a member of the
162 National PTA and of the Pennsylvania PTA by which this PTA/PTSA is chartered, and is entitled to all the
163 benefits of such membership.
164

- 165 **Section 2.** Membership in PTA shall be open, without discrimination, to anyone who believes in and
 166 supports the mission and purposes of the National PTA.
 167
- 168 **Section 3.** This PTA/PTSA shall conduct an annual enrollment of members, but may admit individuals to
 169 membership at any time. The membership year shall begin on July 1st and end on June 30th annually.
 170
- 171 **Section 4.** Each member of this PTA/PTSA shall pay such annual dues to said association as may be
 172 prescribed by the association. The amount of such dues shall include the portion payable to the Pennsylvania
 173 PTA -the "state portion"- and the portion payable to the National PTA -the "national portion."
 174
- 175 **Section 5.** The national portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per
 176 annum as determined by the National PTA.
 177
- 178 **Section 6.** The state portion of each member's dues shall be two dollars and seventy five cents (\$2.75) per
 179 annum as determined by the Pennsylvania PTA.
 180
- 181 **Section 7.** The local portion of each member's dues shall be determined by this PTA/PTSA at their annual
 182 general membership meeting.
 183
- 184 **Section 8.** PTA/PTSA Membership:
 185
- 186 a. Upon payment of dues, a person of Full Age shall become a member of a PTA/PTSA unit and shall
 187 be entitled to all privileges of membership, including holding office and voting.
 188
 - 189 b. Upon payment of dues, a person of less than Full Age (example: student in a PTA/PTSA) shall
 190 become a member of a PTA/PTSA unit and shall be entitled to all privileges of membership
 191 including voting, holding chairmanships and offices, with the exception of president, first vice-
 192 president, secretary and treasurer.
 193
 - 194 c. Of Full Age: eighteen (18) years of age or over, as set forth by the Pennsylvania Consolidated
 195 Statutes, Title 15, Corporations and Unincorporated Associations, under which the Pennsylvania
 196 Congress of Parents and Teachers, Inc. is governed along with the Pennsylvania PTA bylaws.
 197
- 198 **Section 9.** Membership dues with required documentation shall be submitted on a monthly basis to the state
 199 office. Local units that do not submit any dues to the state PTA office postmarked by September 30 shall be
 200 notified that their non-profit status is in jeopardy.
 201
 202

203 **ARTICLE VIII: OFFICERS**

- 204
- 205 **Section 1. Officers.** The officers of this PTA/PTSA shall consist of:
 206
- 207 # a. one (1) president;
 - 208
 - 209 b. **two (2) vice presidents (1st vice president and 2nd vice president);**
 - 210
 - 211 c. **two (2) secretary(ies) (corresponding secretary and recording secretary);** and
 - 212
 - 213 # d. one (1) treasurer.
 214
- 215 **#Section 2. Eligibility.** The following provisions shall govern the qualifications and eligibility of
 216 individuals to be officers of this PTA/PTSA:
 217
- 218 a. Each officer shall be a current member of this PTA/PTSA.
 - 219
 - 220 b. No person shall serve in more than one elected position in this PTA/PTSA simultaneously.

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Section 3. Term. Officers shall assume their official duties on July 1st and shall serve for a term of one (1) year, or until their successors are elected.

a. 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.

b. No officer may be eligible to serve more than three (3) consecutive terms in the same office.

Section 4. Vacancy. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the 1st vice-president. A vacancy in any office other than the president shall be filled by a member elected by the executive board.

Section 5. Nominating Committee.

a. **Composition.** The nominating committee shall consist of **three members** (an uneven number, no less than three). The president shall not serve as a member of this committee.

b. **Election.** The members of the nominating committee shall be elected by this PTA/PTSA at a regular meeting at least 2 months prior to the election of officers at the annual meeting (as listed in # Article XII: General Membership Meetings, Section 1.b.) The committee shall elect its own chair.

c. **Duties.** The nominating committee shall:
i. send out notification of elections;
ii. confidentially consider all candidates for elected positions who meet the eligibility requirements set forth by these bylaws and who have provided written consent to serve if elected; may consider additional candidates during its confidential deliberations; and
iii. submit only one (1) name for each position to be filled.

d. **Report.** The nominating committee shall report its nominees to the general membership at least one (1) month prior to the election of officers at the annual meeting (as listed in # Article XII: General Membership Meetings, Section 1.b.)

Section 6. Nominations from the floor. Nominations from the floor shall be accepted at the election meeting. Nominees shall be current members of this PTA/PTSA and shall have submitted written consent.

Section 7. Elections. Officers shall be elected:

a. at the annual general membership meeting;

b. by written ballot if there is more than one (1) candidate and a majority vote shall elect; and

c. by voice vote when there is only one (1) candidate. Only affirmative votes shall be valid.

ARTICLE IX: DUTIES OF OFFICERS

Section 1. All officers shall perform the duties as provided in these bylaws, and as may be prescribed by the association, the parliamentary authority and as directed by the president or the executive board of this PTA/PTSA

Section 2. The president shall:

a. preside at all general membership and executive board meetings of this PTA/PTSA;

- 275 # b. confirm that a quorum is present (refer to *Robert's Rules of Order Newly Revised*, current edition);
 276
 277 # audit committees;
 278
 279 # d. coordinate the work of the officers and committees of this PTA/PTSA in order that the purposes
 280 may be promoted;
 281
 282 # e. communicate with state PTA to comply with all standards of affiliation and maintain 'good standing'
 283 status as outlined in these bylaws;
 284
 285 # f. file the Annual Local Unit Registration Form with the state PTA office immediately upon election of
 286 officers and no later than June 15 annually;
 287
 288 # g. serve as the official representative of this PTA/PTSA and be authorized to sign contracts;
 289
 290 # h. retain all official records of this PTA/PTSA and have a current copy of this unit's bylaws available
 291 for membership review;
 292
 293 # i. appoint a parliamentarian as needed; and
 294
 295 # j. return all current unused membership cards by July 1 to the state office or be charged annual dues
 296 for each card not returned. Failure to submit payment will result in suspension of services.
 297

298 **Section 3.** The 1st vice-president shall¹

- 299
 300 # a. serve as aide to the president; and
 301
 302 # b. in their designated order 1st vice president, then 2nd vice president perform
 303 the duties of the president in the president's absence or inability to serve.
 304

305 **Section 4. The 2nd vice-president shall**

- 306
 307 a. serve as aide to the 1st vice-president; and
 308
 309 b. perform the duties of the 1st vice-president in the 1st vice-president's absence or inability to
 310 serve.
 311

312 **Section 5.** The recording secretary shall²

- 313
 314 # a. record the minutes of all general membership and executive board meetings of this PTA/PTSA;
 315
 316 # b. maintain a current copy of the bylaws and membership list;
 317
 318 # c. at each meeting, present a written copy of the minutes from the previous meeting, for
 319 corrections/amendments and approval;
 320
 321 # d. maintain at each meeting, written records for at least the previous twelve (12) meetings, for possible
 322 review by members; and
 323
 324 # e. be responsible for all correspondence of the association, as needed and as directed by the president
 325

326 **Section 6. The corresponding secretary shall**

- 327
 328 a. assist the recording secretary with minutes of executive board meetings of this PTA/PTSA;
 329 and
 330

331 # b. maintain a current copy of the bylaws and membership list;

332

333 **Section 7.** The treasurer shall:

334

335 # a. hold and maintain a full account of all the funds of this PTA/PTSA;

336

337 # b. keep a full and accurate account of all income and expenditures including bank statements, deposit
338 receipts, budgets, invoices, and paid receipts in accordance with the records retention policy as
339 provided by the Pennsylvania PTA;

340

341 # c. remit monthly, five dollars (\$5.00 = national + state portions of dues) for each member of the
342 PTA/PTSA, as listed on the Dues Remittance Form, to the state PTA office (see Article VII:
343 Membership & Dues, Section 9. & #Article IV: Relationship with National PTA and Pennsylvania
344 PTA , Section 1.);

345

346 # d. record national and state portions of the membership dues separate from record of general funds of
347 this PTA/PTSA;

348

349 # e. make disbursements in accordance with the budget adopted by the general membership this
350 PTA/PTSA;

351

352 # f. present a written and verbal financial statement of each financial account which shall include the
353 balance from the previous meeting, list of deposits and expenditures, and current balance, along with
354 a combined balance of all accounts, at all executive board and general membership meetings;

355

356 # g. present a preliminary annual financial report which shall include the approved budget figures and the
357 actual current figures, at the annual general membership meeting of this PTA/PTSA;

358

359 # h. present all audit reports to the general membership for adoption at the first general membership
360 meeting held after their completion;

361

362 # i. such books of account and records shall be open to inspection, at all reasonable times, by an officer
363 of this PTA/PTSA, an authorized representative of the Pennsylvania PTA or, where directed by the
364 committee on state and national relationships;

365

366 # j. if unit is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when
367 there is a change of officers;

368

369 # k. prepare or cause to be prepared, the appropriate IRS 990 form by the 15th day of the 5th month after
370 the end of the fiscal year of this PTA/PTSA;

371

372 # l. forward to the state PTA office annually:

373 i. a copy of the Form 990N, 990, or 990EZ as required per IRS regulations upon completion;
374 and

375 ii. a signed copy of all audit reports to the state office immediately following adoption by the
376 general membership.

377

378 # m. compile and submit all financial documents necessary to complete an audit to the elected audit
379 committee or approved auditor as directed by the executive board.

380

381

382 **ARTICLE X: EXECUTIVE BOARD**

383

384 **Section 1.** The business of this PTA/PTSA shall be managed by the executive board between general
385 membership meetings.

386

387 #Section 2. Each executive board member shall be a member of this PTA/PTSA.
388
389 Section 3. The members of the executive board shall be:
390
391 # a. elected officers; and
392
393 b. a parliamentarian.
394
395 Section 4. Duties of the executive board shall be to:
396
397 # a. transact business as may be referred to it by the membership of this PTA/PTSA;
398
399 # b. create standing and special committees and appoint chairmen/coordinator for all committee;
400
401 # c. approve plans of work of the committees;
402
403 # d. present a report at the next general membership meeting of this PTA/PTSA;
404
405 # e. elect an auditor or an auditing committee to audit the treasurer's accounts;
406
407 # f. prepare an annual budget for the upcoming fiscal year, to submitted to the members for adoption at
408 the annual general membership meeting;
409
410 # g. approve payment of routine bills within the limits of the approved budget; and
411
412 # h. act in emergencies between general membership meetings and have all emergency actions ratified at
413 the next general membership meeting.
414
415 #Section 5. If any member of the executive board shall at any time cease to meet the qualifications or fulfill
416 the duties of the position as listed in the bylaws, that person shall be removed from the position by a motion
417 adopted first by the executive board and then by the general membership. The vote shall be by a majority.
418
419 Section 6. Regular meetings of the executive board shall be held with the date and time to be fixed by the
420 board at its first meeting of the year.
421
422 Section 7. Special meetings of the executive board may be called by the president or when requested by a
423 majority of its members upon 2 (two) days' advance written notice to each member of the board.
424
425 Section 8. At all meetings of the executive board, a majority of the members of the board shall constitute a
426 quorum for the transaction of business.
427
428 Section 9. Upon the expiration of the term of office or when individuals cease to hold the position on the
429 board, they shall automatically be relieved of all duties and responsibilities. All records, books, and other
430 materials pertaining to the position shall be turned over to the president and all funds pertaining to the
431 position shall be returned to the treasurer within fourteen (14) days.
432
433

ARTICLE XI: COMMITTEES

434
435
436 Section 1. **Committees.** The executive board shall create such standing and special committees as deemed
437 necessary to promote the purposes and appoint the chairman/coordinator for all committees.
438
439 Section 2. **Standing Committees.** The standing committees of this PTA/PTSA shall be: Book Fair,
440 Family Activities, Fundraising, Nominating, School Day Activities, Spring Festival, Teacher
441 Appreciation, and Yearbook
442

443 **Section 3. Chairman/Coordinator Eligibility.** Only members of this PTA/PTSA shall be eligible to serve
444 as a committee chairman/coordinator.

445
446 **Section 4. Chairman /Coordinator Term.**

447
448 a. The term of office of each committee chairman/coordinator shall be one (1) year or until a successor
449 is appointed.

450
451 b. A chairman/coordinator shall not be eligible to serve more than three (3) consecutive terms as the
452 chairman/coordinator of the same committee.

453
454 **Section 5. Chairman/Coordinator Duties.** Each committee chairman/coordinator shall:

455
456 a. present a plan of work to the executive board for approval;

457
458 b. coordinate all work of the committee;

459
460 c. perform other duties as assigned by the president; and

461
462 d. upon the expiration of the term of office or when individuals cease to hold the position, , they shall
463 automatically be relieved of all duties and responsibilities. All records, books, and other materials
464 pertaining to the position shall be turned over to the president and all funds pertaining to the
465 position shall be returned to the treasurer within fourteen (14) days.

466
467
468 **# ARTICLE XII: GENERAL MEMBERSHIP MEETINGS**

469
470 **Section 1. Regular Meetings.** This association shall hold a minimum of three (3) general membership
471 meetings during the membership year.

472
473 a. Dates of general membership meetings shall be determined by the executive board and announced
474 at the first general membership meeting of the year, as well as through all communication channels
475 used by this PTA/PTSA. **Three (3)** days' advance notice shall be given to the membership of a
476 change of date.

477
478 b. The annual meeting shall be held in **May** at which time the business shall include the election of
479 officers by the members, determination of next year's local portion of the dues, preliminary annual
480 fiscal report, and presentation of next year's budget for approval by the membership.

481
482 **Section 2. Special Meetings.** A special meeting of this PTA/PTSA, if needed, shall be called by the
483 president or by the majority of the executive board with three (3) days' advance notice which shall include the
484 date, time, place and purpose for the meeting. No other business shall be discussed or conducted.

485
486 **Section 3. Quorum.** The quorum for the transaction of business in any general membership meeting of
487 this PTA/PTSA shall be **six (6)** members.

488
489
490 **ARTICLE XIII: COUNCIL MEMBERSHIP – N/A**

491 *This article applies only to local units that are a part of a council PTA. If not applicable, write N/A alongside the title and draw an "X"*
492 *through this section or CAREFULLY delete the content of this Article XIII (EXCEPT the title).*

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496
497

498 **# ARTICLE XIV: PENNSYLVANIA PTA CONVENTION**

499 **Section 1.** This PTA/PTSA shall be entitled to be represented at the state convention of the Pennsylvania
501 PTA by the president (or alternate) and one (1) accredited (or alternate) delegate for every ten (10) members
502 as shown on the record of the state treasury fourteen (14) days prior to the state convention.

503
504 **Section 2.** All representatives to the Pennsylvania PTA convention must be current members of this
505 PTA/PTSA.

506
507 **Section 3.** Delegates or their alternates shall be selected in accordance with the Standing Rules of this
508 PTA/PTSA.

509
510
511 **# ARTICLE XV: FISCAL YEAR AND ACCOUNTABILITY**

512
513 **Section 1. Fiscal Year** The fiscal year of this PTA/PTSA shall begin on **July 1** and end on the following
514 **June 30**. The fiscal year of a PTA/PTSA shall be the same as its accounting year and shall be in accordance
515 with the information provided on the SS-4 form currently filed with the IRS.

516
517 **Section 2. Banking**

- 518 a. All funds shall be kept in bank accounts in the name of this PTA/PTSA.
519
520 b. All checks shall be signed by two (2) authorized signers.
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522 c. Authorized signers on the bank accounts shall not be related by blood or marriage and shall not
523 reside in the same household.
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525 d. There shall be at least three (3) authorized signers listed at the bank.
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527 e. The president and treasurer shall be signers, unless prohibited by employment.
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529 f. A member shall be appointed by the executive board, who is not an authorized signer on the bank
530 account(s) to open, review, initial/date each bank statement and forward to the treasurer.
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532 **Section 3. Financial Audit(s)**

- 533 a. An annual financial audit shall be performed by an auditor approved by the executive board or by an
534 audit committee of at least three (3) members elected by the executive board.
535 i. The auditor or audit committee members shall not be authorized signers, the incoming
536 treasurer, related by blood or marriage and shall not reside in the same household as the
537 authorized signers.
538 ii. A report of the findings of the audit shall be submitted in writing to the executive board to
539 be presented to the general membership for adoption by majority vote at the next regular
540 general membership meeting; the report shall be signed and dated by all auditing parties.
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542 b. A financial audit shall also be performed if an authorized signer is added or deleted on any bank
543 account and at any other time deemed necessary by the president or three (3) or more members, by
544 an audit committee that shall be elected by the executive board within five (5) days. (Refer to
545 subsection a.i. and a.ii. above for committee requirements and reporting.)
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ARTICLE XVI: DISSOLUTION & WITHDRAWAL OF CHARTER

Section 1. This PTA/PTSA shall be subject to withdrawal and the status of such association as a PTA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Pennsylvania PTA.

Section 2. A PTA/PTSA considering dissolution must:

- a. arrange for a Pennsylvania PTA representative to speak in favor of continuing PTA/PTSA at a meeting of the executive board prior to taking action;
- b. upon the decision of the executive board to recommend dissolution of the unit, that recommendation shall be presented to the members at the next general membership meeting and shall include an announcement that the vote on the dissolution will be taken at the next regular meeting (a 2/3 vote is required to dissolve);
- c. require that each person voting to dissolve shall have been member of this PTA/PTSA for at least ninety (90) days;
- d. arrange for a Pennsylvania PTA representative to speak to the members at the general meeting at which the vote is to be taken;
- e. arrange for the proper disposal of PTA/PTSA funds and property according to the provisions of these bylaws; and
- f. provide for the dissolution to take effect immediately after the dissolution is voted and shall not to be post-dated.

Section 3. This PTA/PTSA shall be obligated, upon withdrawal of its charter by the Pennsylvania PTA to:

- a. yield up and surrender all of its books and records and all of its assets and property to the Pennsylvania PTA, or to such agency as may be designated by the Pennsylvania PTA, or to another local PTA organized under the authority of the Pennsylvania PTA (Refer to #Article III: Principles and Basic Policies, Section 2.c);
- b. cease and desist from the further use of any name that implies or connotes association with the National PTA or the Pennsylvania PTA or status as a constituent association of the National PTA; and
- c. promptly carry out, under the supervision and direction of the Pennsylvania PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA/PTSA.

#ARTICLE XVII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this association and in all cases in which they are applicable and in which they are not in conflict with these bylaw, the Pennsylvania PTA bylaws, or the Articles of Incorporation.

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ARTICLE XVIII: AMENDMENTS

Section 1. Amendment Process. These bylaws may be updated or amended at any general membership meeting of this association by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon and that amendment shall be subject to the approval of the Pennsylvania PTA.

Section 2. Final Approval. After adoption at a membership meeting of this PTA/PTSA, the bylaws shall be submitted to the Pennsylvania PTA for approval according to the procedures set forth by the Pennsylvania PTA. Amended bylaws go into effect when a state approved copy is returned to the president of this PTA/PTSA.

**Hopewell PTA Meeting Minutes
November 1st, 2017**

Members Present:

Shauna Werling, Tara Moyer, Carla Stock, Jill Wheeler, Kathy Schiffer, Lisa Durkin, Kristen Quirk, Lauren Krumpholz, Kim Fisher, Eileen Crawford, Elizabeth Wunderler, Chrstina Wasem, Jess Keefe, Nicole Emery, Crystal Raffle, Heather Lockner, Elaine Thode, Melissa Moffatt, Avani Shah, Stacey Hostetter, Lori Limpar, Christine Connelly

I. **Call to Order:** Carla called the meeting to order at 9:36am.

II. **Approval of Oct 2017 Minutes:** Carla asked for a motion to approve. Kristen Quirk approved, Eileen Crawford seconded, all were in favor.

III. Report of Officers and Guests

A) Treasurer Report: (Kathy Schiffer)

1. Account Balances as of 10/31/2017:
Checking - \$24,559.53
Savings - \$7,792.11
Total - \$32,351.64

2. We currently have a healthy budget but will need to raise funds. Yankee Candle is our big fundraiser right now. With our Dance of Education being our biggest.

C) Principal's Report (Ms. Limpar)

1. Thanked everyone for their support for the Halloween event and parade.
2. Each class did a "Costume for a Cause" to raise money for Betty Lou's Pantry and The American Red Cross. (update: students raised \$487.01).
3. End of first quarter is Friday, November 3rd. Report cards will go home the following Friday, November 10th.
4. Friday, November 10th is Veteran's Observation Day. Students and staff are invited to wear red, white and blue with scouts wearing their uniforms. A flag raising ceremony will be held along with an assembly to honor our Veterans.
5. Conference week schedule is as follows:

Bus dismissal at 12:50pm. Parent pick up at 12:40pm.
Am Kindergarten attends 9am-12:50pm on 11/13 & 11/14
PM Kindergarten attends 9am-12:50pm on 11/15, 11/16, 11/17
All students (including kindergarten) will eat lunch at school.

6. Scholastic Book Fair will take place during conference week.

November 14th – 17th 2:30 – 4:30 daily
Family Fun Night on Thursday, 16th 6:00-8:00pm

7. Thanksgiving break starts on Thursday, November 23rd with students and staff returning on Tuesday, November 28th.
8. All volunteers must have clearances turned into Human Resources not the school office in order to participate during daytime school events and field trips.
- 9.

E) Vice President's Report (Tara Moyer)

1. Learning Express fundraiser paper went home.
2. Yankee Candle Fundraiser is in full swing. Packets went home two weeks ago and will run til January 10, 2018. All purchases are done online only.
3. Dance for Education date has been set for Friday, February 9th. This is our biggest fundraiser. A sign up to join the committee will go out shortly.

IV. Report of Committees

A) Box Tops (Carla Stock filling in for Sue Arthur)

1. Box tops doing well. Please keep turning them in to your teachers.

B) Teacher Appreciation Breakfast

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1. Will be held during conferences, November 13th-17th. Stacey Hostetter sent out a Sign Up Genius for donations.

C) Book Fair

1. Will be held Tuesday, Wednesday, Thursday and Friday afternoon during conferences 2:30-4:30. An evening one will also be held on Thursday night from 6:00-8:00pm. A sign up was posted on Facebook.

Please contact Kristen Quirk (kristenquirk@gmail.com) or Jess Keefe (jessica.keefe10@gmail.com) if you have any questions.

2. Coin Toss Challenge will run from Monday, November 6th – 10th. Toss all your loose coins into the designated containers outside your child's classroom.

D) By-Laws (Carla Stock, Kristen Quirk & Lisa Durkin)

Motion to add a second Vice-President to current Hopewell PTA by-laws as follows:

1. Lisa has motioned to amend the updated by-laws draft, Article VIII: Officers, Section 1.b. by striking the word & number "one (1) and by inserting the words & number "two (2) – 1st Vice President & 2nd Vice President," to read: Section 2. the officers of this PTA shall consist of:
b. Two (2) Vice Presidents – 1st Vice President & 2nd Vice President.

Proviso: If this motion passes, Article VIII: Officers, Section 6. Will also be amended to insert "1st" in front of the "Vice President" AND Article IX: Duties of Officers, Section 2. The Vice Presidents shall: b. shall also be amended to insert "1st, the 2nd" in their designated order of precedence.

Is there a 2nd to the motion?

2. Kristen added of a second Vice President will allow for more division of PTA work, create more continuity with the future leaders of the PTA, and provide an additional officer to help represent and serve the growing membership of the PTA.

Members were asked if anyone had questions.

3. Carla- All those in favor, please say yes. Anyone opposed, please say no.
Announced the amendment had passed with no objection.

4. Carla- A vote to update the by-laws draft as presented & amended. All those in favor, say yes. All those opposed, say no.

Announced that the majority of the members vote in favor of the updated by-laws draft as presented and amended.

E) Holiday Open House (Eileen Crawford)

1. All ticket money goes to Diana's Cafe for the food. PTA doesn't profit from this event.
2. A sign up went out looking for volunteers for the Penguin Patch shop.

V. New Business:

- A) Earth Day has been approved for a full day event this year. Once a date has been set, a committee will be formed and preparations will begin.
- B) Ms. Limpar made mention that the school is in need of more outdoor table for the learning area.

VI. Adjournment: Meeting was adjourned at 10:40am.

Respectfully submitted by
Jill Wheeler
Recording Secretary

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