

Bylaws Approved By Order of the
Texas PTA Board of Directors



Texas PTA President
04/27/2021

**Harvard Elementary
PARENT TEACHER ASSOCIATION BYLAWS**

ARTICLE I

Name

The name of this nonprofit association shall be the Harvard Elementary Parent Teacher Association (PTA), Houston, Texas. It is a Local PTA organized under the authority of the Texas Congress of Parents and Teachers (Texas PTA), a branch of the National Congress of Parents and Teachers (National PTA). The EIN assigned by the IRS is 746086191. The assigned Texas PTA ID number is 4888.

ARTICLE II

Purposes

Section 1. Objectives. The purpose or purposes of Harvard Elementary PTA, in common with National PTA and Texas 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. Awareness. The purposes of the National PTA, the Texas PTA and this Local PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic principles and policies set forth in Article III and Article IV.

Section 3. Federal Status. 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 Principles

The following are basic principles of this Local PTA in common with those of the National PTA and Texas PTA:

- A. The association shall be noncommercial, nonsectarian, and nonpartisan.
- B. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, 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 families, schools, and the community at large.

- D. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in the association.

Article IV Basic Policies

- A. 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.
- B. 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 or (ii) by an association, contributions to which are deductible under Section 170(c)2 of the Internal Revenue Code.
- C. 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 V Relationship with Texas PTA

Section 1. Organization. This Local PTA shall be organized and chartered under the authority of the Texas PTA, 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 Local PTA an appropriate charter evidencing the due organization and good standing of this Local PTA.

Section 2. Expectations. This Local PTA shall adhere to the Standards of Continuing Affiliation, which define requirement for Good Standing and Active Status. Local PTAs which achieve Active status by December 1, are eligible for voting representation at the upcoming National PTA Convention and Texas PTA Annual Meeting.

Section 3. Harm to Brand or Name. Texas PTA may withdraw the charter or remove an officer or chair of a Local PTA with notice given to the Local PTA leadership if, in the opinion of Texas PTA, the Local PTA, officer, or chair is jeopardizing or endangering the good will or good name of Texas PTA.

Section 4. Withdrawal of Charter. This Local PTA is obligated, upon withdrawal of its charter by the Texas PTA, to:

- A. surrender all of its books, records, assets and property to Texas PTA;
- B. cease and desist from the further use of any name that implies or connotes association with the National PTA or the Texas PTA; and
- C. carry out promptly, under the supervision and direction of the Texas PTA, all proceedings necessary for the purpose of dissolving this Local PTA.

Section 5. Records Retention. This Local 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 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 the National PTA.

Section 6. Dissolution of PTA. A Local PTA considering dissolving its relationship with Texas PTA (and thereby National PTA) shall follow the procedures for dissolution as adopted by the Texas PTA Board of Directors. These procedures include but are not limited to:

- A. notifying Texas PTA of the Local PTA's intent to dissolve;
- B. a meeting with a representative of Texas PTA with the Local PTA executive board members, including the principal, to discuss the ramifications of dissolution and procedures;
- C. a regular or special meeting of the membership with a representative of Texas PTA;
- D. a two-thirds vote of the members present is required for dissolution; a quorum having been established; and,
- E. surrender all of its books, records, assets and property to Texas PTA.

Any Local PTA failing to follow the procedures shall forfeit all Local PTA books, records and assets to Texas PTA.

ARTICLE VI

Membership and Dues

Section 1. Members.

- A. Membership in PTA shall be open without discrimination to anyone who believes in and supports the mission and purposes of National PTA and Texas PTA.
- B. Every individual who is a member of this Local PTA is a member of the National PTA and the Texas PTA and is entitled to all the benefits of such membership.
- C. The members of this Local PTA shall be the individual members who have paid dues for the current membership year.
- D. The membership year shall be August 1 - July 31. (*Proviso: The initial membership year for PTAs organizing after March 15 shall be extended to July 31 of the subsequent membership year.*)
- E. Only members of this Local PTA who have paid dues for the current membership year may participate in the business of the association and be eligible to serve in any elected or appointed position.
- F. This Local PTA may admit individuals to membership at any time.
- G. Members of this Local PTA are recognized as members of Texas PTA and National PTA when membership rosters and dues are received by Texas PTA.

Section 2. Dues.

- A. Annual dues for each member shall be \$0.00 for the local portion of dues plus state dues as determined by Texas PTA and national dues as determined by National PTA.
- B. This Local PTA shall remit a membership roster and the national and state portions of the dues paid by each member of this Local PTA to the Texas PTA as required by Texas PTA.

Section 3. Texas PTA Honorary Life Members.

- A. An honorary life membership may be granted to any deserving individual by the Local PTA upon receipt of payment to Texas PTA.
- B. An honorary life membership does not authorize the right to vote or hold office without payment of the national and local portion of the dues.
- C. Each honorary life membership grants an exemption from paying the Texas PTA portion of the dues at only one Local PTA.

ARTICLE VII

Officers

Section 1. Officers. The officers of this Local PTA shall be a president, 5 vice president(s), a secretary, a treasurer, a parliamentarian, and the campus Principal (or designee).

Section 2. Eligibility. Each officer shall:

- A. subscribe to, believe in and support the mission and purposes and policies of National PTA and Texas PTA;
- B. be a member of this Local PTA within 30 days of the membership year in which you serve;
- C. receive no compensation from the association except reimbursement for reasonable expenses as set forth in PTA policies and procedures;
- D. have served no more than two consecutive terms in the same position; and,
- E. sign the Confidentiality, Ethics and Conflict of Interest Agreement on an annual basis.

Section 3. Term of Office. Officers shall assume their official duties following the end of the fiscal year and shall serve a term of one year. Elected officers shall not serve more than two consecutive terms in the same office. One who has served more than one-half of a term shall be credited with having served that term. (*Proviso: The initial term of office shall be extended to the close of the subsequent fiscal year for PTAs organizing after January 1.*)

Section 4. Vacancy in Office. All officer positions not filled by election become vacant. In the case of a vacancy in the office of president, the vice president shall serve notice to the executive board of the election to fill the vacancy of the president and shall conduct the election at an executive board meeting. A vacancy in any office other than president shall be filled by an affirmative vote of a majority of the remaining members

of the executive board at an executive board meeting. In the interim, duties of any vacancy shall be assumed by the executive board.

Section 5. Duties of Officers. The officers shall perform the duties as prescribed for the office in these bylaws, by the executive board in applicable state statutes, and in the parliamentary authority.

A. **President.** The president shall:

1. complete all components of FOUNDATIONS training and deliver completion certificate to Secretary, no later than October 15 following election or appointment;
2. coordinate the work of the officers and committees of the association in order that the Purposes may be promoted;
3. confirm that a quorum is present at all meetings of the membership and executive board before conducting business;
4. preside at all meetings of the membership and executive board;
5. appoint the chair of each standing committee and special committee, subject to the approval of the executive board, unless otherwise provided in these bylaws;
6. be authorized to sign on bank accounts, unless prohibited by terms of employment;
7. be authorized to sign contracts approved by the executive board;
8. be listed as the principal officer and be authorized to sign tax documents, unless prohibited by terms of employment;
9. appoint a member, subject to the approval of the executive board, who is not authorized to sign on the bank account to open, review, initial and date each bank statement;
10. appoint the financial reconciliation committee, subject to the approval of the executive board; and,
11. serve as an ex-officio member of all committees except the nominating and financial reconciliation committees.

B. **Newly-elected President.** The newly-elected president, within thirty days after the election meeting, shall call a meeting of the newly-elected officers to:

1. appoint a parliamentarian, subject to the approval of the newly-elected officers;
2. appoint the chair of each standing committee, subject to approval of the newly-elected officers; and
3. conduct any other business as shall become necessary.

C. **First Vice President.** The vice president shall:

1. complete all components of FOUNDATIONS training and deliver completion certificate to Secretary, no later than October 15 following election or appointment;
2. duties include aide-to-the-president; education; and
3. preside in the absence of the president (in their designated order):

D. **Second Vice President.** The vice president shall:

1. complete all components of FOUNDATIONS training and deliver completion certificate to Secretary, no later than October 15 following election or appointment;
2. duties include community building; and
3. preside in the absence of the president (in their designated order):

E. **Third Vice President.** The vice president shall:

1. complete all components of FOUNDATIONS training and deliver completion certificate to Secretary, no later than October 15 following election or appointment;
2. duties include fundraising; and
3. preside in the absence of the president (in their designated order):

F. **Fourth Vice President.** The vice president shall:

1. complete all components of FOUNDATIONS training and deliver completion certificate to Secretary, no later than October 15 following election or appointment;
2. duties include communications; and
3. preside in the absence of the president (in their designated order):

G. **Fifth Vice President.** The vice president shall:

1. complete all components of FOUNDATIONS training and deliver completion certificate to Secretary, no later than October 15 following election or appointment;
2. duties include membership; volunteers; and

3. preside in the absence of the president (in their designated order):

H. Secretary. The secretary shall:

1. complete all components of FOUNDATIONS training and deliver completion certificate to Secretary, no later than October 15 following election or appointment;
2. record and maintain the minutes of all meetings of the membership and the executive board;
3. send, or cause to be sent, notice of meetings of the membership and of the executive board;
4. be responsible for correspondence;
5. collect and preserve documents relating to the history of the association;
6. present a written report to the association as the official history to be adopted at the annual membership meeting;
7. have a current copy of the bylaws;
8. confirm the executive board has reviewed and the membership has adopted the Texas PTA PTA/PTSA Records Retention Policy annually;
9. confirm that all executive board members have signed the Local PTA Confidentiality, Ethics, and Conflict of Interest Agreement;
10. collect certificates to confirm that all executive board members have completed all modules of FOUNDATIONS training by October 15 after their election or appointment;
11. submit the names and contact information of all executive board members to the Texas PTA Office within 15 days of their election or appointment;
12. maintain the required documents of the association to include: all components of FOUNDATIONS training completion lists, records retention policy; adopted and signed ethics/conflict of interest policy, membership rosters (not to be released to outside interests), adopted plans of work, and completed student permission forms (if applicable); and
13. not be a member of the financial reconciliation committee.

I. Treasurer. The treasurer shall:

1. complete all components of FOUNDATIONS training and deliver completion certificate to Secretary, no later than October 15 following election or appointment;
2. have custody of all the funds of the association;
3. serve as the chair of the budget and finance committee;
4. present a written and verbal financial report at executive board and membership meetings and as requested by the executive board or membership;
5. maintain books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy;
6. make disbursements in accordance with the budget adopted by the membership;
7. be authorized to sign on bank accounts;
8. be authorized to sign tax documents, if the president is prohibited by terms of employment;
9. present a preliminary annual report, i.e. budget to actual, at the last membership meeting;
10. complete and file all necessary tax documents; and
11. present books of account and records to the financial reconciliation committee.

J. Parliamentarian. The parliamentarian shall:

1. complete all components of FOUNDATIONS training and deliver completion certificate to Secretary, no later than October 15 following election or appointment;
2. advise the presiding officer on questions of parliamentary procedure when asked; and
3. vote only when the vote is by ballot.

K. Principal (or Designee). The principal or their designee shall:

1. be a graduate of BASICS Principals and PTA.

ARTICLE VIII Nominations and Elections

Section 1. Nominating Committee.

- A. Composition.** The nominating committee shall consist of 3 members and 2 alternate members. The president shall not serve as a member of this committee nor appoint any member of this committee. Student members shall not constitute a majority of this committee.

B. Eligibility. Nominating Committee shall:

1. subscribe to, believe in and support the mission and purposes and policies of National PTA and Texas PTA;
2. join this local PTA, if not a current member, at the time of committee election;
3. receive no compensation from the association except reimbursement for reasonable expenses as set forth in PTA policies and procedures;
4. not serve two consecutive terms on the committee;

C. Election of Committee. The nominating committee shall be elected by plurality vote at a regular membership meeting prior to the election meeting. The election shall be by ballot. When the number of nominees is less than or equal to the number of positions on the committee, the election may be by acclamation. The nominating committee shall elect its chair.

Election of Alternates. Alternates shall serve in order of rank, when there is a vacancy or absence on the nominating committee. When the nominating committee is elected by ballot, those nominees not elected to the committee shall be alternates, ranked according to the number of votes received. When the nominating committee is elected by acclamation, nominations for alternate shall be taken from the floor and each person nominated shall serve as an alternate, ranked in the order nominated.

D. Duties. The nominating committee:

1. shall sign the nominating committee confidentiality agreement before any discussion takes place;
2. shall consider all candidates for elected positions whose submissions meet the requirements set forth by these bylaws and who have signified their consent to serve if elected;
3. may consider additional candidates during its deliberations; and
4. shall submit only one name for each position to be filled.

E. Report of the Nominating Committee. The report of the nominating committee shall be published to the membership through regular publicity channels at least seven days before the election meeting.

Section 2. Nominations from the Floor. Nominees from the floor shall be accepted at the election meeting.

Section 3. Elections. Officers, with the exception of the parliamentarian, shall be elected by ballot in the month of May. However, if there is but one nominee for an office, election for that office may be by voice vote.

ARTICLE IX

Membership Meetings

Section 1. Regular Meetings.

Regular meetings of the membership shall be held in the months of September, October, November, January, February, March, April, and May, time and date to be established by executive board. Five days' notice shall be given if change of date is needed. The membership shall be notified through regular publicity channels of the date and time of all membership meetings following the first meeting of the executive board at which time this schedule is determined.

A. The membership meeting held in May shall be the election meeting.

B. The annual membership meeting in April shall be for the purpose of receiving reports of officers and chairs and for any other necessary business.

Section 2. Quorum. The quorum for the transaction of business in any membership meeting shall be 10 members.

Section 3. Proxy Voting. There shall be no proxy voting.

Section 4. Special Meetings. A special meeting of the membership shall be called by the president or by a majority of the executive board, with at least three days' notice giving the place, date, time and purpose of the special meeting. No other business may be conducted.

ARTICLE X

Executive Board

Section 1. Composition. The members of the executive board shall be:

- A. the officers of the association;
- B. the principal of the school or the principal's representative appointed by the principal;

- C. The chair of each standing committee, and Faculty/Staff Representative and Parent Representative, Continuity Advisor; Specialty Teacher Representative.

Section 2. Eligibility. Executive board members shall:

- A. subscribe to, believe in and support the mission and purposes and policies of National PTA and Texas PTA;
- B. be a member of this Local PTA within 30 days of the start of the membership year in which you serve;
- C. receive no compensation from the association except reimbursement for reasonable expenses as set forth in PTA policies and procedures;
- D. not serve two consecutive terms on the committee, and;
- E. sign the Confidentiality, Ethics and Conflict of Interest Agreement on an annual basis.

Section 3. Student Members. For legal considerations, members under the age of 18 shall not:

- A. serve as president, first vice president, secretary or treasurer;
- B. serve as a signer on the bank account(s);
- C. serve as the member appointed to open, review, initial and date the bank statements; and,
- D. hold a majority of the offices.

Section 4. A Local PTA member shall not serve as a voting member of this executive board while employed by, or under contract to this Local PTA.

Section 5. Executive board members shall serve in only one capacity.

Section 6. Any elected or appointed Executive board position may only be filled by one person (co-chairs are prohibited).

Section 7. Executive Board Duties. The duties of the executive board shall be to:

- A. transact necessary business in the intervals between membership meetings and such other business as may be referred to it by the association;
- B. present a report at the regular membership meetings;
- C. approve the Plans of Work of all officers and committee chairs;
- D. create standing and special committees;
- E. adopt the Texas PTA Local PTA/PTSA Ethics/Conflict of Interest Policy annually;
- F. review the records retention policy annually;
- G. maintain confidentiality as a member of the Executive Board;
- H. prepare an annual budget for the upcoming fiscal year and submit to the association for adoption at the annual meeting;
- I. comply with the legal filing requirements of the state and federal government agencies;
- J. approve routine bills within the limits of the budget; and
- K. fill vacancies on the executive board.

Section 8. Executive Board Member Duties. The duties of each executive board member shall be to:

- A. complete all components of FOUNDATIONS Training and deliver completion certificate to Secretary unless otherwise provided in Article VII Section 5 of these bylaws by October 15 after election or appointment;
- B. submit a written Plan of Work to the executive board for approval;
- C. have a current copy of the Local PTA bylaws;
- D. deliver to successor or the president all official materials within fifteen days following the date on which the successor assumes duties;
- E. attend all meetings of the association;
- F. sign the Confidentiality, Ethics and Conflict of Interest Agreement, as adopted;
- G. refrain from making any slanderous or defamatory statement(s) that will in all likelihood result in harm to the PTA name or brand;
- H. publicly present a united front on decisions made as an Executive Board;
- I. maintain confidentiality as a member of the Executive Board;
- J. abide by the policies and procedures as set forth by Texas PTA; and
- K. perform the duties outlined in these bylaws, governing documents and those assigned by the president.

Section 9. Meetings.

- A. **Regular Meetings.** Regular meetings of the executive board shall be held prior to each meeting of the membership.

- B. **Special Meetings.** Special meetings of the executive board shall be called by the president or by a majority of the members of the executive board with notice given in writing, including electronic mail, to each executive board member at least three days before the meeting. Notice shall include the place, date, time and purpose of the special meeting. No other business may be conducted.
- C. **Proxy Voting.** There shall be no proxy voting.
- D. **Quorum.** A majority of the members of the executive board shall constitute a quorum.
- E. **Emergency Voting.** In an emergency situation, the executive board may vote by phone, email, or other electronic means if authorized by the president. Members shall have at least twenty-four hours to cast their votes. A two-thirds vote of the entire executive board is required for adoption, and the vote shall be recorded in the minutes of the next regular meeting of the executive board.

Section 10. Removal and Resignation. At least two-thirds of all members of the executive board then in office must vote in the affirmative to remove any executive board member with cause. Any executive board member may resign at any time by delivering a written resignation to the Local PTA president or secretary.

ARTICLE XI Committees

Section 1. Committees. The executive board may create such standing and special committees as it may deem necessary to promote the Purposes.

The president shall be an ex-officio member of all committees except the financial reconciliation committee and nominating committee.

Section 2. Term. The Chair of each committee shall assume their official duties following the close of the fiscal year and shall serve a term of one year.

Section 3. Only one person shall be appointed to serve in any one chair position, co-chairs are prohibited.

Section 4. No chair 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. Standing Committee Chairs. Each standing committee chair shall:

- A. complete all components of FOUNDATIONS training and deliver completion certificate to Secretary, no later than October 15 following election or appointment;
- B. deliver to their successor or the president all official materials;
- C. present a written Plan of Work to the executive board for approval;
- D. have a current copy of the Local PTA bylaws; and
- E. perform other duties as assigned by the president.

Section 6. The standing committee chair shall appoint committee members with approval of the Executive Board.

Section 7. Eligibility. Standing Committee members shall:

- A. subscribe to, believe in and support the mission and purposes and policies of National PTA and Texas PTA;
- B. be a member of this Local PTA within 30 days of the start of the membership year in which you serve; and,
- C. receive no compensation from the association except reimbursement for reasonable expenses as set forth in PTA policies and procedures.

Section 8. Proxy Voting. There shall be no proxy voting.

Section 9. Quorum. The quorum of any committee shall be a majority of its members.

ARTICLE XIII Texas PTA Annual Meeting

This Local PTA shall be represented at the annual meeting of the Texas PTA after achieving Active Status by December 1. Delegates must be current members who have registered and are in attendance at the annual meeting of the Texas PTA.

ARTICLE XIV Fiscal Accountability

Section 1. Fiscal Year. The fiscal year of this association shall begin July 1 and end on the following June 30.

Section 2. Signers. Signers on the bank account shall not be related by blood or marriage and shall not reside in the same household.

Section 3. Financial Reconciliation.

- A. A financial reconciliation shall be performed:
 - 1. at the end of the fiscal year;
 - 2. when any authorized check signer is added or deleted on any bank account; and
 - 3. at any time deemed necessary by the president or three or more members.
- B. The president shall appoint, subject to the approval of the executive board, a financial reconciliation committee consisting of not less than three members, who are not authorized signers. Members of the financial reconciliation committee shall not be the current secretary, incoming treasurer or be related by blood or marriage and shall not reside in the same household as the authorized signers.
- C. For the financial reconciliation required at the end of the fiscal year, the president shall appoint the financial reconciliation committee at the last membership meeting of the year.
- D. The financial reconciliation committee report shall be adopted by a majority vote of the membership at the first regular meeting following the financial reconciliation.

ARTICLE XV

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this PTA in all cases to which they are applicable and in which they are not inconsistent with these bylaws, and any other bylaws or rules adopted by National PTA and Texas PTA.

ARTICLE XVI

Amendment of Bylaws

Section 1. Submission. These bylaws may be amended at any meeting of the membership, provided a quorum is present, by two-thirds vote of the members present and voting. Notice of each proposed amendment shall be provided to the membership through regular publicity channels thirty days prior to the meeting at which the amendment is voted upon or at the previous regular membership meeting. The amendment shall be subject to approval of the Texas PTA.

Section 2. Approval. After adoption at a meeting of the membership, the bylaws (and standing rules, if applicable) shall be submitted for approval to Texas PTA according to the policies and procedures of Texas PTA. Amended bylaws or standing rules go into effect when an approved copy is returned by the Texas PTA.

Section 3. Review. This Local PTA shall submit bylaws (and standing rules, if applicable) to the Texas PTA for review every three years.

Section 4. Adoption. The adoption of an amendment to any provision of the bylaws by Texas PTA shall serve automatically and without the requirement of further action by the Local PTA to amend its corresponding bylaws.

Approved by the Texas PTA Board of Directors May of 2020. Effective August 1, 2020.



Local PTA Standards of Continuing Affiliation

Each membership year, Local PTAs must meet both of the following requirements to attain Active Status with Texas PTA. The membership year begins on August 1.

1. Remit to Texas PTA state/national membership dues for at least 20 members.
 2. Submit to Texas PTA the name and contact information (mailing address, phone number, and email address) of at least one current Executive Board member, preferably the President.
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Local PTAs must comply with all of the following standards to remain in Good Standing with Texas PTA. Local PTAs that do not maintain Good Standing will be subject to a Local PTA Retention Plan as described below.

1. Maintain Active Status with Texas PTA.¹ (see requirements above)
 2. Report all members and remit all state/national dues to Texas PTA each year.
 3. Submit to Texas PTA the name and contact information for each executive board member within 15 days of election or appointment.²
 4. Review Local PTA bylaws (and standing rules, if applicable) every three years and submit to Texas PTA for approval.³
 5. Each year, within 60 days of fiscal year end, electronically file and have accepted by the IRS the "Form 990 Return of Organization Exempt from Income Tax".⁴
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Local PTA Retention Plan (*initiated when a Local PTA does not maintain Good Standing*)

- Notification:** Texas PTA will notify the PTA of the action(s) required to attain Good Standing. The PTA will have 60 days, from the date of the notification, to meet all Good Standing requirements to avoid moving into the Restriction Phase.
- Restriction:** While in the Restriction Phase, the PTA is not eligible for awards, programs or grants administered by Texas PTA or National PTA. The PTA will have 45 days to meet all Good Standing requirements to avoid moving into the Intervention Phase.
- Intervention:** Once in the Intervention Phase, Texas PTA will assign a Support Team to assist the PTA, including the development of a written action plan to attain Good Standing. The PTA will continue to be ineligible for awards, programs and grants administered by Texas PTA and National PTA until Good Standing is achieved. **With cause, Texas PTA may place a Local PTA that has not met all Good Standing Requirements into the Intervention Phase early.*
- Restructure:** For PTAs that do not attain Good Standing following the Notification, Restriction and Intervention Phases, Texas PTA may begin the process of restructuring the leadership of the Local PTA or revoking the Local PTA's charter.

1. Active Status is used to determine eligibility in many Texas PTA programs and services. Please reference specific program eligibility requirements to ensure your PTAs participation.
2. PTAs submit executive board member information to Texas PTA electronically via the Texas PTA website.
3. Bylaws are submitted via the Bylaws Submission Form found on the Texas PTA website.
4. Proof of filing and acceptance is the Exempt Organization Business Master File issued regularly by the IRS.

Bylaws Snapshot Worksheet

The Bylaws Snapshot Worksheet should be used only when considering changes to your Bylaws.

Bylaws are made up of two parts and outline how your PTA functions, define its primary characteristics, and include governing details that are important to the rights and responsibilities of members.

- Part One: The Template. As the chartering agent, Texas PTA provides and oversees a bylaws template that includes required language, which cannot be changed by the local PTA and does not require member approval.
- Part Two: The customizable areas. These areas can be customized to meet the needs of your PTA community. It is important to note that any amendments to these areas require approval by your membership, at a meeting where thirty days (30) notice was given, and then, the final approval by Texas PTA.

Please note, to maintain Good Standing with Texas PTA, all Local PTAs must update or amend their Bylaws, and Standing Rules if applicable, with Texas PTA at least once every three years. Your Bylaws were last reviewed, approved on 04/27/2021. Your Standing Rules were last approved: 04/27/2021.

Information on file with Texas PTA for Harvard Elementary

- The EIN assigned by the IRS is 746086191. The assigned Texas PTA ID number is 4888.

Local Dues: \$0.00

Your PTA should be charging each member the Local dues amount listed above +\$4.50 (State + National Dues).

Officers: 5 Vice President(s) *in addition to President, Treasurer, Secretary (and appointed Parliamentarian).*

Duties of Vice Presidents:

- First Vice President: aide-to-the-president; education
- Second Vice President: community building
- Third Vice President: fundraising
- Fourth Vice President: communications
- Fifth Vice President: membership; volunteers

Each Vice President shall preside in the absence of the president (in their designated order) and be in charge of what is listed above.

Nominating Committee: 3 members and 2 alternates.

If considering changing the composition of the Nominating Committee, you can choose 3, 5 or 7 members and 1, 2 or 3 alternates.

Membership Meeting Months: September;October;November;January;February;March;April;May

If considering changing the Membership Meeting Months, you must designate a minimum of three and you must make sure the Election Meeting Month (listed below) is one of the designated months.

Election Meeting Month: May

If considering changing the Election Meeting Month, remember to make sure it is listed in the designated Membership Meeting Months.

Quorum: 10 members

If considering changing quorum, the number of members required to conduct business, the minimum is ten.

Executive Board Composition: Standing Committee Chairs; Faculty/Staff Representative; and Parent Representative, Continuity Advisor; Specialty Teacher Representative

The members of the executive board shall be officers of the association (listed in Officers section), campus principal and those listed here.

Fiscal Year: July 1 - June 30

If considering changing the fiscal year, your options are Jun. 1- May 31, Jul. 1-Jun. 30 or Aug. 1-Jul 31.

These are the necessary steps, if you are planning to update or amend your PTA's Bylaws:

1. Request a copy of your Bylaws from Texas PTA at www.txpta.org/bylaws Use the Bylaws Snapshot Worksheet (immediately following your Bylaws) as a guide. It lists the only editable sections of your Bylaws.
2. Appoint a committee to review your PTA's Bylaws Snapshot Worksheet and propose changes to membership. If the committee decides that no changes are needed, go to #4.
3. After giving 30 days' notice, host a meeting of your membership (not your Executive Board) to vote on any changes, and record the results of the vote in Membership Meeting Minutes.
4. Submit your Bylaws to Texas PTA at www.txpta.org/bylaws for approval. You will be required to upload a copy of your Membership Meeting Minutes showing amendments were approved by your Membership.

In order to determine which Local Bylaws Template, you have, check the statement immediately following the last Article. The most current template reads: As adopted by the Texas PTA Board of Directors May 2020 to take effect August 2020. You can request the most current version at www.txpta.org/bylaws