

COUNCIL BYLAWS INDEX

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Certain items are required in all PTA bylaws as they serve to tie PTAs together as a national organization. These are marked in council PTA bylaws with an asterisk (*) symbol and should be used verbatim with no changes. The structure of the council PTA and its specific rules and regulations are contained in the bylaws adopted by the members of that unit. Council bylaws may not conflict with National PTA Bylaws or Alabama PTA Bylaws.



**BYLAWS
Of
HUNTSVILLE COUNCIL PTA**

ARTICLE I: NAME

The name of this organization is the Huntsville Council PTA (Parents and Teacher Association) of Alabama. It is a council PTA organized under the authority of Alabama Congress of Parents and Teachers (Alabama PTA), a branch of National Congress of Parents and Teachers (National PTA).

Street Address: P.O. Box 18762

City: Huntsville, AL

Zip: 35804

***Article II-PURPOSES**

Section 1. Objectives. The purposes which the corporation will hereafter pursue are:

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

Section 2. Awareness. The purposes of the PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

Section 3. Federal Status. 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 III-BASIC POLICIES**

The following are basic policies of the Huntsville Council PTA;

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the PTA or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Purposes of the association.
- c. 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.
- d. 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.
- e. 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 II hereof.
- f. Notwithstanding any other provision of these articles, the organization shall not carry on any other 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.
- g. Prior to scheduling a vote regarding the dissolution of this PTA, Alabama PTA must be contacted. 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 one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- h. 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.
- i. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be the guiding principles for service in the council PTA.

***Article IV-RELATIONSHIP WITH NATIONAL PTA AND ALABAMA PTA**

Section 1. Authority and Good Standing. This council PTA shall be organized and chartered under the authority of the Alabama PTA in the area in which this council PTA functions, in conformity with such rules and regulations as the Alabama PTA may in its bylaws prescribe. The Alabama PTA shall issue to this council PTA an appropriate charter evidencing the due organization and good standing of this council PTA.

The board of directors of Alabama PTA shall make all decisions regarding the recognition and good standing of council PTAs. A PTA/PTSA must be in good standing in order to participate in scholarship, grant, and awards programs.

A council PTA in good standing is one that:

- a. Adheres to the purposes and basic policies of the PTA;
- b. Has bylaws approved according to the procedures of its state;
- c. Has a current officer list in MemberHub (dba GiveBacks); and
- d. Meets other criteria as may be prescribed by the individual state PTA.

Section 2. Approval of Bylaws. Huntsville Council PTA shall adopt such bylaws for the governance of the organization. These bylaws are subject to the approval of Alabama PTA. Such bylaws shall not be in conflict with National PTA Bylaws or the bylaws of Alabama PTA. This council PTA shall review bylaws annually and submit bylaws for state approval every three years.

Section 3. Proxy Voting. The bylaws of Huntsville Council PTA shall prohibit voting by proxy.

Section 4. Membership. Only local unit members of this council PTA who have paid dues for the current membership year may participate in the business of this council PTA. Members of the nominating committee for officers of this council PTA shall be elected by the general membership, board of directors, or executive committee.

Section 5. Financial Records. This council PTA shall keep permanent books of account and records sufficient to establish gross income, receipts, and disbursements, including the number of members and dues collected from members. Such books of account and records, which may be maintained in either hard copy or electronic format, shall at all reasonable times be open to inspection by an authorized representative of Alabama PTA or National PTA.

Section 6. Withdrawal of Charter. The charter of this PTA shall be withdrawn, and the PTA dissolved according to provisions in Alabama PTA Bylaws. This PTA is obligated, upon withdrawal of its charter by Alabama PTA to:

- a. Surrender all books, records, assets, and property to Alabama PTA, an agency designated by Alabama PTA, or another local PTA organized under the authority of Alabama PTA;
- b. Cease to use the copyrighted name PTA that implies association with or status as a constituent organization of National PTA or Alabama PTA; and
- c. Carry out promptly, under the direction of Alabama PTA, all proceedings necessary for the purpose of dissolving.

Section 7. Organizing/Chartering.

- a. Council PTAs shall be organized in the state as units of National PTA and Alabama PTA for the purpose of promoting the objectives of National PTA and Alabama PTA.
- b. Each council shall be authorized to make its own rules for the transaction of its business provided they are not in conflict with National PTA Bylaws or Alabama PTA Bylaws.
- c. A council shall become a PTA unit upon receipt in the state office of (i) two copies of proposed council unit bylaws, subject to approval by Alabama PTA, and (ii) the names of charter members and a list of officers.
- d. The Board of Directors of Alabama PTA shall make all decisions regarding the recognition and status of organized units.

Section 8. Procedures for Dissolution. The charter of a council PTA may be withdrawn in the following manner:

- a. The executive committee (or other body that, under its bylaws, manages the affairs of the council PTA) shall adopt a resolution recommending dissolution and directing that the question of dissolution be submitted to a vote at a special meeting of members having voting rights. Written notice stating the purpose of the meeting is to consider the advisability of dissolution shall be given to each member entitled to vote at the meeting at least thirty (30) days prior to the date of the meeting.
- b. Written notice of the adoption of the resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the president of Alabama PTA at least twenty (20) days before the date of the meeting.
- c. Only those persons who were members in good standing on the date of adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution.
- d. Approval of dissolution shall require the affirmative vote of two-thirds (2/3) of the members present and entitled to vote, a quorum being present.

ARTICLE V: PURPOSES OF THIS COUNCIL

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

- a. Unify and strengthen local PTA/PTSAs that are members of the council PTA;
- b. Provide for the cooperation of the local PTA/PTSAs in the council PTA membership in order to create a public opinion favorable to the interests of children, to encourage programs and projects in the various PTA units which will carry out the purposes of PTA, and to assist in the formation of new PTAs;
- c. Promote the interests of National PTA and Alabama PTA; and
- d. The purposes and principles of the council PTA, as prescribed in Articles II and III of these bylaws, shall in every case also be the purposes and principles of each constituent.

Section 2. This council PTA shall not legislate for local PTA/PTSAs.

ARTICLE VI: MEMBERSHIP AND DUES

Section 1. Membership in this council PTA shall consist of local PTAs/PTSAs chartered by Alabama PTA in Huntsville Council PTA upon payment of dues.

Section 2. Membership in this council PTA shall be made available without regard to race, color, creed, or national origin to any local PTA that subscribes to the purposes and basic policies of PTA.

Section 3. This council PTA shall conduct an annual enrollment of members but may admit local PTAs/PTSAs to membership at any time.

Section 4. Each member of this council PTA shall pay annual dues as prescribed in the Huntsville Council PTA bylaws.

Section 5. Annual membership dues in this council PTA shall be \$35.00 for each local PTA/PTSA in membership and shall be payable by October 1st of each year. In addition, all schools are encouraged to pay a voluntary scholarship donation of \$65.00 each year to provide college scholarships to students from high school local PTA/PTSA units. High school local PTA/PTSA local units are strongly encouraged to pay the scholarship donation in order for their students to participate in the scholarship program. Each Huntsville City high school is eligible for two scholarships.

ARTICLE VII: QUALIFICATIONS OF SERVICE

Section 1. Each officer or board member of this council PTA shall be a member of a local PTA/PTSA that is a member of this council PTA.

Section 2. A PTA member shall not serve as a voting member of this council PTA's board or executive committee while serving as a paid employee of or under contract to this council PTA.

Section 3. Only members of a local PTA/PTSA whose state and council PTA dues are paid shall be eligible to hold office.

Section 4. No officer may be eligible to serve more than two (2) consecutive terms in the same office unless otherwise specified in these bylaws (See Article VIII) or until a successor is elected or appointed.

Section 5. A person who has served more than half of a term shall be considered to have served a full term.

Section 6. If any member of the board of directors ceases to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by resolution adopted by the board of directors.

ARTICLE VIII: EXECUTIVE COMMITTEE OFFICERS

Section 1. The officers of Huntsville Council PTA shall be a president, president-elect, vice-president of leadership development, vice president of programs, vice president of membership, vice president of legislative affairs, a secretary, and a treasurer.

Section 2. Officers shall be elected by ballot at the last scheduled board of directors meeting in each school year. The election of officers shall be conducted no later than the month of May.

Section 3. The vote shall be conducted by ballot (paper or secure, anonymous electronic) and a majority shall elect. When there is only one (1) candidate for any office that election may be by voice vote.

Section 4. Officers shall assume their official duties at the beginning of the fiscal year (July 1st) but will begin planning and organizing for upcoming events following the May board of directors meeting. During the transition period between the time an officer is elected and July 1st when they assume their official duties, incoming officers shall be included in meetings and shall be provided the opportunity to provide input about matters and events which will occur during their upcoming term. Outgoing officers shall provide guidance

and information to incoming officers. Officers shall serve a term of one (1) year or until their successors are elected or appointed. After serving a term of one (1) year, the president-elect shall succeed automatically to the office of president and serve a term of one (1) year.

Section 5. A vacancy in the office of president shall be filled for the unexpired term by the president-elect. A vacancy in any office other than president shall be filled by a majority vote of the remaining members of the executive committee, provided the executive committee advertises the open position via the council e-newsletter (sent to all recipients), MemberHub (dba GiveBacks)(sent to all recipients), the home page of the council website, and all of the council's social media platforms at least fourteen (14) days prior to the executive committee meeting during which the officer will be appointed. Filled vacancies shall be reported to the board of directors within ten (10) days.

Section 6. Each year, there shall be a nominating committee comprised of three (3) members who shall be elected from its own body at a board of directors meeting at least ninety (90) days prior to the election of officers, as outlined in this article. No two (2) members shall be from the same local PTA/PTSA. Every effort should be made to ensure the nominating committee members are officers of local PTA/PTSA units. Only one (1) executive committee member shall be permitted to serve on the nominating committee provided the executive committee member will not be serving as an elected officer or standing committee member during the upcoming school year. The president shall advertise these positions thirty (30) days in advance via the council website home page, MemberHub (dba GiveBacks) (all local PTA/PTSA unit officers), the newsletter (all recipients), and all of this council's social media platforms. In the event it becomes necessary for one of the nominating committee members to be considered for an elected position, that individual will cease involvement in any discussions or decisions regarding that position and the nominating committee shall ask the executive committee for assistance in securing a replacement nominating for that committee member.

- a. The committee shall elect its chair within ten (10) days of election.
- b. The nominating committee shall announce the open nomination period at least sixty (60) days in advance of election via the council newsletter, MemberHub (dba GiveBacks), the council website, and all of the council's active social media platforms. All communication shall include the job descriptions for each position and a candidate application.
- c. The candidate application shall contain the deadline to submit the application, the name and contact information of the nominating committee chair or other individual to whom applications should be submitted, and the following pre-approved questions:
 1. Request for Information 1: Please indicate the position(s) you are interested in.
 2. Request for Information 2: Please provide current, or prior PTA experience applicable to the position sought. (position/title, dates, school PTA)
 3. Request for Information 3: Please provide a brief statement about why you wish to volunteer your leadership skills to the Huntsville Council PTA.
 4. Request for Information 4: Please provide any additional information relative to PTA and/or your leadership experience.
 5. Request for Information 5:
 - i. Question 1: Are you currently a member of one or more local PTA or PTSA units?
 - ii. Question 2: What prompted you to seek this position?
 - iii. Question 3: What strengths do you believe you could bring to the position you are seeking?
 - iv. Question 4: How would you describe your ability to work with others?
 - v. Question 5: Do you feel you have adequate time to devote to fulfilling the role and attending meetings?
- d. Once all applications have been completed and all candidates have been interviewed as set forth in this Article, the nominating committee shall nominate one (1) eligible person for each office to be filled and report its list of nominees to the board of directors at least thirty (30) days before the annual election meeting. The nominating committee will also provide potential candidates for committee appointments to the executive committee for consideration.

- e. The nominating committee must be notified of the intention to run from the floor at least fourteen (14) days prior to the election. Those candidates running from the floor must complete an application as set forth in this Article. The nominating committee shall send the list of individuals who plan to run from the floor, indicating the specific office, to the board of directors at least seven (7) days prior to the election.
- f. Only those individuals who have met the qualifications for service (see Article VII) and who have consented to serve if elected shall be nominated for, or elected to, office.

ARTICLE IX: DUTIES OF EXECUTIVE COMMITTEE OFFICERS

Section 1. The President is elected to direct the affairs of Huntsville Council PTA in cooperation with the executive committee, the board of directors, and committee chairpersons. The president shall:

- a. Preside at all meetings of this council PTA;
- b. Become familiar with Robert's Rules of Order and use it as a guide during meetings;
- c. Serve as an ex-officio member of all committees except the nominating committee;
- d. Coordinate the work of the officers and committees of this council PTA in order that the purposes may be promoted;
- e. Assist in extending PTA work into all parts of the council PTA area, keeping it in harmony with the state PTA plan;
- f. Update the officer list, including contact information, via MemberHub (dba GiveBacks);
- g. Determine the agenda in cooperation with other executive committee members prior to executive committee and board of directors' meetings, and gather documents for distribution to members prior to a meeting;
- h. Ask each committee chair to present a plan of work, present plan of work to the board of directors in advance of the first scheduled meeting;
- i. Delegate to the president-elect and vice presidents administrative duties as needed;
- j. Include the president-elect in all meetings and activities to ensure adequate preparation and training for the role of president.
- k. Review the bank statements monthly and ensure the council PTA's 990 tax form has been filed;
- l. Work to foster partnerships with community organizations to support the physical, mental, emotional, and social well-being of children and youth;
- m. Represent Huntsville Council PTA at meetings with school district leaders, with community leaders, and events with the community at large; and
- n. Perform such other duties as provided by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors or executive committee.

Section 2. The president-elect is an officer of the executive committee and a member of the board of directors, directly collaborating with the president. The president-elect should study thoroughly and become familiar with the president's duties and responsibilities, in addition to becoming knowledgeable of the work of the council. The president-elect shall:

- a. Act as an aide to the president;

- b. Perform the duties of the president in the president's absence or inability to serve;
- c. Act as a liaison to all committees; standing and special;
- d. Organize, prepare for, and preside at meetings in the absence of the president;
- e. Attend meetings with the president;
- f. Represent the president at meetings when requested;
- g. Assist with the preparation and organization of the monthly executive committee meetings, in addition to the quarterly Board of Directors meetings;
- h. Work closely and collaborate with the president to plan, prepare, organize, coordinate, and host the annual Summer Leadership Training;
- i. Adequately study and prepare to fill the role of president in the following term; and
- j. Perform other duties as provided by these bylaws, prescribed by the parliamentary authority, or directed by the president, board of directors, or executive committee.

Section 3. The Vice-President of Leadership Development is an officer of the executive committee and a member of the board of directors who is responsible for supporting, training, and ensuring local PTA units remain in good standing as a member of this council PTA. The Vice President of Leadership Development shall:

- a. Act as an aide to the president when necessary;
- b. Maintain a spreadsheet of local unit standing;
- c. Assist schools with establishing a PTA;
- d. Correspond with Alabama PTA regarding local unit standing status and provide assistance to local PTA unit leaders to maintain a "good standing status;"
- e. Act as the liaison for the PTA units to provide information and assistance with bylaws updates;
- f. Assist local units with entering their lists of officers;
- g. Collaborate with Alabama PTA regarding goodstanding;
- h. Provide local units with assistance and information about insurance coverage;
- i. Work with local units to create/change/update bylaws. Some of these duties may include chairing the committee, obtaining feedback, making changes, and submitting to Alabama PTA;
- j. Follow up with PTA units which did not have its president or alternate representative present at the most recent board of directors meeting;
- k. Ensure the council PTA bylaws are revised when due; and
- l. Perform additional duties provided by these bylaws, prescribed by the parliamentary authority, or directed by the president, board of directors, or executive committee.

Section 4. The Vice President of Programs is an officer of the executive committee and a member of the board of directors who is responsible for facilitating the grants, awards, and scholarships awarded by the Huntsville Council PTA and for coordinating events sponsored by this council PTA. The Vice President of Programs shall:

- a. Act as an aide to the president when necessary;
- b. Serve as the liaison for the fall grants, awards, and scholarships;
- c. Take the lead to assist with the coordination, organization, and preparation of the annual Summer Leadership Training;
- d. Advertise the fall and spring grant opportunities to the local PTA units via MemberHub (dba GiveBacks);

- e. Organize and facilitate a grant/award training in January to provide information pertaining to the application process and submission of all grants, awards, and scholarships to the local PTA units;
- f. Act as a chairperson of the programs committee if such a committee is formed;
- g. Recruit individuals to volunteer for the annual Spring Banquet;
- h. Work collaboratively with the council PTA president to plan, organize, coordinate, and host the summer leadership training and annual spring banquet;
- i. Create a task list for the spring banquet to be distributed to members of the executive committee and the program committee;
- j. Schedule the review of all scholarships, awards, and grants with the evaluators;
- k. Confirm all applicants are in good standing to receive an award or grant;
- l. Verify that grant applicants submitted grant report; and
- m. Perform additional duties provided by these bylaws, prescribed by the parliamentary authority, or directed by the president, board of directors, or executive committee.

Section 5. The Vice President of Membership is an officer of the executive committee and a member of the board of directors. The Vice President of Membership is responsible for providing training and assistance to local PTA/PTSA units for the purpose of increasing PTA membership. The Vice President of Membership shall:

- a. Act as an aide to the president when necessary;
- b. Provide training and support to increase local PTA/PTSA units' familiarity and ability to utilize MemberHub (dba GiveBacks);
- c. Ensure all PTA local units have loaded their membership Information into MemberHub (dba GiveBacks);
- d. Within the scope of membership, assist with monitoring standing status of units to qualify for Alabama PTA memberships awards;
- e. Assist with the coordination, organization, and preparation of the annual Summer Leadership Training;
- f. Serve as a liaison for new PTA units and recommend new tools and resources for membership recruitment;
- g. Be an active recruiter of PTA membership;
- h. Provide presentations on PTA membership;
- i. Order PTA membership yard signs when needed;
- j. Coordinate and schedule recognition of membership award recipients at a Huntsville City Schools Board of Education meeting; and
- k. Performs other duties as directed by the president, the executive committee, board of directors and/or as outlined by the bylaws.

Section 6. The Vice President of Legislative Affairs is an officer of the executive committee and a member of the board of directors. The Vice President of Legislative Affairs is responsible for facilitating and coordinating the work of Huntsville Council PTA to promote, interpret, and engage in legislative initiatives and activities. The Vice

President of Legislative Affairs shall:

- a. Act as an aide to the president when necessary;
- b. Advocate and promote united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth;
- c. Actively participate in the National PTA Legislative Conference; promote and deliver the National PTA and Alabama PTA advocacy and legislative programs and activities;
- d. Coordinate, organize, and facilitate candidate forums;
- e. Keep the executive committee, board of directors, and general membership informed of issues directly related to the health and well-being of children; in addition to local and National PTA material including school and legislative matters;
- f. Perform other duties as directed by the president, the executive committee, board of directors and/or as outlined by the bylaws; and
- g. Perform additional duties provided by these bylaws, prescribed by the parliamentary authority, or directed by the president, board of directors, or executive committee.

Section 7. The secretary is an officer of the executive committee and a member of the board of directors. The secretary is responsible for keeping accurate records of proceedings of the Huntsville Council PTA, in addition to maintaining PTA correspondence, including communications with members and meeting notifications. The secretary shall:

- a. Record the minutes of all executive committee meetings and board of directors' meetings of the Huntsville Council PTA;
- b. Distribute minutes via email or provide printed copies prior to a scheduled meeting;
- c. Be prepared to read the records of any previous meetings;
- d. File all records digitally and maintain permanent records;
- e. Have available a current copy of the bylaws;
- f. Notify committee chairs of their appointments;
- g. Send out notices and announcements as requested by the president;
- h. Assist in creating the agenda in cooperation with the president prior to executive committee and Board of Directors meetings;
- i. Assist the president with gathering documents for distribution to members prior to a meeting;
- j. Conduct delegated correspondence; and
- k. Perform other duties as provided by these bylaws, prescribed by the parliamentary authority, or directed by the president, board of directors or executive committee.

Section 8. The treasurer is the liaison to the local PTA/PTSA unit treasurer representatives and the keeper of financial records for Huntsville Council PTA. The treasurer provides guidance and assistance to local units with financial questions and filing taxes. The treasurer shall:

- a. Act as an aide to the president when necessary;
- b. Have custody of the funds of this council PTA;

- c. Send invoices for HCPTA dues to each local PTA/PTSA unit via MemberHub (dba GiveBacks) at least forty-five (45) days, but no sooner than sixty (60) days, prior to the due date;
- d. Oversee the management of Milton Frank Stadium Concession Stand and ensure all concession stand's financial transactions are part of the treasurer's financial records;
- e. Ensure monthly bank statements and reconciliations are reviewed by a non-check signer;
- f. Maintain a full account of the funds of Huntsville Council PTA;
- g. Make disbursements as authorized by the president, executive board, or this council PTA in accordance with the budget adopted by Huntsville Council PTA;
- h. Have checks signed by two authorized signers;
- i. Cause to be kept a full and accurate account of the receipts and disbursements in books belonging to Huntsville Council PTA;
- j. Provide a written financial statement to the board of directors at each meeting;
- k. Present a written annual report of the financial condition of the organization;
- l. Submit the books annually for an audit at the end of the fiscal year, or when deemed necessary by the board of directors;
- m. Report the findings of the annual audit to the board of directors;
- n. Prepare, or ensure preparedness of the return for the "Organization Exempt from Federal Income Tax", Form 990, 990N, 990EZ, and ensure its timely return to the IRS for the council; and
- o. Perform other duties as provided by these bylaws, prescribed by the parliamentary authority, or directed by the president, board of directors, or executive committee;

Section 9. Prior to the end of an elected officer's term, they should schedule a meeting via phone or face to face with their successor to train and/or provide detailed information about the duties and responsibilities of the position, what to expect, in addition to sharing important documents, materials, and any applicable account passwords, thereby familiarizing the successor of what must accomplish and facilitate an easy transition into the role.

ARTICLE X: BOARD OF DIRECTORS

Section 1. Certain affairs of Huntsville Council PTA shall be managed by the board of directors.

Section 2. The members of the board shall be:

- a. Elected executive committee officers;
- b. Standing committee chairs; and
- c. Local unit presidents or his/her appointed representatives.

Section 3. The board of directors shall:

- a. Approve an annual budget;
- b. Elect executive committee officers;
- c. Elect nominating committee members;
- d. Attend board of directors' meetings or send a representative;
- e. Review financial reports presented during board meetings;
- f. Approve minutes of prior board of directors meeting(s); and

g. Approve changes to these bylaws as set forth in Article XVI.

Section 4. Regular meetings of the board shall be held a minimum of four (4) times per year during the school year, with the dates and times to be decided by the board at its first meeting at the beginning of the school year. The membership shall be provided with five (5) days' notice of any change of date.

Section 5. Special meetings of the board may be called by the president or when requested by at least ten (10) board members with five (5) days written notice to each member of the board.

Section 6. At all meetings of the board, a minimum of ten (10) members of the board shall constitute a quorum either through physical presence, or presence through remote communication technology, for the transaction of business.

Section 7. Individuals are entitled to one (1) vote, even though they may be serving in more than one (1) position.

Section 8. Meetings of the board shall be open to all members of the local PTA/PTSA units holding membership in Huntsville Council PTA, but the privilege of introducing motions and voting shall be limited to the voting body (the executive committee and the board of directors).

Section 9. Representatives from local PTA/PTSAs whose dues to the council PTA are in arrears or whose individual dues to the local PTA/PTSA unit have not been paid to Alabama PTA shall not participate in the business of Huntsville Council PTA.

Section 10. Upon expiration of term of office or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities. All records, books, and other materials pertaining to the position shall be turned over to the president immediately upon expiration of term.

ARTICLE XI: EXECUTIVE COMMITTEE

Section 1. The members of the executive committee shall be the elected and appointed officers of the Huntsville Council PTA.

Section 2. Regular meetings of the executive committee shall be held with the dates and times to be decided by the board at its first meeting of the year. The executive committee shall be provided with five (5) days' notice of any change of date.

Section 3. Special meetings of the executive committee may be called by the president or upon written request of three (3) Huntsville Council PTA executive committee members with five (5) days written notice to each member of the executive committee.

Section 4. A majority of the executive committee shall constitute a quorum either through physical presence, or presence through remote communication technology, for the transaction of business.

Section 5. The executive committee shall:

- a. Transact business referred to it by the board;
- b. Appoint standing and special committee chairs and members;
- c. Act in emergencies between meetings of the board;
- d. Make a report at each board meeting;
- e. Prepare a proposed annual budget for review and approval by the board;
- f. Perform the duties set forth in Article IX;
- g. Communicate with the board via regular newsletters and email blasts as necessary;

- h. Announce all board meeting dates and any scheduled event dates at the beginning of the year; and
- i. Schedule, host, and attend board meetings.
- j. The executive committee shall take no action in conflict with any action taken by the board of directors.

Section 6. Upon expiration of term of office or when individuals cease to hold the position that entitles them to be a member of the executive committee, they shall automatically cease to be an executive committee officer and shall be relieved of all duties and responsibilities. All records, books, and other materials pertaining to the position shall be turned over to the president immediately upon expiration of term.

ARTICLE XII: COMMITTEES

Section 1. The standing committees of this council PTA shall be Reflections and Technology.

Section 2. The executive committee or the board of directors may create special committees as necessary to promote the purposes and carry on the work of this council PTA.

Section 3. The term of office of a committee chair shall be one (1) year or until the selection of a successor.

Section 4. The chair of each committee shall present a plan of work to the executive committee for approval. No committee work shall be undertaken without the consent of the executive committee.

ARTICLE XIII: FISCAL YEAR

The fiscal year of Huntsville Council PTA shall be from July 1 through June 30.

***ARTICLE XIV: PARLIMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Huntsville Council of PTAs in all cases in which they are applicable and in which they are not in conflict with these bylaws, National PTA Bylaws, or Alabama PTA Bylaws.

***ARTICLE XV: AMENDMENTS**

Section 1. These bylaws may be amended at any regular general membership meeting of Huntsville Council PTA by a two-thirds (2/3) vote of those members present and voting, a quorum being present, provided the proposed amendments have been approved by the executive committee and notice of the proposed Amendments has been provided to the membership fourteen (14) days prior to the meeting.

Section 2. The executive committee or board of directors, by a majority vote, may authorize a committee on bylaws to present proposed amendments to the Executive Committee.

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

Section 4. The adoption of an amendment to any provision of the Alabama PTA Bylaws identified by an asterisk (*) shall serve automatically, and without the requirement of further action by Huntsville Council PTA, to amend its corresponding bylaws.