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### COUNCIL BYLAWS

Revised 2001 and Amended January 2007

#### Eastern Cobb County Council of PTAs

Council Name

**Cobb**

**9**

**53639**

County

PTA District

Council ID #

Affirmation: These bylaws were voted upon and passed at the general meeting of the

Eastern Cobb County Council on (date) \_\_\_\_\_ April 26, 2005 \_\_\_\_\_

Signed \_\_\_\_\_  
(Council President)

\_\_\_\_\_  
President's Name (please print)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

The *Mission* of the PTA is to:

- To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children;
- To encourage parent and public involvement in the public schools of this nation.

**Do not write in this space.**

Approved by \_\_\_\_\_ *Laura Doss* \_\_\_\_\_

Date Approved \_\_\_\_\_ May 2007 \_\_\_\_\_

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1 **ARTICLE I: NAME**

2  
3 The name of this organization is the **Eastern Cobb County Council** of Parents and Teachers Association,  
4 **East Cobb County, Georgia**. It is a council PTA organized under the authority of Georgia Congress of Parents and  
5 Teachers, a branch of the National Congress of Parents and Teachers (the National PTA).  
6  
7  
8

9 **#ARTICLE II: PURPOSES**

10  
11 **Section 1.** The purposes of this council PTA are:

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

19  
20 **Section 2.** The purposes of PTA are promoted through an advocacy and educational program directed toward  
21 parents, teachers, and the general public; are developed through conferences, committees, projects, and programs;  
22 and governed and qualified by the basic policies set forth in Article III.  
23  
24

25  
26 **Section 3.** The organization is organized exclusively for the charitable, scientific, literary, or educational purposes  
27 within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal  
28 tax code (hereinafter "Internal Revenue Code").  
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34 **#ARTICLE III: BASIC POLICIES**

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36 The following are basic policies of National PTA and the Georgia PTA:

- 37 a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- 38 b. The organization shall work with the schools and community to provide quality education for all
- 39 children and youth and shall seek to participate in the decision-making process establishing school
- 40 policy, recognizing that the legal responsibility to make decisions has been delegated by the people to
- 41 boards of education, state education authorities, and local education authorities.
- 42 c. The organization shall work to promote the health and welfare of children and youth and shall seek to
- 43 promote collaboration between parents, schools, and the community at large.
- 44 d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its
- 45 members, directors, trustees, officers, or other private persons except that the organization shall be
- 46 authorized and empowered to pay reasonable compensation for services rendered and to make
- 47 payments and distributions in furtherance of the purposes set forth in Article II hereof.
- 48 e. Notwithstanding any other provision of these articles, the organization shall not carry on any other
- 49 activities not permitted to be carried on (i) by an organization exempt from federal income tax under
- 50  
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54

55 Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are  
56 deductible under Section 170(c)(2) of the Internal Revenue Code.

- 57
- 58 f. Upon the dissolution of the organization, after paying or adequately providing for the debts and  
59 obligations of the organization, the remaining assets shall be distributed to one or more nonprofit  
60 funds, foundations, or organizations that have established their tax-exempt status under Section  
61 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of the  
62 National PTA.
- 63
- 64 g. The organization or members in their official capacities shall not, directly or indirectly, participate or  
65 intervene (in any way, including the publishing or distributing of statements) in any political campaign  
66 on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial  
67 part of its activities to attempting to influence legislation by propaganda or otherwise.
- 68

69

70 **#ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND GEORGIA PTA**

71

72 **Section 1.** This council PTA shall be organized and chartered under the authority of the Georgia PTA in the area in  
73 which this council PTA functions, in conformity with such rules and regulations, not in conflict with the National  
74 PTA Bylaws, as the Georgia PTA may in its bylaws prescribe. The Georgia PTA shall issue to this council PTA an  
75 appropriate charter evidencing the due organization and good standing of this council PTA.

76

77 A council PTA in good standing is one that:

78

- 79 a. Adheres to the purposes and basic policies of the PTA;
- 80
- 81 b. Has bylaws approved according to the procedures of its state;
- 82
- 83 c. Submits an annual audit report to the state office by the last business day in September; and
- 84
- 85 d. Meets other criteria as may be prescribed by the individual state PTA.
- 86

87 **Section 2.** The articles of organization of this council PTA include (a) the bylaws of such organization and (b)  
88 articles of incorporation of such organization (in cases in which the organization is incorporated).

89

90 **Section 3.** This council PTA shall adopt such bylaws for the government of the organization as may be approved by  
91 the Georgia PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of Georgia  
92 PTA.

93

94 **Section 4.** The purposes and basic policies of National PTA shall in every case also be the purposes and basic  
95 policies of each constitute organization.

96

97 **Section 5.** Proxy voting by members of this council PTA shall be prohibited.

98

99 **Section 6.** Each officer or board member of this council PTA shall be a member of a local PTA.

100

101 **Section 7.** A PTA member shall not serve as a voting member of this council PTA's board while serving as a paid  
102 employee of or under contract to this council PTA.

103

104 **Section 8.** Only members of this council PTA who have paid dues for the current membership year may participate  
105 in the business of this council PTA.

106

107 **Section 9.** The members of the nominating committee for officers of this council PTA shall be elected by the  
108 general membership and be a member of a local unit PTA/PTSA in good standing

109

110 **Section 10.** This council PTA shall keep such permanent books of account and records as shall be sufficient to  
111 establish the items of gross income, receipts, and disbursements of the organization, including, specifically, the  
112 number of its members, and the dues collected from its members. Such books of account and records shall at all  
113 reasonable times be open to inspection by an authorized representative of the Georgia PTA or, where directed by the  
114 committee on state and national relationships, by a duly authorized representative of the National PTA.  
115

116 **Section 11.** The charter of this council PTA shall be subject to withdrawal and the status of such organization as a  
117 council PTA shall be subject to termination, in the manner and under the circumstances provided in the bylaws of  
118 the Georgia PTA.  
119

120 **Section 12.** This council PTA is obligated, upon withdrawal of its charter by the Georgia PTA:

- 121 a. To yield up and surrender all of its books and records and all of its assets and property to the Georgia  
122 PTA or to such agency as may be designated by the Georgia PTA or to another council PTA organized  
123 under the authority of the Georgia PTA;
- 124 b. To cease and desist from the further use of any name that implies or connotes association with the  
125 National PTA or the Georgia PTA or status as a constituent organization of the National PTA; and
- 126 c. To carry out promptly, under the supervision and direction of the Georgia PTA, all proceedings  
127 necessary or desirable for the purpose of dissolving this council.  
128

129  
130  
131 **#Section 13.** This council PTA shall include in its bylaws provisions corresponding to the provisions of state  
132 bylaws identified by the number symbol (#).  
133  
134  
135

#### 136 **ARTICLE V: PURPOSES OF THE COUNCIL**

137

138 **Section 1.** The purposes of this council PTA are to:

- 139 a. Unify and strengthen local PTAs comprising the council PTA;
- 140 b. Provide for the conference and cooperation of the local PTAs in the council PTA membership in order  
141 to create a public opinion favorable to the interests of children, to encourage programs and projects in  
142 the various PTA units which will carry out the Mission and Purposes of PTA, and to assist in the  
143 formation of new PTAs according to the plan of the Georgia PTA; and
- 144 c. Promote the interests of the National PTA and the Georgia PTA.  
145  
146  
147  
148

149 **#Section 2.** This council PTA shall not legislate for local PTAs.  
150  
151

#### 152 **ARTICLE VI: MEMBERSHIP AND DUES**

153

154 **#Section 1.** Membership in this council PTA shall consist of local PTAs chartered by the Georgia PTA and upon  
155 payment of dues as hereinafter provided.  
156

157 **#Section 2.** Membership in this council PTA shall be open, without discrimination, to anyone who believes in and  
158 supports the Mission and Purposes of the National PTA.  
159

160 **#Section 3.** This council PTA shall conduct an annual enrollment of members but may admit local PTAs to  
161 membership at any time.  
162

163 **#Section 4.** Each member of this council PTA shall pay such annual dues to said organization as may be prescribed  
164 by the organization.

165  
166 **Section 5.** The annual membership dues in this council PTA shall be **\$100.00** for each local PTA in membership  
167 and shall be payable on or before **November 1**.  
168

169  
170 **ARTICLE VII: OFFICERS AND THEIR ELECTION**

171  
172 **#Section 1.** The officers of this council PTA shall consist of a one (1) president or two (2) individual co-presidents,  
173 **2** vice president(s)\*, **1** secretary (ies)\*, and a treasurer. (Georgia PTA does not approve co-treasurers).  
174

175 \*Designate officer's responsibilities and titles, if applicable.  
176

177  
178 Each officer shall have one vote.  
179

180 **Please note: The Parliamentarian is not elected but is appointed by the President.**

181  
182 **#Section 2.** Officers shall be elected in the month of **April**.  
183

184 **#Section 3.** The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that  
185 office may be dispensed with and election held by voice vote. A majority vote shall be required for election.  
186

187 **#Section 4.** The following provisions shall govern the qualifications and eligibility of individuals to be officers of  
188 this council PTA:  
189

- 190 a. Each officer shall be a member of a local PTA within the area of this council PTA.
- 191
- 192 b. Only members of a local PTA whose state and council PTA dues are paid shall be eligible to hold  
193 office.
- 194
- 195 c. No officer may be eligible to serve more than two consecutive terms in the same office.
- 196
- 197 d. A person who has served in an office for more than one half of a full term shall be deemed to have  
198 served a full term in such office.
- 199
- 200 e. No member shall serve as a council president while serving as a local unit president.
- 201

202 **#Section 5.** Officers shall assume their official duties following the close of the school year and serve for a term of  
203 **one 1** year(s) or until their successor is elected.  
204

205 **#Section 6.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a  
206 majority vote of the board of directors, notice of such election having been given. In case a vacancy occurs in the  
207 office of president, the first vice-president shall serve notice of the election.  
208

209 **#Section 7.** There shall be a nominating committee composed of **three (3)** members (must be an uneven number, no  
210 less than three) who shall be elected by this council PTA at a regular general membership meeting at least one  
211 month prior to the election of officers. No two members shall be from the same local PTA.

- 212 a. The committee shall elect its own chair.
- 213
- 214
- 215 b. The nominating committee shall send the list of nominees to the members of the council board of  
216 directors and to the president of each member association at least fifteen (15) days before the annual  
217 election meeting, at which time additional nominations may be made from the floor.
- 218

- 219 c. Only those individuals who have met the qualifications as outlined in Article VII, Section 4 and who  
220 have signified their consent to serve if elected shall be nominated for, or elected to, such office.  
221  
222 d. The president is not eligible for election to the nominating committee.  
223  
224

## 225 **ARTICLE VIII: DUTIES OF OFFICERS**

### 226 **Section 1.** The President shall:

- 227  
228  
229 a. Preside at all meetings of this council PTA;  
230 b. Serve as an ex officio member of all committees except the nominating committee;  
231 c. Coordinate the work of the officers and committees of this council PTA in order that the purposes may  
232 be promoted;  
233 d. Appoint special committees, except the nominating committee;  
234 e. Have representatives at district and state functions;  
235 f. Pass on to the membership at each meeting news and information from state and national bulletins;  
236 g. Appoint a parliamentarian who shall serve at all executive committee, board of directors and general  
237 membership meetings. The parliamentarian shall not vote on any question except in case of a ballot  
238 vote;  
239 h. Be a signator on all financial accounts of this council PTA;  
240 i. Sign and execute all contracts, agreements or other obligations in the name of this council PTA as  
241 authorized by the board of directors;  
242 j. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary  
243 authority, or directed by the board of directors or executive committee.  
244

### 245 **Section 2.** The vice president(s) shall:

- 246  
247 a. Act as aide(s) to the president;  
248 b. In their designated order perform the duties of the president in the president's absence or inability to  
249 serve;  
250 c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary  
251 authority, or directed by the president, the board of directors, or the executive committee.  
252

### 253 **Section 3.** The secretary shall:

- 254  
255 a. Record the minutes of each general, executive committee and board meeting of this council PTA;  
256 b. Read or distribute printed copies of the minutes of the previous meeting for approval;  
257 c. Maintain an accurate membership list as provided by the membership chair or committee;  
258 d. Have a current copy of the bylaws;  
259 e. Have minutes from previous meetings for reference at each meeting;  
260 f. Determine the presence of a quorum prior to any business being conducted;  
261 g. Call the meeting to order in the absence of the president and vice-president(s), unless the bylaws  
262 specify otherwise, and preside until a temporary chair is elected;  
263 h. Immediately upon the election of new officers, send a list of their names, addresses and phone numbers  
264 to the state PTA office and district director;  
265 i. Register their signature at the bank as an emergency signator;  
266 j. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary  
267 authority, or directed by the president, the board of directors or the executive committee.  
268  
269

### 270 **Section 4.** The treasurer shall:

- 271  
272 a. Have custody of the funds of this council PTA  
273 b. Maintain a full account of the funds of this council PTA:

- 274 c. Make disbursements as authorized by the president, executive board, or this council PTA in
- 275 accordance with the budget adopted by this council PTA;
- 276 d. Have checks or vouchers signed by two people: the treasurer and one other person. Individuals
- 277 authorized to sign checks shall not be related to each other by marriage or any other relationship;
- 278 e. Never sign a blank check;
- 279 f. Pay all bills by check – never by cash;
- 280 g. Never deposit funds of this council PTA in a personal account or a school account;
- 281 h. Always issue a receipt for cash received;
- 282 i. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging
- 283 to this council PTA;
- 284 j. Be prepared to answer all questions promptly and to have records available at all meetings;
- 285 k. Provide a written financial statement at each meeting of the general membership, board of directors
- 286 and executive committee;
- 287 l. Present an annual report of the financial condition of the organization;
- 288 m. Have the accounts examined annually at the end of the school year or upon the change of treasurer by
- 289 an auditor or auditing committee of not fewer than three members;
- 290 n. Not sign checks for this council PTA after the books are closed for audit;
- 291 o. Report the findings of the annual audit to this council PTA no later than the first general meeting of the
- 292 school year;
- 293 p. Determine if gross receipts for this council PTA’s previous fiscal year exceeded \$25,000 and if so file
- 294 the appropriate Federal Tax Forms, copy of this form must be provided to the state office.
- 295 q. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary
- 296 authority, or directed by the president, the board of directors, or the executive committee.
- 297
- 298

299 **#ARTICLE IX: THE PTA AUDIT**

300

301 Section 1. An audit is a financial review that involves following financial transactions through records to be sure

302 that receipts have been properly accounted for and expenditures made as authorized in the minutes and in

303 conformity with council PTA bylaws and budget limitations.

304

305 Section 2. The purpose of an audit is:

- 306 a. To certify the accuracy of the books and records of the financial officer;
- 307 b. To assure the membership that council PTA resources/funds are being managed in accordance with the
- 308 Georgia PTA financial policies and procedures.
- 309

310

311 Section 3. An annual audit shall take place at the end of the school year or upon the resignation of the treasurer,

312 before the new officer assumes his or her duties, and at any other time deemed necessary. The audit should be

313 completed as quickly as possible.

314

315 Section 4. An auditor or auditing committee of no fewer than three (3) members shall be selected by the board of

316 directors no later than two weeks prior to the end of the school year. An auditor or auditing committee member

317 shall not be related to any signee on the checking account by marriage or any other relationship.

318

319 Section 5. The annual audit report shall be given to this council PTA no later than the first general membership

320 meeting of the school year.

321

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

323

324 Section 7. The outgoing officers cannot sign checks for this council PTA after the books are closed for audit.

325

326 Section 8. During the audit process it is recommended that expenditures within an adopted budget be limited to

327 those of an emergency nature.

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**#ARTICLE X: REMOVAL FROM OFFICE**

**Section 1.** Request for removal

- a. Any member of this council can request that an elected officer be removed from office. A request, with reasons, for removal of any officer must be sent in writing to all members of the executive committee and to the Georgia PTA. The written request must state reasons for the officer’s removal.
- b. Within seven (7) days of receiving the written request for removal from office, the executive committee shall meet to determine by 2/3 vote whether or not to hold a hearing based solely upon the information presented in the written request.
- c. The executive committee shall communicate its decision in writing within three (3) days to the member who submitted the request, to the Georgia PTA and the board. A copy of the original request for removal shall be attached to the board copy.

**Section 2.** Hearing

- a. Prior to a vote for removal from office, the elected officer is entitled to a hearing before the board.
- b. A hearing for the removal of an officer shall be held within seven (7) days of the decision to hold a hearing.
- c. The elected officer must be notified by registered mail at least three (3) days prior to the hearing. If the elected official fails to appear, that individual’s rights for a hearing are forfeited.
- d. A representative of the Georgia PTA appointed by the state president shall conduct the hearing.
- e. Based upon information presented at the hearing, the board may, by 2/3 vote, recommend removal from office.

**Section 3.** Action

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

**ARTICLE XI: BOARD OF DIRECTORS**

**Section 1.** The affairs of this council PTA shall be managed by the board of directors in the intervals between membership meetings.

**#Section 2.** Each board member shall be a member of a local PTA within the area of the council.

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

- a. Elected officers;
- b. The chairmen of standing committees;
- c. The president shall appoint a parliamentarian, subject to approval of the executive committee of this council PTA.
- d. The Area Representatives (to serve each of the high school clusters within the Eastern Cobb County Council.)
- e. One or more advisors, normally the immediate past president(s).

**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 council PTA;
- d. Select an auditor or an auditing committee to audit the treasurer’s accounts;
- e. Prepare and submit an annual budget to this council PTA’s general membership for adoption;

- 384 f. Approve payment of routine bills within the limits of the approved budget;
- 385 g. Fill all vacancies in office;
- 386 h. Conduct hearings for removal from office.

387  
388 **Section 5.** If any standing committee shall at any time cease to meet the qualifications or fulfill the duties of the  
389 position, that person may be removed from the board by a 2/3 vote of the board of directors.

390  
391 **Section 6.** Regular meetings of the board shall be held with the date and time to be fixed by the board at its first  
392 meeting of the year.

393  
394 **Section 7.** Special meetings of the board may be called by the president or when requested by a majority of the  
395 board members upon three (3) days written notice to each member of the board.

396  
397 **Section 8.** At all meetings of the board, a majority of the members of the board shall constitute a quorum for the  
398 transaction of business.

399  
400 **Section 9.** Upon the expiration of the term of office or when individuals cease to hold the position that entitles them  
401 to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all  
402 duties and responsibilities incident to such membership. All records, books and other materials pertaining to the  
403 position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer  
404 within fourteen days.

405  
406  
407 **ARTICLE XII: EXECUTIVE COMMITTEE**

408  
409 **Section 1.** There shall be an executive committee of this council PTA, the members of which shall consist of the  
410 elected officers.

411  
412 **Section 2.** Each executive committee member shall be a member of a local PTA within the area of the council.

413  
414 **Section 3.** Special meetings of the executive committee may be called by the president or upon written request of a  
415 majority of the executive committee members within three (3) days notice to each member of the executive  
416 committee.

417  
418 **Section 4.** A majority of the executive committee shall constitute a quorum for the transaction of business.

419  
420 **Section 5.** Duties of the executive committee shall be to:

- 421
- 422 a. Transact business referred to it by the board;
- 423 b. Appoint standing committee chairs and members;
- 424 c. Approve the work of the committees;
- 425 d. Act in emergencies between meetings of the board;
- 426 e. Make a report at each board meeting;

427  
428 The executive committee shall take no action in conflict with any action taken by the general membership or the  
429 board of directors.

430  
431  
432 **ARTICLE XIII: STANDING AND SPECIAL COMMITTEES**

433  
434 **#Section 1.** Only members of this council PTA shall be eligible to serve in any elective or appointive positions.

435  
436 **Section 2.** The board of directors may create or dissolve such special committees, as it may deem necessary to  
437 promote the Purposes of PTA and carry on the work of this council PTA.

438

439 **Section 3.** The term of office of a committee chair shall be one 1 year(s) or until the selection of a successor.  
440

441 **Section 4.** The chair of each committee shall present a plan of work to the executive committee for approval. No  
442 committee work shall be undertaken without the consent of the executive committee.  
443

#### 444 **ARTICLE XIV: COUNCIL MEMBERSHIP**

445  
446 **#Section 1.** This council PTA shall be represented in meetings by the president of each member local PTA or their  
447 alternate; the principal, or their alternate; and by two (2) delegates, or their alternates.

- 448 a. Delegates to the council PTA must be members of a local PTA within the area of the council.
  - 449 b. Delegates and their alternates shall be appointed by the executive committee of their local PTA.
  - 450 c. Delegates to the council PTA shall serve for a term of one (1) year.
- 451  
452

453 **Section 2.** Local PTAs shall pay annual dues as assessed by this council and as provided in these bylaws.  
454

#### 455 **#Article XV: VOTING BODY**

456  
457 **Section 1.** The voting body of the council shall consist of the board of directors, the president of each member local  
458 PTA or their alternate; two (2) delegates or their alternates, the superintendent of schools or their alternate; and the  
459 principal of schools having units in council membership or their alternate.  
460

461 **Section 2.** Individuals are entitled to one vote, even though they may be serving in more than one position.  
462  
463

#### 464 **#ARTICLE XVI: MEETINGS**

465  
466 **Section 1.** At least three (3) regular meetings of this council PTA shall be held during the school year. Dates and  
467 times of meetings shall be determined by the executive committee and announced at the first regular meeting of the  
468 year. Three (3) days notice shall be given of a cancellation or change of date or time unless emergency conditions  
469 prevent such notice being given.  
470

471 **Section 2.** Special meetings of this council PTA may be called by the president or by a majority of the board of  
472 directors, three (3) days notice having been given.  
473

474 **Section 3.** The annual meeting shall be held in April.  
475

476 **Section 4.** The last regular meeting of this council PTA shall be known as the annual meeting for annual reports and  
477 the installation of officers.  
478

479 **Section 5.** A quorum for the transaction of business shall consist of at least two (2) council officers and one (1)  
480 delegate from a majority member PTAs.  
481

482  
483 **Section 6.** Meetings of this council PTA shall be open to all members of the local PTAs holding membership in the  
484 council PTA, but the privilege of introducing motions and voting shall be limited to the voting body as outlined in  
485 Article XV.  
486

487 **Section 7.** Delegates from local PTAs whose dues to the council PTA are in arrears or whose individual dues to the  
488 local PTA have not been paid shall not participate in the business meetings of the council PTA.  
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494 **ARTICLE XVII: FISCAL YEAR & IRS FORM 990**

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496 **Section 1.** The fiscal year of this council PTA shall begin on **July 1** and end on the following **June 30**.

497  
498 **Section 2.** The fiscal year is the twelve-month period used for:

- 499 a. Determining whether or not this council PTA is required to file IRS Forms 990 or 990EZ;  
500 b. If required to file, is the period of financial records to use for completing.

501  
502 **Section 3.** PTAs are required to file IRS Form 990 if the annual gross receipts are more than \$25,000 during the  
503 PTA fiscal year. Form 990 is due the fifteenth day of the fifth month after the close of the PTA's fiscal year.

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506 **#ARTICLE XVIII: PARLIAMENTARY AUTHORITY**

507  
508 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this council PTA  
509 and in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National  
510 PTA Bylaws, the Georgia PTA bylaws, or the articles of incorporation.

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513 **ARTICLE XIX: AMENDMENTS**

514  
515 **Section 1.** These bylaws may be amended at any regular general membership meeting of this council PTA by a  
516 two-thirds vote of those members present and voting, a quorum being present and notice of the proposed  
517 amendments has been provided to the membership thirty (30) days prior to the meeting. The amendment shall  
518 become effective upon receipt of approval from the Georgia PTA.

519  
520 **Section 2.** A committee may be appointed by the president to submit a revised set of bylaws as substitute for the  
521 existing bylaws only by a majority vote at a meeting of this council PTA, or by a 2/3 vote of the board of directors.  
522 The requirements for a revised set of bylaws shall be the same as in the case of an amendment.

523  
524 **Section 3.** The adoption of amendments to any provision of the bylaws of the Georgia PTA identified by a number  
525 symbol (#) shall serve automatically and without the requirement of further action by this council PTA to amend  
526 their corresponding bylaws.

527  
528 **Section 4.** In the event that a revised set of bylaws is required by the Georgia PTA and there are no changes in the  
529 council PTA information stated in the current bylaws, the thirty (30) day waiting period is waived.  
530