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August 9, 2010

Dear PTA President,

Re: Simplified Uniform Bylaws

On June 25, 2010, the NCPTA Board of Directors unanimously approved Uniform PTA Bylaws for local PTAs. The Bylaws Committee had feedback sessions with local and council leaders during the past two years and NCPTA listened to you, our PTA leaders. We spent many hours working to make your bylaws less complicated, more user friendly, and easier to understand while providing you guidance in complying with IRS regulations and NC non-profit law. Once your PTA adopts these new Uniform Bylaws, you will not have to renew them ever again!

Below are some of the exciting changes that will make your PTA governance easier and allow you to do the real work of PTA—Advocating for All Children:

- An easy to read format including a table of contents
- No more renewals, meets a good standing requirement
- Officers and Board of Directors
- Establishing annual membership dues
- New meeting option
- Standing Committees (i.e., Audit, Nominating and Advocacy)
- Financial Management

We want the transition to the new Uniform Bylaws to be as easy as possible. **All local PTA units will be adopting and using the new Uniform Bylaws by July 1, 2011. Please plan to have your PTA adopt these bylaws on or before July 1, 2011.**

Follow the procedure below for the adoption process:

- Give notice of the adoption meeting to the general membership at least 10 days in advance.
- A quorum having been established, adopt by affirmative vote of a majority of the members present at the general membership meeting
- Once adopted, the PTA president must sign the uniform bylaws for the official PTA record. The original copy of the bylaws should be kept in a safe place.
- Login to the NCPTA database at <https://www.ncpta.org/db> as you would to enter members or complete the online Financial Review. Select the “Bylaws” button and fill in the date your bylaws were adopted. You must also enter your name and PTA position. Remember to click “Save”. The adoption date cannot be changed after you click the “Save” button. This step must be completed in order to remain a unit in good standing with NCPTA.

The NCPTA Board of Directors is excited to provide you with the Uniform Local Unit Bylaws. Please visit www.ncpta.org for more detailed updates and important information. If you have any questions, please contact the NCPTA office at office@ncpta.org.

Sincerely,

A handwritten signature in cursive script that reads "Kyle R. Robertson".

Kyle R. Robertson
President

Uniform PTA Bylaws

Name of PTA

Address

City

State

Zip

North Carolina
PTA[®]
everychild.one voice.

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UNIFORM BYLAWS
for
NORTH CAROLINA LOCAL PTAs & PTSAs

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APPLICATION OF THESE UNIFORM BYLAWS

ARTICLE 1 NAME, ADDRESS, DATE OF ADOPTION

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

Name of local PTA/PTSA: _____

Address: _____

City: _____ County: _____

Employer Identification Number (EIN) _____

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

ARTICLE 2 PURPOSES

Section 2.1 Purposes defined. The purposes of this local PTA in common with those of National PTA and NCPTA 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;
- 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 2.2 Promotion of purposes. The Purposes of National PTA, NCPTA, and this local PTA are promoted through advocacy and educational programs, directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article 3.

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

ARTICLE 3 BASIC POLICIES

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

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the schools 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 organization 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 organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 2 hereof.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to NCPTA or a local PTA in good standing approved by NCPTA.

- g. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- h. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purposes of the organization.

ARTICLE 4 RELATIONSHIP WITH NATIONAL PTA AND NCPTA

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

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

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

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

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

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

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

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

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

- a. The board of directors shall adopt a resolution recommending that the local PTA be dissolved and directing that the question of such dissolution be submitted to a vote of a special general membership meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the local PTA shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.
- b. Written notice of the proposed dissolution, accompanied by a copy of the notice of the special general membership meeting of the association, shall be sent by registered mail to the president of NCPTA at least thirty (30) days prior to this special meeting.
- c. Only those persons who were members in good standing of the local PTA on the date of adoption of the resolution, and who continue to be members in good standing on the date of the special general membership meeting, shall be entitled to vote on the question of dissolution.

- d. Approval of dissolution of the local PTA shall require the affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at this special meeting, a quorum being present.
- e. Minutes of this special meeting shall be sent to the president of NCPTA within thirty (30) days.
- f. All steps taken to dissolve the local PTA shall comply with these bylaws and the General Statutes of North Carolina.
- g. Upon dissolution, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to NCPTA or to a local PTA in good standing approved by NCPTA.
- h. Upon dissolution, the local PTA will cease and desist from the further use of any name that implies association with National PTA or NCPTA or status as a constituent organization of National PTA or NCPTA.
- i. NCPTA will notify the IRS of the change in status of this local PTA.

ARTICLE 5 MEMBERSHIP AND DUES

Section 5.1 Membership.

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

Section 5.2 Dues.

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

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

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

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

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

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

ARTICLE 6 OFFICERS

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

Section 6.2 Election.

- a. Officers who will serve for the coming fiscal year shall be elected at the last general membership meeting of the fiscal year; these officers will assume office on July 1 and serve until the following June 30.
- b. The nominating committee shall nominate a slate of eligible candidates for election as officers of this local PTA, as provided in Section 8.3 of these bylaws.

- c. The president shall give notice of the election of officers to the general membership at least ten (10) days before the last general membership meeting of the fiscal year, and the notice will include the nominating committee's slate of nominees.
- d. In addition to the individuals nominated by the nominating committee, nominations from the floor will be allowed. When there is only one nominee for an office, that election may be held by voice vote. If there is more than one nominee for any office, election for that office must be by ballot.
- e. Only those individuals who are PTA members and who have signified their consent to serve if elected may be nominated by the nominating committee or by floor nomination or elected to such office.

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

Section 6.4 Vacancies.

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

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

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

Section 6.7 President. The president:

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

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

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

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

- j. current and past audit reports;

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

Section 6.10 Treasurer. The Treasurer shall:

- a. Collect, deposit and maintain all funds of this local PTA in approved depositories (including, but not limited to, all monies collected as local dues, raised in PTA activities, received as contributions, or otherwise acquired);
- b. Disburse funds in accordance with the annual budget adopted by this local PTA, and maintain records identifying the purpose and payee of all disbursements;
- c. Maintain a current record of income, expenditures, assets and liabilities of this local PTA, and make all financial records available for inspection and review by the audit committee;
- d. Present a financial report of income and expenses at each meeting of the general membership and the board of directors, which report shall compare current income and expenditures to the approved budget;
- e. Remit dues to NCPTA in accordance with Article 5 of these bylaws and the current NCPTA good standing requirements;
- f. Prepare a year-end financial report by June 30 showing the total income and expenditures for the fiscal year, comparing those figures with the budget approved at the beginning of the fiscal year, and the assets and liabilities of the local PTA, and submit that report to the incoming president, treasurer and audit committee;
- g. File all required tax forms and reports in a timely manner, including but not limited to tax returns for the previous fiscal year, and submit copies of all such filings to the secretary of this local PTA;
- h. At the end of his/her term, transfer all financial records to the audit committee by July 1; and
- i. Provide assistance to the audit committee upon request.

ARTICLE 7 BOARD OF DIRECTORS

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

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

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

Section 7.3 Composition. The board of directors shall consist of the elected officers of this local PTA, the chairs of the standing committees, the school principal, one teacher elected by the board, and up to three at-large members elected by the board.

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

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

Section 7.6 Meetings by electronic media. Board meetings may be held by a telephone or electronic conference system that allows all participating members to simultaneously hear and speak to each other during the meeting. Telephone or electronic conferences shall not be used unless available to all board members. A committee member participating in this type of meeting is deemed to be present at the meeting.

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

Section 7.8 Proxy voting. Voting by proxy is prohibited.

ARTICLE 8 COMMITTEES

Section 8.1 Standing Committees.

- a. The board of directors shall establish an audit committee by July 1 each year, and an advocacy and nominating committee by November 1, and may establish additional standing committees at any time as needed.
- b. The board of directors shall elect the chairs and members of standing committees.
- c. Only members of this local PTA may serve as chairs or members of standing committees.
- d. The term of chairs and members of standing committees shall be from July 1, or a date thereafter when they assume office, to the end of that fiscal year on June 30.
- e. The chair of each standing committee shall present a plan of work to the board of directors for approval;
- f. The president shall be an *ex officio* voting member of all standing committees except the nominating and audit committees;
- g. Chairs of standing committees can be removed in the manner provided for the removal of board members in Section 7.7.
- h. Members of standing committees can be removed by action of a majority of directors then serving at any meeting of the board upon five (5) days notice to the board of such proposed action;
- i. Standing committee meetings may be called by the committee chair or any three members of the committee.

Section 8.2 Audit Committee.

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

Section 8.3 Nominating Committee.

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

Section 8.4 Advocacy Committee. The advocacy committee shall develop and organize meetings, activities, and programs to further the goals and purposes of PTA. This committee is tasked with improving communications and relationships between school staff and families; educating families and caregivers on important issues related to the health and educational success of their children; and helping to make each child's potential a reality.

Section 8.5 Special Committees.

- a. A special committee is a committee that is created to perform a special project and goes out of existence once the project has been completed.
- b. The board of directors may create special committees and shall specify the duration and duties of such committees.
- c. The president shall appoint the chairs and members of special committees with the approval of the board and the president shall be an *ex officio* voting member of all special committees.
- d. Only members of this local PTA may serve as chairs or members of special committees.
- e. The chair of each special committee shall present a plan of work to the board of directors for approval.
- f. All special committee chairs and members serve at the direction of the board of directors and can be removed by action of a majority of directors then serving at any meeting of the board upon five (5) days notice to the board of such proposed action.
- g. Special committee meetings may be called by the committee chair or any three members of the committee.

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

Section 8.7 Proxy voting. Voting by proxy is prohibited.

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

ARTICLE 9 GENERAL MEMBERSHIP MEETINGS

Section 9.1 Regular general membership meetings. Regular general membership meetings of this local PTA shall be scheduled by the board and held at least three (3) times per fiscal year. Five (5) days notice must be given to the general membership to change the date of a regular general membership meeting.

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

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

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

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

Section 9.6 Proxy voting. Voting by proxy is prohibited.

ARTICLE 10 COUNCIL MEMBERSHIP

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

This local PTA shall be represented in meetings of the local council of Parent-Teacher Associations as designated in the council bylaws. Delegates, who must be members of this local PTA, shall be elected by the board of directors prior to September 1 each year. This local PTA shall pay annual dues to the council as determined by the council in its bylaws.

ARTICLE 11 FINANCE AND BUDGET

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

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

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

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

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

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

Section 11.5 Checks. All bills of this local PTA shall be paid by check. Checks must be signed by two of no more than four officers authorized by the board of directors to sign checks, except that none of these officers so authorized shall be related, and at least one of these authorized officers shall be the Treasurer. The signing of blank checks is prohibited.

Section 11.6 Expenditures and fund availability. All expenditures of this local PTA must be consistent with the approved budget and based on actual fund availability. All reimbursements for expenditures will be contingent upon actual fund availability.

Section 11.7 Depositories. All depositories of local PTA funds, including checking, savings and investment accounts, must be approved by the board of directors.

Section 11.8 Contracts and other financial agreements. All contracts and other financial agreements require the prior approval of the board and must be signed by the President.

ARTICLE 12 NCPTA CONVENTION

Section 12.1 Representation. A local PTA in good standing is entitled to be represented at the annual convention of NCPTA by its president or alternate, and by one delegate for every twenty-five (25) members, or fraction thereof, as shown on the books of the state treasurer as of March 15, upon payment of the convention registration fees. All delegates from this PTA to the NCPTA annual convention must be members of this PTA.

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

ARTICLE 13 FISCAL YEAR

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

ARTICLE 14 PARLIAMENTARY AUTHORITY

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

ARTICLE 15 AMENDMENTS

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

ARTICLE 16 APPLICATION OF THESE UNIFORM BYLAWS

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

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

President (print name)

President (signature)