



BYLAWS OF THE IOWA CONGRESS OF PARENTS AND TEACHERS, INC.  
(IOWA PTA)

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## **ARTICLE I: NAME**

The corporate name of this association is the Iowa Congress of Parents and Teachers, Incorporated. For convenience, the association is referred to in these bylaws as the "Iowa PTA". The Iowa Congress of Parents and Teachers is a not-for-profit corporation organized under the laws of Iowa. Its "articles of association" comprise the articles of incorporation and these bylaws, as from time to time amended.

## **#ARTICLE II: BASIC PRINCIPLES**

Section 1. The Basic Principles of the Iowa PTA, in common with those of the National 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 the National 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 set forth in Article III.

Section 3. Federal Status. National 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 (referred to as "Internal Revenue Code").

## **#ARTICLE III: BASIC POLICIES**

The following are basic policies of the Iowa PTA, and each of the constituent associations, in common with those of the National PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association 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. The association 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 PTA.
- e. No part of the net earnings of the association 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 purpose set forth in Article II hereof.

- f. Notwithstanding any other provision of these articles, the association 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).
- g. 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 purposes are in accordance with those of the National PTA.
- h. 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 otherwise.
- i. The Iowa PTA or any of its divisions may cooperate with other associations and agencies concerned with child welfare, but PTA/PTSA representatives shall make no commitments without approval of the group they represent.

## **# ARTICLE IV: CONSTITUENT ASSOCIATIONS**

Section 1. The constituent associations of Iowa PTA include:

- a. Local PTAs (Parent/Teacher Association) or PTSA (Parent/Teacher/Student Association) organized under the authority of the Iowa PTA.

Section 2. The Iowa PTA shall determine criteria establishing constituent associations and setting standards for continuing affiliation with the Iowa PTA and the National PTA.

Section 3. Each constituent association shall adopt such bylaws for the government of the association as may be approved by the Iowa PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of the Iowa PTA. Such bylaws shall include an article on amendments and shall include a provision establishing a quorum. Provisions required by the National PTA or Iowa PTA shall take effect automatically and shall require no further action by the constituent associations of the Iowa PTA.

Section 4. Each officer or board member of a constituent association shall be a member of a local PTA within its area.

Section 5. A PTA member shall not serve as a voting member of a constituent's board at the local, or state level while serving as a paid employee of, or under contract to, that constituent association.

Section 6. The members of the nominating committee for officers of a constituent association shall be elected by membership, board of directors, executive board, or executive committee.

Section 7. The bylaws of all constituent associations shall prohibit voting by proxy.

## **ARTICLE V: NEVA TAYLOR STATEWIDE PTA**

Section 1. Iowa PTA shall make available memberships in a statewide PTA unit named the Neva Taylor PTA.

Section 2. Membership in Neva Taylor PTA shall be open to any individual(s) and business(es) interested in supporting the work of Iowa PTA.

Section 3. Membership dues for Neva Taylor PTA shall be determined by the Iowa PTA Board of Directors. Dues shall be paid to National PTA according to the bylaws of National PTA.

Section 4. Members of Neva Taylor PTA shall be provided such services as deemed appropriate by the Board of Directors.

Section 5. Any individual who is a member of Neva Taylor PTA may attend the annual Iowa PTA Convention as a non-voting delegate.

Section 6. Neva Taylor PTA is not a functioning PTA unit. It does not have a Board of Directors and elects no officers.

## **ARTICLE VI: LOCAL PTAs/PTSAs**

Section 1. Local PTAs shall be organized and chartered under the authority of the Iowa PTA in the area in which the local PTA functions, in conformity with such rules and regulation, not in conflict with the National PTA Bylaws, as the Iowa PTA may in its bylaws prescribe. The Iowa PTA shall issue to this local PTA in its area an appropriate charter evidencing the due association and good standing of the local PTA.

Section 2. Each 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 Iowa PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Iowa PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

Section 3. Each local PTA is obligated, upon withdrawal of its charter by the Iowa PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Iowa PTA or to such agency as may be designated by the Iowa PTA or to another local PTA organized under the authority of the Iowa PTA;
- b. To cease and desist from further use of any name that implies or connotes association with the National PTA or the Iowa PTA or status as a constituent association of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the Iowa PTA, all proceedings necessary or desirable for the purpose of dissolving such local PTA.

Section 4. Each officer or board member of a local PTA shall be a member of such local PTA.

Section 5. Only members of a local PTA who have paid dues for the current membership year may participate in the business of the local PTA.

#Section 6. Iowa PTA prescribed criteria for a local PTA in good standing:

- a. Adheres to the Purposes and basic policies of the PTA;
- b. Collects and remits the portion of the dues to the Iowa PTA for the state and national portion on a monthly basis;
- c. Has bylaws approved by the Iowa PTA at least every three (3) years;
- d. Minimum of twenty-five (25) memberships remitted to the Iowa PTA no later than March 31 of the current membership year;
- e. Submission of tax filing to the IRS annually with proof of filing submitted to Iowa PTA; and
- f. A one year grace period will be allowed for a local PTA to increase membership and come into compliance with all other criteria.

#Section 7. A local PTA may dissolve and terminate its association in the following manner:

- a. Upon receipt of a petition recommending dissolution of the local PTA and signed with their addresses by ten (10) members or ten percent (10%) of the membership of the local PTA, whichever is larger, and not including members of the Executive Board, the Executive Board of that local PTA shall submit the questions of dissolution to a vote at a special meeting of those members having voting rights. All monies shall be frozen, except for those already budgeted or approved, until the question of dissolution has been decided. If dissolution is approved, disposition of funds shall be in accordance with Article III, (f), of the Iowa PTA Bylaws.

- b. Written notice stating the question of such dissolution shall be given to each member entitled to vote at such meeting, and to the president of the Iowa PTA, at least thirty (30) days prior to the date of such meeting. The list of names and addresses of the petitioners shall be given to the Iowa PTA president.
- c. Only those persons who were members in good standing of the local PTA on the date of submission of the question of dissolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution.
- d. Approval of dissolution of the local PTA shall require the affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the special meeting, a quorum being present.

#Section 8. Each local PTA shall adopt such bylaws for the government of the association as may be approved by the Iowa PTA. Such bylaws shall not be in conflict with the bylaws of the National PTA or the bylaws of the Iowa PTA. Provisions required by the National PTA or by the Iowa PTA shall take effect automatically and shall require no further action by the local PTA.

#Section 9. The bylaws governing the local unit shall conform to the bylaws suggested by the National PTA and the Iowa PTA. One (1) complete copy shall be submitted electronically to the Iowa PTA Office every three (3) years for approval.

#Section 10. One (1) copy of all amendments to the unit bylaws shall be sent to the Iowa PTA Office for approval.

#Section 11. A charter may be revoked for violation of the bylaws or policies of the Iowa PTA as defined in its bylaws.

#Section 12. The Board of Directors shall withdraw the charter from any local unit discontinuing membership in the Iowa PTA and the National PTA.

#Section 13. Each local PTA shall include in its bylaws provisions corresponding to the provisions of the bylaws of the Iowa PTA as are identified by the state symbol (#).

## **#ARTICLE VII: MEMBERS AND DUES**

Section 1. Every individual who is a member of a local PTA organized by the Iowa PTA also is a member of the Iowa PTA and National PTA and, as such, is entitled to all benefits of such membership.

Section 2. Membership in PTA shall be made available, without discrimination, to anyone who believes in and supports the Mission and Purposes of the Iowa PTA, and each of its constituent associations, in common with the national PTA.

Section 3. Each member of a local PTA shall pay such annual dues as may be determined by the PTA. The amount of such dues shall include the portion payable to the Iowa PTA - the "state portion" - and the portion payable to the National PTA - the "national portion".

Section 4. The Iowa PTA portion of each member's dues shall be two dollars and fifty cents (\$2.50).

Section 5. The membership card shall expire in conjunction with the Iowa PTA fiscal year annually.

## **ARTICLE VIII: OFFICERS - ELECTION AND VACANCIES**

Section 1. The officers of the Iowa PTA shall be a president, a president-elect, a vice president for membership, a vice president for leadership, a vice president for legislation, and a secretary/treasurer. They shall be elected in odd numbered years for a term of two (2) years.

Section 2. Qualifications for Nomination:

- a. Each officer of the Iowa PTA shall be a member of a local unit within the State of Iowa.
- b. Nominations for the positions of president and president-elect must include prior PTA board experience.
- c. The president shall not be eligible to serve as an officer for a period of two (2) years following their term of office as president.

- d. The president shall be eligible to serve only one term as president. No other officer shall be eligible to serve more than two (2) consecutive terms in the same office.
- e. An officer having served more than one half (1/2) of a term shall be credited with having served that complete term.
- f. Only a member of a local unit whose consent has been secured shall be eligible for nomination either by the committee or from the floor. Nominees from the floor must have given thirty (30) days notification before the beginning of the annual convention of their intent to run. Notification must be given in writing to the Iowa PTA President and the nominating committee chair.
- g. Any elected officer may be removed by a two-thirds (2/3) majority vote by written ballot at a scheduled meeting of the Board of Directors. Said removal may occur when the officer does not follow the policies and procedures of the association and does not attend a majority of the meetings of the Iowa PTA Board of Directors.

#### Section 3. Method of Election:

- a. Officers shall be elected at the annual Iowa PTA Convention in odd numbered year.
- b. Voting shall be by ballot and a majority vote shall be required for election. If there is but one nominee for any office, election for that office may be by voice vote.
- c. Newly elected officers shall assume their duties in alignment with the fiscal year following their election.

#### Section 4. Vacancies in Office:

- a. A vacancy occurring in any office, except that of president and president-elect, shall be filled by the Board of Directors for the remainder of the unexpired term. The election shall be by ballot. When there is but one candidate for the vacancy, the ballot may be dispensed with and election held by voice.
- b. A vacancy occurring in the office of president shall be filled, for the remainder of the unexpired term, by the president-elect, who shall then cease to be president-elect. A vacancy occurring in the office of president-elect shall be filled by the Board of Directors at the meeting following the vacancy. In the interim, duties of the president-elect shall be delegated by the president.
- c. Election to fill a vacancy shall require a majority vote by the Board of Directors present at the meeting at which such election takes place if at least ten (10) days' notice has been given and the election is part of the agenda for that meeting. If notice is not given, the election to fill the vacancy shall require a two-thirds (2/3) vote.

### **ARTICLE IX: DUTIES OF OFFICERS**

#### Section 1. The President shall:

- a. Be the chief executive officer of the association. Subject to the powers vested in the Board of Manager and the Executive Committee, shall have general charge and supervision of the business affairs of the association, shall direct the work of the Iowa PTA and the executive director, and shall perform the duties usually incident to the office of the president of a not-for-profit corporation organized under the laws of Iowa. The president shall have power to sign and execute all authorized contracts, agreements, or other obligations in name of the association, and shall perform such other duties and exercise such powers as may be assigned by the Board of Directors. The president shall preside at all annual conventions and all meetings of the Board of Directors and the Executive Committee at which he may be present.
- b. Create and appoint special committees as necessary.
- c. Appoint the chairmen of all special committees who shall serve during the present administration. Each special committee shall consist of a chairman and such other persons appointed by the president as may be needed to carry on the work of the committee.
- d. Engage, on behalf of the association, a parliamentarian to serve at the annual convention and at meetings of the Board of Directors and at such other meetings as the president may designate, and to render such other services to the association as the president may deem necessary or desirable.
- e. Coordinate the work of the officers and committee chairmen of the Iowa PTA in order to promote the Purposes and basic policies of the PTA.
- f. Approve the work and activities of committee chairmen.
- g. Be a member ex-officio of all committees of the Board of Directors, except the committee on nominations and the committee on elections.
- h. Submit all reports required to the National PTA.
- i. The state president, with the assistance of the president-elect shall be responsible for the association of new local PTAs. They may be assisted in the association of such PTAs by other state board members.

j. The president shall serve as a member of the National Constituent Association Advisory Council (NCAAC). In the event that the president is unable to attend, the state president will, with assistance from National PTA appoint an alternate to represent the Iowa PTA.

Section 2. President-Elect shall:

- a. The president-elect shall work closely with the president and it shall be the responsibility of the president-elect to become knowledgeable about PTA policies, procedures, and programs and to perform the duties of the president in the absence or inability of that officer to serve.
- b. Be an ex-officio member of all special committees.

Section 3. Vice Presidents shall:

- a. The vice presidents shall act as aides to the president.
- b. Each vice president will serve as liaison to standing committees related to their positions as appointed by the president and approved by the Executive Committee.

Section 4. Secretary/Treasurer shall:

- a. Record the minutes of the meetings of the Iowa PTA, the Board of Directors, and the Executive Committee.
- b. Serve as chair of the Budget Committee.
- c. Monitor the disbursement of funds only as authorized by the president and in accordance with the
- d. budget approved by the Board of Directors.
- e. Present financial statements at the Iowa PTA Convention and at each meeting of the Executive
- f. Committee and each meeting of the Board of Directors.
- g. The accounts of the secretary/treasurer shall be audited/reviewed at the end of each fiscal year by a
- h. qualified individual(s) to be named by the president with the approval of the Executive Committee.
- i. Perform other duties as assigned by the President or the Board of Directors.

Section 5. All Officers:

- a. All officers shall perform those duties such as may be required by their position.
- b. All officers shall deliver to the Iowa PTA Office materials belonging to their respective official positions within thirty (30) days following the close of the annual Iowa PTA Convention at which their successors are elected.

## **ARTICLE X: FISCAL YEAR**

The fiscal year of the Iowa PTA shall begin July 1 and end the following June 30.

## **ARTICLE XI: BOARD OF DIRECTORS**

Section 1. Membership

The Board of Directors shall consist of the officers of the Iowa PTA, chairmen of all standing committees, and the immediate past president.

Section 2. Duties:

- a. Manage the affairs of the Iowa PTA. It may not, however, modify any action taken by the convention.
- b. Have authority to adopt rules for the transaction of its business, provided the rules do not conflict with the bylaws of the Iowa PTA and the bylaws of the National PTA.
- c. Have authority to declare a position in its body vacant if a member is inactive after a reasonable length of time.
- d. Have authority to adopt any provisions required by the National PTA which shall take effect automatically and shall require no further action by the Iowa PTA membership. The Iowa PTA shall promptly incorporate such provisions in its bylaws.

Section 3. Meetings:

- a. Regular meetings of the Board of Directors shall be held at least three (3) times during each calendar year. The dates of such meetings shall be determined by the Executive Committee. Ten (10) days' notice shall be given of any change of date.
- b. Special meetings of the Board of Directors may be called by the president or upon written request of seven (7) of its members. At least ten (10) days' notice shall be given in the call.

Section 4. Quorum

- a. At all meetings of the Board of Directors a majority of the total number of the members of the Board of Directors shall constitute a quorum for the transaction of business. The quorum shall include either the president or president-elect, and one of the other vice presidents. The act of a majority of the members of the Board of Directors then in office, at any meeting at which a quorum is in attendance, shall be the act of the Board of Directors, except as may be otherwise specifically provided by the statute or by the Bylaws of the Iowa PTA.

Section 5. Each member of the Iowa PTA Board of Directors shall be a member of a local PTA and reside in Iowa.

Section 6. When any person ceases to hold the office which entitles him to be a member of the Board, he shall automatically cease to be a member of the Board and shall be relieved of all duties and responsibilities incident to such membership.

## **ARTICLE XII: EXECUTIVE COMMITTEE**

Section 1. Membership:

- a. The Executive Committee shall consist of the officers of this association and two (2) other Board members elected by the committee chairmen.
- b. The immediate past president and executive director shall serve in an advisory capacity.

Section 2. Meetings:

- a. Regular meetings of the Executive Committee shall be held during the calendar year. The dates of such meetings shall be determined by the Executive Committee. Five (5) days' notice shall be given of any change of date.
- b. Special meetings of the Executive Committee shall be held at the call of the president or upon written request of three (3) members of the Executive Committee, at least five (5) days' notice shall be given in the call.
- c. Three (3) members shall constitute a quorum.

Section 3. Duties:

- a. Have the authority between meetings of the Board of Directors to transact business of this association.
- b. Act between meetings of the Board of Directors in emergencies which do not affect the general policies of the Iowa PTA.
- c. Determine the amount and authorize payments of fidelity bonds for the treasurer, president, office employees, and all other members of the Board of Directors authorized to handle funds of the Iowa PTA.
- d. Make a report at each regular meeting of the Board of Directors.
- e. Select the time, place, and duration of the annual convention.
- f. Determine the registration fee for the annual convention.
- g. Create or discontinue such standing committee and regional directorships as are needed to promote the Purposes and carry on the work of the Iowa PTA.
- h. Be responsible for the employment of the executive director.

Section 4. The Executive Committee shall take no action in conflict with any action taken by the Board of Directors.

## **ARTICLE XIII: STANDING AND SPECIAL COMMITTEES**

Section 1.

- a. The Executive Committee may create such standing committees as needed to promote the Purposes and carry on the work of the Iowa PTA. Once created, a standing committee exists until discontinued by the Executive Committee.



- b. The president shall appoint the chairmen of the standing committees who shall serve during his present administration. These appointments will be voted upon by the Executive Committee. Each standing committee shall consist of a chairman and such other persons, who shall be appointed by the president and the committee chairman, as may be needed to carry on the work of the committee.
- c. The state president may receive in writing suggestions for the state chairmen. The suggestions may be offered by members of the Iowa PTA in local units and from the Board of Directors.
- d. Only a member of a local unit within the state of Iowa, whose consent had been secured, shall be eligible to serve as chairman of a standing committee.
- e. A person shall be eligible to serve as a state chairman for not more than two (2) consecutive terms in the same position.
- f. A state chairman having served more than one half (1/2) of a term shall be credited with having served that complete term.
- g. The president shall be a member ex-officio of all standing committees except the committees on nominations and election.

Section 2. Duties of Chairman:

- a. Plan and implement work commensurate with the specific area of responsibilities of the chairmanship held. Implementation of the activities will have prior approval of the president.
- b. Circulate no material or form letter without the approval of the president or a state officer designated by the president.

Section 3. Vacancies in chairmanships:

- a. Vacancies in chairmanships of standing committees shall be filled by the president, subject to the approval of the Executive Committee

Section 4. Special Committees:

- a. Special committees may be created by the president, by the Executive Committee, or by the Board of Directors.
- b. The president and president-elect shall be members ex-officio of all special committees.

## **ARTICLE XIV: COMMITTEE ON STATE AND LOCAL RELATIONSHIPS**

Section 1. The Iowa PTA is responsible for compliance by the local PTAs within its area to the bylaws of the National PTA, the Iowa PTA, as well as their own respective local bylaws.

Section 2. There shall be a committee on state and local relationships consisting of, but not limited to, the immediate past president, the vice president for leadership, and the state bylaws chairman. The immediate past president shall be chairman of the committee.

Section 3. This committee, upon authorization by the Executive Committee, shall review any alleged violations by local PTAs of National PTA Bylaws, of Iowa PTA bylaws, or of their own bylaws or other practices or activities of local PTAs that may tend to defeat the purposes and basic policies of the Iowa PTA and shall promptly report to the Board of Directors the results of such review and its recommendation for action.

Section 4. The Board of Directors shall give due consideration to the report of the committee and shall accord the local PTA an opportunity to be heard and to respond to the report. If, upon such consideration, the Board of Directors finds a violation by the local PTA, it shall, by a two-thirds (2/3) vote of all of its members then in office, require the local PTA to take appropriate action within a period of time stipulated by the Board of Directors. When such a requirement has been made by the Board of Directors and if the recommended action is not taken by the local PTA within the allotted time, the Board of Directors may, by a two-thirds (2/3) vote of all its members then in office, grant the local PTA an extension of time of not less than six (6) months nor more than eighteen (18) months in which to achieve satisfactory compliance with the action required by the Board of Directors. Failing such compliance, the Board of Directors may, subject to concurrence in such action by the next annual convention, withdraw the charter of the local PTA unit.

## **ARTICLE XV: ANNUAL CONVENTION**

Section 1. Date and Place

- a. A convention of the Iowa PTA shall be held annually at a time determined by the Board of Directors. In case an emergency arises, the Executive Committee shall have the authority to set an alternate date or cancel the convention.

- b. Notice of the annual convention shall be sent to each member of the Board of Directors and to the presidents of local PTAs at least thirty (30) days prior to the convention. (Call to Convention.)
- c. The annual convention shall be the governing body of the Iowa PTA.
- d. Annual convention material, such as the budget, the legislative platform, resolutions, bylaw changes, and nominations in an election year, shall be sent to each member of the Board of Directors and to the presidents of local PTAs at least thirty (30) days prior to convention.

Section 2. Voting Body:

- a. The voting body of the annual convention shall consist of the members of the Iowa PTA Board of Directors, the past state presidents of the Iowa PTA, presidents of local units or their alternates, and accredited delegates from local units. There shall be no proxies. When registering, each voting delegate must present his membership card for the current year.
- b. To be an accredited delegate from a local unit, such unit shall not on the date of the annual convention be default in the payment or remittance of dues to the Iowa PTA as required by the Iowa PTA bylaws.
- c. Each local unit in good standing as shown on the books of the state treasurer as of March 31, and any local units organized and accredited after March 31, shall be entitled to be represented at the annual convention by its president or alternate, and by one delegate or alternate for every fifteen (15) members or major fraction thereof.
- d. The privilege of introducing motions, debating and voting shall be limited to the voting body provided in item "a".
- e. The annual convention of the Iowa PTA is open to all members and visitors upon payment of the registration fee as determined by the Executive Committee.

Section 3. Quorum:

Twenty (20) or more members of the voting body present at any meeting of the annual convention shall constitute a quorum for the transaction of business at such meeting.

## **ARTICLE XVI: NATIONAL CONVENTION**

Section 1. The Iowa PTA shall be entitled to accredit to the annual convention as its delegates.

- a. The president of the Iowa PTA.
- b. Five (5) delegates plus one (1) additional delegate from among the members of the state PTA for each one thousand members (1,000), or major fraction thereof, of the Iowa PTA, as shown on the books of the treasurer of the National PTA as of March 31 preceding the annual convention.

Section 2. The Iowa PTA President with affirmation from the Executive Committee will allocate voting credentials to delegates registered to attend the National PTA Convention.

Section 3. Any vacancies which occur after said allocation shall be filled by the president.

Section 4. The convention of the National PTA is open to all members upon payment of the registration fee determined by the National PTA.

## **#ARTICLE XVII: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Iowa PTA and its constituent associations in all cases in which they are applicable and in which they are not in conflict with these bylaws, National PTA Bylaws, or the articles of incorporation.

## **ARTICLE XII: COMMITTEE ON NOMINATION FOR STATE OFFICERS**

Section 1. Election of the Committee:

- a. The Board of Directors at the summer/fall board meeting in even numbered years shall elect by ballot from among its members a committee on nominations consisting of five (5) members and alternate(s).

- b. The committee shall elect its own chair.

Section 2. Duties of the Committee:

The committee on nominations:

- a. Shall nominate one (1) eligible person for each office to be filled at the annual Iowa PTA Convention.
- b. Shall send a list of nominees to the Iowa PTA office for distribution at least forty-five (45) days prior to the opening day of the annual convention.
- c. Shall report at the first General Session of the annual convention, at which time additional nominations may be made from the floor. Nominations from the floor must meet criteria specified in Article VIII Section 2.

## **ARTICLE XIX: COMMITTEE ON ELECTIONS**

Section 1. A committee on election, consisting of not less than three (3) members of the Board of Directors shall be named by the president at least thirty (30) days prior to the first day of the annual Iowa PTA Convention in odd numbered years.

Section 2. The committee on election shall:

- a. Have charge of the election to the annual Iowa PTA Convention.
- b. Be responsible for the preparation of the ballots, which shall show the names of all nominees for each office with sufficient space for write in votes.
- c. Be responsible for validating the voting credentials of members of the Iowa PTA.
- d. Have at least one (1) of its members on duty at the polls during the voting period.
- e. Tabulate the votes and make a complete report to the convention body of the votes cast.

Section 3. If there is but one nominee for any office, election for that office may be by voice vote.

## **ARTICLE XX: LEGISLATION**

Section 1. The National Legislative Program shall be presented to the delegate body at the annual Iowa PTA Convention.

Section 2. The Legislative Program of the Iowa PTA shall be adopted by the Board of Directors and presented at the annual convention.

## **ARTICLE XXI: AMENDMENTS**

Section 1. These bylaws may be amended by a two-thirds (2/3) vote at any annual convention of the Iowa PTA. Provided that the following requirements shall have been complied with:

- a. The proposed amendment shall have been proposed by the committee on Iowa PTA bylaws, the Executive Committee, or a PTA unit, and be received by the committee on bylaws and approved by the Board of Directors.
- b. A copy of the proposed amendment shall have been sent from the Iowa PTA office to each member of the Board of Directors at least thirty (30) days prior to the opening day of the annual convention.
- c. The proposed amendment shall also have been distributed to all units by the Iowa PTA office prior to the convention.
- d. These bylaws may be amended at any annual session by unanimous vote without previous notice other than that the amendment shall be read at one meeting of said session and shall not be acted upon earlier than the next meeting of said session.
- e. The Executive Committee or the Board of Directors by a majority vote may authorize the committee on bylaws to submit a revised set of bylaws as a substitute for the existing bylaws.
- f. Amendments to or revision of the Iowa PTA bylaws are subject to approval by the committee on bylaws of the Board of Directors of the National PTA.

Section 2. Provisions required by the National PTA shall take effect automatically (without the need for a vote by the Iowa PTA membership at the Annual Convention) and shall require no further action by the Iowa PTA. The Iowa PTA shall promptly incorporate such provisions in the bylaws or Articles of Incorporation.

#Section 3. The adoption of an amendment to any provision of the bylaws of the Iowa PTA identified by a number symbol (#) shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA. Notwithstanding the automatic character of the amending process, the local PTAs shall promptly incorporate such amendments in their respective bylaws.