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X	Executive Board (Executive Board Meetings)	Executive Board <- <i>Officers</i>	
XI	Committees	Executive Board Meetings	
XII	Council Membership	Committees	
XIII	Texas PTA Annual Meeting	Fiscal Accountability	
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	ARTICLE I-IV
	ARTICLE I Name – Legal name, EIN, local ID number
	ARTICLE II Purposes
	Section 1. Purposes- The "why"
	Section 2. Awareness- "how"
	Section 3. Federal Status-501(c)(3)
	Article III Basic Principles-noncommercial, nonsectarian, nonpartisan; engage
	and empower for quality education; health and welfare of children; inclusion
	and equity
	Article IV Basic Policies- no personal benefit; 501(c)(3) code; no political
	campaigning
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	ARTICLE V AND VI
-	
-	Article V Relationship with Texas PTA
	Section 1. Organization- chartered by Texas PTA
	Section 2. Expectations – Standards of Affiliation (Active and Good
	Standing Status)
	 Section 3. Harm to Brand or Name – can lead to charter withdrawal or
	removal of executive board/committee member
-	Section 4. Withdrawal of Charter- surrender books, assets
	Section 5. Records Retention- kept as in policy
	Section 6. Dissolution of PTA – process to dissolve
	Section 7. Annual Meetings- delegates to Texas PTA annual meeting
	ARTICLE VI Council Membership- N/A for Dallas ISD currently;
	Defines Membership, Representation, Dues, Voting Body

 ARTICLE VII MEMBERSHIP AND DUES
 Section 1. Members
Open to anyone who supports the mission and purposes
Member of local also member of Texas and National PTAs
 Year round Aug 1- July 31
Section 2. Dues
Sum of <u>your portion</u> plus Texas and National dues (currently \$2.25 each)
Texas and National dues submitted to Texas PTA with roster
Section 3. Texas PTA Honorary Life Members
Who and how given; no additional authority; exempt from Texas portion
of dues only

	ARTICLE VIII - MEMBERSHIP MEETINGS
-	Section 1. In-Person Meetings- A. Regular Meetings-months named, publicize dates once set, 5 days' notice of change of date
	B. Special Meetings- 3 days' notice of date, time, place and purpose C. No hybrid meetings- no virtual attendance at in-person meeting
	 Section 2. Virtual Meetings- allowed except 1st and election meetings if: 10-day notice given including link to register, explanations of technology and meeting rules; 5 days' notice if need to change this date.
	 Registration required no later than 5 days prior, for membership verification Chair explains technology and rules prior to any business
	Technology must allow all members to communicate with other members in attendance at the meeting
	Section 3. Election Meeting- month named Section 4. Annual Meeting- month named and purpose

ARTICLE VIII - MEMBERSHIP MEETINGS CONTINUED
Section 5. Parliamentary Procedure- Parliamentarian given authority and
appoint acting if not present
Section 6. Quorum- number of members present to conduct business
Section 7. Motions and Voting- all attendees welcome but only members may
make motions, debate, and vote
 Section 8. Proxy Voting- not allowed
Section 9. Recording- one executive board member may record IF: Members are notified
 Members can request recording be paused during discussion
Recordings permanently destroyed once minutes documented
Meeting attendees are prohibited from recording meetings
Section 10. Minutes- available to members only, except when proof of
election is needed

ARTICLE IX - NOMINATIONS AND ELECTIONS
Section 1. Nominating Committee
A. Composition- number of members and alternates, not the president or
president-elect; students not a majority of committee
B. Eligibility- support mission/purposes; join (if not a member); no
compensation; not serve two consecutive terms
C. Election of Committee- <i>plurality ballot or exact number needed</i> D. Election of Alternates- <i>if needed serve by rank of votes or nomination</i> E. Meeting- <i>parliamentarian schedules</i> 1 st <i>meeting and provides info</i>
F. Duties- sign confidentiality, elect its chair, consider all candidates, submit 1 candidate for each officer position (majority vote of committee)
G. Report of the Nominating Committee – publish at least 7 days before election meeting; read at election meeting
H. Dissolution- when report is complete Section 2. Nominations from the Electromyst he accepted
Section 2. Nominations from the Floor- must be accepted Section 3. Elections- month named; ballot unless only one nominee

	ARTICLE X - EXECUTIVE BOARD 10
	Section 1. Composition- Always President, Vice President(s), Secretary and
	Treasurer; Parliamentarian; Principal (or their designee)
	Optional: Committee chairs, student reps, add'I faculty rep, council delegates
_	Section 2. Eligibility- support mission/purposed and governing docs; be a
	member; no compensation; not employed by the PTA; serve in only one capacity;
	no more than 2 consecutive terms in same position; not be council president or
	hold/seek election for local school board at same time
	Section 3. Student Members- if under 18 cannot serve as president, president-
	elect, secretary, treasurer, be a signer or the appointed bank statement reviewer;
	not hold a majority of offices
-	Section 4. Co-Chairs Prohibited
	Section 5. Term- one-year term starting after end of fiscal year. Serving over ½ of
	a term = one term; if national emergency/natural disaster, may temporarily serve
	until successor elected/appointed

ARTICLE X - EXECUTIVE BOARD	11
Section 6. Vacancies- <i>if open position after election, board conducts election at board mtg to fill; if president-VP chairs this meeting (if you have president-elect, they move up); if appointed position-president appoints with approval of board; in the interim, board performs the duties</i>	
Section 7. Removal and Resignation- <i>remove with 2/3 vote of entire board</i> <i>in office; written resignation accepted by the board and recorded in minutes</i>	
Section 8. Executive Board Member Duties	
A. Duty of Care- complete Foundations within 30 days of	
election/appointment; approved Plans of Work; reports	
B. Duty of Loyalty- no harm to brand; united front; confidentiality	
C. Duty of Obedience- legal requirements of state and federal; policies;	
 Conflict of Interest; budget; bylaws/standing rules; etc.	

	ARTICLE X - EXECUTIVE BOARD	
-	Section 9. Additional Duties	
-	A. Newly-Elected President or President-Elect	Updated to
	B. President	match current
	C. Vice President – multiple sections if needed	terminology and practice
	D. Secretary	provide
-	E. Treasurer	
	E. Treasurer F. Parliamentarian- additional duties; ex-officio men	mber of the bylaws
		mber of the bylaws
	F. Parliamentarian- additional duties; ex-officio men	mber of the bylaws
	F. Parliamentarian- additional duties; ex-officio men (and standing rules) review committee;	mber of the bylaws
	F. Parliamentarian- additional duties; ex-officio men (and standing rules) review committee; G. Principal	mber of the bylaws
	F. Parliamentarian- additional duties; ex-officio men (and standing rules) review committee; G. Principal Section 10. Executive Board Member Rights	mber of the bylaws
	F. Parliamentarian- additional duties; ex-officio men (and standing rules) review committee; G. Principal Section 10. Executive Board Member Rights	

	ARTICLE XI EXECUTIVE BOARD MEETINGS
-	Section 1. In-Person Meetings
	A. Regular Meetings- prior to each membership meeting; 3 days' notice
	if change date
	B. Special Meetings- called by president or majority of board members;
-	3 days' notice of date, time, place and purpose
	C. No hybrid meetings
	Section 2. Virtual Meetings- allowed except 1 st and one other IF:
	Notice includes link to register, explanation of tech, and meeting rules
	All board members have access to the tech AND chair explains tech prior to
	business AND all can communicate to each other
	Section 3. Parliamentary Procedure- same as membership meetings
	Section 4. Quorum- majority of executive board
	Section 5. Proxy Voting- not allowed

	ARTICLE XI EXECUTIVE BOARD MEETINGS
	Section 6. Emergency Voting
	Phone, email or other electronic means if authorized by president or
	majority of board
	Twenty-four hours allowed to cast vote
-	• 2/3 vote of ENTIRE board (not just those present) required for adoption
	Chair announces results by same means as the vote taken
	Vote recorded in the next regular executive board meeting minutes
	Section 7. Recording
	Same as membership meetings
	Section 8. Minutes
	Available to executive board only

	ARTICLE XII COMMITTEES
-	
	Section 1. Committees – authority to create standing and special; president
	appoints chair and is ex-officio members (so is president-elect;) committee
-	chair is ex-officio members of all sub-committees of their committee
-	Section 2. Eligibility- support mission/purposes; join PTA; no compensation
	Section 3. Co-Chairs Prohibited
+	Section 4. Term- standing is one year starts after close of fiscal year, special
	ends when purpose is complete; no more than 2 consecutive terms (over ½
-	term = full term)
1	Section 5. Committee Chair Duties- Foundations within 30 days, Plan of Work,
	pass of materials within 15 of end of term,
	Section 6. Quorum- majority of committee members
	Section 7. Proxy Voting- not allowed
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ARTICLE XIII FISCAL ACCOUNTABILITY
Section 1. Fiscal Year- Begins June 1 or July 1 and ends May 31 or June 30
 No longer allowing a July 31 year-end date
Section 2. Signers- not related by blood/marriage; not live in the same household
Section 3. Financial Reconciliation-
 Required: end of fiscal year, change in signer, as deemed necessary by
 president or 3+ members and written request documented in minutes.
 For year-end- president appoints committee at annual meeting
 For others- president appoints (with approval of the board,) within 10
days of request and reconciliation must occur within 20 days of that
Committee of at least 3 cannot be authorized signers, current secretary,
incoming treasurer, or related by blood/marriage; live in same household
as signers or current secretary
 Adopt the report at 1st membership meeting, attach to minutes
 Review findings with board after presentation to membership
 Section 4. Theft, Fraud, and Embezzlement- follow Texas PTA policy

 ARTICLE XIV AND XV
ARTICLE XIV Parliamentary Authority – bylaws then Roberts Rules of Order
 Newly Revised
ARTICLE XV Amendment of Governing Documents
Section 1. Review- at least every 3 years
Section 2. Bylaw Amendments- notice of amendments 30 days prior to
 vote at membership meeting with quorum; requires 2/3 vote to amend
 Section 3. Standing Rules Adoptions or Amendments- with 30 days'
 notice and quorum = majority vote; without notice requires 2/3 vote of those
 present and voting (quorum required)
Section 4. TX PTA Approval-submit to Texas PTA for final approval
Section 5. Effective Date- when approved, (date stamped) copy is
returned by Texas PTA
Section 6. Local Bylaws Template- Texas PTA mandates all changes

Any questions? IHANKS! www.txpta.org/governance
 www.txpta.org/governance
Bylaws
Standing Rules
Policies
Financial Reconciliation
Nominating Committee & Elections
Standards of Continuing Affiliation
Covid 19 Updates- rules, etc.

 STANDARDS OF CONTINUING AFFILIATION
Active Status
At least 20 members
At least one current officers (preferably the President)
 Good Standing: Active Status Report all members and executive board members Review local bylaws at least every 3 years and submit to Texas PTA File electronically and have accepted by the IRS, Form 990 within 60 days of year-end

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STANDARDS OF CONTINUING AFFILIATION	
Retention Plan for those not in Good Standing	
Notification: notify the local PTA what is needed for Good Standing. Have 30	
days to meet the requirement or move to Restriction.	
Restriction: not eligible for awards, programs, grants from Texas or National	
 PTAs. Have 30 days to meet the requirement or move to	
 Restructure.	
 Restructure: may begin restructure of leadership or revocation of charter.	
 Signing an Action Plan here moves the PTA into Intervention to give	
them some time to resolve outstanding items. Restrictions will	
continue until in Good Standing.	
Intervention: support team works with the PTA to meet requirements by	
dates set in Action Plan. If not achieved, move back to Restructure	



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