

South Carolina Congress of Parents and Teachers, Inc.

BYLAWS

Amended, Approved, and Adopted
by Board of Directors
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by General Membership
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ARTICLE I: NAME

The name of this association is SOUTH CAROLINA CONGRESS OF PARENTS AND TEACHERS, INCORPORATED. It is commonly known and will be referred to as SCPTA.

ARTICLE II: PURPOSES

Section 1: Organization

The SCPTA is organized as a constituent association of the National Congress of Parents and Teachers (National PTA) exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future federal tax code (hereinafter referred to as "Internal Revenue Code").

Section 2: Objectives

The Purposes of the SCPTA, 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 3: Awareness

The purposes of SCPTA 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.

ARTICLE III: PRINCIPLES

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

- A. SCPTA shall be noncommercial, nonsectarian, and nonpartisan.
- B. SCPTA shall work to engage and empower all 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. SCPTA 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 the Parent Teacher Association (PTA), and professional expertise shall be guiding principles for service in SCPTA.

ARTICLE IV: CONSTITUENT ASSOCIATIONS

Section 1: Constituent Associations

Constituent associations of SCPTA include:

- A.** District PTAs organized by geographical area;
- B.** Statewide PTAs organized for a specific purpose; and,
- C.** Local PTAs or Parent Teacher Student Associations (PTSAs) organized to serve students, families, and educators in a defined locality.

Section 2: Qualifications

A constituent association in good standing is one that annually:

- A.** Adheres to the purposes and principles outlined in Articles II and III;
- B.** Maintains current bylaws that are:
 - 1. Updated as necessary;
 - 2. Approved by the Board of Directors;
 - 3. Approved by the General Membership; and,
 - 4. Approved by SCPTA;
- C.** Maintains at least fifteen (15) members and submits names and contact information of all members to SCPTA;
- D.** Submits names and contact information of officers and Principal(s) to SCPTA by July 1 or within fifteen (15) days of elections if held after July 1;
- E.** Maintains liability (minimum \$2 million) and bond (minimum \$10 thousand) insurance and submits proof of coverage to SCPTA by October 1;
- F.** Conducts an annual financial review and submits the review and year-end financial report to SCPTA by November 15;
- G.** Files a federal tax return (990, 990EZ, or 990N) for the previous year and submits proof of submission or extension to SCPTA by November 15;
- H.** Submits an annual budget and minutes from a General Membership meeting approving the budget to SCPTA by November 15;
- I.** Registers and files any required documents with the South Carolina Secretary of State by November 15;
- J.** Sets aside the SCPTA and National PTA portion of dues paid by each member and remits the dues in accordance with Section 7 of this Article;
- K.** Meets other criteria as may be prescribed by SCPTA.

Section 3: Purpose and Principles

The purposes and principles of SCPTA, as prescribed in Articles II and III of these bylaws, shall in every case also be the purposes and principles of each constituent association.

Section 4: Governance

- A.** Each constituent association organized under SCPTA shall adopt bylaws for the governance of its association. Such bylaws shall not be in conflict with National PTA, SCPTA, or South Carolina nonprofit corporate laws and are subject to review by the SCPTA Board of Directors.
- B.** Constituent Association bylaws shall contain the rules and regulations that determine how the association will be governed including procedures for electing officers and other members of the controlling Board of Directors.

Section 5: Intervention

In the event that fraudulent or other illegal activity is suspected, the SCPTA Board of Directors may

intervene in the affairs of constituent associations, including the removal of members of the Board of Directors.

Section 6: Membership

Membership in a constituent association shall be open, without discrimination, to anyone who believes in and supports the mission, purposes, and principles of SCPTA and pays dues as prescribed in Section 7 of this Article.

Section 7: Dues

- A.** Members shall pay annual dues, as may be determined by the constituent association. Dues for statewide and local PTAs or PTSAs shall include the portion payable to National PTA as determined by National PTA and the portion payable to SCPTA as recommended by the Board of Directors and approved by a two-thirds vote of the General Membership in accordance with electronic voting procedures outlined in Article XIII, Section 1.
- B.** Statewide and local PTAs or PTSAs shall remit the state and national portions collected from members to SCPTA by the following dates:
 - 1. October 1,
 - 2. December 1,
 - 3. March 1, and
 - 4. June 30.

Section 8: Dissolution

Upon the dissolution of a constituent association, after paying or adequately providing for the debts and obligations of the association, the constituent association's financial holdings, property, all records, and all remaining assets shall be distributed to SCPTA and held for three (3) years in the event the association is re-established.

ARTICLE V: MEMBERSHIP

Section 1: Non-discrimination

Membership in PTA at all levels shall be open, without discrimination, to anyone who believes in and supports the mission, purposes, and principles of SCPTA and meets other qualifications for membership as prescribed in these bylaws and pays dues as described in these bylaws.

Section 2: Enrollment

Each local PTA shall conduct an annual membership enrollment but may admit individuals anytime.

Section 3: Membership Year

The membership year of SCPTA shall begin on July 1 and end on the following June 30.

Section 4: Rights and Privileges

Every individual who is a member of a statewide or local PTA is also a member of SCPTA and National PTA. PTA members shall be entitled to all the benefits of such membership.

ARTICLE VI: GOVERNANCE STRUCTURE

Section 1: Structure

The SCPTA governance structure shall include the elected officers, members of the Board of Directors, standing committee members, special committee members, and District leadership.

Section 2: Eligibility to Serve

In order to be eligible to serve in the SCPTA governance structure, an individual shall:

- A. Be a current member of a constituent association during the term of service (not required for nomination);
- B. Consent to uphold and adhere to the SCPTA policies and principles, including those in common with National PTA; and,
- C. Meet other qualifications as prescribed in these bylaws.

Section 3: Ineligibility to Serve

The following individuals shall be ineligible to serve in the SCPTA governance structure:

- A. Paid employees of, or under contract to, SCPTA, and
- B. Any person previously removed from the SCPTA Board of Directors for cause.

ARTICLE VII: OFFICERS

Section 1: Elected Officers

The officers of SCPTA shall be President, President-Elect, Vice President for Membership, Vice President for Advocacy and Legislation, Vice President for Compliance and Field Services, Vice President for Programs, Secretary, and Treasurer. All officers are elected according to Article VIII, except President. The President-Elect shall succeed automatically to the office of President.

Section 2: Eligibility

In addition to the general provisions prescribed in Article VI, Section 2, the following shall apply:

- A. Officers, with the exception of the Vice President for Advocacy and Legislation, Secretary, and Treasurer, must be current or past members of the SCPTA Board of Directors.
- B. No state officer may serve simultaneously in more than one elected position from Section 1 of this Article.
- C. All officers will be subject to and must cooperate with a background check prior to election or appointment.
- D. Members of the Nominating and Leadership Recruitment Committee shall be eligible to be nominated for election to an officer position.

Section 3: Term of Office

All officers serve a term of two (2) years beginning July 1 according to the election cycle described in Article VIII, Section 2.A. The President and President-Elect shall serve no more than one (1) term except as provided in Section 6 of this Article. All other officers shall not serve more than two (2) consecutive full terms in the same office. All officers shall serve until successors have been elected.

Section 4: Resignation

An officer may resign by giving written notice to the President and Secretary, who shall notify the Board of Directors within five (5) days. The notice shall specify the effective date of resignation.

Section 5: Removal from Office

An officer may be removed for not performing duties outlined in these bylaws or the SCPTA Standing Rules and Procedures by a two-thirds (2/3) vote of the members of the Board of Directors present

and voting.

Section 6: Vacancy in Officer Positions

- A.** A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the President-Elect.
 - 1. If the unexpired term is less than one full year, the President-Elect will continue to serve as President for an additional term of two (2) years.
 - 2. If the unexpired term is more than one (1) full year, the President-Elect will serve as President for only the remainder of the current term.
- B.** A vacancy occurring in the office of President-Elect shall be filled as follows:
 - 1. If the unexpired term is less than one full year, the duties of the President-Elect will be delegated by the President and a President-Elect will be elected during the next election cycle.
 - 2. If the unexpired term is more than one full year, a special election will be held to fill the vacancy for the remainder of the term and the President-Elect shall succeed automatically to the office of President at the end of the term.
- C.** If there are ever simultaneous vacancies in the offices of President and President-Elect, the line of succession shall be as follows:
 - 1. Vice President for Membership;
 - 2. Vice President for Advocacy and Legislation;
 - 3. Vice President for Compliance and Field Services; and
 - 4. Vice President for Programs.
- D.** A vacancy occurring in any other elected position shall be appointed by the Board of Directors for the unexpired term.
- E.** If a vacancy cannot be filled, the President, with approval of the Board of Directors, has the authority to assign the duties of the vacant officer's position until an officer can be duly elected or appointed.

Section 7: Duties of Officers

The elected officers shall perform the duties provided in this section and such other duties as prescribed for the office in these bylaws, by the Board of Directors, by the President, by the SCPTA Standing Rules and Procedures, or in the adopted parliamentary authority.

A. Duties of the President

The president shall:

- 1. Preside at all meetings of the association, the Board of Directors, and the Executive Committee;
- 2. Serve as chair of the Board of Directors and Executive Committee;
- 3. Appoint committee chairs for approval by the Board of Directors as provided in these bylaws and the SCPTA Standing Rules and Procedures;
- 4. Create and maintain a plan of work;
- 5. Coordinate and collaborate with other state-wide education organizations;
- 6. Represent SCPTA, or designate another currently-elected officer to represent SCPTA, on the National Constituent Association Advisory Council;
- 7. Serve as an ex-officio member of all committees except the Nominating and Leadership Recruitment Committee; and,
- 8. Serve as an ex-officio member of the Gerry Pfaehler SCPTA Endowment Fund Board of Trustees.

B. Duties of the President-Elect

The President-Elect shall:

1. Serve as a member of the Board of Directors and Executive Committee;
2. Serve as chair of the Leadership Training Committee;
3. Perform the duties of the office of President in the President's absence or when the President is unable to perform such duties;
4. Create and maintain a plan of work; and,
5. Serve as an ex-officio member of all committees except the Nominating and Leadership Recruitment Committee.

C. Duties of the Vice President for Membership

The Vice President for Membership shall:

1. Serve as a member of the Board of Directors and Executive Committee;
2. Report SCPTA membership, as required by National PTA;
3. Establish and consult on membership initiatives focused on recruitment, retention, and diversification;
4. Create and maintain a plan of work;
5. Serve as chair of the Membership Committee;
6. Serve as an ex-officio member of the Belonging and Family Engagement Committee; and,
7. Serve as an ex-officio member of the Awards Committee.

D. Duties of the Vice President for Advocacy and Legislation

The Vice President for Advocacy and Legislation shall:

1. Serve as a member of the Board of Directors and Executive Committee;
2. Facilitate and coordinate the work of the Legislative Advocacy Committee to promote and deliver the legislative priorities and activities;
3. Consult and collaborate on the planning of the Legislative Conference.
4. Create and maintain a plan of work; and,
5. Serve as chair of the Legislative Advocacy Committee.

E. Duties of the Vice President for Compliance and Field Services

The Vice President for Compliance and Field Services shall:

1. Serve as a member of the Board of Directors and Executive Committee;
2. Provide strategic guidance and leadership to the Board of Directors and all Constituent Associations on compliance matters;
3. Provide regular reporting and updates on compliance activities to the Board of Directors;
4. Serve as chair of the Compliance Committee;
5. Serve as an ex-officio member of the Belonging and Family Engagement Committee;
6. Serve as an ex-officio member of the Finance and Resource Development Committee; and,
7. Serve as an ex-officio member of the Leadership Training Committee.

F. Duties of the Vice President for Programs

The Vice President for Programs shall:

1. Serve as a member of the Board of Directors and Executive Committee;
2. Develop, implement, coordinate, and promote programs that exemplify the mission of SCPTA;
3. Create and maintain a plan of work;
4. Serve as chair of the Programs Committee; and,
5. Serve as an ex-officio member of the Reflections Committee.

G. Duties of the Secretary

The Secretary shall:

1. Serve as a member of the Board of Directors and Executive Committee;
2. Attend all meetings of SCPTA general membership, the Board of Directors, and Executive Committee to record minutes of the proceedings including documentation of attendance and verification that quorum is met;

3. Send a draft of the minutes to the President and the appointed minutes auditor within seven (7) days of each meeting;
4. Send a signed copy of reviewed minutes to all members of the appropriate voting body within fifteen (15) days of each meeting;
5. Ensure Board of Directors contact information is distributed to the Board of Directors each time a change occurs;
6. Maintain records of:
 - a. SCPTA Bylaws;
 - b. SCPTA Standing Rules and Procedures; and
 - c. minutes of official meetings of SCPTA general membership, the Board of Directors, and Executive Committee.

H. Duties of the Treasurer

The Treasurer shall:

1. Serve as a member of the Board of Directors and Executive Committee;
2. Serve as the SCPTA financial officer and maintain an accurate account of SCPTA funds;
3. Report the financial status of the SCPTA to the Board of Directors monthly and at all general membership meetings;
4. Distribute a financial summary of SCPTA's activities for the prior fiscal year to all constituent associations after the close of the fiscal year;
5. Ensure appropriate tax and reporting forms are filed and an annual financial review is conducted and presented for adoption by the Board of Directors;
6. Serve as chair of the Finance and Resource Development Committee;
7. Serve as chair of the Budget Committee;
8. Serve as an ex-officio member of the Helen Stokes Memorial Scholarship Committee; and,
9. Serve as an ex-officio member of the Gerry Pfaehler SCPTA Endowment Fund Board of Trustees.

ARTICLE VIII: ELECTIONS AND APPOINTMENTS

Section 1: Nominating and Leadership Recruitment Committee

A. Composition

1. The Nominating and Leadership Recruitment Committee shall consist of five (5) members and two (2) alternates.
2. At least three (3) Districts must be represented on the Committee.
3. The Committee should include representatives from elementary, middle, and high school units, if possible.
4. Alternates shall attend committee meetings and only participate in the absence of an elected member or in the event that an elected member is a candidate.

B. Eligibility to Serve

1. Committee members shall be current members of the Board of Directors.
2. The President, President-Elect, and immediate past President shall be ineligible to serve on this committee.
3. Candidates for officer positions shall not be excluded from serving on the committee but will be excluded from discussion and votes related to the position for which they are a candidate.

C. Election of Members

1. The committee members shall be elected by the Board of Directors through a secret electronic vote no later than November 1.

2. All interested individuals shall be placed on the ballot.
3. Each member of the Board of Directors members will vote for five (5) candidates.
4. The five (5) candidates with the most votes will be elected to the committee. Of the remaining candidates, the two candidates with the most votes will be designated alternates.
5. In the case of a tie for either the committee members or the alternates, a runoff election shall be held.

D. Election of the Chair

1. Following the formation of the committee, the committee shall elect its own chair through a secret election.
2. The President shall oversee the election of the committee chair.

E. Term

Elected committee members and alternates shall assume their duties immediately following the formation of the committee and shall serve until June 30.

F. Duties

1. Identify individuals who have the characteristics and skill sets needed in the leadership of SCPTA through the use of nomination forms, applications, or other communication deemed appropriate by the committee;
2. Screen and evaluate candidates, including background checks, as required in Article VII, Section 2.C;
3. Nominate one (1) eligible candidate for each elected officer position according to the election cycle described in Article VIII, Section 2.A; and,
4. Provide potential candidates for committee appointments to the President for consideration.

G. Committee Report

The committee shall provide a report to the Board of Directors no later than February 15 that includes:

1. A slate of officer nominations for each elected officer position according to the election cycle described in Article VIII, Section 2.A, and
2. A list of potential candidates for committee appointments.

Section 2: Officers

A. Election Cycle

State Officers, other than the President, shall be divided into two groups for the purpose of determining the time of their election and their term of office, as follows:

1. Group One (1) shall consist of the President-Elect, the Vice President for Compliance and Field Services, the Vice President for Programs, and the Vice President for Advocacy and Legislation and shall be elected in odd numbered years. Their term of office will commence on July 1 of that year and continue until his/her successor assumes office on July 1 of the next odd-numbered year.
2. Group Two (2) shall consist of the Vice President for Membership, Secretary, and Treasurer and shall be elected in even-numbered years. Their term of office will commence on July 1 of that year and continue until his/her successor assumes office on July 1 of the next even-numbered year.

B. Procedures

1. No later than March 1, the Secretary will send the slate of officers as presented in the Nominating and Leadership Recruitment Committee report to the officers of all Constituent Associations (see Article IV, Section 1). The communication will also include a nomination form for any additional candidates seeking election due no later than March 15. The Presidents of the Constituent Associations will be responsible for distributing the slate and request for additional nominations to all members of their associations.

2. The Nominating and Leadership Recruitment Committee will have fifteen (15) days to verify that additional candidates meet the minimum eligibility requirements and to perform any background checks, as required.
3. No later than April 1, electronic voting procedures will be initiated as outlined in Article XIII, Section 1.C.3-7.

Section 3: Standing Committee Chairs

A. Term

1. Standing committee chairs shall serve a term of one (1) year beginning July 1.
2. There shall be no limit to the number of consecutive terms an individual may chair the same committee.

B. Appointment

Unless otherwise specified in these bylaws, standing committee chairs (see Article X, Section 2) shall be appointed at the first meeting of the membership year by the President, and approved by the Board of Directors.

C. Resignation

A standing committee chair may resign by giving written notice to the President and Secretary. The President shall notify the Board of Directors within five (5) days. The notice shall specify the effective date of resignation.

D. Removal from Office

A standing committee chair may be removed for not performing duties outlined in these bylaws or the SCPTA Standing Rules and Procedures by a two-thirds (2/3) vote of the members of the Board of Directors present and voting.

ARTICLE IX: BOARD OF DIRECTORS

Section 1: Composition

A. The voting members of the Board of Directors shall be:

1. Elected Officers (see Article VII, Section 1);
2. District Presidents (see Article XI, Section 2);
3. Standing committee chairs (see Article X, Section 2);
4. Special committee chairs (see Article X, Section 3); and,
5. Immediate Past President.

B. The non-voting members of the Board of Directors privileged to participate in discussions shall be:

1. Any current National PTA Board of Directors members residing in South Carolina;
2. Past National PTA Presidents residing in South Carolina; and,
3. Any individual granted a courtesy seat by vote of the Board of Directors.

Section 2: Duties

A. Power and Authority

1. The Board of Directors shall have full power and authority over the affairs of SCPTA between annual meetings except as otherwise provided in these bylaws.
2. The Board of Directors shall govern SCPTA in accordance with the requirements of South Carolina law, the Articles of Incorporation, these Bylaws, the SCPTA Standing Rules and Procedures, and the current approved budget.

B. Duties of the Board of Directors

The duties of the Board of Directors shall include but not be limited to:

1. Establishing and being responsible for the strategic direction and strategic management of SCPTA including a three (3) year strategic plan;
2. Making employment decisions, as necessary;
3. Reviewing and acting on reports and recommendations of committees and staff;
4. Approving the budget before sending it to the General Membership for adoption;
5. Approving the Legislative Platform before sending it to the General Membership for adoption;
6. Managing and maintaining the SCPTA Historic House; and,
7. Employing such personnel as it may deem necessary to strengthen and extend the work of SCPTA.

Section 3: Meetings

A. Regular Meetings

1. The Board of Directors shall have at least four (4) regularly scheduled meetings during each membership year. An additional meeting may be held prior to the membership year to allow the upcoming Board of Directors to prepare for the upcoming year, including appointing committee chairs.
2. The time and place of all regular meetings shall be mutually agreed upon by the Board of Directors and decided prior to the beginning of the membership year. Meetings may be rescheduled to accommodate unforeseen circumstances.
3. A minutes auditor shall be appointed by the President for every meeting.

B. Special Meetings

1. Special meetings of the Board of Directors may be called by the President, with five (5) days written notice to each member of the Board of Directors. Notice may be waived by members of the Board of Directors.
2. Special meetings may be called by any elected Officer in like manner and with like notice on the written request of four (4) additional members of the Board of Directors.

C. Electronic Votes Between Meetings

1. In the event a vote is necessary between meetings of the Board of Directors, the use of electronic voting is authorized.
2. The vote should be called by the President and conducted by secret ballot.
3. All votes taken outside of regular meetings shall be ratified by the Board of Directors at the next regular meeting.

Section 4: Quorum

A quorum of the Board of Directors shall be a majority of the members of the Board of Directors then in office.

Section 5: Emergency Powers

If a quorum of the Board of Directors cannot readily be assembled because of a catastrophic event per federal definition, the exercise of emergency powers is authorized until the Board can ratify the actions taken.

ARTICLE X: COMMITTEES

Section 1: Executive Committee

A. Composition

The Executive Committee shall be comprised of the elected officers.

B. Duties

The Executive Committee shall transact all business referred to it by the Board of Directors and shall act on behalf of SCPTA in periods between meetings of the Board of Directors and in emergencies. No action of the Executive Committee shall conflict with any action taken by the Board of Directors.

Section 2: Standing Committees

A. A standing committee is a committee that performs a continuing function and is considered a permanent part of SCPTA. The purposes, functions, and duties remain the same while the members change.

B. The standing committees of the SCPTA shall be:

1. Awards Committee

The Awards Committee shall advertise, manage, and conduct an SCPTA awards program designed to recognize outstanding individuals and units across the state. The chair will be appointed by the President and approved by the Board of Directors (see Article VIII, Section 3).

2. Belonging and Family Engagement Committee

The Belonging and Family Engagement Committee shall work to strengthen the school-home relationship; educate families on issues related to physical and mental health, welfare, and safety; and promote youth participation while integrating concepts of inclusion and belonging. The chair will be appointed by the President and approved by the Board of Directors (see Article VIII, Section 3).

3. Communications Committee

The Communications Committee shall provide updated and relevant content to SCPTA members through electronic communications and social media. The chair will be appointed by the President and approved by the Board of Directors (see Article VIII, Section 3).

4. Compliance Committee

The Compliance Committee shall create and execute plans of action to assist constituent associations that do not meet the requirements outlined in Article IV, Section 2. The Vice President for Compliance and Field Services will serve as chair of this committee. District Presidents will serve as the members of this committee.

5. Finance and Resource Development Committee

The Finance and Resource Development Committee shall monitor income and expenditures; identify and secure financial and in-kind resources; and, create and maintain tools and resources for SCPTA and constituent associations. The Treasurer will serve as chair of this committee.

6. Helen Stokes Memorial Scholarship Committee

The Helen Stokes Memorial Scholarship Committee shall grow, promote, and implement a scholarship program designed to honor South Carolina students sponsored by SCPTA local units. The chair will be appointed by the President and approved by the Board of Directors (see Article VIII, Section 3).

7. Historic House Preservation Committee

The Historic House Preservation Committee shall provide for and oversee the preservation of the SCPTA historic house including maintenance of the house and grounds. The chair will be appointed by the President and approved by the Board of Directors (see Article VIII, Section 3).

8. Leadership Training Committee

The Leadership Training Committee shall develop and implement a leadership training program designed to educate, equip, and inspire local, District, and state leaders. The

President-Elect will serve as chair of this committee.

9. **Legislative Advocacy Committee**

The Legislative Advocacy Committee shall develop and execute the legislative program and plan the Legislative Conference. The Vice President for Advocacy will serve as chair of this committee.

10. **Membership Committee**

The Membership Committee shall build and grow membership to carry out the PTA mission. The Vice President for Membership will serve as chair of this committee.

11. **Programs Committee**

The Programs Committee shall promote National PTA resources including Reflections and develop additional programs for SCPTA constituent associations. The Vice President for Programs will serve as chair of this committee.

12. **Reflections Committee**

The Reflections Committee shall develop, promote, and implement a state-wide Reflections arts program in accordance with guidelines established by National PTA. The chair will be appointed by the President and approved by the Board of Directors (see Article VIII, Section 3).

C. Plans of Work

Standing committee chairs shall submit a Plan of Work for approval by the Board of Directors.

D. Committee Members

1. Committee members must be members of a SCPTA Constituent Association (see Article IV, Section 1).

2. The President and President-Elect shall be ex-officio members of all standing committees.

E. Standing committees do not have the authority to act for the Board of Directors.

Section 3: Special Committees

A. A special committee is a committee that is created to complete a specific task and is dissolved once the task is finished and a final report is presented.

B. Certain special committees are expected to be created each year. They are:

1. Nominating and Leadership Recruitment Committee (see Article VIII, Section 1).

2. Budget Committee

a. Composition

The Budget Committee shall be composed of:

i. Treasurer

ii. President

iii. President-Elect

iv. Additional members at the discretion of the chair.

b. Chair

The chair of the Budget Committee will be the Treasurer.

c. Duties

i. Solicit budget requests from each member of the Board of Directors for consideration by the committee.

ii. Create a draft budget that considers the budget requests submitted by Board of Directors members.

iii. Submit the draft budget to the Board of Directors for approval prior to April 1.

3. Bylaws Committee

A Bylaws Committee should be created each year to review the SCPTA Bylaws and Standing Rules and Procedures; District bylaws template; and local unit bylaws template. The committee should report recommended changes to the Board of Directors for

consideration. The members of the Bylaws Committee shall be appointed by the President and approved by the Board of Directors. The committee may select its own Chair.

- C. The Board of Directors may establish other special committees as needed. The members of the special committees shall be appointed by the President and approved by the Board of Directors. The committees may select their own Chairs.
- D. Committee Members
 - 1. Committee members must be members of a SCPTA Constituent Association (see Article IV, Section 1).
 - 2. The President and President-Elect shall be ex-officio members of all special committees except the Nominating and Leadership Recruitment Committee.
- E. Special committees do not have the authority to act for the Board of Directors.

ARTICLE XI: DISTRICTS

Section 1: Districts

- A. The SCPTA Board of Directors may establish subsidiary organizations (Districts), organized by geographical area, for the purpose of facilitating and supporting the work of PTA in that region.
- B. Districts shall not legislate for or impose any action on local PTAs or PTSAs. However, Districts may assess dues as outlined in the District bylaws.

Section 2: District Presidents

- A. District Presidents are elected by the general membership of the District according to the District bylaws.
- B. In the event no District President is elected, the SCPTA President may appoint an interim District President with approval of the SCPTA Board of Directors. The interim District President will have the same rights and privileges as an elected District President.
- C. District Presidents will serve as the members of the Compliance Committee (see Article X, Section 2.B.4).

ARTICLE XII: GENERAL MEMBERSHIP MEETINGS

Section 1: Annual Membership Meeting

A. Purpose

There shall be a general membership meeting held annually to:

- 1. Introduce and install newly-elected officers;
- 2. Present a summary of general membership votes taken during the year; and,
- 3. Honor any award recipients.

B. Time and Place

The Annual Membership Meeting shall be held in May at a place and time determined by the Board of Directors.

C. Notice

The President shall send notice of the Annual Membership Meeting to the Boards of Directors of all constituent associations (see Article IV, Section 1) at least sixty (60) days prior to the meeting.

D. Eligibility for Attendance

The Annual Membership Meeting shall be open to all members of all constituent associations. A registration fee may be required by the Board of Directors and if such a fee is required, it

shall be set forth in the meeting notice.

E. Minutes

Within thirty (30) days following the Annual Membership Meeting, the Secretary will generate minutes for SCPTA permanent records and will send them to the officers of all constituent associations (see Article IV, Section 1).

Section 2: Convention

A convention may convene each year at a place and date determined by the Board of Directors. It may be held in conjunction with the Annual Membership Meeting.

Section 3: Legislative Conference

A. Purpose

An annual Legislative Conference shall be held for the purpose of:

1. Educating and mobilizing advocates;
2. Advancing SCPTA's legislative program;
3. Advocating for SCPTA legislative priorities; and,
4. Strengthening relationships with South Carolina lawmakers.

B. Time and Place

The Legislative Conference shall be held in February at a place and time determined by the Legislative Advocacy Committee.

C. Notice

Notice of the place, date, and time of the Legislative Conference shall be sent to all constituent associations (see Article IV, Section 1) at least sixty (60) days prior to the Legislative Conference.

D. Eligibility for Attendance

The Legislative Conference shall be open to all members of all constituent associations. A registration fee may be required by the Board of Directors and if such a fee is required, it shall be set forth in the meeting notice.

E. Preparation

Prior to the Legislative Conference, the Legislative Platform must be ratified by the Board of Directors and General Membership.

ARTICLE XIII: ELECTRONIC VOTING, MEETINGS, AND COMMUNICATION

Section 1: Electronic Voting

All General Membership votes shall be conducted electronically as outlined below.

A. Voting Body

1. The voting body shall be composed of:
 - a. Members of the Board of Directors;
 - b. Members of Boards of Directors of Districts in good standing;
 - c. Members of constituent associations in good standing; and,
 - d. Past SCPTA Presidents.
2. No individual may vote more than once.

B. Quorum

1. Fifty (50) members of the voting body, representing at least three (3) Districts, shall constitute a quorum for the transaction of business.
2. In the absence of a quorum responding, at the sole discretion of the President, the voting period may be extended to allow for a quorum to be obtained.

3. If a quorum cannot be obtained within a reasonable period of time, and notwithstanding other provisions in these Bylaws, the vote will revert to the Board of Directors in all circumstances, including but not limited to, the election of State Officers and the amendment of these Bylaws or the Legislative Platform.

C. Procedures

1. The SCPTA President will request the Vice President for Compliance and Field Services provide a list of constituent associations in good standing to the SCPTA Secretary.
2. The SCPTA Secretary will send details of the proposed vote to the voting body at least 15 days prior to the electronic voting period to allow for amendments and discussion.
3. The SCPTA Secretary will send a link for voting to the voting body and will include a summary of discussion and all amendments proposed.
4. After 15 days, the voting period will close and the Secretary will submit the votes to the President for tabulation.
5. Within three (3) days of receiving the votes from the Secretary, the SCPTA President will inform the Board of Directors of the vote results.
6. The Secretary will generate minutes of the vote for SCPTA permanent records.
7. The Secretary will send the outcome of the vote to the officers of all constituent associations (see Article IV, Section 1) within 15 days of the close of the voting period.

Section 2: Electronic Meetings

The SCPTA general membership, SCPTA Board of Directors, all committees and subcommittees, and all Districts shall be authorized to meet through electronic communications so long as all the attendees can simultaneously hear each other and participate during the meeting.

Section 3: Electronic Communication

All communication required by these bylaws may be sent electronically.

ARTICLE XIV: SCPTA GERRY PFAEHLER ENDOWMENT FUND

The SCPTA has an endowment fund, known as the *South Carolina PTA Gerry Pfaehler Endowment Fund*, which is held and administered by a separate Board of Trustees. The purpose of the endowment fund is to actively solicit donations from corporations, individuals, foundations, and other sources to provide grants to local PTAs or PTSAs for projects to assist public schools, their students, and teachers in the state of South Carolina. The management of the endowment fund is entrusted to a Board of Trustees, which is under the auspices of the SCPTA Board of Directors.

ARTICLE XV: OPERATIONAL REQUIREMENTS AND DISSOLUTION

Section 1: Compensation

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 SCPTA 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 2 hereof.

Section 2: Impermissible Activities

Notwithstanding any other provision of these articles, SCPTA shall not carry on any activities not permitted to be carried on:

- A. By an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or
- B. By an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Section 3: Political Participation

The association 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.

Section 4: Finances

A. SCPTA Funds

All SCPTA funds shall be deposited into an account approved by the Board of Directors and disbursed under the supervision and control of the SCPTA Treasurer as provided in these Bylaws.

B. Fiscal Year

SCPTA's fiscal year shall begin on July 1 and end on June 30 of the following calendar year.

C. Loans

No loans or other indebtedness shall be contracted on behalf of SCPTA and no evidence of indebtedness shall be issued in its name unless authorized by the SCPTA Board of Directors. Additionally, no loan, guaranty, or other form of security shall be made or provided by SCPTA to or for the benefit of any of its Board of Directors members, officers, employees, or agents.

D. Financial Review

All SCPTA financial records and accounts shall be reviewed each year by a certified public accountant approved by the SCPTA Board of Directors.

Section 5: Standing Rules and Procedures

The Board of Directors shall have the responsibility to adopt and revise rules, policies, and procedures related to the organization, governance, management, meetings, public policy positions, and overall work of SCPTA and its committees and constituent associations. All such rules, policies, and procedures shall be documented in the SCPTA Standing Rules and Procedures.

Section 6: SCPTA Records

All SCPTA records, documents, funds, and other property are the property of SCPTA. Such materials may be inspected at any time by any member of SCPTA with fifteen (15) days' notice to the SCPTA President. All such materials that may be in the possession of any officer or District President shall be returned to SCPTA within ten (10) days after vacating such office.

Section 7: State Office

SCPTA maintains an office in the SCPTA Historic House at 1826 Henderson Street, Columbia, South Carolina.

Section 8: Dissolution

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 one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with National PTA.

ARTICLE XVI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern SCPTA and all constituent associations in all cases in which they are applicable and in which they are not in conflict with South Carolina law or SCPTA's Articles of Incorporation, Bylaws, and SCPTA Standing Rules and Procedures.

ARTICLE XVII: AMENDMENTS

Section 1: Amendments

These bylaws may be amended as follows:

- A. The amendment must be approved by two-thirds (2/3) of the votes cast by the Board of Directors with fifteen (15) days notice.
- B. The amendment must be approved by two-thirds (2/3) of the votes cast by the General Membership in accordance with electronic voting procedures outlined in Article XIII, Section 1.

Section 2: Action

Updated bylaws shall be posted on the SCPTA website within thirty (30) days following the vote by which the Bylaws are amended.

These bylaws were amended and adopted by the South Carolina Congress of Parents and Teachers, Inc. on February 24, 2025.

Signed:



President

Date: _____



Secretary

Date: _____