Columbia Elementary School PTA

Columbia Elementary School Parent Teacher Association

BYLAWS

Last Updated 3/26/2025

COLUMBIA ELEMENTARY SCHOOL

667 Balch Road

Madison, AL 35758

MADISON CITY PTA

ALABAMA PTA

COLUMBIA ELEMENTARY SCHOOL PARENT TEACHER ASSOCIATION BYLAWS

LAST UPDATED 3/26/2025

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Certain items are required in all PTA bylaws as they serve to tie PTAs together as a national organization. These are marked in local PTA bylaws with an asterisk (*) symbol and should be used verbatim with no changes. The structure of the local PTA and its specific rules and regulations are contained in the bylaws adopted by the members of that unit. Local bylaws may not conflict with National PTA Bylaws or Alabama PTA Bylaws.

BYLAWS

of the

Columbia Elementary School PTA

Article I—NAME

The name of this organization is the **Columbia Elementary School PTA** (Parent Teacher Association) of Madison, Alabama. It is a local PTA organized under the authority of Alabama Congress of Parents and Teachers, a branch of National Congress of Parents and Teachers (National PTA) and a branch of Alabama PTA.

School Name: Columbia Elementary School
Street Address: 667 Balch Road
City: Madison
Zip: 35758

***Article II—PURPOSES**

Section 1. Objectives. The purposes (objects) which the corporation will hereafter pursue are:

a. To promote the welfare of children and youth in home, school, place 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 engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
e. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Section 2. Awareness. The purposes of the 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 policies set forth in Article III.

Section 3. Federal Status. The organization 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 referred to as "Internal Revenue Code").

***Article III—BASIC POLICIES**

The following are basic policies of the Columbia Elementary School PTA;

a. The organization shall be noncommercial, nonsectarian, and nonpartisan.

b. The name of the PTA/PTSA or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Purposes of the association.

c. The organization 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.

d. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.

e. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the organization 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.

f. 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 to which are deductible under Section 170(c) (2) of the Internal Revenue Code.

g. Prior to scheduling a vote regarding the dissolution of this PTA/PTSA, Alabama PTA must be contacted. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations 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.

h. The organization 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.

***Article IV—RELATIONSHIP WITH NATIONAL PTA AND ALABAMA PTA**

Section 1. Authority and Good Standing. This local PTA/PTSA shall be organized and chartered under the authority of the Alabama PTA in the area in which this local PTA/PTSA functions, in conformity with such rules and regulations as the Alabama PTA may in its bylaws prescribe. The Alabama PTA shall issue to this local PTA/PTSA an appropriate charter evidencing the due organization and good standing of this local PTA/PTSA.

The Board of Directors of Alabama PTA shall make all decisions regarding the recognition and good standing of local PTAs/PTSAs. A PTA/PTSA must be in good standing in order to participate in scholarship, grant, and awards programs.

A local PTA/PTSA in good standing is one that:

a. Adheres to the purposes and basic policies of the PTA;
b. Remits the national portion of the dues through the state PTA to reach the national office by dates designated by National PTA;
c. Has bylaws approved according to the procedures of its state; and
d. Meets other criteria as may be prescribed by the individual state PTA.

Section 2. Approval of Bylaws. Columbia Elementary School PTA shall adopt such bylaws for the governance of the organization. These bylaws are subject to the approval of Alabama PTA. Such bylaws shall not be in conflict with National PTA Bylaws or the bylaws of Alabama PTA.

Section 3. Proxy Voting. The bylaws of Columbia Elementary School PTA shall prohibit voting by proxy.

Section 4. Financial Records. This PTA shall keep permanent books of account and records sufficient to establish gross income, receipts, and disbursements, including the number of members and dues collected from members. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Alabama PTA or National PTA.

Section 5. Withdrawal of Charter. The charter of this PTA shall be withdrawn, and the PTA dissolved according to provisions in Alabama PTA Bylaws. This PTA is obligated, upon withdrawal of its charter by Alabama PTA to:

a. Surrender all books, records, assets, and property to Alabama PTA, an agency designated by Alabama PTA, or another local PTA organized under the authority of Alabama PTA;
b. Cease to use the copyrighted name PTA that implies association with or status as a constituent organization of National PTA or Alabama PTA; and
c. Carry out promptly, under the direction of Alabama PTA, all proceedings necessary for the purpose of dissolving.

Section 6. Organizing/Chartering.

a. Local PTAs shall be organized in the state as units of National PTA and Alabama PTA for the purpose of promoting the objectives of National PTA and Alabama PTA.

b. Each local unit shall be authorized to make its own rules for the transaction of its business provided they are not in conflict with National PTA Bylaws or Alabama PTA Bylaws.

c. A local organization shall become a PTA unit upon receipt in the state office of (i) national and state dues, (ii) two copies of proposed local unit bylaws, subject to approval by Alabama PTA, and (iii) the names of charter members and a list of officers.

d. The Board of Directors of Alabama PTA shall make all decisions regarding the recognition and status of organized units.

Section 7. Procedures for Dissolution. The charter of a local PTA may be withdrawn in the following manner:

a. The Executive Committee (or other body that, under its bylaws, manages the affairs of the local PTA) shall adopt a resolution recommending dissolution and directing that the question of dissolution be submitted to a vote at a special meeting of members having voting rights. Written notice stating the purpose of the meeting is to consider the advisability of dissolution shall be given to each member entitled to vote at the meeting at least thirty days prior to the date of the meeting.

b. Written notice of the adoption of the resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the President of Alabama PTA at least twenty days before the date of the meeting.

c. Only those persons who were members in good standing on the date of adoption of the resolution 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 shall require the affirmative vote of two-thirds of the members present and entitled to vote, a quorum being present.

***Article V—MEMBERSHIP AND DUES**

Section 1. Every individual who is a member of the Columbia Elementary School PTA is, by virtue of that fact, a member of the National PTA and of the Alabama PTA by which this local PTA/PTSA is chartered, and is entitled to all the benefits of such membership.

Section 2. Membership of this PTA/PTSA shall be made available without regard to race, color, creed, or national origin to any individual who subscribes to the purposes and basic policies of PTA.

Section 3. This PTA/PTSA shall conduct an annual enrollment of members, but persons may join at any time.

Section 4. Only members of this PTA/PTSA shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions.

Section 5. Each member of Columbia Elementary School PTA shall pay annual dues determined by the association in the amount of no less than $10 per individual adult membership, $5 for individual student membership or $20 per family membership, which includes up to two (2) adults listed in GiveBacks. The amount of such annual dues shall include the portion payable to the Alabama PTA and the portion payable to National PTA (As of July 1st, 2025 dues will be $4.25 per member; $1.00 for Alabama PTA; $3.25 for National PTA).

Section 6. The state and national portions of dues paid by each member of this PTA/PTSA shall be set aside by this PTA/PTSA and remitted to Alabama PTA as state bylaws provide. Alabama PTA shall pay to National PTA the national portion of dues paid by all members of this PTA/PTSA.

Section 7. The local Treasurer shall keep the record of the national and state portion of the membership dues separate from the record of general funds of the local PTA/PTSA.

Section 8. When remitting dues, the local Treasurer shall send the names, telephone numbers and/or email addresses of PTA/PTSA members for whom dues are being paid, via GiveBacks.

Section 9. This PTA/PTSA shall make at least one remittance of state and national dues by December 1. Remittances made on or before March 1 shall determine (i) voting delegate representation at state convention and (ii) eligibility for state awards.

Article VI—OFFICERS

Section 1. The officers of Columbia Elementary School PTA shall be a President, a Secretary, a Treasurer, and five (5) Directors.

Section 2. Officers shall be elected in April. The election can be postponed by the Board of Directors due to extenuating circumstances; however, the election must be held by the last general membership PTA meeting of the school year.

Section 3. The vote shall be conducted by ballot and a majority vote shall elect. When there is only one candidate for any office that election may be held by voice vote.

Section 4. The following provisions shall govern the eligibility of individuals to be officers of the Columbia Elementary School PTA:

a. Each officer shall be an adult member of the Columbia Elementary School PTA;

b. No officer may be eligible to serve more than two (2) consecutive terms in the same office, with the exception of the Treasurer, who may serve no more than three (3) consecutive terms.

c. Exemption to the term limit: If the nominating committee is unable to find a candidate willing and able to serve in a given position, it shall be allowable for the current officer to serve an additional one (1) year term beyond the two (2) consecutive term limit.

1. This exemption shall only apply on an annual basis. The decision to allow an exemption shall be made by a majority vote of the PTA Board at the last Board meeting of the fiscal year.
2. If an exemption is granted to an officer, the position shall not be considered vacant, as the current officer remains in their role for the additional term.

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 full term in such office;

e. The officer list, including contact information, will be updated every fiscal year, via GiveBacks.

Section 5. Officers shall assume their official duties on July 1, the start of the PTA fiscal year and shall serve through the term ending on June 30.

a. The newly elected officers of the PTA shall serve a transition period from the time of their election until the official start of their term, which shall begin at the start of the new fiscal year. During this transition period, newly elected officers will be designated as "At-Large Members" of the current PTA Board.

b. At-Large Members shall have full voting rights on matters brought before the Board during the transition period. They shall participate in all meetings, discussions, and decision-making processes alongside the outgoing officers.

c. The purpose of the At-Large Members is to ensure a smooth transition, facilitate knowledge transfer, and officially begin planning and coordinating activities for the following school year. They shall be expected to attend Board meetings, review current PTA business, and assist with the continuity of ongoing projects and initiatives.

d. The outgoing officers shall abstain from votes pertaining to the following fiscal year.

e. During the transition period, financial oversight shall remain the responsibility of the outgoing officers. Control of the PTA's finances, including signing authority on bank accounts and approval of financial transactions, shall be formally transferred to the newly elected officers at the start of the new fiscal year.
    1. Outgoing officers shall conduct a final review and reconciliation of all financial records at the conclusion of the fiscal year.
    2. Newly elected officers shall review the records at a financial transition meeting to ensure clarity and understanding of the financial responsibility they are assuming.

f. The transition period shall end upon the commencement of the new fiscal year and the newly elected officers shall formally assume their roles.

Section 6. A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by a current PTA Executive Committee member by a vote of the Executive Committee. A vacancy in any office other than President may be filled by the Board of Directors.

Section 7. There shall be a Nominating Committee composed of at least three (3) (or an odd number no less than three [3]) members who shall be elected by the Board of Directors at least one (1) month prior to the election of officers, as outlined in Article VI, Section 2.

a. The PTA shall announce the call for members for the Nominating Committee during general meetings, ensuring all members are informed of the opportunity to serve;
b. The committee shall elect its chair;
c. The committee shall nominate an eligible person for each office to be filled and report its nominees no later than the last regular general membership meeting in April, at which time additional nominations may be made from the floor;
d. Only those individuals who are current members of the Columbia Elementary School PTA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office; and
e. No member of the nominating committee shall nominate themselves for any position on the PTA Board.
    1. If a nominating committee member wishes to be considered for a board position, they must remove themselves from the committee prior to the nomination process.
    2. Current PTA officers who are seeking re-election may not be a member of the nominating committee.
    3. The school Principal is eligible for serving on the nominating committee should there be insufficient eligible members to fulfill the committee's requirements.

Article VII—Duties of Officers

Section 1. The President shall:

a. Preside at all meetings of Columbia Elementary School PTA;
b. Review and approve meeting agendas prior to meetings;
c. Coordinate and oversee the efforts of the officers and committees of Columbia Elementary School PTA to effectively advance its purposes;
d. Represent Columbia Elementary School PTA at Madison City PTA, council and district functions, as needed;
e. Vote only in the case of a tie vote of the Board of Directors;
f. Be a signatory on all financial accounts of this PTA, except when the President is also a school employee, per current State Department of Education guidelines;

g. Attend PTA functions, PTA meetings, Board of Directors meetings and PTA sponsored activities;

h. Support preparation for PTA functions, PTA meetings, Board of Directors meetings, and PTA sponsored activities;

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 Committee.

Section 2. The Secretary shall:

a. Prepare agendas for all Board of Directors meetings, Principal meetings, and general PTA meetings;

b. Record the minutes of all Board of Directors meetings, Principal meetings, and general PTA meetings;

c. Read or distribute printed copies of the agenda for the current meeting, and the minutes of the previous meeting(s) for approval;

d. Determine the presence of a quorum prior to any business being conducted;

e. File all records;

f. Have a current copy of the Columbia Elementary School PTA Bylaws;

g. Update the officer list, including contact information, via GiveBacks;

    1. Provide officer list to Madison City PTA and Columbia Elementary School Principal, Secretary, and Teacher Liaison;

h. Maintain a membership list via GiveBacks;

i. Attend PTA functions, PTA meetings, Board of Directors meetings and PTA sponsored activities;

j. Support preparation for PTA functions, PTA meetings, Board of Directors meetings, and PTA sponsored activities; and

k. 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 Executive Committee.

Section 3. The Treasurer shall:

a. Have custody of the funds of the Columbia Elementary School PTA;

b. Maintain a full account of the funds of the Columbia Elementary School PTA;

c. Make disbursements in accordance with the budget adopted by the Columbia Elementary School PTA or as otherwise authorized by the President, or formal vote by the Board of Directors;

d. Have checks signed by two authorized check signers. Individuals authorized to sign checks shall not be related to each other by marriage or any other relationship.

e. Ensure that a complete and accurate record is maintained of all receipts and disbursements related to the Columbia Elementary School PTA, including proper

documentation of the PTA's Employee Identification Number (EIN), access credentials (such as passwords), and any required acknowledgements;

f. Provide a written financial statement to the Board of Directors at each board meeting and the general membership at the general PTA meetings;

g. Submit the books annually for an audit by an auditing committee selected by the Board of Directors at the end of the fiscal year, or when deemed necessary;

h. Report the findings of the annual audit to the Board of Directors and to the general PTA members;

i. Prepare the return for the "Organization Exempt from Federal Income Tax", Form 990, 990N, 990EZ, and ensure its timely return to the IRS for the unit;

j. Under current State Department of Education guidelines, no school employee may handle funds of a school-related organization. Therefore, if a school employee is elected to serve as President, they may not be authorized as a signatory for checks; nor should a school employee be elected to serve as a Treasurer or be placed in charge of a fund-raising activity;

k. Attend PTA functions, PTA meetings, Board of Directors meetings and PTA sponsored activities;

l. Support preparation for PTA functions, PTA meetings, Board of Directors meetings, and PTA sponsored activities; and

m. 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.

Section 4. The Director(s) of Programs shall:

a. Act as aide(s) to the President;

b. In their designated order Director(s) of Programs, Director(s) of Fundraising, Director of Volunteers, Director of Membership, Director of Publicity, perform the duties of the President in the President's temporary absence or inability to serve;

c. Serve as Programs Committee chairperson if applicable, and facilitate communication the committee and the Board of Directors;

d. Coordinate all aspects of program events from initial concept development to logistical planning and execution, including securing and coordinating with vendors, recruiting volunteers, and managing event budgets, as decided at the first calendar meeting of the term, or as determined throughout the year and approved by the Board of Directors;

e. Collaborate with school administration, teachers, parents, and community partners to identify program needs, leverage resources, and ensure the success of programs and events;

f. Program and event marketing materials shall be reviewed and approved by the President and Director of Publicity;

g. Attend PTA functions, PTA meetings, Board of Directors meetings and PTA sponsored activities;

h. Support preparation for PTA functions, PTA meetings, Board of Directors meetings, and PTA sponsored activities;

i. 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;

Section 5. The Director(s) of Fundraising shall:

a. Act as aide(s) to the President;

b. In their designated order Director(s) of Programs, Director(s) of Fundraising, Director of Volunteers, Director of Membership, Director of Publicity, perform the duties of the President in the President's temporary absence or inability to serve;

c. Coordinate fundraising activities as decided at the first calendar meeting of the term, or as determined throughout the year.

    1. Develop and implement fundraising strategies to meet the PTA's financial goals as approved by the Board of Directors;
    2. Plan and oversee all fundraising activities, events, and rewards;
    3. Ensure all fundraising events comply with PTA guidelines, legal requirements, and school policies,
    4. Fundraising marketing materials shall be reviewed and approved by the President and Director of Publicity;

d. Attend PTA functions, PTA meetings, Board of Directors meetings and PTA sponsored activities;

e. Support preparation for PTA functions, PTA meetings, Board of Directors meetings, and PTA sponsored activities; and

f. 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;

Section 6. The Director of Volunteers shall:

a. Act as aide(s) to the President;

b. In their designated order Director(s) of Programs, Director(s) of Fundraising, Director of Volunteers, Director of Membership, Director of Publicity, perform the duties of the President in the President's temporary absence or inability to serve;

c. Compile and maintain a list/spreadsheet of volunteers using information from submitted paper or online volunteer interest forms;

    1. Provide information regarding specialized volunteer interests to board members as needed;

d. Seek, schedule, and oversee volunteers for PTA activities and events as needed or requested by the Board of Directors or Principal;
e. Stay in communication with volunteers and room parents to share relevant PTA information, events, and volunteer opportunities as needed;
f. Coordinate a room parent training meeting at the beginning of the school year;
g. Attend PTA functions, PTA meetings, Board of Directors meetings and PTA sponsored activities;
h. Support preparation for PTA functions, PTA meetings, Board of Directors meetings, and PTA sponsored activities;
i. 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;

Section 7. The Director of Membership & Outreach shall:

a. Act as aide(s) to the President;
b. In their designated order Director(s) of Programs, Director(s) of Fundraising, Director of Volunteers, Director of Membership, Director of Publicity, perform the duties of the President in the President's temporary absence or inability to serve;
c. Conduct an annual membership campaign at the beginning of the school year and encourage new memberships throughout the school year;
d. Enter all memberships into GiveBacks and work with Treasurer to ensure all dues are paid in a timely manner;
e. Apply for membership awards;
f. Plan, coordinate, and host the Golden Apple Luncheon to recognize Columbia Elementary School faculty and staff, which may include tokens of appreciation from the community and CES PTA, in accordance with IRS guidelines regarding hospitality expenses;
g. Serve as the Board of Director liaison for the Teacher Appreciation Committee and AstroDads, ensuring both committees are active and fulfilling their intended role(s). This shall include helping plan and maintain committee budgets, approving committee activities, coordinating with school leadership, and submitting reports at the Board of Directors meetings;
h. Support the Director(s) of Fundraising and Programs in planning and executing school and community events throughout the year to encourage membership and community engagement, outreach, and participation in support of the National PTA's mission and values;
i. Attend PTA functions, PTA meetings, Board of Directors meetings and PTA sponsored activities;

j. Support preparation for PTA functions, PTA meetings, Board of Directors meetings, and PTA sponsored activities;

k. 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;

Section 8. The Director of Publicity shall:

a. Act as aide(s) to the President;

b. In their designated order Director(s) of Programs, Director(s) of Fundraising, Director of Volunteers, Director of Membership, Director of Publicity, perform the duties of the President in the President's temporary absence or inability to serve;

c. Maintain and update all Columbia Elementary School PTA social media sites with information approved by the Board of Directors;

d. Develop and distribute a newsletter to keep parents, teachers, and the community up to date on PTA activities and school events. Newsletters shall be distributed at an interval determined at the first calendar meeting of the term, or as determined throughout the year and approved by the Board of Directors;

e. Create and distribute promotional material across all PTA's communication platforms (email, social media, website) to raise awareness about upcoming events and programs in collaboration with Board of Directors;

f. Attend PTA functions, PTA meetings, Board of Directors meetings, as necessary, and PTA sponsored activities;

g. Support preparation for PTA functions, PTA meetings, Board of Directors meetings, and PTA sponsored activities;

h. 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;

Article VIII—BOARD OF DIRECTORS

Section 1. The affairs of the Columbia Elementary School PTA shall be managed by the Board of Directors in the intervals between local PTA general membership meetings.

Section 2. Each board member shall be an adult member of Columbia Elementary School PTA.

Section 3. The members of the Board of Directors shall be the elected officers, principal, and school representative.

a. The President may appoint a Parliamentarian, subject to approval of the Board of Directors.

Section 4. Duties of the Board of Directors shall be to

a. Carry out such business as referred to it by the membership of the association;
b. Create special committees;
c. Create a report at the regular general membership meetings of Columbia Elementary School PTA;
d. Select an auditor or an auditing committee to audit the Treasurer's accounts;
e. Prepare and submit an annual budget to Columbia Elementary School PTA's general membership for adoption;
f. Appoint standing committee chairs and members;
g. Approve the work of the committees;
h. Approve payment of routine bills within the limits of the approved budget.

Section 5. 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 of Directors following the outlined procedures and instances:

a. Suspected violations should be reported to the President. Depending on the severity or intentionality, the President will determine whether to call a board vote on removal.
    1. In the case that the accused is the President, the violations should be reported to the Director of Programs to call the Executive Committee to a vote.
    2. The board member may present their case prior to the vote.
b. Instances in which a member of the Board of Directors may be removed from office are outlined below. The reason for removal of a board member must be documented and included in the Board of Directors meeting minutes. A board member may be removed from office via a majority vote of the Board of Directors if:
    1. **Failure to Fulfill Duties**: The member of the Board of Directors fails to fulfill their duties by neglecting assigned responsibilities or not performing the required tasks of their role;
    2. **Conflict of Interest:** The member of the Board of Directors is engaging in activities that create a conflict of interest or harm the reputation or objectives of the PTA;
    3. **Violation of Bylaws, Policies, Mission:** The member of the Board of Directors is breaching the PTA's governing bylaws, rules, or ethical guidelines, or acting in ways that contradict or undermine the mission and goals of the PTA;
    4. **Unprofessional or Disruptive Behavior:** The member of the Board of Directors is displaying unprofessional conduct, creating hostility among members, or undermining the PTA's operations;
    5. **Lack of Attendance:** The member of the Board of Directors has missed an excessive number of PTA board meetings, general PTA meetings, PTA sponsored activities and events without valid reasons or prior notice;

6. **Unauthorized Actions:** The member of the Board of Directors is making decisions, signing contracts, or committing the PTA to obligations without proper approval;
7. **Breach of Confidentiality:** The member of the Board of Directors is sharing sensitive or private information about the PTA, school, students, or members without authorization;
8. **Inability to Collaborate:** The member of the Board of Directors is demonstrating an unwillingness or inability to work effectively with other board members, school officials, or the broader community.

c. A board member shall be immediately removed from their position on the Board of Directors by the Executive Committee if:
   1. **Legal Issues:** The member of the Board of Directors engages in criminal behavior or they are initiating legal action against the school or the PTA;
   2. **Misuse of Funds:** The member is suspected of or caught misappropriating PTA funds or failing to adhere to financial reporting procedures.

Section 6. 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.

a. Meetings may be rescheduled if requested and with a majority vote by the Board of Directors.

Section 7. Special meetings of the board may be called by the President or when requested by two (2) members upon three (3) days written notice to each member of the board.

a. Emergency Board of Directors meetings may be held without the required three (3) days written notice if approved by the majority of board members.

Section 8. At all meetings of the board, a majority of the members of the board shall constitute a quorum present either through the physical presence of a specific number of members, or presence through remote communication technology, for the transaction of business.

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 IX—EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee of the Columbia Elementary School PTA that shall consist of all elected officers, Principal, and school representative.

Section 2. Special meetings of the Executive Committee may be called by the President or upon written request of two (2) members with seven (7) days notice to each member of the Executive Committee.

Section 3. A majority of the Executive Committee shall constitute a quorum present either through the physical presence of a specific number of members, or presence through remote communication technology, for the transaction of business.

Section 4. Duties of the Executive Committee shall be to

a. Coordinate PTA and school schedules throughout the year;
b. Transact business referred to it by the Board of Directors;
c. Act in emergencies between meetings of the Board of Directors;
d. The Executive Committee shall take no action in conflict with any action taken by the Board of Directors.

Article X—COMMITTEES

Section 1. Only members of the Columbia Elementary School PTA shall be eligible to serve in any elected or appointed positions.

Section 2. The standing committees of Columbia Elementary School PTA may include but are not be limited to: Teacher Appreciation, Reflections, Programs, and AstroDads.

Section 3. The Board of Directors may create such special committees, as they deem necessary to promote the purposes of PTA and carry on the work of Columbia Elementary School PTA.

Section 4. The term of office of a committee chair shall be one (1) year(s) or until the selection of a successor.

Section 5. The chair of each committee shall present a plan of work to the Director of Membership & Outreach for approval. No committee work shall be undertaken without the consent of the Board of Directors.

Article XI—GENERAL MEMBERSHIP MEETINGS

Section 1. Meetings of the Columbia Elementary School PTA shall be held regularly. Seven (7) days notice shall be given to the membership of any change of date, with the exception of cancelling for school closures.

Section 2. Special meetings of Columbia Elementary School PTA may be called by the President or by a majority of the Board of Directors. Seven (7) days notice shall be given to the membership of any special meetings.

Section 3. Ten (10) adult PTA members shall constitute a quorum for the transaction of business in any meeting of this local PTA.

Article XII—COUNCIL MEMBERSHIP*

Section 1. Columbia Elementary School PTA shall be represented in meetings of the Madison City Council of PTAs by the President, or appointed alternate.

a. All representatives to the council PTA must be members of Columbia Elementary School PTA's Board of Directors.

Section 2. Columbia Elementary School PTA shall pay annual dues of no less than $150 to the Madison City Council of PTAs as provided in the Madison City Council of PTA's bylaws.

Article XIII—ALABAMA PTA CONVENTION

Section 1. This local PTA, if in good standing with Alabama PTA, shall be represented at the annual meeting of the Alabama PTA by the President, or appointed alternate, and one voting delegate for each fifty (50) members or major fraction thereof. All representatives to the Alabama PTA convention must be members of Columbia Elementary School PTA.

a. Delegates and their alternates shall be chosen in the month of January.

Article XIV—FISCAL YEAR

The fiscal year of the Columbia Elementary School PTA shall be from July 1 to June 30 *(Coinciding with Alabama PTA's fiscal year, July 1 – June 30)*

***Article XV—PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern Columbia Elementary School PTA in all cases in which they are applicable and in which they are not in conflict with National PTA Bylaws, the Alabama PTA Bylaws, and special rules of order or Articles of Incorporation.

***Article XVI—AMENDMENTS**

Section 1. These bylaws may be amended at any regular general membership meeting of the Columbia Elementary School PTA by a two-thirds (2/3) vote of those present and voting, provided the amendments have been approved by the Board of Directors and notice of proposed amendments has been provided to the membership five (5) days prior to the meeting.

Section 2. 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.

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