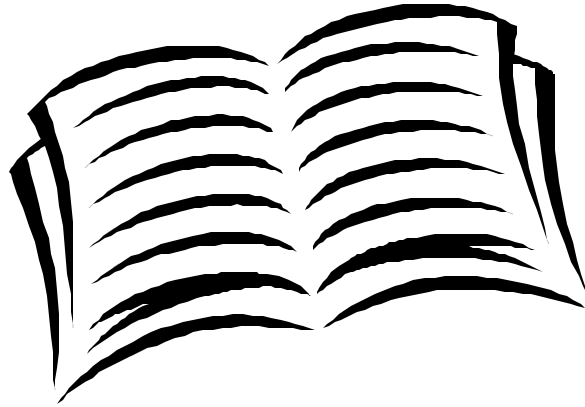


PTA Bylaws



Apollo PTA Bylaws

#ARTICLE I: Name

The name of this organization is the Apollo Junior High Parent Teacher Association (PTA), Richardson, Texas. It is a local PTA unit organized under the authority of the Texas Congress of Parents and Teachers (the Texas PTA), a branch of the National Congress of Parents and Teachers (the National PTA) [and in membership with the Richardson Independent School District Council of PTAs].

****ARTICLE II: Articles of Organization¹**

The articles of organization of a constituent organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

**** ARTICLE III: Purposes²**

For explanation of the state symbol, See Appendix

[] For explanation of the square brackets, See Appendix

† See Appendix

** For explanation of double star, See Appendix

² See Appendix

Section 1. The Objects of the Apollo Junior High PTA, in common with those of the National PTA and the Texas PTA, are

- a. To promote the welfare of children and youth in home, school, community, and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2. The Objects of the National PTA, the Texas PTA and the Apollo Junior High PTA are promoted through an educational program directed toward parents, teachers and the general public, are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article IV.

Section 3. The organization 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 (hereinafter "Internal Revenue Code").

**** ARTICLE IV: Basic Policies**

The following are basic policies of the Apollo Junior High PTA in common with those of the National PTA and the Texas PTA:

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.
- c. The organization shall not -- directly or indirectly -- participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall work with the schools to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, 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.
- e. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The Texas PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA/PTSA representative shall make no commitments that bind the group he represents.
- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers or other private persons except that the organization 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 Article III hereof
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

- i. The bylaws of all constituent organizations shall prohibit voting by proxy, (unless proxy voting is specified by applicable state law).

ARTICLE V: Relationship with National PTA and Texas PTA

****Section 1.** This PTA shall be organized and chartered under the authority of the Texas PTA in the area in which this PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Texas PTA may in its bylaws prescribe. The Texas PTA shall issue to this PTA an appropriate charter evidencing the due organization and good standing of this PTA.

A local PTA in good standing is one which:

- a. adheres to the Objects and basic policies of the PTA;
- b. remits the national portion of the dues through the state PTA to reach the National PTA Office by dates designated by the National PTA;
- c. has bylaws approved according to the procedures of each state; and
- d. meets other criteria as may be prescribed by the individual state PTA.

****Section 2.** This PTA shall adopt such bylaws for the government of the organization as may be approved by the Texas PTA. Such bylaws shall not be in conflict with the bylaws of the National PTA or the bylaws of Texas PTA.

**** Section 3.** Bylaws of each constituent organization shall include an article on amendments.

****Section 4** Each officer or board member of a constituent organization shall be a member of a local PTA within its area.

****Section 5.** Each officer or board member of a local PTA shall be a member of such local PTA.

**** Section 6.** This PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization including, specifically, the number of its members, the dues collected from its members, and the amount of dues remitted to the Texas PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Texas PTA or, where directed by the Committee on State and National Relationships, by a duly authorized representative of the National PTA.

****Section 7.** The charter of this PTA shall be subject to withdrawal and the status of such organization as a PTA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Texas PTA.

****Section 8.** This local PTA is obligated, upon withdrawal of its charter by the Texas PTA:

- a. to yield up and surrender all of its books and records and all of its assets and property to the Texas PTA or to such agency as may be designated by the Texas PTA, or to another local PTA organized under the authority of the Texas PTA,
- b. to cease and desist from the further use of any name that implies or connotes association with the National PTA or the Texas PTA or status as a constituent organization of the National PTA, and
- c. to carry out promptly, under the supervision and direction of the Texas PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA.

****Section 9** This PTA shall collect dues from its members and shall remit a portion of such dues to the Texas PTA as provided in Article VI hereof.

****Section 10.** Only members of a local PTA who have paid dues for the current membership

year may participate in the business of that association.

****Section 11.** Bylaws of each constituent organization shall include a provision establishing a quorum.

****Section 12.** The members of the nomination committee for officers of a constituent organization shall be elected by the membership, Board of Directors/Managers, Executive Board, or Executive Committee.

****Section 13.** Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of the bylaws of the National PTA as are identified herein by a double star (**).

****Section 14.** The adoption of an amendment to any provision of the Bylaws of the National PTA identified by a double star shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA. Notwithstanding the automatic character of the amending process, the local PTAs shall promptly incorporate such amendments in their respective bylaws.

***Section 15.** Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as are identified by the state symbol (#).

ARTICLE VI: Members and Dues

****Section 1.** Every individual who is a member of this PTA is, by virtue of that fact, a member of the National PTA and of the Texas PTA by which such local PTA is chartered, and is entitled to all the benefits of such membership.

****Section 2** Membership in this PTA shall be made available without regard to race, color, creed or national origin, under such rules and regulations, not in conflict with the provisions of the Bylaws of the National PTA, as may be prescribed in the bylaws of this PTA, to any individual who subscribes to the Objects and basic policies of the National PTA.³

****Section 3.** This PTA shall conduct an annual enrollment of members, but may admit persons to membership at any time.

**** Section 4.** Each member of this PTA shall pay such annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the Texas PTA (the "state portion") and the portion payable to the National PTA (the "national portion").

****Section 5.** The amount of the state portion of each member's dues shall be determined by the Texas PTA. The national portion of each member's dues shall be one (1) dollar per annum.

#Section 6. The amount of such annual dues shall include the portion of one (1) dollar per member payable to the Texas PTA (as determined in accordance with the bylaws of the Texas PTA) and the portion of one (1) dollar per member payable to the National PTA, and the local portion of two (2) dollars⁴ per member.

#Section 7. The state and National PTA portions of the dues paid by each member of this PTA shall be set aside by this PTA and remitted to the Texas PTA through such channels and at such times as the state bylaws may provide. Each state PTA shall pay to the National PTA the amount

³ See Appendix

⁴ See Appendix

of the national portion of dues paid by all members of local PTAs in its area.⁵

#Section 8. A local PTA must have a minimum of twenty (20) members to retain membership in the Texas PTA. Annual national and state portions of dues and names of members shall be sent to the Texas PTA Office postmarked on or before October 15 of the current year. Names of members and national and state portions of dues received after October 15 shall be sent to the Texas PTA Office whenever members are enrolled in the organization.

#Section 9. Organizations whose national and state portions of dues and names of all members enrolled are not in the Texas PTA Office postmarked on or before October 15 are ineligible to voting representation at state convention. Organizations whose national and state portions of dues are not paid by March 15 shall be dropped from the state roster.

#Section 10. Honorary Life Members

- a. An Honorary Life Membership in the Texas PTA may be awarded to any deserving person by a local, council, district or the state PTA upon submission of name of honoree and payment of a fee of thirty-five (35) dollars. Such fees shall be made a part of the state extension fund.
- b. Life membership shall be honorary and shall carry neither the right to vote nor to hold office. A life member may also become an all-inclusive member upon enrollment as a member in a local PTA.
- c. A Texas Honorary Life Member may receive exemption from state portion of dues through one local PTA only. The member must be designated as a Texas Life Member when the local PTA annual membership list is sent to the Texas PTA Office.
- d. The annual national portion of dues for a Texas Life Member shall be paid by said Texas Life Member.

ARTICLE VII: Officers and Their Election

****Section 1.** Each officer shall be a member of this PTA.

#Section 2. Officers and their election:

- a. The officers of this organization shall consist of a president, six (6) vice-president(s), a secretary, a treasurer, a historian, a parliamentarian [, two council delegates and two alternates].
- b. Officers, with the exception of the historian, and parliamentarian shall be elected by ballot in the month of February. However, if there is but one nominee for an office, election for that office shall be by voice vote.

The historian and the parliamentarian shall be appointed by the president subject to the approval of the newly elected officers.

- c. Officers shall assume their official duties following the close of the school year and shall serve a term of one year or until their successors are elected [with the exception of the Treasurer who will assume those duties after the books are closed and audited for the prior year].
- d. No officer shall serve in the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

#Section 3. Nominating Committee:

- a. There shall be a nominating committee elected by the general body at a regular meeting at least one month prior to the election of officers. Elections shall be by plurality. The committee shall be composed of five (5) members. Two (2) alternates shall be elected to serve in the event a member is unable to serve. The committee shall elect its own chairman immediately following the meeting.

⁵ See Appendix

- b. The nominating committee shall nominate an eligible person⁶ for each office to be filled and report its nominees at the regular meeting in February⁷ at which time additional nominations may be made from the floor. The report shall be publicized to the local unit membership through regular publicity channels five (5) days before the election meeting.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- d. No member shall automatically serve on this committee because of his office in the unit or position in the school system.
- e. The president does not serve as a member of this committee, nor does he appoint any member of the committee.

#Section 4. Vacancies

- a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given.
- b. In case a vacancy occurs in the office of president, the first vice president shall serve notice of the election.

#Section 5. Reason to remove:

By two-thirds vote of the executive board an officer or chairman may be removed from office for failure to perform duties, criminal misconduct, or unethical behavior in PTA business. An officer or chairman who misses three consecutive meetings may be removed from office.

ARTICLE VIII: Duties of Officers

Section 1. The president shall:

- #a. coordinate the work of the officers and committees of the organization in order that the Objects may be promoted;
- #b. confirm that a quorum is present before conducting any business at any meeting of the organization;
- #c. preside at all meetings of the association;
- #d. appoint the historian, parliamentarian [and faculty representative], subject to approval of the newly elected officers;
- #e. appoint chairmen of special committees subject to approval of executive board;
- #f. be authorized to sign on bank accounts (two of three authorized signatures shall be required on all checks);
- #g. call a meeting of the officers for the purpose of selecting standing committee chairmen;
- #h. represent the local unit as a delegate to council (when local is in membership with council);
- #i. send the council secretary the names of delegate(s) and alternate(s) no later than October 31. If changes are made after October 31 the president shall submit changes in writing prior to any regular meeting in order to be eligible to vote (when local is in membership with council);
- #j. confirm that all officers are graduates of the current Texas PTA Leadership Course or have completed the course by October 15 after the election;
- #k. send the names and addresses of the officers to the Texas PTA Office by May 15 each year;
- #l. be a member ex officio of all committees except the nominating and audit committee; and
- #m. perform such other duties as may be prescribed in these bylaws or assigned by the organization.

Section 2. The vice presidents⁸:

- a. First Vice President shall:
 - #1. be the aide-to-the-president [and be the school representative for Teens in

⁶ See Appendix

⁷ See Appendix

⁸ See Appendix

- Leadership Training (TILT) sponsored by the RISD Council of PTAs]
- #2. preside in the absence of the president (in their designated order); and
 - #3. perform other duties as assigned by the president or association.
- b. Second Vice President shall:
 - #1. be chairperson of the membership committee and life membership committee, which includes;
 - (a) promoting an active and continuing membership;
 - (b) providing all necessary membership lists;
 - (c) calculating percentages for membership awards;
 - (d) working with the student directory chairperson in the distribution of the student directory and membership cards;
 - #2. preside in the absence of the president (in their designated order); and
 - #3. perform other duties as assigned by the president or association.
 - c. Third Vice President shall:
 - #1. be chairperson of the program committee, which includes;
 - (a) arranging for programs for the regular meetings;
 - (b) extending courtesies to guest speakers;
 - (c) being responsible for selecting the installing officer—subject to the approval of the president; and
 - (d) being responsible for all arrangements pertaining thereto;
 - #2. preside in the absence of the president (in their designated order); and
 - #3. perform other duties as assigned by the president or association.
 - d. Fourth Vice President shall:
 - #1. be chairman of the hospitality committee, which includes
 - (a) providing name tags;
 - (b) serving refreshments; and
 - (c) coordinating teacher appreciation activities;
 - #2. preside in the absence of the president (in their designated order); and
 - #3. perform other duties as assigned by the president or association.
 - e. Fifth Vice President shall:
 - #1. be chairperson of the school supply store, which includes
 - (a) coordinating the annual back-to-school supply sale; and
 - (b) purchasing supplies and coordinating volunteers for the supply store;
 - #2. preside in the absence of the president (in their designated order); and
 - #3. perform other duties as assigned by the president or association.
 - ~~g.~~ f. Sixth Vice President shall:
 - #1. be chairperson of all other fundraising, including all aspects pertaining to PTA-sponsored socials or events;
 - #2. preside in the absence of the president (in their designated order); and
 - #3. perform other duties as assigned by the president or association.

Section 3. The secretary shall:

- #a. record the minutes of all meetings of the association;
- #b. have a current copy of the bylaws;
- #c. maintain a membership list⁹;
- #d. perform other duties as assigned by the president or association; ~~and~~
- e. shall be responsible for keeping attendance records at executive board meetings; ~~and~~
- f. conduct all correspondence of the association.

Section 4. The treasurer shall:

- #a. have custody of all the funds of the association;
- #b. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for five years;

⁹ See Appendix

- #c. make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
- #d. sign on bank accounts (two of three authorized signatures shall be required on all checks);
- #e. present a financial statement at general meetings, executive board meetings, and at other times when requested by the association or executive board;
- #f. make a full report at the annual meeting;
- #g. be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 6 of these bylaws; and
- #h. submit books to the auditing committee as requested.
- #i. perform other duties as assigned by the president or association.

Section 5. The historian shall

- #a. act as custodian of all records and materials pertinent to the history of the association and
- #b. compile and keep a record of events and activities to be presented as the official history to the general body for adoption at the annual meeting.

Section 6. The parliamentarian shall

- #a. attend all meetings of the association and
- #b. advise on matters of parliamentary procedure when requested.¹⁰

Section 7. All officers shall:

- #a. be a graduate of the Texas PTA Leadership Course by October 15 following election;
- #b. submit a plan of work to the executive board for approval;
- #c. perform the duties outlined in these bylaws and those assigned from time to time, and
- #d. deliver to their successors or the president all official materials within 15 days following the date at which their successors assume their duties.

Section 8. [The delegates to the Richardson Independent School District Council of PTAs shall attend council meetings as voting delegates and bring reports to the executive board and association. The delegates are eligible to vote at Apollo PTA Executive Board meetings. The delegates shall be responsible to notify an alternate in the event of inability to attend a meeting. The Council Delegate Alternates shall perform the duties of the Council Delegates in the event of their absence.]

ARTICLE IX: Meetings

#Section 1. Regular meetings of the association shall be held in the months of August, November, February, and May. [Additional regular meetings may be scheduled.] Time and date to be established by executive board at its first meeting of the year. Five days notice shall be given if change of date is needed.¹¹

Section 2. Special meetings of the association may be called by the president or by a majority of the executive board, five (5) days notice having been given.

#Section 3. The election meeting shall be held in February.

#Section 4. The annual meeting shall be held in May.

#Section 5. Fifteen (15) members shall constitute a quorum for the transaction of business in any meeting of this association.¹²

¹⁰ See Appendix

¹¹ See Appendix

¹² See Appendix

ARTICLE X: Executive Board

Section 1. The executive board shall consist of the officers of the association, the chairmen of the standing committees, ~~and~~ the principal of the school or a representative appointed by him, a faculty representative, a non-voting, ex-officio Parent Advisory Committee representative and alternate and any non-voting, ex-officio Special Committee chairmen.

****Section 2.** A PTA member shall not serve as a voting member of a constituent organization's board on the local, council, district, region, state or national levels while serving as a paid employee of; or under contract to, that constituent organization.

Section 3. The duties of the executive board shall be to:

- a. transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- #b. create standing and special committees;
- #c. approve the plans of work of all officers and committee chairmen;
- d. present a report at the regular meetings of the association;
- #e. appoint an auditing committee consisting of not less than three members at least thirty (30) days before the annual meeting, to audit the treasurer's accounts;
- f. to prepare and submit a budget for the year to the association for adoption;
- g. approve routine bills within the limits of the budget; and
- #h. fill vacancies of officers and chairmen.

Section 4. Meetings

- a. Regular meetings of the executive board shall be held prior to each regular association meeting, the time to be fixed by the board at its first meeting of the year.
- #b. A majority of the executive board members shall constitute a quorum.¹³
- c. Special meetings of the executive board may be called by the president or by a majority of the members of the board, five (5) days notice being given.

ARTICLE XI: Standing and Special Committees

#Section 1. Only members of the association shall be eligible to serve in any elective or appointive position.

#Section 2. The executive board may create such standing and special committees as it may deem necessary to promote the Objects and carry on the work of the association. The term of each chairman shall be one (1) year or until the selection of a successor.

#Section 3. The newly-elected president shall call a meeting of the officers for the purpose of selecting standing committee chairmen.

#Section 4. No chairman shall serve in the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

#Section 5. The chairman of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

#Section 6. The president shall be a member ex-officio of all committees except the nominating and audit committees.

¹³ See Appendix

Section 7. The president shall have the power to appoint special committees subject to the approval of the executive board.

ARTICLE XII: Council Membership

Section 1. (Applies only to local PTAs holding membership in a council of PTAs and must correspond to council bylaws.)¹⁴

- a. The association shall be represented in meetings of the Richardson Council of Parent Teacher Associations by the president or alternate, the principal or alternate, and by two (2) delegates or their alternates. All representatives to a council must be members of a the local unit that they are representing.
- b. Delegates and their alternates shall be elected by February.
- c. Delegates to Richardson Council of PTAs shall serve for a term of one (1) year.

Section 2. This association shall pay annual dues to the Richardson Council of PTAs as provided in the council bylaws.

#ARTICLE XIII: Fiscal Year

Section 1. The fiscal year of this association shall begin July 1 and end June 30.

Section 2. An auditing committee consisting of not less than three (3) members, who are not authorized signers, shall be appointed by the executive board at least thirty (30) days before the annual meeting to be held in the month of May.¹⁵

Section 3. The audit committee report shall be adopted by the association.¹⁶

**** ARTICLE XIV: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the National PTA and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws, the bylaws of the Texas PTA, and the bylaws of the National PTA, or the articles of incorporation.

ARTICLE XV: Amendments

#Section 1.

- a. These bylaws may be amended at any regular meeting of the association, provided a quorum is present, by a two-thirds vote of the members present and voting. Notice of the proposed amendment shall have been given at the previous regular meeting or thirty (30) days prior to the meeting at which the amendment is voted upon.¹⁷ The amendment shall be subject to approval of the Texas PTA.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the association, or by a two-thirds (2/3) vote of the executive board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- c. After adoption by a two-thirds (2/3) vote at a meeting of the association, two (2) copies of bylaws and standing rules as amended or revised shall be sent for approval to the Texas PTA, 408 W. 11th Street, Austin, Texas 78701-2199.¹⁸

****Section 2** The adoption of an amendment to any provision of the Bylaws of the National PTA

¹⁴ See Appendix

¹⁵ See Appendix

¹⁶ See Appendix

¹⁷ See Appendix

¹⁸ See Appendix

identified by a double star shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA. Notwithstanding the automatic character of the amending process, the local PTAs shall promptly incorporate such amendments in their respective bylaws.

#Section 3. The adoption of an amendment to any provision of the bylaws of the Texas PTA identified by the state symbol (#) shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA.

As adopted by the Texas PTA Board of Directors February 1999.

STANDING RULES

Rule 1. Standing rules supplement the bylaws and are adopted as needed. They are semipermanent in nature and may be suspended by a majority vote of members present at a meeting and voting. They may be amended with previous notice, by a majority vote of members present and voting or by a two-thirds vote without previous notice.

Rule 2. Such standing committees as may be found necessary to promote the Objects and carry on the work of the organization shall be selected by the executive board. These committees may be replaced or omitted at the discretion of the executive board for the good of the organization subject to association approval. Their term shall be for one year.

Rule 3. The chairman of each standing committee shall present a plan of work to the executive board for approval at the executive board meeting preceding the annual meeting in May. No committee work shall be undertaken without the consent of the executive board.

Rule 4. Standing Committees:

- a. Arts in Education: shall seek, publicize and encourage children to develop an interest in and participate in cultural arts activities such as music, art, drama and creative writing; and shall promote the National PTA Reflections Program and be responsible for forwarding entries to the Richardson Council of PTAs.
- b. Clinic Coordinator: shall coordinate clinic volunteer schedules and training.
- c. Clothes Closet Representative: shall serve as the liaison to the RISD Council of PTAs Clothes Closet.
- d. Communications: shall be responsible for notifying members of the executive board of meeting times and places prior to the meetings.
- e. Directory: shall be chairperson of the student directory and shall be responsible for publication of the student directory.
- f. Educational Services: shall act as a liaison between school administrators and the Apollo Junior High PTA membership regarding all phases of innovative educational programs; and shall act as a liaison between parents, teachers, students, other organizations or agencies concerned with children in special programs and Apollo Junior High PTA. It shall be the aim of this committee to increase community awareness of the need for special programs for special children and to keep the community informed of all special educational programs available.
- g. Environmental: shall be responsible for maintaining community awareness of environmental issues and promoting environmentally sound practices.
- h. Faculty Representative: shall act as liaison between the faculty and the PTA board.
- i. Legislation: shall stimulate interest in the rights and privileges of good citizenship and strive to carry out the third object of the national PTA, "To secure adequate laws for the care and protection of children and youth"; shall uphold in all legislative activity the nonpartisan policy of supporting issues, not candidates.

j. Mail Committee: shall be responsible for working with the Newsletter Chairperson and shall be responsible for the mailing of the newsletter.

k. Multi-Cultural: shall promote multi-cultural awareness, learning and understanding; and shall work to increase parental involvement among all cultures represented at Apollo Junior High School.

l. Newsletter: shall be responsible for the publication of the newsletter and shall submit all publications and press releases for approval to the president and to the principal or to his representative.

m. Parent Education: shall be responsible for planning study courses for parents enabling them to become more knowledgeable in providing a better home life for their children.

n. Publicity: shall assist executive board members as needed and shall send press releases to proper news media.

o. Volunteer Coordinator: shall actively recruit volunteers to assist in volunteer programs; shall relay pertinent information to all other volunteer coordinators; and shall keep a record of all volunteer hours to be turned in to the Richardson ISD as requested.

p. Youth Protection: shall be responsible for planning and implementing programs designed to educate students and create awareness of safety issues, such as "Red Ribbon Week" for promoting an awareness of the dangers of drugs.

APPENDIX

- # Articles or sections listed which bear the state symbol (#) are requirements of the Texas PTA. They do not require a vote of the association and should be incorporated promptly and verbatim into the local unit bylaws.
- ** Articles or sections listed which bear double stars (**) are requirements of the National PTA. They do not require vote of the association and should be incorporated promptly and verbatim into the local bylaws.
- [] Items that are bracketed represent language additional to or revised from that required by the Texas PTA or National PTA.
- 1. In an incorporated organization the individual has additional protection for his personal assets against any law suits. The corporation entity provides this protection. In an unincorporated organization there is a greater potential for each and every member to be sued because there is no corporation entity. A lawyer or the office of the Secretary of State should be contacted for detailed information on the steps necessary to become an incorporated PTA unit.
- 2. In 1977 the title of Article III was changed to conform with the District of Columbia corporation laws that govern the National PTA. This change was recommended by an attorney and approved by convention delegates. The remainder of the article retains the word "Objects" for its historical significance.
- 3. The question is frequently raised as to whether there is any age requirement for election as an officer of a PTA organization. The counsel of the Texas PTA has advised us that in his opinion:
 - a). "In Texas the not-for-profit corporation laws do not specify an age qualification for persons who can serve as directors (members of the board of managers, etc.) of corporations."
 - b). "Where there is no specification in the state corporation laws, a person should not be deemed to be eligible to serve as an officer unless the person is at an age at which he is competent to make contracts. Texas law does not specify at what age a person is competent to make contracts."
 - c). "To be a PTSA member of the Texas PTA, a student must be in the 9th grade or above. It is not required to be a PTSA to have student members."
- 4. The total amount of local unit annual dues is obtained by adding the per member National PTA portion, the Texas PTA portion and the per member portion desired for local use.
- 5. The remittance to the Texas PTA shall be accompanied by a report in such form, as may be required by the Texas PTA, showing the name and address of the president of the PTA, the

amount of dues collected during the period covered by the report, and the number and names of the members of the PTA.

6. The National PTA, the Texas PTA and their parliamentary authority recognize that only one person shall be elected to serve in any one office.
7. Since the district conferences are held in March or April, it is suggested that local PTAs designate the month of March as the date of election so that newly elected officers may benefit from the knowledge gained in attendance at the conference.
8. Vice presidents should be named in order of precedence: first, second, third, etc. Each vice president should have administrative charge of a specific area. This must be listed in the bylaws. The first vice president shall be designated as the aide-to-the-president.
9. PTA membership lists are not to be released to outside interests by National PTA, Texas PTA, district, council, or local units.
10. The parliamentarian has the same duty as the presiding officer to maintain a position of impartiality and therefore does not vote on any question except in the case of a ballot vote. If a member feels that he cannot properly forego his right to vote in order to serve as parliamentarian, he should not accept that position. See the current edition of *Robert's Rules of Order Newly Revised*, page 458.
11. It is suggested that the membership be notified through regular publicity channels of the date and time of all association meetings following the first meeting of the executive board at which time this schedule is determined.
12. It is suggested that the quorum be set to reflect the number of members who could reasonably be expected at any business meeting. This should be a specific number (not percentage) of the total membership. Ten (10) members will be the least number accepted.
13. In calculating a quorum, filled board positions rather than positions available will be counted.
14. If the local is in council membership this Article XII is necessary in the local bylaws. If the local is not in council membership, indicate "not applicable" and do not fill in the blanks.
15. An audit of the treasurer's accounts is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in the case of fraud.
16. The auditor's report is adopted by a majority vote at the first general meeting following the close of the fiscal year.
17. Each amendment to the bylaws shall be provided to the membership through the regular publicity channels thirty (30) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.
18. These amendments, standing rules or revision of the bylaws do not go into effect until an approved copy is returned to the local unit by the Texas PTA. If not approved, they must be redone.

RISD Parent Advisory Committee Representatives and Alternates

RISD local units regard the Parent Advisory Committee (PAC) representative as a non-voting, ex-officio member of their executive board and describe the position in their standing rules. The following is an appropriate description of the PAC representative which may be used for purposes of local unit standing rules. Fill-in the appropriate words within the parenthesis to reflect the local unit. Contact Carol Kent, 214/341-7122,

PAC Chairman, or Marsha Lopas, RISD Council of PTAs Parliamentarian, 972/931-6085 for assistance.

PARENT ADVISORY COMMITTEE REPRESENTATIVE shall serve as a non-voting, ex-officio member of the (name of local unit) PTA executive board for the purpose of gathering and presenting information to the RISD Parent Advisory Committee. The (nominating committee) or (the executive board)* shall submit the names of the nominees for PAC representative and alternate at the general election meeting. All parents/guardians of children enrolled in name of school, or in the case of early childhood PTAs all parents/guardians active with this early childhood local unit, may vote for the PAC representative and alternate at the general election meeting; and/or make nominations from the floor. Membership in PTA is not required for purposes of voting nor for standing for election as PAC representative or alternate. Neither the principal nor the PTA president may appoint these individuals. The names of the representative and alternate shall be turned into the RISD School Board Staff Secretary, 400 South Greenville Avenue, Richardson, Texas 75081. The representative and alternate:

- 1. must have had a child enrolled in the RISD for at least one year prior to the year of service, and a child enrolled in the RISD school which the person is representing during the year of service. Early childhood PTA representatives and alternates must be parents/guardians residing in the RISD;**
- 2. must be willing to present all points of view from the area that he/she represents;**
- 3. will only accept concerns from identified persons;**
- 4. may not serve more than two consecutive years (K-12) as PAC representative;**
- 5. shall be elected by the end of May to serve the following school year.**

As approved by Texas State PTA on June 20, 1985

As adopted by the Apollo Junior High PTA in November 2004

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