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121 Section 12. This local PTA/PTSA is obligated, upon withdrawal of this charter by the Georgia PTA:
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123 a. To yield up and surrender all of its books and records and all of its assets and property to the Georgia
124 PTA or to such agency as may be designated by the Georgia PTA or to another local PTA/PTSA
125 organized under the authority of the Georgia PTA;
126 b. To cease and desist from the further use of any name that implies or connotes association with the
127 National PTA or the Georgia PTA or status as a constituent organization of the National PTA; and
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129 c. To carry out promptly, under the supervision and direction of the Georgia PTA, all proceedings
130 necessary or desirable for the purpose of dissolving this PTA/PTSA.
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132 Section 13. This local PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of state bylaws
133 identified by the number symbol (#).
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135 ARTICLE V: MEMBERSHIP AND DUES

136 #Section 1. Every individual who is a member of this local PTA/PTSA is, by virtue of that fact, a member of the
137 National PTA and of the Georgia PTA by which this local PTA/PTSA is chartered, and is entitled to all the benefits of
138 such membership.
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140 #Section 2. Membership in each local PTA shall be open, without discrimination, to anyone who believes in and
141 supports the Mission and Purposes of the National PTA.
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143 #Section 3. This local PTA/PTSA shall conduct an annual enrollment of members but may admit individuals to
144 membership at any time.
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146 #Section 4. Each member of a local PTA/PTSA shall pay annual dues as may be determined by the organization. The
147 amount of the dues shall include the portion payable to the state PTA as determined by the state, and the portion payable
148 to the National PTA as recommended by the board of directors and approved by 2/3 majority of the voting body at the
149 National PTA annual convention.
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151 #Section 5. The national portion of each member's dues shall be one dollar, seventy-five cents (\$1.75) per annum.
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153 #Section 6. The Georgia PTA portion of each member's dues shall be one dollar (\$1.00) per annum.
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155 Section 7. Each member of this local PTA/PTSA shall pay annual dues of \$5.00 to said organization. The amount of
156 such annual dues shall include the portion payable to the Georgia PTA and the portion payable to the National PTA.
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158 #Section 8. The state and national portions of the dues paid by each member of this local PTA/PTSA shall be set aside
159 by this local PTA/PTSA and remitted to the Georgia PTA on a monthly basis. Each state PTA shall pay to the National
160 PTA the amount of the national portion of dues paid by all members of local PTAs/PTSAs in its area.
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162 #Section 9. The Georgia PTA does not allow family memberships.
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164 ARTICLE VI: OFFICERS AND THEIR ELECTION

165 #Section 1. The officers of this PTA/PTSA shall consist of:
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- 168 • one (1) president or two (2) individual co-presidents, and
 - 169 • 5 vice-president(s) *(designate officer's responsibilities and titles, if applicable), and
 - 170 VP Academic Support
 - 171 VP School Support
 - 172 VP Community Involvement
 - 173 VP Ways & Means
 - 174 VP Student Support
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- 181 • 2 secretary(ies) *(designate officer's responsibilities and titles, if applicable), and
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186 • a treasurer. (Georgia PTA does not approve co-treasurers).
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188 • Other:
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191 Please note: The Parliamentarian is not elected but is appointed by the President.

192 #Section 2. Officers shall be elected in the month of April.

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194 #Section 3. The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that
195 office may be dispensed with and election held by voice vote. A majority vote shall be required for election.
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197 #Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of this
198 PTA/PTSA:
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- 200 a. Each officer shall be a member of this local PTA/PTSA.
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202 b. No officer may be eligible to serve more than two consecutive terms in the same office. Each officer
203 shall have a vote.
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205 c. A person who has served in an office for more than one half of a full term shall be deemed to have
206 served a full term in such office.
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208 d. No member shall serve as a council president while serving as a local unit president.
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210 #Section 5. Officers shall assume their official duties following the close of the school year and serve for a term of 1
211 year(s) or until their successor is elected.
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213 #Section 6. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority
214 vote of the board of directors, notice of such election having been given to the board of directors. In case a vacancy
215 occurs in the office of president, the first vice-president shall serve notice of the election.
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217 #Section 7. There shall be a nominating committee composed of 5 members (must be an uneven number) and 2
218 alternates who shall be elected by this local PTA/PTSA at a regular general membership meeting at least one month prior
219 to the election of officers, as outlined in Article VI, Section 2.
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- 221 a. All members of the nominating committee shall be a member of this PTA/PTSA.
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223 b. The committee shall elect its own chair.
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225 c. The nominating committee shall nominate an eligible person for each office to be filled and report its
226 nominees at the regular general membership meeting in April at which time additional nominations may
227 be made from the floor.
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229 d. Only those individuals who are current members of this local PTA and who have signified their consent
230 to serve if elected shall be nominated for, or elected to, such office.
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232 e. The president is not eligible for election to the nominating committee.
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234 f. The principal is eligible to serve if elected.
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236 #Section 8. The slate of proposed officers shall be posted in the school office at least ten (10) days prior to the election
237 meeting.
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241 **ARTICLE VII: DUTIES OF OFFICERS**

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Section 1. The President shall:

- a. preside at all meetings of this local PTA/PTSA;
- b. serve as an ex officio member of all committees except the nominating committee;
- c. coordinate the work of the officers and committees of this local PTA/PTSA in order that the purposes may be promoted;
- d. appoint special committees, except the nominating committee;
- e. have representatives at council, district and state functions;
- f. pass on to the membership at each meeting news and information from state and national bulletins;
- g. appoint a parliamentarian who shall serve at all executive committee, board and general membership meetings. The parliamentarian shall not vote on any question except in case of a ballot vote;
- h. be a signee on all financial accounts of this PTA;
- i. sign and execute all contracts, agreements or other obligations in the name of this PTA/PTSA as authorized by the board of directors;
- j. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors or executive committee.

Section 2. The vice president(s) shall:

- a. act as aide(s) to the president;
- b. in their designated order perform the duties of the president in the president's absence or inability to serve;
- c. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.

Section 3. The secretary shall:

- a. record the minutes of each general, executive committee and board meeting of this PTA/PTSA;
- b. read or distribute printed copies of the minutes of the previous meeting for approval;
- c. maintain an accurate membership list as provided by the membership chair or committee;
- d. have a current copy of the bylaws;
- e. have minutes from previous meetings for reference at each meeting;
- f. determine the presence of a quorum prior to any business being conducted;
- g. call the meeting to order in the absence of the president and vice-president(s), unless the bylaws specify otherwise, and preside until a temporary chair is elected;
- h. immediately upon the election of new officers, send a list of their names, addresses and phone numbers to the state PTA office, district director and council president (if applicable);
- i. register their signature at the bank as an emergency signature;
- j. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors or the executive committee.

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Section 4. The treasurer shall:

- a. have custody of the funds of this local PTA/PTSA;
- b. maintain a full account of the funds of this local PTA/PTSA;
- c. make disbursements as authorized by the president, executive board, or this local PTA/PTSA in accordance with the budget adopted by this local PTA/PTSA;
- d. have checks or vouchers signed by two people: the treasurer and one other person. Individuals authorized to sign checks shall not be related to each other by marriage or any other relationship;
- e. never sign a blank check;
- f. pay all bills by check – never by cash;
- g. never deposit funds of this PTA in a personal account or a school account;
- h. always issue a receipt for cash received;
- i. cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to this PTA/PTSA;
- j. be prepared to answer all questions promptly and to have records available at all meetings;
- k. provide a written financial statement at each meeting of the general membership, board of directors and executive committee;
- l. present an annual report of the financial condition of the organization;
- m. have the accounts examined annually at the end of the school year or upon the change of treasurer by an auditor or auditing committee of not fewer than three members;
- n. not sign checks for this PTA after the books are closed for audit;
- o. report the findings of the annual audit to this PTA no later than the first general meeting of the school year;
- p. determine if gross receipts for this PTA's/PTSA's previous fiscal year exceeded \$25,000 and if so file the appropriate Federal Tax Forms, copy of this form must be provided to the state office;
- q. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.

#ARTICLE VIII: THE PTA AUDIT

Section 1. An audit is a financial review that involves following financial transactions through records to be sure that receipts have been properly accounted for and expenditures made as authorized in the minutes and in conformity with PTA/PTSA bylaws and budget limitations.

Section 2. The purpose of an audit is:

- a. to certify the accuracy of the books and records of the financial officer;
- b. to assure the membership that PTA/PTSA resources/funds are being managed in accordance with the Georgia PTA financial policies and procedures.

Section 3. An annual audit shall take place at the end of the school year or upon the resignation of the treasurer, before the new officer assumes his or her duties, and at any other time deemed necessary. The audit should be completed as quickly as possible.