



**Official Bylaws of:  
<< Local Unit >>**

**WV PTA Approval:**

**Date Approved:**

**These bylaws will expire on: \_\_\_\_\_**

**Local PTA Bylaws shall be reviewed by the WV PTA Bylaws  
Chair three (3) years from state approval date.**

## **Pertinent Local PTA Information**

|                                                                                                                                                                                            |                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>Local PTA Number</b>                                                                                                                                                                    | <b>&lt;&lt;Local Number&gt;&gt;</b>  |
| <b>Employer Identification Number</b>                                                                                                                                                      | <b>&lt;&lt;EIN&gt;&gt;</b>           |
| <b>Local Member Dues Amount</b>                                                                                                                                                            | <b>&lt;&lt;Dues&gt;&gt;</b>          |
| <b>Membership Approval Date of Bylaws</b><br>This is the date that two-thirds of your general membership present at your General Membership meeting approved the entire new set of bylaws. | <b>&lt;&lt;Approval Date&gt;&gt;</b> |

## **Contents**

|              |                                                      |         |
|--------------|------------------------------------------------------|---------|
| Article I    | Name                                                 | Page 3  |
| Article II   | Purposes                                             | Page 3  |
| Article III  | Basic Policies                                       | Page 3  |
| Article IV   | Relationship with National PTA and West Virginia PTA | Page 4  |
| Article V    | Members and Dues                                     | Page 5  |
| Article VI   | Officers                                             | Page 7  |
| Article VII  | Duties of Officers                                   | Page 8  |
| Article VIII | Executive Committee                                  | Page 9  |
| Article IX   | Meetings                                             | Page 10 |
| Article X    | Standing Committees and Special Committees           | Page 10 |
| Article XI   | Council Meetings                                     | Page 10 |
| Article XII  | State and Local Relationships                        | Page 11 |
| Article XIII | Withdrawal of Charter                                | Page 12 |
| Article XIV  | State Convention                                     | Page 13 |
| Article XV   | Fiscal Year                                          | Page 13 |
| Article XVI  | Parliamentary Authority                              | Page 13 |
| Article XVII | Amendments                                           | Page 13 |

**These bylaws are official documents of the local PTA and should be kept in a secure place; ("Official Copy" by the Secretary, "Duplicate Copy" by the President and stored in the Givebacks files tab online). When new officers are elected, these documents shall be given to their successors.**

These bylaws are presented for the use of Parent Teacher Associations that are in membership with the West Virginia Congress of Parents and Teachers, Inc. and the National Congress of Parents and Teachers. Articles marked with a double (\* \*) star are mandatory and must be included as stated (No changes may be made) in the bylaws of all local parent -teacher associations.

### **PTA "Service Marks"**

The Congress of Patents of the United States has granted to the National PTA registrations of two service marks, which may be used by it and by each of the State PTAs and Local PTAs as a means of identification on pamphlets, books, and other publications and printed materials issued by the associations. The service marks are:

PTA (Certificate of Registration No. 808987 issued May 24, 1966)

Parent-Teacher Association (Certificate of Registration No. 810576 issued June 28, 1966)

It is a condition of the use of these marks by the State PTA; and Local PTAs that they shall in all respects conform to the standards established in the Bylaws of the National PTA, State PTAs, and Local PTAs, in good standing may avail themselves of the privilege of using either or both of these identifying service marks.

## **Article I: Name**

The name of this association is the <<Local Unit>> in the city/town of <<School City>> in <<Local County>> County, West Virginia. It is a Local unit (hereafter referred to as PTA) organized under the authority of the West Virginia Congress of Parents and Teachers, Inc. (West Virginia PTA), a branch of the National Congress of Parents and Teachers (National PTA).

## **\*\* Article II: Purposes**

**Section 1:** The purposes of the PTA, in common with those of National PTA and West Virginia PTA, are:

- A. To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- B. To raise the standards of home life;
- C. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- D. To promote the collaboration and engagement of families and educators in the education of children and youth;
- E. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- F. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

**Section 2:** The purposes of the PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public, developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

**Section 3:** The association 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 referred to as "Internal Revenue Code").

## **\*\* Article III: Basic Policies**

The following are basic policies of the PTA in common with those of National PTA and West Virginia PTA:

- A. The association shall be noncommercial, nonsectarian, and nonpartisan.
- B. The association shall work with the schools and community 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.
- C. The association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among parents, schools, and the community at large.

- D. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- E. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on:
  - i. By an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.
  - ii. By an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- F. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one of more nonprofit funds, foundations, or associations that have established their tax-exempt status under 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- G. The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing 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.

#### **\*\* Article IV: Relationship with National PTA and West Virginia PTA**

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

- A. Adheres to the purposes and basic policies of the PTA;
- B. Remits the national portion of the dues through the West Virginia PTA to reach the national office by dates designated by the National PTA;
- C. Has bylaws approved according to the procedures of the West Virginia PTA; and
- D. Meets other criteria as may be prescribed by the West Virginia PTA.

**Section 2:** The articles of association of this PTA include (a) the bylaws of such association and (b) the certificate of incorporation or articles of incorporation of such association (in cases in which the association is a corporation) or the articles of association by whatever name.

**Section 3.** This PTA shall adopt such bylaws for the government of the association as may be approved by the West Virginia PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the Bylaws of the West Virginia PTA.

**Section 4.** This PTA shall include in its bylaws provisions corresponding to the West Virginia PTA Bylaws as are identified herein by a double star.

**Section 5.** The adoption of an amendment to any provision of the West Virginia PTA Bylaws identified by a double star shall serve automatically and without the requirement of further

action by the PTA to amend its bylaws. This PTA shall promptly incorporate such amendments in its bylaws.

**Section 6.** Bylaws of this PTA shall include an article on amendments.

**Section 7.** Bylaws of this PTA shall include a provision establishing a quorum.

**Section 8.** Each officer or member of the Executive Committee of this PTA shall be a member of this PTA.

**Section 9.** The bylaws of this PTA shall prohibit at all general membership meetings voting by proxy, absentee ballot, telephone, fax, or e-mail. A PTA may create procedures in their standing rules for other meeting formats that do not include voting. Those members attending by other meeting formats will not count towards the quorum.

**Section 10.** A PTA member shall not serve as a voting member of this PTA's executive committee while serving as a paid employee of or under contract to this PTA.

**Section 11.** Only members of this PTA who have paid dues for the current membership year may participate in the business of this PTA.

**Section 12.** This PTA shall collect dues from its members and shall remit a portion of such dues to the West Virginia PTA as provided in Article V hereof.

**Section 13.** The members of the Nominating Committee for officers of this PTA shall be elected by the General Membership or Executive Committee.

**Section 14.** 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 association, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the West Virginia PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the West Virginia PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

**Section 15.** The charter of this PTA shall be subject to withdrawal and the status of such association as a local PTA shall be subject to termination, in the manner and under the circumstances provided by the bylaws of the West Virginia PTA.

## **\*\* Article V: Members and Dues**

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

**Section 2.** Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.

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

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

**Section 5.** Of the annual dues per person, the West Virginia PTA shall collect and retain **one dollar and fifty cents (\$1.50)** and shall **collect and** submit **three dollars and twenty-five cents (\$3.25) to National PTA.**

**Section 6.** Each member of this PTA shall pay annual dues of <<Dues>> to said association. The amount of such annual dues shall include the portion payable to the West Virginia PTA and the portion payable to the National PTA.

**Section 7.** The state and national portions of the dues paid by each member of this PTA shall be set aside by the PTA and remitted to the West Virginia PTA through such channels and at such times as the West Virginia PTA bylaws may provide. West Virginia PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of PTAs in its state.

**Section 8.** The Treasurer of each PTA shall send the portion of National and State dues of its individual members to the West Virginia PTA office by the **15th of each month starting July 15th.** Payment of National and State membership dues must be made to be in good standing.

**Section 9.** Members in good standing in a PTA are those who abide by their current bylaws and who have paid current dues of at least 10 members by **October 1st.**

**Section 10.** The privilege of holding office, voting in an election and being an official voting delegate to convention shall be limited to members who have been members **in good standing at least 15 days.**

**Section 11.** Members who are under the age of 18 years are prohibited under West Virginia law from signing contracts that bind the members of the PTA.

**Section 12.** The PTA membership year shall be from July 1st through June 30th. Reactivated PTAs, having sent dues and a copy of their proposed bylaws to the West Virginia PTA office, shall be recognized in membership for the current year.

**Section 13.** Membership shall be divided into three classes: active, life, and state.

- A. Active members shall be those who are members of a PTA and who have paid their current per capita dues to the West Virginia PTA and the National PTA. Only active members shall hold office and serve on standing committees.
- B. Life members shall be those upon whom this honor has been conferred in recognition of service in local, council, or West Virginia PTA work or upon interested educators and personnel who have distinguished themselves in service to children and youth. Life Members may become active members of a PTA upon the payment of current dues at the local level; and
- C. State members shall be those who are members of the Mountain State PTA and who have paid their current dues of ten dollars (\$10.00) to the West Virginia PTA. State members shall be entitled to attend the annual state convention as an accredited delegate upon payment of the registration fee.

**Section 14.** All PTAs that have paid state and national dues shall be eligible for membership in a council. Councils shall not legislate for locals.

## **Article VI: Officers**

**Section 1.** The officers of this PTA shall be: a president, <<VP>> vice-president(s), a secretary and a treasurer. The officers of a PTSA may also include a student president, a vice-president and a secretary.

**Section 2.** Officers shall be elected by ballot, annually, at a general membership meeting, secretary and a treasurer.  
in the month of <<Month>>. A term of office shall be <<Term>> years or until a successor is elected.

**Section 3.** When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.

**\*\* Section 4.** The following provisions shall govern the qualifications and eligibility of individuals to be officers of the PTA:

- A. Each officer shall be a member of this local PTA;
- B. No officers may be eligible to serve more than two (2) elected consecutive terms in the same office; however, if no one is elected to fill an officer position, the current officer is permitted to maintain the position and fulfill the duties and requirements, so the work of this PTA will continue, until a successor is elected.
- C. A person who has served more than one-half of a term shall be deemed to have served a full term, in such office;
- D. Each officer shall be at least 18 years of age as of the date of the election.
- E. No person shall hold more than one office at a time.

**\*\* Section 5.** All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Officers shall assume their official duties annually on **July 1st**. Upon the expiration of the term of office or in case of resignation, all outgoing officers shall deliver to the president or their successors all official materials within ten (10) days following the conclusion of their term or in case of resignation.

**Section 6.** Vacancies: In the event of the resignation or death of the President, the vacancy shall be filled for the remainder of the unexpired term by the first (1st) vice president. Other vacancies shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee. The Secretary shall give at least five (5) days notice of such an election. If there is more than one candidate for office, the vote shall be by ballot.

## **Section 7. Nominations**

- A. There shall be a Nominating Committee composed of at least three (3) members, but must be an odd number, who shall be elected by this PTA at a regular general membership meeting at least two months prior to the election month of officers, as outlined in Article VI, Section 2;
- B. The committee shall elect its own chair;
- C. The Nominating Committee shall select one (1) eligible person for each office to be filled. The Nominating Committee shall report its slate of nominees immediately to the president, as a courtesy. The members shall be informed of the report thirty days prior to the general membership meeting at which elections are to be held (as provided in Article VI, Section 2).
- D. Only persons who have signified their consent in writing shall be eligible to be nominated to an office, either by the nominating committee or from the floor. Nominations from the floor means the member's intention to run must be submitted in writing to the PTA President, Secretary and the Nominating Committee Chair 20 days prior to the general membership meeting where elections will be held.
- E. Following the final report of the nominating committee at the general membership meeting at which elections are to be held, an opportunity shall be given for nominations to be made from the floor.

## **Article VII: Duties of Officers**

### **Section 1. The President shall:**

- A. preside at all meetings of the PTA and of the Executive Committee.
- B. perform such other duties as may be prescribed in these bylaws or assigned to him/her by the PTA or by the Executive Committee.
- C. coordinate the work of the officers and committees of this PTA in order that the purposes may be promoted.
- D. serve as an ex-officio member of all committees except the nominating committee and the internal financial review committee.

**Section 2.** The Vice-President(s) shall: act as aide(s) to the president and shall in their designated order perform the duties of the president in the President's absence or inability to serve.

**Section 3.** The Secretary shall: record the minutes of all meetings of the PTA and of the Executive Committee, shall have a copy of the approved bylaws, and a membership list available at every meeting, and shall perform such other duties as may be delegated to him/her. The secretary shall also conduct the general correspondence of the association as directed by the president, Executive Committee or this PTA.

**\*\* Section 4. The Treasurer shall:**

- A. Have custody of all funds of this PTA; shall keep a full and accurate record of receipts and expenditures; shall disburse funds as authorized by the President, Executive Committee or this PTA in accordance with the approved budget as authorized by the PTA; be responsible for the maintenance of such books of accounts and records as confirmed by the requirement of Article XII, Section 2;
- B. Have checks and vouchers signed by two officers: generally the president and treasurer or one other officer in accordance with the budget adopted by this PTA. No officer may sign a check made payable to that officer;
- C. Keep the record of the National and State portions of the membership dues separate from the record of the general funds of the local association. The treasurer shall send the annual National and State dues of each individual member of this Local PTA to the State Branch on or before the dates listed in Article V, Section 8;
- D. Present a financial statement of accounts at every meeting of the association and at other times when requested by the Executive Committee, and shall make a full report at the annual meeting;
- E. Submit the books annually or upon change of officers, by an Internal Financial Review Committee of not less than three (3) members who, upon satisfaction that the Treasurer's Annual Report is correct, shall sign a statement to the facts at the end of the report; an External Financial Review can also be completed.
- F. The Internal Financial Review committee shall be appointed by the president with approval of the Executive Committee and shall report at the annual meeting.

**Article VIII: Executive Committee**

**Section 1.** The Executive Committee shall consist of the elected officers of the PTA and the chairs of standing committees. The majority of those serving shall constitute a quorum.

**Section 2.** The duties of the Executive Committee shall be:

- A. To create standing committees.
- B. To elect/appoint the chairmen of the standing committees.
- C. Meet in emergency situations to direct inter-association difficulties and report to the PTA with conclusions.
- D. To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- E. To review and approve the plans of the standing committees;
- F. To develop and submit a budget for the fiscal year to this PTA.

**Section 3.** Regular meetings shall be held monthly during the school year, the time to be fixed by the board at its first meeting of the year.

## **Article IX: Meetings**

### **General Membership Meetings:**

- A. Only members who are in good standing as defined in Article V shall be eligible to participate in the business of this PTA;
- B. At least three (3) general membership meetings of this PTA shall be held during the school year. Dates of meetings shall be determined by the President;
- C. Five (5) days notice shall be given to announce the date of general membership meetings;
- D. Special general membership meetings may be called by the President, five (5) days notice having been given. The purpose of the meetings will be stated in the notice.
- E. \*\* The annual General Membership Meeting for the purpose of the budget presentation and Financial Review approval shall be the first general meeting following the close of the fiscal year; and
- F. <<Quorum>> members shall constitute a quorum for the transaction of business in any general membership meeting of this PTA. It must be at least three (3) members, but must be an odd number.

## **Article X: Standing Committees and Special Committees**

**Section 1.** Only members of this PTA shall be eligible to serve as chair or members of committees.

**Section 2.** Such standing committees shall be created by the Executive Committee as may be required to promote the objects and interests of this PTA. The chairs of the standing committees shall be elected/appointed by the Executive Committee and their term shall be for one (1) year.

**Section 3.** The chairs of all standing committees shall present plans of work to the Executive Committee for approval, and no committee work shall be undertaken without the approval of the Executive Committee.

**Section 4.** Special committees shall be appointed by the president, Executive Committee or this PTA as deemed necessary to carry on the work of this PTA.

**Section 5.** The president shall be ex-officio member of all committees except the nominating and Financial Review committees.

***Note:** Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.*

## **Article XI: Council Meetings**

**Some Local PTAs currently do not have a Council. Please consult with the State office if you are unsure.**

**\*\*Section 1.** This PTA is eligible for membership in the <<County Council>> County Council as outlined in Article V, Section 14 of these bylaws.

**Section 2.** This PTA shall send representatives to all Council meetings and trainings conducted for the benefit of the PTA.

**Section 3.** This PTA shall be represented in meetings of the Council by the President or his/her alternate and by the number of delegates, or alternates as provided in the Council's Bylaws.

**Section 4.** The privilege of holding office and voting shall be extended to PTAs who have paid dues to their Council as outlined in the Council Bylaws.

## **Article XII: State and Local Relationships**

**Section 1.** A Local PTA/PTSA is a branch of the National PTA and West Virginia PTA and exists for the purpose of accomplishing at the local level the purposes of the National PTA.

**\*\*Section 2.** A local PTA in good standing with the West Virginia PTA is one that:

- A. Meets the due dates West Virginia PTA Local PTA Standards of Affiliation;
- B. Has paid per capita dues of its members to the National PTA and the West Virginia PTA;
- C. Operates under bylaws, which shall be approved at least once in every three years by the West Virginia PTA;
- D. Submits to the West Virginia PTA a copy of the Annual Financial Review/Audit Form within 90 days of year-end to verify that the PTA treasurer's books have been reviewed;
- E. Submits to the West Virginia PTA their Annual Officers Report or within 30 days after change has been made;
- F. Submits verification of filing and a copy of the current IRS Form 990;
- G. Submits verification of filing the West Virginia Annual Report (if applicable).

**\*\*Section 3.** Each PTA shall adopt such bylaws for the governance of their association as shall be approved by the West Virginia PTA. Such bylaws will not be in conflict with the bylaws of the National PTA.

**\*\*Section 4.** Each PTA shall include in its bylaws provisions corresponding to the provisions of the West Virginia PTA Bylaws as identified by double stars.

**\*\*Section 5.** The adoption of an amendment to any provision of the bylaws identified by double stars shall serve automatically and without the requirement of further action by this PTA to amend correspondingly their bylaws.

**\*\*Section 6.** Criticism of any person shall not be voiced in open meetings.

**\*\*Section 7.** The charter of a Local PTA may be subject to withdrawal if:

- A. The PTA is found to be in violation of the bylaws;
- B. The PTA is found to be in violation of the bylaws of the West Virginia PTA;
- C. The PTA is found to be in violation of the bylaws of National PTA; or
- D. The PTA is found to be in violation or participates in other practices or activities that may tend to defeat the Objects and Basic Policies of the National PTA.

**\*\*Section 8.** Violations - Charges of alleged violations for local or council PTAs should be sent in writing or email to the Committee on State and Local Relationships for review and then sent to the Board of Managers of West Virginia PTA with a recommendation. After completion of its investigation, the State and Local Relationship Committee shall report to the Board of Managers of West Virginia PTA its findings as prescribed in Article XV of the West Virginia PTA Bylaws.

**Section 9.** The West Virginia PTA shall provide leadership training to local PTAs to assist in the management of that PTA. A local PTA may make a request for leadership training by sending the request in writing to the State PTA office.

**Section 10.** The West Virginia PTA may assist a PTA with troubleshooting if the local PTA president calls; and if a card holding member calls, providing the PTA president of the local PTA is notified.

## **\*\*Article XIII: Withdrawal of Charter**

**Section 1:** If a local PTA is considering withdrawal of its charter and not continue its affiliation with West Virginia PTA and National PTA, due diligence of following the local unit and West Virginia PTA bylaws is required. The proper procedures to dissolve must be followed:

- A. If a motion to dissolve/disband is presented and seconded, it must be deferred for a vote until the next meeting. Announce to the general membership at a meeting held at least thirty (30) days in advance that a vote to dissolve will be taken. Members shall also be given written notification fifteen (15) days prior to the meeting at which the vote will be taken on the motion to disband. The West Virginia PTA president, the regional director and the West Virginia PTA office shall be notified by certified return receipt mail fifteen (15) days prior to the meeting at which the vote will be taken to disband;
- B. Present the resolution to the general membership at the next general meeting for their information.
- C. Arrange with the state president for a West Virginia PTA representative to speak at the meeting at which the vote is to be taken.
- D. Approval to withdraw the charter requires a two-thirds affirmative vote, by written ballot of the PTA's members in good standing in attendance at the meeting where quorum is present. Only those persons who have been members for at least ninety (90) days, according to the list maintained by the unit's secretary may vote.

**Section 2:** Each PTA is obligated upon withdrawal of its charter from the West Virginia PTA:

- A. To arrange for the proper disposal of PTA funds: after paying or adequately providing for the debts and obligations of the PTA, the remaining assets shall be distributed to one or more West Virginia non-profit funds, foundations or organizations that have established tax-exempt status under section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of West Virginia PTA.
- B. Each local or council PTA shall, upon withdrawal of its charter from the West Virginia PTA, to immediately:
  1. surrender all of its books and records and all of its assets and property to the West Virginia PTA or such agency as may be designated by the West Virginia PTA or such other local PTA organized under the authority of the West Virginia PTA; along with all branded property and documents pertaining to the legal status of the dissolved PTA unit or council.
  2. Cease and desist from the further use of any name that implies or connotes association with the National PTA or the West Virginia PTA or status as a constituent association of the National PTA; and
  3. Carry out promptly, under the supervision and direction of the West Virginia PTA, all proceedings necessary or desirable for the purpose of dissolving such local and council PTAs.

**Section 3.** The West Virginia PTA is required by law to immediately notify the Internal Revenue Service, the Secretary of State (where applicable) and the State of West Virginia Business Department that a PTA has withdrawn its charter and is not longer eligible for tax exemption under the West Virginia PTA Group Tax Exemption Number. Nor will it no longer have liability/bonding insurance and must forfeit all documents.

**Section 4.** If a PTA does dissolve, any funds available cannot be "held" within the local school's bank account according to the West Virginia Department of Education. A school's bank account can only be used for official business of the school. Furthermore, the school's parent group cannot use the FEIN and tax-exempt status of the school.

#### **\*\*Article XIV: State Convention**

This PTA shall be entitled to be represented at the West Virginia PTA Convention by its members as prescribed in Article XVI of the state bylaws. All members who are members in good standing are eligible to attend the state convention. Voting delegates are those who have been members in good standing for at least 15 days.

#### **\*\*Article XV: Fiscal Year**

The fiscal year of this PTA shall begin on July 1st and end June 30th.

#### **\*\*Article XVI: Parliamentary Authority**

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

***Note: A copy of the bylaws of the PTA should be available at every meeting.***

#### **\*\*Article XVII: Amendments**

##### **Section 1.**

- A. These bylaws may be amended at any regular meeting of the PTA by a 2/3 (two-thirds) vote of the members present and voting, providing a quorum being present and providing that notice of the proposed amendment shall have been given at least 25 days prior to the meeting at which action is to be taken, and provided that the amendment is not in conflict with the mandatory articles prescribed in the bylaws of the West Virginia PTA and the National PTA;
- B. A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at a meeting of this PTA, or by a two-thirds (2/3) vote of the Executive Committee, providing a quorum being present at both. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment;
- C. After approval by a two-thirds (2/3) vote at a meeting of this PTA, providing a quorum being present, the amended/revised bylaws shall be emailed to the West Virginia PTA Bylaws Chair for review and state approval.

**Section 2.** The adoption of an amendment to any provision of the West Virginia PTA bylaws identified by a double star (\*\*) shall serve automatically and without the requirement of further action by the PTA to amend their corresponding bylaws.

## **West Virginia PTA Bylaws Information Form**

### **Article I: Name**

|  |                |                  |
|--|----------------|------------------|
|  | Local PTA Name | <<Local Unit>>   |
|  | City/Town      | <<Local City>>   |
|  | County         | <<Local County>> |

### **Individual Submitting Information**

|  |                |               |
|--|----------------|---------------|
|  | Name           | <<Sub Name>>  |
|  | Phone Number   | <<Sub Phone>> |
|  | E-mail Address | <<Sub Email>> |

### **School Information**

|  |           |                    |
|--|-----------|--------------------|
|  | Name      | <<School Name>>    |
|  | Address   | <<School Address>> |
|  | City, Zip | <<School City>>    |

### **Pertinent Local PTA Information**

|  |                                 |                   |
|--|---------------------------------|-------------------|
|  | Local PTA Number                | <<Local Number>>  |
|  | Employer Identification Number  | <<EIN>>           |
|  | Local Member Dues \$ Amount     | <<Dues>>          |
|  | Membership Bylaws Approval Date | <<Approval Date>> |

|                                                                                                      |                           |            |
|------------------------------------------------------------------------------------------------------|---------------------------|------------|
| <b>Article VI: Officers</b>                                                                          |                           |            |
|                                                                                                      | Number of Vice Presidents | <<VP>>     |
|                                                                                                      |                           |            |
|                                                                                                      | Election Month            | <<Month>>  |
|                                                                                                      |                           |            |
|                                                                                                      | Term of Office            | <<Term>>   |
| <b>Article IX: Meetings</b>                                                                          |                           |            |
| Number of Members to constitute a Quorum                                                             |                           | <<Quorum>> |
| <b>Must be an odd number, minimum of 3</b>                                                           |                           |            |
| PLEASE EMAIL QUESTIONS TO <a href="mailto:BYLAWS@WESTVIRGINIAPTA.ORG">BYLAWS@WESTVIRGINIAPTA.ORG</a> |                           |            |