

365 Section 4. An auditor or auditing committee of no fewer than three (3) members shall be selected by the board of
366 directors no later than two weeks prior to the end of the school year. An auditor or auditing committee member shall not
367 be related to any signees on the checking account by marriage or any other relationship.

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369 Section 5. The annual audit report shall be given to this PTA/PTSA no later than the first general membership meeting
370 of the school year.

371 Section 6. The annual audit report must be signed, dated and included in the minutes of the secretary.

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373 Section 7. The outgoing officers cannot sign checks for this PTA/PTSA after the books are closed for audit.

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375 Section 8. During the audit process it is recommended that expenditures within an adopted budget be limited to those
376 of an emergency nature.
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379 #ARTICLE IX: REMOVAL FROM OFFICE

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381 Section 1. Request for removal

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383 a. Any member of this local unit can request that an elected officer be removed from office. A request,
384 with reasons, for removal of any officer must be sent in writing to all members of the executive
385 committee and to the Georgia PTA. The written request must state reasons for the officer's removal.

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387 b. Within seven (7) days of receiving the written request for removal from office, the executive committee
388 shall meet to determine by 2/3 vote whether or not to hold a hearing based solely upon the information
389 presented in the written request.

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391 c. The executive committee shall communicate its decision in writing within three (3) days to the member
392 who submitted the request, to the Georgia PTA and the board. A copy of the original request for
393 removal shall be attached to the board copy.
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395 Section 2. Hearing

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397 a. Prior to a vote for removal from office, the elected officer is entitled to a hearing before the board.

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399 b. A hearing for the removal of an officer shall be held within seven (7) days of the decision to hold a
400 hearing.

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402 c. The elected officer must be notified by registered mail at least three (3) days prior to the hearing. If the
403 elected official fails to appear, that individual's rights for a hearing are forfeited.

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405 d. A representative of the Georgia PTA appointed by the state president shall conduct the hearing.

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407 e. Based upon information presented at the hearing, the board may, by 2/3 vote, recommend removal from
408 office.
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410 Section 3. Action

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412 After the hearing of the board, any recommendation for removal from office must be submitted to the membership for
413 action at the next general meeting. An officer may be removed by 2/3 vote of the membership present and voting, a
414 quorum having been established.
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416 ARTICLE X: BOARD OF DIRECTORS

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418 Section 1. The affairs of this PTA/PTSA shall be managed by the board of directors in the intervals between local unit
419 PTA/PTSA general membership meetings.

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421 #Section 2. Each board member shall be a member of this local PTA/PTSA.

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423 Section 3. The members of the board shall be:

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425 a. elected officers;

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- b. the chairmen of standing committees and the principal of the school or a representative appointed by the principal;
- c. The president shall appoint a parliamentarian, subject to approval of the executive committee of this local PTA/PTSA.

Section 4. Duties of the board shall be to:

- a. transact such business as may be referred to it by the membership of the association;
- b. create special committees;
- c. present a report at the regular general membership meetings of this local PTA/PTSA;
- d. select an auditor or an auditing committee to audit the treasurer's accounts;
- e. prepare and submit an annual budget to this local PTA's general membership for adoption;
- f. approve payment of routine bills within the limits of the approved budget;
- g. fill all vacancies in office;
- h. conduct hearings for removal from office.

Section 5. If any standing committee chairman shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by a 2/3 vote of the board of directors.

Section 6. Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting of the year.

Section 7. Special meetings of the board may be called by the president or when requested by a majority of the board members upon three (3) days' written notice to each member of the board.

#Section 8. At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of business.

Section 9. Upon the expiration of the 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 incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen days.

ARTICLE XI: EXECUTIVE COMMITTEE

Section 1. There shall be an executive committee of this PTA/PTSA, the members of which shall be:

- a. all elected officers;
- b. principal or representative appointed by the principal;
- c. appointed parliamentarian.

Section 2. Special meetings of the executive committee may be called by the president or upon written request of a majority of the executive committee members within three (3) days' notice to each member of the executive committee.

Section 3. A majority of the executive committee shall constitute a quorum for the transaction of business.

- 484 **Section 4.** Duties of the executive committee shall be to:
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486 a. transact business referred to it by the board;
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488 b. appoint standing committee chairs and members;
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490 c. approve the work of the committees;
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492 d. act in emergencies between meetings of the board;
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494 e. make a report at each board meeting
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496 The executive committee shall take no action in conflict with any action taken by the general membership or the board
497 of directors.
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499 **ARTICLE XII: STANDING AND SPECIAL COMMITTEES**

500 **#Section 1.** Only members of this local PTA/PTSA shall be eligible to serve in any elective or appointive positions.
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503 **Section 2.** The board of directors may create or dissolve such special committees as it may deem necessary to promote
504 the purposes of PTA/PTSA and carry on the work of this local PTA/PTSA.
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506 **Section 3.** The term of office of a committee chair shall be 1 year(s) or until the selection of a successor.
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508 **Section 4.** The chair of each committee shall present a plan of work to the executive committee for approval. No
509 committee work shall be undertaken without the consent of the executive committee.
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511 **#ARTICLE XIII: GENERAL MEMBERSHIP MEETINGS**

512 **#Section 1.** At least three (3) regular meetings of this PTA/PTSA shall be held during the school year. Dates and times
513 of meetings shall be determined by the executive committee and announced at the first regular meeting of the year.
514 Three (3) days' notice shall be given of a cancellation or change of date or time unless emergency conditions prevent
515 such notice being given.
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517 **#Section 2.** Special meetings of this local unit PTA/PTSA may be called by the president or by a majority of the board
518 of directors, three (3) days' notice having been given.
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520 **#Section 3.** The election meeting shall be held in April.
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522 **#Section 4.** The last regular meeting of this PTA/PTSA shall be known as the annual meeting for annual reports and the
523 installation of officers.
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525 **#Section 5.** The privilege of making motions, debating and voting shall be limited to members of this PTA who have
526 paid dues for the current membership year.
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528 **#Section 6.** 15 members shall constitute a quorum for the transaction of business in any meeting of this local
529 PTA/PTSA.
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531 **ARTICLE XIV: COUNCIL MEMBERSHIP**

532 **#Section 1.** This local PTA/PTSA shall be represented in meetings of the North Fulton Council of PTAs by the
533 president, or their alternate, the principal, or their alternate, and by two (2) delegates or their alternates.
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535 a. Delegates to the council PTA must be members of this local PTA/PTSA.
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537 b. Delegates and their alternates shall be appointed by the executive committee.
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539 c. Delegates to the council PTA shall serve for a term of one (1) year.
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541 **Section 2.** This PTA/PTSA shall pay annual dues as assessed by the council PTA as provided in the council bylaws.
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544 **ARTICLE XV: GEORGIA PTA CONVENTION**

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Section 1. Each local PTA/PTSA that has forwarded its state and national portion of membership dues as shown on the books of the state office, has submitted an annual report to the state office by the last business day of September and has approved bylaws on file by the last day of February of each year shall be entitled to be represented at conventions of the Georgia PTA by its president and one other officer, or their alternates, and one delegate for every fifty paid members or major fraction thereof recorded in the state office.

Section 2. Funds for convention expenses shall be included in the budget of this PTA/PTSA.

ARTICLE XVI: FISCAL YEAR & IRS FORM 990

Section 1. The fiscal year of this PTA/PTSA shall begin on July 1 and end on the following June 30.

Section 2. The fiscal year is the twelve month period used for:

- a. determining whether or not this PTA/PTSA is required to file IRS Forms 990 or 990EZ;
- b. if required to file, is the period of financial records to use for completing.

Section 3. PTAs/PTSAs are required to file IRS Form 990 if the annual gross receipts are more than \$25,000 during the PTA/PTSA fiscal year. Form 990 is due the fifteenth day of the fifth month after the close of the PTA's fiscal year.

#ARTICLE XVII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised, 10th Edition* shall govern this PTA/PTSA and in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA Bylaws, the Georgia PTA bylaws, or the articles of incorporation.

#ARTICLE XVIII: AMENDMENTS

Section 1. These bylaws may be amended at any regular general membership meeting of this PTA/PTSA by a two-thirds vote of those members present and voting, a quorum being present and notice of the proposed amendments has been provided to the membership thirty (30) days prior to the meeting. The amendment shall become effective upon receipt of approval from the Georgia PTA.

Section 2. A committee may be appointed by the president to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of this PTA/PTSA, or by a 2/3 vote of the board of directors. The requirements for a revised set of bylaws shall be the same as in the case of an amendment.

Section 3. The adoption of an amendment to any provision of the National PTA Bylaws shall serve automatically and without the requirement of further action by this PTA/PTSA to amend their corresponding bylaws. Local PTAs/PTSAs shall promptly incorporate such amendments in their respective bylaws.

Section 4. The adoption of an amendment to any provision of the bylaws of the Georgia PTA identified by a number symbol shall automatically amend the bylaws of the local PTAs to conform to the action taken by the State Convention. Notwithstanding the automatic character of the amending process, the local PTAs shall promptly incorporate such amendments in their respective bylaws.

Section 5. In the event that a revised set of bylaws is required by the Georgia PTA and there are no changes in the local PTA information stated in the current bylaws, the thirty (30) day waiting period is waived.