

McKenzie PTA Bylaws Summary

Executive Board Composition

Executive Officers and Voting Members

President
President-Elect
Secretary
Treasurer
Vice President-Enrichment
VicePresident-Room Parents
Vice President-Fundraising
Vice President- Communications

Executive Board Non-Voting Members

Secretary Assistant
Treasurer Assistant
Enrichment Assistant
Room Parents Assistant
Fundraising Assistant
Communications Assistant
Web Administrator
Web Administrator Assistant
Parliamentarian

Executive Board Terms

Executive Board officers and assistants all serve one (1) year terms respectively.

Executive Board Voting

Quorum defined as five (5) voting Executive Board members.

Requires majority of those present to approve motions.

No proxy voting.

PTA General Board

PTA general board consists of the Executive Board, Standing Committee Chairs, one faculty member and principal.

PTA General Board Voting

Quorum defined as fifteen (15) members, including at least two (2) officers.

Requires majority of those present to approve motions.

No proxy voting.

Meetings

Monthly general membership meetings held throughout school year on dates determined by President and announced at first meeting of the year.

Standing Committee Chairs are required to attend monthly general membership meetings.

Special meetings may be called by the Executive Board with seven (7) days notice to the membership.

Executive Board meet monthly on dates determined by the President.

General Duties

Executive Board

Select chairmen of standing committees and create tentative plans for the year.

Review tentative budget to be proposed to general membership.

Transacts all necessary business for running of organization and makes reports/recommendations to general membership.

Individual officers carry out specific duties as outlined in the bylaws.

General Board

Examine and approve budget.

Transacts all necessary business between meetings.

Approve plans and work of Chairman of Standing Committees.

Emergencies

Executive Board may transact business in an emergency but it may not conflict with the PTA general board.

Fiscal Year

Commences July 1 and ends June 30.

Elections

Executive Board

Nominating Committee composed of seven (7) members, one (1) elected by the general board from its body and six (6) elected at the January general membership meeting.

Nominating Committee chooses its own chairperson.

Nominating Committee selects one person for each Executive Board position (officer and assistants) thirty (30) days before the April general meeting.

Executive Board members are elected annually by ballot at April general meeting.

If there is only one candidate for an office, a motion from the floor and voting by voice is allowed.

Officers assume official duties at the beginning of new fiscal year July 1 - after last General Membership meeting in May the new officers transition with the assistance of outgoing officers.

Executive Board Vacancy - if there is an vacancy on the Executive Board a replacement is elected for the rest of the term by the remaining Executive Board members.

Standing Committees

Executive Board creates standing committees to conduct the work of the PTA.

Chairman of standing committees are selected by the Executive Board for one (1) year terms.

Standing Committee terms begin at the PTA's last general membership meeting.

The Executive Board may create special committees on an as-need basis.

Bylaw Amendments

Bylaws may be amended at general membership meeting by two-thirds (2/3) majority vote of the members present.

Quorum is required.

Notice of proposed amendment must be given at prior general meeting or at least thirty (30) days in advance by written notice.

All amendments are subject to approval of the state board of directors of the Illinois PTA.