INSTRUCTIONS FOR COMPLETING LOCAL PTA BYLAWS
– Read these instructions before proceeding –
Bolded text highlights areas of concern commonly encountered during FSPTA review.

GENERAL INSTRUCTIONS

1. **All PTAs in Maryland are required to review, approve, and submit their bylaws to Free State PTA every three years**, using the most current template provided by Free State PTA. **Bylaws must be voted on and approved at a meeting of General Membership even if no revisions are to be made.**
2. Fill in all information requested on the Cover Page.
3. **Include the General Membership meeting minutes (even if in draft form) showing these bylaws were approved by the membership.**
4. Be sure to print/save copies of the bylaws for your records before submitting to Free State PTA.
5. Electronic submissions should be sent to SOA@fspta.org. Paper submissions should be sent to the address on the cover page of these bylaws.

ARTICLE BY ARTICLE DIRECTIONS

Article I:
In the first blank, fill in the full Maryland incorporation legal name (including the "Inc."). Use the school address. Provide an abbreviated name.

Articles II – V:
There are no changes allowed to these sections, but you should read and keep this information in mind. In particular Article IV lists a number of requirements for elements of the bylaws, and the operation of the PTA.

Article VI:
* Section 2a: Fill in the number of VPs and Secretaries. **There can be only one president and one treasurer.**
* Section 2c: Fill in the term length (usually 1 or 2 years).
* Section 2e: Fill in whether elections occur on even, odd, or all years.
* Section 3a: Fill in the number of nominating committee members and **specify what body elects the nominating committee.**
* Section 4: Fill in the minimum number of days notice needed in each of the three places where notice must be given, and **the title of the one officer who may succeed the president without requiring a special election.**

Article VII:
* Section 2: **If more than one VP, list unique title, duties, and the order of succession for each.**
* Section 3: **If more than one secretary, list unique title and duties for each, one of which must be the recording secretary.**

Article VIII:

* Section 2: **If additional positions are added to the board of directors (e.g., faculty/student member, etc.) state how each is selected / elected / appointed to the position and what body does this, whether the person is voting or non-voting, and the term served**.
* Section 5: Fill in the number of days notice needed. This should be a few days.

Article IX:
* Section 2: Fill in the number of days notice needed for special meetings. This may be as little as 1 day since, after the first meeting of the term, the executive committee typically meets only for emergencies.

Article X:
* Section 3: Fill in the term length (usually 1 or 2 years).

Article XI:
* Section 1: Fill in the number of membership meetings.
* Section 2: Fill in the number of days notice needed for changed meeting dates. This should be several days.
* Section 3: Fill in the number of days notice needed for special meetings. This should be several days.
* Section 4: Fill in the month of the meeting. The annual meeting is held in the spring. Elections are held, when needed.
* Section 5: Fill in the number needed for quorum.

Article XII:
* Section 1a: If your county has a council, insert the council name, and the number of delegates as determined in the council bylaws. If there is no council, insert "N/A" for the council name and this Article will not be used.
* Section 1b: Fill in a month.
* Section 1c: Fill in Council name and term length.
* Section 2: Fill in Council name.

Article XVI:
Fill in the Full Maryland Incorporation Legal Name (include "Inc." as all PTAs are incorporated.)

After Article XVII:
Insert "a new" or "an existing" and fill in Maryland incorporation legal name (including the "Inc."), date, secretary name, and secretary signature. List to whom the bylaws are to be returned, and to whom questions pertaining to the bylaws should be addressed. **Bylaws submitted with incomplete information will be returned.**

Also submit the General Membership meeting minutes (even if in draft form) showing these bylaws were approved by the membership.

BYLAWS
of the

Northwest High School PTSA, Inc.
(Insert Full Maryland Incorporation Legal Name, including "Inc.")

PARENT-TEACHER-STUDENT ASSOCIATION (PTSA)

Montgomery County (MD)
(Insert County)

Incorporation #: D 07486947

National PTA ID #: 00035003

Employer Identification Number (EIN): 52-2104123

Maryland Secretary of State Charity ID: __ __ __ __ __ __ __ __

Maryland Sales & Use Tax #: __ __ __ __ __ __ __ __

Insured by: Association Insurance Management, Inc. (AIM)

AIM Insurance Policy #: GL2024AIM17738

A Local Unit of
FREE STATE PTA, INC.
5730 Cottonworth Avenue Box 20924
Baltimore, MD 21209

Revised September 2024

FOR OFFICE USE ONLY

DATE APPROVED BY LOCAL _____

DATE APPROVED BY FSPTA _____

FSPTA REVIEWER NAME _____

RESUBMIT BY DATE _____

ARTICLE I – Name

The name of this association is Northwest High School PTSA, Inc. *(Insert Full Maryland Incorporation Legal Name, including "Inc.")* located at 13501 Richter Farm Road *(Insert street address)* Germantown MD 20874 *(Insert city, state, and zip)*. It is a local PTA organized under the authority of the Free State PTA, Inc. a branch of the National Congress of Parents and Teachers (National PTA). This association shall hereinafter be referred to in these bylaws as the PTSA *(Insert abbreviated name)*.

Throughout these bylaws the word "county" is understood to mean the 23 Maryland counties plus Baltimore City; the abbreviation "PTA" for locals includes "PTSA"; and references to a "County Council" or "Council" apply only in those counties having a county council PTA.

ARTICLE II – Purposes

Section 1. Objectives – The purposes of this local PTA in common with those of National PTA and Free State PTA are:

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

Section 2. Awareness – The purposes of National PTA, Free State PTA, and this local 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 hereof.

Section 3. Federal Status – The association 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 local PTA in common with those of National PTA and Free State PTA:

a. The association shall be noncommercial, nonsectarian, and nonpartisan.
b. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, recognizing that the legal responsibility to make decisions has been delegated by the people

to boards of education, state education authorities, and local education authorities.

c. The association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise, shall be guiding principles for service in this association.
e. The association shall not be organized or operated for the benefit of private interests or persons controlled directly or indirectly by such private interests No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
f. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on by an association:
    i. exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code; or,
    ii. to which contributions are deductible under Section 170 (c)(2) of the Internal Revenue Code.
g. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to Free State PTA whose purposes are in accordance with those of National PTA.
h. The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution 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 Free State PTA

Section 1. This local PTA shall be organized and chartered under the authority of Free State PTA in the area in which this local PTA functions, in conformity with such rules and regulations, not in conflict with National PTA bylaws, as Free State PTA may in its bylaws prescribe. Free State PTA shall issue to this local PTA an appropriate charter evidencing the due organization and good standing of this local PTA and this local PTA shall maintain the standards of affiliation set by the Free State PTA board of Directors.
Section 2. The articles of organization of this local PTA include:

a. the bylaws of such association; and,
b. the certificate of incorporation or articles of incorporation of such association.

Section 3. This local PTA shall adopt such bylaws for the governance of the association in accordance with Free State PTA guidelines. Such bylaws shall not be in conflict with National PTA or Free State PTA bylaws.
Section 4. Bylaws of this local PTA shall include an article on amendments.
Section 5. Bylaws of this local PTA shall include provisions establishing a quorum.

Section 6. Each officer or board member of this local PTA shall be a member of this local PTA.
Section 7. The bylaws of this local PTA shall prohibit voting by proxy, mail (including email), or absentee.
Section 8. A PTA member shall not serve as a voting member of this local PTAs board while serving as a paid employee of, or under contract to, this local PTA.
Section 9. Only members of this local PTA who have paid dues for the current membership year may participate in the business of this local PTA.
Section 10. This local PTA shall collect dues from its members and remit a portion of such dues to Free State PTA as provided in Article V hereof.
Section 11. Bylaws of this local PTA shall include provisions establishing a nominating committee. The members of the nominating committee for officers of this local PTA shall be elected by the general membership or board of directors (see Article VI Section 3a for the choice to be made).
Section 12. This local PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the association, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to Free State PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Free State PTA.
Section 13. In the event this local PTA votes to dissolve and terminate its affairs, it shall be done as follows:

a. The board of directors shall adopt a resolution recommending that this local PTA be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving this local PTA shall be given at least thirty (30) days prior to the date of such meeting to each member entitled to vote at such meeting.
b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the president of the Free State PTA at least twenty (20) days before the date fixed for such special meeting of the members.
c. Only those persons who were members in good standing of this local PTA on the date of adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution.
d. Approval of dissolution of this local PTA shall require the affirmative vote of at least two thirds (2/3) of the members present and entitled to vote at the special meeting, a quorum being present.

Section 14. In the event of alleged violations by this local PTA of the bylaws of the National PTA, the Free State PTA, or said local PTA; or other practices or activities of this PTA that may tend to defeat the purposes and basic policies of the National and Free State PTA, the process for action that may be taken including but not limited to involuntary dissolution shall be as determined by policies adopted by the Free State PTA.

Section 15. This local PTA is obligated, upon withdrawal of its charter by Free State PTA to:

a. yield up and surrender all of its books and records and all of its assets and property to Free State PTA;
b. cease and desist from the further use of any name that implies or connotes association with National PTA or Free State PTA or status as a constituent association of National PTA; and,
c. carry out promptly, under the supervision and direction of Free State PTA, all proceedings necessary or desirable for the purpose of dissolving this local PTA.

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 National PTA and of Free State PTA by which this local PTA is chartered and is entitled to all the benefits of such membership.
Section 2. Membership in this local PTA shall be open, without discrimination, to anyone who believes in and supports the mission, purposes, and principles of National PTA, and pays dues as required in these bylaws.
Section 3. Each local PTA shall conduct an annual membership campaign but shall continue to admit individuals to membership at any time.
Section 4. Each member of this local PTA shall pay such annual dues including local, state, and national dues (and council dues if applicable) as may be prescribed by the association. The amount of the state portion of each member's dues shall be as determined by the Free State PTA. The amount of the national portion of each member's dues shall be as determined by National PTA. This local PTA shall remit the state and national portion of the dues to reach Free State PTA by the dates designated by Free State PTA. If this local PTA is a member of a Council PTA, the Council portion of dues shall be as determined by the Council PTA, and this local PTA shall remit the Council portion of the dues to reach the Council PTA by the dates determined by the Council PTA.
Section 5. A person may hold membership in one or more local PTAs upon payment of all-inclusive membership dues as required in each local PTA's bylaws.

ARTICLE VI – Officers and Their Election

Section 1. Each officer and officer candidate shall be a member of this local PTA.
Section 2. Officers and their election

a. The officers of this local PTA shall be a president, 2 *(Insert a number)* vice president(s), 2 *(Insert a number)* secretary(ies), and a treasurer.
b. No individual may serve simultaneously in more than one (1) capacity as an officer.
c. Officers shall assume their official duties the first day of the fiscal year and shall serve for a term of 1 *(Insert a number)* year(s) and until their successors assume their official duties.
d. An officer shall not be eligible to serve more than two (2) consecutive terms in the same office. An officer who has served in an office for more than one-half (1/2) a full term shall be deemed to have served a full term in such office.

e. Officers shall be elected at the annual general membership meeting. Elections shall occur on all *(Insert "even", "odd" or "all")* years.
f. Officers shall be elected by ballot and a majority vote shall elect. If there is only one (1) nominee for an elected position, the nominee shall be declared elected.

Section 3. Nominating Committee

a. **There shall be a nominating committee** composed of 3 *(Insert an odd number)* members who shall be elected by the board of directors ***(Insert "general membership" or "board of directors")***. The committee shall elect its own chair and notify the president in writing of its decision within ten (10) days.
b. The nominating committee shall be elected at least two (2) months prior to the election of officers and shall disband once the election is completed.
c. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the general membership at least ten (10) days prior to the annual general membership meeting, at which time additional nominations may be made from the floor.
d. Only those individuals who are current members of this local PTA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 4. Vacancies

Upon acceptance of a letter of resignation from any officer, notice of the vacancy shall be given to the general membership within fifteen (15) days. A vacancy occurring in any office, except president, shall be filled for the unexpired term by a person elected by a majority vote of the board of directors, at least 7 *(Insert a number)* days' notice of such election having been given. A vacancy occurring in the office of president shall be filled for the unexpired term by the Vice President 1 ***(Insert the title of the one officer who may assume the presidency without requiring a special election)***. In the event this officer chooses not to assume the office of president, the general membership shall be notified within 5 *(Insert a number)* days and a special general membership meeting shall be held to elect a new president within 10 *(Insert a number)* days of notification.

Section 5. Removal from Office See Article VIII, Section 6 which applies.

ARTICLE VII – Duties of Officers

Section 1. The president shall:

a. preside at every general, board of directors, and executive committee meeting of this local PTA;
b. coordinate the work of the officers and committees of this local PTA in order that the purposes may be promoted;
c. be a member ex officio of all committees except the nominating committee;
d. review bank statements monthly, and sign and date;
e. represent this PTA or send an alternate to all council meetings if this PTA is a member of a council; and,
f. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA or by the board of directors.

Section 2. The vice president(s) shall ***(If more than one, designate their succession order and provide separate job descriptions)*****:**

Vice President 1 – Fundraising shall:

a. act as aide(s) to the president;
b. in their designated order perform the duties of the president in the absence or inability of that officer to serve; and,
c. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors; and,
d. oversee fundraising activities for this local PTSA.

Vice President 2 - Volunteers shall:
a. act as aide(s) to the president and Vice President 1;
b. in their designated order perform the duties of the vice president 1 in the absence or inability of that officer to serve; and,
c. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors; and,
d. oversee volunteers for activities for this local PTSA.

Section 3. The secretary(s) shall ***(If more than one, provide separate job descriptions. One must be the recording secretary)*:**

Recording Secretary shall:
a. record the minutes of every general, board of directors, and executive committee meeting of this local PTA/PTSA;
b. be prepared to read the records of the previous meeting;
c. file all records;
d. have a current copy of the bylaws;
e. maintain a current membership list; and,
f. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

Corresponding Secretary shall:
a. in their designated order perform the duties of the recording secretary in the absence or inability of that officer to serve; and,
b. handle all correspondence for this local PTSA i.e. distribute weekly e-newsletters and emails as needed to members;
c. maintain a current membership contact/email list;
d. maintain this local PTSA's website content;
e. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

Section 4. The treasurer shall:
a. have custody of all funds of this local PTA;
b. keep a full and accurate account of funds, receipts, and expenditures including reconciliation of the bank statement each month;
c. make disbursements as authorized by the president or board of directors of this local PTA in accordance with the budget adopted by this local PTA;
d. have checks or vouchers signed by two people, the treasurer and one other authorized officer;
e. review, sign, and date bank statements monthly, obtaining review, signature, and date from the president and one member of the board of directors who is not a signatory on the account(s);

f. present a written financial statement at every general, board of directors, and executive committee meeting, and at other times when requested by the board of directors;
g. maintain such books of account and records as to conform to the requirements of these bylaws;
h. prepare and file all necessary tax forms, submitting a copy to Free State PTA within thirty (30) days of filing;
i. make a full report before the newly elected officers assume their duties;
j. present an annual report of the financial condition of the organization to the membership;
k. submit a proposed annual budget to the board of directors and general membership for approval;
l. have the account(s) examined, at the close of the fiscal year and upon change of treasurer, by an auditor or a financial review committee of not less than three (3) persons not having signature authority on any accounts, who, satisfied that the treasurer's report is correct, shall sign a statement of that fact at the end of their report. An auditor or a financial review committee shall be selected by the board of directors at least thirty (30) days before the new officers assume their duties;
m. report the findings of the annual financial review to the board of directors and submit a copy to Free State PTA within the timeframe specified by the Local Standards of Affiliation; and,
n. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA or by the board of directors.

Section 5. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, within fourteen (14) days, all records, books, and other materials pertaining to the office, and shall return to the treasurer, immediately, all funds pertaining to the office.

ARTICLE VIII – Board of Directors

Section 1. Each board member shall be a member of this local PTA.

Section 2. The board of directors shall consist of the officers of this local PTA, the chairs of standing committees, the delegates to the PTA Council if this PTA is a member of a council, and the principal of the school or a representative appointed by him/her. If a board member simultaneously holds multiple board positions (e.g. officer and standing committee chair) that individual may cast only one (1) vote. The president may appoint a parliamentarian (non-voting), subject to the approval of the Executive Committee of this local PTA.

Section 3. A PTA member shall not serve as a voting member of this local PTA's board of directors while serving as a paid employee of, or under contract to, this local PTA.

Section 4. The duties of the board of directors of this PTA shall be to:
a. transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by this local PTA;
b. create standing and special committees;
c. approve the plans of work of the standing committees;

d. present a report at the general membership meetings of this local PTA;
e. select an auditor or a financial review committee to review the treasurer's accounts;
f. approve and submit an annual budget to this local PTA's general membership for adoption;
g. approve routine bills within the limits of the adopted budget; and,
h. fill vacancies other than president [Article VI Section 4].

Section 5. Regular meetings of the board of directors shall be held during the year, the time to be fixed by the board of directors at its first meeting of the fiscal year. A majority of the board of director's members shall constitute a quorum. Special meetings of the board of directors may be called by the president or by a majority of the members of the board, with at least 3 *(Insert a number)* days notice having been given.

Section 6. The board of directors, by a two-thirds (2/3) vote of the members present and voting, may remove from his/her position any board member who fails to perform his/her designated duties as outlined in these bylaws, the current policies, procedures and/or job descriptions; fails to attend two consecutive general membership and/or board of directors meetings without being excused; violates the basic policies or misrepresents the positions of the association; or, acts in any other way which is detrimental to the philosophy and purposes of the association. When removal action is contemplated, the board member shall be advised by certified mail at least seven (7) days prior to the determination meeting of his/her right to appear before the board of directors at that meeting. The board member may have representation by counsel, not necessarily an attorney, who is a member of the association. Such removal constitutes a vacancy in that office.

ARTICLE IX – Executive Committee

Section 1. The elected officers shall be the members of the executive committee.

Section 2. Meetings of the executive committee shall be held as needed. Meetings shall be called by the president or by a majority of the executive committee members with at least 3 *(Insert a number)* days notice given.

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

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

a. transact business referred to it by the board of directors;
b. elect standing and special committee chairs other than the nominating committee;
c. act in emergencies between meetings of the board of directors; and,
d. submit a report at each board of directors meeting.

Section 5. The Executive Committee shall take no action in conflict with any action taken by the board of directors.

ARTICLE X – Committees

Section 1. Only members of this local PTA shall be eligible to serve in any elected or appointed position.

Section 2. The board of directors may create such standing or special committees as it may deem necessary to promote the purposes and carry on the work of this local PTA.
Section 3. For every committee other than the nominating committee:

a. The chair of each standing or special committee shall be elected by the executive committee of this local PTA.
b. The term of each chair shall be 1 *(Insert a number)* year(s) and until the election of a successor.
c. Any additional members of any committee shall be appointed by the board of directors.

Section 4. The chair of each committee shall present a plan of work to the board of directors for approval. No committee work shall be undertaken without the consent of the board of directors.
Section 5. The president shall be a member ex officio of all committees except the nominating committee.
Section 6. Vacancies of standing or special committee chairs shall be filled by the executive committee.

ARTICLE XI – General Membership Meetings

Section 1. At least 4 *(Insert a number)* general membership meetings of this local PTA shall be held during the school year. Dates of meetings shall be determined by the board of directors and announced at the first general membership meeting of the fiscal year.
Section 2. At least 7 *(Insert a number)* days' notice shall be given of a change of date, location, or time of a general membership meeting.
Section 3. Special general membership meetings of this local PTA may be called by the president or by a majority of the board of directors, with at least 3 *(Insert a number)* days notice having been given.
Section 4. The annual general membership meeting of this local PTA shall be held in of May *(Insert a month)*; elections to be conducted if applicable.
Section 5. 6 *(Insert a number)* members shall constitute a quorum for the transaction of business in any general membership meeting of this local PTA.
Section 6. Only members of this local PTA who have paid dues for the current membership year may participate in the business of this local PTA.

ARTICLE XII – Council Membership

Section 1.

a. This local PTA shall be represented in meetings of the Montgomery County Council of Parent Teacher Associations *(Insert the name of your county council if one exists, otherwise insert "N/A" and ignore the remainder of this article)* by the president or alternate, the principal or alternate, and by 2 *(Insert a number provided by the Council)* delegates or their alternates. All representatives to the council must be members of this local PTA.
b. Delegates shall be elected in May *(Insert a month)* by the board of directors.
c. Delegates to the Montgomery County Council of Parent Teacher Associations *(Insert the county council name)* shall serve for a term of 1 *(Insert a number)* year(s).

Section 2. To participate in the business of the council this local PTA shall pay annual dues to the Montgomery County Council of Parent Teacher Associations *(Insert the county council name)* as provided in the council bylaws.

ARTICLE XIII – Free State PTA Convention

Section 1. This local PTA shall be entitled, upon payment of registration, to be represented at the annual meeting of the Free State PTA by the president or alternate, three (3) other officers or their alternates, and one (1) delegate for every fifty (50) members or major fraction thereof, provided:

a. This local PTA meets the standards of affiliation annually as of March 31 or is a new local PTA chartered prior to the Free State PTA annual meeting as shown on the books of the Free State PTA treasurer.
b. All representatives to the Free State PTA annual meeting are members of this local PTA.
c. Delegates and their alternates are chosen according to the guidelines established by this local PTA.

ARTICLE XIV – Electronic Meetings and Communication

Section 1. – Meetings. Free State PTA constituent associations and all committees and subcommittees shall be authorized to meet by telephone conference or through other electronic communications media so long as all the members can simultaneously hear each other and participate during the meeting.

Section 2. – Communication. Unless the general membership indicates otherwise to the board of directors, all communication required in these bylaws, including meeting notices, may be sent electronically, unless otherwise specified in these bylaws.

ARTICLE XV – Fiscal Year

The fiscal year of this local PTA shall begin on July 1st and end on the following June 30th.

ARTICLE XVI – Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Northwest High School PTSA, Inc. *(Insert Full Maryland Incorporation Legal Name, including "Inc.")* in all cases in which they are applicable and in which they are not in conflict with these bylaws, National PTA bylaws, Free State PTA bylaws, or the articles of incorporation.

ARTICLE XVII – Amendments

Section 1.

a. These bylaws may be amended at any general membership meeting of this local PTA by a two-thirds (2/3) vote of those members present and voting, a quorum being present, provided notice of the proposed amendment, which has been approved by the board of directors, has been given to the general membership at least thirty (30) days prior to the meeting at which the

amendment is to be voted upon. When amended, articles are in effect, but shall be subject to the approval of Free State PTA.

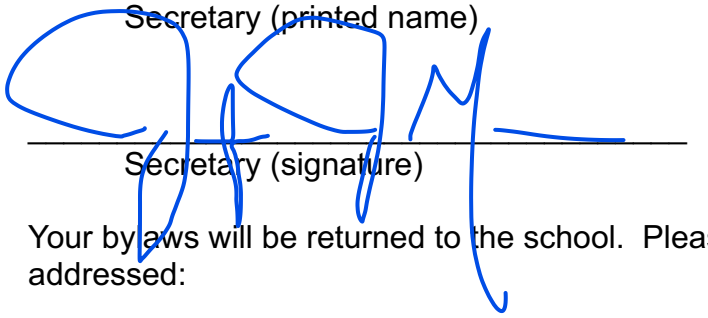
b. A decision to totally revise the bylaws as a substitute for the existing bylaws, requires a majority vote of those members present and voting at a general meeting of this local PTA, or a two-thirds (2/3) vote of the board of directors. A committee to carry out this task shall be appointed by the board of directors. The requirement for adoption of a revised set of bylaws shall be the same as in the case of their amendment, including prior notification to the general membership.
c. Submission of amended or revised bylaws for approval by Free State PTA shall be in accordance with the policies of Free State PTA.

Section 2. The adoption of an amendment to any provision of the bylaws of Free State PTA that requires a change to the local bylaws of this PTA shall, upon notification by Free State PTA, serve to amend these local PTA bylaws automatically and without the requirement of further action by this local.

These bylaws are submitted by an existing *(Insert "a new" or "an existing)* PTA in Maryland and were **approved at a GENERAL MEMBERSHIP MEETING** of Northwest High School PTSA, Inc. *(Insert Full Maryland Incorporation Legal Name, including "Inc.")* on April 8, 2025 *(Insert date of meeting where general membership approved the bylaws)*.

A copy of the General Membership meeting minutes (even if in draft form) showing these bylaws were approved by the membership must also be sent to FSPTA.

Jennifer Moss
Secretary (printed name)



Secretary (signature)

Your by laws will be returned to the school. Please indicate to whom they should be addressed:

Name: Kim Summers

Title: President

If Free State PTA has questions or must refer these bylaws back for revision, the person to contact is:

Name: Kim Summers, NWHS PTSA President

Phone: 240.506.5691

E-mail: president@nwhsptsa.org

Address: 13501 Richter Farm Road
Germantown MD 20874

PURPOSES OF THE NATIONAL CONGRESS OF PARENTS AND TEACHERS

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.

PRINCIPLES OF THE PARENT TEACHER ASSOCIATION

A. The association shall be noncommercial, nonsectarian, and nonpartisan.
B. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
C. The association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.