



LOCAL UNIT BYLAWS
SUBMITTAL COVER SHEET
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Submittal Process:

- Include two (2) copies of this form and two (2) copies of bylaws
Complete ALL required information
Mail to Tennessee PTA office
Online submittal is allowed, provided that this cover sheet is faxed to office or scanned to include all required information and signature

All Local Unit information MUST be completed.

FOR COMPLETION BY LOCAL UNIT

Form containing fields for Local Unit Name, Unit ID, Unit Address, Federal Employer Identification Number (FEIN), Unit Representative Name, Phone, Representative's Email Address, Date of General Membership Approval, and a signature section for the Unit Representative's Signature and Date.

FOR TENNESSEE PTA USE ONLY

Form containing fields for Date of Submission, Date of Approval, a signature section for Kimberly Dyer, Tennessee PTA Bylaws Chairman, and Next State Review Due date.

1 **NORMAL PARK MUSEUM MAGNET PTA BYLAWS**
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4 **# ARTICLE I: NAME**
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6 The name of this association is Normal Park Museum Magnet Parent Teacher Association, PTA,
7 Chattanooga, Tennessee, hereinafter referred to as “this local unit”. It is a local PTA/PTSA
8 organized under the authority of the Tennessee Congress of Parents and Teachers (Tennessee
9 PTA), a branch of the National Congress of Parents and Teachers (National PTA).
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11

12 **# ARTICLE II: PURPOSES**
13

14 **Section 1.** The Purposes of this local unit, in common with those of Tennessee PTA and
15 National PTA, are:
16

- 17 a. To promote the welfare of children and youth in home, school, community, and place
18 of worship;
- 19 b. To raise the standards of home life;
- 20 c. To secure adequate laws for the care and protection of children and youth;
- 21 d. To bring into closer relation the home and the school, that parents and teachers may
22 cooperate intelligently in the education of children and youth; and
- 23 e. To develop between educators and the general public such united efforts as will
24 secure for all children and youth the highest advantages in physical, mental, social,
25 and spiritual education.
26

27 **Section 2.** The Purposes of Tennessee PTA, National PTA and this local unit area promoted
28 through an advocacy and educational program directed toward parents, teachers and the general
29 public; are developed through conferences, committees, projects, and programs; and governed
30 and qualified by the basic policies set forth in Article III.
31

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

37 **# ARTICLE III: BASIC POLICIES**
38

39 The following are basic policies of this local unit, Tennessee PTA and National PTA:
40

- 41 a. The association shall be noncommercial, nonsectarian and nonpartisan;
- 42 b. The association shall work with the schools and community to provide quality education
43 for all children and youth, and shall seek to participate in the decision-making process
44 establishing school policy, recognizing that the legal responsibility to make decisions
45 has been delegated by the people to boards of education, state education authorities and
46 local education authorities;
- 47 c. The association shall work to promote the health and welfare of children and youth, and
48 shall seek to promote collaboration among parents, schools and the community at large;
- 49 d. No part of the net earnings of the association shall inure to the benefit of, or be
50 distributable to, its members, directors, trustees, officers, or other private persons except

1 that the association shall be authorized and empowered to pay reasonable compensation
2 for services rendered, and to make payments and distributions in furtherance of the
3 purposes set forth in Article II hereof;

- 4 e. Notwithstanding any other provision of these articles, the association shall not carry on
5 any other activities not permitted to be carried on (i) by an association exempt from
6 federal income tax under Section 501 (c)(3) of the Internal Revenue Code or (ii) by an
7 association, contributions to which are deductible under Section 170 (c)(2) of the
8 Internal Revenue Code;
- 9 f. Upon the dissolution of the association, after paying or adequately providing for the
10 debts and obligations of the association, the remaining assets shall be returned to
11 Tennessee PTA;
- 12 g. The association or members in their official capacities shall not, directly or indirectly,
13 participate or intervene (in any way, including the publishing or distributing of
14 statements) in any political campaign on behalf of, or in opposition to, any candidate for
15 public office, or devote more than an insubstantial part of its activities to attempting to
16 influence legislation by propaganda or otherwise; and
- 17 h. This local unit may cooperate with other associations and agencies concerned with child
18 welfare, but no representative shall make a commitment that binds the association.
19
20

21 **# ARTICLE IV: RELATIONSHIP WITH**
22 **TENNESSEE AND NATIONAL PTA**
23

24 **Section 1.** This local unit shall be organized and chartered under the authority of Tennessee
25 PTA in the area in which this local unit functions in conformity with such rules and regulations
26 which are not in conflict with Tennessee PTA Bylaws or National PTA Bylaws.
27

28 A local unit in good standing is one that:

- 29 a. Adheres to the Purposes and basic policies of PTA;
30 b. Remits the national and state portion of the dues to Tennessee PTA by March 1st;
31 c. Has bylaws approved according to the procedures of Tennessee PTA;
32 d. Maintains a minimum of twenty (20) members; and
33 e. Meets other criteria as may be prescribed by Tennessee PTA;
34 f. To be eligible for any and all awards, a local unit membership report with the national
35 and state portions of the dues must be received in the state office no later than December
36 1st.
37

38 **Section 2.** The articles of organization of this local unit include (a) the bylaws of such
39 association, (b) the certificate of incorporation or articles of incorporation of such association (in
40 cases in which the association is a corporation) or the articles of association by whatever name
41 (in cases in which the association exists as an unincorporated association), and (c) local unit
42 charter.
43

44 **Section 3.** This local unit shall adopt such bylaws for the governance of the association as may
45 be approved by Tennessee PTA. Such bylaws shall be resubmitted for review by Tennessee
46 PTA at least once every five years. Such bylaws shall contain provisions corresponding to the
47 provisions of state bylaws identified by the pound sign (#).
48

49 **Section 4.** Voting by proxy is prohibited.

1
2 **Section 5.** Only members of this local unit who have paid dues for the current membership year
3 may participate in the business of Tennessee PTA and National PTA.
4

5 **Section 6.** This local unit shall keep such permanent books of account and records as shall be
6 sufficient to establish the items of gross income, receipts and disbursements of this local unit,
7 including specifically the number of its members, the dues collected from its members and the
8 amounts of dues remitted to Tennessee PTA. Such books of account and records shall at all
9 reasonable times be open to inspection by an authorized representative of Tennessee PTA.
10

11 **Section 7.** Organization of a new local unit requires a minimum of eight (8) members. To
12 remain a unit in good standing, a local unit must maintain a minimum of twenty (20) members.
13

14 **Section 8.** The charter of this local unit shall be subject to withdrawal and the status of such
15 association as a local PTA shall be subject to termination, in the manner and under the
16 circumstances provided in the bylaws of Tennessee PTA.
17

18 **Section 9.** A local unit may dissolve in the following manner:
19

- 20 a. A local unit executive committee considering recommending to its general membership a
21 resolution to dissolve must afford the council president, region director or state PTA
22 representative an opportunity to speak to the executive committee prior to its taking any
23 action on such a proposal. If the executive committee then votes to present to its general
24 membership a motion to dissolve, it must inform in writing the council president, region
25 director, the state president, and its general membership at least thirty (30) days prior to
26 the next general membership meeting that the resolution to dissolve will be considered.
27 No meeting for the purpose of considering dissolution of a local PTA/PTSA unit shall be
28 held during the periods of time when school is closed for vacation or holidays. The
29 council or state must be afforded the opportunity to speak at that meeting to the
30 membership prior to action being taken by them on the proposed resolution to dissolve.
- 31 b. Approval to dissolve requires a two-thirds ($\frac{2}{3}$) vote by written ballot, a majority of the
32 membership being present. Only those members, who are in good standing on the day
33 the written notice of the proposal to dissolve is mailed, may vote.
- 34 c. Dissolution shall take effect immediately and shall not be postdated. The provisions
35 hereinafter outlined in Article IV, Section 10, shall take effect immediately.
- 36 d. When a local PTA/PTSA has voted to dissolve in compliance with these procedures, and
37 later wishes to resume activities, it is necessary to reorganize the unit. The same
38 procedure as the organization for a new unit would be followed.
- 39 e. A report shall be filed with the council president, region director or the State Office
40 detailing the compliance with the dissolution process.
41

42 **Section 10.** This local unit is obligated, upon withdrawal of its charter by Tennessee PTA or
43 dissolution:
44

- 45 a. To yield up and surrender all of its books and records and all of its assets and property to
46 Tennessee PTA or to such agency as may be designated by Tennessee PTA or to another
47 local unit organized under the authority of Tennessee PTA;
- 48 b. To cease and desist from the further use of any name that implies or connotes association
49 with Tennessee PTA or National PTA; and

- 1 c. To carry out promptly, under the supervision and direction of Tennessee PTA, all
2 proceedings necessary or desirable for the purpose of dissolving this local unit.
3
4

5 # ARTICLE V: MEMBERSHIP AND DUES 6

7 **Section 1.** Every individual who is a member of this local unit is, by virtue of that fact, a
8 member of Tennessee PTA and National PTA by which this local unit is chartered, and is
9 entitled to all the benefits of such membership.
10

11 **Section 2.** Membership in this local unit shall be open, without discrimination, to anyone who
12 believes in and supports the mission and purposes of National PTA.
13

14 **Section 3.** This local unit shall conduct an annual enrollment of members but may admit
15 individuals to membership at any time.
16

17 **Section 4.** To remain a local unit in good standing requires a minimum of twenty (20) members.
18

19 **Section 5.** Each member of this local unit shall pay annual dues as may be determined by a two-
20 thirds ($\frac{2}{3}$) majority of the voting body of the association. Said dues shall include the State and
21 National portions, determined by a two-thirds ($\frac{2}{3}$) majority of the voting bodies of each
22 respective association at their annual convention. These portions shall be set aside and remitted
23 to Tennessee PTA through such channels and at such times as prescribed by Tennessee PTA.
24 The National portion shall be remitted by Tennessee PTA on behalf of all state members.
25

26 **Section 6.** Only members of this local unit who have paid dues for the current membership year
27 may participate in the business of this local unit.
28

29 **Section 7.** Each local unit membership chairman shall maintain an accurate list of members and
30 shall furnish a copy to the local unit secretary. A copy of this list shall be sent with each
31 membership report as instructed on the report forms.
32

33 **Section 8.** All membership received during the fiscal year ending June 30th shall expire no later
34 than the following October 31st.
35
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37 ARTICLE VI: OFFICERS AND THEIR ELECTION 38

39 **Section 1.** The officers of this local unit shall be a President, a President-Elect, a Vice President,
40 a Corresponding Secretary, a Recording Secretary, and a Treasurer.
41

42 **Section 2.** The officers shall be elected by ballot at the Annual Meeting, at which time
43 nominations may be made from the floor.
44

45 # **Section 3.** The vote shall be conducted by ballot. When there is but one candidate for an
46 office, the ballot for that office may be dispensed with and election held by voice vote. A
47 majority vote shall elect. Written ballots shall be counted by three members selected at the
48 election meeting.
49

50 **Section 4.** The following provisions shall govern the qualifications and eligibility of individuals
51 to be officers of this local unit:

- 1
2 # a. Each officer shall be a member of this local unit;
3 b. No officer may be eligible to serve more than two consecutive terms in the same office.
4 # c. A person who has served in an office for more than one half (1/2) of a full term shall be
5 deemed to have served a full term in such office.
6 d. The President-Elect and Vice President shall come from opposite campuses.
7

8 **Section 5.** Officers shall assume their official duties following the close of the Annual Meeting
9 and shall serve for a term of one year or until their successors are elected.
10

11 # **Section 6.** No person shall serve on the board of managers in more than one elected capacity.
12

13 **Section 7.** A vacancy occurring in the office of president shall be filled for the remainder of the
14 unexpired term by the President-Elect. Nominations to fill a vacancy in any office other than
15 president shall be made by the president and elected by the board of managers.
16
17

18 **ARTICLE VII: DUTIES OF OFFICERS**

19

20 **Section 1.** The President shall:
21

- 22 a. Preside at all meetings of this local unit;
23 b. Serve as an ex-officio member of all committees except the Committee on Nominations
24 and Leadership Development;
25 c. Be a designated signator on check and vouchers;
26 d. Coordinate the work of the officers and committees of this local unit in order that the
27 Purposes may be promoted; and
28 e. Perform such other duties as may be provided by these bylaws, standing rules,
29 parliamentary authority, or as directed by the board of managers or executive committee.
30

31 **Section 2.** The President-Elect and Vice President shall:
32

- 33 a. Act as aides to the president;
34 b. In their designated order, perform the duties of the president in the president's absence or
35 inability to serve;
36 c. Act as membership chairs for the Upper and Lower School; and
37 d. Perform such other duties as may be provided for by these bylaws, standing rules,
38 parliamentary authority, or as directed by the president, board of managers or executive
39 committee.
40

41 **Section 3.** The Recording Secretary shall:
42

- 43 a. Record the minutes of all meetings of this local unit;
44 b. Be prepared to read the records of any previous meeting;
45 c. Keep a permanent record and file all records;
46 d. Have a current copy of the bylaws;
47 e. Maintain a membership list; and
48 f. Perform other such duties as may be provided for by these bylaws, standing rules,
49 parliamentary authority, or as directed by the president, board of managers or executive
50 committee.

1 **Section 4.** The Corresponding Secretary shall:
2

- 3 a. Prepare and send official correspondence as needed;
- 4 b. Fill in as the Recording Secretary as needed;
- 5 c. Maintain and update PTA information on the unit's website and coordinate with
6 membership chairs on PTA membership notices; and
- 7 d. Perform other such duties as may be provided for by these bylaws, standing rules,
8 parliamentary authority, or as directed by the president, board of managers or executive
9 committee.

10
11 **Section 5.** The Treasurer shall:
12

- 13 a. Have custody of the funds of this local unit;
- 14 b. Keep a full and accurate account of receipts and expenditures in the books belonging to
15 this local unit;
- 16 c. Make disbursements as authorized by the president, board of managers of this local unit
17 in accordance with the budget adopted by this local unit;
- 18 d. Have checks or vouchers signed by two bonded officers: the treasurer, the president or
19 one other designated officer;
- 20 e. Present a financial statement at every meeting of this local unit and at other time when
21 requested by the board of managers;
- 22 f. Make a full report at the meeting at which new officer officially assume their duties;
- 23 g. Be responsible for the maintenance of such books of account and records as conform to
24 the requirements of Article IV, Section 6 of these bylaws;
- 25 h. Present an annual report of the financial condition of the association;
- 26 i. Have the accounts examined annually or upon change of officer by an auditor or an
27 auditing committee of not less than three members, who, satisfied that the treasurer's
28 annual report is correct, shall sign a statement of that fact at the end of the report;
- 29 j. Report the findings of the annual report to the board of managers; and
- 30 k. Perform such other duties as may be provided for by these bylaws, standing rules,
31 parliamentary authority, or as directed by the president, board of managers or executive
32 committee.

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35 **ARTICLE VIII: BOARD OF MANAGERS**
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37 **Section 1.** The business of this local unit shall be conducted by the board of managers in the
38 intervals between the local unit general membership meetings.
39

40 **Section 2.** The members of the board shall be:
41

- 42 a. The elected officers;
- 43 b. The chairmen of the standing and/or special committees, the principal or an appointed
44 representative, teacher representatives, student representatives, the immediate past
45 president; and
- 46 c. A parliamentarian, appointed by the president and approved by the officers of this local
47 unit.

48
49 **Section 3.** The following provisions shall govern the qualifications and eligibility of individuals
50 to be members of the board of managers:

- 1
2 # a. Each board member shall be a member of this local unit;
3 # b. No person shall serve on the board in more than one elected capacity; and
4 # c. No board member shall serve as a paid employee of or under contract to this local unit.
5

6 **Section 4.** Duties of the board shall be to:

- 7
8 a. Carry out such business as may be referred to it by the membership of the association;
9 b. Create standing and special committees;
10 c. Report at the general membership meetings of this local unit;
11 d. Select an auditor or an auditing committee to audit the treasurer's accounts;
12 e. Prepare and submit an annual budget to this local unit's general membership for
13 adoption; and
14 f. Approve payment of routine bills within the limits of the adopted budget.
15

16 **Section 5.** Regular meetings of the board shall be held with the date and time to be fixed by the
17 board at its first meeting of the year.
18

19 **Section 6.** Special meetings of the board may be called by the president or when requested by
20 three members upon five days' written notice to each member of the board.
21

22 # **Section 7.** A quorum of the board of managers shall be determined by the members of the
23 board. Voting by proxy is prohibited.
24

25 **Section 8.** If any member of the board of managers shall at any time cease to meet the
26 qualifications of fulfill the duties of the position, that person may be removed from the board in
27 the following manner:
28

- 29 a. A resolution adopted by the executive committee;
30 b. A ten (10) day notice issued to the board member in question;
31 c. An opportunity for the member in question to address the board of managers at the next
32 regular meeting; and
33 d. Two-thirds ($\frac{2}{3}$) vote of the board of managers for removal.
34

35 **Section 9.** Nominations to fill a vacancy in any office other than president shall be made by the
36 president and elected by the board of managers.
37

38 **Section 10.** Upon the expiration of the term of office or when individuals cease to hold the
39 position that entitles them to be a member of the board, all records, books and other materials
40 pertaining to the position shall be turned over to the president and all funds pertaining to the
41 position shall be returned to the treasurer within fourteen (14) days.
42
43

44 **ARTICLE IX: EXECUTIVE COMMITTEE**
45

46 **Section 1.** The executive committee shall be composed of the elected officers, the principal of
47 the school and the parliamentarian of the PTA.
48

1 **Section 2.** Special meetings of the executive committee may be called by the president or upon
2 written request of two members with five days' notice given to each member of the executive
3 committee.
4

5 **# Section 3.** A quorum of the executive committee shall be a majority of the members of the
6 committee then in office. Voting by proxy is prohibited.
7

8 **Section 4.** Duties of the executive committee shall be to:
9

- 10 a. Transact business referred to it by the board;
- 11 b. Appoint standing committee chairmen and members;
- 12 c. Approve the work of the committees;
- 13 d. Act in emergencies between meetings of the board; and
- 14 e. Make a report at each board meeting.
15

16 **Section 5.** The executive committee shall take no action in conflict with any action taken by the
17 board of managers or the general membership.
18
19

20 **ARTICLE X: COMMITTEES**

21
22 **# Section 1.** Only members of this local unit shall be eligible to serve in any elected or
23 appointed position.
24

25 **Section 2.** The standing committees of this local unit shall be listed in the unit's standing rules.
26

27 **Section 3.** The board of managers may create such special committees as it may deem necessary
28 to promote the Purposes of PTA and carry on the work of this local unit.
29

30 **Section 4.** The chairmen of standing/special committees shall be elected by the officers of this
31 local unit.
32

33 **Section 5.** The term of office of a standing committee chairman shall be two years or until the
34 selection of a successor.
35

36 **Section 6.** The chairman of each committee shall present a plan of work to the executive
37 committee or board of managers for approval. No committee work shall be undertaken without
38 the consent of the executive committee or board of managers.
39

40 **Section 7.** The president shall be a member ex-officio of all committees except the Committee
41 on Nominations and Leadership Development.
42
43

44 **# ARTICLE XI: COMMITTEE ON NOMINATIONS** 45 **AND LEADERSHIP DEVELOPMENT** 46

47 A Committee on Nominations and Leadership Development shall be elected at least two months
48 prior to the election of officers. The committee shall be composed of five members: the
49 president-elect, the immediate past president, and three other members, at least one of which
50 shall be a member at large.
51

- 1 a. The committee shall elect its own chair;
- 2 b. The committee shall nominate an eligible person for each office to be filled and report
- 3 its nominees at the regular general membership meeting in the month of May, at
- 4 which time additional nominations may be made from the floor;
- 5 c. Only those individuals who are current members of this local unit and who have
- 6 signified their consent to serve if elected shall be nominated for office; and
- 7 d. No member shall serve on this committee for consecutive terms.

8
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10 **ARTICLE XII: GENERAL MEMBERSHIP AND MEETINGS**

11
12 **Section 1.** Regular meetings of this local unit shall be held at least four times per year as
13 provided by this local unit, the board of managers or the executive committee. Five days' notice
14 shall be given to the membership of any change of date.

15
16 **Section 2.** Special meetings of this local unit may be called by the president or by a majority of
17 the board of managers, five days' notice having be given.

18
19 **Section 3.** The Annual Meeting shall be held in the month of May.

20
21 **# Section 4.** Fifty-one (51) members shall constitute a quorum for the transaction of business in
22 any meeting of this local unit. Voting by proxy is prohibited.

23
24
25 **# ARTICLE XIII: COUNCIL MEMBERSHIP**

26
27 **Section 1.** This local unit shall be represented in the meetings of the Hamilton County Council
28 PTA by the president or alternate, the principal or alternate, and by one delegate or their
29 alternates. All delegates and representatives must be members of this local unit and shall be
30 chosen by election in the month of May. These delegates and alternates shall serve for a term of
31 one year.

32
33 **Section 2.** This local unit shall pay annual dues to the PTA council as provided in the council
34 bylaws.

35
36
37 **# ARTICLE XIV: TENNESSEE STATE PTA CONVENTION**

38
39 **Section 1.** This local unit is entitled to representation by:

- 40 a. The president or an elected alternate;
- 41 b. One delegate or alternate; and
- 42 c. Provided that this local unit remains in good standing, one additional delegate for
- 43 every fifty (50) members or a major fraction thereof, as shown by the official
- 44 membership records.

45
46
47 **Section 2.** No delegate is allowed to represent more than one local unit and must have been a
48 member of this local unit at least thirty (30) days prior to the convention.

49
50 **Section 3.** Voting delegates and their alternates shall be chosen/elected in time to take advantage
51 of pre-registration.

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2
3 **# ARTICLE XV: FISCAL YEAR**
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5 The fiscal year of this local unit shall be July 1 through June 30.
6
7

8 **# ARTICLE XVI: PARLIAMENTARY AUTHORITY**
9

10 The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern
11 this local unit and in cases in which they are applicable and in which they are not in conflict with
12 these bylaws, Tennessee PTA Bylaws, National PTA Bylaws, or the articles of incorporation.
13
14

15 **# ARTICLE XVII: AMENDMENTS**
16

17 **Section 1.** These bylaws may be amended at any regular general membership meeting of this
18 local unit by two-thirds (2/3) vote of the members present and voting, provided that notice of the
19 proposed amendments has been given at the previous regular meeting and that the proposed
20 amendment shall be subject to approval of Tennessee PTA.
21

22 **Section 2.** A committee may be appointed to submit a revised set of bylaws as a substitute for
23 the existing bylaws by a majority vote at a meeting of this local unit, or by a two-thirds (2/3) vote
24 of the board of managers. The requirements for adoption of a revised set of bylaws shall be the
25 same as in the case of an amendment.
26

27 **Section 3.** Submission of amendments or revised bylaws for approval by Tennessee PTA shall
28 be in accordance with the bylaws or regulations of Tennessee PTA.
29

30 **Section 4.** The adoption of an amendment to any provision of the bylaws of Tennessee PTA
31 identified by a pound sign (#) shall serve automatically and without the requirement of further
32 action by this local unit to amend their corresponding bylaws.
