

ILLINOIS PTA BYLAWS 2011 - 2012

FORENOTE

The double starred (**) areas are in conformity with the regulations of Section 501 (c) (3) of the Internal Revenue Code and are required in the bylaws of the state, region(s), councils, and local PTA/PTSA units.

The number symbol (#) areas are required in the bylaws of region(s), councils, and local PTA/PTSA units of the Illinois PTA.

Constituent organization refers to all organizations in membership with the Illinois PTA, including region(s), councils, and local PTA/PTSA units.

ARTICLE I - NAME

The corporate name of this association is the Illinois Congress of Parents and Teachers, a not-for-profit corporation organized under the laws of the state of Illinois. It is commonly known and will be referred to in these bylaws as the "Illinois PTA."

**ARTICLE II - ARTICLES OF ORGANIZATION

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

ARTICLE III - PURPOSES

#Section 1.

The Purposes of the Illinois PTA in common with the Purposes of 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 Illinois PTA are promoted through an 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 association is organized exclusively for 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 Illinois PTA in common with those of National PTA:

- **a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- **b. The name of the association or 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 association.
- **c. The association shall not - directly or indirectly - participate or intervene (in any way, including the publishing or *distribution* 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 association shall work with the schools 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 Illinois PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA representative shall make no commitments as an individual that bind the group represented.
- **f. No part of the net earnings of the association shall inure to the benefit of or be distributable to its members, directors, trustees, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE III hereof.
- **g. Notwithstanding any other provision of these articles, the association 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 association, after paying or adequately providing for the debts and obligations of the association the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code. +

+ See ARTICLE VI – DIVISIONS, for information on the dissolution of local unit, council, district or region.

ARTICLE V - RELATIONSHIP WITH NATIONAL PTA

Section 1.

The Illinois PTA is a branch of National PTA. The Illinois PTA is a self-governing association with independent legal existence.

Section 2.

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

Section 3.

The Illinois PTA shall adopt bylaws and other articles of organization as are not in conflict with the Bylaws of National PTA.

Section 4.

The Bylaws of the Illinois PTA shall be subject to review by National PTA Bylaws and Policy Committee.

Section 5.

The Illinois PTA is responsible for compliance by the local PTA/PTSA units and council PTAs in Illinois with the Bylaws of the Illinois PTA and shall determine that such bylaws are not in conflict with the Bylaws of National PTA

ARTICLE VI - DIVISIONS

Section 1.

The Illinois PTA shall provide appropriate procedures for the association of local PTA/PTSA units within its area. The Illinois PTA may determine the membership year for the local PTA/PTSA units in its area and prescribe the form and content of the bylaws or other articles of organization of local PTA/PTSA units.

Section 2.

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

Section 3.

The Illinois PTA may create or establish subsidiary associations (districts or regions) within its area to facilitate the administration of the affairs of the Illinois PTA and for carrying out its programs and may prescribe the form and content of the bylaws or other articles of organizations of districts or regions.

#Section 4.

Each constituent association shall adopt bylaws for the governance of the association as may be approved by the Illinois PTA. Such bylaws shall not be in conflict with the Bylaws of National PTA or the Bylaws of the Illinois PTA.

#Section 5.

Bylaws of each constituent association shall include an article on amendments.

**Section 6.

Each constituent body shall keep permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the association, including, specifically, the number of its members, the dues collected from its members, and the amount of dues remitted to the Illinois PTA. Permanent books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Illinois PTA.

#Section 7.

The charter of a constituent body shall be subject to withdrawal and the status of the association shall be subject to termination in the manner and under the circumstances provided in the Bylaws of the Illinois PTA.

#Section 8

Each constituent body is obligated upon dissolution or withdrawal of its charter by the Illinois PTA:

- a. To yield up and surrender all of its books and records, all of its assets and property to a designated representative of the Illinois PTA who will distribute the assets **as directed by the Illinois PTA**;
- b. To cease and desist from the further use of any name that implies or connotes association with the Illinois PTA or status as a constituent body; and
- c. To carry out promptly under the supervision and direction of the Illinois PTA all proceedings necessary or desirable for the purpose of dissolving the constituent association.

Section 9.

In the event of a legal liability or the insolvency of a council, district, or region, upon recommendation of the executive committee, the state board of directors shall consider the restructuring or dissolution of that division.

#Section 10.

Each officer or board member of a constituent body shall be a member of a local PTA/PTSA unit, as required in the constituent association's bylaws.

**Section 11.

A PTA member shall not serve as a voting member of a constituent body's board at the local PTA/PTSA unit, council, district, region, state or national level while serving as a paid employee of or under contract to that constituent association.

#Section 12.

Bylaws of each constituent body shall include a provision establishing a quorum.

#Section 13.

The members of the nominating committee for officers of a constituent body shall be elected.

#Section 14.

The bylaws of all constituent bodies shall prohibit voting by proxy.

#Section 15.

Each constituent body shall include in its bylaws provisions corresponding to the provisions of these bylaws as are identified herein by a double star (**).

#Section 16.

Each constituent body shall include in its bylaws provisions corresponding to the provisions of these bylaws as are identified by the number symbol (#).

LOCAL PTA/PTSA UNITS

#Section 17.

- a. Local PTA/PTSA units shall be organized and chartered under the authority of the Illinois PTA in the area in which the local PTA/PTSA unit functions in conformity with such rules and regulations not in conflict with the Bylaws of National PTA as the Illinois PTA may in its bylaws prescribe. The Illinois PTA shall issue to each local PTA/PTSA unit in its area an appropriate charter evidencing the due association and good standing of the local PTA/PTSA unit.
- b. A local PTA/PTSA unit in good standing is one which:
 1. adheres to the Purposes and basic policies of the PTA;
 2. remits the National portion of the dues through the Illinois PTA to reach the National office by dates designated by National PTA;
 3. has bylaws approved according to the procedures of the Illinois PTA; and
 4. meets other criteria as may be prescribed by the Illinois PTA.

LOCAL UNIT MEMBERSHIP

#Section 18.

- a. A local unit member in good standing:
 1. adheres to the Purposes and basic policies of the PTA;
 2. has paid dues for the current membership year.
- b. Privileges of membership:
 1. The privilege of making motions and voting in a local PTA/PTSA unit shall be limited to the members of the local PTA/PTSA unit.
 2. No person shall hold an elected or appointed position in any local PTA/PTSA unit who has not been a member for at least thirty (30) days.
 3. Each officer or board member of a local PTA/PTSA unit shall be a member of a local PTA/PTSA unit.
 4. Only members of a local PTA/PTSA unit who have paid dues for the current membership year may participate in the business of the association.
- c. Each local PTA/PTSA unit shall collect dues from its members and shall remit a portion of such dues to the Illinois PTA as provided for in these bylaws.

#Section 19.

- a. All local PTA/PTSA units' bylaws and amendments thereto shall be approved by the district director or the designated representative of the state board of directors. Bylaws shall be submitted for review upon request and/or every two (2) years.
- b. When approved bylaws do not exist, the current ILLINOIS PTA BYLAWS FOR LOCAL PTA/PTSA UNITS shall be in effect.

DISSOLUTION: Voluntary End of Affiliation with PTA

#Section 20.

- A. To end affiliation with the State and National PTA, a local unit must legally dissolve in accordance with the process established in these Bylaws. Seeking legal counsel may be advisable.
 1. Send a request for dissolution to the Illinois PTA office, containing the following:
 - a) a signed petition of fifteen (15) members or twenty-five percent (25%) of the membership not including members of the executive board of the local unit, whichever is larger, recommending dissolution;
 - b) current membership roster to determine eligibility to vote at a dissolution meeting;
 - c) notice of dissolution meeting, giving members thirty (30) day notification and seven (7) day reminder; method of distribution to membership.

2. Conduct a dissolution meeting of the general membership
 - a) an Illinois PTA representative shall be given opportunity to speak first;
 - b) determine that a quorum is present;
 - c) determine eligibility to vote;
 - d) place the question of dissolution before the members;
 - e) inform membership that to be adopted, the motion **must** receive a two-third (2/3) majority of those present and voting;
 - f) conduct a ballot vote, and declare the results of such vote.

3. Minutes of the meeting must include:
 - a) membership roster used to verify eligibility to vote, and presence of quorum;
 - b) declaration of ballot results, including votes in the affirmative, negative or abstentions;
 - c) effective date of dissolution;
 - d) distribution of funds remaining following the payment of all outstanding legal obligations, in accordance with established IRS rules and regulations;
 - e) verification of tax status of *any* organization receiving funds; and
 - f) signature of certifying officers and date submitted.

- B. Dissolution of the local unit ends all rights and privileges associated with affiliation with State and National PTA, and the local unit:
 - 1) **must** cease and desist from any further use of a name that implies or connotes association with the National PTA and the Illinois PTA;
 - 2) **must** cease and desist from using the Federal Employer Identification Number (FEIN) issued to the local unit as a constituent association organized by the authority of the Illinois PTA;
 - 3) **loses** federal tax-exempt status as a constituent association of the National PTA and the Illinois PTA as authorized by the Internal Revenue Service;
 - 4) **must** distribute all remaining funds to a recognized and approved 501 c 3 association, in accordance with IRS requirements, within thirty (30) days or those funds shall revert to the Illinois PTA;
 - 5) **notify** all necessary governmental agencies of the action taken, including but not limited to: the Illinois Department of Revenue, the Illinois Secretary of State if incorporated, the Internal Revenue Service;
 - 6) **notify** all entities with whom you do business of the action taken, including but not limited to: banks, suppliers/vendors, insurance provider and school district;
 - 7) **perform** a complete audit of the financial records of the local unit; and
 - 8) **provide** the Illinois PTA via the state office, the following:
 - a) copy of the final audit;
 - b) copy of final report filed with the Internal Revenue Service;
 - c) copy of IRS Schedule N, distribution of remaining funds;
 - d) copy of notification of dissolution to governmental agencies as required in B5 above.

- C. The Illinois PTA, as the authority under whom the local unit was granted tax-exempt status, has the right as the holder of the group exemption to approve any organization receiving funds from the dissolved local unit.

COUNCILS

Section 21.

- a. The Illinois PTA may organize councils for the purpose of conference, leadership training, and coordination of the efforts of the local PTA/PTSA units in counties, cities, and other areas. Only local PTA/PTSA units shall be members of a council. A minimum of three (3) local PTA/PTSA units shall constitute a council.
- #b. The organization and bylaws of a proposed council and any amendments thereafter shall be approved by the district director or designated representative of the state board of directors. Bylaws shall be submitted for review upon request and/or every two (2) years.
- c. When approved bylaws do not exist, the current ILLINOIS PTA BYLAWS FOR COUNCILS shall be in effect.
- #d. Councils shall not legislate for the local PTA/PTSA units; that is a council shall not impose any action on the local PTA/PTSA units. However, by a majority vote of the local PTA/PTSA units in membership the council may initiate action in matters of common interest within council boundaries.
- e. Councils may be divided or combined under the supervision of the district director or designated representative of the state board of directors subject to the approval of the state board of directors.

- #f. Councils may be dissolved under the supervision of the district director or designated representative of the state board of directors by the state board of directors after all the member local PTA/PTSA units have been notified and the majority of the member local PTA/PTSA units have expressed in writing to the state board of directors their approval of the dissolution.
- g. Upon dissolution of a council by the state board of directors, the Illinois PTA treasurer shall notify the council by certified mail that the council is no longer a tax-exempt or tax-deductible association of the PTA.
- h. Dissolution of a council pursuant to Sections #7., #8., and 21. #f. of this ARTICLE shall not preclude the immediate organization of a new council. Upon approval of the state board of directors, a new charter shall be issued.

DISTRICTS

Section 22.

- a. The Illinois PTA shall provide for the organization of geographical divisions of the state, called districts, to expedite the administration of PTA work.
- b. The state board of directors shall determine the number of districts and their boundaries.
- c. Districts shall elect directors who shall uphold the Purposes and basic policies and promote the programs of National PTA and the Illinois PTA by individual and group conferences in their geographical areas. District directors shall encourage cooperation between local PTA/PTSA units, councils, and the Illinois PTA.
- d. Districts shall not legislate for the local PTA/PTSA units.

REGIONS

Section 23.

- a. The Illinois PTA shall provide for the organization of geographical divisions of the state, called Regions to expedite the administration of PTA work.
- b. The state board of directors shall determine the number of regions and their boundaries.
- c. Regions shall elect directors who shall uphold the Purposes and basic policies and promote the programs of National PTA and the Illinois PTA by individual and group conferences in their geographical areas. Region director shall encourage cooperation between local PTA/PTSA units, councils, districts and the Illinois PTA.
- d. Regions shall not legislate for the local PTA/PTSA units.
- e. Units within the Region of Chicago may develop legislative positions affecting that section of the School Code governing the Chicago Public Schools.

Proviso: Field Service Areas shall be dissolved June 30, 2011, but the Field Service Area Representative will serve as the initial Region Director in one of the new Regions until the end of the original term of the present Field Service Area Representative.

ARTICLE VII - MEMBERSHIP

LOCAL PTA/PTSA UNIT MEMBERSHIP

#Section 1.

Every individual who is a member of a local PTA/PTSA unit is, by virtue of that fact, a member of National PTA and of the Illinois PTA by which the local PTA/PTSA unit is chartered and is entitled to all the benefits of membership.

#Section 2.

Membership in each local PTA/PTSA unit shall be made available by the local PTA/PTSA unit to all who believe in the Mission and Vision statements of the National PTA and the Purposes of the Illinois PTA inclusively.

#Section 3.

Each local PTA/PTSA unit shall conduct an annual enrollment of members but may admit persons to membership at any time.

#Section 4.

- a. Every local unit will establish a membership year.
- b. Persons who join during the membership year shall pay dues for that year. Persons may hold membership in one (1) or more local PTA/PTSA units upon payment of all-inclusive dues as required by the bylaws of each local PTA/PTSA unit. Newly chartered local PTA/PTSA unit members shall be issued charter membership cards valid for a determined period of time.
- c. The membership year of the Illinois PTA shall be July 1 through June 30.

ELIGIBILITY FOR ELECTION AND APPOINTMENT

#Section 5.

Only a dues paying member of a local PTA/PTSA unit may be eligible for election or appointment to office or chairmanship in the Illinois PTA or any of its divisions.

HONORARY PROGRAMS

Section 6.

The Illinois PTA shall establish honorary programs, which carry no voting privileges. The Cardinal PTSA shall be the statewide honor unit, with an annual fee to be determined by the board of directors.

The Annual Partnership Program shall be developed to financially support the work of the Illinois PTA.

Honorary Life Membership shall be developed as part of the Scholarship Program.

ARTICLE VIII - DUES AND FEES

Section 1.

The Illinois PTA shall keep permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the association, including, specifically, the number of local PTA/PTSA units within its area, the national portion of membership dues collected by local PTA/PTSA units, the amounts of dues received by the Illinois PTA, and the amounts of dues remitted to National PTA.

INDIVIDUAL MEMBERS

Section 2.

Each member of a local PTA/PTSA unit shall pay annual dues to as may be prescribed by the association. The amount of dues shall include the portion payable to the Illinois PTA (the "state portion") and the portion payable to National PTA (the "national portion").

Section 3.

- a. The National portion of each member's dues shall be determined by the delegates at the National PTA annual convention.
- #b. The amount of the state portion of each member's dues shall be determined by the Illinois PTA. The annual dues to the Illinois PTA shall be two dollars (\$2.00) for every member of each local PTA/PTSA unit.
- c. The amount of the local membership dues shall be determined by the members of the local PTA/PTSA unit.

PAYMENT OF DUES

Section 4.

- #a. The state and national portions of the dues paid by each member of a local PTA/PTSA unit shall be set aside by the local PTA/PTSA unit and remitted to the Illinois PTA through such channels and at such times as the state bylaws may provide. The Illinois PTA shall remit to the National PTA the amount of the national portion of dues paid by all members of local PTA/PTSA units in its area.
- #b. The initial state and national portion of the dues paid by each member to a local PTA/PTSA unit shall be set aside by the local PTA/PTSA unit and remitted to the Illinois PTA postmarked no later than October 1. Dues should be submitted monthly thereafter.
- c. The Illinois PTA shall make remittances on a monthly basis to National PTA of the amounts due to National PTA.
- d. All dues received from members shall be placed in the general fund of the Illinois PTA.

#Section 5.

- a. A local PTA/PTSA unit shall be considered delinquent if by December 31, it has failed to send to the Illinois PTA the state and national portion of dues paid by no less than twenty-five (25) individual members or no less than ten (10) individual members for a new local PTA/PTSA unit or for an existing local PTA/PTSA unit where the school enrollment is less than one hundred seventy-five (175) students.
- b. A local PTA/PTSA unit not affiliated with a school shall be considered delinquent if by December 31 it has failed to send to the Illinois PTA the state and national portions of dues paid by no less than ten (10) individual members.
- c. Local PTA/PTSA units which fail to send to the state office of the Illinois PTA by June 30 the national and state portions of dues paid by individual members shall be discontinued as local PTA/PTSA units and their charters shall be withdrawn, as provided in ARTICLE VI, #Section 8. a., b. and c.
- d. Reinstatement procedures and reinstatement fees shall be in such manner as prescribed by the state board of directors.

ARTICLE IX - FISCAL YEAR

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

ARTICLE X - BOARD DEVELOPMENT AND NOMINATING COMMITTEE

Section 1.

- a. There shall be a board development and nominating committee responsible for identifying characteristics and skill sets needed for leadership in the Illinois PTA.
- b. The committee shall evaluate interested individuals, and nominate one (1) eligible candidate for each of the:
 - ◆ executive committee positions, as defined within these bylaws,
 - ◆ program directors, as defined within these bylaws,
 - ◆ Board Development and Nominating Committee member as defined within these bylaws.
- c. Action taken by the committee shall require a majority vote of the committee.

Section 2.

- a. The committee shall consist of seven (7) members, three (3) of whom shall be members of the general membership, and four (4) of whom shall be members of the state board of directors, including members of the advisory panel.
- b. Eligibility to serve shall be:
 1. General Membership
 - ◆ must have served at least one (1) year on the board of a constituent body
 - ◆ must not be a continuing member of the State board of directors or candidate who will assume office July 1; and
 - ◆ no two members shall be from the same PTA district.
 2. State Board Members
 - ◆ must have served at least one (1) year
 - ◆ no two members shall be from the same PTA district.
- c. Members elected to serve as a general member or board member shall continue in that elected capacity until the expiration of the term, or their resignation.

Section 3.

- a. The committee shall be elected to a single two (2) year term by the convention delegate body. The committee members shall serve staggered terms.
- b. The committee shall elect its own chairman annually. A chairman may be eligible to serve two (2) consecutive years.
- c. Committee members shall assume duties July 1, unless otherwise stipulated.
- d. Annual training for new committee members will be provided, as prescribed in the adopted procedures of the state board of directors.

Section 4.

- a. The committee shall report its nominees for executive committee members (officers) to the convention in odd-numbered years, at which time additional nominations may be made from the floor. Nominees

from the floor shall have given thirty (30) days written notification prior to the convening of the annual convention of intent to run. Notification must be provided to the Illinois PTA president and the Board Development and Nominating Committee. The election shall be conducted in accordance with Article XII, Section 6 of these bylaws.

- b. The committee shall report its nominees for board development and nominating committee to the convention body annually, at which time additional nominations may be made from the floor. Nominees from the floor shall have given thirty (30) days written notification prior to the convening of the annual convention of intent to run. Notification must be provided to the Illinois PTA president and the Board Development and Nominating Committee. The election shall be conducted by ballot when there are more candidates than open positions. A plurality shall elect. When there are an equal number of candidates as open positions, upon motion from the floor, the election may be by voice vote.
- c. The committee shall report its nominees for program directors in accordance with the prescribed procedures of the state board of directors.

ARTICLE XI - STATE BOARD OF DIRECTORS

MEMBERSHIP

Section 1.

The state board of directors shall be composed of:

VOTING MEMBERS:

- a. officers of the Illinois PTA;
- b. region directors;
- c. legislative advocacy director;
- d. leadership development director; and
- e. membership marketing director.

ADVISORY PANEL:

- a. Immediate past president;
- b. district directors;
- c. program directors, and
- d. consultants as appointed in ARTICLE XIII, Section 2.h.

MEETINGS

Section 2.

- a. The state board of directors shall meet four (4) times annually, unless otherwise ordered by the state board of directors or the executive committee.
- b. Special meetings may be called by the president. Special meetings will be called if requested in writing by ten (10) members of the state board of directors. At least ten (10) days shall be allowed between dates of notification and the meeting date.

QUORUM

Section 3.

Seventy-five percent (75%) of the current voting members of the state board of directors, two (2) of whom are officers, shall constitute a quorum.

DUTIES

Section 4.

The state board of directors shall:

- a. have authority over the affairs and funds of the Illinois PTA between conventions with the limitation that it shall not modify any action taken by convention;
- b. adopt rules for the transaction of its business;
- c. be responsible for the organization of new local PTA/PTSA units;
- d. authorize the organization of PTA councils, districts, and regions;
- e. decide questions regarding the status of organized units and other divisions, but these decisions may be appealed to the National PTA Board of Directors;
- f. decide by a two-thirds (2/3) vote questions involving the failure of any division to comply with the state bylaws;

- g. fill all vacancies of officers (except president and president-elect), region and program directors;
- h. authorize the selection of delegates and alternates to the national convention;
- i. notify all local PTA/PTSA units, councils, and members of the state board of directors of proposed amendments to these bylaws, the Illinois PTA statements of position and/or the legislation platform;
- j. determine if an emergency necessitates the cancellation of annual conventions and thereupon plan procedures for conducting all necessary business;
- k. create or discontinue program director positions;
- l. determine by a two-third (2/3) majority vote any amendments, additions or deletions to the Illinois PTA Statements of Policy: and
- m. require and authorize payment for fidelity bonds for the treasurer and other persons handling Illinois PTA funds.

CONDUCT

Section 5.

All members serving on the state board of directors shall support and comply with the Illinois PTA statements of policy and these bylaws. A member of the state board of directors must possess and exemplify the integrity and ethical characteristics that are expected as a representative of the Illinois PTA. The state board of directors shall upon the recommendation of the executive committee consider the removal of any state board member acting in conflict with the bylaws or not meeting the conduct worthy of a member of the association as set forth in procedure.

ARTICLE XII - OFFICERS AND THEIR ELECTION

Section 1.

Officers of the Illinois PTA shall be a president, president-elect, vice president of field operations, vice president of program services, a secretary, and a treasurer. To be eligible for nomination or election as president-elect, an individual must have served on the state board of directors. With the exception of president, officers shall be elected by the convention body in odd numbered years for a term of two (2) years.

Section 2.

Elected officers shall assume duties July 1 following election, unless otherwise stipulated. The president-elect shall succeed automatically to the office of president.

Section 3.

The secretary, treasurer, and the vice presidents shall be eligible for two (2) terms in the same office. Those who have served one-half (1/2) a term or more shall be considered to have served a full term. No vice president, secretary or treasurer shall be eligible to serve more than two (2) terms.

Section 4.

Each officer of the Illinois PTA shall be a member of a local PTA/PTSA unit within Illinois.

NOMINATION

Section 5.

The Board Development and Nominating Committee Shall report its nominees for officers to the convention body in accordance with these Bylaws (See ARTICLE X, Section 4, a.)

ELECTION

Section 6.

Election of officers shall take place at the annual convention in odd numbered years except as provided in these bylaws.

Section 7.

The convention body shall elect the officers in accordance with rules adopted by the convention.

VACANCY

Section 8.

In the event of the death or resignation of the president, the president-elect shall become the president, and shall hold office for the balance of the term. In filling the vacancy, the president-elect shall be entitled to continue in the presidency for the following term providing not more than one-half (1/2) of a full term as president has been served. A vacancy in the office of president-elect shall be filled by the delegate body at the next convention. In the interim, duties of the president-elect shall be delegated by the president.

A vacancy in any other office shall be filled for the unexpired term by the state board of directors. Anyone wishing to be considered for a vacancy shall submit their name to the Illinois PTA President. Such recommendation must be submitted prior to the convening of the meeting of the state board of directors when nominees will be considered.

Such election shall take place at the next regular meeting of the state board of directors following the date on which the vacancy occurs. Election shall be by ballot. A majority vote shall be required for election.

ARTICLE XIII - DUTIES OF OFFICERS

Section 1.

The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Illinois PTA.

PRESIDENT

Section 2.

The president shall:

- a. preside at all meetings of the Illinois PTA, the state board of directors, and the executive committee;
- b. represent the Illinois PTA within National PTA's established governance structure, beginning at the conclusion of the National PTA Convention immediately following election;
- c. appoint such special committees in consultation with the executive committee except when otherwise ordered by the state board of directors as shall be necessary to execute the work of the Illinois PTA;
- d. appoint convention coordinators;
- e. be an ex-officio member of all committees except the board development and nominating committee;
- f. approve all materials sent out by the president-elect and the vice presidents;
- g. select a parliamentarian who shall serve at such meetings as the president may designate;
- h. appoint individuals to serve on the state board of directors as consultants in consultation with the executive committee. All consultants shall serve with voice and no vote;
- i. sign checks of the Illinois PTA in the event of the absence or inability of the treasurer; and
- j. sign all contracts ordered by the state board of directors.

PRESIDENT-ELECT

Section 3.

The president-elect shall act as an aide to the president and shall perform the duties of the president in the absence or inability of the president to serve. In the absence of both the president and the president-elect, a meeting of the executive committee shall be called by the secretary to elect an individual from among the vice presidents to represent the president.

The president-elect shall be special assistant to the president and be responsible for legislative activity.

VICE PRESIDENTS

Section 4.

- a. The vice president of field operations shall:
 1. serve as coordinator of region annual meetings;
 2. advise and assist region directors;
 3. represent the region directors on the executive committee;
 4. approve all circulated material sent out by region directors;
 5. secure annual reports from region directors; and
 6. perform duties as assigned by the president.
- b. The vice president of program services shall:
 1. advise and assist program directors;
 2. represent program directors on the executive committee;
 3. approve all circularized material of program directors;
 4. secure annual reports from each program directors; and
 5. perform duties as assigned by the president.

SECRETARY

Section 5.

The secretary shall:

- a. keep a record of all meetings of the Illinois PTA, state board of directors and the executive committee;
- b. serve as secretary of the legislation policies committee;
- c. be responsible for providing to each member of the state board of directors a copy of the minutes of all meetings as listed in ARTICLE XIII, Section 5.a.;
- d. issue notices of meetings of the Illinois PTA and the state board of directors;
- e. notify standing program directors of their election;
- f. notify members of their appointments to committees;
- g. be responsible for notices sent concerning all region, district and program director position vacancies caused by resignations, convention or board action;
- h. conduct such correspondence as the Illinois PTA, the state board of directors or the executive committee may direct; and
- i. serve as historian of the Illinois PTA.

TREASURER

Section 6.

The treasurer shall:

- a. have custody of all the funds and securities of the association and shall keep full and accurate accounts of receipts and disbursements in books belonging to the association;
- b. deposit all moneys and other valuable effects in the name of the association in depositories approved by the state board of directors;
- c. receive and forward the national portion of all membership dues as provided in the Bylaws of National PTA;
- d. disburse the funds only in accordance with the budget adopted by the convention, and upon receipt of written vouchers which have been approved, as authorized by the state board of directors;
- e. present a financial statement at each meeting of the state board of directors and to the executive committee or president upon request;
- f. close the books at the end of the fiscal year and submit them for audit to a certified public accountant chosen by the executive committee;
- g. present an auditor's report to the convention; and
- h. be chairman of the budget and finance committee and the Endowment Fund Trustees.

The state board of directors may delegate certain duties of the treasurer to one (1) or more of the staff personnel.

ARTICLE XIV - EXECUTIVE COMMITTEE

MEMBERSHIP

Section 1.

The executive committee of the Illinois PTA shall be composed of the elected officers. The executive director shall serve as a consultant.

MEETINGS

Section 2.

The executive committee shall meet:

- a. at the call of the president; and
- b. upon the written request of the majority of the members of the committee. All members shall have at least twenty-four (24) hours notice of such meeting.

QUORUM

Section 3.

A quorum of the executive committee shall be a majority of the members.

DUTIES

Section 4.

The executive committee shall:

- a. transact all business referred by the state board of directors;

- b. act in emergencies between meetings of the state board of directors;
- c. accept resignations of members of the state board of directors;
- d. make appointments to fill all vacancies for the unexpired term of district directors on the state board of directors;
- e. decide questions of cooperation with other organizations;
- f. employ such personnel as may be needed to carry on the work of the Illinois PTA; and
- g. serve as a committee of conduct.

No action of the executive committee shall conflict with that of the state board of directors.

ARTICLE XV - REGION DIRECTORS AND THEIR ELECTION

Section 1.

Region directors shall be elected by the accredited delegates of the local PTA/PTSA units, councils, district directors, and by members of the state board of directors declared from that region. A voting member shall have but one (1) vote.

Region directors shall be elected for a two (2) year term, and shall not be eligible to serve more than two (2) terms. Those who have served one-half (1/2) a term or more shall be considered to have served a full term.

DELEGATE REPRESENTATION

Section 2.

The representation for the election of region director shall be based on membership as shown on the books of the state treasurer at the close of the preceding fiscal year.

Representation for each local PTA unit shall be:

10-24 members - president or alternate and one (1) delegate (new local PTA/PTSA unit, local PTA/PTSA unit not affiliated with a school, or existing local PTA/PTSA unit where the school enrollment is less than one hundred (100));

25-149 members - president or alternate and two (2) delegates; for each additional 50 members or fraction thereof, one (1) additional delegate.

Local PTA/PTSA units chartered after the close of the preceding fiscal year shall be entitled to be represented by the president or alternate and one (1) delegate.

Each council shall be entitled to be represented by the president and one (1) additional delegate or their accredited alternates.

ELECTION OF NOMINATING COMMITTEE

Section 3.

The election shall be held at the region annual meeting or in the event of an emergency at a special meeting designated for that purpose. Representatives of five-percent (5%) of all local PTA/PTSA units in the region, representing at least two (2) local PTA/PTSA units, shall constitute a quorum.

NOMINATING COMMITTEE

Section 4.

- a. A nominating committee of at least five (5) members shall be elected.
- b. The nominating committee shall elect its own chairman.
- c. The nominating committee shall report the qualifications of the nominee in a region letter at least sixty (60) days prior to the election.
- d. Nominees from the floor shall have given thirty (30) days written notification of intent to run prior to the convening of the annual meeting.

ELECTION OF REGION DIRECTOR

Section 5.

The election shall be held at the region annual meeting or in the event of an emergency at a special meeting designated for that purpose not later than April 15. The report of the nominating committee shall be the first item of business at such annual meeting.

Representatives of not less than ten-percent (10%) of all local PTA/PTSA units in the region, representing at least two (2) local PTA/PTSA units, shall constitute a quorum. Additional nominations may be made from the floor provided the consent of the nominee has been obtained and has provided thirty (30) days written notification as required in Section 4 d. of this Article.

Immediately following the election, the state office shall send the results of the election of the region director-elect to the local PTA/PTSA units, councils, districts and state board members declared from the region and the members of the Illinois PTA executive committee.

Region directors shall assume their duties July 1.

VACANCY

Section 6.

A vacancy in the office of region director shall be filled for the unexpired term by the executive committee, provided the local PTA/PTSA units, councils, districts and state board members declared from the region are notified by the state secretary and are allowed thirty (30) days to submit advisory recommendations.

ARTICLE XVI - DUTIES OF REGION DIRECTOR

Section 1.

Region directors shall perform the duties prescribed by these bylaws.

Section 2.

The region director shall:

- a. promote PTA work within the region;
- b. hold an annual region meeting;
- c. serve as an adviser to the district directors within the region;
- d. organize new local PTA/PTSA units in districts where there are no district directors;
- e. include all district directors as members of the region board;
- f. submit an annual report to the appropriate vice president in accordance with procedures established by the state board of directors; and
- g. represent the local units, councils, and district directors at meetings of the State Board.

Section 3.

The region directors shall hold a conference during each meeting of the state board of directors; at the second (2nd) meeting of the fiscal year, the region directors shall elect a chairman and a secretary who shall:

- a. take office July 1; and
- b. serve one (1) year with eligibility to serve a second one (1) year term.

ARTICLE XVII - DISTRICT DIRECTORS AND THEIR ELECTION

Section 1.

District directors shall be elected by the accredited delegates of the local PTA/PTSA units, councils, and by members of the state board of directors declared from that district. A voting member shall have but one (1) vote.

District directors shall be elected for a two (2) year term and shall not be eligible to serve more than two (2) terms. Those who have served one-half (1/2) a term or more shall be considered to have served a full term.

Directors of even numbered districts shall be elected to take office in even numbered years. Directors of odd numbered districts shall be elected to take office in odd numbered years.

DELEGATE REPRESENTATION

Section 2.

The representation for the election of district director shall be based on membership as shown on the books of the state treasurer at the close of the preceding fiscal year.

Representation for each local PTA unit shall be:

10-24 members (new local PTA/PTSA unit, local PTA/PTSA unit not affiliated with a school, or existing local PTA/PTSA unit where the school enrollment is less than one hundred (100) - President (or alternate) and one (1) delegate

25-149 members - President (or alternate) and two (2) delegates for each additional 50 members or fraction thereof - one (1) additional delegate.

Local PTA/PTSA units chartered after the close of the preceding fiscal year shall be entitled to be represented by the president (or alternate) and one (1) delegate.

Each council shall be entitled to be represented by the president and one (1) additional delegate (or their accredited alternates).

ELECTION OF NOMINATING COMMITTEE

Section 3.

The election shall be held at the district annual meeting or in the event of an emergency at a special meeting designated for that purpose. Representatives of ten-percent (10%) of all local PTA/PTSA units in the district, representing at least two (2) local PTA/PTSA units, shall constitute a quorum.

NOMINATING COMMITTEE

Section 4.

- a. A nominating committee of at least five (5) members shall be elected.
- b. The nominating committee shall elect its own chairman.
- c. The nominating committee shall report the qualifications of the nominee in a district letter at least thirty (30) days prior to the election.

ELECTION OF DIRECTOR

Section 5.

The election shall be held at the district annual meeting or in the event of an emergency at a special meeting designated for that purpose not later than April 15. The report of the nominating committee shall be the first item of business at such annual meeting.

Representatives of not less than ten-percent (10%) of all local PTA/PTSA units in the district, representing at least two (2) local PTA/PTSA units, shall constitute a quorum. Additional nominations may be made from the floor provided the consent of the nominee has been obtained.

Immediately following the election, the state office shall send the results of the election to the director-elect, the local PTA/PTSA units and councils in the district, the state board members declared from the district and the members of the Illinois PTA executive committee.

District directors shall assume their duties July 1.

VACANCY

Section 6.

A vacancy in the office of district director shall be filled for the unexpired term by the executive committee provided the local PTA/PTSA units and councils in the district and state board members declared from that district are notified by the state secretary and are allowed thirty (30) days to submit advisory recommendations.

ARTICLE XVIII - DUTIES OF DISTRICT DIRECTORS

Section 1.

District directors shall perform the duties prescribed by these bylaws.

Section 2.

The district director shall:

- a. promote PTA work within the district;
- b. hold an annual district meeting;
- c. serve as an adviser to the local PTA/PTSA units and councils within the district;
- d. organize new local PTA/PTSA units in areas where there is no Region Director;
- e. approve the bylaws of new local PTA/PTSA units;
- f. organize new councils; assist in preparation of and approve the bylaws before the council may be authorized by the state board of directors;
- g. review bylaws of local PTA/PTSA units and councils every two (2) years;
- h. approve bylaws of local PTA/PTSA units and councils unless they are in conflict with Illinois or National PTA Bylaws;
- i. approve plans of work of council presidents and all materials circularized by councils unless they are in conflict with National or Illinois PTA policies;
- j. appoint assistants to advance PTA work. Appointees shall be members of local PTA/PTSA units within the district;
- k. include all council presidents as members of the district board; and
- l. submit an annual report to the region director in accordance with procedures established by the state board of directors.

ARTICLE XIX - COMMITTEES

COMMITTEES

Section 1.

- a. Program committees may be created by the state board of directors as deemed necessary to promote the Purposes and carry on the work of the National and Illinois PTA.
- b. Each committee program director may request a statewide committee of not more than five (5) persons from different geographical areas of the state. All shall be members of a local PTA/PTSA unit.
- c. Program directors shall be elected for a term of two (2) years and may serve no more than two (2) terms in the same directorship with the exception of director serving in the legislation positions who may serve no more than three (3) terms. Those who have served one-half (1/2) a term or more shall be considered to have served a full term.
- d. All program directors shall serve with voice and no vote.
- e. Youth program directors may serve through June 30 following their twenty-first (21st) birthday.

ELECTION OF PROGRAM DIRECTORS

Section 2.

- a. A caucus to elect program directors shall be held at the board meeting immediately preceding the annual convention.
- b. Current board members shall constitute the caucus.
- c. The officers of the caucus shall be the president and the secretary.
- d. Program directors shall be elected by ballot vote.

VACANCIES IN PROGRAM DIRECTOR POSITIONS

Section 4.

- a. Local PTA/PTSA units shall be notified by the secretary when vacancies occur due to resignations, convention or caucus action and shall be allowed thirty (30) days to submit advisory recommendations.
- b. The election shall take place at the regular meeting of the state board of directors following the date on which the vacancy occurs. Election to fill a vacancy shall require an affirmative vote of the majority of members present. Nominations may be made from the floor provided the consent of the nominee has been obtained. Voting shall be by ballot.

DUTIES

Section 5.

The program directors shall:

- a. submit an annual plan of work to the appropriate vice president in accordance with procedures established by the state board of directors;
- b. continue the plan of work established by his predecessor until such time as his plan of work is approved;
- c. submit an annual report to the appropriate vice-president in accordance with procedures established by the state board of directors.

ARTICLE XX - COMMITTEE ON STATE AND LOCAL RELATIONSHIPS

Section 1.

There shall be a committee on state and local relationships.

Section 2.

This committee upon the authorization of the executive committee shall review any alleged violations by the constituent body of these bylaws, their own bylaws, or other practices or activities of the constituent body that may tend to defeat the Purposes and basic policies of the Illinois PTA, and shall make prompt report to the state board of directors of the results of such review and of its recommendation for action.

Section 3.

The constituent body shall be given an opportunity to be heard and to respond to the report issued by the committee on state and local relationships. If it is determined by a two-thirds (2/3) vote of the state board of directors that there is no appropriate action that can be taken to achieve compliance with the bylaws of the Illinois PTA or the local PTA/PTSA unit bylaws, the charter of the constituent body shall be withdrawn. The status as a local PTA/PTSA unit shall be terminated without further action.

ARTICLE XXI - LEGISLATION

LEGISLATION ACTION.

Section 1.

The Illinois PTA promotes and supports legislation designed to protect all children and youth, and to meet their educational and other welfare needs, in order that they may be better prepared to assume intelligently the increasing responsibilities of citizenship.

The Illinois PTA has continuing responsibility for all laws, which it has supported and a continuing duty to express opposition to laws contrary to its policies.

Legislation action of the Illinois PTA is determined at all times by previously adopted legislation policies as outlined in the Legislation Platform of the Illinois PTA and the legislative program of the National PTA.

LEGISLATION PLATFORM

Section 2.

The legislation platform shall consist of such preamble, items and sub-items of the legislation policies of the Illinois PTA as have been approved by action of convention delegates.

Proposed amendments to the legislation platform must be received ninety (90) days prior to the annual convention for consideration at the convention. Any portion not opened by prior notice may be opened at the convention by a two-thirds (2/3rds) majority vote of the delegates.

RESOLUTIONS

Section 3.

Proposed resolutions shall be published and distributed to the convention body in accordance with prescribed procedures of the state board of directors.

All previously adopted resolutions shall be reviewed annually in accordance with the prescribed procedures of the state board of directors.

Adopted resolutions shall remain active after adoption:

- a. unless within three (3) years the provisions have been met;
- b. for a period of three (3) years at which time they shall be dropped; or
- c. unless designated continuing positions of the Illinois PTA.

CONTINUING POSITIONS

Section 4.

Continuing positions as have been established in accordance with the prescribed procedures of the state board of directors shall be reviewed annually, and shall remain in effect unless dropped by board action.

ARTICLE XXII - STATE CONVENTION

Section 1.

A convention shall be held annually except under the conditions provided under the conditions provided within these Bylaws. The exact time and place shall be determined by the state board of directors.

Section 2.

The convention shall be the governing body of the Illinois PTA.

Section 3.

One hundred (100) delegates representing a majority of the districts shall constitute a quorum for any annual or special convention.

Section 4.

The privilege of participating as a voting member of the convention shall be extended to accredited delegates upon payment of the registration fee as determined by the state board of directors.

Section 5.

A voting member shall have but one (1) vote. The privilege of making motions, debating, and voting shall be limited to members of the state board of directors and accredited delegates from local PTA/PTSA units, councils, districts, and region(s).

Section 6.

Each local PTA/PTSA unit shall be entitled to be represented at an annual or special convention by its president or president-elect and by other delegates or accredited alternates. Representation of a local PTA/PTSA unit shall be based on the membership on the books of the state treasurer at the close of the preceding fiscal year, as follows:

Unit Membership+	Total Number of Delegates
++ 10 - 24	2
25 - 50	3
51 - 100	4
101 - 150	5
151 - 200	6
201 - 250	7
251 - 300	8

+And one (1) additional delegate for each fifty (50) members or major fraction thereof over three hundred (300) members.

++New local PTA/PTSA unit, local PTA/PTSA unit not affiliated with a school or existing local PTA/PTSA unit where the school enrollment is less than one hundred (100).

Section 7.

Each council shall be entitled to be represented at the state convention by its president and three (3) delegates or accredited alternates.

Section 8.

Each district and region shall be entitled to be represented by four (4) delegates chosen from and by its respective board.

Section 9.

A copy of the minutes of the convention shall be mailed to any delegate who shall have requested same and paid the required fee.

ARTICLE XXIII - CANCELLATION OF STATE CONVENTION

Section 1.

In the event of some great emergency such as war, epidemic or other disaster, the state board of directors shall have authority to determine whether a convention shall be held; a two-thirds (2/3) vote shall decide and the vote may be taken by electronic means or standard mail. In the event that the convention is not held, the state board of directors shall plan procedures for conducting all necessary business, including the election of officers.

Newly elected officers shall assume their duties on July 1 of the year of their election, or at the close of this meeting, whichever occurs later.

Section 2.

In an election by mail, each qualified delegate may cast a vote in accordance with the provisions of these Bylaws.

ARTICLE XXIV - NATIONAL CONVENTION

Section 1.

The Illinois PTA shall be entitled to be represented at the annual convention of National PTA.

Section 2.

The Illinois PTA shall be entitled to accredit delegates to the annual convention as prescribed in the Bylaws of the National PTA.

ARTICLE XXV - ENDOWMENT FUND

Section 1.

There shall be an endowment fund of at least twenty-five thousand dollars (\$25,000) managed by the treasurer, president, and president-elect as trustees under a written agreement of trust with the treasurer acting as chairman of trustees. The executive director shall serve as consultant.

ENDOWMENT TRUSTEES

Section 2.

The endowment trustees shall designate an agent approved by the state board of directors who shall act as a depository for the endowment fund. The designated agent shall be authorized to invest and reinvest the fund subject to the approval of the endowment trustees provided that at all times the fund shall be invested in securities designated by state law as "Trust Fund Securities." The designated agent may be changed from time to time at the discretion of the endowment trustees subject always to the approval of the state board of directors.

Section 3.

Contributions, profits from the sale of securities, interest from the sale of securities, and interest from the endowment fund shall be placed in the endowment or scholarship funds of the Illinois PTA at the discretion of the state board of directors.

Section 4.

The state board of directors shall have authority to transfer excess money between the endowment and scholarship funds and shall stipulate the conditions under which these funds may be disbursed.

#ARTICLE XXVI - PARLIAMENTARY AUTHORITY

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

ARTICLE XXVII - AMENDMENTS

Section 1.

These bylaws and the articles of incorporation may be amended by a two-thirds (2/3) vote at any annual or special convention of the Illinois PTA.

Section 2.

- a. Amendments may be proposed to the state board of directors by a local PTA/PTSA unit, a region, or members of the state board of directors.
- b. Proposed amendments shall be sent to the bylaws chairman not later than one hundred twenty (120) days prior to the annual convention.
- c. All proposed amendments shall be submitted to the state board of directors with recommendations from the bylaws committee at the following meeting of the state board of directors.
- d. Proposed amendments not recommended by the state board of directors may be presented by the submitting unit with permission of two-thirds (2/3) of the delegates present and voting at convention.
- e. Notice of the proposed amendments to be presented at convention shall be sent to all local PTA/PTSA unit and council presidents and members of the state board of directors at least one (1) month before the annual convention and ten (10) days before a special convention.

Section 3.

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

#Section 4.

The adoption of an amendment to any provision of the Bylaws of the Illinois PTA identified by a double star (**) shall serve automatically and without the requirement of further action by the constituent body to amend correspondingly the bylaws of each constituent body. Notwithstanding the automatic character of the amending process, the associations shall promptly incorporate such amendments in their respective bylaws.

#Section 5.

Each constituent body shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as are identified by the number symbol (#).

Section 6.

The designation of the number symbol (#) to any article or section of the bylaws of a local PTA/PTSA unit or council shall be considered an amendment and shall follow the process of this article.

Section 7.

All changes to any article or section of the bylaws of a local PTA/PTSA unit or council designated with the number symbol (#) shall be considered an amendment and shall follow the process of this article.

NOTE: The explanation for the symbols used in these bylaws can be found in the fore note.