

ALABAMA PTA BYLAWS INDEX

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*Articles conform to National PTA Bylaws and shall not be changed at the State, Council or Local Unit levels to assure continuity required for constituent associations.

Approved May 2016

BYLAWS OF THE
ALABAMA CONGRESS OF PARENTS AND TEACHERS INC.

ARTICLE I: NAME

The name of this association is Alabama Congress of Parents and Teachers, Inc. It is commonly known, and will be referred to in these bylaws, as "Alabama PTA."

*ARTICLE II: PURPOSES

Section 1. The purposes or purposes (Objects) 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. The purposes of the PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies of Article III.

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

*ARTICLE III: BASIC POLICIES

The basic policies of Alabama PTA, in common with National PTA, are:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The association shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the association 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.
- e. Notwithstanding any other provisions of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an association exempt from federal income tax under Section 501(c)

(3) of the Internal Revenue Code or (ii) by an association, contributions to which are deductible, under Section 170©9@) of the Internal Revenue Code.

- f. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501©(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- g. The association 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.

ARTICLE IV: CONSTITUENT ORGANIZATIONS

Section 1. The constituent organizations of Alabama PTA include:

- a. Local PTAs (Parent Teacher Associations) or PTSAs (Parent Teacher Student Associations) organized under the authority of the Alabama PTA.
- b. Council PTAs/PTSAs organized under the direct authority of the Alabama PTA

Section 2. The Alabama PTA shall determine criteria for establishing constituent associations and setting standards for continuing affiliation with the Alabama PTA and National PTA.

Section 3. There shall be no proxy voting by any constituent associations of the Alabama PTA.

Section 4. The purposes and basic policies of the Alabama PTA shall in every case also be the purposes and basic policies of each constituent association.

Section 5. Each constituent association shall adopt bylaws for the governance of the association. Such bylaws shall not be in conflict with National PTA or Alabama PTA Bylaws. Such bylaws shall include an article on amendments and shall include a provision establishing a quorum.

Section 6. Alabama PTA is a constituent association of National PTA and is a self-governing association with independent legal existence.

Section 7. The constituent associations of Alabama PTA are local and council PTAs organized under the authority of Alabama PTA.

- a. Alabama PTA shall provide appropriate procedures for the association of local and council PTAs in good standing within its area. Alabama PTA may determine the membership year for these entities and prescribe the form and content of the bylaws.
- b. A local association shall become a PTA and be issued a charter upon receipt in the state office of:
 - (i) National and state dues.
 - (ii) Two copies of proposed bylaws, subject to approval by Alabama PTA. Such bylaws shall not be in conflict with National PTA Bylaws or Alabama PTA Bylaws. Bylaws shall include an article on amendments and a provision establishing a quorum.
 - (iii) Names, addresses, telephone numbers and/or email addresses of members and a list of officers.
- c. Councils may be chartered by Alabama PTA in counties, cities, or other area designated by the board of directors for the purpose of conference, leadership training, and coordination of efforts of local PTAs. Councils shall not legislate for local PTAs. Councils shall be composed of three or more PTAs. Only PTAs or

PTAs shall be members of a council. Any person holding an elected or appointed position in a council shall be a member of a local PTA within the council. Each council shall be represented on the Alabama PTA Board of Directors by its president or an alternates selected by the council. A council may be chartered by receipt in the state office of:

- (i) Two copies of the council bylaws, subject to approval by Alabama PTA. Such bylaws shall not be in conflict with National PTA Bylaws or Alabama PTA Bylaws, Bylaws shall include an article on amendments and a provision establishing a quorum.
- (ii) Names of the charter members PTAs
- (iii) List of officers with their addresses, telephone numbers and/or email addresses.
- d. Each local PTA/Councils 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.
- e. Local PTAs/Councils shall review and update bylaws every three (3) years. Two (2) copies of the updated bylaws shall be submitted to the Alabama PTA Office for approval by the Bylaws Committee. One copy shall be returned to the PTA/Council stamped "approved." The date of approval will be recorded in the stamp. The other copy shall be retained in the State PTA Office files.
- f. Amendments to local PTA/Council bylaws may be proposed at any time and become effective upon approval of Alabama PTA. Notice of proposed amendments should be provided to the local membership fifteen (15) days prior to the meeting at which they will be voted upon. A two-thirds (2/3rds) vote of those members present and voting, a quorum being present, is required to amend.
- g. The adoption of an amendment to any provisions of the National PTA or Alabama PTA Bylaws shall be incorporated in the bylaws of the local PTA/Council.
- h. Each local PTA/Council 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 shall at all reasonable times be open to inspection by an authorized representative of Alabama PTA.
- i. Only members of a local PTA who have paid dues for the current membership year may participate in the business of that PTA. Only members of local PTAs within a council may hold elected or appointed positions in a council.
- j. Each local PTA shall collect dues from its members and shall remit a portion of those dues to Alabama PTA as provided in Article V.
- k. The board of directors of Alabama PTA shall make all decisions regarding recognition and good standing of local PTAs. A PTA must be in good standing in order to receive the annual local PTA packet and membership cards and to participate in scholarship, grant and awards programs. A local PTA in good standing:
 - (i) Adheres to the purposes and basic policies of PTA
 - (ii) .Remits dues to Alabama PTA by dates designated in these bylaws
 - (iii) Has a current officer list on file in the Alabama PTA office, and
 - (iv) Must have bylaws which have been updated within the last three (3) years on file in the Alabama PTA Office.
 - (v) Must maintain its 501©(3) tax exempt status or be actively working in conjunction with Alabama PTA to have its tax exempt status reinstated (See Standing Rules),
 - (vi) Must maintain membership levels as follows: A minimum of 15 members for schools with enrollment of 200 or less students, 25 members for schools with enrollment of 201 to 500 students, and 50 members for schools with enrollment of greater than 500 students, and
 - (vii) If located with an organized council, follows adopted guidelines of that council in paying dues and/or participating in other programs.
- l. The charter of a local PTA/Council shall be withdrawn and the PTA dissolved according to provisions in these bylaws. Each local PTA/Council is obligated immediately, upon withdrawal of its charter by Alabama PTA, to:

- (i) Surrender all books, records, assets, and property to Alabama PTA or a local PTA or non-profit agency designated by Alabama PTA.
 - (ii) Cease to use the copyrighted name PTA that implies association with and status as a constituent organization of National PTA or Alabama PTA
 - (iii) Carry out promptly, under the direction of Alabama PTA, all proceedings necessary for the purpose of dissolving.
- m. Procedure for Dissolution by the Local PTA/Council
 - (i) The board of directors shall adopt a resolution recommending dissolution. Written notice stating that the purpose of the meeting to consider the dissolution shall be given to each member entitled to vote at the meeting at least thirty days prior to the date of the meeting.
 - (ii) Written notice of the adoption of the resolution, accompanied by a copy of the notice of the special meeting or members, shall be given to the president of Alabama PTA at least twenty (20) days before the date of the meeting.
 - (iii) 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.
 - (iv) Approval of dissolution shall require the affirmative vote of two-thirds (2/3rds) of the members present and entitled to vote, a quorum being present.
- n. Alabama at Large Local (ALL) PTA
 - (i) An All PTA shall be established as a local PTA to provide membership opportunities for individuals in areas where no local PTA is present.
 - (ii) Upon payment of dues, members of ALL shall hold membership in Alabama PTA and National PTA and have voting privileges for the Alabama PTAs fiscal year (July 1 to June 30) in accordance with state and national bylaws.
 - (iii) Dues shall be determined by elected officer of ALL.

*ARTICLE V: MEMBERS AND DUES

Section 1. Every individual who is a member of a local PTA organized by Alabama PTA also is a member of National PTA and the state PTA by which such local PTA is organized and, as such, is entitled to all the benefits of such membership.

Section 2. Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposed of National PTA. Each local PTA shall conduct an annual enrollment of members, but persons may join at any time.

Section 3. Each member of a local PTA shall pay annual dues as may be determined by the association. The amount of dues (Refer to Alabama PTA Handbook) shall include the portion payable to the state PTA as determined by the state, and the portion payable to National PTA as recommended by the National board of Directors and approved by a two-thirds(2/3rds) majority of the voting body at the National PTA Annual Convention.

Section 4. The state and national portions of dues paid by each member of a local PTA shall be set aside by the local PTA and remitted to Alabama PTA as state bylaws provide. Alabama PTA shall pay to National PTA the national portion in the manner prescribed by National PTA

Section 5. The local treasurer shall keep the record of the national and state portion of membership dues separate from the record of general funds of the local PTA.

Section 6. When remitting dues, the local treasurer shall send the names, addresses, telephone numbers and/or email addresses of PTA members for whom dues are being paid.

Section 7. The local PTA shall make at least one remittance of state and national dues by December 1. Although National PTA requires monthly remittance of dues from Alabama PTA, local PTAs report their membership to meet Awards deadlines and/or as it is convenient for them to do so. Remittances made on or before March 1 shall determine (i) voting delegate representation at state convention and (ii) eligibility for membership awards.

Section 8. An Alabama PTA Distinguished Service Award (formerly known as Honorary Life Member) may:

- a. Be conferred upon a person for distinguished and or outstanding service to Alabama's children when endorsed by a council, local PTA, or Alabama PTA's executive committee or board, and upon the payment of a one-time fee set by Alabama PTA's board of directors: and,
- b. Said recipient may become an active member of the Alabama PTA by paying dues to a local PTA (including the Alabama ALL) unit.

A list of new Alabama PTA Distinguished Service Award recipients shall be published annually.

ARTICLE VI: QUALIFICATIONS FOR SERVICE

Section 1. Each board member shall be a member of a local PTA chartered by Alabama PTA.

Section 2. A member shall not serve as a voting member of the Alabama PTA Board of Directors while serving as a paid employee of, or under contract to, Alabama PTA.

Section 3. Only persons who have consented to serve shall be nominated or appointed for a term of two consecutive years.

Section 4. Standing committee chairs shall serve no more than two (2) terms in the same chairmanship. A person serving more than half of a term shall be considered to have served a complete term.

Section 5. Field Service Representatives shall serve no more than two (2) terms. A person serving more than half of a term shall be considered to have served a complete term.

Section 6. Elected Officers

- a. Shall serve no more than one (1) consecutive term in the same office, with the exception of the treasurer and vice president of Legislation and Advocacy who shall serve no more than two (2) consecutive terms. An officer having served more than half of a term shall be considered to have served a complete term.
- b. Shall not serve on the board of directors in more than one capacity at a time.

In addition to the above qualifications, the president of Alabama PTA:

- c. Shall have been a PTA member in good standing for at least three (3) years.
- d. Shall have served one (1) year of the last six (6) years on the Alabama PTA Board of Directors.
- e. Shall have served at least one term on the Alabama PTA Executive Committee.

ARTICLE VII: OFFICERS

Section 1. The officers of Alabama PTA shall be a president, a vice president of leadership development, a vice president of legislation and advocacy, and a vice president of membership development, a vice president of programs, a secretary, and a treasurer.

Section 2. The voting body shall elect all officers on the second day of Alabama PTA's annual convention in odd numbered years.

Section 3. The vote shall be conducted by ballot under the supervision of the elections committee and a majority shall elect. When there is only one candidate for any office, the election may be by voice vote.

Section 4. Elected officers shall take office at the close of the convention at which they are elected and shall serve a term of two years, or until their successors take office.

Section 5. If a vacancy occurs in the office of president, the vice president for leadership development shall become president and shall hold office for the balance of the term. In filling the vacancy, the vice president for leadership development shall be eligible for election to presidency for the following term providing not more than one-half of a full term as president has been served. The board of directors shall elect an interim vice president for leadership development by a majority vote to serve until the next convention. It shall also fill a vacancy in any other office by a majority vote, said officer also serving until the next convention.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The president shall:

- a. Preside at all meetings.
- b. Serve as an ex officio member of all committees except the nominating and elections committees;
- c. Shall recommend to the Executive Committee a person to be employed as Office Manager and upon that person becoming Office Manager, direct their activities as an employee of Alabama PTA in accordance with the adopted Personnel/Staff Manual of Alabama PTA. Likewise, in the event of termination of the Office Manager, recommend to the executive committee such termination and the cause therefore unless an immediate termination is required to protect the assets, purposes, and basic policies of Alabama PTA;
- d. Perform other duties as provided for by these bylaws, prescribed by the parliamentary authority, or assigned by the board of directors or executive committee; and,
- e. Appoint for Alabama PTA a delegate to serve on the National PTA Council of States based upon the recommendations set by National PTA.

Section 2. The vice president (s) shall:

- a. Act as aide(s) to the president; and,
- b. Perform other duties as provided by these bylaws, prescribed by the parliamentary authority, or assigned by the president, board of directors, or executive committee.

Section 3. The secretary shall:

- a. Keep an accurate account of all meetings;

- b. Be prepared to read the records of any previous meetings;
- c. File all records; and
- d. Perform other duties as provided by these bylaws, prescribed by the parliamentary authority, or assigned by the president, board of directors, or executive committee.

Section 4. The treasurer shall:

- a. Maintain a full account of the funds of Alabama PTA;
- b. Cause to be kept a full and accurate account of receipts and disbursements in books belonging to Alabama PTA;
- c. Serve as chair of the budget committee, and as such present a proposed budget to the board of directors prior to the convention at which it will be adopted to allow time for board review and approval prior to presentation to the delegates;
- d. Present a written financial statement at each meeting of the board of directors and at other times as requested by the president;
- e. Prepare or cause to be prepared an annual audit of the books and records of Alabama PTA and report same to the annual convention delegates;
- f. Serve as chair of the credentials committee for the annual convention; and
- g. Perform other duties as provided by these bylaws, prescribed by parliamentary authority, or assigned by the president, board of directors, or executive committee.

The treasurer and all other persons authorized to handle Alabama PTA funds shall give fidelity bonds in amounts determined by the executive committee. The expense of these bonds shall be borne by Alabama PTA.

In case of the temporary absence or the inability of the treasurer to serve, the duties of the treasurer shall be performed by a person appointed by the president, subject to approval of a majority of the executive committee.

ARTICLE IX: BOARD OF DIRECTORS

Section 1. The affairs of Alabama PTA shall be managed by the board of directors.

Section 2. The members of the board of directors shall be the elected officers, immediate past president, field service representatives, chairs of standing committees, council presidents (or their alternates designated by the council), not more than two (2) youth members, members of the advisory committee whose positions are qualified in Article XI, Section 5 b, and any officer or member of the National PTA board of directors residing in Alabama. All active past presidents shall be members of the board of directors.

Section 3. The board of directors shall:

- a. Have authority over the affairs of Alabama PTA between annual conventions, but not including authority given to the executive committee or authority to modify any action taken by the convention not otherwise delegated in these bylaws;

- b. Settle all questions of doubt regarding the recognition of PTAs;
- c. Have authority to adopt rules for transaction of business, provided they do not conflict with these bylaws;
- d. Review and adopt an annual budget;
- e. Require each member of the board of directors to submit an annual report to state office before April 1;
- f. Hold each member responsible for books and records pertaining to that office, and require all books and records be delivered promptly and in good order to the Alabama PTA office or to the successor following the termination of his/her term;
- g. Serve as official representatives of Alabama PTA only when such authority has been conferred by the board of directors, executive committee, or president; and,
- h. Be responsible for any non-refundable expenses after committing to participate in any PTA function that he/she did not attend.

Section 4. Vacancies.

- a. Two (2) unexcused absences from scheduled board of directors meetings shall be regarded as a resignation from that body. A member may be excused for good cause on application in writing to the president.

Due process:

- (i) The secretary shall notify the member by certified mail.
- (ii) The member may, within fifteen (15) days, appeal in writing to the executive committee.
- (iii) The executive committee shall render a decision at a meeting held in accordance with the provisions in Article X, Section 2. In the case of a council president or representative, another representative must be designated by the council.

- b. Any member of the board of directors may be removed from office, for good cause, by a two-thirds (2/3rds) vote at a special or regular meeting of the board of directors or through a special ballot mailing to all members of the board of directors. A written response from a minimum of fifteen (15) members shall constitute a quorum for the special ballot mailing.

Due process:

- (i) The secretary shall notify the member of the cause and recommendation for removal by certified mail, and all other members of the board of directors by regular mail, at least thirty (30) days prior to the meeting (and of the final tally of votes returned from the ballot mailing).
- (ii) Cause for removal from office may include failure to perform the duties of that office and/or reasons that come in direct conflict with PTA purposes or interests. Conviction of a felony, and/or failure to make a

timely response to notification of removal, shall constitute automatic vacation of office, and the secretary shall so notify the member by certified mail.

(iii) When a written response is timely filed, the board of directors shall consider all information submitted by the individual, and the secretary shall notify the member of the final decision.

Section 5. Regular Meetings

a. Regular meetings of the board of directors shall be held immediately before and after convention, except during an election year when the post-convention meeting shall be held within ninety (90) days following the close of convention.

b. Regular meetings of the board of directors may be called by the president or upon written request of ten (10) members of the board of directors. At least twenty-one (21) days' notice of the meeting shall be given.

Section 6. Special Meetings

a. Special meetings of the board of directors may be called by the president or by written request of ten (10) members of the board of directors. At least five (5) days' notice shall be given.

b. The board of directors may be called upon by mail balloting to consider and vote on emergency business pertinent to the board of directors. A written response from a minimum of fifteen (15) members shall constitute a quorum for the special ballot mailing. Any such action shall be ratified at the next meeting of the board of directors.

c. Conferences of committee chairs and/or council presidents may be held in connection with meetings of the board of directors, or upon call of the president. The president or his representative shall meet with such groups.

d. Attendance at all sessions of meetings of the board of directors and executive committee, including pre- and post-convention meetings is required, except in the case of ill health or as excused by the president for official duty elsewhere, whenever expenses of the board member are paid by Alabama PTA.

Section 7. Fifteen (15) members of the board of directors shall constitute a quorum.

Section 8. 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.

ARTICLE X: EXECUTIVE COMMITTEE

Section 1. The members of the executive committee shall be the elected officers and the immediate past president.

Section 2. Special meetings of the executive committee may be called by the president or upon written request of five (5) members of the committee.

Section 3. The executive committee may be called upon by mail balloting, email balloting, or teleconference, to consider and vote on emergency business pertinent to the executive committee. Response from a minimum of five (5) members shall constitute a quorum. Any such action shall be ratified at the next meeting of the executive committee.

Section 4. Five (5) members of the executive committee shall constitute a quorum.

Section 5. The executive committee shall:

- a. Transact business referred to it by the board of directors;
- b. Make a report at each meeting of the board of directors;
- c. Act in emergencies between meetings of the board of directors, but action of the committee shall not conflict with that of the board of directors;
- d. Recommend the creation or elimination of a standing committee to the board of directors;
- e. Elect standing committee chairs, youth member(s), and, if necessary, other members of state committees;
- f. Receive plans of action of field service representatives and standing and special committee chairs, and approve the plans before their use is authorized;
- g. Submit to the board of directors recommendations on matters of policy and administration as advisable;
- h. Employ and terminate an Office Manager, from recommendations made by the president; set compensation and benefits; and, define and evaluate job performance of said Office Manager annually at the post-convention executive committee meeting.
- i. Review, during non-election year, the previously adopted Personnel/Staff Manual. Job descriptions, duties, and other responsibilities of all employees should also be reviewed.
- j. Discuss, prior to the budget committee meeting, employee compensation (which will include any benefits, salary or bonuses) and recommend to that committee any increase that should be included in said budget.
- k. Appoint, at least three months before each election of officers, an elections committee consisting of five (5) members of the board of directors, and name the chair.

ARTICLE XI: COMMITTEES

Section 1. Nominating Committee

A nominating committee consisting of five members and two alternates shall be elected by the board of directors from its own body at a meeting at least six months prior to the election of officers. There shall be no more than one committee member from the same council. Vacancies occurring in the committee shall be filled

by the alternates in order of the number of votes received. No person shall be eligible to serve on this committee two consecutive times. Members shall be elected by ballot, with nominations from the floor. Plurality vote shall elect, and the chair shall be the member receiving the highest number of votes.

The committee shall:

- a. Select one nominee for each office to be filled at the next convention;
- b. Secure the consent of each nominee;
- c. Report nominees to the president at least three months prior to convention;
- d. Send a list of nominees to the board of directors and to local PTAs with the call to convention; and,
- e. Report to the convention on the first day of the session, at which time additional nominations may be made from the floor.

Section 2. Elections Committee

An elections committee composed of five members of the board of directors shall be chosen by the executive committee at a meeting at least three months before the election. The chair shall be named by the executive committee. Members shall be notified of their appointment at least thirty (30) days prior to convention. A member of the elections committee becomes ineligible to serve upon that member's nomination for an elected office. Vacancies shall be filled by the executive committee.

The committee shall:

- a. Have charge of the election in the election year;
- b. Be responsible for preparing the ballot;
- c. Be responsible for collecting voting credentials from members at time of voting;
- d. Have at least two (2) of its members on duty at polls during voting periods as printed in the convention program; and
- e. Tabulate the votes and make a complete report to the convention of votes cast.

Section 3. State and Local Relationships Committee

A committee on state and local relationships consisting of five members, two of whom shall be council presidents, shall be elected by the board of directors from its own body. Members shall be elected by ballot, with nominations from the floor. Plurality vote shall elect, and the chair shall be the member receiving the highest number of votes. The committee shall:

- a. Review alleged violations by local PTAs of National PTA Bylaws, Alabama PTA Bylaws, or of their own bylaws or other practices or activities of local PTAs that are in conflict with the purposes and basic policies of Alabama PTA; and,
- b. Report promptly to the board of directors the results of such review and its recommendations for action.

The board of directors shall give due consideration to the report and shall accord the local PTA an opportunity to respond to the report. If, upon such consideration and hearing, the board of directors finds a violation by the local PTA, it may, by a two-thirds (2/3rds) vote of all its members then in office, require the local PTA to take appropriate action within a period of time stipulated by the board of directors. When such a requirement has been made by the Alabama PTA board of directors and if the recommended action is not taken by the local PTA within the allotted time, the board of directors may, by a two-thirds (2/3rds) vote of all of its members then in office, withdraw the charter of the local PTA and terminate its status as a local PTA.

Section 4. Standing Committees

- a. Standing committees may be created or eliminated by the board of directors at any meeting. A list of these committees shall be in the standing rules of Alabama PTA.
- b. Each standing committee shall consist of a state chair and additional members as necessary and approved by the executive committee.
- c. Nominations for chairs of standing committees shall be made on forms included in board of directors and convention delegate packets. These forms shall constitute the list of suggested nominees to the electing group (the newly elected officers) and shall be placed in a designated receptacle at the convention registration desk prior to the final session of the convention.

The chairs of standing committees shall be elected by the executive committee for a term of

Two (2) years, concurrent with the term of elected officers.

- d. The executive committee shall meet within thirty (30) days following the close of convention in the election year for the purpose of electing the chairs of standing committees. They shall be guided by the list of suggested nominees, but shall not be bound by the suggestions.
- e. The elected chairs shall be notified by the secretary.

Standing committee chairs shall:

- a. Promote the current programs of National and Alabama PTAs and develop, in consultation with the executive committee, further programs to meet the special needs of Alabama PTA;
- b. Submit a tentative plan of action to the executive committee by the first meeting of the board of directors following the chairs' appointment. (Upon failure to submit such a plan at the appointed time, the chairmanship may become vacant); and,
- c. Work toward carrying out the approved plan of action.

Section 5. Special Committees

- a. Special committees may be created by the president, executive committee, or board of directors.

b. At the beginning of each administration, an advisory committee of no more than five (5) may be appointed by the president subject to approval of the executive committee. The advisory committee shall serve in an advisory capacity and shall have all the privileges of regular members, except that of voting or making motions.

Section 6. A quorum for a meeting of any committee shall be a majority of the members of that committee.

Section 7. Vacancies.

a. Any chair who fails to work toward carrying out the approved plan of action may be removed from office by the procedure outlined in Article IX, Section 4 b.

b. If a vacancy occurs in a chairmanship, the executive committee shall fill the vacancy.

ARTICLE XII: FIELD SERVICE REPRESENTATIVES

Section 1. Up to seven field service representatives may be appointed to assist the president in promoting the work of Alabama PTA. Their assignments shall not conflict with the responsibilities of any other board member.

Section 2. Field service representatives shall be appointed by the president, with approval by the executive committee.

Section 3. The field service representatives shall:

- a. Perform duties as assigned by the president and/or executive committee;
- b. Submit to the supervising vice-president monthly activity statements and an annual report; and,
- c. Refrain from legislating for councils or local PTAs.

Section 4. Vacancies shall be filled by the president, with approval by the executive committee.

ARTICLE XIII: STATE CONVENTION

Section 1.

- a. A regular convention of Alabama PTA shall be held annually at the time and place determined by the executive committee.
- b. The call to convention shall be sent to the board of directors and all local PTAs at least thirty (30) days prior to the meeting.
- c. The annual convention shall be the governing body of Alabama PTA.

Section 2.

- a. Members of the Alabama PTA board of directors shall be entitled to vote at the annual convention.
- b. Each local PTA in good standing with Alabama PTA shall be entitled to be represented at the convention by its president, or alternate, and one voting delegate for each 50 members or major fraction thereof. PTAs in arrears for dues shall not be entitled to representation at the annual convention.

c. The convention shall be open to all members, but the privilege of making motions, debating, and voting shall be limited to the voting body. A voting member shall have one vote.

Section 3. Registration fee for convention shall be set by the executive committee. Badges shall be worn for admittance to all meetings.

Section 4. Quorum shall be Fifteen (15) delegates, two of whom are Alabama PTA officers, who have registered with the credentials committee as being in attendance.

ARTICLE XIV: CANCELLATION OF CONVENTION

Section 1. In the event of a national or state emergency such as war, epidemic, or other disaster, the board of directors shall have authority to determine whether or not a state convention shall be held. A two-thirds (2/3rds) vote shall decide; the vote may be taken by mail. In the event that no convention is held, the board of directors shall have authority to plan procedures for conducting all necessary business by mail or other means. Election of officers shall be conducted by mail.

Section 2. In the event the state convention is not held, a meeting of the board of directors shall be held to take the place of the pre- and post-convention board meetings with the date and place to be determined by the executive committee. All business assigned in the bylaws to the pre- and post-convention board meetings shall be transacted at this meeting.

Section 3. In the event it is necessary to conduct an election by mail, it shall be by ballot, and plurality vote shall elect. The elections committee shall have charge of the election, which shall be in accordance with procedure adopted by the board of directors. The results of the election shall be reported to the board of directors at the meeting corresponding to the pre- and post-convention board meetings. Newly elected officers shall assume their duties at the close of the board meeting.

Section 4. In an election by mail, each PTA may cast its full vote in accordance with the provisions of these bylaws.

Section 5. Any accredited voting delegate of the state convention may nominate a candidate by mail for office, provided consent of the nominee has been secured. Such nomination shall have the signature of at least five (5) local PTA members and shall be sent to the nominating committee.

Section 6. In the event a state convention is not held, these bylaws may be amended by mail, provided all requirements of Article XIV are adhered to and provided the amendments pertain to an emergency situation.

ARTICLE XV: NATIONAL CONVENTION

Section 1. Alabama PTA shall be entitled to the following delegates:

a. President of Alabama PTA; and,

b. One additional delegate from among the members of Alabama PTA for each 1000 members, or major fraction thereof, of Alabama PTA, as shown on the books of the secretary-treasurer of National PTA as of March 31 preceding the annual convention.

Section 2. The selection of delegates and their alternates receiving Alabama PTA funds to attend National PTA convention shall be recommended by the president and approved by the Board of Directors in accordance with Alabama PTA Standing Rules

ARTICLE XVI: FISCAL YEAR

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

ARTICLE XVII: STATE OFFICE

A state office shall be maintained in Montgomery and shall be under the general supervision of the president of Alabama PTA.

ARTICLE XVIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern Alabama PTA and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws or the articles of incorporation.

ARTICLE XIX: AMENDMENTS

Section 1. These bylaws may be amended at annual convention by a two-thirds (2/3) vote provided the amendments have been approved by the board of directors, executive committee, or by a committee on bylaws authorized by the board of directors and the amendments have been provided to constituent associations fifteen (15) days prior to the opening of convention.

Section 2. The executive committee or board of directors, by a majority vote, may authorize the committee on bylaws to submit a revised set of bylaws as a substitute for the existing bylaws.