

# NEBRASKA STANDARD UNIT BYLAWS

## ARTICLE I – NAME

The name of this Unit is the \_\_\_\_\_ Parent Teacher Association (PTA)/Parent Teacher Student Association (PTSA), located in \_\_\_\_\_. It is a local Unit organized under the authority of the Nebraska Congress of Parents and Teachers, Inc. (Nebraska PTA), a branch of the National Congress of Parents and Teachers (the “National PTA”), a not-for-profit corporation under the laws of Nebraska (Nebraska Non-Profit Corporation Act, Chapter 21, Article 19).

## ARTICLE II – PURPOSES

**Section 1. Objectives.** The purpose or purposes (Objects) which the corporation will hereafter pursue 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.** 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 principles 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 (referred to as “Internal Revenue Code”).

## ARTICLE III – BASIC POLICIES

The following are basic policies of this PTA, in common with those of the National PTA and the Nebraska PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. 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.
- c. 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.
- d. 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 individuals 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.
- e. Notwithstanding any provision of the articles, the organization shall not carry on any 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 which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon 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 which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with PTA.
- g. 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 NEBRASKA PTA**

**Section 1.** This Unit shall be associated with and chartered under the authority of the state PTA in the area in which the PTA/PTSA functions, in conformity with rules and regulations not in conflict with the National PTA or the Nebraska PTA bylaws. The Nebraska PTA shall issue to this Unit an appropriate charter evidencing the association and good standing of this Unit.

**Section 2.** A local Unit in good standing is one which:

- a. Adheres to the Purposes and Basic Policies of PTA;
- b. Remits the state and national portions of the dues through the Nebraska PTA to reach the National PTA office by dates designated by the National PTA;
- c. Has bylaws approved by its membership and submits two (2) copies indicating any amendments to the Nebraska PTA for approval and filing every four (4) years;
- d. Holds annual elections in accordance with its bylaws;
- e. Submits a list of newly elected officers with appropriate information to the Nebraska PTA state office before the date specified by the Nebraska PTA;
- f. Submits an annual report to the Nebraska PTA by the specified date;
- g. Obtains and reports Employer Identification Number (EIN) to the Nebraska PTA office;
- h. Files a form 990 or other required form annually with the IRS and submits a copy to the Nebraska PTA state office within 30 days after the unit filing date;
- i. Files appropriate reports with the Nebraska Department of Revenue; and
- j. Purchases Liability, Bonding, and Directors and Officers Liability Insurance recommended by the Nebraska PTA office. Each constituent unit shall pay the insurance carrier directly.

**Section 3.** The bylaws of this Unit shall not be in conflict with the bylaws of the National PTA or the Nebraska PTA.

**Section 4.** Each officer or member of the Board of Directors shall be a member of this Unit.

**Section 5.** This Unit shall keep permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the Unit, including, specifically, the number of members, the dues collected from its members and the amount remitted to the Nebraska PTA. Such books of account and records shall, at all reasonable times, be open to inspection by an authorized representative of the Nebraska PTA and/or the National PTA.

**Section 6.** The charter of this Unit shall be subject to withdrawal and its status as a Unit shall be subject to termination for causes established in the bylaws of the Nebraska PTA.

**Section 7.** This Unit is obligated, upon withdrawal of its charter by the Nebraska PTA to:

- a. Yield up and surrender all of its books and records and all of its assets and property to the Nebraska PTA or any agency or other local PTA/PTSA designated by the Nebraska PTA;
- b. Cease and desist from further use of any name that implies or connotes association with, or that it is a constituent association of, the National PTA or the Nebraska PTA; and
- c. Carry out all proceedings necessary for the purpose of dissolving this Unit promptly, under the supervision and direction of the Nebraska PTA.

**Section 8.** This Unit shall collect dues from its members and remit a portion of such dues to the Nebraska PTA and to the National PTA as provided in Article V of these bylaws.

**Section 9.** Only members of this Unit who have paid dues for the current membership year may participate in its business.

**Section 10.** A local Unit out of Congress membership for not more than one (1) year may be reinstated under its present charter. When a local Unit is out of Congress membership for more than one (1) year, the matter of reinstatement shall be referred to the Nebraska PTA Executive Committee, which will decide whether reinstatement is possible, or reorganization and re-chartering are necessary.

**Section 11.** A local Unit that wishes to dissolve must proceed in the following manner:

- a. The Board of Directors of the Unit shall adopt a resolution recommending that the local Unit be dissolved, directing that the question of dissolution be submitted to a vote of members having voting rights, and designating a meeting – which may be a special meeting – at which this business will be on the agenda. Printed notice stating that the business of the meeting is to consider the advisability of dissolving the local Unit shall be given to each member entitled to vote at least thirty (30) days prior to the date of such meeting.
- b. Written notice of adoption of such resolution, accompanied by a copy of the notice of the meeting and a statement of how it was delivered to all members, shall be sent to the Nebraska PTA President at least twenty (20) days before the date fixed for the meeting of members.
- c. Time shall be allotted on the agenda of the meeting at which dissolution is to be considered for a representative of the Nebraska PTA to make a presentation about the benefits of affiliation with PTA and to answer questions.
- d. Only those persons who were members in good standing of the Unit on the date of the adoption of the resolution by the Board of Directors and continue to be members in good standing on the date of the specified meeting shall be entitled to vote on the question of dissolution.
- e. Approval of dissolution of the local Unit shall require the affirmative vote of at least two-thirds of the members present and voting at the specified meeting, a quorum being established in accordance with these bylaws.

## ARTICLE V – MEMBERSHIP AND DUES

**Section 1.** Every individual who is a member of this Unit is a member of the National PTA and the Nebraska PTA and is entitled to all the benefits of such membership.

**Section 2.** Membership in PTA shall be available without regard to race, color, creed, or national origin to any individual who subscribes to the Purposes and Basic Policies of the PTA.

**Section 3.** This Unit shall conduct an annual enrollment of members but may admit persons into membership at any time.

**Section 4.** Members in good standing are those who have paid current membership dues and whose names are recorded on the current membership roster.

**Section 5.** Unit membership dues, as determined by members of the local Unit, are classified as:

- a. Individual \$ \_\_\_\_\_ per membership card,
- b. Family \$ \_\_\_\_\_ per \_\_\_\_\_ membership card(s), and/or
- c. Business \$ \_\_\_\_\_ per \_\_\_\_\_ membership card(s).

**Section 6.** The amount of Unit dues shall include the Nebraska PTA and National PTA portions determined by delegates meeting in convention.

- a. Nebraska PTA portion is \$2.00 per membership card issued,
- b. National PTA portion is \$2.25 per membership card issued,
- c. Remaining portion per membership card issued is retained by the Unit.

**Section 7.** This Unit shall send the national and state portions of the dues and the name of each individual member in the local Unit to the Nebraska PTA office monthly.

**Section 8.** The Treasurer shall keep a record of the state and national portions of the membership dues separate from the record of the general funds of this Unit.

**Section 9.** The annual expiration date for membership in the Nebraska PTA shall be October 31.

**Section 10.** To be considered for Nebraska PTA Unit Membership Awards and to determine number of voting convention delegates, all annual dues payments must be submitted to the Nebraska PTA office no later than March 31.

## ARTICLE VI – OFFICERS AND THEIR ELECTION

**Section 1.** Each officer shall be a current member of this Unit.

**Section 2.** The elected officers of this Unit shall be:

- a. President;
- b. Vice President;
- c. Secretary; and
- d. Treasurer.

**Section 3.** Officers shall be elected annually at the election meeting in \_\_\_\_\_.

**Section 4.** The vote shall be conducted by ballot and a majority vote shall elect. When there is only one (1) candidate for any office, that election may be held by voice vote.

**Section 5.** Officers shall assume their official duties following the close of the meeting at which they are elected and shall serve for a term of one (1) year or until their successor is elected.

**Section 6.** A person shall not be eligible to serve more than three (3) consecutive terms in the same office.

**Section 7.** Nominations shall be conducted annually. The Nominating Committee members shall be current members of this Unit. The committee shall:

- a. Consist of \_\_\_\_\_ members, two of whom shall not be on the Board of Directors, who shall be elected by the Board of Directors at least two (2) months prior to the regular membership meeting when election of officers is to be held;
- b. Elect its own chair;
- c. Nominate one (1) eligible person for each office;
- d. Ensure that the nominees are eligible and have signified their consent to serve if elected;
- e. Report its nominees to the General Membership at least thirty (30) days prior to the election meeting.
- f. Additional nominations may be made from the floor at the election meeting.

**Section 8.** Vacancies shall be filled as follows:

- a. If an office remains unfilled after election, it shall be considered a vacant office to be filled by the Board of Directors.
- b. In case of a vacancy in the office of President, the Vice President shall become President and shall hold office for the balance of the term.
- c. A vacancy in the office of Vice President, Secretary, or Treasurer shall be filled for the unexpired term by a person elected by the Board of Directors, at least 10 days notice having been given. The vote shall be by ballot and a majority is required for election. When there is only one (1) candidate for the vacancy, the election may be by voice vote. A majority shall be required for election.

## ARTICLE VII – DUTIES OF OFFICERS

### Section 1. The President shall:

- a. Serve as administrator of the Unit as outlined in these bylaws and have general charge and supervision of the business and affairs of the Unit subject to the powers vested in the Board of Directors and the Executive Committee;
- b. Preside at meetings of the Unit, Board of Directors, and Executive Committee;
- c. Have the power to sign and execute all authorized bonds, contract agreements, or other obligations in the name of this Unit;
- d. Serve as an ex-officio member of all committees except the Nominating Committee;
- e. Appoint chairs of the standing committees with approval of the Executive Committee;
- f. Appoint members to standing and special committees, and the Audit Committee;
- g. Establish special committees as needed to handle the business of the Unit;
- h. Appoint and determine the duties and areas of responsibility of consultants and advisors, subject to the approval of the Executive Committee;
- i. Coordinate the work of the officers and committees of the Unit;
- j. Disseminate and distribute information and materials received from the National and Nebraska PTA to the officers, chairs, and membership;
- k. Prepare and submit the Unit End-of-Year Report and New Officers' List to the Nebraska PTA Office; and
- l. Perform other duties as may be assigned by these bylaws, or are assigned by the members meeting with an established quorum, the Board of Directors, Executive Committee, or are applicable to Presidents of nonprofit corporations organized under the laws of the State of Nebraska.

### Section 2. The Vice President shall:

- a. Serve as a member of the Board of Directors and Executive Committee;
- b. Perform the duties and exercise the powers of the President in the absence or inability of the President to act for the Unit; and
- c. Perform other duties as may be assigned in these bylaws, by the members meeting with an established quorum, the Board of Directors, Executive Committee, President, or are applicable to the officers of nonprofit corporations organized under the laws of the State of Nebraska.

### Section 3. The Secretary shall:

- a. Serve as a member of the Board of Directors and Executive Committee;
- b. Convene the meeting in the absence or inability of the President and Vice President and conduct an election of the President Pro Tem;
- c. Record the minutes, including the tallies of all written votes, of the meetings of the membership, Board of Directors, and Executive Committee and for any other committee of the Board of Directors when required;
- d. Be custodian of all documents, including a current membership roster provided by the membership chair, bylaws, special rules, standing rules, procedure manual, Loss and Control Guide, Insurance Certificate, and any legal records of the Unit;
- e. Have minutes of previous meetings and governing documents for reference at all meetings;
- f. Conduct correspondence as directed by the Unit, Board of Directors, or President;
- g. Cause notice to be given of meetings of the membership, Board of Directors, and the Executive Committee along with any other notices or communications that may be required by the Board of Directors or these bylaws; and
- h. Perform other duties as may be assigned in these bylaws, by the members meeting with an established quorum, the Board of Directors, Executive Committee, President, or are applicable to the officers of nonprofit corporations organized under the laws of the State of Nebraska.

### Section 4. The Treasurer shall:

- a. Keep records sufficient to establish the items of gross income, receipts, and disbursements of the Unit, including, specifically, the number of members, the amount of dues collected from its members, identifying the state and national portions separate from the Unit's general fund, and the amount of dues remitted to the Nebraska PTA. Such accounting records shall be open, at all reasonable times, to inspection by a duly authorized representative of the Nebraska PTA or the National PTA;
- b. Deposit, or cause to be deposited, all moneys and other valuable effects in the name and to the credit of the organization in such depositories as may be designated by the Board of Directors;
- c. Be custodian of all funds, disbursing them as authorized in the approved budget or as approved by the Board of Directors or the membership;
- d. Secure two signatures on all checks;
- e. Render a financial statement, an account of all financial transactions, financial accounts, and the financial condition of the organization at each Board of Directors, Executive Committee, and Unit meeting or as requested by the Board of Directors;
- f. Prepare an annual financial report and provide the financial materials for audit within thirty (30) days after the end of the fiscal year;
- g. Be responsible for ensuring the completion and filing all tax returns and other forms required by government agencies;
- h. Serve as a member of the Board of Directors and the Executive Committee;
- i. Serve as chair of the Budget Committee;
- j. Perform other duties as may be assigned in these bylaws, by the members meeting with an established quorum, the Board of Directors, Executive Committee, President, or as applicable to the officers of nonprofit corporations organized under the laws of the State of Nebraska.

**Section 5.** The officers of the organization shall deliver to their successors all books, records, and documents held in their possession by virtue of their office within one (1) month after leaving the office.

## ARTICLE VIII – GENERAL MEMBERSHIP MEETINGS

**Section 1.** There shall be at least two (2) regular General Membership meetings of the Unit during the school year. The Board of Directors shall fix the dates and times of the regular meetings and announce them at the beginning of the school year.

**Section 2.** The meeting in \_\_\_\_\_ shall be the annual election meeting at which officers shall be elected. At least thirty (30) days prior notice of the annual election and the slate of officers shall be given.

**Section 3.** The meeting in \_\_\_\_\_ shall include adoption of the budget.

**Section 4.** Special meetings of the Unit may be called by the President, a majority of the Board of Directors, or by a number of members equal to the number required for a quorum, ten (10) days notice having been given.

**Section 5.** \_\_\_\_\_ members shall constitute a quorum for the transaction of business in any meeting of this Unit.

**Section 6.** The privilege of making motions, debating and voting shall be limited to members of the Unit who are present. There shall be no proxy voting.

## ARTICLE IX – BOARD OF DIRECTORS

**Section 1.** The affairs of this Unit shall be managed by the Board of Directors.

**Section 2.** The members of the Board of Directors shall be the:

- a. President;
- b. Vice President;
- c. Secretary;
- d. Treasurer;
- e. Principal or his/her designee;
- f. Teacher representative or his/her designee;
- g. Student Member Representative;
- h. PTA Council Delegate or designee;
- i. Standing Committee Chairs;
- j. Consultants; and
  - 1). Consultants are appointed by the President to bring a particular knowledge-based skill set or diversity to the Board of Directors.
  - 2). Appointment of consultants will be approved by the Executive Committee. They will be voting members of the Board of Directors and will be counted in the quorum.
- k. Advisors.
  - 1). Advisors are appointed by the President to bring a particular knowledge-based skill set or diversity to the Board of Directors.
  - 2). Advisors are responsible for providing information; their attendance shall be approved by the Board at the beginning of its meeting; they are not voting members of the Board of Directors and will not be counted in the quorum.

**Section 3.** The Board of Directors shall:

- a. Have authority over the affairs of this Unit between its General Membership meetings;
- b. Establish organizational policy not in conflict with the purpose and mission of PTA;
- c. Approve the creation of additional standing and special committees as are necessary to carry on the work of the Unit;
- d. Approve the scope and plans of work of the standing committees;
- e. Review and act on reports and recommendations of committees;
- f. Recommend an annual budget to the membership;
- g. Authorize payment of non-budgeted Unit bills, not to exceed a cumulative total of \$500 between meetings of the General Membership. Ratification of payment of these bills must occur at the next General Membership meeting and be recorded in the General Membership meeting minutes; and
- h. Elect the nominating committee of \_\_\_\_\_ members.

**Section 4.** Regular meetings of the Board of Directors shall be held at times fixed by the Board at its first meeting of the school year.

- a. A majority of the Board of Directors shall constitute a quorum.
- b. Notice of the date, time, and place of each regular meeting shall be given in writing to each member of the Board of Directors at least ten (10) days prior to the date of the meeting.

**Section 5.** Special meetings of the Board of Directors may be called by the President, the Vice President, or by the Secretary when directed by written request of the number of members necessary to constitute a quorum of the Board of Directors.

- a. The written request will be sent to the President who will direct the Secretary to provide five (5) days written notice to each member of the Board of Directors announcing the date, time, place, and purpose and/or agenda of the special meeting.
- b. Special meetings may be conducted by conference call, teleconference, or other electronic media as permitted by applicable law.

**Section 6.** Liability, Directors and Officers Liability, and Bonding Insurance purchased by this Unit shall cover every current member and the Board of Directors while conducting business for the Unit in accordance with the terms and conditions of said insurance policy.

**Section 6.** A Director may be removed with cause by a 2/3 vote of the members present and entitled to vote, providing at least a 10-day written notice of the removal of a director has been made. There shall be quorum at the meeting.

**ARTICLE X – EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee of the Unit shall consist of:

- a. President;
- b. Vice President;
- c. Secretary;
- d. Treasurer;
- e. Principal of the school or a designee; and
- f. Teacher Representative or a designee.

**Section 2.** The Executive Committee shall:

- a. Exercise the power of the Board of Directors in the management of the Unit between meetings of the Board of Directors when, in its judgment, immediate action is required, provided the action shall not conflict with action of the Board of Directors or the bylaws;
- b. Approve the President’s appointments of committee chairs;
- c. Transact business referred to it by the General Membership and the Board of Directors;
- d. Formulate and submit to the Board of Directors such recommendations as it may deem advisable; and
- e. Report to the Board of Directors following each of its meetings.

**Section 3.** Meetings of the Executive Committee may be called by the President or upon written request of a majority of its members, three (3) days written notice of date, time, place, and purpose and/or agenda shall be provided to each member of the Executive Committee.

**Section 4.** A majority of the members of the Executive Committee shall constitute a quorum in any meeting of the Executive Committee.

**ARTICLE XI - COMMITTEES**

Section 1. The Standing Committees and their duties of this Unit shall be:

(Please list all committees and duties. Continue on a separate sheet if more room is needed.)

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

**Section 2.** The term of committee members shall match that of the President who appointed them. The chairman of the committee may not serve more than three (3) consecutive terms.

**Section 3.** The chair of each standing committee shall:

- a. Present a plan of work to the Board of Directors for approval;
- b. Undertake no committee work without the consent of the Board of Directors;
- c. Prepare a final report for the Committee Procedure Book with copies to be filed with the President and the Secretary.
- d. Return to the President all records, procedure books and other materials, and the final report pertaining to the committee; and
- e. Facilitate the activities of the committee to accomplish its responsibilities and goals.

**Section 4.** Special committees may be created by the President, with approval of the Board of Directors, to carry out specific programs and projects.

a. Chairs and members of special committees shall serve until their assignments have been completed and a final report presented.

**Section 5.** The President shall be an ex officio member of all committees except the Nominating Committee. Section 6. Income from any source shall be deposited immediately or given to the Treasurer for immediate deposit.

**ARTICLE XII – FISCAL POLICIES**

**Section 1.** The fiscal year of this Unit shall begin on the first day of \_\_\_\_\_ and end on the last day of \_\_\_\_\_.

**Section 2.** The Internal Revenue Service (IRS) Employer Identification Number (EIN) for this Unit is \_\_\_\_\_. The Unit is responsible for securing and maintaining their Unit IRS EIN in the permanent records. This number must be reported to Nebraska PTA.

**Section 3.** The Budget Committee shall propose a budget annually for the consideration and approval of the membership.

**Section 4.** The President, the Treasurer, and other elected officers are designated by the Board of Directors to sign checks.

a. The authorized signers shall not be related by blood or marriage or reside in the same household.

b. There shall be no pre-signing of checks by any authorized signer.

**Section 5.** Income from any source shall be deposited immediately or given to the Treasurer for immediate deposit.

**Section 6.** No monies belonging to the Unit shall be given to any committee, officer, or member for time beyond a specific activity.

**ARTICLE XIII – COUNCIL MEMBERSHIP**

**Section 1.** This PTA Unit may join a PTA council following the requirements of the council bylaws.

**Section 2.** The Unit shall be represented at meetings of the PTA council as outlined in the council bylaws. Each PTA representative shall be a member of this Unit.

**Section 3.** Unless otherwise specified in the council bylaws, representatives shall be elected by the Unit’s Board of Directors and shall serve for a term of one (1) year or until their successors are elected.

**Section 4.** This Unit shall pay annual dues to the PTA council as provided in the council bylaws.

**ARTICLE XIV – PARLIAMENTARY AUTHORITY**

**Section 1.** The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this Unit in all cases to which they are applicable and in which they are not in conflict with these bylaws, the bylaws of the Nebraska PTA, the bylaws of the National PTA, or the Articles of Incorporation as well as any special rules of order this Unit may adopt or any statutes applicable to this organization that do not authorize the provisions of these bylaws to take precedence.

**ARTICLE XV – AMENDMENT**

**Section 1.** These bylaws may be amended at any regular meeting of the Unit by a two-thirds (2/3) vote of the members present and voting provided that a quorum is present as provided for in these bylaws, that notice of the amendment has been given at least thirty (30) days prior to the meeting at which the vote will be taken, and recognizing that the proposed amendment shall be subject to approval of the Nebraska PTA.

**Section 2.** Submission of these bylaws amendments for approval by the Nebraska PTA shall be in accordance with the bylaws of the Nebraska PTA.

**Section 3.** These bylaws shall be revised only upon authorization of its Board of Directors.

**Section 4.** The adoption of an amendment to any provision of the Bylaws of the National PTA shall serve automatically and without requirement of further action by this Unit to amend correspondingly the bylaws of this Unit. Notwithstanding the automatic character of the amending process, this Unit shall promptly incorporate such amendments into its bylaws.

**Section 5.** The adoption of an amendment to any provision of the Bylaws of the Nebraska PTA shall serve automatically and without requirement of further action by this Unit to amend correspondingly the bylaws of this Unit. Notwithstanding the automatic character of the amending process, this Unit shall promptly incorporate such amendments into its bylaws.

**Section 6.** Bylaws shall be submitted to Nebraska PTA once every four (4) years following procedures outlined in the Nebraska PTA Handbook.

Date approved \_\_\_\_\_

President’s Signature \_\_\_\_\_

Secretary’s Signature \_\_\_\_\_

Date amended \_\_\_\_\_

President’s Signature \_\_\_\_\_

Secretary’s Signature \_\_\_\_\_