

# Bryan Elementary PTA Bylaws

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Coeur D'Alene, ID

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## BRYAN ELEMENTARY PTA BYLAWS

### ARTICLE I: NAME

The name of this organization is the Bryan Elementary Parents and Teachers Association (PTA) of Coeur D'Alene, Idaho. It is a local PTA/PTSA unit organized under the authority of the Idaho Congress of Parents and Teachers (Idaho PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

### ARTICLE II: PURPOSES

**Section 1.** The Purposes of this PTA/PTSA unit, in common with those of the National PTA and the Idaho 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; and
- 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 National PTA, the Idaho PTA, and this local PTA/PTSA unit are promoted through an advocacy and educational program directed toward parents, teachers, students and the general public, developed through conferences, committees, projects, and programs, and are governed and qualified by the basic policies set forth in Article III.

**Section 3.** This local unit 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 (hereinafter "Internal Revenue Code") and must be compliant with Title 30, Chapter 3 of the Idaho Non-profit Corporation Act, Subsections 1 -145.)

### ARTICLE III: BASIC POLICIES

The following are basic policies of this local unit in common with those of the National PTA and the Idaho PTA:

- a. This local unit shall be noncommercial, nonsectarian, and nonpartisan.
- b. This local unit, or members in their official capacities, shall not endorse a commercial entity, or engage in activities not related to promoting the Purposes of the PTA.
- c. This local unit, 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.

- 49 d. This local unit shall work with the school to provide quality education for all children and youth and shall  
50 seek to participate in the decision-making process establishing school policy, recognizing that the legal  
51 responsibility to make decisions has been delegated by the people to boards of education, state education  
52 authorities, and local education authorities.  
53
- 54 e. No part of the net earnings of this local unit shall inure to the benefit of, or be distributable to members,  
55 directors, trustees, officers, or other private individuals, except that the unit shall be authorized and  
56 empowered to pay reasonable compensation for services rendered and to make payments and distributions  
57 in furtherance of the Purposes set forth in Article II hereof.  
58
- 59 f. Notwithstanding any other provision of these articles, this local unit shall not carry on any other activities  
60 not permitted to be carried on (i) by an organization exempt from federal income tax under Section  
61 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible  
62 under Section 170(c)(2) of the Internal Revenue Code.  
63
- 64 g. Upon the dissolution of this local unit, after paying or adequately providing for the debts and obligations,  
65 the remaining monetary assets shall be distributed to one or more nonprofit funds, foundations, or  
66 organizations that have established their tax exempt status under Section 501(c)(3) of the Internal Revenue  
67 Code and whose purposes are in accordance with those of the Idaho PTA and National PTA.  
68

#### 69 **ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND IDAHO PTA**

70  
71 **Section 1.** This local unit shall be organized and chartered under the authority of the Idaho PTA, in the area in  
72 which it functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as  
73 Idaho PTA may, in its bylaws, prescribe. Idaho PTA shall issue to this local unit an appropriate Bylaws charter  
74 evidencing its due organization and good standing.  
75

76 A local unit in good standing is one that:

- 77
- 78 a. Adheres to the Purposes and basic policies of the PTA;
  - 79
  - 80 b. Remits the National and State dues to the Idaho PTA office by the designated date;
  - 81
  - 82 c. Adheres to these Bylaws, the Idaho PTA Bylaws, and has Standing Rules in place;
  - 83
  - 84 d. Remits the annual insurance premium to the Idaho PTA office by the designated date; and
  - 85
  - 86 e. Meets other criteria as may be prescribed by the Idaho PTA.  
87  
88

89 **Section 2.** The Articles of Organization of this local unit include (a) the Bylaws and (b) the Certificate of  
90 Incorporation or Articles of Incorporation (in cases in which the organization is a corporation) or the Articles of  
91 Association by whatever name (in cases in which the organization exists as an unincorporated association).  
92

93 **Section 3.** This local unit shall adopt such bylaws for the governance of the organization as may be approved by  
94 the Idaho PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the Idaho PTA Bylaws.  
95

96 **Section 4.** Each officer or board member shall be a member of this local unit.  
97

98 **Section 5.** In accordance with National PTA Bylaws, Idaho PTA Bylaws and Title 30, Idaho Statutes, voting by  
99 proxy is prohibited.  
100

101 **Section 6.** A unit member shall not serve as a voting member of this local unit's board while serving as a paid  
102 employee of, or under contract to, this local unit.  
103

104 **Section 7.** Only members of this local unit, who have paid dues for the current membership year, may participate in  
105 the business of this local unit.  
106

107 **Section 8.** This local unit shall collect dues from its members and shall remit a portion of such dues to the Idaho  
108 PTA as provided in Article VI hereof.  
109

110 **Section 9.** The members of the nominating committee for officers of this local unit shall be elected by the General  
111 Membership, Board of Directors, or Executive Committee.  
112

113 **Section 10.** This local unit shall keep such permanent books of account and records as shall be sufficient to  
114 establish the items of gross income, receipts, and disbursements of the organization, including, specifically, the  
115 number of its members, the dues collected from its members, and the amounts of dues remitted to the Idaho PTA.  
116 Such books of account and records shall at all reasonable times be open to inspection by an authorized  
117 representative of the Idaho PTA or, where directed by the committee on state and national relationships, by a duly  
118 authorized representative of the National PTA.  
119

120 **Section 11.** The charter of this local unit shall be subject to withdrawal and the status of such organization as a  
121 local PTA/PTSA unit shall be subject to termination, in the manner and under the circumstances provided in the  
122 Bylaws of the Idaho PTA.  
123

124 **Section 12.** This local unit is obligated, upon withdrawal of its charter by the Idaho PTA:

- 125
- 126 a. To yield up and surrender all of its books, records and all material which was provided by the National  
127 PTA and Idaho PTA, to the Idaho PTA;
  - 128
  - 129 b. To cease and desist from the further use of any name that implies or connotes association with the National  
130 PTA or the Idaho PTA or status as a constituent organization of the National PTA; and  
131
  - 132 c. To carry out promptly, under the supervision and direction of the Idaho PTA, all proceedings necessary or  
133 desirable for the purpose of dissolution.  
134

135 **Section 13.** This local unit may dissolve and wind up its affairs in the following manner:

- 136
- 137 a. The Region Director shall be consulted at least sixty (60) days prior to any vote being taken to dissolve  
138 the unit;  
139
  - 140 b. The Executive Committee shall adopt a resolution recommending that the unit be dissolved, thus directing  
141 the question of such dissolution to a vote at a special meeting of local unit members;  
142
  - 143 c. Written notice of such special meeting, for the purpose of dissolution, shall be given to each member at  
144 least thirty (30) days prior to the date of such meeting;  
145

- 146 d. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special  
147 meeting of members, shall be given to the President of the Idaho PTA at least twenty (20) days before the  
148 date fixed for such special meeting of the local unit members;  
149
- 150 e. Only those local unit members in good standing on the date of the adoption of the resolution, and who  
151 continue to be members in good standing on the date of the special meeting, shall be entitled to vote on the  
152 question of dissolution;  
153
- 154 f. A quorum being present, approval of dissolution of this local unit shall require an affirmative vote of at least  
155 two-thirds (2/3) of the members present and entitled to vote at the special meeting; and  
156
- 157 g. Upon dissolution, the Idaho PTA shall invoke Article VI, Section 7 of the Idaho PTA Bylaws.  
158

159 **Section 14.** This local unit shall secure liability and bonding insurance through a carrier chosen by the Idaho PTA  
160 Board of Directors. Insurance payments are due November 15 with the first installment of state and national  
161 membership dues.  
162

## 163 **ARTICLE V: REGION MEMBERSHIP**

164

165 The following sections **must** correspond to the Region PTA bylaws, and are provided as a guideline to local  
166 PTA/PTSA units.  
167

168 **Section 1.** This local unit shall be represented in meetings of the unit's Region PTA by the president, or appointed  
169 alternate, and by delegates as specified in the Region Standing Rules. All representatives to the Region PTA must  
170 be members of this local unit.  
171

- 172 a. Delegates, and their alternates, shall be elected or appointed as specified in the local unit Standing Rules.  
173
- 174 b. Delegates to the Region PTA shall serve for a term specified in this unit's Standing Rules.  
175

176 **Section 2.** This local unit shall pay annual dues to the Region PTA as designated in the Region Standing Rules.  
177

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

179

180 **Section 1.** Every individual who is a member of this local unit is, by virtue of that fact, a member of the National  
181 PTA and of the Idaho PTA, by which this unit is chartered, and is entitled to all the benefits of such membership.  
182

183 **Section 2.** Membership in this local unit shall be made available, without regard to race, color, creed, or national  
184 origin, under such rules and regulations, not in conflict with the provisions of the National PTA Bylaws or the Idaho  
185 PTA Bylaws, to any individual who subscribes to the Purposes and basic policies of the National PTA.  
186

187 **Section 3.** This unit shall conduct an annual enrollment of members but may admit individuals to membership at  
188 any time.  
189

190 **Section 4.** Each member of this local unit shall pay such annual dues as may be prescribed in the Standing Rules.  
191 The amount of such dues shall include the portion payable to the Idaho PTA – the "State portion" – and the portion  
192 payable to the National PTA – the "National portion".  
193

194 **Section 5.** The amount of the state portion of each member's dues shall be determined by the Idaho PTA, this  
195 amount is currently two dollars and seventy five cents (\$2.75).The national portion of each member's dues shall be  
196 one dollar and seventy-five cents (\$1.75) per annum.  
197

198 **Section 6.** The state and national portions of the dues paid by each member of this local unit shall be set aside and  
199 remitted to the Idaho PTA, by November 15<sup>th</sup>, and monthly thereafter, through such channels as the Idaho PTA  
200 Bylaws may provide. The Idaho PTA will remit to the National PTA the amount of the National portion of dues paid  
201 by this unit's members.  
202

203 **Section 7.** This unit shall enter data for each member in the Online Member Data Reporting (OMDR) system.  
204

205 **Section 8.** Failure to remit the state and national portions of its per capita dues by February 15<sup>th</sup> will result in the  
206 forfeiture of voting rights at PTA events until the amount has been paid and will disqualify any Reflections entries  
207 from participation in the Reflections program.  
208

209 **Section 9.** The current membership card shall expire October 31<sup>st</sup> of the following year.  
210

## 211 **ARTICLE VII: OFFICERS AND THEIR ELECTION / NOMINATING COMMITTEE**

212

213 **Section 1.** There shall be at least four elected officers: President, Vice-president, Secretary, and Treasurer and any  
214 other officers as designated in the Standing Rules. The elected officers shall comprise this local unit's Executive  
215 Committee.  
216

217 **Section 2.** Officers shall be elected in the month designated in the Standing Rules.  
218

219 **Section 3.** When there is but one candidate for an office, the ballot for that office may be dispensed with and  
220 election held by voice vote. A majority vote shall be required for election. Candidates will notify Nomination  
221 Committee of intent to run at least fifteen (15) days prior to election meeting. Candidates will be permitted to  
222 address the General Membership at the election meeting prior to voting.  
223

224 **Section 4.** The following provisions shall govern the qualifications and eligibility of individuals to be officers of this  
225 local unit:  
226

- 227 a. Each officer shall be a member of this unit;  
228  
229 b. Each officer shall have a child/grandchild/dependent/charge that will be a student at Bryan Elementary  
230 during the election term;  
231  
232 c. No officer may be eligible to serve more than two consecutive terms in the same office, as designated in  
233 the Standing Rules; and  
234  
235 d. A person who has served in an office for more than one half of a full term shall be deemed to have served a  
236 full term in such office.  
237

238 **Section 5.** Officers shall assume their official duties on the date designated in the Standing Rules and shall serve  
239 for a term of no more than two (2) years, as designated the Standing Rules, or until their successors are elected.  
240

241 **Section 6.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the Board  
242 of Directors. Election to fill a vacancy shall require a majority vote of the Board of Directors with at least ten (10)

243 days previous notice. If notice is not given, the election to fill the vacancy shall require a two-thirds (2/3) vote. In  
244 case a vacancy occurs in the office of President, the Vice-President, if applicable, shall serve notice of the election  
245 to the Board of Directors, if applicable, or the Executive Committee. If a president-elect has already been selected  
246 that person will assume the duties of President and complete the President's term of office.

247  
248 **Section 7.** A list of newly elected officers shall be submitted to the Idaho PTA Office and Region Director  
249 immediately after their election. Changes in officers and their addresses must be reported to the Idaho PTA Office  
250 and Region Director immediately.

251  
252 **Section 8.** There shall be a nominating committee composed of an odd number, of at least three members, who  
253 shall be elected at a regular meeting at least one month prior to the election of officers. The committee shall elect its  
254 own chairman.

- 255  
256 a. The nominating committee shall nominate an eligible person for each office to be filled and report its  
257 nominees at the annual meeting designated for elections in the standing rules.  
258  
259 b. Only those individuals who are current members of this local unit and who have signified their consent to  
260 serve if elected shall be nominated for, or elected to, such office.  
261  
262 c. The privilege of nomination and election to office for the ensuing year(s), in this unit, may be extended to  
263 individuals who are already members in good standing of a PTA/ PTSA in a school feeding into this school  
264 and who, upon nomination to office, pay dues to this unit.

265  
266 **Section 9.** The president-elect may call a meeting of the officers-elect, to ratify the appointments of chairmen,  
267 auditing committee and parliamentarian, if any, and to make plans for the coming year's work.

268  
269 **Section 10.** If an office remains unfilled after election, it shall be considered a vacant office to be filled by the  
270 board-elect.

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

272  
273  
274 **Section 1.** The President shall:

- 275  
276 a. Preside at all meetings of this local unit;  
277  
278 b. Serve as an ex-officio member of all committees except the nominating committee;  
279  
280 c. Coordinate the work of the officers and committees of this local unit in order that the Purposes may be  
281 promoted;  
282  
283 d. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary  
284 authority, or directed by the Board of Directors or Executive Committee;  
285  
286 e. Appoint an auditing committee, a parliamentarian and the chair of committees, subject to the approval of  
287 the Executive Committee; and  
288  
289 f. Appoint, or be, the official representative of this local unit at Region PTA meetings.

290  
291 **Section 2.** The Vice President(s) shall:



- 292  
293 a. Act as aide(s) to the president;  
294  
295 b. In their designated order, perform the duties of the president in his/her absence or inability to serve.  
296 (Additional duties of each vice president shall be placed in the Standing Rules); and  
297  
298 c. Perform such other duties as may be provided for by these Bylaws, prescribed by the parliamentary  
299 authority, or directed by the President, the Board of Directors or the Executive Committee.  
300

301 **Section 3.** The Secretary shall:

- 302  
303 a. Record the minutes of all meetings;  
304  
305 b. Be prepared to read the records of any previous meetings;  
306  
307 c. File all records;  
308  
309 d. Have available a current copy of the Bylaws and Standing Rules;  
310  
311 e. Keep updated as needed with amendments adopted by the Idaho PTA or the National PTA;  
312  
313 f. Maintain a membership list;  
314  
315 g. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary  
316 authority, or directed by the President, the Board Directors or the Executive Committee; and  
317  
318 h. Send out notices of board meetings.  
319

320 **Section 4.** The Treasurer shall:

- 321  
322 a. Have custody of the funds of this local unit;  
323  
324 b. Maintain a full account of the funds of this local unit;  
325  
326 c. Make disbursements as authorized by the President, Executive Committee, or the General Membership of  
327 this local unit, in accordance with the adopted budget;  
328  
329 d. Secure two signatures on all checks. Any two of the following are authorized to sign: elected officers as  
330 designated in the Standing Rules and not a relative to any other signor;  
331  
332 e. Keep a full and accurate account of the receipts and disbursements in the books belonging to this unit;  
333  
334 f. Provide a written financial statement to the Board of Directors/Executive Committee at each meeting;  
335  
336 g. Remit dues to the state office by dates specified in the Idaho PTA Resource Manual;  
337  
338 h. Present an annual report of the financial condition of this local unit, which includes gross receipts and  
339 disbursements for the year, at the meeting designated in the standing rules;  
340

- 341 i. Submit the books annually for an audit by an auditor, or auditing committee, selected by the Board of  
342 Directors before the meeting at which new officers assume duties;
- 343
- 344 j. Report the findings of the annual audit to the Board of Directors at the next scheduled board meeting and to  
345 the general membership at the next scheduled General Membership Meeting; and
- 346
- 347 k. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary  
348 authority, or directed by the President, the Board of Directors or the Executive Committee.
- 349

## 350 **ARTICLE IX: BOARD OF DIRECTORS**

351  
352 **Section 1.** The affairs of this local unit shall be managed by the Board of Directors in the intervals between general  
353 membership meetings.

354  
355 **Section 2.** Each Board member shall be a member of this local unit.

356  
357 **Section 3.** The members of the Board shall be:

- 358 a. Elected officers (Executive Committee);
- 359
- 360 b. Others listed as applicable in this local unit's Standing Rules, i.e., standing committee chairs, special  
361 committee chairs, teacher representatives, student representatives, and Principal or representative; and
- 362
- 363 c. The President may appoint a parliamentarian, subject to approval of the Executive Committee.
- 364

365  
366 **Section 4.** Duties of the Board shall be to:

- 367 a. Carry out such business as may be referred to it by the membership;
- 368
- 369 b. Create special committees;
- 370
- 371 c. Present a report at the regular general membership meetings;
- 372
- 373 d. Select an auditor or an auditing committee to audit the Treasurer's books;
- 374
- 375 e. Prepare and submit an annual budget to the general membership for adoption; and
- 376
- 377 f. Approve payment of routine bills within the limits of the approved budget.
- 378

379  
380 **Section 5.** If any member of the Board of Directors shall at any time cease to meet the qualifications, or fulfill the  
381 duties of the position, that person may be removed from the Board by resolution adopted by the Board of Directors.

382  
383 **Section 6.** Regular meetings of the Board shall be held with the date and time to be fixed by the Board at its first  
384 meeting of the year.

385  
386 **Section 7.** Special meetings may be called by the President or when requested by a majority of members of the  
387 Board. The number of days notice required for a special meeting shall be designated in the Standing Rules.

388  
389 **Section 8.** At all meetings of the Board, a majority of the elected officers shall constitute a quorum

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**Section 9.** Upon the expiration of the term of office, or when individuals cease to hold the position that entitles them to be a member of the Board, they shall automatically cease to be a member of the Board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the President and all funds pertaining to the position shall be returned to the Treasurer within fourteen (14) days.

**ARTICLE X: EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall consist of the elected officers as defined in these Bylaws and the Standing Rules.

**Section 2.** Special meetings of the Executive Committee may be called by the President or upon written request of two (2) members of the committee.

**Section 3.** A majority of the Executive Committee members shall constitute a quorum.

**Section 4.** Duties of the Executive Committee shall be to:

- a. Transact business referred to it by the Board of Directors;
- b. Appoint standing committee chairs and members;
- c. Approve the work of the committees;
- d. Act in emergencies between meetings of the Board of Directors; and
- e. Make a report at each Board of Directors meeting;

The Executive Committee shall take no action in conflict with any action taken by the Board of Directors.

**ARTICLE XI: COMMITTEES**

**Section 1.** Only members of this local unit shall be eligible to serve in any elective or appointive positions.

**Section 2.** The Board of Directors may create such standing committees, and special committees, as it may deem necessary to promote the Purposes, and carry on the work, of this local unit. [Note: A special committee is created and approved for a specific purpose, it automatically goes out of existence when its work is done and a final report has been submitted.]

**Section 3.** The term of office of a committee chair shall be one year or until the selection of a successor.

**Section 4.** 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 5.** The President shall be a member ex-officio of all committees except the nominating committee.

439 **Section 6.** The auditing committee shall:  
440

- 441 a. Review the books and financial records of this local unit annually at the close of the officers' term; (See  
442 Article VII, Section 5 for date).
- 443
- 444 b. Present a written statement as to the correctness of the Treasurer's annual financial report to the Board of  
445 Directors at the meeting designated by the Standing Rules;
- 446
- 447 c. Present the written statement set out in (b) above for adoption by this local unit at the meeting designated  
448 by the Standing Rules;
- 449
- 450 d. Review the books upon resignation of the Treasurer and at any time deemed necessary; and
- 451
- 452 e. Consist of at least three members, none of whose signature is on any of the financial accounts.  
453

## 454 **ARTICLE XII: GENERAL MEMBERSHIP MEETINGS**

455

456 **Section 1.** The months, dates, and number of regular meetings of this local unit will be specified in the Standing  
457 Rules. The Standing Rules will be read and approved at the first Board of Directors/Executive Committee meeting of  
458 each school year and may be read by request at any meeting or shall be available for reading.  
459

460 **Section 2.** Special general membership meetings of this local unit may be called by the President or by a majority  
461 of the Board of Directors/Executive Committee, seven (7) days notice having been given.  
462

463 **Section 3.** The Annual General Membership Meeting shall be held in the month specified by the Standing Rules,  
464 and shall be for the purposes of budget approval, reports of officers and committees, and conducting any other  
465 business that may arise.  
466

467 **Section 4.** A general membership meeting shall be held in the month preceding the State PTA Convention. At this  
468 meeting delegates to the State Convention will be announced and given direction for voting on state business. This  
469 may also be the meeting for the election of officers.  
470

471 **Section 5.** Non-members may speak to an issue or provide information with the approval of the majority of the  
472 voting members present.  
473

474 **Section 6.** The quorum for the transaction of business shall be specified in the Standing Rules and shall include at  
475 least two (2) elected officers.  
476

## 477 **ARTICLE XIII: IDAHO PTA CONVENTION**

478

479 [The following sections **must** correspond to the Idaho PTA Bylaws, and are provided as a guideline to local units.]  
480

481 **Section 1.** This local unit shall be represented at the annual meeting of the Idaho PTA by the President, or  
482 appointed alternate, and by one delegate for every twenty-five (25) memberships or major portion thereof, as shown  
483 on the State Treasurer's books on February 15<sup>th</sup> of that year. [Note: Idaho PTA Bylaws may provide for additional  
484 delegates by position other than president.]  
485

- 486 a. All representatives to the Idaho PTA convention must be members of this local unit.  
487

- 488 b. Delegates and their alternates shall be chosen as specified in this unit's Standing Rules.  
489  
490 c. This local unit shall be entitled to at least one delegate in addition to the President.  
491  
492 d. New, and reinstated unit representation, shall be based on the membership shown in the State Treasurer's  
493 books ten (10) days prior to convention.  
494

## 495 **ARTICLE XIV: IDAHO PTA ADVOCACY CONFERENCE**

496  
497 **Section 1.** This local unit may be represented by the President and one (1) voting delegate for every twenty-five  
498 (25) members, or major portion thereof, as shown on the Idaho PTA Treasurer's books on February 15<sup>th</sup> of the  
499 current calendar year.

500  
501 **Section 2.** This local unit, if in good standing, shall be entitled to at least one (1) delegate in addition to the  
502 President.

503  
504 **Section 3.** New or reinstated, if applicable, unit representation shall be based on the membership shown on the  
505 Idaho PTA Treasurer's books ten (10) days prior to conference.

506  
507 **Section 4.** Motions and voting at the conference shall be limited to the Idaho PTA Board of Directors and  
508 credentialed delegates.

509  
510 **Section 5.** A credentialed delegate shall carry one vote only  
511

## 512 **ARTICLE XV: FISCAL YEAR / INTERNAL REVENUE SERVICE NUMBER**

513  
514 **Section 1.** The Fiscal Year and Internal Revenue Service Number shall be stated in the Standing Rules.  
515

## 516 **ARTICLE XVI: PARLIAMENTARY AUTHORITY**

517  
518 **Section 1.** The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern this  
519 local unit in all cases in which they are applicable and in which they are not in conflict with these Bylaws, the  
520 National PTA Bylaws, the Idaho PTA Bylaws, or the Articles of Incorporation.  
521

## 522 **ARTICLE XVII: AMENDMENTS**

523  
524 **Section 1.** Proposed amendments/revisions to these Bylaws shall be submitted to the Idaho PTA Bylaws  
525 Committee for review and possible incorporation into these Local Unit Uniform Bylaws.  
526

527 **Section 2.** If approved by the State Bylaws Committee, proposed amendments will be submitted, by the Bylaws  
528 Committee, to the Idaho PTA Board of Directors for review.  
529

530 **Section 3.** If approved by the Idaho PTA Board of Directors, proposed amendments will be presented to the Idaho  
531 PTA Convention Delegates, at the annual convention, for approval.  
532

533 **Section 4.** The adoption of an amendment to any provision of the bylaws of the Idaho PTA shall serve automatically  
534 and without the requirement of further action by this local unit.  
535

