

BYLAWS
(Amended at Convention November 2009)

ARTICLE I-Name

The name of this organization is the New York State Congress of Parents and Teachers, Inc. It is a not-for-profit corporation organized under the laws of New York State. It is a branch of the National Congress of Parents and Teachers (the "National PTA"). It is also commonly known, and will be referred to in these bylaws, as the "New York State PTA."

#ARTICLE II-Articles of Organization

The articles of organization of a constituent organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

#ARTICLE III-Purposes

Section 1. The Purposes of the New York State PTA, in common with those of the National PTA, are:

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

Section 2. The Purposes of the National PTA and the New York State PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV.

Section 3. 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 "Internal Revenue Code").

#ARTICLE IV-Basic Policies

The following are basic policies of the New York State PTA in common with those of the National PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization 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 organization.
- c. 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.
- d. 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.
- e. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The New York State PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA/PTSA representative shall make no commitments that bind the group he represents.

- f. 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 III hereof.
- g. 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.
- h. 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 which 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 the National PTA.

ARTICLE V-Relationship with National PTA and New York State PTA

Section 1. The New York State PTA is a branch of the National PTA and exists for the purpose of accomplishing, at the state level, the Purposes of the National PTA in accordance with its policies. Within the framework of the responsibility that it shares with the National PTA for the implementation of the Purposes of the National PTA and its obligation to comply with the Bylaws of the National PTA, the New York State PTA is a self-governing organization with independent legal existence.

Section 2. The relationship of the New York State PTA with the National PTA and its duties, obligations, and responsibilities are set forth in the Bylaws of the National PTA and in the charter that is issued by the National PTA to the New York State PTA.

Section 3. The New York State PTA shall adopt such bylaws and other articles of organization as are in conformity with the Bylaws of the National PTA.

Section 4. The bylaws of the New York State PTA and all amendments thereto shall be subject to approval by the Bylaws and Policy Committee of the National PTA.

Section 5. The New York State PTA shall provide appropriate procedures for the organization of local PTAs within its area. The New York State PTA may determine the membership year for the local PTAs in its area and prescribe the form and content of the bylaws or other articles of organization of such local PTAs.

Section 6. The New York State PTA may create or establish subsidiary organizations (regions) within its area to facilitate the administration of the affairs of the New York State PTA and for carrying out its programs and may prescribe the form and content of the bylaws or other articles of organization of such regions.

Section 7. The New York State PTA may create or establish councils in counties, cities, or other areas designated by its board of managers for the purpose of conference, leadership training, and coordination of the efforts of local PTA units and may prescribe the form and content of the bylaws or other articles of organization of such councils. The local PTA units that shall be eligible for membership and participation in the work of any council shall be determined by the New York State PTA. Councils shall not legislate for local units.

Section 8. In the event of withdrawal of its charter by the National PTA, the New York State PTA is obligated:

- a. To yield up and surrender all of its books and records and all of its assets and property to the National PTA or to such agency as may be designated by the National PTA to be held for the benefit of another branch organization established by the National PTA for the area of the New York State PTA.
- b. To cease and desist from the further use of any name that implies or connotes association or affiliation with the National PTA or status as a branch or constituent organization of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the National PTA, all proceedings necessary or desirable for the purpose of dissolving the New York State PTA.

Section 9. The New York State PTA is responsible for compliance by the local, council, or region PTAs within its area with the Bylaws of the National PTA and the bylaws of the state PTA. The provisions of the New York State PTA Bylaws relating to the withdrawal of the charter of a local PTA (and the termination of its status as a PTA unit) shall parallel the provisions of the Bylaws of the National PTA relating to the withdrawal by the National PTA of the charter of the New York State PTA and the termination of the status of the New York State PTA as a branch of the National PTA.

Section 10. The New York State PTA shall submit to the National PTA a report of its work and activities for inclusion in the annual report of the National PTA.

Section 11. The New York State PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization, including, specifically, the number of local PTAs within its area, the national portion of membership dues collected by such local PTAs, the amounts of such dues received by the New York State PTA, and the amounts of dues remitted to the National PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the National PTA.

Section 12. The bylaws of all constituent organizations shall prohibit voting by proxy.

ARTICLE VI-Local PTAs, PTSAs and SEPTAs

#Section 1. Local PTAs shall be organized and chartered under the authority of the New York State PTA in the area in which the PTA functions, in conformity with such rules and regulations, not in conflict with the Bylaws of the National PTA, as the New York State PTA may in its bylaws prescribe. The New York State PTA shall issue to each local PTA in its area an appropriate charter evidencing the due organization and good standing of the local PTA.

A local PTA 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 state PTA to reach the national office by dates designated by the National PTA;
- c. Has bylaws approved according to the procedures of New York State PTA; and
- d. Meets other criteria as may be prescribed by New York State PTA.

#Section 2. Each local PTA shall adopt such bylaws for the government of the organization as may be approved by the New York State PTA. Such bylaws shall not be in conflict with the Bylaws of the National PTA or the bylaws of the New York State PTA.

#Section 3. Bylaws of each constituent organization shall include an article on amendments.

#Section 4. Each local PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization, including, specifically, the number of its members, the dues collected from its members, and the amount of dues remitted to the New York State PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the New York State PTA or, where directed by a duly authorized representative of the National PTA.

#Section 5. The charter of a local PTA shall be subject to withdrawal and the status of such organization as a PTA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the New York State PTA.

#Section 6. Each local PTA is obligated, upon withdrawal of its charter by the New York State PTA:

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

#Section 7. Each officer or board member of a local PTA shall be a member of such local PTA.

#Section 8. Each officer or board member of a constituent organization shall be a member of a local PTA within its area.

#Section 9. A PTA member shall not serve as a voting member of a constituent organization's board at the local, council, region, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

#Section 10. Each local PTA shall collect dues from its members and shall remit a portion of such dues to the New York State PTA as provided in Article VII hereof.

#Section 11. Bylaws of each constituent organization shall include a provision establishing a quorum.

#Section 12. The members of the nominating committee for officers of a constituent organization shall be elected by membership, Board of Directors/Managers, Executive Board, or Executive Committee.

#Section 13. Only members of a local PTA who have paid dues for the current membership year may participate in the business of that association.

#Section 14. Each local PTA shall include in its bylaws provisions corresponding to the provisions of the Bylaws of the National PTA.

#Section 15. The adoption of an amendment to any provision of the Bylaws of the National PTA shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA. Notwithstanding the automatic character of the amending process, the local PTAs shall promptly incorporate such amendments in their respective bylaws.

#Section 16. Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as are identified by the state symbol (#).

#Section 17. A local PTA may dissolve and terminate its organization in either of the following manners:

- a. If dissolution of a local PTA is considered because the school is being closed, the unit shall hold a meeting for the purpose of dissolution. Written notice indicating the purpose of this meeting shall be sent to the region director at least thirty (30) days prior to this meeting, and the region director shall be invited to this meeting. After the meeting the unit shall send written notice to the New York State PTA Office stating that the local PTA has been dissolved, giving the date of dissolution. Units dissolved under this paragraph are obligated to further comply with all the provisions contained in Article VI, Section 15.
- b. Upon receipt of a petition recommending dissolution of the local unit signed (including their addresses) by ten (10) members or ten percent (10%) of the membership of the local unit, whichever is larger (exclusive of the members of the Executive Board) the Executive Board of that local unit shall submit the question of dissolution to a vote at a special meeting of the members. All monies shall be frozen, except for those already budgeted or approved, until the question of dissolution has been decided. If dissolution is approved, disposition of funds shall be

in accordance with Article VI, Section 15 of the bylaws.

- (1) Written notice stating the question of such dissolution shall be given to each member entitled to vote at such meeting, to the president of the New York State PTA, and to the region director at least thirty (30) days prior to the date of such meeting. The list of the names and addresses of the petitioners shall be given to the region director. The region director shall be invited to the meeting.
- (2) Only those persons who were members of the local unit on the date of submission of the question of dissolution and who continue to be members on the date of the special meeting shall be entitled to vote on the question.
- (3) Approval of dissolution of the local unit shall require the affirmative vote of at least two-thirds (2/3) of the members present and voting at the special meeting a quorum being present.

ARTICLE VII-Members and Dues

#Section 1. Every individual who is a member of a local PTA organized by a state PTA also is a member of National PTA and of 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 Purposes of National PTA.

#Section 3. Each local PTA shall conduct an annual enrollment of members. Membership is to be available throughout the year.

#Section 4. Each member of a local PTA shall pay such annual dues as may be determined by the organization. The amount of such dues shall include the portion payable to the state PTA (the "state portion") as determined by the state, and the portion payable to the National PTA (the "national portion") as recommended by the board of directors and approved by a two-thirds (2/3) majority of the voting body at the National PTA Annual Convention. The national portion of each member's dues shall be one dollar and seventy-five cents (\$1.75) per annum.

#Section 5. The New York State PTA portion of each member's dues shall be one dollar and seventy-five cents (\$1.75) per annum.

#Section 6. The membership year shall be from October 1 to September 30 inclusive. Dues shall be remitted to the New York State PTA Office immediately following the membership enrollment. An initial dues payment is to be remitted before November 1. All dues shall be forwarded to the New York State PTA Office by March 31, and any additional dues shall be sent to the New York State PTA Office by the end of the school year.

#Section 7. The state and national portions of the dues paid by each member of a local PTA shall be set aside by the local PTA and remitted to the New York State PTA. New York State PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

#Section 8. Honorary Life Membership.

- a. An Honorary Life Membership in the New York State PTA in recognition of distinguished service to children and youth may be conferred by the New York State PTA or any of its constituent organizations upon payment of a fee established by the Board of Managers of the New York State PTA. An Honorary Life Member must pay dues to a local PTA to be entitled to all the rights and privileges of active status.
- b. All contributions made in recognition of the selection of persons to Honorary Life Membership in the New York State PTA shall be paid to the New York State PTA Jenkins Memorial Scholarship Fund for Teacher Education and/or to the New York State PTA Richard Gazzola Teacher Fellowship Fund as designated by the contributor.

ARTICLE VIII-Officers: Elections and Vacancies

Section 1. Each officer shall be a member of a local PTA.

Section 2. The officers of the New York State PTA shall be a president, a first vice president, an educator vice president and six (6) vice presidents, a secretary, and a treasurer. Such officers shall, for purposes of election and tenure, be divided into two (2) groups:

- The officers elected in odd years shall be a treasurer and four (4) vice presidents.
- The officers elected in even years shall be a president, a first vice president, two (2) vice presidents, an educator vice president and a secretary.

Section 3. The officers shall be elected at an annual convention by the voting body of the convention, each group being elected in alternating years. Vice presidents, with the exception of the first vice president, and the educator vice president, shall be elected at large.

Section 4. The vote shall be conducted by ballot. When there is but one (1) candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A plurality vote shall be required for election.

Section 5. The officers shall:

- a. Take office following the close of the annual convention at which they were elected.
- b. Serve for a term of two (2) years or until their successors are elected.
- c. Be eligible for reelection two (2) times to the same office except the office of president who may serve only one (1) term.
- d. Not be eligible for another elective office after five (5) years of service on the executive committee, except to fill the final year of an unexpired term or to become president or to become first vice-president.
Proviso: This paragraph will not prevent an officer who assumes office prior to or at the 2007 convention (whether by election or appointment) from serving a third consecutive term.
- e. Be deemed to have served a full term in office if they have served in that office for more than one-half of a full term.

Section 6. To be eligible for an elective office in the New York State PTA a person shall have served at least two (2) years on the Board of Managers of the New York State PTA. This rule of service shall not apply to the educator vice president.

Section 7. To be eligible for the office of president of the New York State PTA a person shall have served at least one (1) year on the Executive Committee of the New York State PTA and two (2) years on the Board of Managers exclusive of service on the Executive Committee for a total of three (3) years of service.

#Section 8. No person under the age of 18 years shall be eligible to serve in the office of president, recording secretary, or treasurer.

Section 9. Only a professional educator shall be eligible for election to the office of the educator vice president.

Section 10. Presidential assignees may not be elected to office unless prior service on the Board of Managers meets the proper criteria.

Section 11. No person shall hold more than one (1) state office at the same time.

Section 12. Nominating Committee.

- a. A nominating committee of five (5) members and two (2) alternates shall be elected by ballot by the Board of Managers at the regular midyear Board meeting. The five (5) members shall consist of two (2) members of the Executive Committee and three (3) members of the Board of Managers who shall not be members of the Executive Committee. One (1) alternate shall be a member of the Board of Managers who is not a member of the Executive Committee and shall replace any member from the Board of Managers, and one (1) alternate shall be a member of the Executive Committee and shall replace any member from the Executive Committee. If two (2) members of the nominating committee must be replaced, both alternates shall serve. The chairman and alternate chairman of this nominating committee shall be elected by plurality by the Board of Managers. When there is but one (1) nominee for a position, the ballot for that position shall be dispensed with and election held by voice vote. A majority vote shall be required for election.
- b. Members of the nominating committee shall have served at least one (1) year on the Board of Managers prior to the meeting of the nominating committee.
- c. Having once served on a nominating committee, members of the Executive Committee shall not be eligible to serve on the next succeeding committee. Members of the Board of Managers, who are not members of the Executive Committee, shall not be eligible to serve on the next three (3) succeeding committees.
- d. Presidential assignees may not serve on the nominating committee.
- e. Members of the nominating committee may be nominees for office without resigning from the committee.
- f. Only those persons who meet the foregoing qualifications and who have signified their consent to stand for election shall be nominated.
- g. The nominating committee shall select one (1) candidate for each office to be filled.

- h. The report of the nominating committee shall be sent to each PTA and to each member of the Board of Managers at least thirty (30) days prior to the election.
- i. The nominating committee shall present its report at the next convention. Additional nominations may be made from the floor provided the written consent of the nominee has been secured. A copy of the qualifications of any candidate to be nominated from the floor must be received by the chairman of the nominating committee fourteen (14) business days prior to the opening of the convention.
- j. If a vacancy in office has been created by the convention, the nominating committee shall be charged with submitting to the convention the name of a candidate for the office to be filled. The election by the convention shall be by ballot from among the persons nominated by the nominating committee or from the floor. When there is but one (1) candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. The election shall take place at the annual convention.

Section 13. Vacancies in office which occur between conventions shall be filled by ballot by the Board of Managers. When there is but one (1) candidate for office, the ballot shall be dispensed with and elections held by voice vote. If ten (10) days' notice has been given, a majority shall elect; otherwise, a two-thirds (2/3) vote shall be necessary for election.

ARTICLE IX-Duties of Officers

Section 1. The president shall:

- a. Be the chief executive officer of the New York State PTA. Subject to the powers vested in the Board of Managers and the Executive Committee, he shall have general charge and supervision of the business and affairs of the New York State PTA and perform the duties usually incident to the office of president of a not-for-profit corporation organized under the laws of New York State.
- b. Have power to sign and execute all authorized bonds, stock certificates, mortgages, contracts, agreements, or other obligations in the name of the organization.
- c. Preside at all annual conventions and all meetings of the Board of Managers and the Executive Committee at which he may be present.
- d. Assign duties and areas of responsibility to officers, the immediate past president, and presidential

assignees, and coordinate the work of the officers, the region directors, the chairmen of standing committees, the chairmen of special committees, task forces and commissions, and the New York State PTA Office.

- e. Be member ex-officio of all committees except those of the nominations and elections. The president may not be an ex-officio, elected, or appointed member of the nominations and elections committee.
- f. Engage on behalf of the New York State PTA a professional parliamentarian to serve at the annual convention and at such other meetings as the president may deem necessary or desirable.
- g. Appoint all special committee chairmen, except those for which other provision is made, and fill vacancies in the chairmanship of standing committees with the approval of the Executive Committee. He shall appoint task forces, consultants, and commissions with approval of the Executive Committee and may appoint no more than four (4) presidential assignees.
- h. Appoint a representative to the National Council of States, in consultation with the Executive Committee.
- i. Submit a report for inclusion in the annual report of the National PTA.

Section 2. The first vice president shall:

- a. Act as an aide to the president and perform such duties as assigned by the president and/or the Board of Managers for the promotion of the work of the New York State PTA.
- b. Perform the duties of the president in his absence or inability to act.

Section 3. The vice presidents shall:

- a. Act as aides to the president and perform such duties as assigned by the president and/or the Board of Managers for the promotion of the work of the New York State PTA.
- b. Perform the duties of the president in the order of their precedence as determined by the Executive Committee.

Section 4. The secretary shall:

- a. Record the minutes of all meetings of the New York State PTA, the Board of Managers, and the Executive Committee.

- b. Send out meeting notices, notify members of their appointment to committees, conduct correspondence as may be directed by the Executive Committee, Board of Managers, and the New York State PTA.

Section 5. The treasurer shall:

- a. Have custody of all funds and securities of the New York State PTA as received through the state office and keep full and accurate account of receipts and disbursements of such funds in banks approved by the Executive Committee.
- b. Disburse funds of the organization as may be authorized by the New York State PTA, the Board of Managers, or the Executive Committee, or upon an order signed by the president or his authorized representative taking proper vouchers for such disbursements.
- c. Issue written receipts for donations of seventy-five dollars (\$75) or more indicating the portion of the donation exceeding the value of the goods or services received that is deductible.
- d. Submit an annual financial statement for the previous fiscal year to the delegates at the annual convention.
- e. Arrange for the bonding of the treasurer, the president, the staff of the New York State PTA Office, the region directors, the region treasurers, and any other persons authorized to handle funds for the New York State PTA and its constituent organizations.
- f. Serve as chairman of the budget/finance committee.
- g. Submit the accounts for annual audit to a certified public accountant approved by the Executive Committee. The report of the auditor shall be presented to the convention for adoption.
- h. Make remittance to the National Treasurer in accordance with National PTA Procedures and as provided for in Article VII, Section 4 of these bylaws.
- i. Prepare the annual budget and present it for adoption to the Board of Managers at the summer meeting.
- j. Serve as auditor of all bills submitted by members of the Board of Managers.
- k. Serve as treasurer of the New York State PTA Jenkins Memorial Scholarship Fund for Teacher

Education and of the New York State PTA Richard
Gazzola Teacher Fellowship Fund.

Section 6. All officers shall:

- a. Meet the fiduciary duties of careful and prudent judgment and adherence to the organization's purposes and rules.
- b. Perform duties as may be required and as may be delegated.

ARTICLE X-Fiscal Year

The fiscal year of the New York State PTA shall begin on July 1 and end on the following June 30.

ARTICLE XI-Board of Managers

Section 1. Each member of the New York State Board of Managers shall be a member of a local PTA.

#Section 2. A PTA member shall not serve as a voting member of a constituent organization's board at the local, council, region, state, or national level while serving as a paid employee of, or under contract to, that constituent organization.

Section 3. The Board of Managers shall consist of the officers, region directors, chairmen of standing committees, two (2) youth members, the immediate past president, presidential assignees and officers and members of National PTA residing in New York State.

Section 4. Chairmen of standing committees, region directors, and youth members shall serve no more than nine (9) terms, unless a period of at least one (1) year off the Board of Managers has occurred. Service of six (6) months or more shall be considered as having served a full term.

Section 5. Presidential assignees shall have served at least one (1) year on the Board of Managers.

Section 6. Youth members shall be 18-22 years of age and residents of New York State in order to be appointed.

Section 7. The Board of Managers shall:

- a. Govern the affairs of the New York State PTA.
- b. Have full power and authority over the affairs of the New York State PTA during the interim between conventions except that of modifying any action taken by the convention.

- c. Fill vacancies in office (except as provided in Article VIII, Section 12. j. of these bylaws).
- d. Create committees.
- e. Approve the budget.
- f. Elect a nominating committee as provided in Article VIII, Section 12. a. of these bylaws.
- g. Attend PTA training and workshops.

Section 8. Regular meetings of the Board of Managers shall be held three (3) times a year: a summer meeting held before September 1, a pre-convention meeting, and a midyear meeting to be held before March 30, and an optional post convention meeting as determined by the president or fifteen (15) members of the Board of Managers. Notice of the time and place of each regular meeting shall be given at least thirty (30) days prior to the date of the meeting. Additional meetings are to be determined by the Executive Committee by a two-thirds (2/3) vote.

Section 9. Twenty-five (25) members of the board shall constitute a quorum for the transaction of business.

Section 10. Each member of the Board of Managers shall submit a report to the president at the annual pre-convention meeting and the midyear meeting of the Board of Managers.

Section 11. Special meetings of the Board may be called by the president or when requested by fifteen (15) members. At least ten (10) days' written notice shall be given.

ARTICLE XII-Executive Committee

Section 1. The Executive Committee shall consist of the elected officers of the New York State PTA.

Section 2. The Executive Committee shall:

- a. Transact necessary business between the meetings of the Board of Managers and all business referred to it by the Board of Managers. It may make recommendations to the Board of Managers.
- b. Appoint region directors and chairmen of committees and youth members.
- c. Determine the boundaries of regions.

- d. Approve the plans of the convention program committee.
- e. Approve the plans of work of the region directors and chairmen of standing committees.
- f. Have general supervision of the New York State PTA Office.
- g. Make a report at each meeting of the Board of Managers.
- h. Direct the financial management of the New York State PTA, including provision for the annual auditing of the books and records of the New York State PTA as of June 30.
- i. Determine the amount of and authorize payment or fidelity bonds of the treasurer and other persons authorized to handle funds for the New York State PTA and determine the local unit portion of the Fidelity Bond and Insurance fee.

Section 3. Each member of the Executive Committee shall submit reports requested by the president.

Section 4. The Executive Committee shall hold at least four (4) regular meetings a year in conjunction with each meeting of the Board of Managers and other meeting(s) at the call of the president or upon written request of seven (7) members of the Executive Committee.

Section 5. Emergency meetings may be called by the president or any member of the Executive Committee with:

- a. Consent of at least eight (8) members of the Executive Committee.
- b. Forty-eight (48) hours' notice.
- c. A list of agenda item(s) to be addressed.

Section 6. Seven (7) members of the Executive Committee shall constitute a quorum for the transaction of business.

Section 7. Executive committee members may participate in and act at any meeting of the Executive committee thereof through the use of a conference telephone or other communications equipment by means of which all participating in the meeting can communicate with each other at the same time. Participation in such meeting shall constitute attendance and presence in person at the meeting.

ARTICLE XIII-Committees

Section 1. The Board of Managers shall create such standing committees as may be required to promote the Purposes and interests of the National PTA and the New York State PTA.

Section 2. A special committee/task force may be established by a vote of the convention delegates, the Board of Managers, the executive committee, or at the discretion of the president to undertake specific work or priority action programs that will be beneficial to the children of New York State and within PTA policy.

Section 3. Chairmen of standing committees shall:

- a. Be appointed by the Executive Committee.
- b. Serve for a term of one (1) year and shall not be reappointed to serve in the same capacity for more than three (3) consecutive terms.
- c. Submit plans of work to the Executive Committee for approval. No work shall be undertaken without approval of the Executive Committee.

Section 4. Plans of work are plans of the New York State PTA as a whole and not of an individual and are in order until such time as new ones are approved.

Section 5. A vacancy shall be filled by the president with the approval of the Executive Committee.

Section 6. The president shall be a member ex-officio of all committees of the Board of Managers except the committees on nominations and elections.

ARTICLE XIV- Regions/Councils

REGIONS

Section 1. Regions shall:

- a. Be established geographically by the Executive Committee of the New York State PTA.
- b. Consist of the members of the local PTAs within the region.
- c. Adopt bylaws which conform with the State and National Bylaws and are approved by the State Bylaws Chairman.
- d. Elect officers except the region director.

- e. Hold an annual meeting open to all members of the region; but only accredited representatives of local PTAs and members of the region board may make motions, debate, and vote.
- f. Receive funds from the State PTA based upon the National PTA membership record of the previous March 31. These funds shall be remitted to the region director of each region. Region directors and region treasurers shall be bonded by the New York State PTA. (See Article IX, Section 5. e.)

Section 2. Region boards shall consist of the officers, assistant directors, chairmen of standing and special committees, all members of the New York State PTA Board of Managers residing within the region, and others in accordance with region bylaws.

Section 3. Region directors shall:

- a. Be appointed by the Executive Committee.
- b. Promote the plans and purposes of the New York State PTA.
- c. Supervise the organization of new local units and councils.
- d. Assist in advancing the work of local units and councils within the region.
- e. Preside at region meetings.
- f. Serve for a term of one (1) year and shall not serve more than three (3) consecutive terms.

COUNCILS

Section 1. Three (3) or more local units within a school district (city, county, community), a central high school district, or a BOCES district may unite to form a council chartered under the authority of the New York State PTA for the purpose of conference, leadership training, and coordination of the efforts of local units.

Section 2. Only local units in membership with the New York State PTA and the National PTA may become members of a PTA council.

Section 3. Each council shall elect its own officers and adopt its own bylaws, provided they are not in conflict with the New York State PTA Bylaws and the National PTA Bylaws and are approved by the New York State PTA Bylaws Chairman.

Section 4. A council shall not legislate for its member units.

ARTICLE XV-State and Local Relationships

Section 1. The New York State PTA is responsible for compliance by the local PTAs within the state with the Bylaws of the National PTA, the bylaws of the New York State PTA, and the bylaws of the local PTAs.

Section 2. There shall be a committee on state and local relations consisting of seven (7) members of the Board of Managers, one (1) of whom shall be the immediate past president, two (2) of whom shall be officers, and four (4) of whom shall be region directors.

- a. The immediate past president shall be the chairman of the committee. In the event the immediate past president is not available, the vacancy shall be filled by the Board of Managers.
- b. The six (6) members other than the immediate past president shall be elected by the Board of Managers.

Section 3. This committee, upon authorization by the Executive Committee, shall review any alleged violations by local PTAs of these bylaws or their own bylaws or other practices or activities of local PTAs that may tend to defeat the Purposes and basic policies of the National PTA and New York State PTA, and shall make prompt report to the Board of Managers of the results of such review and of its recommendations for action.

Section 4. The Board of Managers shall give due consideration to the report of the committee and shall accord the local PTA an opportunity to be heard and to respond to the report.

- a. If, upon such consideration and hearing, the Board of Managers finds a violation by the local PTA, it may, by a two-thirds (2/3) vote, require the local PTA to take appropriate action within a period of time stipulated by the Board of Managers.
- b. If the recommended action is not taken by the local PTA within the allotted time, the Board of Managers may, by a two-thirds (2/3) vote, grant the local PTA an extension of time of not less than six (6) weeks nor more than eighteen (18) months in which to achieve satisfactory compliance with the action required by the Board of Managers.
- c. If the PTA fails to comply, the Board of Managers may withdraw the charter of the local PTA and terminate its status as a local unit of the New York State PTA.

ARTICLE XVI-State Convention

#Section 1. New York State PTA shall hold an annual convention in the fall, the date and place to be decided by the Board of Managers. Notice of the New York State PTA Convention shall be sent to each unit and council and to each member of the Board of Managers at least thirty (30) days before the meeting.

Section 2. The voting body of the convention shall be the governing body of the New York State PTA. At the convention reports shall be received, officers elected and installed. Resolutions and a program of legislation shall be presented to the delegates for action.

Section 3. A Resolutions Committee shall be appointed by the president at the post convention Executive Committee meeting. This committee shall present the proposed resolutions with the committee's recommendations to the Executive Committee for its recommendations and to the Board of Managers for information before submission to the convention delegate body. Resolutions must be submitted to the Resolutions Committee in accordance with regulations as outlined in the New York State PTA Procedures.

#Section 4.

- a. Each local PTA in good standing as of September 1 shall be entitled to be represented at the annual convention by its president or alternate and one (1) delegate.
- b. Local PTAs with a membership over 100 shall be entitled to one (1) delegate for each additional 100 members or major fraction thereof as shown on the books of the New York State PTA as of March 31.
- c. Each council in good standing as of September 1 shall be entitled to be represented by its president or alternate.

Section 5. The region director as a member of the State Board of Managers is a voting delegate. Each region shall be entitled to six (6) voting delegates who shall be region board members to represent the region. The selection of these six (6) delegates shall be governed by the region accrediting such delegates.

Section 6. The convention shall be open to all members. The privilege of making motions, debating, and voting shall be limited to accredited delegates present from local PTAs, councils, regions, members of the State Board of Managers present, and past presidents of the New York State PTA in attendance.

Section 7. One hundred fifty (150) voting delegates from a majority of the regions shall constitute a quorum.

Section 8. In the event of an emergency such as war, disaster, or epidemic, the Board of Managers shall by a two-thirds (2/3) vote determine whether or not a convention shall be held. This vote may be taken by mail or telephone. In the event that no convention is held, the Executive Committee with the approval of the Board of Managers (approval may be by mail) shall have authority to adopt procedures for conducting all necessary business. Election shall be by mailed ballot.

ARTICLE XVII-National Convention

Section 1. The New York State PTA shall be entitled to accredit to the annual convention as its delegates:

- a. The president of the New York State PTA;
- b. One (1) additional delegate from among the members of the state PTA for each one thousand (1000) members, or major fraction thereof of the New York State PTA as shown on the books of the treasurer of the National PTA as of March 31 preceding the annual convention.

Section 2. The selection of the delegates shall be made under the direction of the Executive Committee.

#ARTICLE XVIII-Parliamentary Authority

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

ARTICLE XIX-Twin Projects for Teacher Education

Section 1. The New York State PTA Jenkins Memorial Scholarship Fund for Teacher Education:

- a. A fund derived from contributions for honorary life memberships, memorials and gifts shall be maintained by the New York State PTA for the purpose of establishing scholarships for graduates of accredited New York State public high schools who intend to teach in public schools.
- b. This fund shall be administered by a committee appointed by the Executive Committee. The treasurer of this fund shall be the treasurer of the New York State PTA.

- c. The eligibility requirements for applicants shall be determined by the Board of Managers through its procedures.

Section 2. The New York State PTA Richard Gazzola Teacher Fellowship Fund:

- a. A fund derived from contributions for honorary life memberships, memorials and gifts shall be maintained by the New York State PTA for the purpose of granting fellowships for graduate study to teachers in New York State.
- b. This fund shall be administered by a committee appointed by the Executive Committee. The treasurer of this fund shall be the treasurer of the New York State PTA.
- c. The eligibility requirements for applicants shall be determined by the Board of Managers through its procedures.

ARTICLE XX-New York State PTA Office

Section 1. A state office shall be maintained and such employees hired as may be needed to carry on the work of the New York State PTA.

Section 2. The Executive Committee shall determine the policies, procedures, locations, salaries, insurance coverage, and furnishings of the New York State PTA Office. The president or his authorized representative shall be responsible for hiring employees and determining their salaries within the above authorization.

ARTICLE XXI-Amendments

#Section 1. These bylaws may be amended at any annual convention by a two-thirds (2/3) vote of those present and voting, provided that the following requirements have been met:

- a. The amendment(s) shall have been proposed by the Bylaws Committee, Executive Committee or Board of Managers members and approved for submission to the convention by the Board of Managers:
or
The amendment(s) shall have been submitted by a local unit, council, or region. The proposed amendment(s) must receive the prior approval of the members of the submitting group and be signed by the president and secretary of the local unit or council or by the region director and secretary of the region. The proposed amendment(s) shall be submitted to the State Bylaws Chairman by June 1 for approval for submission to the convention body. Proposed

amendments submitted by a local unit, council or region that are not approved by the State Bylaws Committee for presentation to the convention body may be brought to the floor by a two-thirds (2/3) vote of the delegate body at which time sufficient copies for the entire delegate body must be made available for distribution by the submitting group after the consenting vote is obtained.

- b. A copy of the proposed amendment(s) has been sent to each local unit, council and region at least thirty (30) days before the annual convention.

#Section 2. The adoption of an amendment to any provision of the Bylaws of the National PTA and the New York State PTA shall serve automatically and without the requirement of further action by the constituent organization to amend correspondingly the bylaws of each constituent organization. Notwithstanding the automatic character of the amending process, the constituent organization shall promptly incorporate such amendments in their respective bylaws.

Section 3. The Executive Committee or the Board of Managers by a majority vote may authorize the Bylaws Committee to submit for approval by the delegates at the next convention, a revised set of bylaws as a substitute for the existing bylaws.