

# Local Unit Uniform PTA Bylaws

AMENDED July 24, 2022

McGee's Crossroads Elementary School PTA

**Name of PTA**

10330 NC-50

Address

Angier  
City

NC  
State

27501  
Zip

**North Carolina**  
**PTA<sup>®</sup>**

*everychild. one voice.*

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**UNIFORM BYLAWS**  
for  
**NORTH CAROLINA LOCAL PTAs & PTSAs**  
**REVISED JULY 24, 2022**

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## ARTICLE 1 NAME, ADDRESS, DATE OF ADOPTION

This local PTA/PTSA (hereinafter "local PTA") is organized under the authority of the North Carolina Congress of Parents and Teachers (hereinafter "NCPTA"), a branch of the National Congress of Parents and Teachers (hereinafter "National PTA").

Name of local PTA/PTSA: McBee's Crossroads Elementary School PTA

Address: 10330 NC - 50

City: Angier County: Johnston

Employer Identification Number (EIN) 56-2089622

These uniform local bylaws were adopted by the general membership on \_\_\_\_\_ (date) and shall be kept with the permanent records of this local PTA.

## ARTICLE 2 PURPOSES

**Section 2.1 Objectives.** The purpose or purposes (Objects) which this local PTA unit will hereafter pursue 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 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 2.2 Awareness.** The Purposes of National PTA, NCPTA, 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 policies set forth in Article 3.

**Section 2.3 Federal Status.** The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (referred to as "Internal Revenue Code").

## ARTICLE 3 BASIC PRINCIPLES

The following are basic principles of this local PTA in common with those of National PTA and NCPTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work to engage and empower children, families and educators within schools and community 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 organization 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 local PTA

## ARTICLE 4 RELATIONSHIP WITH NATIONAL PTA AND NCPTA

**Section 4.1 Charter of local PTA.** This local PTA shall be organized and chartered under the authority of NCPTA in the area in which this local PTA functions, in conformity with such rules and regulations as NCPTA may prescribe. NCPTA shall issue to this local PTA an appropriate charter evidencing the due organization and good standing of this local PTA. A local PTA in good standing is one that:

- a. Adheres to the purposes and basic policies set forth in these uniform bylaws;
- b. Collects the National PTA dues and NCPTA dues and remits such dues to NCPTA by the dates prescribed by NCPTA; and
- c. Is in compliance with the good standing requirements of NCPTA.

**Section 4.2 Adoption of uniform bylaws.** To govern its affairs, the general membership of this local PTA has adopted these uniform bylaws by an affirmative vote of a majority of the members present and voting at a meeting wherein a quorum is present, with notice of such proposed vote having been given at least ten (10) days in advance of such meeting.

**Section 4.3 No paid employees on board.** A PTA member shall not serve as a voting member of this local PTA's board of directors while serving as a paid employee of, or under contract to this local PTA.

**Section 4.4 Accounts and records.** This local PTA shall keep such permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the local PTA. These records shall include the official membership roster. Such books of accounts and records shall at all reasonable times be open to inspection by an authorized representative of NCPTA.

**Section 4.5 Good standing requirements.** This local PTA shall comply with the good standing requirements of NCPTA. The good standing requirements are available on the NCPTA website. The good standing requirements are also available at the NCPTA headquarters and upon request by mail, email, or telephone. The good standing requirements are subject to change at any time by NCPTA.

**Section 4.6 Withdrawal of charter.** For failure to comply with NCPTA good standing requirements, the charter of this local PTA may be withdrawn and its status as a local PTA may be terminated under the circumstances and in the manner provided in the bylaws and standing rules of NCPTA. Upon withdrawal of its charter by NCPTA, this local PTA is obligated:

- a. To immediately yield up and surrender all its books and records and all of its assets and property to NCPTA;
- b. To cease and desist from the further use of any name that implies association with National PTA or NCPTA or status as a constituent organization of National PTA or NCPTA; and
- c. To take promptly all actions necessary or desirable to dissolve this local PTA, under the supervision and direction of NCPTA.

**Section 4.7 Dissolution by vote of membership.** This local PTA may dissolve and conclude its affairs in the following manner:

- a. The board of directors shall adopt a resolution recommending that the local PTA be dissolved and directing that the question of such dissolution be submitted to a vote of a special general membership meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the local PTA shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.
- b. Written notice of the proposed dissolution, accompanied by a copy of the notice of the special general membership meeting of the association, shall be sent by registered mail to the president of NCPTA at least thirty (30) days prior to this special meeting.
- c. Only those persons who were members in good standing of the local PTA on the date of adoption of the resolution, and who continue to be members in good standing on the date of the special general membership meeting, shall be entitled to vote on the question of dissolution.
- d. Approval of dissolution of the local PTA shall require the affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at this special meeting, a quorum being present.
- e. Minutes of this special meeting shall be sent to the president of NCPTA within thirty (30) days.
- f. All steps taken to dissolve the local PTA shall comply with these bylaws and the General Statutes of North Carolina.
- g. Upon dissolution, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to NCPTA or to a local PTA in good standing approved by NCPTA.
- h. Upon dissolution, the local PTA will cease and desist from the further use of any name that implies association with National PTA or NCPTA or status as a constituent organization of National PTA or NCPTA.
- i. NCPTA will notify the IRS of the change in status of this local PTA.

## ARTICLE 5 MEMBERSHIP AND DUES

### Section 5.1 Membership.

- a. Every individual who is a member of this local PTA is also a member of National PTA and NCPTA and is entitled to all benefits of such memberships. Officers of this local PTA shall issue membership cards promptly upon payment of dues by a member.
- b. Membership in this local PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA and NCPTA.
- c. This local PTA shall conduct a membership drive every year, but may admit individuals to membership at any time.
- d. Only members of this local PTA whose dues are current shall be entitled to participate or eligible to vote in the business meetings of the general membership including the election of officers.
- e. The membership year of this local PTA shall begin on July 1 and end on the following June 30.

### Section 5.2 Dues.

- a. Each member of this local PTA shall pay annual dues. The amount of such annual dues shall be:
  - i. the local PTA dues in an amount which shall be set, for the coming fiscal year, at the last general membership meeting of each fiscal year, **plus**
  - ii. the dues payable to NCPTA in an amount which shall be determined by NCPTA, **plus**
  - iii. the dues payable to National PTA in an amount which shall be determined by National PTA.

**Therefore, member annual dues = Local PTA dues + NCPTA dues + National PTA dues.**

- b. The state and national portions of the dues paid by each member of this local PTA shall be set aside by this local PTA and remitted to NCPTA in the manner specified in NCPTA's good standing requirements, using the dues remittance form provided on NCPTA's website.

**Section 5.3 Official membership roster.** Prior to August 1 each year, the board shall designate a board member, an officer or a membership committee to prepare and keep current an official membership roster. This roster shall include:

- a. the total number of members;
- b. the names, mailing addresses and email addresses of members; and
- c. the dues collected from members, and the amounts of dues remitted to NCPTA.

A current copy of this roster shall be provided to the treasurer and the secretary, and the information on the roster shall be entered into the NCPTA database promptly as provided for in the NCPTA good standing requirements.

## ARTICLE 6 OFFICERS

**Section 6.1 Officers.** The only elected officers of this local PTA shall be a president, one or more vice president(s), a secretary, and a treasurer. No PTA member shall serve in more than one elected position at a time. Upon taking office, each elected officer must be a member of this local PTA. This local PTA shall enter the newly elected officers and their contact information into the NCPTA database immediately after their election. Changes in officers and/or their contact information must be updated in the NCPTA database.

### Section 6.2 Election.

- a. Officers who will serve for the coming fiscal year shall be elected at the last general membership meeting of the fiscal year; these officers will assume office on July 1 and serve until the following June 30.
- b. The nominating committee shall nominate a slate of eligible candidates for election as officers of this local PTA, as provided in Section 8.3 of these bylaws.
- c. The president shall give notice of the election of officers to the general membership at least ten (10) days before the last general membership meeting of the fiscal year, and the notice will include the nominating committee's slate of nominees.
- d. In addition to the individuals nominated by the nominating committee, nominations from the floor will be allowed. When there is only one nominee for an office, that election may be held by voice vote. If there is more than one nominee for any office, election for that office must be by ballot.
- e. Only those individuals who are PTA members and who have signified their consent to serve if elected may be nominated by the nominating committee or by floor nomination or elected to such office.

**Section 6.3 Term.** Officers shall take office on July 1 and shall serve for that fiscal year (until the following June 30), or until his/her successor is elected and ready to assume office. A person may serve only two consecutive full terms in the same office.

**Section 6.4 Vacancies.**

- a. **President.** A vacancy occurring in the office of president shall be filled for the unexpired term by a current member of the board of directors elected by a majority vote of all board members then serving at a board meeting called with at least three (3) days notice. The board of directors will notify the general membership and NCPTA regarding the filling of the vacancy.
- b. **All other offices.** A vacancy occurring in any other office shall be filled for the unexpired term by a member of this local PTA in good standing who is elected by a majority vote of all board members then serving at a board meeting called with at least three (3) days notice. The board will notify the general membership and NCPTA regarding the filling of the vacancy.

**Section 6.5 Removal from office.** An officer of this local PTA may be removed from office without cause by the board of directors upon the affirmative vote of two-thirds (2/3) of all board members then serving. Board members must be notified of the request for removal at least five days in advance of the board meeting.

**Section 6.6 General duties.** All Officers shall perform the duties outlined in these bylaws and those assigned by the board of directors of this local PTA. Upon the expiration of the term of office or in case of resignation or removal, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall turn over to the treasurer, without delay, all funds and other assets of this local PTA.

**Section 6.7 President.** The president:

- a. Shall preside at all meetings of the general membership and the board of directors at which he/she may be present, and shall designate another officer to preside when he/she will not be present (in the absence of such designation, the board may elect any board member to preside at any meeting);
- b. Shall coordinate the work of the officers, the board and the committees of this local PTA;
- c. Shall perform such other duties as may be provided for by these bylaws or assigned to him/her by this local PTA or by the board of directors;
- d. Shall sign all contracts of this local PTA that have been approved by the board; and
- e. Shall be an ex officio voting member of all committees except the nominating committee.

**Section 6.8 Vice President(s).** The vice president(s) shall perform duties requested by the president and the board of directors. In the event of a vacancy in the office of president, the vice president, or the vice presidents acting together if there is more than one, shall assume the duties of the president until a new president is elected pursuant to Section 6.4 of these bylaws.

**Section 6.9 Secretary.** The secretary shall record the minutes of all meetings of the general membership and the board of directors and shall perform such other delegated duties as may be assigned by the board of directors, and shall maintain a file of important documents related to that local PTA, including but not limited to:

- a. articles of incorporation of this local PTA;
- b. the current uniform local bylaws approved by NCPTA and adopted by this local PTA,
- c. the current standing rules of this local PTA, if standing rules have been adopted by the board;
- d. minutes of past meetings of the general membership and board of directors;
- e. a copy of the official membership roster provided for in Section 5.3 of these bylaws;
- f. a current roster of board members;
- g. a current roster of all committee members and chairs;
- h. legal documents, including but not limited to insurance policies and contracts;
- i. current and past tax returns; and
- j. current and past audit reports;

At the end of his/her term, the secretary shall transfer this file of important documents to his/her successor as secretary.

**Section 6.10 Treasurer.** The Treasurer shall:

- a. Collect, deposit and maintain all funds of this local PTA in approved depositories (including, but not limited to, all monies collected as local dues, raised in PTA activities, received as contributions, or otherwise acquired);
- b. Disburse funds in accordance with the annual budget adopted by this local PTA, and maintain records identifying the purpose and payee of all disbursements;
- c. Maintain a current record of income, expenditures, assets and liabilities of this local PTA, and make all financial records available for inspection and review by the audit committee;

- d. Present a financial report of income and expenses at each meeting of the general membership and the board of directors, which report shall compare current income and expenditures to the approved budget;
- e. Remit dues to NCPTA in accordance with Article 5 of these bylaws and the current NCPTA good standing requirements;
- f. Prepare a year-end financial report by June 30 showing the total income and expenditures for the fiscal year, comparing those figures with the budget approved at the beginning of the fiscal year, and the assets and liabilities of the local PTA, and submit that report to the incoming president, treasurer and audit committee;
- g. File all required tax forms and reports in a timely manner, including but not limited to tax returns for the previous fiscal year, and submit copies of all such filings to the secretary of this local PTA;
- h. At the end of his/her term, transfer all financial records to the audit committee by July 1; and
- i. Provide assistance to the audit committee upon request.

## **ARTICLE 7 BOARD OF DIRECTORS**

**Section 7.1 Duties.** The affairs of this local PTA shall be managed by the board of directors in the intervals between general membership meetings. The board shall be responsible to assure that all activities and expenditures of this local PTA shall be consistent with the budget approved by the general membership. The board of directors:

- a. Shall transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by the members of this local PTA;
- b. Shall create and supervise standing and special committees;
- c. Shall elect chairs and members of standing committees;
- d. Shall review and approve president's appointments of chairs and members of special committees;
- e. Shall review and approve the plan of work of the committees;
- f. Shall present a report regarding the activities of this local PTA at all general membership meetings;
- g. Shall require an annual review of this local PTA's financial records as provided in these bylaws;
- h. Shall prepare a budget for the fiscal year and submit that proposed budget to the general membership for adoption at its first meeting in the fiscal year;
- i. Shall assure the preparation and maintenance of the official membership roster as provided for in Section 5.3 of these bylaws;
- j. May adopt local PTA standing rules that shall not be in conflict with these bylaws or the bylaws, good standing requirements or policies of National PTA and NCPTA; and
- k. Shall undertake other activities as needed to assure the successful operation of this local PTA, and to fulfill the responsibilities of this local PTA under these bylaws.
- l. Shall agree to abide by the following Conflict of Interest Policy: When any actual or potential conflict of interest exists, with respect to any subject requiring action by the board of directors or any of its committees, the member having an actual or potential conflict shall immediately notify the president or committee chair of such conflict, and the member shall not participate in the deliberations, shall not vote on the subject with which the member has an actual or potential conflict of interest, and shall not use his/her personal influence. The minutes of the meeting shall reflect that a disclosure was made and that the board member who stated a conflict of interest did abstain from voting.

**Section 7.2 Qualifications.** Each board member shall be a member of this local PTA.

**Section 7.3 Composition.** The board of directors shall consist of the elected officers of this local PTA; the chairs of the standing committees, one teacher elected by the board and up to three at-large members elected by the board, and either the school principal or one school administrator designated by the principal to serve for the duration of the term.

**Section 7.4 Regular and special meetings.** Regular meetings of the board of directors shall be held during the fiscal year, the time to be fixed by the board of directors at its first meeting of the fiscal year. Special meetings of the board of directors may be called by the president or by any three members of the board, at least three days notice having been given and the purpose of the meeting stated.

**Section 7.5 Quorum.** A majority of the board of directors shall constitute a quorum for the transaction of business.

**Section 7.6 Meetings by electronic media.** Board meetings may be held by a telephone or electronic conference system that allows all participating members to simultaneously hear and speak to each other during the



meeting. Telephone or electronic conferences shall not be used unless available to all board members. A committee member participating in this type of meeting is deemed to be present at the meeting.

**Section 7.7 Removal from board.** A board member of this local PTA may be removed from office without cause by the board of directors upon the affirmative vote of two-thirds (2/3) of all board members then serving. Board members must be notified of the request for removal at least five (5) days in advance of the board of directors meeting.

**Section 7.8 Proxy voting.** Voting by proxy is prohibited.

## ARTICLE 8 COMMITTEES

### Section 8.1 Standing Committees.

- a. The board of directors shall establish an audit committee by July 1, and an advocacy and nominating committee by November 1 each fiscal year; and may establish additional standing committees at any time; as needed.
- b. The board of directors shall elect the chairs and members of standing committees.
- c. Only members of this local PTA may serve as chairs or members of standing committees.
- d. The term of chairs and members of standing committees shall be from July 1, or a date thereafter when they assume office, to the end of that fiscal year on June 30.
- e. The chair of each standing committee shall present a plan of work to the board of directors for approval;
- f. The president shall be an *ex officio* voting member of all standing committees except the nominating and audit committees;
- g. All standing committee chairs and members serve at the direction of the board of directors and may be replaced by a majority of directors then serving at any meeting of the board upon ten (10) days notice to the board of such proposed action.
- h. Standing committee meetings may be called by the committee chair or any three members of the committee.

### Section 8.2 Audit Committee.

- a. The audit committee shall be composed of no fewer than three members. Individuals with authorization to execute financial transactions, and their family members may not serve on the audit committee, nor may the outgoing or incoming treasurer.
- b. The audit committee shall be responsible for the audits and financial reviews described in Article 11 of these bylaws.

### Section 8.3 Nominating Committee.

- a. The nominating committee shall be comprised of an odd number and no fewer than three members; at least two of the committee members shall be board members and at least one committee member shall be a member of the local PTA who does not serve on the board.
- b. Neither the president nor the principal shall be a member of the nominating committee.
- c. Throughout the year, the nominating committee is tasked with identifying talented, motivated, and responsible individuals to serve as officers of this local PTA.
- d. Prior to the last general membership meeting each fiscal year, the nominating committee shall prepare a slate of nominees for officers of this local PTA for the coming year, and the president shall include that slate in the notice for the last general membership meeting, the chair of the nominating committee shall place such names in nomination at that meeting, and the election shall be conducted as provided in Section 6.2 of these bylaws.

### Section 8.4 Advocacy Committee.

- a. The advocacy committee shall promote advocacy on behalf of children and family engagement and shall promote the purposes provided for in Article 2 of these Bylaws.
- b. The advocacy committee shall be nonpartisan and shall not engage in any activities that could jeopardize the local unit PTA's 501(c)(3) status.

### Section 8.5 Special Committees.

- a. A special committee is a committee that is created to perform a special project and goes out of existence once the project has been completed.

- b. The board of directors may create special committees and shall specify the duration and duties of such committees.
- c. The president shall appoint the chairs and members of special committees with the approval of the board and the president shall be an *ex officio* voting member of all special committees.
- d. Only members of this local PTA may serve as chairs or members of special committees.
- e. The chair of each special committee shall present a plan of work to the board of directors for approval.
- f. All special committee chairs and members serve at the direction of the board of directors and can be removed by action of a majority of directors then serving at any meeting of the board upon ten (10) days notice to the board of such proposed action.
- g. Special committee meetings may be called by the committee chair or any three members of the committee.

**Section 8.6 Meetings by electronic media.** Standing and special committee meetings may be held by a telephone or electronic conference system that allows all participating members to simultaneously communicate with each other during the meeting. Telephone or electronic conferences shall not be used unless available to all committee members. A committee member participating in this type of meeting is deemed to be present at the meeting.

**Section 8.7 Proxy voting.** Voting by proxy is prohibited.

**Section 8.8 Quorum.** Unless otherwise specified in these bylaws, a majority of the members of any committee shall constitute a quorum for the transaction of business.

## **ARTICLE 9 GENERAL MEMBERSHIP MEETINGS**

**Section 9.1 Regular general membership meetings.** Regular general membership meetings of this local PTA shall be scheduled by the board and held at least three (3) times per fiscal year. Five (5) days notice must be given to the general membership to change the date of a regular general membership meeting. In the event of an emergency; such as natural disaster, war, or epidemic the board of directors, by two-thirds (2/3) vote of the board members then in office, shall have the authority to modify the meeting requirements, as needed.

**Section 9.2 Special meetings.** Special meetings of this local PTA may be called by the president or a majority of the board of directors, at least three (3) days notice having been given. The meeting notice shall include the purpose of the meeting and the meeting shall be limited to such purpose.

**Section 9.3 Last general membership meeting of the fiscal year.** The last general membership meeting of the fiscal year shall be held in April, May, or June.

**Section 9.4 Quorum.** Either twenty (20) members or fifty percent (50%) of the membership of this local PTA, whichever number is less, shall constitute a quorum for the transaction of business in any general membership meeting of this local PTA.

**Section 9.5 Majority vote.** Unless a higher vote is required by these bylaws, the act of the majority of the voting members present and voting shall be the act of this local PTA.

**Section 9.6 Proxy voting.** Voting by proxy is prohibited.

**Section 9.7 In Event of an Emergency (See 9.1); Meetings by Electronic Media.** Upon two-thirds (2/3) vote of the board of directors, meetings may be held by a telephone or electronic conference system, including videoconferencing, that allows all participating members to simultaneously communicate with each other during the meeting. Telephone or electronic conference, including videoconferencing, shall not be used unless available to all members. A member participating in this type of meeting is deemed to be present at the meeting.

## **ARTICLE 10 COUNCIL MEMBERSHIP**

(This article applies only to local PTAs holding membership in a PTA council.)

This local PTA shall be represented in meetings of the local council of Parent-Teacher Associations as designated in the council bylaws. Delegates, who must be members of this local PTA, shall be elected by the board of

directors prior to September 1 each year. This local PTA shall pay annual dues to the council as determined by the council in its bylaws.

## ARTICLE 11 FINANCE AND BUDGET

**Section 11.1 Monthly financial review.** The audit committee will conduct a monthly review of this local PTA's bank statements and supporting documents and shall sign an acknowledgment on the bank statements that the expenditures were consistent with the approved budget.

**Section 11.2 Financial review when financial officer leaves office.** If any officer with financial responsibility, including but not limited to check signing authorization, leaves office before the end of a fiscal year, the audit committee will conduct a review of the local PTA's financial records.

**Section 11.3 Annual financial review.** By August 31 each year, the audit committee, or a certified public accountant appointed by the board shall:

- a. Examine the treasurer's year-end financial report and this local PTA's financial records (including but not limited to all depository accounts, the general ledger of receipts and expenditures, supporting documentation and checks, and records of membership dues paid); and
- b. State in writing whether or not the treasurer's year-end report is correct and shall submit that statement, with a copy of the report, to the board of directors.

The board shall review and approve the report of the audit committee or certified public accountant, and thereafter the audit committee shall use the data in the report to prepare and file the required Local PTA Year-End Report online in the NCPTA database no later than August 31. The audit committee will summarize its report to the general membership at its next meeting. The audit committee, at any time, may recommend to the board that an independent review of the financial records by a certified public accountant should be conducted.

**Section 11.4 Annual budget.** The officers shall prepare a proposed annual budget which, following approval by the board, shall be considered and adopted at the first general membership meeting of the fiscal year. Amendments to the budget may be considered and adopted at regular or special general membership meetings.

**Section 11.5 Checks.** All expenses of this local PTA shall be documented and approved, prior to payment, by at least two individuals with authorization to execute financial transactions. Checks must be signed by at least two of no more than four authorized members of the board of directors, except that none of these officers so authorized shall be related. A check payable to an authorized signatory cannot be signed by that individual. Any and all checks and related financial information shall be in the possession and maintenance of the Treasurer. The signing of blank checks is prohibited.

### **Section 11.6 Establishing and accepting electronic payments**

Payments made by electronic means must have documentation of prior approval by two individuals with authorization to execute financial transactions.

- a. This local PTA shall not utilize any electronic payment platform, except the Memberhub payment processing platform, that requires an individual's personal information to establish the account including a person's name, date of birth, credit history, etc. This prohibits use of platforms such as Paypal, Square, Cashapp, Zelle, etc. requiring an individual's personal information to be connected. Establishing and accepting electronic payments.
- b. All local PTA funds must be held in an account belonging to that PTA.
- c. Local PTAs must not allow PTA payments to be sent to a personal electronic payment platform account.
- d. All electronic banking accounts must be examined in all financial reviews of this PTA.

### **Section 11.7 Debit Card**

All expenses of this local PTA paid by debit card shall be documented and approved, prior to payment, by at least two individuals with authorization to execute financial transactions.

- a. The local PTA may have a debit card to be used exclusively for the sole purpose of making purchases on behalf of the PTA.
- b. The debit card is to be issued in the official legal name of the PTA.
- c. The Treasurer is to maintain a log of debit card purchases and reconcile these with budget line items.
- d. The debit card must be mailed to the official PTA address and issued by the Treasurer.
- e. Only the local PTA authorized bank signers may be issued and authorized to use the debit card.

- f. The local PTA debit card must be returned to the Treasurer at the end of the fiscal year, the end of the authorized bank signer's board term, or whichever comes first.
- g. A NCPTA approved "PTA Debit Card Usage Agreement" must be completed prior to taking possession of the PTA debit card.
- h. Unauthorized use of the local PTA debit card.
  - i. The board member will immediately lose debit card privileges and the card will be confiscated and will be subject to removal from the board of directors.
  - ii. The board member may be subject to possible legal action.
  - iii. The board member will be personally and solely responsible for any fees incurred as a result of the unauthorized use of the debit card.
  - iv. This agreement must be kept on file at all times during the given fiscal year and must be signed and submitted to the Treasurer annually.
  - v. The use of the local PTA debit card for any cash advance options is prohibited.
  - vi. Any transactions requiring the use of a PIN or ATM are prohibited.
- i. All local PTA debit card purchases must have prior approval from the President and Treasurer submitting the "PTA Debit Card Pre-Approval Form".
- j. The President or Treasurer may not approve his/her own "PTA Debit Card Pre-Approval Form".
- k. All local PTA debit card purchase receipts shall be submitted to the Treasurer within 5 business days of the charge to allow the Treasurer to reconcile with the bank statement and budget line items.

**Section 11.8 Expenditures and fund availability.** All expenditures of this local PTA must be consistent with the approved budget and based on actual fund availability. All reimbursements for expenditures will be contingent upon actual fund availability.

**Section 11.9 Depositories.** All depositories of local PTA funds, including checking, savings and investment accounts, must be approved by the board of directors.

**Section 11.10 Contracts and other financial agreements.** All contracts and other financial agreements require the prior approval of the board and must be signed by the President.

**ARTICLE 12 NCPTA CONVENTION**

**Section 12.1 Representation.** A local PTA in good standing is entitled to be represented at the annual convention of NCPTA by its president or alternate, and by one delegate for every twenty-five (25) members, or major fraction thereof, as shown on the books of the state treasurer as of a date determined by the NCPTA Executive Committee, and upon payment of the convention registration fees. All delegates representing this PTA at the NCPTA annual convention must be members of this PTA.

**Section 12.2 New local PTAs.** New local PTAs organized after March 15 may be represented at the NCPTA annual convention by two PTA member delegates as long as NCPTA has received state dues at least ten (10) days prior to convention and the new local PTA or individual delegates have paid the convention registration fee.

**ARTICLE 13 OPERATIONAL REQUIREMENTS AND DISSOLUTION**

**Section 13.1 Net Earnings.** No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, Board members, trustees, officers or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Bylaws.

**Section 13.2 Exempt Activities.** Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

**Section 13.3 Political Activities.**

- (a) The organization 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.
- (b) The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purposes of the organization.

**Section 13.4 Dissolution** Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

**ARTICLE 14 FISCAL YEAR**

The fiscal year of this local PTA shall begin on July 1 and end on the following June 30.

**ARTICLE 15 PARLIAMENTARY AUTHORITY**

This local PTA shall conduct its meetings in accordance with Robert's Rules of Order, Newly Revised (current edition) to the extent that it does not conflict with North Carolina law, the Articles of Incorporation of this local PTA, or the bylaws of National PTA, NCPTA or this local PTA.

**ARTICLE 16 AMENDMENTS**

Amendments to the uniform local bylaws may be made only by the NCPTA board of directors, and any such amendments shall automatically become part of the uniform local bylaws adopted by local PTAs. The NCPTA board of directors will notify all local PTAs of amendments to the uniform local bylaws.

**ARTICLE 17 APPLICATION OF THESE UNIFORM BYLAWS**

The foregoing uniform local bylaws supersede any and all bylaws previously adopted, and shall be applied as the sole and exclusive bylaws of this local PTA.

The foregoing local uniform bylaws were adopted by the general membership of this local PTA on \_\_\_\_\_ (date), and shall be kept with the permanent records of this local PTA.

\_\_\_\_\_  
President (print name)

\_\_\_\_\_  
President (signature)