

- i. Keep an accurate record of receipts and disbursements in a ledger which is a permanent record of this association. All other financial records must be retained for seven years including the current year.
- j. Keep the membership informed of expenditures as they relate to the budget adopted by the association.
- k. Remit all *council*, district, State and National portions of per capita dues monthly to the financial officer of the *council/district* [choose one].
- l. Present a treasurer's report at every meeting of the association and the executive board and at other times when requested by the association. (See Financial Officers' Reports (5.1.7), Finance Section, California State PTA Toolkit.)
- m. Be responsible for filling out and forwarding all necessary report forms required by the California State PTA for insurance, and for filing all tax returns and other forms required by government agencies. This includes employee reporting forms, if this association pays employees; and independent contractor reporting forms, if this association hires independent contractor(s). Forward two (2) copies of all government filings to _____ Council.

[Out-of-council associations should substitute the following for the last sentence.]

Forward one (1) copy of all government filings to _____ District PTA.

- n. Make an annual financial report to the association which includes gross receipts and disbursements for the year. Forward two (2) copies of the annual financial report to _____ Council.

[Out-of-council associations should substitute the following.]

Forward one (1) copy of the annual financial report to _____ District PTA.

(See Article XIV – FISCAL YEAR AND IDENTIFICATION NUMBER)

NOTE: The dishonesty bonding insurance may require additional rules to follow.

SECTION 7.

[Where there is no financial secretary lineout Section 7 and renumber subsequent sections.]

The financial secretary shall:

- a. Give a receipt for all monies received for the association and *remit at once to the treasurer or deposit in a bank approved by the executive board and give a copy of the deposit slip to the treasurer.*
- b. Prepare all authorizations for payment as required by the executive board or the association. (See Check Request System: Payment Authorization (5.3.7), Finance Section, California State PTA Toolkit.)
- c. Keep an accurate record of all receipts and authorizations for payment for filing with the treasurer's financial records for the association.
- d. Present a monthly report at every meeting of the association and the executive board and at other times when requested by the association. (See Financial Officers' Reports (5.1.7), Finance Section, California State PTA Toolkit.)

- e. make an annual report to the association. (See Financial Officers' Reports (5.1.7), Finance Section, California State PTA Toolkit.)
- f. Perform such other duties as may be delegated to the financial secretary.

SECTION 6.

The auditor shall:

- ***a. Audit the books and financial records of the association semiannually.
- b. Prepare a midyear audit to be completed in January [month half-way through term of office]. The year-end audit shall be completed in July [month immediately following end of term of office]. ~~A third audit shall be completed in [month immediately following end of fiscal year].~~ (NOTE: The audit at the end of a term is performed by the outgoing auditor. See Financial Officers' Reports (5.1.7), Finance Section, California State PTA Toolkit.)
- c. Present a written report to the executive board at the February [month], ~~[month]~~, and September [month] meetings.
- d. Present a written report for adoption by the association at the February [month], ~~[month]~~, and September [month] meetings (must agree with months stated in Article VII, Section 1).
- e. Audit the books upon resignation of the treasurer, ~~financial secretary~~ or any check signer and at any time deemed necessary.
- f. Not be related by blood or marriage or reside in the same household as the financial officers and/or authorized signers of checks.
- g. Be responsible for verifying on the Audit Report Form that all necessary report forms required by the California State PTA for insurance, and tax returns and other forms required by state and federal government agencies have been completed and filed by the due date.
- ***h. Forward two (2) copies of the adopted audits to the Mill Valley Council.

~~{Out of council associations should substitute the following}~~

- ***h. ~~Forward one (1) copy of the adopted audits to the~~ District PTA.

SECTION 7.

The historian shall:

- a. Assemble and preserve a record of the activities, achievements and volunteer hours of the association.
- b. Act as custodian of records and other materials pertinent to the history of the association.
- c. Assist the president with the preparation of the association's annual report required by the California State PTA.

SECTION 10.

The parliamentarian shall:

- a. Attend all meetings of the association and of the executive board and give necessary advice in parliamentary procedure when requested.
- b. Call the first meeting of the nominating committee, conduct election of a chairman and give instructions in procedure, and may be contacted for additional information, if needed; and shall attend meetings of the nominating committee only if elected to serve as a member of the committee.
- c. Chair the bylaws committee and review bylaws and standing rules annually. (See Changing Bylaws (2.4.1), PTA Management Section, California State PTA Toolkit.)
- d. Be entitled to all rights and privileges of membership including the right to make motions, debate and vote.

SECTION 9.

Two copies of officers' reports shall be compiled annually by all officers and filed in the procedure book for the incoming officer, and filed with the _____ [president or historian].

**SECTION 10.

(Consult with the *council and* district PTA prior to beginning this process.)

When an officer fails to attend three consecutive meetings without adequate excuse or when an officer is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, or engages in conduct which the executive board determines to be injurious to the organization or its purposes, the executive board may by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include asking for the resignation of the officer. If removing the officer from office is a consideration, the executive board must make a formal request through channels to the *council and* district PTA for assistance in determining whether a hearing should be conducted to

Notice Procedures Concerning Removal: Following the two-thirds (2/3) affirmative vote by the *council/district* PTA hearing panel recommending that the officer be removed from office: 1) The officer must be given fifteen (15) days' written notice of the hearing by the executive board to remove the officer from office; 2) The written notice shall contain the reasons for the proposed removal, and shall be mailed by certified mail, return receipt requested, to the last address of the officer shown on the association's records; 3) At the hearing, the officer must be given an opportunity to address the executive board, either orally or in writing; 4) If the hearing panel recommends removal from office, the executive board shall convene not less than five (5) days following the hearing and vote whether the officer will be removed from office; 5) A two-thirds (2/3) vote of the executive board shall be sufficient to remove the officer from office; 6) The removal vote shall be recorded in the executive board minutes and shall specify the number of members voting in favor of and against such removal; 7) The *council/district* PTA shall be notified in writing of the action taken by the executive board.

All officers shall perform the duties prescribed in the current edition of **ROBERT'S RULES OF ORDER NEWLY REVISED** in addition to those outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation or termination, each officer shall turn over to the president, without delay, all records, books and other material pertaining to the office and shall return to the treasurer, without delay, all funds belonging to the association.

ARTICLE VII – ASSOCIATION MEETINGS

**SECTION 1.

Association meetings are meetings of the general membership and shall be held on the ^{first} ~~second~~ Thursday ~~[insert week and day in the month, e.g., second Tuesday]~~ of September, October, November, January, February, March, April, May and June of the school year unless otherwise ordered by the association or the executive board. With the exception of the annual meeting, notice of any change in time or date of regularly scheduled meetings must be given in writing to the entire membership at least ten (10) days in advance. Whenever members are required or permitted to take any action at a meeting, a written notice of the meeting shall be given not less than 10 days nor more than 90 days before the date of the meeting to each member who, on the record date for the notice of the meeting, is entitled to vote at such meeting. (Note: If notice is provided by mail and the notice is not mailed by first-class, registered, or certified mail, such notice shall be given not less than 20 days before the meeting.) The notice shall contain the place, date and time of the meeting and the general nature of the business that the board, at the time of the notice, intends to present for action by the members, but any proper matter may be presented at the meeting for action.

Whenever a members' meeting adjourned to another time or place, notice need not be given of the adjourned meeting of the time and place thereof are announced at the meeting at which the adjournment is taken. No meeting may be adjourned for more than 45 days. At the adjourned meeting the association may transact business which might have been transacted at the original meeting.

**SECTION 2.

The association meeting in March ~~[month]~~ shall be the annual election meeting at which time officers shall be elected. At least thirty (30) days prior written notice of the annual election meeting must be given.

SECTION 3.

The year's proposed program and budget, which includes all programs, projects and expenditures, require approval by the membership. The year's proposed programs and budget shall be presented to the association for approval at the first association meeting of the year. All approved programs, projects and expenditures **MUST** be recorded in the association minutes, the legal record of this association. (See Guide to Executive Leadership – President (2.3.11), PTA Management Section; and Approving the Budget (5.2.4), Finance Section; **California State PTA Toolkit**.)

****SECTION 4.**

- a. Special meetings may be called by the president.

The president must call a special meeting upon the written request of three (3) [number] members of the executive board or by five (5) percent or more of the members of the association. Special meetings requested by the executive board must be held within fourteen (14) days of receipt of the written request.

All association members must be notified of any special meetings at least ten (10) days prior to the meeting. Only business mentioned in the notice of a special meeting can be transacted at that meeting.

- b. Upon request in writing for a special meeting by five (5) percent or more of the members, the president shall, within 20 days of receipt of such request, cause notice to be given to the members entitled to vote that a meeting will be held at a time fixed by the executive board, not less than 35 nor more than 90 days after the receipt of the request.
- c. The notice shall contain the place, date and time of the meeting and the general nature of the business that the board, at the time of the notice, intends to present for action by the members and no other business may be transacted.

SECTION 5.

***a. This association shall establish a quorum for the transaction of business in any meeting of this association.

**b. Twelve (12) [number] members shall constitute a quorum. If this bylaw provision authorizes a quorum of less than one-third of the voting power, then only those matters the general nature of which was contained in the notice of the meeting may be voted upon at such meeting. (See p. iii for quorum instructions.)

*****SECTION 6.**

The privilege of making motions, debating and voting shall be limited to members of the association who are present and whose dues are paid and who have been members of the association for at least the previous thirty (30) days.

*****SECTION 7.**

Voting by proxy is PROHIBITED.

ARTICLE VIII – EXECUTIVE BOARD

SECTION 1.

The executive board shall consist of officers of the association, the chairmen of standing committees, the teacher representative and the principal of the school, or a representative appointed by the principal, all of whom shall be members of this association. The principal of the school or designated representative and the teacher representative, although not elected officers, serve in an advisory capacity with full voting privileges.

The executive board shall:

- a. Transact necessary business between meetings of the association and such other business as may be referred by the association.
- b. Authorize the payment of association bills within the limits of the budget adopted by the association. Such action must be ratified at the next association meeting and must be recorded in the association minutes.
- c. Authorize the payment of other unbudgeted association bills not to exceed a cumulative total of five Hundred dollars (\$500.00) between meetings of the association. Ratification of payment of these bills must occur at the next association meeting and must be recorded in the association minutes. (See Authorizing Expenditure (5.2.5), Finance Section, **California State PTA Toolkit**.)
- d. Create committees as are deemed necessary to promote the purposes and to carry on the work of the association, the California State PTA and the National PTA. The executive board may grant such committees the authority of the board, except with respect to:
 - (1) The approval of any action for which the approval of the members or a majority of the members is required;
 - (2) The filling of vacancies on the executive board or in any committee which has the authority of the executive board;
 - (3) The amendment or repeal of bylaws or the adoption of new bylaws;
 - (4) The amendment or repeal of any motion of the board which by its express terms is not so amendable or repealable;
 - (5) The appointment of committees of the board or members thereof;
 - (6) The approval of any self-dealing transaction.
- e. Fill all vacancies in office, including that of president. (Refer to Article V, Section 12.)
- f. Present a report at meetings of the association.
- g. Receive a written financial report from the treasurer *and financial secretary* at each executive board and association meeting. (See Financial Officers' Reports (5.1.7), Finance Section, **California State PTA Toolkit**.)

~~[Associations that are not incorporated should line out the following.]~~

~~h. Act as the Board of Directors of the corporation, as defined by the California Corporations Code.~~

SECTION 3.

The executive board is subject to the orders of the association and none of its acts shall conflict with action taken by the association.

*****SECTION 4.**

An association member shall not serve as a voting member of this executive board while serving as a paid employee of or under contract to this association.

SECTION 5.

The executive board shall meet at least once a month during the school year and a minimum of fourteen (14) days prior to association meetings, unless otherwise ordered by the executive board. No later than the first month of the school year, the executive board shall schedule the day and week for the monthly executive board meetings. (See Executive Board (2.3.1), PTA Management Section, **California State PTA Toolkit.**)

SECTION 6.

Special meetings of the executive board may be called by the president. The president must call a special meeting upon the written request of three (3) [number] members. Special meetings must be held within fourteen (14) days of receipt of a written request. All executive board members must be notified of special meetings at least seven (7) days prior to the meeting. Only business mentioned in the notice of a special meeting can be transacted at that meeting.

SECTION 7.

***a. This association shall establish a quorum for the transaction of business in any meeting of the executive board.

b. Seven (7) [number] members shall constitute a quorum. (See p. iii for quorum instructions.)

*****SECTION 8.**

Voting by proxy is PROHIBITED.

ARTICLE IX – COMMITTEES

SECTION 1.

There shall be such committees created by the executive board as may be required to carry on the work of the association, the California State PTA and the National PTA. The quorum for a committee meeting shall be a majority of its members. The authority of such committees shall be subject to the limitations listed above in Article VIII, Section 2(d).

SECTION 2.

Chairmen and members of committees, all of whom shall be members of this association, shall be appointed by the president subject to the ratification of the executive board. (See Committee Member Selection (2.5.3), PTA Management Section, **California State PTA Toolkit.**)

SECTION 3.

The term of office for chairmen shall be one year or until successors have been appointed. A chairman may serve an additional term if appointed by the president, approved by the executive board and ratified by the association.

SECTION 4.

The chairmen shall present plans of work to the executive board for approval. No work shall be undertaken without the consent of the executive board. (See Committee Development and Guidelines (2.5), PTA Management Section, California State PTA Toolkit.)

SECTION 5.

Two copies of chairmen's reports shall be compiled annually by all chairmen and filed in the procedure book for the committee, and filed with the President [president or historian].

****SECTION 6.**

When a chairman fails to attend three consecutive meetings without adequate excuse or when a chairman is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, or engages in conduct which the executive board determines to be injurious to the organization or its purposes, the executive board may, by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include asking for the resignation of the chairman. If removing the chairman from office is a consideration, the executive board must make a formal request through channels to the *council and* district PTA for assistance in determining whether a hearing should be conducted to remove the chairman from office before proceeding with any action. The *council/district* hearing panel, following a two-thirds (2/3) affirmative vote, may recommend that the executive board meet and remove the chairman from office. The executive board shall follow the Notice and Hearing Procedures set forth below.

Notice Procedures Concerning Removal: Following the two-thirds (2/3) affirmative vote by the *council/district* PTA hearing panel recommending that the chairman be removed from office: 1) The chairman must be given fifteen (15) days' written notice of the hearing by the executive board to remove the chairman from office; 2) The written notice shall contain the reasons for the proposed removal, and shall be mailed by certified mail, return receipt requested, to the last address of the chairman shown on the association's records; 3) At the hearing, the chairman must be given an opportunity to address the executive board, either orally or in writing; 4) If the hearing panel recommends removal from office, the executive board shall convene not less than five (5) days following the hearing and vote whether the chairman will be removed from office; 5) A two-thirds (2/3) vote of the executive board shall be sufficient to remove the chairman from office; 6) The removal vote shall be recorded in the executive board minutes and shall specify the number of members voting in favor of and against such removal; 7) The *council and* district PTA shall be notified in writing of the action taken by the executive board.

SECTION 7.

Each chairman, upon his expiration of the term of office or in case of resignation or termination, shall turn over to the president without delay, all records, books and other material pertaining to the chairmanship, and shall return to the treasurer, without delay, all funds belonging to the association.

SECTION 8.

The association and the executive board each have the power to create special committees in order to carry out specific programs and projects, subject to the limitations listed in Article VIII, Section 2(d).

SECTION 9.

The chairmen and members of special committees shall serve until their assignments have been completed.

ARTICLE X – COUNCIL MEMBERSHIP

[Applies only to associations holding membership in a council of PTAs]

~~[Choose one Section 1 below. In either case, the alternate delegate system outlined in Article VI, Section 2 of Council Bylaws must be included.]~~

SECTION 1.

- a. This association shall be represented in meetings of the Mill Valley Council of Parent-Teacher Associations by its president or alternate, *the principal or alternate* and by one (1) [number] delegates or alternates selected by the association prior to the first meeting of the council, except at the election of council officers when an alternate delegate system outlined in Article V, Section 2 of Council Bylaws shall be used. **(MUST CORRESPOND WITH COUNCIL BYLAWS)**
- b. Such delegates and their alternates shall be elected [state method, elected or appointed] by the association in March [month; must agree with Article VII, Section 1].
- c. Such delegates to the Mill Valley Council of Parent-Teacher Associations shall serve for a term of one (1) year(s).
- d. The president or alternate *and elected/appointed delegates* shall present a report to the executive board after each council meeting.

SECTION 2.

For the election of council officers this association, if in good standing, shall be entitled to be represented by the president or his alternate *and one delegate for every* twenty-five (25) [number] members or fraction thereof. **(MUST CORRESPOND WITH COUNCIL BYLAWS, ARTICLE V, SECTION 2.)** Delegates shall be elected [state method, elected or appointed] at an association meeting at least 30 days prior to the council election meeting.

SECTION 3.

This association shall pay annual dues of _____ dollars and 45 cents (\$.45) per capita to the Mill Valley Council of Parent-Teacher Associations. **(MUST CORRESPOND WITH COUNCIL BYLAWS and Article IV, Section 4d.)**

ARTICLE XI - CHARTER PROCEDURE

***SECTION 1.

Local PTAs shall be organized and chartered under the authority of the California State PTA in the area in which this association functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the California State PTA may in its bylaws prescribe. The California State PTA shall issue to each local association in its area an appropriate charter evidencing the organization is in good standing.

A local association in good standing is one which:

- a. Adheres to the purposes and basic policies of the PTA;
- b. Remits the national portion of the dues through the California State PTA to reach the national office by dates designated by the National PTA;
- c. Has bylaws approved according to the procedures of the California State PTA; and
- d. Meets other criteria as may be prescribed by the California State PTA.

SECTION 2.

A local association in good standing in California is one which also:

- ***a. Pays dues to and actively supports all branches of the National and California State PTA;
- ***b. Pays insurance premiums to the California State PTA;
- ***c. Is composed of not less than fifteen (15) members of whom at least three (3) shall serve in the offices of president, secretary and treasurer, respectively; and
- d. Files all required state and federal tax returns and other government forms.

***SECTION 3.

This association shall receive a charter as a constituent organization of the National PTA:

- a. After its bylaws have been approved by the California State PTA parliamentarian,
- b. After the California State PTA office has received the "Application for Acceptance As A Unit of the California State PTA" with the charter membership dues;
- c. After an application for an Employer Identification Number (EIN) as a "subordinate" (constituent organization) (exempt letter dated November 18, 1943) under the name "PTA California Congress of Parents, Teachers, and Students, Inc.," has been submitted to the Internal Revenue Service; and
- d. Upon a majority vote of the California State PTA Board of Managers.

*****SECTION 4.**

The charter of this association shall be subject to withdrawal and the status of such organization as a PTA/PTSA shall be subject to termination by a two-thirds (2/3) vote of the Board of Managers, in the manner and under the circumstances provided in the bylaws of the California State PTA.

*****SECTION 5.**

This association is obligated, upon withdrawal of its charter by the California State PTA:

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

*****SECTION 6.**

Upon the withdrawal of this association's charter, the California State PTA shall have the right to collect and transfer any funds, including funds deposited by the association with a financial institution, over which the association or its officers have or had signature authority or control. (See Changes in Association Status (1.2.2b), "Charter Withdrawal," PTA Basics Section, **California State PTA Toolkit**.)

*****SECTION 7.**

Each local association shall, upon withdrawal of its charter by the California State PTA immediately cease and desist from any further use of the association's Internal Revenue Service Employer Identification Number (EIN) as a constituent organization under the group exemption number issued to the California State PTA.

SECTION 8.

THE COUNCIL AND DISTRICT SHALL BE CONSULTED AT LEAST SIXTY (60) DAYS PRIOR TO ANY VOTE BEING TAKEN TO DISBAND THIS association. (See Changes in Association Status (1.2.2), "Charter Withdrawal," PTA Basics Section, **California State PTA Toolkit.)**

**ARTICLE XII – RELATIONSHIP WITH NATIONAL PTA
AND CALIFORNIA STATE PTA**

*****SECTION 1.**

The bylaws of this association shall not be in conflict with the bylaws of the National PTA or with those of the California State PTA. These bylaws shall be approved by the California State PTA parliamentarian when this association is organized and when there is a change in its association status.

This association shall include in its bylaws provisions corresponding to the provisions of the bylaws of the California State PTA identified by a triple star.

SECTION 3.

The California State PTA Toolkit published by the California State PTA contains policy statements of the PTA not found in the bylaws or standing rules. As a local association of the California State PTA, this association is obligated to follow those policy statements.

***ARTICLE XIII – ARTICLES OF ORGANIZATION

The “articles of organization” of this association comprise these bylaws, as from time to time amended, and the “articles of association,” if any. In the absence of separate articles of association, these bylaws shall be deemed to be the articles of association. In the event of any conflict between these bylaws and the articles of association, these bylaws shall govern.

~~[Associations that are incorporated should substitute the following:]~~

~~This association is a nonprofit corporation organized under the laws of the State of California. Its “articles of organization” comprise the articles of incorporation and these bylaws as from time to time amended. In the event of any conflict between the articles of incorporation and these bylaws, the association shall take prompt action to amend the articles of incorporation to conform to the provisions of these bylaws. The articles of incorporation for the association shall be submitted to the California State PTA as part of the organizational papers and at other times as requested by the California State PTA, in accordance with Article VI, Section 12 of California State PTA Bylaws.~~

ARTICLE XIV – FISCAL YEAR AND IDENTIFICATION NUMBERS

SECTION 1.

The fiscal year of this association shall begin July 1 [month and day] and end June 30 [month and day]. (Once a fiscal year has been established and on file with the Internal Revenue Service, consult the California State PTA treasurer for the procedure required to change the fiscal year.)

SECTION 2.

This association shall not assume any financial obligation in any one term of office that will be carried over into the succeeding term. (See Approving the Budget (5.2.3), Finance Section, California State PTA Toolkit.)

SECTION 3.

The Internal Revenue Service Employer Identification Number (EIN) for this association is

20-3411435 [number].

SECTION 4.

The National PTA Identification (ID) number for this association is

_____ [number].

SECTION 5.

The California State PTA Identification (ID) number for this association is

_____ [number].

SECTION 6.

~~If incorporated, the corporation number for this association, as assigned by the Secretary of State, is~~

~~_____ [number].~~

SECTION 7.

~~If incorporated the charitable trust number for this association, as assigned by the California State Office of the Attorney General, is~~

~~_____ [number].~~

***** ARTICLE XV – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of **ROBERT’S RULES OF ORDER NEWLY REVISED** shall govern the National PTA and this association in all cases in which they are applicable and in which they are not in conflict with these bylaws, those of the California State PTA, the National PTA, the articles of incorporation and the California Nonprofit Corporation Law.

ARTICLE XVI – AMENDMENTS

*****SECTION 1.**

Bylaws for this association shall be reviewed annually and updated biennially by the bylaws committee of this association.

*****SECTION 2.**

Before adoption, all proposed amendments accompanied by the bylaws shall be submitted through channels to the California State PTA parliamentarian for approval. They also shall be approved by the California State PTA parliamentarian when there is a change of status (e.g., PTA changing to PTSA or when combining/dividing).

SECTION 3.

After the California State PTA parliamentarian has approved and signed amended bylaws, the process of adoption by the association must be completed. The association shall by a two-thirds (2/3) vote adopt amended bylaws at any association meeting provided written notice of the meeting was given at least 30 days prior to the date of the meeting to each member who, on the record date for the notice of the meeting, is entitled to vote at such meeting. (Note: If notice is provided by mail and the notice is not mailed by first-class, registered, or certified mail, such notice shall be given not less than 20 days before the meeting.) The notice shall contain the place, date and time of the meeting and the general nature of the business that the board, at the time of the notice, intends to present for action by the members, but any proper matter may be presented at the meeting for action.

*****SECTION 4.**

The adoption of an amendment to any provision of the bylaws of the California State PTA identified by a triple star (***) shall serve automatically and without the requirement of further action by this association to amend correspondingly the bylaws of this association. Notwithstanding the automatic character of the amending process, this association shall promptly incorporate such amendments in its bylaws.

*****SECTION 5.**

The adoption of an amendment to any provision of the bylaws required by California Corporations Code and identified by a double star (**) by the California State PTA shall serve automatically and without the requirement of further action by this association to amend correspondingly the bylaws of this association. Notwithstanding the automatic character of the amending process, this association shall promptly incorporate such amendments in its bylaws.

BYLAWS OF: It Takes a Village Special Education PTA
(Full Legal Name of Association)

Mill Valley Council of PTAs

Sixteenth District PTA

APPROVED BY:

California State PTA Parliamentarian

Date

ADOPTED BY THE ASSOCIATION:

Association Secretary

Date of Adoption by the Association

STANDING RULES

1. At the beginning of his term of office, each member of the executive board shall be given a copy of these bylaws and shall be responsible for making a thorough study of them. A copy of these bylaws shall be made available to any member of the association upon request.
2. At least twenty-four (24) hours notice, in writing, must be given to the president in order to have an item of business or an announcement placed on the executive board agenda.
- **3. At least fourteen (14) days' notice, in writing, must be given to the president in order to have an item of business or an announcement placed on the association agenda. (This allows the president time to prepare the agenda and provide written notice to the members at least ten (10) days prior to the meeting, in accordance with Article VII, Section 1.)
4. When a recommendation for an item of business or an announcement that has not had prior consideration by the executive board is brought to an association meeting, it shall be referred to a committee and/or the executive board for study.
5. Any non-PTA material to be distributed at an association meeting must be approved by the executive board prior to the meeting.
6. Each officer and chairman shall be responsible for keeping an up-to-date procedure book and for turning it over to the incoming officer or chairman at the end of the term of office.
7. The president, subject to ratification of the executive board, may appoint an assistant to any of the chairmen. Such assistant shall have full voting rights as an executive board member.
8. The membership list/directory of this association shall be for the exclusive use of the organization and shall not be available for distribution or purchase by any other organization or commercial entity.
9. The standing committees of this association include [list all committees that function all year] (see Article VIII, Section 1):
10. Executive board meetings shall be held on the _____ [insert week and day in the month, e.g., second Tuesday] of each month during the school year.
11. *This Association shall pay an annual assessment fee of _____ dollars and _____ cents (\$ _____) to the _____ Council by _____ [insert council deadline]. Such assessment shall be voted on by units in the council at the first council association meeting each year.*

NOTE: Standing rules may be adopted by a majority vote at any association meeting.* **Amendments** to standing rules require a two-thirds (2/3) vote without previous notice, a majority vote with such notice. Standing rules should be procedural rather than parliamentary and may not conflict with or supersede the bylaws.

*See Article VII, Section 5.