

East Hamilton School PTA Bylaws
(Local Unit Name)

ARTICLE I: NAME

The name of this organization is the East Hamilton School Parent-Teacher Association, (PTA/PTSA), Ooltewah, Tennessee. It is a local PTA/PTSA organized under the authority of the Tennessee Congress of Parents and Teachers (the Tennessee PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

ARTICLE II: PURPOSES

Section 1. The Purposes of the East Hamilton School PTA, in common with those of the Tennessee PTA and the National PTA, are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship,
- b. To raise the standards of home life,
- c. To secure adequate laws for the care and protection of children and youth,
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth, and
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2. The Purposes of the Tennessee PTA, the National PTA, and the East Hamilton School PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.

Section 3. 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 "Internal Revenue Code".

ARTICLE III: BASIC POLICIES

The following are basic policies of the East Hamilton School PTA, in common with those of the Tennessee PTA and the National PTA:

- 1
2 a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
3 b. The organization or members in their official capacities shall not, directly or
4 indirectly, participate or intervene (in any way, including the publishing or
5 distributing of statements) in any political campaign on behalf of, or in opposition
6 to, any candidate for public office; or devote more than an insubstantial part of its
7 activities to attempting to influence legislation by propaganda or otherwise.
8 c. The organization shall work with the schools and community to provide quality
9 education for all children and youth and shall seek to participate in the decision-
10 making process establishing school policy, recognizing that the legal
11 responsibility to make decisions has been delegated by the people to boards of
12 education, state education authorities, and local education authorities.
13 d. The Tennessee PTA or any of its divisions may cooperate with other
14 organizations and agencies concerned with child welfare, but PTA/PTSA
15 representatives shall make no commitments that bind the group they represent.
16 e. No part of the net earnings of the organization shall inure to the benefit of, or be
17 distributable to its members, directors, trustees, officers, or other private
18 individuals except that the organization shall be authorized and empowered to pay
19 reasonable compensation for services rendered and to make payments and
20 distributions in furtherance of the purposes set forth in Article II hereof.
21 f. Notwithstanding any other provision of these articles, the organization shall not
22 carry on any other activities not permitted to be carried on (i) by an organization
23 exempt from federal income tax under Section 501(c)(3) of the Internal Revenue
24 Code or (ii) by an organization, contributions to which are deductible under
25 Section 170(c)(2) of the Internal Revenue Code.
26 g. Upon the dissolution of the organization, after paying or adequately providing for
27 the debts and obligations of the organization, the remaining assets shall be
28 returned to the Tennessee PTA.
29 h. The organization shall work to promote the health and welfare of children and
30 youth and shall seek to promote collaboration between parents, schools, and the
31 community.
32
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34 **# ARTICLE IV: RELATIONSHIP WITH**
35 **TENNESSEE AND NATIONAL PTA**
36

37 **Section 1.** This local PTA shall be organized and chartered under the authority of the
38 Tennessee PTA in the area in which this local PTA functions in conformity with such
39 rules and regulations which are not in conflict with the Tennessee PTA Bylaws or the
40 National PTA Bylaws.
41

42 A local PTA in good standing is one that:

- 43 a. Adheres to the Purposes and basic policies of the PTA;
44 b. Remits the national and state portion of the dues to the Tennessee PTA by March
45 1. To be eligible for any and all awards, a local unit membership report, with the

- 1 national and state portion of the dues, must be received in the state office by
2 December 1;
3 c. Has bylaws approved according to the procedures of the Tennessee PTA; and
4 d. Meets other criteria as may be prescribed by the Tennessee PTA.
5 e. Requires a minimum of 20 members.
6

7 **Section 2.** The articles of organization of East Hamilton School PTA include (a) the
8 bylaws of such organization, (b) the certificate of incorporation or articles of
9 incorporation of such organization (in cases in which the organization is a corporation) or
10 the articles of association by whatever name (in cases in which the organization exists as
11 an unincorporated association), and (c) local unit charter.
12

13 **Section 3.** East Hamilton School PTA shall adopt such bylaws for the governance of the
14 organization as may be approved by the Tennessee PTA. Such bylaws shall not be in
15 conflict with the Tennessee PTA Bylaws or the National PTA Bylaws.
16

17 **Section 4.** Bylaws of East Hamilton School PTA shall include an article on amendments.
18

19 **Section 5.** Bylaws of East Hamilton School PTA shall include a provision establishing a
20 quorum.
21

22 **Section 6.** Each officer or board member of East Hamilton School PTA shall be a
23 member of East Hamilton School PTA.
24

25 **Section 7.** *The bylaws of the East Hamilton School PTA shall prohibit voting by proxy*
26 *(unless proxy voting is specified by applicable state law).*
27

28 **Section 8.** A PTA member shall not serve as a voting member of East Hamilton School
29 PTA's board while serving as a paid employee of or under contract to East Hamilton
30 School PTA.
31

32 **Section 9.** Only members of East Hamilton School PTA who have paid dues for the
33 current membership year may participate in the business of this local PTA.
34

35 **Section 10.** The East Hamilton School PTA shall collect dues from its members and
36 shall remit a portion of such dues to the Tennessee PTA as provided in Article V thereof.
37

38 **Section 11.** The East Hamilton School PTA shall keep such permanent books of
39 account and records as shall be sufficient to establish the items of gross income, receipts,
40 and disbursements of the local unit, including, specifically, the number of its members,
41 the dues collected from its members, and the amounts of dues remitted to the Tennessee
42 PTA. Such books of account and records shall at all reasonable times be open to
43 inspection by an authorized representative of the Tennessee PTA.
44

1 **Section 12.** The charter of East Hamilton School PTA shall be subject to withdrawal
2 and the status of such organization as a local PTA shall be subject to termination, in the
3 manner and under the circumstances provided in the bylaws of the Tennessee PTA.
4

5 **Section 13.** The East Hamilton School PTA is obligated, upon withdrawal of its charter
6 by the Tennessee PTA:
7

- 8 a. To yield up and surrender all of its books and records and all of its assets and
9 property to the Tennessee PTA or to such agency as may be designated by the
10 Tennessee PTA or to another local PTA organized under the authority of the
11 Tennessee PTA;
- 12 b. To cease and desist from the further use of any name that implies or connotes
13 association with the Tennessee PTA or the National PTA; and
- 14 c. To carry out promptly, under the supervision and direction of the Tennessee PTA,
15 all proceedings necessary or desirable for the purpose of dissolving the East
16 Hamilton School PTA.
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18 **Section 14.** The East Hamilton School PTA shall include in its bylaws provisions
19 corresponding to the provisions of state bylaws identified by the pound sign (#).
20

21 **Section 15.** To organize a new PTA unit requires a minimum of eight (8) members; to
22 remain a unit in good standing requires a minimum of twenty (20) members.
23

24 **Section 16.** Each local PTA/PTSA shall adopt such bylaws for the governance as may be
25 approved by the Tennessee PTA Board of Managers or by a person or persons to whom
26 the work is delegated. The bylaws of each local unit shall be reviewed at least once every
27 five (5) years.
28

29 **Section 17.** A local PTA or PTSA may dissolve in the following manner.
30

- 31 a. A local unit executive committee considering recommending to its general
32 association a resolution to dissolve must afford the council president, region
33 director or state PTA representative an opportunity to speak to the executive
34 committee prior to its taking any action on such a proposal. If the executive
35 committee then votes to present to its general membership a motion to dissolve, it
36 must inform in writing the council president, region director, the state president
37 and its general membership at least thirty (30) days prior to the next general
38 membership meeting that the resolution to dissolve will be considered. No
39 meeting for the purpose of considering dissolution of a local PTA/PTSA unit shall
40 be held during the periods of time when school is closed for vacation or holidays.
41 The council must be afforded the opportunity to speak at that meeting to the
42 membership prior to action being taken by them on the proposed resolution to
43 dissolve.
- 44 b. Approval to dissolve requires a two-thirds vote by written ballot, a majority of the
45 membership being present. Only those members, who are in good standing on the
46 day the written notice of the proposal to dissolve is mailed, may vote.

- c. Dissolution shall take effect immediately and shall not be postdated. The provisions hereinafter outlined in Article IV, Section 13, shall take effect immediately.
- d. When a local PTA/PTSA has voted to dissolve in compliance with Article IV, Section 17, and later wishes to resume activities, it is necessary to reorganize the unit. The same procedure as the organization for a new unit would be followed.
- e. A report shall be filed with the council president and the region director, or the State Office detailing the compliance with the dissolution process.

#ARTICLE V: MEMBERSHIP AND DUES

Section 1. Every individual who is a member of this local PTA is, by virtue of that fact, a member of the Tennessee PTA and of the National PTA by which East Hamilton School PTA is chartered, and is entitled to all the benefits of such membership.

Section 2. Membership in East Hamilton School PTA shall be made available by East Hamilton School PTA, without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the Tennessee PTA Bylaws or the National PTA Bylaws, as may be prescribed in the bylaws of East Hamilton School PTA, to any individual who subscribes to the Purposes and basic policies of the National PTA.

Section 3. The East Hamilton School PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

Section 4. Each member of East Hamilton School PTA shall pay such annual dues to said organization as approved by a 2/3 vote of the voting body of the general membership. The amount of such dues shall include the portion payable to the Tennessee PTA – the “state portion” – and the portion payable to the National PTA – the “national portion.”

Section 5. The Tennessee PTA portion of each member’s dues shall be recommended by the Board of Managers and approved by a two-thirds (2/3) vote of the voting body at the Annual Convention.

Section 6. The National PTA portion of each member’s dues shall be determined by a two-thirds (2/3) vote of the voting body at the National PTA annual convention.

Section 7. The state and national portions of the dues paid by each member of East Hamilton School PTA shall be set aside and remitted to the Tennessee PTA through such channels and at such times as the state PTA bylaws may provide. The Tennessee PTA shall pay the national portion of dues to the National PTA for all members.

1 **Section 8.** Each local unit membership chairman shall maintain an accurate list of
2 members and shall furnish a copy to the local unit secretary. A copy of this list shall be
3 sent with each membership report.
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5 **Section 9.** All memberships received during the fiscal year ending June 30 shall expire
6 no later than the following October 31.
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9 **ARTICLE VI: OFFICERS AND THEIR ELECTION**

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11 **Section 1.** The officers of East Hamilton School PTA shall be a President, President-
12 Elect, 3 (number or name) Vice-President(s), a Secretary, and a Treasurer.
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14 **Section 2.** The officers shall be elected by ballot at the annual meeting in the month of
15 April, at which time nominations may be made from the floor.
16

17 **Section 3.** The vote shall be conducted by ballot. When there is but one candidate for an
18 office, the ballot for that office may be dispensed with and election held by voice vote. A
19 majority vote shall elect. Written ballots shall be counted by three members selected at
20 the election meeting.
21

22 **Section 4.** The following provisions shall govern the qualifications and eligibility of
23 individuals to be officers of the East Hamilton School PTA.
24

- 25 # a. Each officer shall be a member of the East Hamilton School PTA.
- 26 b. No officer may be eligible to serve more than 2 (one or two) consecutive
27 terms in the same office.
- 28 c. A person who has served in an office for more than one half of a full term shall be
29 deemed to have served a full term in such office.
30

31 **Section 5.** Officers shall assume their official duties following the close of the meeting
32 in May and shall serve for a term of 1 year(s) or until their successors
33 are elected.
34

35 # **Section 6.** No person shall serve on the Board of Managers in more than one elected
36 capacity.
37

38 **Section 7 Vacancies**

39 A vacancy occurring in the office of President shall be filled for the remainder of the
40 unexpired term by the President-Elect (President-Elect or 1st Vice-President). A
41 vacancy in any office other than president shall be filled by the board of managers.
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44 **ARTICLE VII: DUTIES OF OFFICERS**

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46 **Section 1.** The President shall:

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- a. preside at all meetings of East Hamilton School PTA;
- b. serve as an ex-officio member of all committees except the Committee on Nominations and Leadership Development;
- c. be a designated signator on checks or vouchers;
- d. coordinate the work of the officers and committees of this local PTA in order that the Purposes may be promoted.
- e. perform such other duties as may be provided by these bylaws, standing rules, parliamentary authority, or as directed by the board of managers, or the executive committee.

Section 2. The President-Elect shall:

- a. act as aide to the President
- b. Perform the duties of the President in the President’s absence or inability to serve;
- c. Assume the office of the President the next term, and
- d. Perform such other duties as may be provided for by these bylaws, standing rules, parliamentary authority, or as directed by the President, the Board of Managers, or the Executive Committee.

Section 3. The Vice-President(s) shall:

- A. 1st Vice- President-Fundraising
The First Vice-President of fundraising will be in charge of planning, implementing, and overseeing all East Hamilton School PTA fundraising events, which have been chosen by the PTA Board, and insure all state and federal guidelines for fundraising are followed.
- B. 2nd Vice –President-Programs
The Second Vice-President of Programs will plan and coordinate all speakers and program events, which have been chosen by the PTA Board, for our yearly general meetings.
- C. 3rd Vice-President-Membership
The third Vice-President of membership will be in charge of our East Hamilton School PTA membership drive including the advertising and distribution of membership forms, creating incentives, collecting membership forms, and reporting our membership totals to the Hamilton County PTA Council by adhering to all deadlines.

Section 4. The Secretary shall:

- a. record the minutes of all meetings of the East Hamilton School PTA;
- b. be prepared to read the records of any previous meeting;
- c. keep a permanent record and file all records;
- d. have a current copy of the bylaws;
- e. maintain a membership list;

- 1 f. perform other such duties as may be provided for by these bylaws, standing rules,
2 parliamentary authority, or as directed by the President, the board of managers, or
3 the executive committee.
4

5 **Section 5.** The Treasurer shall:
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- 7 a. have custody of the funds of East Hamilton School PTA;
8 b. keep a full and accurate account of receipts and expenditures in the books
9 belonging to East Hamilton School PTA;
10 c. make disbursements as authorized by the President, board of managers, or East
11 Hamilton School PTA in accordance with the budget adopted by
12 East Hamilton School PTA
13 d. have checks or vouchers signed by two bonded officers: the Treasurer, the
14 President, or one other designated officer;
15 e. present a financial statement at every meeting of East Hamilton School PTA
16 f. and at other times when requested by the board of managers;
17 g. make a full report at the meeting at which new officers officially assume their
18 duties (usually the annual meeting);
19 h. be responsible for the maintenance of such books of account and records as
20 conform to the requirements of Article IV, Section 11, of these bylaws;
21 i. present an annual report of the financial condition of the organization;
22 j. have the accounts examined annually or upon change of officer by an auditor or
23 an auditing committee of not less than three members, who, satisfied that the
24 Treasurer's annual report is correct, shall sign a statement of that fact at the end of
25 the report;
26 k. report the findings of the annual report to the board of managers;
27 l. perform such other duties as may be provided for by these bylaws, standing rules,
28 parliamentary authority, or as directed by the President, the board of managers, or
29 the executive committee.
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32 **ARTICLE VIII: BOARD OF MANAGERS**
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34 **Section 1.** The business of East Hamilton School PTA shall be conducted by the board
35 of managers in the intervals between local unit PTA general meetings.
36

37 **# Section 2.** Each board member shall be a member of East Hamilton School PTA.
38

39 **Section 3.** The members of the board shall be:
40

- 41 a. the elected officers;
42 b. the chairmen of the standing and/or special committees, the principal or an
43 appointed representative, teacher representatives, student representatives, and the
44 immediate Past President; and
45 c. a Parliamentarian, appointed by the President and approved by the officers of
46 East Hamilton School PTA.

1
2 **# Section 4.** No person shall serve on the Board of Managers in more than one elected
3 capacity.

4
5 **Section 5.** Duties of the board shall be to:

- 6
7 a. carry out such business as may be referred to it by the membership of the
8 association;
9 b. create standing and special committees;
10 c. report at the regular general membership meetings of East Hamilton School
11 PTA;
12 d. select an Auditor or an Auditing Committee to audit the Treasurer's accounts;
13 e. prepare and submit an annual budget to East Hamilton School PTA's general
14 membership for adoption; and
15 f. approve payment of routine bills within the limits of the approved budget.
16

17 **Section 6.** If any member of the board of managers shall at any time cease to meet the
18 qualifications or fulfill the duties of the position, that person may be removed from the
19 board in the following manner:

- 20
21 a. A resolution adopted by the executive committee;
22 b. A ten (10) day notice issued to board member in question;
23 c. An opportunity for the member in question to address the board of managers at
24 the next regular meeting; and
25 d. Two-thirds (2/3) vote of the board of managers for removal.
26

27 **Section 7.** Regular meetings of the board shall be held with the date and time to be fixed
28 by the board at its first meeting of the year.
29

30 **Section 8.** Special meetings of the board may be called by the President or when
31 requested by 3 (number) members upon 3 days written notice to each
32 member of the Board.
33

34 **# Section 9.** At all meetings of the Board, a majority of the members of the board shall
35 constitute a quorum for the transaction of business. (National PTA Bylaws Article IV –
36 Constituent Organizations Section 5)
37

38 **Section 10.** Upon the expiration of the term of office or when individuals cease to hold
39 the position that entitles them to be a member of the board all records, books, and other
40 materials pertaining to the position shall be turned over to the President and all funds
41 pertaining to the position shall be returned to the Treasurer within fourteen days.
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44 **ARTICLE IX: EXECUTIVE COMMITTEE**
45

1 **Section 1.** The executive committee shall be composed of the elected officers, the
2 principal of the school, and the parliamentarian of the PTA.
3

4 **Section 2.** Special meetings of the executive committee may be called by the President
5 or upon written request of 3 members with 3 days notice given to each
6 member of the executive committee.
7

8 **# Section 3.** A majority of the executive committee shall constitute a quorum for the
9 transaction of business.
10

11 **Section 4.** Duties of the executive committee shall be to:

- 12 a. transact business referred to it by the Board;
- 13 b. appoint standing committee chairmen and members;
- 14 c. approve the work of the committees;
- 15 d. act in emergencies between meetings of the Board; and
- 16 e. make a report at each board meeting.
17

18
19 **Section 5.** The executive committee shall take no action in conflict with any action taken
20 by the board of managers or the general membership.
21
22

23 **ARTICLE X: COMMITTEES**

24
25 **Section 1.** Only members of East Hamilton School PTA shall be eligible to serve in
26 any elected or appointed position.
27

28 **Section 2.** The standing committees of East Hamilton School PTA shall be listed in
29 the unit's standing rules.
30

31 **Section 3.** The board of managers may create such special committees as it may deem
32 necessary to promote the Purposes of PTA and carry on the work of East Hamilton
33 School PTA.
34

35 **Section 4.** The chairmen of standing/special committees shall be elected by the officers
36 of East Hamilton School PTA.
37

38 **Section 5.** The term of office of a committee chairman shall be 2 year(s) or until
39 the selection of a successor.
40

41 **Section 6.** The chairman of each committee shall present a plan of work to the executive
42 committee or board of managers for approval. No committee work shall be undertaken
43 without the consent of the executive committee or board of managers.
44

45 **Section 7.** The President shall be a member ex-officio of all committees except the
46 Committee on Nominations and Leadership Development.

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**#ARTICLE XI: COMMITTEE ON NOMINATIONS
AND LEADERSHIP DEVELOPMENT**

A Committee on Nominations and Leadership Development shall be elected at least two months prior to the election of officers. The committee shall be composed of 5 (three or five) members, at least one of which shall be a member at large.

- a. The committee shall elect its own chair.
- b. The Committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting in April (month) at which time additional nominations may be made from the floor.
- c. Only those individuals who are current members of East Hamilton School PTA and who have signified their consent to serve if elected shall be nominated for office.
- d. No member shall serve on the Committee in consecutive years.

ARTICLE XII: GENERAL MEMBERSHIP AND MEETINGS

Section 1. Regular meetings of East Hamilton School PTA shall be held at least 4 times per year as provided by East Hamilton School PTA, the board of managers, or the executive committee. 5 day's notice shall be given to the membership of any change of date.

Section 2. Special meetings of East Hamilton School PTA may be called by the President or by a majority of the board of managers, 5 days notice having been given.

Section 3. The annual meeting shall be held in April (month).

Section 4. 15 members shall constitute a quorum for the transaction of business in any meeting of East Hamilton School PTA.

ARTICLE XIII: COUNCIL MEMBERSHIP

(This article applies only to those local PTAs holding membership in a council PTA. The following sections **must** correspond to the council PTA bylaws.)

1
2 **Section 1.** The East Hamilton School PTA shall be represented in meetings of the
3 Hamilton County Council of PTAs by the President or alternate, the principal or
4 alternate, and by 2 delegates or their alternates.

- 5
6 a. All representatives to the PTA council must be members of East Hamilton
7 School PTA.
8 b. Delegates and their alternates shall be chosen by election in April (month).
9 c. Delegates to the Hamilton County Council PTA shall serve for a term of
10 1 year(s).

11
12 **Section 2.** The East Hamilton School PTA shall pay annual dues of \$.25 per
13 member to the Hamilton County Council PTA as provided in the
14 Hamilton County Council PTA Bylaws.

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17 **ARTICLE XIV: TENNESSEE STATE PTA CONVENTION**

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19 (The following section **must** correspond to the Tennessee State PTA bylaws, and is
20 provided as a guideline to local PTAs.)

21
22 **# Section 1.** Each local PTA unit is entitled to representation by:

- 23 a. the President or an elected alternate;
24 b. one delegate or alternate; and
25 c. in addition, each local unit in good standing is entitled to one delegate for every
26 50 members or a major fraction thereof, as shown by the official membership
27 records.

28
29 **# Section 2.** No delegate is allowed to represent more than one local unit and must have
30 been a member of East Hamilton School PTA at least thirty (30)
31 days prior to the convention.

32
33 **Section 3.** Voting delegates and their alternates shall be chosen/elected in the month of
34 March in order to take advantage of pre-registration.

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37 **# ARTICLE XV: FISCAL YEAR**

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39 The fiscal year of the East Hamilton School PTA shall be July 1 through June 30.

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43 **# ARTICLE XVI: PARLIAMENTARY AUTHORITY**

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45 The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall
46 govern the East Hamilton School PTA and in all cases in which they are applicable

1 and in which they are not in conflict with these bylaws, the Tennessee PTA Bylaws, the
2 National PTA Bylaws, or the articles of incorporation.

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7 **ARTICLE XVII: AMENDMENTS**
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9 **Section 1.** These bylaws may be amended at any regular general membership meeting of
10 East Hamilton School PTA by two-thirds (2/3) vote of the members present and
11 voting, provided that notice of the proposed amendment has been given at the previous
12 regular meeting and that the proposed amendment shall be subject to approval of the
13 Tennessee PTA.
14

15 **Section 2.** A committee may be appointed to submit a revised set of bylaws
16 as a substitute for the existing bylaws by a majority vote at a meeting of
17 East Hamilton School PTA, or by a two-thirds (2/3) vote of the board of managers.
18 The requirements for adoption of a revised set of bylaws shall be the same as in the case
19 of an amendment.
20

21 **Section 3.** Submission of amendments or revised bylaws for approval by the Tennessee
22 PTA shall be in accordance with the bylaws or regulations of the Tennessee PTA.
23

24 **# Section 4.** The adoption of an amendment to any provision of the bylaws of the
25 Tennessee PTA identified by a pound sign (#) shall serve automatically and without the
26 requirement of further action by the East Hamilton School PTA to amend their
27 corresponding bylaws.
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31 _____ Susan Pauls _____
32 Date of Revision Local Unit Bylaws Chairman

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34 _____
35 Date of Approval State Bylaws Chairman
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42 **NAME OF LOCAL UNIT: East Hamilton School**

43
44 **ADDRESS: 2015 Ooltewah-Ringgold Road**

45
46 **Ooltewah, Tennessee 37363**

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Email address:

easthamiltonpta@gmail.com

FEDERAL EMPLOYER IDENTIFICATION NUMBER: 27-0752281