

# COUNCIL BYLAWS

*...OF THE...*

NAME: Anne Arundel County Council of Parents and Teachers Association, Inc. Maryland

COUNTY: Anne Arundel

Incorporation #: D 03585262

National PTA ID #: 00054430

Employer Identification Number (EIN): 23-7031091

Sales & Use Tax #:                     

Insured by: Knight Insurance Services

**Maryland**

**PTA<sup>®</sup>**

**everychild. onevoice.**

*A Council Unit of*

PARENTS AND TEACHERS OF THE  
MARYLAND BRANCH OF THE NATIONAL CONGRESS

5 Central Avenue  
Glen Burnie, Maryland 21061

November 2015

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FOR OFFICE USE ONLY

APPROVED BY COUNCIL \_\_\_\_\_ APPROVED BY STATE \_\_\_\_\_

RESUBMIT BY \_\_\_\_\_

## INSTRUCTIONS – Please read carefully

1. This is the bylaws template for use by council PTAs in Maryland. Additional copies may be obtained from the Maryland PTA office. A working draft may be provided electronically upon request from the Maryland PTA office. Final submission must be on the original booklet received from the Maryland PTA office. Do not retype the entire form. If additional space is required for changes, a page(s) may be added as an attachment to this form. The attached page(s) should include the council PTA name, date of the meeting at which changes were approved, and the specific bylaws change(s) with the article and section referenced. Remember that PTA is a registered trademark of the National Congress of Parents and Teachers. Do not use periods after each letter.
2. This form consists basically of two parts:
  - a. Material marked with a number symbol (#) is designated as MANDATORY by the Maryland PTA. MANDATORY MATERIAL MUST BE USED AS PRINTED, WORD FOR WORD AND IN THE SAME ORDER. Altered MANDATORY material cannot be approved. No additions or deletions may be made to the #Articles or #Sections. Adoption of the material in these articles or sections by a council PTA does not require approval by the general membership.
  - b. All other material pertains directly to the operating structure of a council PTA. This material may be altered to meet the requirements of the council PTA, in accordance to Maryland PTA Bylaws, and any changes thereto must be approved by the general membership of the council PTA as per #Article XVI.
3. For a full bylaws submission, send the completed original form and one (1) photocopy directly to the Maryland PTA office for approval by the Bylaws Committee. **Submissions must be sent via postal mail or the equivalent. Please see cover page for address.** NO FAXED, SCANNED, OR OTHER ELECTRONICALLY REPRODUCED COPIES WILL BE ACCEPTED. Upon approval, a copy will be returned to the council PTA to be retained by the secretary to have available at all meetings. The original will be placed on file in the Maryland PTA office and another copy will be sent to the VP for Councils.
4. When submitting only amendments to your existing bylaws, be sure to include a cover letter clearly stating that you are submitting amendments only, and include your current bylaws, and attachments specifying the amendments. The attached page(s) should include the council PTA name, date of the meeting at which changes were approved, and the specific bylaws change(s) with the article and section referenced. **DO NOT SEND AMENDED ARTICLES OR SECTIONS SEPARATELY.** Send two complete sets directly to the Maryland PTA office for approval by the Bylaws Committee. **Submissions must be sent via postal mail or the equivalent – they may not be emailed or faxed to Maryland PTA. Please see cover page for address.**
5. Council PTAs in Maryland are required to review and submit their bylaws every three years. With or without changes, the general membership must vote to approve the bylaws prior to submission to Maryland PTA. (See #Article XVI).
6. Suggestions/Helpful hints for filling out the template:
  - a. Executive Committee refers to all of the council officers. The Board of Directors refers to all of the council's officers and any other selected positions as determined by the bylaws.
  - b. Article I Name – List the full legal name of the Council and the second blank for the abbreviated form of the council's name. All Councils must be incorporated
  - c. Article II through Article V – NO additions or deletions can be made to any part of these Articles.
  - d. Article VI Officers and Their Elections – If the Council has more than one Vice President or Secretary, then the titles of each must be specified in Section 1.
  - e. Article VII Duties of Officers, Section 2, Vice Presidents – If the council has more than one VP, each VP's duties needs to be outlined in this section, including their succession order if the president is unable to serve.
  - f. Article VII Duties of Officers, Section 3, Secretary – if the council has more than one Secretary, each Secretary duties needs to be outlined in the this section.
  - g. Article VIII Board of Directors:
    - i. Section 3 – Identify other members of the Board of Directors such as Superintendent or their alternate, or a Board of Education Member or their alternate.
    - ii. Section 4 – Add to the list any other duties of the Board of Directors.
  - h. Article IX Executive Committee:
    - i. Section 1 – List any other members on the Executive Committee other than officers.
    - ii. Section 5 – List any other duties of the Executive Committee.
  - i. Article XI General Membership, Section 1 – Add a list of any other voting members.

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## Article I – Name

The name of this association is the Anne Arundel County Council of Parents and Teachers Association Inc., Maryland  
(full legal name)  
It is a council PTA organized under the authority of the Maryland Congress of Parents and Teachers, Inc. (Maryland PTA), a branch of the National Congress of Parents and Teachers (the National PTA). The association shall hereinafter be referred to in these bylaws as AACCPA.

## #Article II – Purposes

Section 1. The Purposes of the AACCPA  
(name, may use abbreviation)

in common with those of National PTA and Maryland PTA are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship,
- b. To raise the standards of home life,
- c. To secure adequate laws for the care and protection of children and youth,
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth, and
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

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

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

## #Article III - Basic Policies

The following are the basic policies of National PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association shall work with the school and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The association shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- e. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an association exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.
- f. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- g. The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

## #Article IV-Relationship with National PTA and Maryland PTA

Section 1. This council PTA shall be organized and chartered under the direct authority of the Maryland PTA in the area in which this council PTA function, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Maryland PTA may in its bylaws prescribe. The Maryland PTA shall issue to this council PTA an appropriate charter evidencing the due organization and standards of affiliation for the council PTA.

A council PTA, in order to meet the standards of affiliation, shall:

- a. Adhere to the purposes and basic policies of the PTA,
- b. Have bylaws approved every three (3) years according to the procedures of Maryland PTA,
- c. Submit the name and contact information including phone number, address and e-mail address of all elected officers to the Maryland PTA office within two (2) weeks after council elections,
- d. Submit the Council Yearly Event Calendar to the Maryland PTA office within two weeks of setting said calendar,
- e. Have an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) on file with Maryland PTA,
- f. Maintain its status as a corporation, have as required by Maryland nonprofit law at a minimum a president, secretary and treasurer. File the appropriate tax forms by the required dates with the IRS and submit a copy to the Maryland PTA office within 30 days of filing,
- g. Submit a copy of its annual financial report, reviewed by an auditor or auditing committee, to Maryland PTA within one hundred twenty (120) days following the end of the council's fiscal year, and
- h. File all appropriate state forms of the appropriate state authorities by the required date and submit a copy to the MD PTA office within 30 days of filing.
- i. Sends a minimum of 2 board members, one of which is the treasurer to be trained by MD PTA within one hundred twenty (120) days of taking office.-Training must include financial training regarding the required Maryland state and IRS tax forms.

Section 2. This council PTA must meet the requirements as outlined on the council PTA affiliation worksheet and have met the listed standards of affiliation by December 31.

Section 3. The articles of organization of this council PTA include (a) the bylaws of such association and (b) the certificate of incorporation or articles of incorporation of such association.

Section 4. This council PTA shall adopt such bylaws for the government of the association as may be approved by Maryland PTA. Such bylaws shall not be in conflict with National PTA Bylaws or the bylaws of Maryland PTA.

Section 5. Bylaws of this council PTA shall include an article on amendments.

Section 6. Bylaws of this council PTA shall include a provision establishing a quorum.

Section 7. Each officer, board member, or committee member of this council PTA shall be a member of a local PTA, meeting the standards of affiliation, within the area of this council.

Section 8. The bylaws of this council PTA shall prohibit voting by proxy, mail (including electronic communications/email) or absentee.

Section 9. A PTA member shall not serve as a voting member of this council PTA's board while serving as a paid employee of, or under contract to, this council PTA.

Section 10. The members of the nominating committee for officers of this council PTA shall be elected by the

Board of Directors  
(specify general membership, board of directors, or executive committee)

Section 11. Each council PTA shall annually designate, according to its bylaws and/or standing rules, a representative to serve on the Maryland PTA Board of Directors and submit the name and contact information to the Maryland PTA president, in writing, within one (1) week of taking office.

Section 12. The charter of a council PTA may be removed in the manner and under the circumstances provided in Maryland PTA bylaws, Article V, #Section 10 and #Section 11.

Section 12. This council PTA is obligated, upon withdrawal of its charter by Maryland PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to Maryland PTA or to such agency as may be designated by Maryland PTA or to another council PTA organized under the authority of Maryland PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with National PTA or Maryland PTA or status as a constituent association of National PTA; and
- c. To carry out promptly, under the supervision and direction of Maryland PTA, all proceedings necessary or desirable for the purpose of dissolving this council PTA.

Section 13. This council PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of this council, including, specifically, the number of its members and the dues collected from its members. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Maryland PTA, or where directed by the committee on state, council, and local relationships, by a duly authorized representative of the Maryland PTA.

### #Article V - Purposes of this Council

Section 1. The Purposes of this council PTA are to:

- a. Promote the purposes and interests of Maryland PTA,
- b. Unify and strengthen the local PTAs within its area,
- c. Provide for conference, leadership training, and coordination of the efforts of the local PTAs within this council's area in order to create a public opinion favorable to the interests of children,
- d. Encourage programs and projects in the various local PTAs which will carry out the mission and purposes of PTA,
- e. Assist in the formation of new PTAs according to the plan of Maryland PTA, and
- f. Promote the interests of National PTA and of Maryland PTA.

Section 2. Authority

Council shall not:

- a. Dictate to local PTAs,
- b. Legislate for the local PTAs, including taking action involving member local PTAs and setting up rules for them without their consent,
- c. Duplicate the work or program of the local PTAs,
- d. Compete with local PTAs,
- e. Compel local PTAs to enter into council projects, or
- f. Assess local PTAs for funds without their consent.

### Article VI – Officers and their Election

Section 1. The officers of this council PTA shall be a president, 2 vice president(s),  
(number)  
1 secretary (ies), and a treasurer.  
(number)

Note change. \* Section 2. Officers shall be elected at the annual general membership meeting in the month of April and shall assume their duties on the first day of the fiscal year. (even numbered years)

Section 3. Officers shall be elected by ballot; however, if there is but one nominee for any office, election for that office may be by voice vote. A majority vote shall be required for election.

Section 4. The following provisions shall govern the eligibility of individuals to be officers of the  
AACCPA  
(name, may use abbreviation)



- #a. Each officer shall be a member of a local PTA within the area of this council PTA.
- b. Only members of a local PTA whose state and council PTA dues are paid shall be eligible to hold office. All officers shall have served at least one (1) full year as a local PTA officer or one (1) full year on the PTA council board of directors.
- c. A term of office shall be 2 year(s) (If two (2) years, odd or even) or until a successor is elected. No officer may be eligible to serve more than 2 (number) consecutive terms in the same office.
- d. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

Section 5. A vacancy occurring in any office shall, except president, be filled for the unexpired term by a person elected by a majority vote of the board of directors, 7 days' notice of such election having been given. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by 1st vice president. In the event this officer chooses not to assume the office of president, (title of officer to assume presidency) the general membership shall be notified by him/her within 7 days and a special election shall be held by the general membership within 30 days of notification.

#### Section 6. Removal from Office

The board of directors by a two-thirds (2/3) majority vote may remove any officer who fails to perform duties as outlined in these bylaws and the current policies and procedures and/or fails to adhere to the basic policies, misrepresents the council or acts in any manner deemed detrimental to the purposes of the association. The board of directors shall notify, by certified mail at least seven (7) days prior to the meeting of determination, the officer of his/her right to appear before the board of directors at that meeting. Such removal constitutes a vacancy in that position.

#### Section 7. Nominating Committee

- #a. There shall be a nominating committee for officers composed of 3 (specify an uneven number, no less than 3) members who shall be elected by the Board of Directors. (specify general membership, board of directors, or executive committee)
- b. The nominating committee shall be elected at least two (2) months prior to the election of officers.
- c. The nominating committee shall serve for a term of 1 (number) year(s) (If two years, odd or even.) No two (2) members shall be from the same local PTA.
- d. The committee shall elect its own chair and notify the president in writing of its decision within ten (10) days of such election.
- e. The committee shall nominate one (1) eligible person for each office to be filled and send its written report to the board of directors. The report shall be published to the general membership at least fifteen (15) days prior to the election. Additional nominations may be made from the floor.
- f. Only those individuals who have met the qualifications as outlined in Article VI, Section 4 and who have signified their consent to serve if elected shall be nominated for or elected to such office.

### Article VII – Duties of Officers

#### Section 1. The president shall:

- a. Preside at all meetings of this council PTA,
- b. Serve as an ex-officio member of all committees except the nominating committee,
- c. Coordinate the work of the officers and committees of this council PTA in order that the Purposes may be promoted,
- d. Assist in extending PTA work into all parts of the council PTA area, keeping it in harmony with the Maryland PTA plan,
- e. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors or the executive committee, and
- f. Review bank statements monthly with the treasurer.

#### Section 2. The vice president(s) shall:

- a. Act as an aide(s) to the president,
- b. ~~In their~~ designated order, perform the duties of the president in the president's absence or inability to serve, and
- c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee; and,

Section 3. The secretary shall:

- a. Record the minutes of all meetings of the council PTA,
- b. Be prepared to read the minutes of the previous meetings,
- c. File all records,
- d. Have a current copy of the bylaws,
- e. Maintain a current membership list,
- f. Notify committee chairs of their elections,
- g. Conduct delegated correspondence, and
- h. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.

Section 4. The treasurer shall:

- a. Have custody of the funds of this council PTA,
- b. Maintain a full account of the funds of this council PTA,
- c. Keep a full and accurate account of receipts and expenditures including reconciliation of the bank statement each month,
- d. Make disbursements as authorized by the president, board of directors or this council PTA in accordance with the budget adopted by this council PTA,
- #e. Have checks or vouchers signed by two people-the treasurer and one other authorized officer,
- f. Present a written financial statement at every meeting of the executive committee, the board of directors, the general membership and at other times when requested by the board of directors,
- g. Present an annual report of the financial condition of the organization to the membership,
- #h. Submit the books annually for a financial review,
- #i. Report the findings of the annual financial review to the board of directors and submit a copy to Maryland PTA within 120 days of the close of the fiscal year,
- j. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee,
- k. Be responsible for preparing and filing all required tax forms and submitting copies within 30 days to Maryland PTA,
- l. Submit a proposed annual budget to the board of directors and the general membership for approval, and
- m. Review bank statements monthly with the president.

## ARTICLE VIII - Board of Directors

Section 1. The affairs of the AACPTA  
(name, may use abbreviation)  
shall be managed by the board of directors in the intervals between general membership meetings.

#Section 2. Each board of directors member shall be a member of a local PTA within the area of this council whose state and council PTA dues are paid.

Section 3. The members of the board of directors shall be:

- Note change ~~AA~~
- a. Elected officers,
  - b. standing committee chairs, Superintendent/designee,  
a teacher representative and a student representative (list).

A parliamentarian (non-voting) may be appointed by the president, subject to approval of the executive committee of this council PTA.

Section 4. Duties of the board of directors shall be to:

- a. Carry out such business as may be referred to it by the membership of this council,
- b. Create special and standing committees,
- c. Present a report at the regular general membership meetings of this council PTA,
- d. Select an auditing committee to audit the treasurer's accounts at least one month before the new executive committee assumes its duties,



- e. Approve and submit an annual budget to this council PTA's general membership for adoption,
- f. Approve payment of routine bills within the limits of the approved budget, and
- g. Approve plans of work of council PTA standing committees.

Section 5. The board of directors, by a two-thirds (2/3) vote of the members present and voting a quorum being established, may remove from his/her position any board member who fails to perform designated duties as outlined in these bylaws or the current standing rules, fails to attend two consecutive meetings without being excused, violates the basic policies, misrepresents the positions of the association or acts in any other way which is detrimental to the philosophy and purposes of the association. When removal action is contemplated, the member shall be advised, by certified mail at least seven (7) days prior to the meeting of determination, of his/her right to appear before the board of directors at that meeting. Such removal constitutes a vacancy in that position.

Section 6. Regular meetings of the board of directors shall be held with the date and time to be fixed by the board of directors at their first meeting of the year and sent to Maryland PTA within two (2) weeks.

Section 7. Special meetings of the board of directors may be called by the president or when requested by a majority of the Board of Directors members upon 7 (number) days' written notice to each member of the board of directors.

#Section 8. At all meetings of the board of directors, a majority of the members of the board of directors shall constitute a quorum for the transaction of business.

Section 9. Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board of directors, they shall automatically cease to be a member of the board of directors and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen (14) days of said expiration.

## **Article IX— Executive Committee**

Section 1. The elected officers shall be members of the executive committee.

#Section 2. Each executive committee member shall be a member of a local PTA within the area of the council whose state and council PTA dues are paid.

Section 3. Regular meetings of the executive committee shall be held with the dates and times fixed by the executive committee at its first meeting of the fiscal year. Special meetings of the executive committee may be called by the president or upon written request of a majority of the executive committee members, with 7 (number) days' notice to each member of the executive committee.

#Section 4. At all meetings of the executive committee, a majority of the members of the executive committee shall constitute a quorum for the transaction of business.

Section 5. Duties of the executive committee shall be to:

- a. Transact business referred to it by the board of directors,
- b. Elect standing and special committee chairs,
- c. Act in emergencies between meetings of the board of directors, and
- d. Provide a report at each board of directors meeting.

Section 6. The executive committee shall take no action in conflict with any action taken by the board of directors.

## **Article X – Committees**

#Section 1. Only members of a local PTA within the area of the council whose state and council PTA dues are paid shall be eligible to serve in any elected or appointed positions.

Section 2. Standing Committee chairs shall be elected by the executive committee.

Section 3. The board of directors may create such special and standing committees as it deems necessary to promote the purposes of PTA and carry on the work of this council PTA.

Note ~~change~~ Section 4. The term of office of a standing committee chairs shall be 2 (number) year(s) (If 2 years, odd or even) or until the election of a successor. Chairs shall assume their duties July 1 (month/day).

Section 5. The chair of each standing committee shall present a plan of work to the board of directors for approval. No committee work shall be undertaken without the consent of the board of directors.

Section 6. A person elected by a majority vote of the executive committee shall fill a vacancy occurring in any committee chair position for the unexpired term.

## Article XI – General Membership

Section 1. The general membership (voting body) of this council PTA shall consist of the board of directors; the president of each member local PTA or his/her alternate; the principal of each member local PTA or his/her alternate; and delegates or their alternates as specified in Section 2 of this article.

Section 2. Each member local PTA shall be eligible to be represented by 2 (number) delegates or their alternates as selected by the local PTA according to its own bylaws.

Section 3. Individuals are entitled to one vote, even though they may be serving in more than one position.

## Article XII - Electronic Meetings and Communication

Section 1. Maryland Board of Directors, to include all committees and subcommittees and all subsidiary locals and councils board of directors, committees and subcommittees, may meet by telephone conference or through other electronic communications media, as long as all the members can simultaneously clearly communicate, and/or electronically stream each other and participate during the meeting.

Section 2. Unless members indicate otherwise to the cognizant board of directors, all communication required by these bylaws, including meeting notices, maybe sent electronically unless otherwise specified in these bylaws.

## Article XIII – General Membership Meetings

Section 1. Regular meetings of this council PTA shall be held during the year, the time to be fixed by the board of directors at its first meeting of the fiscal year. 7 (number) days' notice shall be given to the membership of any change of date. Meetings will be cancelled following the inclement weather school closing policy for the county.

Section 2. Special general membership meetings of this council PTA may be called by the president or by a majority of the board of directors, 7 (number) days' notice given.

Note ~~change~~ Section 3. The annual meeting shall be held in April or May (month).

#Section 4. A quorum for the transaction of business of any general membership meeting of this council PTA shall consist of at least 5 (number) members of the voting body.

Section 5. Meetings of this council PTA shall be open to all members of the local PTAs holding membership in the council PTA, but the privilege of introducing motions and voting shall be limited to the voting body as outlined in Article XI.

Section 6. Only members of this council PTA who have paid dues for the current membership year may participate in the business of this council.

## Article XIV – Council Membership

Section 1. Membership in this council PTA shall consist of local PTAs chartered by Maryland PTA in ACCEPTED (county name) upon payment of dues as hereinafter provided.

Section 2. The membership dues in this council PTA shall be determined annually by the board of directors and shall be paid on or before October 31<sup>st</sup> and are considered in arrears after March 31<sup>st</sup>.

#Section 3. Membership in this council PTA shall be made available by this council PTA without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the National PTA Bylaws or the Maryland PTA Bylaws, as may be prescribed in the bylaws of this council PTA, to any PTA who subscribes to the Purposes and basic policies of the National PTA.

Section 4. Local PTAs may be accepted as members at any time. Bylaws and incorporation documents of local PTA shall be provided to this council upon approval by its membership.

## #ARTICLE XV – Fiscal Year

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

## #ARTICLE XVI – Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern this council PTA in all cases in which they are applicable and in which they are not in conflict with the National PTA Bylaws, the Maryland PTA Bylaws, special rules of order or the Articles of Incorporation.

## #ARTICLE XVII – Amendments

Section 1. These bylaws may be amended at any general membership meeting of this council PTA by a two-thirds vote of those members present and voting, a quorum being present, provided notice of the proposed amendment has been given to the general membership at least thirty (30) days prior to the meeting at which the amendment is to be voted upon. When amended, articles are in effect, but shall be subject to the approval of Maryland PTA.

Section 2. A decision to totally revise the bylaws as a substitute for the existing bylaws, requires a majority vote of those members present and voting at a general meeting of this council PTA, or a two-thirds vote of the board of directors. A committee to carry out this task shall be appointed by the board of directors. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment, including 30 days prior notification to the general membership.

Section 3. Submission of amendments or revised bylaws for approval by Maryland PTA shall be in accordance with the bylaws of Maryland PTA.

These bylaws are submitted by a new an existing (circle one) council PTA in Maryland and were approved at a GENERAL MEMBERSHIP MEETING of the

\_\_\_\_\_  
(full legal name – no initials)

on \_\_\_\_\_ (month/day/year).

\_\_\_\_\_  
Secretary (Printed name)

\_\_\_\_\_  
Secretary (Signature)

**Please indicate address where bylaws should be sent:**

**If Maryland PTA has questions or must decline these bylaws,**

the person to contact, if different  
than the person named to the left is:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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*For Maryland PTA Use Only*  
**Action of Maryland Congress of Parents  
and Teachers, Inc.**

Approved on \_\_\_\_\_

\_\_\_\_\_  
Chair, Maryland PTA Bylaws Committee

## **PURPOSES**

### **OF THE NATIONAL CONGRESS OF PARENTS AND TEACHERS**

- △ To promote the welfare of children and youth in home, school, community, and place of worship.
- △ To raise the standards of home life.
- △ To secure adequate laws for the care and protection of children and youth.
- △ To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- △ To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.\

## **MISSION**

### **OF THE PARENT TEACHER ASSOCIATION**

**is threefold:**

- △ To support and speak on behalf of children and youth in the schools, in the community, and before government bodies and other organizations that make decisions affecting children;
- △ To assist parents in developing the skills they need to raise and protect their children; and
- △ To encourage parent and public involvement in the public schools of this nation.