

Bylaws of the European Congress of American Parents, Teachers and Students (ECAPTS – European PTA)

Article I: Name and Location

Section 1. The name of this organization is the European Congress of American Parents, Teachers and Students, a branch of the National Congress of Parents and Teachers (the National PTA). It is commonly known and will be referred to in these bylaws as European PTA.

Section 2. The location of the organization shall be in the area supported by DODDSEUR or its successor organization(s) with its home office at a location approved by the Executive Board.

Section 3. The domain name http://www.european_pta.org/ is the property of the elected president of European PTA during his/her term of office.

****Article II: Purposes**

****Section 1.** The Objects of European PTA, in common with those of the National PTA, are:

- a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- b. To raise the standards of home life;
- c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- d. To promote the collaboration and engagement of families and educators in the education of children and youth;
- e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

****Section 2.** The Objects of the National PTA and European PTA are promoted through an 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 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 (hereinafter “Internal Revenue Code”).

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Section 4. The organization is established as a PO (Private Organization) pursuant to Air Force Instruction 34-223, Private Organization Program, 8 March 2007, and all subsequent interim changes. This organization is not an instrumentality of the United States, will be self-sustaining, and may not receive financial assistance from the Armed Forces or NAFs. Neither the Federal Government nor its NAFs have any vested interest in the assets, or incur or assume any obligation of European PTA. This organization will not duplicate or compete with a NAF or APF operation. Members, according to host nation laws, are jointly and severally liable for organizational debts in the event the organization's assets are insufficient to discharge liabilities. Ninety percent (90%) of the membership consists of members of the US Forces as defined by Paragraph 1 (a), (b), and (c), Article 1. North Atlantic Treaty Organization Status of Forces Agreement (NATO SOFA). All members are required to read the constitution and bylaws when joining the organization. This organization does not discriminate in membership on the basis of age, race, color, religion, national origin, gender, ethnic group, or mental or physical disability. Said organization will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the government.

Section 5. These bylaws, as from time to time amended, comprise its articles of organization and are the equivalent of a constitution and bylaws as those terms are used in pertinent military directives. They supersede any previous articles of organization and become effective at the close of the meeting at which they are adopted.

Section 6. The Commander, United States European Command, or his designee, is the approving authority for permission to operate on a military installation. These bylaws (and amendments) must be approved by the appropriate Community or Base Commander. Such approval shall also constitute authority to operate on the respective military installation in accordance with the appropriate service regulation(s) concerning private organizations. The installation commander may revoke permission to operate at any time.

****Article III: Principles**

The following are the basic principles of European PTA, in common with those of the National PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. 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.
- c. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Objects of the organization.
- d. 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.

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- e. The organization shall work with the schools 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.
- f. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. European PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but PTA/PTSA representatives shall make no commitments that bind the group they represent.
- g. 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 individual 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 purpose set forth in Article II hereof.
- h. Notwithstanding any other provisions 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.
- i. Said organization shall obtain adequate insurance for protection against public liability, claims, property damage claims, or other legal actions arising from said organization's activities, one or more of the said organization's members acting on its behalf, or the operation of any equipment, apparatus, or device under the control and responsibility of the said organization.
- j. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to National PTA or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. AFI 32-223, para 12.3 and the USAREUR 210-22 require private organization officers to notify their intent to dissolve and prepare a time-phased action plan to do so. Notification of intent to dissolve the organization must be submitted in writing to, 435 SVS/SVFLP, Unit 3240 Box 535, APO AE 09094.

Article IV: Constituent Organizations

****Section 1.** European PTA is a constituent organization of National PTA. Local PTAs (Parent-Teacher Associations) or PTSAs (Parent-Teacher-Student Associations) are organized under the authority of European PTA and are constituent organizations of European PTA. The articles of organization of a constituent organization include:
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a. the Bylaws of such organization

b. the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

****Section 2.** Each constituent organization shall adopt such bylaws for the government of the organization as may be approved by European PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the state PTAs.

****Section 3.** The adoption of an amendment to any provision of the National PTA Bylaws identified by a double star shall serve automatically and without the requirement of further action by the constituent organization to amend correspondingly the bylaws of each constituent organization. Notwithstanding the automatic character of the amending process, the constituent organization shall promptly incorporate such amendments in their respective bylaws.

****Section 4.** Bylaws of each constituent organization shall include an article on amendments.

****Section 5.** Each officer or board member of a constituent organization shall be a member of a local PTA within its area.

****Section 6.** A PTA member shall not serve as a voting member of a constituent organization's board at the local, council, district, or region level while serving as a paid employee of, or under contract to, that constituent organization.

****Section 7.** Bylaws of each constituent organization shall include a provision establishing a quorum.

****Section 8.** The members of the nominating committee for officers of a constituent organization shall be elected by membership, board of directors, executive board, or executive committee.

****Section 9.** The Bylaws of all constituent organizations shall prohibit voting by proxy, (unless proxy voting is specified by applicable state law.)

***Article V: Relationship with the National PTA**

Section 1. European PTA is a branch of the National PTA and exists for the purpose of accomplishing, at the state level, the Objects of the National PTA in accordance with its principles. Within the framework of the responsibilities that it shares with the National PTA for the implementation of the Objects of the National PTA and its obligations to comply with the National PTA Bylaws, European PTA is a self-governing organization with independent legal existence.

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Section 2. The relationship of European PTA with the National PTA and its duties, obligations, and responsibilities are set forth in the National PTA Bylaws and in the charter that is issued by the National PTA to European PTA.

Section 3. European PTA shall adopt such bylaws and other articles of organization as are in conformity with the National PTA Bylaws. In addition to the provisions of Article IV,

Section 5 of the National PTA Bylaws, the bylaws of European PTA shall include provisions of the National PTA Bylaws as are therein identified by a single star.

Section 4. The adoption of an amendment to any provisions of the National PTA Bylaws identified by a single star shall serve automatically and without the requirement of further action of European PTA to amend its corresponding bylaws. Notwithstanding the automatic character of the amending process, European PTA shall promptly incorporate such amendments in its bylaws.

Section 5. The Bylaws of European PTA and all amendments hereto shall be subject to approval by the Committee on Bylaws of the board of directors of the National PTA.

Section 6. European PTA shall provide appropriate procedures for the organization of local PTAs within its area. European PTA may determine the membership year for the local PTAs in its area and prescribe the form and content of the bylaws or other articles of organization of such local PTAs.

Section 7. European PTA may create or establish subsidiary organizations (districts or regions) within its area to facilitate the administration of the affairs of EUROPEAN PTA and for carrying out its programs and may prescribe the form and content of the bylaws or other articles of organization of such districts (or regions). The Districts of European PTA normally will correspond with the geographical areas designated districts for the Department of Defense Education Activity, DoDEA Europe. This configuration may be modified by the Executive Board, subject to ratification by two-thirds vote at the next Annual Convention.

Section 8. European PTA may create or establish councils in countries, cities, or other areas designated by its board of directors for the purpose of conference, leadership training, and coordination of the efforts of local PTAs and may prescribe the form and content of the bylaws or other articles of organization of such councils. The local PTAs that shall be eligible for membership and participation in the work of any council shall be determined by European PTA. Councils shall not legislate for local PTAs.

Section 9. In the event of surrender or withdrawal of its charter by the National PTA, in the manner provided by Article XIX of the National PTA Bylaws, European PTA is obligated:

- a. To yield up and surrender all of its books and records and all of its assets and property to the National PTA or to such agency as may be designated by the National PTA to be held for the benefit of another branch organization established by the National PTA for the area of European PTA;

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- b. To yield up all of the books and records and all of the assets and property of any Controlled Organization and surrender them to the National PTA or to such agency as may be designated by the National PTA for the area of such state PTA. A Controlled Organization shall mean any corporation or other entity, whether nonprofit or for-profit, incorporated or unincorporated, that is controlled by such state PTA. For purposes of this Section, control means ownership by vote or value of more than fifty percent of the organization, power to appoint individuals to the governing body of the organization representing more than fifty percent of the voting power, or ownership of more than fifty percent of the beneficial interests in the organization. The state PTA shall cause the governing documents of the Controlled Organization to reflect this obligation;
- c. To cease and desist from the further use of any name that implies or connotes association or affiliation with the National PTA or status as a branch or constituent organization of the National PTA; and
- d. To carry out promptly, under the supervision and direction of the National PTA, all proceedings necessary or desirable for the purpose of dissolving European PTA.

Section 10. European PTA is responsible for compliance by the local, council, or district or region PTAs within its area with the National PTA Bylaws and the bylaws of the state PTA. The provisions of European PTA bylaws relating to the withdrawal of the charter of a local PTA (and the terminating of its status as a local PTA) shall parallel the provisions of the National PTA Bylaws relating to the withdrawal by the National PTA of the charter of European PTA and the termination of the status of European PTA as a branch of the National PTA.

Section 11. European PTA shall submit to the National PTA a report of its work and activities for inclusion in the annual report of the National PTA.

Section 12. European PTA shall keep such permanent books of account and records as shall be sufficient to establish the times of gross income, receipts, and disbursements of the organization, including, specifically, the number of local PTAs within its area, the national portion of membership dues collected by such local PTAs, the amounts of such dues received by European PTA, and the amounts of dues remitted to the National PTA. Such books of account and records, including those of controlled organizations, shall at all reasonable times be open to inspection by an authorized representative of the National PTA.

Article VI: Local PTAs/PTSAs

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

A local PTA in good standing is one that:

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- a. Adheres to the Objects and basic principles of the PTA;
- b. Remits the national portion of the dues through the state PTA to reach the national office by dates designated by the National PTA;
- c. Has Bylaws approved according to the procedures of each state;
- d. Submits proof of completion of PTA Executive Board position training for all executive board members within 30 days of the start of the school year by completing the online training course, attending the EPTA Fall Training, or completing the EPTA Spring training in the previous spring.
- e. Meets other criteria as may be prescribed by the individual state PTA.

****Section 2.** Each local PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursement of the organization, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the European PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the European PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

****Section 3.** The charter of a local PTA shall be subject to withdrawal and the status of such organization as a local PTA shall be subject to termination, in the manner and under the circumstances provided by the bylaws of European PTA.

****Section 4.** Each local PTA is obligated, upon withdrawal of its charter by European PTA:

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

****Section 5.** Each officer or board member of a local PTA shall be a member of such local PTA.

****Section 6.** Only members of a local PTA who have paid dues for the current membership year may participate in the business of the local PTA.

****Section 7.** Each local PTA shall collect dues from its members and shall remit a portion of “This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status.”

such dues to European PTA as provided by Article VII hereof.

#Section 8. Each local PTA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the number symbol (#).

****Section 9.** A PTA/PTSA member shall not serve as a voting member of a constituent organization board while serving as a paid employee of that constituent organization.

Section 10. Each local unit shall review and update their bylaws on a yearly basis. Local unit bylaws must be submitted to European PTA bylaws Chair or the European PTA office on a yearly basis.

Section 11. Each local unit shall adopt such bylaws for its government as may be approved by European PTA and the appropriate Post Commander or Base Commander. Such bylaws shall not conflict with these bylaws or the National PTA Bylaws. Each local unit shall include in its bylaws provisions corresponding to the National PTA Bylaws, as are identified therein and in these bylaws, by a double star (**).

Article VII: Membership and Dues

****Section 1.** Every individual who is a member of a local PTA is, by virtue of that membership, eligible to become a member of European PTA. To be considered a member of European PTA one must read the European PTA constitution and bylaws and sign a membership roster. Each page of the membership roster will include the following statement: "By signing this membership roster, I acknowledge that I have read the constitution and bylaws and that as a member of the European PTA, I am jointly and severally liable for this organization's debts."

****Section 2.** Membership in each local PTA shall be made available by such local PTA, without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the National PTA Bylaws, as may be prescribed in the bylaws of the local PTA, to any individual who subscribes to the Objects and the basic principles of the National PTA.

****Section 3.** Each local PTA shall conduct annual enrollment of members but may admit individuals to membership at any time.

****Section 4.** Each member of a local PTA shall pay such annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to European PTA - the "state portion"- and the portion payable to the National PTA - the "national portion."

****Section 5.** The amount of the state portion of each member's dues shall be determined by European PTA. The national portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) dollar per annum.

#Section 6. European PTA portion of each member's dues shall be one dollar and fifty cents (\$1.50).

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****Section 7.** The state and national portions of the dues paid by each member of a local PTA shall be set aside by the local PTA and remitted to European PTA on a monthly basis and shall be accompanied by the local unit name and location, school year for which dues (or portion thereof) apply, number of members for which payment applies, and previous payment amounts for the same year. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

****Section 8.** European PTA shall make remittances, on a monthly basis, to the National PTA of the amounts due to the National PTA. Each remittance shall be accompanied by a statement of the dues received by European PTA from all local PTAs within its area for the month covered by the report. Such statements shall show the name and location of each local PTA, the amount paid by it to European PTA, and the number of new members in each local PTA.

Section 9. The following honorary memberships and other means of recognition are available according to the criteria indicated:

a. National PTA Life Achievement Award may be conferred for daily commitment to children. One who acts tirelessly for children's education, health, and well-being. A fee of 125 dollars (\$125) shall be paid to the treasurer of National PTA. The recipient will receive a certificate of recognition, a congratulatory letter from the National PTA President, and a 10-karat gold lapel pin or tie tack.

b. A Distinguished Service Award from European PTA may be conferred for outstanding service to the local and/or state PTA. The amount of one hundred dollars (\$100.00) shall be paid to the treasure of European PTA. The recipient will receive a certificate of recognition, a congratulatory letter from the European PTA President and an award.

c. European PTA Life Achievement Award may be conferred for outstanding service and commitment to children. A fee of \$75.00 shall be paid to the treasurer of European PTA. The recipient will receive a certificate of recognition, a congratulatory letter from the European PTA President and an award.

d. The President or any of the Vice-Presidents on behalf of European PTA may award a European PTA Certificate of Appreciation to worthy individuals. There is no fee.

e. European PTA jewelry, available for purchase through the European PTA office, may be awarded by the Executive Board or any member unit to individuals as tokens of appreciation.

Section 10. The European PTA Board of Directors may confer an Honorary Life Membership in the National PTA, an Honorary Life Membership in European PTA, or the Distinguished Service Award of the European PTA by approval of the board of directors and the payment of the prescribed fee.

Section 11. European PTA offers an ACORN membership. This membership is for European
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PTA only. The amount of \$10.00 will be paid to the treasurer of European PTA. This money will be placed in the general fund. Membership includes newsletter, pin and a request for donations to Reflections and Scholarship Funds.

Article VIII: Officers

Section 1. The officers of European PTA shall be president, president elect, vice president of legislation, student vice president (who shall be a student in grades 9 – 12), European director for membership and communication, secretary, and treasurer.

Section 2. All officers shall be elected from the membership at large at the annual convention. The Executive Officers shall consist of the elected officers and the Board of Directors shall consist of the elected officers and standing committee chairs.

Section 3. The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of European PTA:

- a. Each officer shall be a member of a local PTA chartered by European PTA.
- b. No officer may be eligible to serve more than two (2) terms consecutively in the same office.
- c. 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.

Section 5. Each officer elected at an annual convention shall take office following the close of the National PTA Convention (or not later than July 1, whichever comes first) and shall serve for a term of one (1) year or until their successor is elected. If able to serve, each officer may serve a second one (1) year term automatically; otherwise, in the case of the president, the president-elect will move to the position of president. When the president is able to serve a second (1) year term, the president-elect will start serving at the end of the president's second one (1) year term.

Section 6. The treasurer's term of office shall reflect the fiscal year of European PTA. The treasurer shall assume duties on 1 July each year and shall serve until 30 June of the following year.

Section 7. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the president elect. A vacancy occurring in any office other than president shall be filled by the board of directors. In the event an Officer or Board of Directors member ceases to reside in the geographical area of European PTA, which they were elected to represent, this shall constitute a vacancy. A vacancy may also occur by resignation and shall be effective upon the Board of Directors approval of the resignation or upon the passage of 30 days after the **“This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status.”**

resignation is submitted to the Board of Directors whichever is first.

Article IX: Nominations and Election Committee

Section 1. The European director for membership and communication and three (3) Board of Director members appointed by the Board shall constitute the nominating committee for European PTA. At least three (3) shall be required for a quorum. The chair shall be selected from within the members participating. The committee shall:

- a. Select and secure the consent of at least one nominee for each office to be filled at the next convention.
- b. Furnish a list of the nominees, together with appropriate biographical information, to the Office Manager, who shall mail a copy to each member of the board of directors and to each local unit at least thirty (30) days before the convention.
- c. Report to the Annual Convention at the first business session and present the nominations to the delegate body, at which time additional nominations may be made from the floor, provided the consent of the nominee has been secured.

Section 2. An election committee consisting of three members, one of whom shall be a member of the Board of Directors, shall be appointed by the President. This committee shall be notified of its appointment at least twenty-four (24) hours prior to election. The committee shall select a chair from its members and shall:

- a. Have full charge of the elections at the Annual Convention for which they were appointed to serve.
- b. Be responsible for printing the official ballot listing all the names of the nominees and with sufficient space for write-in votes.
- c. Tabulate the votes and report the results to the delegate body.

Article X: Duties of Officers

Section 1. The President shall:

- a. preside at all meetings;
- b. serve as an ex officio member of all committees except the nominating committee;
- c. represent the European PTA on the National PTA Board of Directors;
- d. shall obtain the services of a parliamentarian for the Annual Convention;

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- e. shall appoint, subject to the approval of the Executive Board, all standing committee chairs;
- f. shall appoint all special committee chairs;
- g. shall cause these bylaws to be reviewed at least once a year and submitted to the approving authority for continued permission to operate on a military installation; and
- h. 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 President Elect shall:

- a. act as an aide to the President; perform the duties of the President in the President's absence or inability to serve; and
- b. 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 3. The Vice President for Legislation shall:

- a. act as a chair of the Legislative Committee;
- b. organize a program to publicize the National PTA Legislative Directives;
- c. direct and prepare with the committee a campaign to assimilate a proposed Legislative Platform and present this program to the board of directors, submit names of researchers, if needed, keep local units informed about Legislative activities;
- d. prepare a written report for each board of directors meeting;
- e. be second in succession to the President; and
- f. 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 4. The European Director for Membership and Communication shall:

- a. serve as point of contact for all local units;
- b. represent local units at meetings of the board of directors;
- c. transmit information from the board of directors to local units;

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- d. facilitate and support new unit creation and chartering, and ensure that new units have the tools to be successful.
- e. 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 5. The Secretary shall:

- a. keep an accurate account of all meetings;
- b. be prepared to read the records of any previous meeting;
- c. file all records;
- d. send minutes of the board of directors meetings to members of the board of directors; and
- e. 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 6. The Treasurer shall:

- a. maintain a full account of the funds of European PTA;
- b. cause to be kept a full and accurate account of the receipts and disbursements in books belonging to European PTA;
- c. render a written statement to the board of directors at each meeting;
- d. present an annual report of the financial condition of the organization;
- e. prepare or cause to be prepared an annual report for audit;
- f. comply with the accounting requirements of pertinent military directives applicable to private organizations;
- g. receive and collect all money due to EUROPEAN PTA and be custodian of funds in depositories approved by the board of directors;
- h. disburse the funds of the European PTA only in accordance with a budget approved by the board of directors or pursuant to an authorization especially made by the board of directors; ensuring that there are two signatures on all checks.
- i. give a commercial bond for the performance of all duties in such amounts as

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shall be determined by the board of directors, which bond shall be paid for by European PTA; and

- j. 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 7. In case of temporary absence or inability to serve, the duties of the treasurer shall be performed by the assistant treasurer. The assistant treasurer will assist the treasurer and study the job in preparation for serving as treasurer.

Section 8. All bank drafts written on European PTA accounts shall be co-signed by two (2) of the following Board of Directors members:

- a. President
- b. Treasurer
- c. Designated Board Member appointed by president

Article XI: Board of Directors

Section 1. The affairs of the European PTA shall be managed by the Board of Directors.

Section 2. The members of the board shall be:

- a. Elected Officers
- b. Committee Chairperson(s)
- c. Immediate Past President

Section 3. Each Board member shall be a member of a local PTA chartered by European PTA.

Section 4. 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 by a resolution from the Executive Committee and adopted by a two-thirds (2/3) vote of the Board of Directors.

Section 5. Regular meetings of the board shall be held at least five (5) times during the year.

Section 6. Notice of time and place of each meeting shall be given at least thirty (30) days prior to the meeting.

Section 7. Regular Meetings of the Executive Board shall be held immediately preceding and following the annual convention.

Section 8. Special meetings of the board may be called by the president or when requested by

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ten (10) members upon ten (10) days' written notice to each member of the board.

Section 9. At all meetings of the board, a simple majority of the board, but not less than 8, shall constitute a quorum for the transaction of business.

Section 10. Each board member shall have only one (1) vote regardless of the scope of duties.

Section 11. 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 record, 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 XII: Executive Committee

Section 1. There shall be an executive committee of European PTA, the members shall be:

- a. all elected officers;
- b. immediate and past president.

Section 2. Special meetings of the executive committee may be called by the president or upon written request of three (3) members with ten (10) days' notice to each member of the executive committee.

Section 3. A majority vote of the executive committee shall constitute a quorum for the transaction of business.

Section 4. The executive committee shall:

- a. transact business referred to it by the board;
- b. act in emergencies between meetings of the board;
- c. make a report at each board meeting;

The executive committee shall take no action in conflict with any action taken by the board of directors.

Article XIII: State Office

Section 1. A State Office shall be maintained at a place as the president may direct, subject to approval of the board of directors. This office shall be under the general supervision of the president. The address of the office shall be furnished to all local units.

Section 2. The president, with the approval of the board of directors, shall obtain such

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insurance coverage as deemed necessary to protect the property and assets of European PTA.

- a. Each local unit will obtain such insurance coverage as recommended or required by the local community or Base Commander.
- b. Insurance coverage is particularly recommended when a local unit sponsors an activity in which non-DOD-sponsored individuals will participate, or when said unit has significant assets.

Article XIV: Commissions/Departments/Committees

Section 1. Such standing committees may be created by the Board of Directors as shall be found necessary to carry out the work of European PTA, based upon an approval statement of major duties or plan of work.

Section 2. Chairs and members may be appointed by the President, subject to the approval of Executive Committee and ratified by the board of directors, for a term running from the date of appointment until the end of the next convention.

Section 3. Special committees may be created and their chairs and members may be appointed by the President. They shall be dissolved automatically upon completion of the special assignment. All such committees and appointments thereto shall be reported by the President immediately to the Executive Committee, and shall report their actions to the board of directors.

Article XV: Fundraising

Section 1. All fundraising activities must be authorized by the installation commander. European PTA will comply with all rules and get the appropriate approval as needed (435 MSG/CC after coordination through 435 SVS and 435 ABW/JA).

Section 2. Fundraisers will be held no more than twice per calendar quarter and follow all rules as listed in AFI 34-233.

Article XVI: State and Local Relationships

Section 1. There shall be a committee on state and local relationships consisting of the members of the Executive Committee.

Section 2. This committee shall review any alleged violation by local PTAs of the National PTA Bylaws, or their own bylaws or other practices or activities of local PTAs that may tend to defeat the Objects and basic principles of European PTA and shall promptly report to the state board of directors the results of such review and its recommendation for action.

Section 3. The European PTA board of directors shall give due consideration to reports of the committee and shall accord the local unit an opportunity to be heard and to respond to the report. If, upon such consideration and hearing, the European PTA board of directors finds a violation by the local unit, it may, by two-thirds (2/3) vote of all members then in office, require the local
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PTA to take appropriate action within a period of time stipulated by the European PTA board of directors. When such a requirement has been made by European PTA board of directors and if the recommended action is not taken by the local PTA within the allotted time, the European PTA board of directors may, by two-thirds (2/3) vote of all its members then in office, withdraw the charter of the local PTA and terminate its status as a local PTA.

Article XVII: State Convention

Section 1. European PTA shall hold an annual convention each year during the period of 1 March through 31 May. The date, site, and cost of the attendance shall be determined by the board of directors and announced to the local units no later than sixty (60) days prior to the annual convention.

Section 2. The annual convention shall be the governing body of European PTA.

Section 3. Each local unit shall be entitled to be represented at the annual convention by its president or alternate, one (1) other executive committee member, and one delegate for each one hundred (100) paid memberships or major fraction thereof, as shown on the books of European PTA treasurer, as of 15 March. The selection of delegates shall be made or authorized by the executive committee of the local unit.

Section 4. The voting body of the annual convention shall consist of the members of the European PTA board of directors and the duly accredited delegates from each local unit and district.

Section 5. Voting delegates representing at least one-third (1/3) of the local units in good standing shall constitute a quorum.

Section 6. Non-voting PTA/PTSA members may attend the annual convention as observers upon payment of the registration fee.

Article XVIII: Cancellation of the Annual Convention

Section 1. In the event of a great emergency as war, epidemic or other disaster, the European PTA board of directors shall have the authority to determine whether an annual convention shall be held. A two-thirds (2/3) vote shall decide and the vote may be taken by mail; should this be impossible, the President may take such action after polling the members of the board of directors to the extent reasonably possible under the circumstances. A great emergency is one designated by the approving authority. Approving authorities include the Department of Defense, the Status of Forces Agreements, and the Department of Defense Education Activity (DoDEA).

Section 2. In the event an annual convention is not held, these bylaws may be amended by mail, provided the amendments pertain to the emergency situation.

Article XIX: National Convention

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***Section 1.** European PTA shall be entitled to accredit to the annual convention as its delegates:

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

Section 2. The board of directors shall make the selection of delegates; including any alternates for the president at the annual convention should the president be unable to attend.

Article XX: Operating Year

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

Section 2. The operating year of the European PTA shall begin on 1 July and end on the following 30 June.

****Article XXI: Parliamentary Authority**

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

Article XXII: Resolutions

Section 1. Local PTA/PTSA units must present resolutions for consideration by European PTA to the board of directors through the state office no later than thirty (30) days prior to the annual convention. The president of the submitting unit must sign each resolution and indicate the date the unit approved the resolution.

Section 2. Resolutions proposed by the European PTA board of directors for consideration at the annual convention must be approved by a majority vote of that board no later than the pre-convention European PTA board meeting.

Section 3. The European PTA board of directors will review all resolutions. They will return any resolutions considered inappropriate to the originator with a written explanation as to why it was returned. The state office will distribute a compiled list of all accepted resolutions to the convention delegates.

Section 4. Resolutions proposed later than thirty (30) days prior to the annual convention can only be presented upon endorsement by at least three local units from at least two separate areas. Such late resolutions must be submitted to the Resolution Chair, no later than 12:00 hours on the

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day following the opening day of the annual convention.

Section 5. A resolution is considered adopted if it is approved by a two-thirds (2/3) standing vote of a quorum at the annual convention. The European PTA board of directors will ratify each resolution adopted at the convention and assign responsibility for resolution actions.

Section 6. A resolution shall stay active until that resolution has been resolved or until the European PTA board of directors, upon the recommendation of the Resolution Chair, vote to retire it.

Article XXIII: Amendments

Section 1. These Bylaws may be amended at an annual convention 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 constituent organizations sixty (60) days prior to the opening of convention.

***Section 2.** The adoption of an amendment to any provision of the National PTA Bylaws identified by a single star shall serve automatically and without the requirement of further action by European PTA to amend their corresponding bylaws. State PTAs shall promptly incorporate such amendments in their respective bylaws.

Section 3. 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 4. An amendment proposed by a local unit must be submitted to the European PTA board of directors not later than 1 January of the year of the annual convention at which it is to be considered for adoption. The newly adopted amendments will become effective at the close of the convention at which they were adopted.

Section 5. Copies of the adoptions and amendments shall be furnished to Headquarters, United States Army, Europe, ATTN: Edda Chilson, for review.

edda.chilson@ima-e.army.mil 370-834 370-8491 fax
as well as the USAFE private organization office Harry Tucker.
Harry.Tucker@ramstein.af.mil 480-4880 06371-7-4880 fax

****Article XXIV: National Constituent Association Advisory Council**

****Section 1.** European PTA shall be represented by one member on the National Constituent Association Advisory Council (“NCAAC”). The current European PTA President shall serve as the representative to the National Constituent Association Advisory Council.

****Section 2.** If the current European PTA president is unable to attend, the president elect, vice president or a current elected officer designee may represent the president.

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Article XXV: Ratification

These bylaws have been submitted and approved by majority vote of the European PTA board of directors and are enacted as a substitute for any previous versions of bylaws.

European PTA President: _____ Date: _____
Bobbi Jo Bowser 2017 - 2018

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