

**Recommended Changes to Bylaws  
Takoma Park Middle School PTA  
1/30/15**

The following are the recommended changes to the TPMS PTA bylaws as compiled by the Bylaws Committee

**1.) Article VI, Section 2a.**

Existing text	If approved, text would read
The officers of this local PTA/PTSA shall be a President, Two Vice President(s), more than 1, named <u>1</u> <sup>st</sup> VP and <u>2</u> <sup>nd</sup> VP, <u>1</u> Secretary (ies)(more than 1; recording and Corresponding), and a treasurer	The officers of this local PTA/PTSA shall be a President, Two Vice President(s), more than 1, named 1st VP and 2nd VP, <b>2 Secretary (ies)(a recording secretary and a Corresponding secretary)</b> , and a treasurer

This change has been recommended to allow a backup / support to the recording secretary and ensure that at least one of them is present to take minutes of the meeting and perform the necessary duties.

**2.) Article VI, Section 2b.**

Existing text	If approved, text would read
Officers shall be elected at the annual general membership meeting in the month of <u>June</u> .	Officers shall be elected at the annual general membership meeting in the month of <b>May</b> .

*The Bylaws Committee and the Board recommend moving elections forward to provide overlap between the incoming and outgoing boards. The incoming officers would not take on their official duties until July but would have a brief overlap period to allow outgoing officers to pass on information. The early elections would also give the Board time to fill any remaining gaps on the board before the summer.*

### 3.) Article VI, Section 3a

Existing text	If approved, text would read
There shall be a nominating committee composed of 3 members (specify an uneven number, no less than three) who shall be elected by the <u>Board of Directors</u> . The committee shall choose its own chair.	There shall be a nominating committee composed of 3 members (specify an uneven number, no less than three) who shall be elected by the <u>General Membership</u> . The committee shall choose its own chair.

*This change is being recommended to ensure that the election of the nominating committee can take place on time and not delayed in case the board is unable to meet. This recommendation is also being proposed to allow for the process to be more open and inclusive of general membership and to be able to recruit members for this committee at a meeting if needed (in the event that the committee had less than the minimum required people)*

#### 4.) Article VI, Section 3c

Existing text	If approved, text would read
The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the general membership at least ten (10) days prior to the general membership meeting in <u>June</u> at which time additional nominations may be made from the floor.	The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the general membership at least ten (10) days prior to the general membership meeting in <u>May</u> at which time additional nominations may be made from the floor.

*This recommended change supports the recommended change to Article VI, Section 2b.*

**5.) Article VII, Section 2**

Existing text	If approved, text would read
<p>The Vice President(s) shall</p> <ul style="list-style-type: none"> <li>a) Act as an aide(s) to the president</li> <li>b) In their designated order perform the duties of the president in the absence or inability of that officer to serve; and</li> <li>c) Perform such other duties as may be prescribed in these bylaws or assigned by this local PTA / PTSA or by the board of directors.</li> </ul>	<p><b>Article VII, Section 2a.</b></p> <p>The 1<sup>st</sup> Vice President shall</p> <ul style="list-style-type: none"> <li>1) Act as aide to the president.</li> <li>2) Perform the duties of the president in the absence or inability of that officer to serve.</li> <li>3) Be responsible for passive fundraising.</li> <li>4) Perform such other duties as prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.</li> </ul> <p><b>Article VII, Section 2b.</b></p> <p>The 2<sup>nd</sup> Vice President shall</p> <ul style="list-style-type: none"> <li>1) Act as aide to the president.</li> <li>2) Perform the duties of the 1<sup>st</sup> Vice President in the absence or inability of that officer to serve.</li> <li>3) Be responsible for coordinating volunteers for events.</li> <li>4) Perform such other duties as prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.</li> </ul>

*This change lists the responsibilities of each Vice President.*

**6.) Article VII, Section 3**

Existing text	If approved, text would read
<p>The secretary shall</p> <ul style="list-style-type: none"> <li>a) Record minutes of all meetings of this local PTA/PTSA, the board of directors and the executive committee</li> <li>b) Be prepared to read the records of the previous meeting</li> <li>c) File all records</li> <li>d) Have a current copy of the bylaws;</li> <li>e) Maintain a current membership list; and</li> <li>f) Perform such other duties as may be prescribed in these bylaws or assigned by this local PTA / PTSA or by the board of directors.</li> </ul>	<p><b>Article VII, Section 3a.</b>  The recording secretary shall</p> <ul style="list-style-type: none"> <li>1) Record minutes of all meetings of this local PTA/PTSA, the board of directors and the executive committee.</li> <li>2) Be prepared to read the records of the previous meeting</li> <li>3) File all records</li> <li>4) Have a current copy of the bylaws;</li> <li>5) Maintain a current membership list in the absence or inability of the corresponding secretary to serve; and</li> <li>6) Perform such other duties as may be prescribed in these bylaws or assigned by this local PTA / PTSA or by the board of directors.</li> </ul> <p><b>Article VII, Section 3b.</b>  The corresponding secretary shall</p> <ul style="list-style-type: none"> <li>1) Have a current copy of the bylaws;</li> <li>2) Maintain a current membership list;</li> <li>3) Perform such other duties as may be prescribed in these bylaws or assigned by this local PTA / PTSA or by the board of directors.</li> <li>4) Perform the duties of recording secretary in the absence or inability of that officer to serve.</li> </ul>

*This change has been suggested to add a second position for a secretary so that the work load can be shared between the two and to have a backup in the absence/inability of one of them to serve.*

**7.) Article VIII, Section 2**

Existing text	If approved, text would read
<p>The board of directors shall consist of the officers of this local PTA/PTSA, the chairs of the standing committees, the delegates to the PTA Council, and the principal of the school or a representative appointed by him/her. The president may appoint on an annual basis a parliamentarian (non-voting), subject to the approval of the executive committee of this local PTA/PTSA.</p>	<p>The board of directors shall consist of the officers of this local PTA/PTSA, the chairs of the standing committee, the delegates to the PTA council, the NAACP parent representative selected in accordance with the NAACP parent council bylaws, the school representative to the Montgomery Blair Cluster, a staff liaison appointed by the staff and the principal of the school or a representative appointed by him/her. The president may appoint on an annual basis a parliamentarian (non-voting) subject to the approval of the Executive Committee of this local PTA/PTSA.</p>

*This change allows the Board the flexibility to expand the number of people who may sit on the Board beyond the limits of the positions described in the bylaws.*

**8.) Article VIII, Section 4**

Existing text	If approved, text would read
<p>The duties of the board of directors of this PTA/PTSA shall be</p> <ul style="list-style-type: none"> <li>a. To work toward fulfillment of the TPMS PTA/PTSA Mission</li> <li>b. To transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by this local PTA/ PTSA;</li> <li>c. To create standing and special committees;</li> <li>d. To approve the plans of work of the standing committees;</li> <li>e. To present a report at the general membership meetings of this local PTA/PTSA;</li> <li>f. To select an auditor or an auditing committee to audit the treasurer’s account;</li> <li>g. To approve and submit an annual budget to this local PTA/PTSA’s general membership for adoption.</li> <li>h. To approve routine bills within the limits of the adopted budget; and</li> <li>i. Fill vacancies.</li> </ul>	<p>The duties of the board of directors of this PTA/PTSA shall be</p> <ul style="list-style-type: none"> <li>a. To work toward fulfillment of the TPMS PTA/PTSA Mission</li> <li>b. To transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by this local PTA/ PTSA;</li> <li>c. To create standing and special committees;</li> <li>d. To approve the plans of work of the standing committees;</li> <li>e. To present a report at the general membership meetings of this local PTA/PTSA;</li> <li>f. To review the annual budget, once approved by the local PTA/PTSA’s general membership, on a periodic basis to ensure the organization’s long term financial sustainability.</li> <li>g. To select an auditor or an auditing committee to audit the treasurer’s account;</li> <li>h. To approve routine bills within the limits of the adopted budget; and</li> <li>i. To fill vacancies.</li> </ul>

*This change provides clarity regarding the Board’s fiduciary responsibility over the local PTA – duties include reviewing current income and expected expenditures and to make any financially necessitated adjustments to programming.*



**9.) Article IX , Section 4**

Existing text	If approved, text would read
<p>Duties of the Executive Committee shall be:</p> <ul style="list-style-type: none"> <li>a. to transact business referred to it by the board of directors</li> <li>b. elects standing and special committee chairs</li> <li>c. to act in emergencies between meetings of the board of directors; and</li> <li>d. submits a report at each board of directors meeting;</li> </ul>	<p>Duties of the Executive Committee shall be:</p> <ul style="list-style-type: none"> <li>a. to transact business referred to it by the board of directors</li> <li>b. elects standing and special committee chairs</li> <li>c. to act in emergencies between meetings of the board of directors; and</li> <li>d. to approve and submit an annual budget to this local PTA/PTSA's general membership for adoption; and</li> <li>e. to submit a report (financial and programmatic) at each board of directors meeting.</li> </ul>

*This change [d] is recommended to ensure that the responsibility of reviewing the budget falls within the Executive Committee and they are responsible for presenting it to the general membership for adoption. The second recommended change [e] is to help facilitate the execution of the Board's fiduciary responsibilities.*

**10.) Article XI, Section 3**

Existing text	If approved, text would read
The annual general membership meeting of this local PTA/PTSA shall be held in <u>June</u> ; elections to be conducted if applicable	The annual general membership meeting of this local PTA/PTSA shall be held in <u>May</u> ; elections to be conducted if applicable

*Changes the language to move the schedule for electing officers in May instead of June in compliance to the proposed change in Article VI, Section 2b.*

**11.) Article XI, Section 4**

Existing text	If approved, text would read
10 members shall constitute a quorum for the transaction of business in any general membership meeting of this local PTA/PTSA	7 members shall constitute a quorum for the transaction of business in any general membership meeting of this local PTA/PTSA

*Change in quorum suggested based on the history of attendance at the general membership meetings to allow a safe low minimum requirement that will allow for PTA business to be conducted.*

**12.) Article XII, Section 1b**

Existing text	If approved, text would read
Delegates shall be elected in <u>June</u> by the <u>board of directors</u> .	Delegates shall be elected in <u>May</u> by the <u>General Membership</u> .

*Changes the language to move the schedule for electing delegates in May instead of June in compliance to the proposed change in Article VI, Section 2b.*