

LOCAL PTA/PTSA BYLAWS

Julia Ward Howe PTA, Inc.

(PTA/PTSA name)

Allegheny County Region 3

Approved by the general membership at its meeting on May 19, 2021.

Date of Approval

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

Pennsylvania PTA, 4804 Derry Street, Harrisburg, Pennsylvania 17111; Email* – info@papta.org

*If submitting by e-mail, please cc the state bylaws & policies chairman, Ginny Wade at: bylaws@papta.org

Michele Rowland

President's Name Printed

4129159144

President's Phone #

Amy Grella

Secretary's Name printed

412-801-3723

Secretary's Phone #

Michele Rowland

President's Signature

michele.rowland29@gmail.com

President's e-mail

Amy Grella

Secretary's Signature

amysmileys3@gmail.com

Secretary's e-mail

Local Bylaws Chair's Name Printed (*if applicable*)

Local Bylaws Chair's Signature

Local Bylaws Chair's Phone #

Local Bylaws Chair's e-mail

Review by Council Bylaws Chairman (*if applicable*)

DENIS SKORSKIY

Council Chairman's Name Printed

412-961-4899

Council Chairman's Phone #

Denis Skorskiy

Council Chairman's Signature

denis.skorskiy@gmail.com

Council Chairman's e-mail

05/20/2021

Date of Review

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

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

June 16, 2021

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

Signature & date Debbie Munson

Ginny Wade, state chairman 610-326-5659 bylaws@papta.org

Julia Ward Howe PTA, Inc.

BYLAWS INDEX

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
# ARTICLE I	NAME	3
## ARTICLE II	PURPOSES	3
## ARTICLE III	PRINCIPLES AND BASIC POLICIES	3
#ARTICLE IV	RELATIONSHIP WITH NATIONAL PTA AND PENNSYLVANIA PTA	4
#ARTICLE V	BYLAWS	5
#ARTICLE VI	VOTING	5
#ARTICLE VII	MEMBERSHIP AND DUES	5
ARTICLE VIII	OFFICERS	6
ARTICLE IX	DUTIES OF OFFICERS	7
ARTICLE X	EXECUTIVE COMMITTEE	9
ARTICLE XI	COMMITTEES	10
#ARTICLE XII	GENERAL MEMBERSHIP MEETINGS	11
ARTICLE XIII	COUNCIL MEMBERSHIP	11
# ARTICLE XIV	PENNSYLVANIA PTA CONVENTION	12
# ARTICLE XV	FISCAL YEAR AND ACCOUNTIBILITY	12
# ARTICLE XVI	DISSOLUTION AND WITHDRAWAL OF CHARTER	13
# ARTICLE XVII	PARLIAMENTARY AUTHORITY	13
# ARTICLE XVIII	AMENDMENTS	14

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

Required by the Pennsylvania PTA.

Required by National PTA.

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

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

1 **# ARTICLE I: NAME**

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

9 **## ARTICLE II: PURPOSES**

10
11 **Section 1.** The purposes (objects) of this PTA/PTSA, in common with those of the National PTA and the
12 Pennsylvania PTA are:

- 13
14 a. to promote the welfare of children and youth in home, school, places of worship, and throughout the
15 community;
16
17 b. to raise the standards of home life;
18
19 c. to advocate for laws that further the education, physical and mental health, welfare, and safety of
20 children and youth;
21
22 d. to promote the collaboration and engagement of families and educators in the education of children
23 and youth;
24
25 e. to engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social
26 well-being of all children and youth; and
27
28 f. to advocate for fiscal responsibility regarding public tax dollars in public education funding.
29

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

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

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

41
42 **Section 1.** The following are principles of this PTA/PTSA in common with those of the National PTA and
43 the Pennsylvania PTA:

- 44
45 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
46
47 b. The association shall work to engage and empower children, families, and educators within schools
48 and communities to provide quality education for all children and youth, and shall seek to participate
49 in the decision-making process by influencing school policy and advocating for children’s issues,
50 recognizing that the legal responsibility to make decisions has been delegated by the people to boards
51 of education, state education authorities, and local education authorities.
52
53 c. The association shall work to promote the health and welfare of children and youth, and shall seek to
54 promote collaboration among parents, schools, and the community at large.

- 55
56 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be
57 guiding principles for service in National PTA.
58

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

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

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

85

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

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

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

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

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

116 # ARTICLES V: BYLAWS

117
118 **Section 1.** The articles of organization of this PTA/PTSA include (a) the bylaws of such association and (b)
119 the certificate of incorporation or articles of incorporation of such association (in cases in which the
120 association is a corporation) or the articles of association by whatever name (in cases in which the association
121 exists as an unincorporated association).
122

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

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

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

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

141 # ARTICLE VI: VOTING

142
143 **Section 1.** Only members of this PTA/PTSA who have paid dues for the current membership year may vote
144 on the business of this PTA/PTSA.
145

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

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

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

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

157 # ARTICLE VII: MEMBERSHIP & DUES

158
159 **Section 1.** Every individual who is a member of this PTA/PTSA is, by virtue of that fact, a member of the
160 National PTA and of the Pennsylvania PTA by which this PTA/PTSA is chartered and is entitled to all the
161 benefits of such membership.
162

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

201 **ARTICLE VIII: OFFICERS**

202
203 **Section 1. Officers.** The officers of this PTA/PTSA shall consist of:

- 204 # a. one (1) president;
- 205
- 206 b. two (2) vice presidents;
- 207
- 208 c. two (2) secretaries;
- 209
- 210 # d. one (1) treasurer; and
- 211
- 212 e. one (1) historian.
- 213
- 214

215 **Section 2. Eligibility.** The following provisions shall govern the qualifications and eligibility of individuals
216 to be officers of this PTA/PTSA:
217

- 218 a. Each officer shall be a current member of this PTA/PTSA.
219
220 b. No person shall serve in more than one elected position in this PTA/PTSA simultaneously.
221

222 **c. To be eligible for the presidency, a person must have served on the executive board of this**
223 **TA for one (1) year. If there is no nominee for president that has served one (1) year on the**
224 **executive board, committee chairmen will be eligible for the position of president. If no committee**
225 **chairman accepts the nomination, any current PTA member may be nominated for president.**
226
227

228 **Section 3. Term.** Officers shall assume their official duties on July 1st and shall serve for a term of one (1)
229 year, or until their successors are elected.
230

231 a. A person who has served in an office for more than one-half of a full term shall be deemed to have
232 served a full term in such office.
233

234 b. No officer may be eligible to serve more than three (3) consecutive terms in the same office.
235

236 **Section 4. Vacancy.** A vacancy occurring in the office of president shall be filled for the remainder of the
237 unexpired term by the **first** vice president. A vacancy in any office other than the president shall be filled by a
238 member elected by the executive board.
239

240 **#Section 5. Nominating Committee.**

241
242 a. **Composition.** The nominating committee shall consist of **three (3)** (an odd number no less than
243 three) local unit members. The president shall not serve as a member of this committee.
244

245 b. **Election.** The members of the nominating committee shall be elected by this PTA/PTSA at a
246 regular meeting at least 2 months prior to the election of officers at the annual meeting (as listed in #
247 Article XII: General Membership Meetings, Section 1.b.) The committee shall elect its own chair.
248

249 c. **Duties.** The nominating committee shall:

- 250 i. send out notification of elections;
251 ii. confidentially consider all candidates for elected positions who meet the eligibility
252 requirements set forth by these bylaws and who have provided written consent to serve if
253 elected; may consider additional candidates during its confidential deliberations; and
254 iii. submit only one (1) name for each position to be filled.
255

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

259 **#Section 6. Nominations from the floor.** Nominations from the floor shall be accepted at the election
260 meeting. Nominees shall be current members of this PTA/PTSA and shall have submitted written consent.
261

262 **#Section 7. Elections.** Officers shall be elected:

- 263
264 a. at the annual general membership meeting;
265
266 b. by written ballot if there is more than one (1) candidate and a majority vote shall elect; and
267
268 c. by voice vote when there is only one (1) candidate. Only affirmative votes shall be valid.
269
270

ARTICLE IX: DUTIES OF OFFICERS

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

Section 2. The president shall:

- # a. preside at all general membership and executive board meetings of this PTA/PTSA;
- # b. confirm that a quorum is present (refer to *Robert's Rules of Order Newly Revised*, current edition);
- # c. serve as an ex-officio member of all committees with the exception of nominating, election, and audit committees;
- # d. coordinate the work of the officers and committees of this PTA/PTSA in order that the purposes may be promoted;
- # e. communicate with state PTA to comply with all standards of affiliation and maintain 'good standing' status as outlined in these bylaws;
- # f. file the Annual Local Unit Registration Form with the state PTA office immediately upon election of officers and no later than June 15 annually;
- # g. serve as the official representative of this PTA/PTSA and be authorized to sign contracts;
- # h. retain all official records of this PTA/PTSA and have a current copy of this unit's bylaws available for membership review;
- # i. appoint a parliamentarian as needed;
- j. be authorized to cosign all orders on the treasury of this PTA;** and

Section 3. The vice-president(s) shall¹

- # a. serve as aide(s) to the president;
- # b. in their designated order, **first vice president and then second vice president**, perform the duties of the president in the president's absence or inability to serve;
- c. the first vice president shall be in charge of scheduling this PTA's events on the school district calendar in coordination with the outgoing and incoming presidents, the principal and the superintendent's secretary;**
- d. the first vice president shall be authorized to cosign all orders on the treasury of this PTA;**
- e. the second vice president shall be responsible for the new student program. The second vice president will attend the new student orientation and prepare materials pertaining to the Howe PTA for families, except kindergarten, that are new to the school.**

Section 4. The **recording** secretary shall²

- # a. record the minutes of all general membership and executive board meetings of this PTA/PTSA;
- # b. maintain a current copy of the bylaws and membership list;

- 326
327 # c. at each meeting, present a written copy of the minutes from the previous meeting, for
328 corrections/amendments and approval;
329
330 # d. maintain at each meeting, written records for at least the previous twelve (12) meetings, for possible
331 review by members; and
332
333 # e. be responsible for all correspondence of the association, as needed and as directed by the president.
334

335 **Section 5. The corresponding secretary shall:**

336 **a. conduct delegated correspondence; and**

337
338 **b. record the minutes of all meetings of this PTA in the absence of the recording secretary.**

340
341 **Section 8. The treasurer shall:**

- 342
343 # a. hold and maintain a full account of all the funds of this PTA/PTSA;
344
345 # b. keep a full and accurate account of all income and expenditures including bank statements, deposit
346 receipts, budgets, invoices, and paid receipts in accordance with the records retention policy as
347 provided by the Pennsylvania PTA;
348
349 # c. remit monthly, five dollars (\$5.00 = national + state portions of dues) for each member of the
350 PTA/PTSA, as listed on the Dues Remittance Form, to the state PTA office (see Article VII:
351 Membership & Dues, Section 9. & #Article IV: Relationship with National PTA and Pennsylvania
352 PTA , Section 1.);
353
354 # d. record national and state portions of the membership dues separate from record of general funds of
355 this PTA/PTSA;
356
357 # e. make disbursements in accordance with the budget adopted by the general membership this
358 PTA/PTSA;
359
360 # f. present a written and verbal financial statement of each financial account which shall include the
361 balance from the previous meeting, list of deposits and expenditures, and current balance, along with
362 a combined balance of all accounts, at all executive board and general membership meetings;
363
364 # g. present a preliminary annual financial report which shall include the approved budget figures and the
365 actual current figures, at the annual general membership meeting of this PTA/PTSA;
366
367 # h. present all audit reports to the general membership for adoption at the first general membership
368 meeting held after their completion;
369
370 # i. such books of account and records shall be open to inspection, at all reasonable times, by an officer
371 of this PTA/PTSA, an authorized representative of the Pennsylvania PTA or, where directed by the
372 committee on state and national relationships;
373
374 # j. if unit is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when
375 there is a change of officers;
376
377 # k. prepare or cause to be prepared, the appropriate IRS 990 form by the 15th day of the 5th month after
378 the end of the fiscal year of this PTA/PTSA;
379
380 # l. forward to the state PTA office annually:

- 381 i. a copy of the Form 990N, 990, or 990EZ as required per IRS regulations upon completion;
382 and
383 ii. a signed copy of all audit reports to the state office immediately following adoption by the
384 general membership.
385
- 386 # m. compile and submit all financial documents necessary to complete an audit to the elected audit
387 committee or approved auditor as directed by the executive board.
388

389 **Section 7 The historian shall:**

- 390
- 391 **a. compile and keep a record of activities and achievements of this unit and make such**
392 **information available to local, council, region and state leaders as requested;**
- 393
- 394 **b. keep a list of officers and committee chairmen;**
- 395
- 396 **c. act as custodian for all records and other materials placed in this local unit's files**
- 397
- 398 **d. distribute all committee and officer folders at the beginning of the school year;**
- 399
- 400 **e. collect all committee and officer folders at year's end;**
- 401
- 402 **f. solicit year-end reports from all officers and committee chairmen; and**
- 403
- 404 **g. file reports and update with the most recent copies of bylaws, amendments, standing rules**
405 **and corporation papers.**
- 406
- 407

408 **ARTICLE X: EXECUTIVE BOARD**

409

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

412

413 **#Section 2.** Each executive board member shall be a member of this PTA/PTSA.

414

415 **Section 3.** The members of the executive board shall be:

416 # a. elected officers, and

417

418 b. **the principal**

419

420

421

422 **Section 4.** Duties of the executive board shall be to:

423

424 # a. transact business as may be referred to it by the membership of this PTA/PTSA;

425

426 # b. create standing and special committees and appoint chairmen/coordinator for all committee;

427

428 # c. approve plans of work of the committees;

429

430 # d. present a report of all action taken by the Executive board at every general membership meeting of
431 this PTA/PTSA;

432

433 # e. elect an auditor or an auditing committee to audit the treasurer's accounts;

434

- 435 # f. prepare an annual budget for the upcoming fiscal year, to submitted to the members for adoption at
 436 the annual general membership meeting;
 437
 438 # g. approve payment of routine bills within the limits of the approved budget;
 439
 440 # h. elect delegates to the state convention, and
 441
 442 # i. act in emergencies between general membership meetings and have all emergency actions ratified at
 443 the next general membership meeting.
 444

445 **#Section 5.** If any member of the executive board shall at any time cease to meet the qualifications or fulfill
 446 the duties of the position as listed in the bylaws, that person shall be removed from the position by a motion
 447 adopted first by the executive board and then by the general membership. The vote shall be by a majority.
 448

449 **Section 6.** Regular meetings of the executive board shall be held with the date and time to be fixed by the
 450 board at its first meeting of the year.
 451

452 **Section 7.** Special meetings of the executive board may be called by the president or when requested by a
 453 majority of its members upon **three (3)** (number, not less than two) days' advance written notice to each
 454 member of the board.
 455

456 **Section 8.** At all meetings of the executive board, a majority of the members of the board shall constitute a
 457 quorum for the transaction of business.
 458

459 **Section 9.** Upon the expiration of the term of office or when individuals cease to hold the position on the
 460 board, they shall automatically be relieved of all duties and responsibilities. All records, books, and other
 461 materials pertaining to the position shall be turned over to the president and all funds pertaining to the
 462 position shall be returned to the treasurer within fourteen (14) days.
 463
 464

465 **ARTICLE XI: COMMITTEES**

466
 467 **Section1. Committees.** The executive board shall create such standing and special committees as deemed
 468 necessary to promote the purposes and appoint the chairman/coordinator for all committees. **No**
 469 **committee work shall be undertaken without the consent of the executive board.**
 470

471 **Section 2. Standing Committees.** The standing committees of this PTA/PTSA shall be:
 472 **Arts in Education (Reflections) Colonial Day (5th grade), Community Service Representatives,**
 473 **Corporate Rewards/Box Tops, Cultural Arts, Directory/Membership, Environmental Concerns,**
 474 **Family Events/Game Night, Fifth Grade Activities, Friends of the Library, Homeroom**
 475 **Coordinators, Hospitality/Staff Appreciation, Howe Wear, Howe's About a Gift Holiday Shop,**
 476 **Howe's Got Talent, Kindergarten Orientation, Lunchtime Clubs, Matts Maker Space, Newsletter**
 477 **Odyssey of the Mind, Read-a-thon, Scholastic Book Fairs, Scholastic Classroom Book Orders,**
 478 **Science Fair, Spelling Bee 3rd, 4th, & 5th Grades, Spirit Center, Sunny Fair, Technology/Website, and**
 479 **Yearbook.**
 480

481 **Section 3. Chairman/Coordinator Eligibility.** Only members of this PTA/PTSA shall be eligible to serve
 482 as a committee chairman/coordinator.
 483

484 **Section 4. Chairman /Coordinator Term.**
 485

- 486 a. The term of office of each committee chairman/coordinator shall be one (1) year or until a successor
 487 is appointed.
 488

- 489 b. A chairman/coordinator shall not be eligible to serve more than three (3) consecutive terms as the
490 chairman/coordinator of the same committee.
491
492 **c. Committee chairmen may be permitted to continue chairing their committee if they indicate**
493 **to the president they would like to do so by April 1 of the current school year. Any committee**
494 **openings shall be advertised at the April PTA meeting and through Howe PTA email blasts,**
495 **with opening proposed by the president on a first-come, first served basis.**
496

497 **Section 5. Chairman/Coordinator Duties.** Each committee chairman/coordinator shall:
498

- 499 a. present a plan of work to the executive board for approval;
500
501 b. coordinate all work of the committee;
502
503 c. perform other duties as assigned by the president; and
504
505 d. upon the expiration of the term of office or when individuals cease to hold the position, they shall
506 automatically be relieved of all duties and responsibilities. All records, books, and other materials
507 pertaining to the position shall be turned over to the president and all funds pertaining to the
508 position shall be returned to the treasurer within fourteen (14) days.
509
510

511 **# ARTICLE XII: GENERAL MEMBERSHIP MEETINGS**

512

513 **Section 1. Regular Meetings.** This association shall hold a minimum of three (3) general membership
514 meetings during the membership year. A general membership meeting may be held electronically, in the event
515 of an emergency.
516

- 517 a. Dates of general membership meetings shall be determined by the executive board and announced
518 at the first general membership meeting of the year, as well as through all communication channels
519 used by this PTA/PTSA. Five (5) days' advance notice shall be given to the membership of a change
520 of date.
521
522 b. The annual meeting shall be held in **May** (insert April, May or June ONLY) at which time the
523 business shall include the election of officers by the members, determination of next year's local
524 portion of the dues, preliminary annual fiscal report, and presentation of next year's budget for
525 approval by the membership.
526

527 **Section 2. Special Meetings.** A special meeting of this PTA/PTSA, if needed, shall be called by the
528 president or by the majority of the executive board with three (3) days' advance notice which shall include the
529 date, time, place and purpose for the meeting. A general membership meeting may be held
530 electronically, in the event of an emergency. No other business shall be discussed or conducted.
531

532 **Section 3. Quorum.** The quorum for the transaction of business in any general membership meeting of
533 this PTA/PTSA shall be **eight (8)** (number) members.
534
535

536 **ARTICLE XIII: COUNCIL MEMBERSHIP**

537 *This article applies only to local units that are a part of a council PTA. If not applicable, write N/A alongside the title and draw an "X"*
538 *through this section or CAREFULLY delete the content of this Article XIII (EXCEPT the title).*
539

540 The following sections must correspond to the council PTA bylaws and are provided as a guideline to local
541 PTAs/PTSAs.
542

543 **Section 1.** This PTA/PTSA shall be represented in meetings of the Mt. Lebanon City Council PTA by the
544 president **and the first vice president.** The number of delegates shall correspond with the number as stated
545 in the council PTA bylaws.

546
547 #a. All representatives to the council PTA must be members of this PTA/PTSA.

548
549 b. Delegates to the council PTA shall serve for a term of one (1) year.

550
551 **Section 2.** This PTA/PTSA shall pay annual dues of \$1.45 per member (amount) and shall be postmarked
552 on or before December 1 (month, day), to the council PTA, as provided in the council bylaws to be applies
553 as follows: \$.45 per member shall be used for operating expenses and \$1.00 per member shall be for a
554 special fund maintained for the Georgia Pogue Scholarship Fund.

555
556

557 # ARTICLE XIV: PENNSYLVANIA PTA CONVENTION

558

559 **Section 1.** This PTA/PTSA shall be entitled to be represented at the state convention of the Pennsylvania
560 PTA by the president (or alternate) and local members as shown on the record of the state treasury for the
561 current calendar year, upon payment of the registration fee as determined by the Pennsylvania PTA state
562 board of managers.

563

564 **Section 2.** Delegates or their alternates shall be elected in accordance with Article X: Executive Board,
565 Section 4, Subsection h of these bylaws.

566

567

568 # ARTICLE XV: FISCAL YEAR AND ACCOUNTABILITY

569

570 **Section 1. Fiscal Year** The fiscal year of this PTA/PTSA shall begin on July 1 (month and day) and end on
571 the following June 30 (month and day). The fiscal year of a PTA/PTSA shall be the same as its accounting
572 year and shall be in accordance with the information provided on the SS-4 form currently filed with the IRS.

573

574 **Section 2. Banking**

575

a. All funds shall be kept in bank accounts in the name of this PTA/PTSA.

576

b. All checks shall be signed by two (2) authorized signers.

577

c. Authorized signers on the bank accounts shall not be related by blood or marriage and shall not
578 reside in the same household.

579

d. There shall be at least three (3) authorized signers listed at the bank.

580

e. The president and treasurer shall be signers, unless prohibited by employment.

581

f. A member shall be appointed by the executive board, who is not an authorized signer on the bank
582 account(s) to open, review, initial/date each bank statement and forward to the treasurer.

583

584

585

586

587

588

589

Section 3. Financial Audit(s)

590

a. An annual financial audit shall be performed by an auditor approved by the executive board or by an
591 audit committee of at least three (3) members elected by the executive board.

592

i. The auditor or audit committee members shall not be authorized signers, the incoming
593 treasurer, related by blood or marriage and shall not reside in the same household as the
594 authorized signers.

595 ii. A report of the findings of the audit shall be submitted in writing to the executive board to
596 be presented to the general membership for adoption by majority vote at the next regular
597 general membership meeting; the report shall be signed and dated by all auditing parties.
598

599 b. A financial audit shall also be performed if an authorized signer is added or deleted on any bank
600 account and at any other time deemed necessary by the president or three (3) or more members, by
601 an audit committee that shall be elected by the executive board within five (5) days. (Refer to
602 subsection a.i. and a.ii. above for committee requirements and reporting.)
603
604

605 # ARTICLE XVI: DISSOLUTION & WITHDRAWAL OF CHARTER 606

607 **Section 1.** This PTA/PTSA shall be subject to withdrawal and the status of such association as a PTA unit
608 shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the
609 Pennsylvania PTA.
610

611 **Section 2.** A PTA/PTSA considering dissolution must:
612

- 613 a. contact the state association to arrange for a Pennsylvania PTA representative to speak in favor of
614 continuing PTA/PTSA to the members, at the general meeting at which the vote is to be taken, prior
615 to action being taken to dissolve the unit;
616
- 617 b. upon the decision of the executive board to recommend dissolution of the unit, that
618 recommendation shall be presented to the members at the next general membership meeting and
619 shall include an announcement that the vote on the dissolution will be taken at the next regular
620 meeting (a 2/3 vote is required to dissolve);
621
- 622 c. require that each person voting to dissolve shall have been member of this PTA/PTSA for at least
623 ninety (90) days;
624
- 625 d. arrange for the proper disposal of PTA/PTSA funds and property according to the provisions of
626 these bylaws; and
627
- 628 e. provide for the dissolution to take effect immediately after the dissolution is voted and shall not to
629 be post-dated.
630

631 **Section 3.** This PTA/PTSA shall be obligated, upon withdrawal of its charter by the Pennsylvania PTA to:
632
633

- 634 a. yield up and surrender all of its books and records and all of its assets and property to the
635 Pennsylvania PTA, or to such agency as may be designated by the Pennsylvania PTA, or to another
636 local PTA organized under the authority of the Pennsylvania PTA (Refer to #Article III: Principles
637 and Basic Policies, Section 2.c);
638
- 639 b. cease and desist from the further use of any name that implies or connotes association with the
640 National PTA or the Pennsylvania PTA or status as a constituent association of the National PTA;
641 and
642
- 643 c. promptly carry out, under the supervision and direction of the Pennsylvania PTA, all proceedings
644 necessary or desirable for the purpose of dissolving this PTA/PTSA.
645
646
647
648

649 **#ARTICLE XVII: PARLIAMENTARY AUTHORITY**

650

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

654

655

656 **# ARTICLE XVIII: AMENDMENTS**

657

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

662

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

Howe PTA Meeting Minutes

5/19/21 at 7:00 pm

Call to Order: 7:04 p.m.

The minutes from the April meeting were reviewed and approved. Motion made by Steve, Second: Dr. Murray. APPROVED: ALL.

PTA Officers Reports

- Treasurer's Report (Steven DiTommaso)
 - Balances as of 4/30/21: PNC Bank is \$ 13,800 and PayPal is \$9.48 - there from one additional membership payment. IT was transferred over to PNC in May. April included one cash deposit - funds from Family Reading Night \$5,523. Expenses were already paid. 5 checks written and cashed in April, all for previously approved expenses. Camp Guyasuta was reserved for the 5th grade trip in the fall.
 - New funding requests for May. Membership Toolkit is a web-based tool that runs our membership. It's been billed at \$298. This year, the cost increased to \$450. Seeking approval of additional \$152 to cover the cost. **Steve DiTommaso made a motion to approve the increase of \$152. Dr. Murray seconded. ALL Approved.** Budgeted \$600 but cost came in at \$400, so the two changes kind of wash each other out.
 - Budget review conducted and ended up with a \$3,700 surplus. That represents the cash position now minus the additional end-of-year spending expected, and the planned carryover of \$4,500-\$5,000 for the normal carryover. Surplus of \$3,700 even after all planned expenses and carryover.
 - There are several new funding requests which will be covered under New Business.
- Vice President – Dr. Murray
 - Thank you to the executive board and our many volunteers for their contributions to the PTA and making teachers and staff feel special during a most unusual year.
 - Students are in the middle of PSSA's. Kids are doing very well, demonstrated tremendous resilience this year. Teachers have been creative about making the most of in-person time and minimizing screen time. Teachers are encouraged to take the kids outside as much as possible especially during the PSSA's. Teachers have done a great job especially this year.
 - Family reading night was held virtually. Prizes were awarded to all who participated.
 - 3rd graders will do their egg drop with teachers on the roof above the gym like normal.
 - Howe We Got Here - 5th grade history day is this Friday. Two parents have put together kits for all 5th graders (even our CLA students) to do some hands-on activities. The students will create a simulated version of the Susan Constance ship and have their lunch on the ship and discuss the journey. Virtual field trip to Colonial Williamsburg, and hear some historical figures talk about different time periods. PTA purchased Graeters' Ice Cream cups as an added treat for the day.

667

- Wednesday, June 2nd the afternoon will be a 5th grade field day on the playground. Volleyball nets, kickball will be setup to hang out together and have fun. CLA 5th grade kids are invited. PTA is providing a pizza lunch.
 - 11:45am - 5th grade clap out, and also invited the 5th grade CLA kids to join.
 - 5/28 is a noon dismissal. That afternoon class roster meetings will take place. Looking at proposed rosters for next year. Intervention specialists are part of that. Try to match peer combinations, learning styles. Ask parents to avoid making special requests for a specific teacher. Per the school policy, if a sibling has had a not great experience with a teacher, you may request to not have that teacher for a younger child. Twins - parents are allowed to specify if twins should be in the same class or separated. Overall, teachers put a lot of thought in class rosters. This information is not shared until August due to unpredictability of staffing changes that may happen over the summer.
 - Will CLA be an option for next year? Right now, the administration is planning for all in-person classes. There are no firm plans to have a Cyber Learning Academy for next year. If there is a cyber option next year, it probably is not going to look the same.
 - Would vaccine clinics be available for younger children once available? Yes.
 - Masking mandates for next year? Nothing is going to change for mitigation strategies for the rest of this school year. Discussions will happen based on guidance from Department of Education and the governor.
- President – (Michele Rowland)
 - This is our last meeting and typically PTA hosts a volunteer appreciation breakfast. We could not do that this year. Thank You to the volunteers and individuals will be recognized in the newsletter this week.
 - By-Law Review took place in April. Happens every 5 years. Heather Hathy, Denis Skorskiy and Michele Rowland completed the by-law review and sent it to the state level. The bylaw changes have been posted on the website for all to review. Most changes were things done at the state level and then asked to adopt based on the state bylaw changes. The only state level recommendation not adopted was for volunteers to remain in a position for 3 years. Howe PTA will keep PTA board positions at the current 2 years.
 - An update on Committee vacancies. Volunteers are in place to chair Sunny Funny Fair and the 5th grade committee. Still need chairs for the Spirit Center, Howe We Got Here , and a couple of other things.
 - Current Committee Chairs are reminded to submit End of Year Reports to the Historian - especially if you are leaving committees this year.
 - Audit Committee volunteers needed for July - August can be anyone on the exec board - Joyce Divine, Amy Grella volunteered.
 - The end of fiscal year closes out June 30th so please submit any outstanding reimbursements to Steve by then.

Chair Reports/Recent Activities

- Thanks to the executive board and all the committee chairs that have stepped up this year: Cyndi Benzel, Kelly Lauth, Laurie Cerci (hospitality), Amy Grella and Emily Smoller (holiday gifts for teachers); Emily and Mike Weber (Howe's Got Talent), Becky Smity (spirit wear), Shayna Slaybaugh (membership toolkit); Amy Kaplan (newsletter). Leah

Haywiser (read-a-thon). Megan DiTimasso (virtual book fairs); Kristen Meirs, Jessica Kibilius- 5th grade howe We got here. Wendy Liberty - yearbook; Denis Skorskiy- website and bylaw review with Heather Heather. Heather Hathy picked up slack on whatever was needed. Dr. Murray thank you as well.

- 5th Grade Happenings - 2 events that Dr. Murray talked about. PTA has purchased a gift for Howe 5th graders (inperson and CLA students)
- 5th Grade - Howe We Started
- Teacher Appreciation - Laurie pulled together a breakfast and lunch during the week. Also pulled together a gift, and included all staff including crossing guards with a flower pot, seeds, and a \$5 Graeters gift card. Thank you notes were received from some teachers, staff and crossing guards.
- Family Reading Night is coming up virtually on May 26th at 6pm. If you are participating with a cake or float, videos are due this Sunday, May 23rd.
- Friends of the Library Book Donation honoring outgoing 5th grade parents.

Unfinished Business

- **Dr. Murray made a motion to adopt the By-Law changes posted on the website and recommended by the review committee. Joyce Divine 2nd. ALL Approved.**

New Business

- **Joyce Divine motioned to increase spending on teacher appreciation by \$250 to cover bagel breakfast, grab and go lunches. Leah Haywiser 2nd the motion. All approved.**
- **Leah Haywiser made a motion to approve \$300 for Graeter's Ice Cream Gift Certificates for Teacher Appreciation. Heather Hathy 2nd the motion. All approved.**
- **New spending requests for special treats planned for 5th graders who have missed out on a lot of the in-person traditions this year. Request for \$360 to purchase Graeter's Ice Cream Treat for 5th Graders during 'Howe We Got Here' day, and \$700 to be allocated for lunch (pizza, Eat 'N Park cookies, gift for each 5th grader) during 5th grade field day. Leah Haywiser made the motion. Steve DiTimasso 2nd the motion. All approved.**
- **Sally Berri Pratt made a motion to approve \$75 for Ms. Lewis to purchase books for her first graders. Leah Haywiser 2nd the motion. All approved.**

Announcements

Howe We Got Here May 21st

PSSA (Science Grade 4) May 25th & 26th

Virtual Family Reading Night 6PM May 26th

Early Dismissal 12PM Friday May 28th (AM K no school PM K 8:30-11:20)

5th Grade Day June 2nd (Rain Day June 3rd)

LAST DAY Friday June 4th - Early Dismissal (12PM) 5th Grade Clap-Out 11:45

The meeting was adjourned at 8:19pm. (Heather Hathy motioned; Steve D. 2nd ALL approved).