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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. represent the Local PTA as a delegate to Council PTA;
11. appoint the financial reconciliation committee, subject to the approval of the executive board; and,
12. 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; membership; 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 programs; 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 communications; and
3. preside in the absence of the president (in their designated order):

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

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

G. **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. file with the Council PTA secretary the names of this Local PTA's delegates and alternates by the first regular Council PTA delegate meeting and no later than October 1. A Local PTA joining the Council PTA or making changes after October 1 shall submit any changes in writing prior to any delegate meeting in order to be eligible to vote;
12. submit the names and contact information of all executive board members to the Texas PTA Office within 15 days of their election or appointment;
13. 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
14. not be a member of the financial reconciliation committee.

H. 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.

I. 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.

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

1. be a graduate of BASICS Principals and PTA.

ARTICLE VIII

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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. have served no more than two consecutive terms in the same position;

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 on consecutive 15 nom

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- 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.

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B. Delegates and their alternates shall be appointed by the president, subject to approval of the executive board by August and reported, by the Secretary, to the Council PTA no later than October 1st.

C. Delegates to Fort Worth ISD Council of PTAs Council of PTAs shall serve for a term of one year.

Section 2. Dues. This association shall pay annual dues to the Fort Worth ISD Council of PTAs no later than October 15. The amount of dues shall correspond with the amount as stated in the Council PTA bylaws.

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.

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 09/16/2019. Your Standing Rules were last approved: 09/16/2019.

Information on file with Texas PTA for R. L. Paschal High School

- The EIN assigned by the IRS is 237320572. The assigned Texas PTA ID number is 3728.

Local Dues: \$ 2.50 (individual); \$.50 (student; teacher)

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

Officers: 4 Vice President(s) *in addition to President, Treasurer, Secretary (and appointed Parliamentarian).*

Duties of Vice Presidents:

- First Vice President: aide-to-the-president; membership
- Second Vice President: programs
- Third Vice President: communications
- Fourth Vice President: 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: 5 members and 1 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;February;April

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: April

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;

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

Representation in Fort Worth ISD Council of PTAs

- Council Delegate(s) selection: appointed, subject to the approval of the executive board
- Council Delegate(s) selection month: August

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