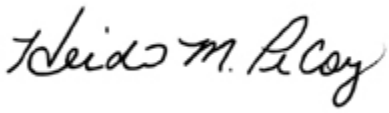
Bylaws Approved By Order of the
Texas PTA Board of Directors



Texas PTA President
10/13/2025

Highland Park Elementary
PARENT TEACHER ASSOCIATION BYLAWS

ARTICLE I
Name

The name of this nonprofit association shall be the Highland Park Elementary Parent Teacher Association (PTA) in Austin, Texas. It is a Local PTA organized under the authority of Texas Congress of Parents and Teachers (Texas PTA), a branch of National Congress of Parents and Teachers (National PTA). The IRS assigned EIN is 746085696. The assigned Texas PTA ID number is 696.

ARTICLE II
Purposes

Section 1. Purposes. The purposes of Highland Park Elementary PTA, in common with National PTA and Texas PTA, are:

A. to promote the welfare of children and youth in home, school, places of worship, and throughout the community;
B. to raise the standards of home life;
C. to advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
D. to promote the collaboration and engagement of families and educators in the education of children and youth;
E. to engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
F. to advocate for fiscal responsibility regarding public tax dollars in public education funding.

Section 2. Awareness. The purposes of National PTA, Texas PTA and this PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic principles and policies set forth in the Basic Principles article and the Basic Policies article.

Section 3. Federal Status. This PTA is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

ARTICLE III
Basic Principles

The following are basic principles of this PTA in common with those of the National PTA and Texas PTA:

A. This PTA shall be noncommercial, nonsectarian, and nonpartisan.
B. This PTA shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to

participate in the decision-making process by influencing school policy and advocating for children's issues, 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.

C. This PTA shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
D. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in this PTA.

ARTICLE IV
Basic Policies

A. No part of the net earnings of this PTA 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 Purposes article hereof.
B. Notwithstanding any other provision of these articles, this PTA shall not carry on any other activities not permitted to be carried on (i) by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170(c)2 of the Internal Revenue Code.
C. This PTA or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

ARTICLE V
Relationship with Texas PTA

Section 1. Organization. This PTA shall be organized and chartered under the authority of Texas PTA, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as Texas PTA may in its bylaws prescribe. Texas PTA shall issue to this PTA an appropriate charter evidencing the due organization and good standing of this PTA.

Section 2. Expectations. This PTA shall adhere to the Standards of Continuing Affiliation, which define requirements for Active and Good Standing Status.

Section 3. Harm to Brand or Name. If in the opinion of Texas PTA, this PTA or any of its executive board or committee members jeopardizes the good will or good name of PTA, Texas PTA may withdraw the charter or remove the executive board or committee member, with notice given to the PTA leadership.

Section 4. Withdrawal of Charter. This PTA is obligated, upon withdrawal of its charter by Texas PTA, to:

A. surrender all of its books, records, assets and property to Texas PTA;
B. cease and desist from the further use of any name that implies or connotes association with National PTA or Texas PTA.

Section 5. **Records Retention.** This PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements including, specifically, the number of its members, the dues collected from its members and the amount of dues remitted to Texas PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Texas PTA or National PTA.

Section 6. Dissolution of PTA.

A. **Voluntary Dissolution.** A PTA considering voluntarily dissolving, thereby terminating its legal business entity and its relationship with Texas PTA and National PTA, shall follow the dissolution procedures adopted by the Texas PTA Board of Directors and state law. These procedures include but are not limited to:

1. notification to Texas PTA of the consideration of the intent to dissolve;
2. invitation to a Texas PTA representative to attend an executive board meeting and discuss dissolution ramifications and procedures;
3. invitation to a Texas PTA representative to attend a membership meeting and discuss dissolution ramifications and procedures;
4. two-thirds vote to dissolve by members present and voting at a membership meeting, quorum having been established;
5. surrender all assets and financial and business records to Texas PTA; and
6. discontinuation of tax-exempt status as a 501(c)(3) under Texas PTA's group exemption and sales tax exempt status with the Texas State Comptroller; and if applicable, use of the sales tax permit.

B. **Involuntary Dissolution.** A PTA that fails to comply with the Texas PTA Board of Directors adopted Standards of Continuing Affiliation risks having its charter revoked, thereby terminating its legal business entity and relationship with Texas PTA and National PTA. Charter Revoked PTAs must surrender all assets and financial and business records to Texas PTA and discontinue using the tax-exempt status as a 501(c)(3) under Texas PTA's group exemption and sales tax exempt status with the Texas State Comptroller; and if applicable, use of the sales tax permit.

C. **Failure of Notice to Dissolve.** Any PTA that chooses to voluntarily dissolve and fails to comply with the outlined Texas PTA dissolution procedures shall be considered a charter revoked PTA and immediately surrender all assets and financial and business records to Texas PTA upon notification of a revoked charter; and discontinue using the tax-exempt status as a 501(c)(3) under Texas PTA's group exemption and sales tax exempt status with the Texas State Comptroller; and if applicable, use of the sales tax permit.

Section 7. Annual Meetings. Delegates of this Local PTA shall be eligible for voting representation at the National PTA and Texas PTA annual meetings upon the PTA achieving Active Status by December 1. Delegates to the National PTA annual meeting must be current members of this PTA and credentialed by Texas PTA. Delegates to the Texas PTA annual meeting must be current members who have registered and are in attendance at the annual meeting.

ARTICLE VI
Council Membership

Section 1. Representation. This Local PTA may be a member of only one Council of Parent Teacher Associations (Council of PTAs).

Section 2. Representation.

A. This Local PTA shall be represented at Austin Council of PTAs delegate meetings by the president or alternate, principal or alternate, and the council delegates or alternates. The number of council delegates shall correspond with the number stated in the Council of PTAs bylaws. All delegates to the Council of PTAs shall be members of the Local PTA they represent.

B. Council delegates and their alternates shall be appointed by the president, subject to approval of the executive board, and reported by the Local PTA secretary to the Council PTA. The deadline for the Local PTA secretary to report all delegates and alternates to the Council of PTAs is before the first delegate meeting. *Delegates and alternates reported after the first delegate meeting will be allowed to participate moving forward. Delegate or alternate changes or those added from newly joined Local PTAs shall be submitted in writing prior to the next delegate meeting.*

C. Delegates to Austin Council of PTAs shall serve for a term of one year.

Section 3. Dues. This PTA shall pay annual dues to the Austin Council of PTAs. The dues amount shall correspond with the amount stated in the Council PTA bylaws. The deadline to pay dues is by the first delegate meeting. *Local PTAs paying dues after the first delegate meeting will be allowed to participate moving forward.*

Section 4. Voting Body. To be eligible to introduce motions, debate, or vote on Council of PTAs business, this Local PTA shall report delegates and alternates, and pay dues.

ARTICLE VII
Membership and Dues

Section 1. Members.

A. Membership in PTA shall be open without discrimination to anyone who believes in and supports the mission and purposes of National PTA and Texas PTA.
B. The members of this PTA shall be those who have paid dues for the current membership year.
C. Every member of this PTA is a member of National PTA and Texas PTA, entitled to all the benefits of such membership, when membership rosters and dues are received by Texas PTA.
D. This Local PTA may add individuals to membership at any time.
E. The membership year shall be August 1 - July 31.
F. Members shall not, directly or indirectly, communicate to school district personnel or media as representing this PTA unless authorized to do so by the president or executive board.

Section 2. Dues.

A. This PTA shall remit a membership roster along with the national and state dues to Texas PTA for each of its members.
B. Annual dues for each member shall be the sum of national dues plus state dues plus the local dues amount of $5.00.

Section 3. Texas PTA Honorary Life Members.

A. An honorary life membership may be granted to any deserving individual by this PTA upon receipt of payment to Texas PTA.
B. An honorary life membership does not authorize the right to vote or hold office without payment of the national and local portion of the dues.
C. Each honorary life membership grants an exemption from paying the Texas PTA portion of the dues at only one Local PTA.

ARTICLE VIII
Membership Meetings

Section 1. In-Person Meetings.

A. **Regular Meetings.** Regular membership meetings shall be held in September, October, November, February, March, April, and May. Place, date and time shall be established by the executive board at its first meeting of the year. Immediately following the first executive board meeting, the membership shall be notified of the place, date and time of all membership meetings through regular publicity channels. Five days' notice shall be given if a change of date is needed or if a virtual meeting is being changed to an in person meeting.
B. **Special Meetings.** A special membership meeting shall be called by the president or by a majority of the executive board with at least three days' notice giving the place, date, time, and purpose of the special meeting. No other business may be conducted.
C. No one shall attend in-person meetings virtually.

Section 2. Virtual Meetings. Except for the first and election meetings, membership meetings may be held virtually, following these guidelines.

A. Notice.
    1. Regular virtual meetings require a ten day notice.
    2. Special virtual meetings require a ten day notice.
    3. A change of date requires a five day notice.
B. Notice shall include the link to register, explanation of meeting technology, and meeting rules.
C. Attendees must register to attend no later than five days prior to the meeting, to allow for membership verification.
D. The chair shall present meeting technology and rules prior to conducting any business.
E. The meeting technology must allow each member in attendance to communicate with all other members in attendance at the meeting.

Section 3. Election Meeting. The membership meeting held in April shall be for the purpose of electing officers.

Section 4. Annual Meeting. The membership meeting held in May shall be the annual meeting and shall be for the purpose of receiving reports of officers and chairs and for any other necessary business.

Section 5. Parliamentary Procedure. The parliamentarian shall advise the chair, executive board and members on parliamentary procedure to ensure business is conducted properly. If the parliamentarian is not present, the chair shall appoint an acting parliamentarian.

Section 6. Quorum. To conduct any business at a membership meeting, a quorum of 10 members shall be present and voting.

Section 7. Motions and Voting. Membership meetings shall be open to all community members, but the right to introduce motions, debate and vote shall be limited to members of this PTA.

Section 8. Proxy Voting. There shall be no proxy voting.

Section 9. Recording. Meetings may be recorded by one executive board member, preferably the secretary, for the purpose of accurately documenting business.

A. Members shall be notified the meeting is being recorded at the start.
B. Members may request recording be paused during discussion.
C. Recordings shall only be used for the purpose of accurately documenting business conducted at the meeting. No one shall attend in-person meetings virtually.
D. Recordings shall be permanently destroyed after minutes are documented.
E. All other attendees are prohibited from recording meetings.

Section 10. Minutes. Minutes shall be made available to members only, except when proof of election is required.

ARTICLE IX
Nominations and Elections

Section 1. Nominating Committee.

A. **Composition**. The nominating committee shall consist of 5 members and 1 alternates. The president shall not serve as a member of this committee nor appoint any member of this committee. Student members shall not serve as chair or constitute a majority of this committee.
B. **Eligibility.** Nominating Committee shall:
    1. subscribe to, believe in and support the mission, purposes and policies of National PTA and Texas PTA;
    2. join this PTA, if not a member, at the time of committee election;
    3. receive no compensation except reimbursement for reasonable expenses as set forth in PTA policies and procedures; and,
    4. not serve two consecutive terms on the committee.
C. **Election of Committee.** The nominating committee shall be elected by plurality vote of members present and voting at a membership meeting prior to the election meeting. When the number of nominees is less than or equal to the number of positions on the committee, the election may be by acclamation, otherwise the election shall be by ballot.
D. **Election of Alternates.** When there is a vacancy or absence on the nominating committee, alternates shall serve in order of rank. When the nominating committee is elected by acclamation, nominations for alternate shall be taken from the floor and each be ranked by the order nominated. When the committee is elected by ballot, those nominees not elected to the committee shall be ranked according to the number of votes received.
E. **Meeting.** The parliamentarian shall schedule the first nominating committee meeting and provide required information on the nomination and election process.
F. **Duties.** The nominating committee shall:
    1. sign the nominating committee confidentiality agreement before any discussion takes place;
    2. elect its chair;
    3. consider only officer candidates who meet eligibility requirements set forth by these bylaws and who have signified their consent to serve if elected;
    4. consider all nominations and may seek additional candidates during its deliberations;

5. by majority vote of committee members present and voting, submit only one name for each position to be filled; and
6. be prepared to speak to the qualifications of the slated candidates should there be a contested election at the election meeting.

G. **Report of the Nominating Committee.** The nominating committee report shall be published through regular publicity channels at least seven days before the election meeting. The report shall be read at the election meeting.

H. **Dissolution.** Upon completion of the election, the nominating committee shall dissolve.

Section 2. Nominations from the Floor. Nominees from the floor shall be accepted at the election meeting.

Section 3. Elections. Officers, as defined in the Composition section of the Executive Board article, shall be elected by ballot in April. If there is only one nominee for an office, election for that position may be by acclamation.

ARTICLE X
Executive Board

Section 1. Composition. The executive board of this PTA shall be:

A. the officers including the president, 6 vice president(s), secretary, and treasurer;
B. the parliamentarian;
C. the campus principal (or representative designated by the principal);
D. the chair of each standing committee, and faculty/staff representative and assistant treasurer, advocacy & awareness executive, dei executive.

Section 2. Eligibility.

A. In order to be considered for service, executive board members shall have served no more than two consecutive terms in the same position;
B. In order to serve, executive board members shall also:
    1. subscribe to, believe in and support the mission, purposes and policies of National PTA and Texas PTA;
    2. be a member of this PTA within 30 days of the start of the membership year in which they serve or within 30 days of their election or appointment if taking office after the start of the membership year;
    3. receive no compensation from this PTA except reimbursement for reasonable expenses as set forth in PTA policies and procedures;
    4. not be employed by, or under contract to this PTA; and,
    5. serve in only one capacity.
    6. Additionally, the president shall:
        a. not simultaneously serve as a council and local PTA president; nor,
        b. hold or announce candidacy for the local school board while serving as president of this PTA.

Section 3. Student Members. For legal considerations, members under the age of 18 shall not:

A. serve as president, first vice president, secretary or treasurer;
B. serve as a signer on the bank account(s);
C. be appointed to review account statement;
D. constitute a majority of the financial reconciliation committee; nor,
E. hold a majority of the offices.

Section 4. Co-Chairs Prohibited. Any elected or appointed executive board position may only be filled by one person.

Section 5. Term of Office. Executive board members shall assume their official duties following the end of the fiscal year and shall serve a term of one year. An executive board member who has served more than one-half of a term shall be credited with having served that term.*(Proviso 1: In the event of a national emergency or natural disaster, the executive board members may temporarily serve in the same position until their successor is elected or appointed. Proviso 2: The initial term of office shall be extended to the close of the subsequent fiscal year for PTAs organizing after January 1.*

Section 6. Vacancy in Office.

A. All officer positions not filled by election become vacant. In the case of a vacancy of an officer, the president shall direct the secretary to serve notice to the executive board and shall conduct the election to fill the vacancy at an executive board meeting.
B. In the case of a vacancy in the office of president, the vice president shall direct the secretary to serve notice to the executive board and shall conduct the election at an executive board meeting.
C. In the case of a vacancy of an appointed executive board member, the president shall appoint a replacement with the approval of the remaining executive board members.
D. In the interim, duties of any vacancy shall be assumed by the executive board.

Section 7. Removal and Resignation.

A. Any executive board member may be removed at a regular or special executive board meeting by a vote of two-thirds of all executive board members then in office.
B. Any executive board member may resign by delivering a written resignation to the PTA president. Once the resignation is accepted by the executive board, the secretary shall record it in the minutes.

Section 8. Executive Board Duties. Each executive board member shall carry out the fiduciary responsibilities for this PTA by exercising duty of care, duty of loyalty and duty of obedience.

A. The duty of care requires each executive board member to use the same care and concern for executive board responsibilities as any prudent and ordinary person would, including:
    1. complete all components of FOUNDATIONS training and deliver proof of completion to secretary within 30 days of election or appointment;
    2. reimburse all FOUNDATIONS training related expenses for each executive board member;
    3. create standing and special committees;
    4. submit and have approved, written Plans of Work for all executive board members and committee chairs;
    5. have a current copy of the PTA governing documents;
    6. fill vacancies;
    7. deliver all official materials to successor or the president no later than 15 days following the end of term;
    8. transact necessary business in the intervals between membership meetings;
    9. attend all meetings; and,
    10. present an executive board report, financial report, and all other necessary reports at each regular membership meeting.
B. The duty of loyalty requires each executive board member to place the interests of this PTA above any other, including:
    1. refrain from making any slanderous or defamatory statements that will, in all likelihood, harm the PTA name or brand;
    2. present publicly a united front on all decisions made as an executive board;
    3. maintain confidentiality, and
    4. not communicating to school district personnel or media as representing this PTA unless authorized to do so by the president or executive board.
C. The duty of obedience requires each executive board member to adhere to the law and PTA's mission, purposes and governing documents, including:
    1. comply with the legal filing requirements of state and federal government agencies;
    2. annually review the records retention policy;
    3. annually review and have membership adopt the e-commerce policy and the social media guidelines, unless these are covered in the PTA's Standing Rules;
    4. sign the Confidentiality, Ethics and Conflict of Interest Agreement;
    5. ensure an annual budget for the upcoming fiscal year is adopted by membership at the annual meeting;
    6. abide by policies and procedures as set forth by Texas PTA; and,

7. perform duties outlined in these bylaws, governing documents and those assigned by the president.

Section 9. Additional Duties of Officers, Parliamentarian, and Principal.

A. **Newly-elected President.** The newly-elected president, no later than 30-days after election, shall call a meeting of the newly-elected officers to:
   1. appoint a parliamentarian and all standing committee chairs, subject to the approval of the newly-elected officers;
   2. conduct any other necessary business; and
   3. after this, all meetings shall be of the entire executive board as defined by the Executive Board article.

B. **President.** The president shall:
   1. coordinate the work of this PTA's executive board and committees in order that the purposes may be promoted;
   2. preside at all executive board and membership meetings;
   3. confirm quorum is present at all executive board and membership meetings before conducting business;
   4. confirm secretary and parliamentarian are present at all meetings, and appoint temporary replacements when necessary, before conducting business;
   5. not vote, unless vote will change outcome to make or break a tie, or vote is by ballot;
   6. appoint the chair of each standing and special committee, subject to the approval of the executive board, unless otherwise provided in these bylaws;
   7. be authorized to sign on bank accounts, and access accounts electronically unless prohibited by terms of employment;
      a. If limited by terms of employment, shall not be related by blood or marriage and shall not reside in the same household as authorized signers.
   8. be authorized to sign contracts approved by the executive board;
   9. be listed as the principal officer and be authorized to sign tax documents, unless prohibited by terms of employment;
   10. appoint a member, subject to the approval of the executive board, who is not authorized to sign on the bank account, to review each account statement, and complete the Statement Review by Non-Signer form;
   11. represent the Local PTA as a delegate to Council PTA;
   12. appoint the financial reconciliation committee, as outlined in the Fiscal Accountability article; and
   13. serve as an ex-officio member on all committees except nominating and financial reconciliation committees.

C. **First Vice President.** The vice president shall:
   1. be responsible for aide-to-the-president; executive; and
   2. preside in the absence of the president (in their designated order):

D. **Second Vice President.** The vice president shall:
   1. be responsible for fundraising; and
   2. preside in the absence of the president (in their designated order):

E. **Third Vice President.** The vice president shall:
   1. be responsible for communications; and
   2. preside in the absence of the president (in their designated order):

F. **Fourth Vice President.** The vice president shall:
   1. be responsible for membership; and
   2. preside in the absence of the president (in their designated order):

G. **Fifth Vice President.** The vice president shall:
   1. be responsible for webmaster; and
   2. preside in the absence of the president (in their designated order):

H. **Sixth Vice President.** The vice president shall:
   1. be responsible for staff support; and

2. preside in the absence of the president (in their designated order):

I. **Secretary.** The secretary shall:
   1. confirm all executive board members have registered with Texas PTA within 15 days of their election or appointment;
   2. file names of delegates and alternates with the Council PTA secretary before the first regular delegate meeting, and submit any changes in writing prior to the next delegate meeting, in order to be eligible to vote;
   3. send, or cause to be sent, executive board and membership meeting notices;
   4. be responsible for correspondence;
   5. record the minutes of all executive board and membership meetings;
   6. present the Statement Review by Non-Signer Reports at each executive board meeting;
   7. have a current copy of this PTA bylaws and, if applicable, standing rules;
   8. confirm the membership has adopted and the executive board annually reviews the PTA's Records Retention Policy;
   9. confirm that all executive board members have signed the PTA Confidentiality, Ethics, and Conflict of Interest Agreement;
   10. maintain the required PTA documents including:
      a. those that must be annually reviewed by the executive board and adopted by membership (unless policies are incorporated into the standing rules):
         1. the e-commerce policy,
         2. the social media guidelines;
      b. records retention policy;
      c. approved plans of work;
      d. the Confidentiality, Ethics and Conflict of Interest Agreement adopted and signed by all executive board members;
      e. certificates to confirm all executive board members have completed all required FOUNDATIONS training;
      f. membership rosters, which shall not be released to outside interests; and,
      g. any other documents deemed necessary by this PTA's Records Retention Policy;
   11. collect and preserve documents relating to the PTA's history;
   12. present a written summary of all PTA's events, programs and significant information at the annual meeting, if no historian;
   13. not be a member of the financial reconciliation committee; and,
   14. present executive board and membership meeting minutes and related documents to the Financial Reconciliation Committee no more than 10 days after the end of the fiscal year.

J. **Treasurer.** The treasurer shall:
   1. have custody of all the PTA funds;
   2. serve as the budget and finance committee chair;
   3. present IRS confirmation of the appropriate Form 990 acceptance at the first executive board meeting;
   4. present a written and verbal financial report at regular executive board and membership meetings, and as requested by the executive board or membership;
   5. maintain books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy;
   6. make disbursements in accordance with the budget adopted by the membership;
   7. be authorized to sign on bank accounts and access accounts electronically;
   8. be authorized to sign tax documents, if the president is prohibited by terms of employment;
   9. present a preliminary annual financial report, showing budget to actual, at the annual meeting;
   10. present next fiscal year's proposed budget for adoption by membership at the annual meeting;

11. file electronically and have accepted the appropriate Form 990 within 60 days of fiscal year end;
12. complete and file all additional tax documents; and
13. present books of account and records to the financial reconciliation committee within 10 days of the fiscal year end.

K. **Parliamentarian.** The parliamentarian shall:
1. advise the chair, executive board and members on questions of parliamentary procedure;
2. serve as ex-officio on the bylaws (and standing rules, if applicable) review committee;
3. not serve as a committee chair;
4. schedule first nominating committee meeting and provide committee the required information on the nomination and election process; and
5. vote only when the vote is by ballot.

L. **Principal.** The principal or their designee shall:
1. be a graduate of Basics Principals in lieu of FOUNDATIONS; and,
2. attend all meetings.

Section 10. Executive Board Member Rights. Executive board members shall not be entitled to privileges that are not due to any other school district taxpayer because of their position in the PTA.

ARTICLE XI
Executive Board Meetings

Section 1. In-Person Meetings.

A. **Regular Meetings.** Regular executive board meetings shall be held prior to each membership meeting. Three days' notice shall be given if change of date or type of meeting is needed.

B. **Special Meetings.** A special executive board meeting shall be called by the president or by a majority of the executive board with notice given in writing, including electronic mail, to each executive board member at least three days before the meeting. Notice shall include the place, date, time, and purpose of the special meeting. No other business may be conducted.

C. Executive board members shall not attend in-person meetings virtually.

Section 2. Virtual Meetings. Except for the first and one additional, executive board meetings may be held virtually, following these guidelines.

A. Notice.
1. Regular virtual meetings require a three day notice.
2. Special virtual meetings require a three day notice.
3. A change of date requires a three day notice.

B. Notice shall include the link to register, explanation of meeting technology, and meeting rules.

C. All executive board members shall have access to the virtual meeting technology.

D. The chair shall present meeting technology and rules prior to conducting any business.

E. The meeting technology must allow each member in attendance to communicate with all others in attendance at the meeting.

Section 3. Parliamentary Procedure. The parliamentarian shall advise the chair and executive board on parliamentary procedure to ensure business is conducted properly. If the parliamentarian is not present, the chair shall appoint an acting parliamentarian.

Section 4. Quorum. To conduct any business at an executive board meeting, the majority of executive board members shall be present and voting.

Section 5. Proxy Voting. There shall be no proxy voting.

Section 6. Emergency Voting. In an emergency, the executive board may vote by phone, email, or other electronic means if authorized by the president, or a majority of the executive board.

A. Executive board members shall have at least 24 hours to cast their votes.

B. A vote of two-thirds of the entire executive board is required for adoption.

C. No discussion is allowed. If discussion is needed, a special meeting shall be held.

D. The chair shall announce results by phone, email, or other means, as long as it is by the same means as vote.

E. The vote shall be recorded in the minutes of the next regular executive board meeting.

Section 7. Recording. Meetings may be recorded by one executive board member, preferably the secretary, for the purpose of accurately documenting business.

A. Members shall be notified the meeting is being recorded at the start.
B. Executive board members may request recording be paused during discussion.
C. Recordings shall only be used for the purpose of accurately documenting business conducted at the meeting.
D. Recordings shall be permanently destroyed after minutes are documented.
E. All other attendees are prohibited from recording meetings.

Section 8. Minutes. Minutes shall be made available to executive board members only, except as required for the Financial Reconciliation.

ARTICLE XII
Committees

Section 1. Committees. The executive board may create standing and special committees as it deems necessary to promote the Purposes.

A. The president shall appoint the chair of each committee, subject to the approval of the executive board, unless otherwise provided in these bylaws.
B. The president shall be an ex-officio member of all committees except the financial reconciliation and nominating committees.
C. The chair of each committee shall be an ex-officio member of all subcommittees within the respective committee.

Section 2. Eligibility to Serve. Committee members shall:

A. subscribe to, believe in and support the mission, purposes and governing documents of National PTA and Texas PTA;
B. be a member of this PTA within 30 days of the start of the membership year in which they serve or within 30 days of their election or appointment if taking office after the start of the membership year; and,
C. receive no compensation except reimbursement for reasonable expenses as set forth in PTA policies and procedures.
D. Additionally, the chair shall not have served in the same office for more than two consecutive terms.

Section 3. Co-Chairs Prohibited. Only one person shall be appointed to serve in any one chair position.

Section 4. Term. The chair of each standing committee shall assume their official duties following the close of the fiscal year and shall serve a term of one year. The chair of each special committee shall serve until their committee's purpose is complete or until the end of the term, whichever comes first. No chair shall serve in the same office for more than two consecutive terms. Anyone who has served more than one-half of a term shall be credited with having served that term.

Section 5. Committee Chair Duties. Each committee chair shall:

A. complete all components of FOUNDATIONS training and deliver completion certificate to secretary, no more than 30 days following election or appointment;
B. present a written Plan of Work to the executive board for approval;
C. have a current copy of this PTA bylaws and, if applicable, standing rules;
D. appoint committee members with approval of the executive board;
E. hold meetings to conduct the business of the committee;
F. allow members to have equal say in committee decisions;
G. report back to the executive board the results of committee outcomes;
H. deliver all official materials to successor or the president within 15 days of the end of term or completion of purpose, whichever comes first; and,
I. perform other duties as assigned by the president.

Section 6. Quorum. The quorum of any committee shall be a majority of its members.

Section 7. Proxy Voting. There shall be no proxy voting.

ARTICLE XIII
Fiscal Accountability

Section 1. Fiscal Year. The fiscal year of this PTA shall begin August 1 and end on the following July 31.

Section 2. Signers. Signers on the bank account shall not be related by blood or marriage and shall not reside in the same household.

Section 3. Financial Reconciliation.

A. A financial reconciliation shall be performed:
   1. at the end of the fiscal year;
   2. when any authorized check signer is added or deleted on any bank account; and
   3. at any time deemed necessary by the president or three or more members, as documented by written request or in meeting minutes.

B. For the required year-end financial reconciliation, the president shall appoint the financial reconciliation committee at the annual meeting, subject to the approval of the membership, and the reconciliation must occur within 30 days of the PTA's fiscal year end.

C. For any other financial reconciliation, the president shall appoint, subject to the approval of the executive board, a financial reconciliation within ten days, and the reconciliation must occur within 20 days of formation.

D. The appointed financial reconciliation committee shall consist of no less than three members who shall not:
   1. be authorized signers;
   2. be the current secretary;
   3. be the incoming treasurer;
   4. be majority student members;
   5. be related by blood or marriage; or
   6. reside in the same household as or be related by blood or marriage to the authorized signers or current secretary.

E. After completing the year-end or check signer addition/deletion financial reconciliation, the committee shall submit a copy of the Financial Reconciliation Report to the treasurer and review the findings and recommendations at the next executive board meeting. A member of the financial reconciliation committee shall present the committee's report for adoption by a majority vote of the members present and voting at the first regular membership meeting. The secretary shall attach the report to the meeting minutes.

F. After completing a financial reconciliation deemed necessary by the president or three or more members, a member of the financial reconciliation committee shall present the Financial Reconciliation Report for adoption by a majority vote of the members present and voting at the next membership meeting. The secretary shall attach the report to the meeting minutes and provide a copy to the current treasurer. The committee shall then review the findings and recommendations from the Financial Reconciliation Report at the next executive board meeting after presenting it to the membership.

G. Immediately following a financial reconciliation, the books shall be given to the current treasurer so that he/she can proceed with business.

ARTICLE XIV
Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this PTA in all cases to which they are applicable and in which they are not inconsistent with these bylaws, and any other bylaws or rules adopted by National PTA and Texas PTA.

ARTICLE XV
Amendment of Governing Documents

Section 1. Review. This PTA shall review and submit these bylaws (and the standing rules, if applicable) to Texas PTA for approval at least every three years.

Section 2. Bylaws Amendments. These bylaws may be amended at any membership meeting by a two-thirds vote of the members present and voting, provided a quorum is present. Notice of each proposed amendment shall be provided to the membership at least 30 days prior to the meeting at which the amendment is voted on. This notice can be given through regular publicity channels or at a previous membership meeting.

Section 3. Standing Rules Adoption or Amendments.

A. If 30 days' notice was given and quorum is present, standing rules may be adopted or amended by a majority vote of the members present and voting at any membership meeting. Notice of each proposed amendment should be provided to the membership through regular publicity channels.
B. If no notice was given and quorum is present, standing rules may be adopted or amended by a two-thirds vote of members present and voting at any membership meeting.

Section 4. Texas PTA Approval. After vote by the membership, the bylaws (and the standing rules, if applicable) shall be submitted for approval to Texas PTA according to the policies and procedures of Texas PTA.

Section 5. **Effective Date.** Amended bylaws and standing rules go into effect when an approved copy is returned by Texas PTA. After approval by Texas PTA, membership shall be notified.

Section 6. **Local Bylaws Template**. Texas PTA manages the bylaws template, which includes all mandatory provisions. Amendments to the template are approved by Texas PTA Board of Directors and require no further action by the PTA.

Approved by the Texas PTA Board of Directors February 23, 2025. Effective August 1, 2025.

Local PTA
Standards of Continuing Affiliation

Each membership year, Local PTAs must meet both of the following requirements to attain Active Status with Texas PTA. The membership year begins on August 1.

1. Remit to Texas PTA state/national membership dues for at least 20 members.
2. Submit to Texas PTA the name and contact information (mailing address, phone number, and email address) of at least one current Executive Board member, preferably the President.

Local PTAs must comply with all of the following standards to remain in Good Standing with Texas PTA. Local PTAs that do not maintain Good Standing will be subject to a Local PTA Retention Plan as described below.

1. Maintain Active Status with Texas PTA.[1] *(see requirements above)*
2. Report all additional members and remit all state/national dues to Texas PTA each year.
3. Submit to Texas PTA the name and contact information for all additional executive board member within 15 days of election or appointment.[2]
4. Review Local PTA bylaws (and standing rules, if applicable) every three years and submit to Texas PTA for approval.[3]
5. Each year, within 60 days of fiscal year end, electronically file and have accepted by the IRS the appropriate "Form 990 Return of Organization Exempt from Income Tax".[4]

1. *Active Status is used to determine eligibility in many Texas PTA programs and services. Please reference specific program eligibility requirements to ensure your PTAs participation.*
2. *PTAs submit executive board member information to Texas PTA electronically via the Texas PTA website.*
3. *Bylaws are submitted via the Bylaws Submission Form found on the Texas PTA website.*
4. *Proof of filing and acceptance is the Exempt Organization Business Master File issued regularly by the IRS.*

PTA Retention Plan

Initiated when a PTA does not attain Good Standing.

Notification: A PTA not in Good Standing by November 1 moves to the Notification Phase. Texas PTA notifies the PTA of the action(s) required to attain Good Standing. The PTA has until November 30 to meet all Good Standing requirements and avoid moving into the Restriction Phase.*

Restriction: A PTA not in Good Standing by December 1 moves to the Restriction Phase. While in the Restriction Phase, the PTA is not eligible for awards, programs, or grants administered by Texas PTA or National PTA. The PTA has until December 31 to meet all requirements and avoid moving into the Restructure Phase.

Restructure: A PTA not in Good Standing by January 1 moves to the Restructure Phase. Texas PTA may restructure the leadership or revoke the charter of the PTA. A PTA that signs an Action Plan may temporarily move to the Intervention Phase giving them time to resolve any outstanding issues. The PTA in Intervention continues to be ineligible for awards, programs, and grants administered by Texas PTA and National PTA until Good Standing is attained.

Intervention: Once in the Intervention Phase, Texas PTA assigns a Support Team to assist the PTA. If all requirements of the Action Plan are not resolved by the agreed-upon date, the PTA is moved back into Restructure.

Charter Withdrawal: A PTA remaining in Restructure or Intervention on July 31 is moved into the Charter Withdrawal Phase on August 1. If the PTA does not attain Good Standing by November 1, the PTA is terminated and the charter is revoked.

Bylaws Snapshot Worksheet for Highland Park Elementary PTA

Fast Facts:

- *Texas PTA ID: 696*
- *IRS assigned EIN: 746085696*
- *Bylaws last Approved: on 10/13/2025*
- *Standing Rules last approved: 10/13/2025*

Bylaws are made up of two parts. The template includes required language which cannot be changed, does not require member approval and is managed by the Texas PTA Board of Directors. The customizable areas are designed to meet the needs of your community.

The fields below are the only customizable parts of these bylaws. Requirements to amend Highland Park Elementary PTA governing documents can be found in the Amendment of Governing Documents article of these bylaws and at www.txpta.org/bylaws

Proposed	Currently on File with Texas PTA
_____	**Local Dues:** Your PTA should charge each member National Dues + State Dues + the Local Dues amount of $5.00
	Austin Council of PTAs Delegate Selection: appointed, subject to the approval of the executive board
_____	**Membership Meeting Months:** September;October;November;February;March;April;May *If considering changing the Membership Meeting Months, you must designate a minimum of three and you must make sure the Election Meeting Month (listed below) is one of the designated months.*
_____	**Election Meeting Month:** April *If considering changing the Election Meeting Month, remember to make sure it is listed in the designated Membership Meeting Months.*
_____	**Quorum:** 10 members *If considering changing quorum, the number of members required to conduct business, the minimum is ten.*
_____	**Nominating Committee:** 5 members and 1 alternates. *If considering changing the composition of the Nominating Committee, you can choose 3, 5 or 7 members and 1, 2 or 3 alternates.*
_____	**Executive Board Composition:** The officers including a President, 6 Vice President(s), Treasurer and Secretary; the Parliamentarian; the campus Principal; Standing Committee Chairs;Faculty/Staff Representative; and assistant treasurer, advocacy & awareness executive, DEI executive.
_____	**Duties of Vice Presidents:** • First Vice President: aide-to-the-president; executive • Second Vice President: fundraising • Third Vice President: communications • Fourth Vice President: membership • Fifth Vice President: webmaster • Sixth Vice President: staff support *Each Vice President shall preside in the absence of the president (in their designated order) and be in charge of what is listed above.*
_____	**Fiscal Year:** August 1 - July 31 *If considering changing the fiscal year, your options are June 1-May 31 or July 1-June 30.*