

Swigert International School PTA Bylaws

2022-2025



A little about your bylaws

KEEP THIS PAGE WITH YOUR CURRENT BYLAWS.

- Items with an **asterisk** are required either by Colorado PTA, National PTA, the Internal Revenue Service (IRS) and/or Colorado State Law. They cannot be deleted or amended. Make sure the asterisks (*) remain in the final version of your bylaws.
- Every three (3) years, your bylaws must be updated into the most current sample local unit bylaws template, adopted by your membership, and submitted to the Colorado PTA. Any **amendments**, to include a change in dues amounts, must be approved by the membership by a two thirds (2/3) vote and 30 days' notice of the vote.
- Your PTA/PTSA's **budget** must be approved by your membership, by a majority of the members present and voting, a quorum having been established. Any amendments to the approved budget require a two thirds (2/3) vote of members, present and voting, a quorum having been established.
- It is **STRONGLY** suggested to **elect your officers** in February or March. An early election provides ample opportunity for transition and to attend (*taking advantage of early bird pricing*) the annual Colorado PTA Convention and National PTA Convention.
- All PTA/PTSAs must have a **board of directors**. In smaller PTA/PTSAs, this may consist of only the elected officers and, perhaps, the principal. In larger PTA/PTSAs, the board may also include committee chairs, appointed members such as advocacy liaison, school accountability committee liaison, teacher/student liaisons, principal, etc. The board of directors can meet and conduct business between general membership meetings because the board reports any actions they have taken. This allows the general membership meeting to run more efficiently.
- Some PTA/PTSAs also have an **executive committee**. This typically consists of the elected officers and, perhaps, the principal. In a smaller PTA/PTSA, this composition is the same as the board of directors, so an executive committee is not needed. The executive committee consists of a smaller number of people, so they can meet on shorter notice to take emergency action as needed.
- An article on **electronic meetings, communications and voting**, is included in this template. These meetings are considered special meetings for the purposes of notice and quorum.

As always, the Colorado Board of Directors is here to help. If you have any questions, please email bylaws@copta.org or call the Colorado PTA office at 303-420-7820.

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***Article I — Name**

The name of this organization is the Swigert Parent Teacher Association (PTA), Denver, Colorado. It is a local PTA organized under the authority of Colorado Congress of Parents and Teachers (Colorado PTA), and a branch of the National Congress of Parents and Teachers (National PTA).

***Article II — Purposes ¹**

Section 1. The purposes of the PTA are:

- a) To promote the welfare of children and youth in home, school, community
- b) To raise the standards of educational programming and unity in our community
- 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
- f) To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Section 2. Awareness The purposes of the National PTA are promoted through advocacy and education in collaboration with parents, families, teachers, students and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in the Article III on Basic Policies ¹.

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

***Article III — Principals ¹**

The following are basic policies of PTA in common with those of the National PTA and the CO PTA;

- a) The association shall be noncommercial, nonsectarian, and nonpartisan;
- b) The association shall work with the schools and community 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
- c) The association shall work to promote the health and welfare of children and youth and shall seek to promote collaboration among families and the community at large.

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- d) No part of the net earnings of the organization shall inure to benefit, or be distributable to its members, directors, trustees, officers, or other private persons except that organization shall be authorized and empowered to pay reasonable compensation for services rendered and the make payments and distributions in furtherance of the purposes set forth in the Article on Purposes hereof:
- e) Notwithstanding any other provision of these articles: the organization 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, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code
- f) Upon the dissolution of the association of that organization; after paying or adequately providing for the debts and obligations of the associations, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or association that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of the National PTA and
- g) The association 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 otherwise²

*Article IV—Operational Requirements and Dissolution²

1. Net Earnings. No part of the net earnings of National 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 Article II hereof.
2. Exempt Activities. Notwithstanding any other provision of these Articles to contrary, in no event shall National PTA carry on any other activities which are not permitted to be carried on by either: (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. National PTA Bylaws, Amended June 2021 Page 15 of 15
3. Political Activities. National PTA or its 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.
4. Dissolution. Upon the dissolution of National PTA, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.

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***Article V — Relationship with National PTA and Colorado PTA**

- Section 1.** This local PTA shall be organized and chartered under the authority of the Colorado PTA in the area in which this local PTA functions, in conformity with such rules and regulations, as The Colorado PTA may in its bylaws prescribe. The Colorado PTA shall issue to this local PTA an appropriate charter evidencing the due organization and good standing of this local PTA.
- Section 2.** This local PTA shall adopt such bylaws for the government of the organization as may be approved by the Colorado PTA. Such bylaws shall not be in conflict with National PTA bylaws or the bylaws of Colorado PTA.
- Section 3.** The charter of a local PTA shall be subject to withdrawal and the status of the local PTA shall be subject to termination under the circumstances provided in the bylaws of the CO PTA.
- Section 4.** This local PTA is obligated, upon withdrawal of its charter by the Colorado PTA:
- a) To yield up and surrender all of its books and records and all of its assets and property to the Colorado PTA or to such agency as may be designated by the Colorado PTA, or to another local PTA organized under the authority of the CO PTA
 - b) To cease and desist from the further use of any name that implies or connotes association with the National PTA or the CO PTA or status as a constituent organization of the National PTA and
 - c) To carry out promptly, under the supervision and direction of the Colorado PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA.
- Section 5.** Delinquent status- Failure to remit membership dues by the end of the CO fiscal year shall result in the association being declared “delinquent”. Delinquent units will be ineligible for all Colorado PTA sponsored activities, materials, and services until such time as dues are paid. Continued delinquency may result in withdrawal of the charter under the procedure outlined in the Article on Dissolution.
- Section 6.** Provisional status — The following may constitute cause for a unit to be placed in provisional status. Failure to correct violation within timelines set by CO PTA may result in withdrawal of the charter; failure to comply with Internal Revenue Service (IRS) regulations; violation of the purposes or basic policies of PTA; and violation of unit, Co PTA, or National PTA bylaws. Each constituent organization (council or local) shall include in its bylaws provisions corresponding to the CO PTA bylaws as are identified therein by an *.
- Section 7.** Good Standing — Colorado PTA requires the following to be a unit in good standing:
- a) Remits the state and national portion of the dues and membership reports through the Colorado PTA to reach the state office by dates established by Colorado PTA;

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- b) Has bylaws approved according to the procedures of Colorado PTA;
- c) Purchases directors/officers, liability and bonding insurance coverage. Should be insurance not be purchased through CO PTA, proof is required to be submitted to Colorado PTA;
- d) Submits a complete officer's list as requested by Colorado PTA;
- e) Submits a copy of its annual audit report; Submits a copy of required IRS Form i.e. 990, 990-EZ or 990-N (as required to file a tax return);
- f) Registers with the Colorado Secretary of State office for the Colorado Charitable Solicitations Act (if required);
- g) and Meets other criteria as may be prescribed by the CO PTA (as necessitated by state statute, IRS regulations, etc.)

Section 8. Each officer of a local PTA shall be a member of such local PTA

Article VI — Membership and Dues

*Section 1. Membership Principles

- a) Every individual who is a member of this local PTA is, by virtue of that fact, a member of the National PTA and of the Colorado PTA by which this local PTA is chartered, and is entitled to all the benefits of such membership.
- b) Non Discrimination Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of the National PTA.
- c) Each local PTA shall accept members at any time. A planned membership campaign shall be conducted throughout the year.

Section 2. Membership Classification.

- a) Voting
 - i. Family Membership - Defined as parents, guardians, children, etc. living in the same household. Each family membership may have 1 (one) vote from individuals designated as voting members who support the purposes of PTA, only if both household members are present for any motions.
 - *ii. Individual Membership - Defined as any one individual in a household who supports the purposes of the PTA. Each individual shall have one vote if present at meetings that have a motion to vote.

Section 3. Membership Dues

- *a) Each member of this local PTA shall pay annual dues to this organization. The amount of such dues shall include the portion payable to the CO PTA (the state portion) and the portion payable to the National PTA (the national portion). Dues for the local unit portion shall be determined by the membership at any regular general membership meeting.^(3,4) The state and national portions of the dues paid

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by each member of the local PTA shall be set aside and remitted to the CO PTA according to established procedure.

b) Annual Membership Dues

- *i. Individual Each individual member shall pay annual dues of \$15.00.
- ii. Family- Each family membership shall pay annual dues of \$30.00, which included 2 designated voting members.
- iii. The dues for the local PTA unit portion, \$6.25 of the \$30 will go to the Colorado State PTA organization. The total amount of each member's dues shall be^{3 4} (\$30.00) per family, \$15 per individual household.

Section 4. The state and national portions (\$6.25) of the dues paid by each member of a local PTA shall be set aside and remitted to the Colorado PTA according to established procedure.

Section 5. Individual membership dues are nonrefundable by CO State or National PTA.

Section 6. Only members of this PTA who have paid dues for the current membership year shall be eligible to participate in the voting of the PTA, or to serve in any of its elective or appointed positions on committees.

Section 7. Membership is purchased annually and is valid from the purchase date through the first Wednesday of September. Dues shall be remitted to the CO State office on a bi-annual basis immediately following enrollment.

Article VII — Officers and Their Election

***Section 1.** Each elected officer of this PTA shall be a member of this PTA and 18 years or older.

Section 2. Officers and their election:

- a) The elected officers of this association shall consist of a president, two (2) vice president(s), a secretary and a treasurer.
- *b) Officers shall be elected by a ballot annually at a regular meeting of the association in the month of March;
- *c) The vote shall be conducted by a ballot; When there is but one candidate for any office that election may be held by voice vote;
- *d) No officer shall serve more than two (2) consecutive terms in the same office;
- *e) A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.
- *f) Officers shall assume their official duty July 1 and shall serve for a term of 1 year(s) or until their successors are elected and assume office.

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***Section 3** In the president’s absence or inability to serve, officers in their designated order Vice President, Secretary, Treasurer shall perform the duties of the president.

Section 4. Nominating Committee

- *a) There shall be a nominating committee composed of three (3) members who shall be elected by the membership of this PTA and at least two months prior to the election of officers;
- *b) The committee shall;
 - i. Elect a chair;
 - ii. Nominate one eligible person for each office to be filled and report its nominees at the general meeting at least 30 days prior to the election.
- c) Additional nominations may be made from the floor at the election meeting;
- *d) Only those individuals who are current members of a local PTA and who have signified their consent to serve if elected shall be nominated or elected to such office; and must become a member of this PTA at the beginning of their term of office.

Section 5. Vacancy - A vacancy occurring in any office shall be filled for the un- expired term by a majority vote of the executive board. In the case a vacancy occurs in the office of president, the Vice President shall assume office.

Article VIII — Duties of Officers

Section 1. The President Shall:

- *a) Preside at all meetings of this local PTA, the board of directors and the executive committee
- *b) Sign and execute all contract, agreements of the association, or other obligation in the name of the association
- *c) Serve as an ex-officio member of all committees except the nominating committee;
- d) Coordinate the work of the officers and committees of this local PTA in order that the purposes may be promoted
- e) Appoint standing and special committee chairs with the approval of the executive committee, with the exception of the nominating chair,
- *f) Appoint special committees, as needed, with the approval of the executive committee.
- *g) Appoint the PTA liaison to the schools accountability committee, with the approval of the executive committee.
- h) May appoint a parliamentarian, with the approval of the board of directors and executive committee.

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- *i) Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors, or executive appoint standing committees, as needed, with the approval of the executive board.

Section 2. The Vice President of Fundraising shall:

- *a) Serve as aide to the president
- *b) Perform the duties of the president in the president's absence or inability to serve
- *c) Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors or the executive committee.
- d) Serve as a liaison between the PTA fundraising committees including but not limited to; dine and donate, Swigert Gives, auction, book fair, retail store fundraising.

Section 3. The Vice President of Community Engagement shall:

- *a) Serve as aide to the president
- *b) Perform the duties of the president in the president's absence or inability to serve
- *c) Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors or the executive committee.
- d) Serve as a liaison between the PTA and the community engagement committees including but not limited to; the garden, critical needs, welcome breakfast, winter warmup, parent education.

***Section 4.** The Secretary shall:

- a) Record the minutes of all meetings of the Swigert PTA, board of directors and executive board
- b) Be prepared to read the records of any previous meetings
- c) File and maintain all records in accordance with documentation retention requirements.
- d) Have a current approved copy of the bylaws;
- e) Maintain a membership list
- f) Perform such other duties as may be provide for by these bylaws, prescribed by the parliamentary authority, or as directed by the president, or the executive board

***Section 5.** The Treasurer shall:

- a) Have custody of the funds of this local PTA;
- b) Maintain a full account of the funds of this local PTA;
- c) Disburse funds of this PTA only in accordance with the budget adopted by the membership of according to an appropriation approved by the membership.

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- d) Be responsible for a full and accurate account of the receipts and disbursements in the books belonging to this local PTA.
- e) Be one of the signatory on all PTA accounts. Signers of PTA accounts cannot have disbursement authority over school/school district funds; nor shall two signatories reside in the same household or be related;
- f) Provide a financial report to the board of directors and membership at each meeting;
- g) Provide an annual report of the financial condition of the association to the membership at the meeting following the review/audit;
- h) Pay the National PTA and the CO state PTA portion of the dues to the CO state PTA;
- i) Submit the books annually for a financial review/audit by an auditor or financial review committee selected by the board of directors or executive committee. A signer on the checking account may not be the auditor or a member of the financial review committee. The financial review must be completed within thirty (30) days of the close of the fiscal year. A report of the completed financial review will be presented to the board of directors for adoption at the first board meeting following the completion of the review, and a copy will be submitted to the Colorado PTA.
- j) Perform such other duties as may be provided by these bylaws; prescribed by the parliamentary authority or directed by the president of the executive board.

Section 6. All officers shall:

- a) Meet the fiduciary duties of careful and prudent judgment and adherence to the association's purposes and rules;
- b) Attend local, regional or state PTA workshops;
- c) Perform the duties outlined in these bylaws and those assigned from time to time; and
- d) Turn over to the president or successor all pertinent records, books, and material and return all funds to the treasurer without delay upon expiration of the term of office, or in case of resignation.

Article IX — Board of Directors

***Section 1.** The affairs of the Swigert PTA shall be managed by the executive board in the intervals between local PTA general membership meetings. The executive board shall take no action in conflict with these bylaws or any action taken by the membership

***Section 2.** Each board member shall be a member of this local PTA.

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***Section 3.** A PTA member shall not serve as a voting member of the local unit's executive board while serving as a paid employee of, or under contract to that unit.

Section 4. The members of the board shall have:

- *a) Elected officers;
- b) Standing committee chairs as listed; Nominating, Fundraising, Community
- c) Special Committee Chairs
- d) Appointed members; Principal or representative, teacher representative, standing committee chairs.

Section 5. Committee chairs and appointed members shall be appointed or reappointed at the beginning of each administration for a term that corresponds to that of the officers. Committee chairs and appointed members, may serve unlimited terms in the same position at the discretion of the president; with the approval of the board of directors.

Section 6. Duties of the board shall be to:

- *a) Transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the association.
- b) Create standing and special committees
- *c) Present a report at the regular membership meetings of the local PTA
- *d) Approve an annual budget prepared by the finance committee to be adopted by membership.

***Section 7.** The Board shall choose a process by which to perform the required annual financial review. Acceptable processes include either an internal financial review performed by a minimum of two (2) people who were not signatories on the account during the fiscal year being examined/reviewed, or an external review performed by a CPA. A report of the completed review will be presented for adoption at the first general board meeting following the completion of the financial review or audit, and a copy will be submitted to the Colorado PTA.

***Section 8.** If any member of the board of directors shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board with $\frac{2}{3}$ vote by the board of directors; or a majority vote of the entire membership .

***Section 9.** Regular meetings of the board of directors shall be held with the date and time to be fixed by the board at its first meeting of the year.

***Section 10.** Special meetings of the board of directors may be called by the president or when requested by two (2) members upon ten (10) days written notice to each member of the board.

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***Section 11.** At all meetings of the executive board, a majority of the members of the board shall constitute a quorum for the transaction of business.

***Section 12.** Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other material Swigert PTA pertaining to the position shall be turned over to the president and all funds pertaining to the job shall be turned over to the treasurer within 14 days.

***Section 13.** The executive committee shall take no action in conflict with these bylaws or any action taken by the board of directors or the membership.

Article X — Executive Committee

Section 1. Only members of the PTA shall be eligible to serve in any committee role.

Section 2. There shall be an executive committee of this local PTA, the members of which shall be;

- a) All elected officers a listed in the Article on Officers and election

Section 3. Special meetings of the executive committee may be called by the president or upon written request of 2 members upon 10 days notice to each member of the exec committee.

Section 4. A majority of the executive board shall constitute a quorum for the transaction of business.

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

- *a) Transact business referred to it by the board of directors, membership or these bylaws.
- b) Create standing and special committees
- c) Approve appointments of the president for standing and special committee chairs
- d) Approve the work of the committees
- *e) Act in emergencies between meetings of the board
- *f) Make a report at each board meeting

Article XI- Committees

***Section 1.** Only members of this local PTA shall be eligible to serve in any elected or appointed positions.

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Section 2. The standing committees of this local PTA are:

- *a) Nominating Committee
- *b) Finance Committee
- *c) Membership Committee

Section 3. The board of directors and the executive committee, may create such standing committees and special committees, as it may deem necessary to promote the purposes of PTA and carry on the work of this local PTA.

Section 4. Committee chairs shall be appointed or reappointed at the beginning of each administration for a term that corresponds to that of the officers. Committee chairs may serve unlimited terms in the same position.

Section 5. The chair of each committee shall present a plan of work to the executive committee, for approval. No committee work shall be undertaken without the consent of the executive committee.

Section 6. The chair of each standing committee shall appoint the members of that committee with the approval of the president.

Section 7. Standing and special committees shall report to the board of directors.

Article XI — General Membership Meetings

***Section 1.** Regular meetings of this local PTA shall be held at least five (5) times per dates to be set by the executive boards at the first regular meeting of the year, unless otherwise provided by the executive board; five days notice shall be given to the membership of any change of date.

***Section 2.** Special meetings of this local PTA may be called by the president, a majority of the executive board, or by ten (10) members; seven (7) days notice having been given.

***Section 3.** The election meeting shall be held in March.

***Section 4.** Ten (10) members shall constitute a quorum for the transaction of business in any meeting of this local PTA.

***Section 5.** There shall be no proxy voting.

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*Article XII Electronic Meetings

- Section 1.** In the event that a live in-person meeting cannot be held, members of the Association may participate in and act at any meeting of this local PTA by conference call, Zoom, or other electronic media where all participating in the meeting can communicate with each other at the same time as permissible by the law. Participation in such a meeting shall constitute attendance and presence in person at the meeting. Any voting that must take place should be a platform that allows for all Association members to participate.
- Section 2.** Unless members indicate otherwise to the local unit PTA president, all communication required in these bylaws, including meeting notices, may be sent electronically.
- Section 3.** Electronic Meetings are considered special meetings for purposes of notice and quorum.
- Section 4.** Electronic voting is allowed in accordance with procedures established by the CO PTA Board of Directors.

Article XIII — Council Membership

- *Section 1.** Denver Council — the association shall be entitled to be represented in meetings of the Denver Council PTSA by the president or his/her alternate, and two (2) accredited delegates or their alternates selected by the unit. Unit delegates must be current PTA members.
- *Section 2.** Delegate Selection. Delegates and their alternates shall be appointed by the president at the first meeting of the new term.

Article XIV — PTA Conventions

- *Section 1.** Colorado PTA convention - This local PTA shall be entitled to be represented by five (5) delegates or alternates and one (1) delegate or alternate for the first one hundred (100) members or fraction thereof plus one (1) delegate or alternate for each additional one hundred (100) members or fraction thereof in good standing as shown on the books of the Colorado PTA as of the second dues reporting date of the fiscal year. Units not reporting members by the second dues reporting date will be authorized delegated upon receipts of dues of payment.
- a) All representatives to the Colorado PTA convention must be members of this local
 - b) PTA Delegates and their alternates shall be appointed by the President. Once the delegates and alternates have been selected according to your local unit bylaws, the president has the authority to fill any vacancies on the list. In the event the president does not attend convention, the president may designate another officer to approve any on site substitutions.

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- *Section 2.** National PTA convention - Colorado PTA bylaws require that Swigert PTA shall submit names of delegates to attend the National PTA Convention to the Colorado PTA office. Delegates shall attend the National PTA Convention as delegates of the CO PTA but name and registration will include the local PTA name.
- a) All representatives to the National PTA convention must be members of this local PTA.
 - b) Delegates and their alternates shall be appointed by the President.

Article XV — Fiscal Year and Financial Responsibilities

- *Section 1.** The fiscal year of this local PTA; shall begin on July 1 and end on the following June 30.
- *Section 2.** This local PTA shall keep such 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 amounts of dues remitted to the Colorado PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Colorado PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.
- *Section 3.** This association must file the current IRS Form 990, 990-EZ, or 990-N by the date required by the IRS for filing. This local unit must also submit proof of filing to the Colorado PTA office.
- Section 4.** All accounts of this PTA require two (2) signatures for all disbursements and withdrawals. All accounts shall have a minimum of three (3) signers on the accounts.

***Article XVII — Parliamentary Authority**

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern this local PTA; in all cases in which they are applicable and in which they are not in conflict with these bylaws, National PTA bylaws, Colorado PTA bylaws, the Internal Revenue Service (IRS) Code and/or state nonprofit laws, or any special rules of order Colorado PTA may adopt.

***Article XVII — Amendments**

- Section 1.** These bylaws may be amended at any regular membership meeting, or a special meeting called for that purpose, of this local PTA; by a two-thirds (2/3) vote of members present and voting, a quorum having been established, provided the amendments have been provided to the membership at least thirty (30) days prior to the meeting.
- Section 2.** The board of directors or the executive committee, (if you do not have an executive committee, remove “or the executive committee”) by a majority vote, may authorize the

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committee on bylaws to submit a revised set of bylaws as a substitute for the existing bylaws.

Section 3. Submission of amendments or revised bylaws for approval by the Colorado PTA shall be in accordance with the bylaws or regulations of the Colorado PTA.

Section 4. The adoption of an amendment to any required provisions of the National PTA and the Colorado PTA shall serve automatically and without the requirement of further action by the constituent association (this local PTA). The constituent association (local unit) shall promptly incorporate such amendments in their respective bylaws.

*Article XIX — Dissolution

Section 1. Elected officers serving at the time of the dissolution are legally responsible for proper dissolution procedures. All legal records must be kept in accordance with the record retention schedule. Officers serving at the time of dissolution will respond to an IRS audit even if they are no longer associated with the PTA, the school, or live in the state.

Section 2. A local PTA, under the supervision and direction of the Colorado PTA, shall dissolve its affairs in the following manner:

- a) Notice, by electronic and hard copy letter, of pending dissolution must be given to the Colorado PTA at least forty-five (45) days before the meeting of the membership is held to discuss and vote on the dissolution issue. Enclosed with the letter of notification shall be a copy of the minutes from the meeting in which a discussion of possible dissolution took place.
- b) A meeting of the membership must be held to vote on the dissolution issue. All members of the unit must be notified in writing at least thirty (30) days before the meeting. All communications, including meeting notices, may be sent electronically. A representative of the Colorado PTA, designated by the Colorado PTA Vice President of Field Service, must be present. A minimum of fifteen (15) minutes must be provided for the Colorado PTA representative to speak prior to the dissolution vote. A two-thirds (2/3) ballot vote of members present and voting, a quorum being present, must carry this intent of dissolution. Dissolution is effective immediately if the vote is in the affirmative.
- c) Upon dissolution, the Colorado PTA office must receive within thirty (30) days of the dissolution vote:
 - i. An electronic and hard copy letter giving details of the vote to dissolve, and a detailed accounting of the disbursements of funds.
 - ii. A copy of the final IRS Form 990, 990-EZ, or 990-N.
 - iii. Local unit charter, all Colorado PTA and National PTA materials, current bylaws, standing rules, all minutes, budget, and all financial books of account and records including the closing bank statement.

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- d) Disbursement of funds and assets must be approved by a two-thirds (2/3) vote of members present and voting at the dissolution meeting. All funds and assets must be distributed within two (2) weeks according to the Article on Basic Purposes.
- e) 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 nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code and whose mission, purposes and principles are in accordance with those of National PTA.
- f) Proof of the 501 (c)(3) status of any organization receiving any PTA funds must be received by Colorado PTA.
- g) No PTA money may be used by a new or existing school association or deposited in school accounts.

NOTE: All provisions denoted with an asterisk (*) indicate compliance with the National PTA Bylaws. Those with a hashtag (#) are common to Colorado State PTA and its constituent associations. Article IV, Section 5. ¹ National PTA Bylaws Article IV, Section 4. ² See the Article on Amendments. Dues changes are required to have previous notice and a two-thirds (2/3) vote. ³ If individual breakdown of dues (national, state, and/or local) is included in bylaws be aware that any change to such dues, at any level, will result in submission of bylaws for approval.

¹ National PTA Bylaws Article IV, Section 3.

² National PTA Bylaws Article XIV.

³ See the Article on Amendments. Dues changes are required to have previous notice and a two-thirds (2/3) vote.

⁴ If the individual breakdown of dues (national, state, and/or local) is included in bylaws be aware that any change to such dues, at any level, will result in the submission of bylaws for approval.

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Signature/Date Page

REVISED SET OF BYLAWS AND/OR AMENDMENTS WERE ADOPTED BY THE MEMBERSHIP ON _____.
Month/Day/Year

Reviewed by PTA President: _____
Name

Date: _____
Month/Day/Year

CHECK THE BOX THAT IS APPLICABLE:

A COMPLETE SET OF BYLAWS (USING THE MOST CURRENT TEMPLATE FROM COLORADO PTA) FOR APPROVAL EVERY THREE YEARS.

AMENDMENTS ONLY (SUBMITTED BETWEEN THREE YEAR APPROVAL – JUST AMENDMENTS ARE SENT TO COLORADO PTA).

A **COMPLETELY REVISED** SET OF BYLAWS SUBMITTED **BETWEEN** THREE YEAR APPROVAL.

Name of President

Date

Person Submitting – Title/Position

Date

Submitted to Colorado PTA for approval on _____.
Month/Day/Year