

LOCAL PTA/PTSA BYLAWS

C.W. Henry School PTA

(PTA/PTSA name)

Philadelphia County Region 12

Approved by the general membership at its meeting on **February 9, 2023**.

Date of Approval

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

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

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

President's Name Printed: **Ta'Mora Jackson**

President's Signature

Ta'Mora Jackson

Home Address:

[REDACTED]

President's Phone #

[REDACTED]

President's e-mail

[REDACTED]

Secretary's Name Printed: **Dauida Washington**

Secretary's Signature

Dauida Washington

Date of Review: **February 9, 2023**

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

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

[REDACTED]

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

Signature & date _____

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

C. W. Henry School PTA

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

Required by the Pennsylvania PTA.

Required by National PTA.

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

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

1 **# ARTICLE I: NAME**

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

9 **## ARTICLE II: PURPOSES**

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

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

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

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

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

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

- 44 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- 45 b. The association shall work to engage and empower children, families, and educators within schools
46 and communities to provide quality education for all children and youth, and shall seek to participate
47 in the decision-making process by influencing school policy and advocating for children’s issues,
48 recognizing that the legal responsibility to make decisions has been delegated by the people to boards
49 of education, state education authorities, and local education authorities.
- 50 c. The association shall work to promote the health and welfare of children and youth, and shall seek to
51 promote collaboration among parents, schools, and the community at large.
52
53
54
55

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

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

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

84 **# ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND PENNSYLVANIA PTA** 85

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

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

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

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

112
113 g. meet other criteria as may be prescribed by the Pennsylvania PTA.
114
115

116 # ARTICLES V: BYLAWS

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

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

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

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

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

141 # ARTICLE VI: VOTING

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

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

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

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

153 **Section 5.** A PTA/PTSA member shall not serve as a voting member of this PTA's board while serving as a
154 paid employee of or under contract to this PTA/PTSA.
155
156
157

158 # ARTICLE VII: MEMBERSHIP & DUES

159
160 **Section 1.** Every individual who is a member of this PTA/PTSA is, by virtue of that fact, a member of the
161 National PTA and of the Pennsylvania PTA by which this PTA/PTSA is chartered and is entitled to all the
162 benefits of such membership.
163

164 **Section 2.** Membership in PTA shall be open, without discrimination, to anyone who believes in and
165 supports the mission and purposes of the National PTA.
166

- 167 **Section 3.** This PTA/PTSA shall conduct an annual enrollment of members but may admit individuals to
 168 membership at any time. The membership year shall begin on July 1st and end on June 30th annually.
 169
- 170 **Section 4.** Each member of this PTA/PTSA shall pay such annual dues to said association as may be
 171 prescribed by the association. The amount of such dues shall include the portion payable to the Pennsylvania
 172 PTA -the "state portion"- and the portion payable to the National PTA -the "national portion."
 173
- 174 **Section 5.** The national portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per
 175 annum as determined by the National PTA.
 176
- 177 **Section 6.** The state portion of each member's dues shall be two dollars and seventy-five cents (\$2.75) per
 178 annum as determined by the Pennsylvania PTA.
 179
- 180 **Section 7.** The local portion of each member's dues shall be determined by this PTA/PTSA at their annual
 181 general membership meeting.
 182
- 183 **Section 8.** PTA/PTSA Membership:
 184
- 185 a. Upon payment of dues, a person of Full Age shall become a member of a PTA/PTSA unit and shall
 186 be entitled to all privileges of membership, including holding office and voting.
 187
 - 188 b. Upon payment of dues, a person of less than Full Age (example: student in a PTA/PTSA) shall
 189 become a member of a PTA/PTSA unit and shall be entitled to all privileges of membership
 190 including voting, holding chairmanships and offices, with the exception of president, first vice-
 191 president, secretary and treasurer.
 192
 - 193 c. Of Full Age: eighteen (18) years of age or over, as set forth by the Pennsylvania Consolidated
 194 Statutes, Title 15, Corporations and Unincorporated Associations, under which the Pennsylvania
 195 Congress of Parents and Teachers, Inc. is governed along with the Pennsylvania PTA bylaws.
 196
- 197 **Section 9.** Membership dues with required documentation shall be submitted on a monthly basis to the state
 198 office. Local units that do not submit any dues to the state PTA office postmarked by September 30 shall be
 199 notified that their non-profit status is in jeopardy.
 200
 201

202 **ARTICLE VIII: OFFICERS**

- 203
- 204 **Section 1. Officers.** The officers of this PTA/PTSA shall consist of:
 205
- 206 # a. one (1) president;
 - 207
 - 208 b. **two (2)** vice presidents;
 - 209
 - 210 c. **two (2)** secretaries; and
 - 211
 - 212 # d. one (1) treasurer.
 213
- 214 **Section 2. Eligibility.** The following provisions shall govern the qualifications and eligibility of individuals
 215 to be officers of this PTA/PTSA:
 216
- 217 a. Each officer shall be a current member of this PTA/PTSA.
 - 218
 - 219 b. No person shall serve in more than one elected position in this PTA/PTSA simultaneously.
 220
 221

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

224
225 a. A person who has served in an office for more than one-half of a full term shall be deemed to have
226 served a full term in such office.

227
228 b. No officer may be eligible to serve more than three (3) consecutive terms in the same office.
229

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

233
234 **#Section 5. Nominating Committee.**

235
236 a. **Composition.** The nominating committee shall consist of **three** local unit members. The president
237 shall not serve as a member of this committee.

238
239 b. **Election.** The members of the nominating committee shall be elected by this PTA/PTSA at a
240 regular meeting at least 2 months prior to the election of officers at the annual meeting (as listed in #
241 Article XII: General Membership Meetings, Section 1.b.) The committee shall elect its own chair.

242
243 c. **Duties.** The nominating committee shall:
244 i. send out notification of elections;
245 ii. confidentially consider all candidates for elected positions who meet the eligibility
246 requirements set forth by these bylaws and who have provided written consent to serve if
247 elected; may consider additional candidates during its confidential deliberations; and
248 iii. submit only one (1) name for each position to be filled.

249
250 d. **Report.** The nominating committee shall report its nominees to the general membership at least one
251 (1) month prior to the election of officers at the annual meeting (as listed in # Article XII: General
252 Membership Meetings, Section 1.b.)

253 **#Section 6. Nominations from the floor.** Nominations from the floor shall be accepted at the election
254 meeting. Nominees shall be current members of this PTA/PTSA and shall have submitted written consent.
255

256 **#Section 7. Elections.** Officers shall be elected:
257

258 a. at the annual general membership meeting;
259

260 b. by written ballot if there is more than one (1) candidate and a majority vote shall elect; and
261

262 c. by voice vote when there is only one (1) candidate. Only affirmative votes shall be valid.
263
264

265 **ARTICLE IX: DUTIES OF OFFICERS**

266
267 **# Section 1.** All officers shall perform the duties as provided in these bylaws, and as may be prescribed by
268 the association, the parliamentary authority and as directed by the president or the executive board of this
269 PTA/PTSA

270
271 **Section 2.** The president shall:
272

273 # a. preside at all general membership and executive board meetings of this PTA/PTSA;
274

275 # b. confirm that a quorum is present (refer to *Robert's Rules of Order Newly Revised*, current edition);

- 276
277 # c. serve as an ex-officio member of all committees with the exception of nominating, election, and
278 audit committees;
279
280 # d. coordinate the work of the officers and committees of this PTA/PTSA in order that the purposes
281 may be promoted;
282
283 # e. communicate with state PTA to comply with all standards of affiliation and maintain 'good standing'
284 status as outlined in these bylaws;
285
286 # f. file the Annual Local Unit Registration Form with the state PTA office immediately upon election of
287 officers and no later than June 15 annually;
288
289 # g. serve as the official representative of this PTA/PTSA and be authorized to sign contracts;
290
291 # h. retain all official records of this PTA/PTSA and have a current copy of this unit's bylaws available
292 for membership review;
293
294 # i. appoint a parliamentarian as needed; and
295
296 # j. return all current unused membership cards by July 1 to the state office or be charged annual dues
297 for each card not returned. Failure to submit payment will result in suspension of services.
298

299 **Section 3.** The vice-president(s) shall¹

- 300
301 # a. serve as aide(s) to the president;
302
303 # b. in their designated order **first and then second**, perform the duties of the president in the
304 president's absence or inability to serve; and
305

306 **Section 4.A.** The **recording** secretary shall²

- 307
308 # a. record the minutes of all general membership and executive board meetings of this PTA/PTSA;
309
310 # b. maintain a current copy of the bylaws and membership list;
311
312 # c. at each meeting, present a written copy of the minutes from the previous meeting, for
313 corrections/amendments and approval;
314
315 # d. maintain at each meeting, written records for at least the previous twelve (12) meetings, for possible
316 review by members;
317
318 e. take attendance of all members present at each executive board meeting;
319
320 f. maintain correct minute of all meetings; and
321
322 g. distribute the minutes to the president, the principal and the general membership.
323

324 **Section 4.B. The corresponding secretary shall:**

- 325
326 # a. be responsible for all correspondence of the association, as needed and as directed by the president
327
328 b. provide all members with notice and agenda of executive board and general membership meetings;
329
330 c. notify board members of board meetings and confirm when feasible;
331

- 332 d. maintain an accurate list of current members;
- 333
- 334 e. conduct such other correspondence as required by the executive board; and
- 335
- 336 f. perform the duties of the recording secretary in their absence.
- 337

338 **Section 5.** The treasurer shall:

- 339 # a. hold and maintain a full account of all the funds of this PTA/PTSA;
- 340
- 341
- 342 # b. keep a full and accurate account of all income and expenditures including bank statements, deposit
- 343 receipts, budgets, invoices, and paid receipts in accordance with the records retention policy as
- 344 provided by the Pennsylvania PTA;
- 345
- 346 # c. remit monthly, five dollars (\$5.00 = national + state portions of dues) for each member of the
- 347 PTA/PTSA, as listed on the Dues Remittance Form, to the state PTA office (see Article VII:
- 348 Membership & Dues, Section 9. & #Article IV: Relationship with National PTA and Pennsylvania
- 349 PTA , Section 1.);
- 350
- 351 # d. record national and state portions of the membership dues separate from record of general funds of
- 352 this PTA/PTSA;
- 353
- 354 # e. make disbursements in accordance with the budget adopted by the general membership this
- 355 PTA/PTSA;
- 356
- 357 # f. present a written and verbal financial statement of each financial account which shall include the
- 358 balance from the previous meeting, list of deposits and expenditures, and current balance, along with
- 359 a combined balance of all accounts, at all executive board and general membership meetings;
- 360
- 361 # g. present a preliminary annual financial report which shall include the approved budget figures and the
- 362 actual current figures, at the annual general membership meeting of this PTA/PTSA;
- 363
- 364 # h. present all audit reports to the general membership for adoption at the first general membership
- 365 meeting held after their completion;
- 366
- 367 # i. such books of account and records shall be open to inspection, at all reasonable times, by an officer
- 368 of this PTA/PTSA, an authorized representative of the Pennsylvania PTA or, where directed by the
- 369 committee on state and national relationships;
- 370
- 371 # j. if unit is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when
- 372 there is a change of officers;
- 373
- 374 # k. prepare or cause to be prepared, the appropriate IRS 990 form by the 15th day of the 5th month after
- 375 the end of the fiscal year of this PTA/PTSA;
- 376
- 377 # l. forward to the state PTA office annually:
- 378 i. a copy of the Form 990N, 990, or 990EZ as required per IRS regulations upon completion;
- 379 and
- 380 ii. a signed copy of all audit reports to the state office immediately following adoption by the
- 381 general membership.
- 382
- 383 # m. compile and submit all financial documents necessary to complete an audit to the elected audit
- 384 committee or approved auditor as directed by the executive board.
- 385
- 386

387 **ARTICLE X: EXECUTIVE BOARD**

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

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

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

- # a. elected officers.

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

- # a. transact business as may be referred to it by the membership of this PTA/PTSA;
- # b. create standing and special committees and appoint chairmen/coordinator for all committee;
- # c. approve plans of work of the committees;
- # d. present a report of all action taken by the Executive board at every general membership meeting of this PTA/PTSA;
- # e. elect an auditor or an auditing committee to audit the treasurer's accounts;
- # f. prepare an annual budget for the upcoming fiscal year, to submitted to the members for adoption at the annual general membership meeting;
- # g. approve payment of routine bills within the limits of the approved budget;
- # h. elect delegates to the state convention, and
- # i. act in emergencies between general membership meetings and have all emergency actions ratified at the next general membership meeting.

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

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

Section 7. Special meetings of the executive board may be called by the president or when requested by a majority of its members upon **three (3)** days' advance written notice to each member of the board.

Section 8. At all meetings of the executive board, a majority of the members of the board 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 on the board, they shall automatically be relieved of all duties and responsibilities. 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.

ARTICLE XI: COMMITTEES

Section 1. Committees. The executive board shall create such standing and special committees as deemed
Local Bylaws Model PA PTA Adopted February 27, 2019

444 necessary to promote the purposes and appoint the chairman/coordinator for all committees.

445
446 **Section 2. Standing Committees.** The standing committees of this PTA/PTSA shall be: Membership,
447 Projects & Events, Fundraising, Communications, Lower School, Upper School, Playground, Finance, and
448 Garden.

449
450 **Section 3. Chairman/Coordinator Eligibility.** Only members of this PTA/PTSA shall be eligible to serve
451 as a committee chairman/coordinator.

452
453 **Section 4. Chairman /Coordinator Term.**

454
455 a. The term of office of each committee chairman/coordinator shall be one (1) year or until a successor
456 is appointed.

457
458 **b. A chairman/coordinator may be eligible to serve more than two (2) consecutive terms as the**
459 **chairman/coordinator of the same committee at the discretion of the executive board.**

460
461 **Section 5. Chairman/Coordinator Duties.** Each committee chairman/coordinator shall:

- 462
463 a. present a plan of work to the executive board for approval;
464
465 b. coordinate all work of the committee;
466
467 c. perform other duties as assigned by the president; and
468
469 d. upon the expiration of the term of office or when individuals cease to hold the position, they shall
470 automatically be relieved of all duties and responsibilities. All records, books, and other materials
471 pertaining to the position shall be turned over to the president and all funds pertaining to the
472 position shall be returned to the treasurer within fourteen (14) days.

473
474
475 **# ARTICLE XII: GENERAL MEMBERSHIP MEETINGS**

476
477 **Section 1. Regular Meetings.** This association shall hold a minimum of three (3) general membership
478 meetings during the membership year.

479
480 a. Dates of general membership meetings shall be determined by the executive board and announced
481 at the first general membership meeting of the year, as well as through all communication channels
482 used by this PTA/PTSA. Five (5) days' advance notice shall be given to the membership of a change
483 of date.

484
485 b. The annual meeting shall be held in **May** at which time the business shall include the election of
486 officers by the members, determination of next year's local portion of the dues and preliminary
487 annual fiscal report. **In September a presentation of next year's budget will be submitted for**
488 **approval by the membership.**

489
490 **Section 2. Special Meetings.** A special meeting of this PTA/PTSA, if needed, shall be called by the
491 president or by the majority of the executive board with three (3) days' advance notice which shall include the
492 date, time, place and purpose for the meeting. No other business shall be discussed or conducted.

493
494 **Section 3. Quorum.** The quorum for the transaction of business in any general membership meeting of
495 this PTA/PTSA shall be **fifteen (15)** members.

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498 **ARTICLE XIII: COUNCIL MEMBERSHIP N/A**

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ARTICLE XIV: PENNSYLVANIA PTA CONVENTION

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

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

ARTICLE XV: FISCAL YEAR AND ACCOUNTABILITY

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

Section 2. Banking

- a. All funds shall be kept in bank accounts in the name of this PTA/PTSA.
- b. All checks shall be signed by two (2) authorized signers.
- c. Authorized signers on the bank accounts shall not be related by blood or marriage and shall not reside in the same household.
- d. There shall be at least three (3) authorized signers listed at the bank.
- e. The president and treasurer shall be signers, unless prohibited by employment.
- f. A member shall be appointed by the executive board, who is not an authorized signer on the bank account(s) to open, review, initial/date each bank statement and forward to the treasurer.

Section 3. Financial Audit(s)

- a. An annual financial audit shall be performed by an auditor approved by the executive board or by an audit committee of at least three (3) members elected by the executive board.
 - i. The auditor or audit committee members shall not be authorized signers, the incoming treasurer, related by blood or marriage and shall not reside in the same household as the authorized signers.
 - ii. A report of the findings of the audit shall be submitted in writing to the executive board to be presented to the general membership for adoption by majority vote at the next regular general membership meeting; the report shall be signed and dated by all auditing parties.
- b. A financial audit shall also be performed if an authorized signer is added or deleted on any bank account and at any other time deemed necessary by the president or three (3) or more members, by an audit committee that shall be elected by the executive board within five (5) days. (Refer to subsection a.i. and a.ii. above for committee requirements and reporting.)

552 **# ARTICLE XVI: DISSOLUTION & WITHDRAWAL OF CHARTER**

553
554 **Section 1.** This PTA/PTSA shall be subject to withdrawal and the status of such association as a PTA unit
555 shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the
556 Pennsylvania PTA.

557
558 **Section 2.** A PTA/PTSA considering dissolution must:

- 559
560 a. arrange for a Pennsylvania PTA representative to speak in favor of continuing PTA/PTSA at a
561 meeting of the executive board prior to taking action;
562
563 b. upon the decision of the executive board to recommend dissolution of the unit, that
564 recommendation shall be presented to the members at the next general membership meeting and
565 shall include an announcement that the vote on the dissolution will be taken at the next regular
566 meeting (a 2/3 vote is required to dissolve);
567
568 c. require that each person voting to dissolve shall have been member of this PTA/PTSA for at least
569 ninety (90) days;
570
571 d. arrange for a Pennsylvania PTA representative to speak to the members at the general meeting at
572 which the vote is to be taken;
573
574 e. arrange for the proper disposal of PTA/PTSA funds and property according to the provisions of
575 these bylaws; and
576
577 f. provide for the dissolution to take effect immediately after the dissolution is voted and shall not to
578 be post-dated.
579

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

- 581
582 a. yield up and surrender all of its books and records and all of its assets and property to the
583 Pennsylvania PTA, or to such agency as may be designated by the Pennsylvania PTA, or to another
584 local PTA organized under the authority of the Pennsylvania PTA (Refer to #Article III: Principles
585 and Basic Policies, Section 2.c);
586
587 b. cease and desist from the further use of any name that implies or connotes association with the
588 National PTA or the Pennsylvania PTA or status as a constituent association of the National PTA;
589 and
590
591 c. promptly carry out, under the supervision and direction of the Pennsylvania PTA, all proceedings
592 necessary or desirable for the purpose of dissolving this PTA/PTSA.
593
594

595 **#ARTICLE XVII: PARLIAMENTARY AUTHORITY**

596
597 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this association
598 and in all cases in which they are applicable and in which they are not in conflict with these bylaw, the
599 Pennsylvania PTA bylaws, or the Articles of Incorporation.
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605 **# ARTICLE XVIII: AMENDMENTS**

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

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

619 **February 9, 2023- Virtual**

620 In attendance: Ta’Mora Jackson- President; Rob McIntosh- Vice President; Nisha Nayak –
621 Treasurer; Davida Washington- Recording Secretary; Nick Jann- Corresponding Secretary;
622 Meghan Medlock- Projects and Events Co-Chair; Nate Holt- Projects and Events Co-Chair;
623 Natasha Broadwater-Fundraising Chair; Kristin Roth- Playground Chair; Alysia Sheaffer-
624 Membership Chair; Becky Brodie- Garden Chair; Lynda O’Leary – Lower School Chair, Kim
625 Smith- Upper School Teacher Representative

626

627 I. Meeting Minutes

628 a. January 2023 Board Minutes reviewed

629 i. Approved; Yes-5, No-0, Abstain-2

630

631 II. Meeting Agenda

632 a. Agenda shared and reviewed

633 III.

634 IV. PTA Standing

635 a. PTA currently not in good standing

636 i. Up-to-date paperwork, dues, and completed audit required

637 b. Need to approve and submit up-to-date bylaws

638 i. Bylaws available for review in Dropbox, link shared via chat

639 ii. Bylaw framework to largely remain the same

640 1. Can make small changes specific to our PTA needs

641 2. Members can review and email any requested changes/updates

642 3. Changes are to be underlined and bolded for easy review

643 iii. Voted to approve current bylaw framework with understanding that a
644 few small changes may be made

645 1. All members will be informed of any changes

646 2. Approved; Yes-11, No-0, Abstain-0

647 iv. Aim to sign and submit within a week

648 c. Registration Paperwork

649 i. Updated registration form and board member information needed

650 ii. President will complete paperwork and verify information with Recording
651 Secretary

652 iii. Will submit completed paperwork asap

653 d. National and State Dues

654 i. Dues overdue

655 ii. Treasurer will look into amount owed and make needed payment

656 e. PTA Audit

657 i. Audit to be completed

658 ii. Auditor identified, Kim Massare

659 iii. Treasurer will review audit process and schedule a time to complete

660 1. Will reach out to previous Treasurer to review process

661 2. Will submit asap

662

663 V. Projects and Events

664 a. Quizzo Fundraiser scheduled for Saturday, 3/25 from 7-10pm

- 665 i. Great venue found
- 666 1. Circus School allowing PTA to use event space for free!
- 667 2. Space can hold up to 400 guests
- 668 ii. Reaching out to local businesses for food and refreshment donations
- 669 1. Hoping to get pizza and beer donated
- 670 iii. Admission pricing-
- 671 1. Charging \$25/person and \$40/pair for tickets purchased in
- 672 advance
- 673 2. \$30/person and \$45/pair will be charged at the door
- 674 iv. Discussed offering free or reduced admissions to Henry staff
- 675 1. Would be a community building opportunity
- 676 2. Members comfortable allowing staff to participate free of cost
- 677 v. Plan to have live music, fun prizes, silent auction, and more!
- 678 1. Lining up to be a very fun event
- 679 2. Will share event information with school community soon
- 680

681 VI. Beautification Committee

- 682 a. Kindergarten Lobby painted during report card conferences
- 683 i. Peaceful hills and cloudy sky landscape painted
- 684 1. Brightened a previously drab, gray space
- 685 ii. Well received by school community!
- 686 b. Painted classroom doors in portable
- 687 c. Beautification Fund update-
- 688 i. Approximately \$1146 spent
- 689 ii. \$1533.66 remaining
- 690

691 VII. Fundraising Committee

- 692 a. 5K Walk/Run for Fun scheduled for May 13th
- 693 i. Event flyer sent home with students and shared online
- 694 ii. Plan to have participants register at 7am and begin at 8am
- 695 iii. Necessary permits have been submitted
- 696 iv. 9 business interested in being donors!
- 697 1. Have donated \$100+ each
- 698 2. Business logos will be featured on event tee
- 699 3. New local dental office interested in sponsoring a water table at
- 700 event!
- 701 a. Will give a newsletter and meeting shout out
- 702 b. Owner asked to attend upcoming general meeting to get
- 703 to know the community
- 704 i. General meetings are open to the local community
- 705 ii. Welcome to attend as a casual
- 706 observer/participant
- 707 v. Looking to recruit student volunteers to help
- 708 1. Could see if volunteers could get service credit for helping!
- 709

710 VIII. Garden Committee

- 711 a. Moving forward with Upper School Logo Contest

- 712 i. Approved by Principal Ross
- 713 ii. Working on contest flyer
- 714 iii. Will have 1st, 2nd, and 3rd place prizes
- 715 iv. Ms. Pownell planning a logo planning lesson for students
- 716 b. Looking to host a Seed Swap on 2/26
- 717 i. Would be a casual event held in the Blue Marble Community Room
- 718 ii. Additional details to be shared soon
- 719 c. Dye garden plans underway
- 720 i. Staff and parent volunteers participating in planning process
- 721 d. Beginning to plan Garden Plant Sale
- 722 i. Looking to hold in early May
- 723 1. Target date of 5/6 identified
- 724 ii. Largest fundraiser for garden
- 725
- 726 IX. Playground Committee
- 727 a. Piece of play structure bridge damaged
- 728 i. Will touch base with Principal Ross
- 729
- 730 X. Lower School Committee
- 731 a. Lower school dance scheduled for May 5th
- 732 i. Will be held outdoors
- 733 ii. Time to be determined
- 734 iii. Trying to identify a good rain date
- 735 1. 5/12 a possibility
- 736 2. End of year schedule very busy
- 737 iv. Lower School Teacher Rep Ms. D helping plan
- 738 1. 1st grade teacher Ms. Schecter has entry ticket supplies to donate
- 739 2. Will need volunteers to help during event
- 740
- 741 XI. Upper School Committee
- 742 a. Upper schoolteacher Ms. Cantarini thankful for PTA trip support
- 743 i. Students visited the African American History Museum
- 744 b. Upper School Dance scheduled for 4/14
- 745 i. Seeking PTA help for dessert donations
- 746 1. Can create a sign-up genius again
- 747 2. Treasurer volunteered to create and share sign-up
- 748 ii. Requesting individually wrapped treats for 100-125 guests
- 749 1. No homemade items
- 750 2. Would like to have nut free and gluten free options
- 751 iii. Asked if PTA has any large photo printing resources or connections
- 752 1. Will reach out for additional details
- 753 c. Coins for Change drive beginning
- 754 i. Classrooms will collect coins towards an inclusion pledge/goal
- 755 ii. Details will be shared with Henry families
- 756
- 757 I. Membership
- 758 a. 75 current members!

- 759 b. Organizing a Valentine’s Day appreciation activity
760 i. Will have students make valentines for staff
761 ii. Art table will be set out before and after school on Friday 2/10
762 iii. Valentines will be posted throughout the school
763
764 II. Finance
765 a. Discussed the need for a budget line for MLK day
766 i. Expenses will be included in clean-up budget line
767 ii. Can discuss adding a separate budget line next fiscal year
768 b. Working on submitted reimbursements
769 c. Copy of revised budget to be sent to board members
770
771 III. Philly Children’s Movement
772 a. Local organization interested in partnering with the PTA
773 i. Looking to co-host activities benefiting Henry students
774 ii. Interested in meeting via Zoom to discuss further
775 b. Emailed information to be shared with board members
776 i. Corresponding Secretary Nick Jann open to being an additional contact
777 person to help coordinate
778 ii. Lower School Rep Lynda O’Leary interested in possibly writing about the
779 organization in the Henry newsletter
780 1. Interested in learning more
781
782 IV. Upcoming PTA Meetings
783 a. Board Meeting - **3/2 (In-Person), 4/13 at 8pm (Virtual)**
784 b. General Meeting- **2/21 at 8pm (Virtual), 3/14 (In-Person)**
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