Georgia PTA
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LOCAL UNIT BYLAWS

Revised January 2009 – Amended July 2009, June 2010, July 2011, April 2013, July 2014, June 2018, April 2019, November 2020, July 2025

Smyrna Elementary
School Name

1099 Fleming Street
Street Address

Smyrna	**GA**	**30080**
City	State	Zip Code
Cobb	**9**	**2720333**
County	PTA District	Local Unit #

Affirmation: These Bylaws were voted upon and passed at the general meeting of the

Smyrna Elementary PTA on (date) _____

Signed:_____
(PTA/PTSA President)

_____
President's Name

_____
Street Address

_____
City State Zip Code

PTA Mission

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Approved:

Sarah Iwanski
Bylaws Chair
2025-2027

Date: 3/19/2026
Date of last approved amendment

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LOCAL UNIT BYLAWS

Revised January 2009 – Amended July 2009, June 2010, July 2011, April 2013, July 2014, June 2018, April 2019, November 2020, July 2025

ARTICLE I: NAME

The name of this association is the **Smyrna Elementary PTA** Parents and Teachers Association, **Smyrna**, Georgia. It is a local PTA/PTSA organized under the authority of the Georgia Congress of Parents and Teachers, a branch of the National Congress of Parents and Teachers (the National PTA).

#ARTICLE II: PURPOSES

Section 1. The purposes of the PTA are:

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

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

Section 3. 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 (hereinafter "Internal Revenue Code").

#ARTICLE III: BASIC POLICIES

The following are basic policies of National PTA and the Georgia PTA:

a. The association shall be noncommercial, nonsectarian, and nonpartisan.
b. The association shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
c. The association 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.
d. 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.
e. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
f. Upon the dissolution of the 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 those of the National PTA: and
g. 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.

#ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND GEORGIA PTA

Section 1. This local PTA/PTSA shall be organized and chartered under the authority of the Georgia PTA in the area in which this local PTA/PTSA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws or the

58 Georgia PTA Bylaws.

Section 2. The Georgia PTA shall:

a. Provide appropriate procedures for the association of local PTAs/PTSAs within Georgia and prescribe the form and content of the bylaws or other articles of association of such local PTAs/PTSAs; and

b. Issue to this local PTA/PTSA an appropriate charter evidencing the due association and good standing of this local PTA/PTSA.

Section 3. A local PTA/PTSA in good standing is one that:

a. Adheres to the purposes and basic policies of the PTA.

b. Adheres to the Georgia PTA Standards of Affiliation, as prescribed by the Georgia PTA Board of Directors, and.

c. Remits the state and national portion of the dues, on a monthly basis, to the state PTA. The state shall remit the national portion to reach the national office by dates designated by the National PTA.

d. Has bylaws approved according to the procedures of each state; and

e. Shall be in good standing with the affiliate council PTA per Article XIV, Section 2 of council bylaws, if applicable.

Section 4. The articles of association of this local PTA/PTSA include:

a. Bylaws of such association; and

b. Articles of incorporation of such association (in cases in which the association is incorporated).

Section 5. This local PTA/PTSA shall adopt such bylaws for the government of the association as may be approved by the Georgia PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the Georgia PTA Bylaws.

Section 6. The purposes and basic policies of National PTA shall in every case also be the purposes and basic policies of each constituent association.

Section 7. Each member of the Board of Directors of this local PTA/PTSA shall be a member of this local PTA/PTSA.

Section 8. Voting by proxy, absentee ballot, telephone, fax, e-mail, and text messaging by members of this local PTA/PTSA shall be prohibited.

Section 9. A PTA member shall not serve as a voting member of this local PTA/PTSA board while serving as a paid employee of or under contract to this local PTA/PTSA.

Section 10. The Georgia PTA may determine the membership year for the local PTAs/PTSAs within Georgia. Only members of this local PTA/PTSA who have paid dues for the current membership year may participate in the business of this local PTA/PTSA.

Section 11. The members of the nominating committee for officers of this local PTA/PTSA shall be elected by the general membership and must be a member of this PTA/PTSA.

Section 12. This local PTA/PTSA shall keep such permanent books of account and records:

a. Sufficient to establish the items of gross income, receipts, and disbursements of the association.

b. Specifically including the number of its members, the dues collected from its members and the amounts of dues remitted to the Georgia PTA; and

c. Such books of account and records shall at all reasonable times be open to inspection by an authorized. representative of the Georgia PTA or by a duly authorized representative of the National PTA.

Section 13. Dissolution by Board of Directors and members of a Local unit:

a. The Board of Directors of this local unit shall notify Georgia PTA in writing of the proposed dissolution meeting thirty (30) days prior to notifying each member.

b. The notice must state that the purpose, or one of the purposes, of the meeting is to consider dissolving the association per Georgia Code for nonprofits.

c. The proposal to dissolve shall be approved by 2/3 {two-thirds} of the general membership.

Section 14. The charter of this local PTA/PTSA shall be subject to withdrawal and the status of such association as a local PTA/PTSA shall be subject to termination, in the manner and under the circumstances provided by the bylaws of the Georgia PTA.

Section 15. This local PTA/PTSA is obligated, upon withdrawal of this charter by the Georgia PTA:

a. To yield up and surrender all of its books and records and all of its assets and property to the Georgia PTA or to such agency as may be designated by the Georgia PTA or to another local PTA/PTSA organized under the authority of the Georgia PTA.

b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Georgia PTA or status as a constituent association of the National PTA; and

c. To carry out promptly, under the supervision and direction of the Georgia PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA/PTSA which includes the loss of the PTA's/PTSA's 501(c)(3) status.

Section 16. This local PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the number symbol (#).

ARTICLE V: MEMBERSHIP AND DUES

#Section 1. Every individual who is a member of this local PTA/PTSA is, by virtue of that fact, a member of the National PTA and of the Georgia PTA by which this local PTA/PTSA is chartered and is entitled to all the benefits of such membership.

#Section 2. Membership in each local PTA shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of the National PTA.

#Section 3. This local PTA/PTSA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

#Section 4. Each member of a local PTA/PTSA shall pay annual dues as may be determined by the association. The amount of the dues shall include the portion payable to the state PTA as determined by the state, and the portion payable to the National PTA as recommended by the Board of Directors and approved by 2/3 majority of the voting body at the National PTA annual convention.

#Section 5. The national portion of each member's dues shall be determined by National PTA

#Section 6. The Georgia PTA portion of each member's dues shall be one dollar and eighty five cents ($1.85) per annum.

Section 7. Each member of this local PTA/PTSA shall pay annual dues of $**15** to said association. The amount of such annual dues shall include the portion payable to the Georgia PTA and the portion payable to the National PTA.

#Section 8. The state and national portions of the dues paid by each member of this local PTA/PTSA shall be set aside by this local unit. PTA/PTSA and remitted to the Georgia PTA on a monthly basis. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs/PTSAs in its area.

#Section 9. The Georgia PTA does not allow family memberships.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1. The officers of this PTA/PTSA shall consist of:

- one (1) president or two (2) individual co-presidents.

- **3** vice president(s) or individual co-vice presidents *
- **1** Secretary(ies) *

*(designate officer's responsibilities and titles, if applicable)

*

- a treasurer. (Georgia PTA does not approve co-treasurers).

Please note: The Parliamentarian is not elected but is appointed by the President.

#Section 2. Each individual officer and individual co-officers shall have a vote.

Section 3. Officers shall be elected in the month of **April**

#Section 4. 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 5. The following provisions shall govern the qualifications and eligibility of individuals to be officers of this PTA/PTSA:

a. Each officer shall be a member of this local PTA/PTSA.
b. No officer may be eligible to serve more than two consecutive terms 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; and
d. No member shall serve as a council president while serving as a local unit president.

Section 6. Officers shall assume their official duties following the close of the school year and serve for a term of **1** year(s) or until their successor is elected.

#Section 7. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Board of Directors notice of such election having been given to the Board of Directors. In case a vacancy occurs in the office of president, the first vice-president shall serve notice of the election.

Section 8. There shall be a nominating committee composed of **5** members (must be an uneven number) and **1** alternates who shall be elected by this local PTA/PTSA at a regular general membership meeting at least one month prior to the election of officers, as outlined in Article VI, Section 3.

a. All members of the nominating committee shall be a member of this PTA/PTSA.
b. The committee shall elect its own chair.
c. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting in **April** at which time additional nominations may be made from the floor. (Note: Must be the same month in #ARTICLE VI: OFFICERS AND THEIR ELECTION, Section 3)
d. Only those individuals who are current members of this local PTA/PTSA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.
e. The president is not eligible for election to the nominating committee.
f. The principal is eligible to serve if elected.

#Section 9. The slate of proposed officers shall be posted in the school office at least ten (10) days prior to the election meeting.

ARTICLES VII DUTIES OF OFFICERS

Section 1. The President shall:

a. Preside at all meetings of this local PTA/PTSA.
b. Serve as an ex officio member of all committees except the nominating committee.
c. Coordinate the work of the officers and committees of this local PTA/PTSA in order that the purposes may be promoted.
d. Appoint special committees, except the nominating committee.
e. Have representatives at council, district, and state functions.
f. Pass on to the membership at each meeting news and information from state and national bulletins.
g. Appoint a parliamentarian who shall serve at all Executive Committee, Board of Directors, and general membership. meetings. The parliamentarian shall not vote on any question except in case of a ballot vote.
h. Be a signatory on all financial accounts of this PTA.
i. Sign and execute all contracts, agreements, or other obligations in the name of this PTA/PTSA as authorized by the Board of Directors; 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 2. The vice president(s) shall:

a. Act as aide(s) to the president.
b. In their designated order perform the duties of the president in the president's absence or inability to serve; and
c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the Executive Committee.

Section 3. The secretary shall:

a. Record the minutes of each general, Executive Committee and board meeting of this PTA/PTSA.
b. Read or distribute printed copies of the minutes of the previous meeting for approval.
c. Maintain an accurate membership list as provided by the membership chair or committee.
d. Have a current copy of the bylaws.
e. Have minutes from previous meetings for reference at each meeting.
f. Determine the presence of a quorum prior to any business being conducted.
g. Call the meeting to order in the absence of the president and vice-president(s), unless the bylaws specify otherwise, and preside until a temporary chair is elected.
h. Immediately upon the election of new officers, send a list of their names, addresses and phone numbers to the state PTA office, district director and council president (if applicable)
i. Register their signature at the bank as an emergency signatory.
j. Submit the names of the voting delegates and their alternates to the council PTA prior to the first council meeting, if local PTA/PTSA is a member of a council PTA: and
k. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the Executive Committee.

Section 4. The treasurer shall:

a. Have custody of the funds of this local PTA/PTSA.
b. Maintain a full account of the funds of this local PTA/PTSA.
c. Make disbursements as authorized by the president, or Board of Directors of this local PTA/PTSA in accordance with the budget adopted by this local PTA/PTSA.
d. Have checks or vouchers signed by two people: the treasurer and one other person. Individuals authorized to sign checks shall not be related to each other by marriage or any other relationship.
e. Never sign a blank check.
f. Pay all bills by check – never by cash.
g. Ensure deposits from fundraisers and other sources of income are made the next business day. Never deposit funds of this PTA in a personal or school account.
h. Always issue a receipt for cash received.
i. Maintain a full and accurate account of the receipts and disbursements in the books belonging to this PTA/PTSA.
j. Be prepared to answer all questions promptly and to have records available at all meetings.
k. Provide a written financial statement at each meeting of the general membership, Board of Directors and Executive Committee.
l. Present an annual report of the financial condition of the association.
m. Have the accounts examined annually at the end of the school year or upon the change of treasurer by an auditor or auditing committee of not fewer than three members.
n. Not sign checks for this PTA after the books are closed for audit.
o. Report the findings of the annual audit to this PTA/PTSA no later than the first general meeting of the new school year;

p. Determine the gross receipts for the previous fiscal year and file the appropriate federal tax form(s) with the IRS.
q. Reconcile the bank statements monthly and have the statements reviewed, signed, and dated by a PTA member. This PTA member shall not be related to the treasurer by marriage or any other relationship: and
r. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the Executive Committee.

#ARTICLE VIII: THE PTA AUDIT

Section 1. The PTA audit is a financial review that involves following financial transactions through records to be sure that receipts have been properly accounted for and expenditures made as authorized in the minutes and in conformity with PTA/PTSA bylaws and budget limitations.
Section 2. The purpose of an audit is:

a. To certify the accuracy of the books and records of the treasurer; and
b. To assure the membership that PTA/PTSA resources/funds are being managed in accordance with the Georgia PTA financial policies and procedures.

Section 3. An annual audit shall take place at the end of the school year and a copy submitted to the state office by the last business day of September. An additional audit shall also be performed upon vacancy of the treasurer's position before the new officer assumes his or her duties, or upon the request of a member of this PTA/PTSA, an officer of council, district, or state.
Section 4. An auditor or auditing committee of no fewer than three (3) members shall be selected by the Board of Directors no later than two weeks prior to the end of the school year. An auditor or auditing committee member shall not be related to any signees on the checking account by marriage or any other relationship.
Section 5. The annual audit report shall be given to this PTA/PTSA no later than the first general membership meeting of the new school year.
Section 6. The annual audit report must be signed, dated and included in the minutes of the secretary.
Section 7. The outgoing officers cannot sign checks for this PTA/PTSA after the books are closed for audit.
Section 8. During the audit process it is recommended that expenditures within an adopted budget be limited to those of an emergency nature.

#ARTICLE IX: REMOVAL FROM OFFICE

Section 1. Any action regarding the process for removal from office shall not be conducted by videoconference or teleconference.
Section 2. Request for removal

a. Any member of this local unit can request that an elected officer be removed from office. A written request for the removal of any officer must be sent to all members of this local unit Executive Committee and the Georgia PTA President and shall state the reasons for removal.
b. Within seven (7) days of receiving the written request for removal from office, this local unit Executive Committee shall meet to determine by 2/3 vote whether or not to hold a hearing based solely upon the information presented in the written request.
c. This local unit Executive Committee shall communicate its decision in writing within three (3) days to the member who submitted the request, to this local unit Board of Directors and to the Georgia PTA President. A copy of the original request for removal shall be attached to the board copy.

Section 3. Hearing

a. Prior to a vote for removal from office, the elected officer is entitled to a hearing before this local unit Board of Directors.
b. A hearing for the removal of an officer shall be held within thirty (30) days of the decision to hold a hearing.
c. The elected officer must be notified by registered mail at least twenty-one (21) days prior to the hearing. If the elected official fails to appear, that individual's rights for a hearing are forfeited.
d. The President of the Georgia PTA shall appoint a representative of the Georgia PTA Board of Directors to conduct the hearing.
e. Based upon information presented at the hearing, the board may, by 2/3 vote, recommend removal from office.

Section 4. Action
After the hearing of this local unit Board of Directors, any recommendation for removal from office must be submitted to the membership for action at the next general meeting. An officer may be removed by 2/3 vote of the membership present and voting, a quorum having been established.

ARTICLE X: BOARD OF DIRECTORS

Section l. The affairs of this PTA/PTSA shall be managed by the Board of Directors in the intervals between local unit PTA/PTSA general membership meetings.
#Section 2. Each board member shall be a member of this local PTA/PTSA

Section 3. The members of the board shall be:

a. Elected officers.
b. Chairpersons of standing committees.
c. The principal of the school or a representative appointed by the principal; and
d. Appointed parliamentarian.

Section 4. Duties of the Board of Directors shall be to:

a. Transact such business as may be referred to it by the membership of the association.
b. Create or dissolve special committees.
c. Present a report at the regular general membership meetings of this local PTA/PTSA.
d. Select an auditor or an auditing committee to audit the treasurer's accounts.
e. Prepare and submit an annual budget to this local PTA's general membership for adoption.
f. Approve payment of routine bills within the limits of the approved budget.
g. Fill all vacancies in office; and
h. Conduct hearings for removal from office.

#Section 5. If any standing committee chairperson shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by a 2/3 vote of the Board of Directors.

Section 6. Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting of the year. Three (3) days' notice shall be given of a cancellation or change of date or time unless emergency conditions prevent such notice being given. Meetings by videoconference or teleconference are permitted with the following provisions:

a. The meeting must be conducted by a technology that allows all participants simultaneous communication.
b. A quorum must be achieved and maintained in order to conduct business.
c. Speakers must identify themselves.
d. Minutes of the meeting must be taken and ratified at the next regular board meeting.
e. An election to fill a vacancy in office shall not be conducted by videoconference or teleconference; and
f. Any action regarding the process for removal from office shall not be conducted by videoconference or teleconference.

Section 7. Special meetings of the board may be called by the president or when requested by a majority of the board members upon three (3) days' written notice to each member of the board.

#Section 8. At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of business**.**

#**Section 9.** 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 records, funds, books, and other materials pertaining to the position shall be relinquished to the president within fourteen (14) days.

ARTICLE XI: EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee of this PTA/PTSA, the members of which shall be:

a. All elected officers.
b. The principal or representative appointed by the principal; and
c. Appointed parliamentarian.

Section 2. Regular meetings of the Executive Committee shall be held with the date and time to be fixed at its first meeting of the year. Three (3) days' notice shall be given of a cancellation or change of date or time unless emergency conditions prevent such notice being given. Meetings by videoconference or teleconference are permitted with the following provisions:

a. The meeting must be conducted by a technology that allows all participants simultaneous communication.
b. A quorum must be achieved and maintained in order to conduct business.
c. Speakers must identify themselves.
d. Minutes of the meeting must be taken and ratified at the next regular committee meeting; and
e. Any action regarding the process for removal from office shall not be conducted by videoconference or teleconference.

Section 3. Special meetings of the Executive Committee may be called by the president or upon written request of a majority of the Executive Committee members within three (3) days' notice to each member of the Executive Committee.

Section 4. A majority of the Executive Committee shall constitute a quorum for the transaction of business.

Section 5. Duties of the Executive Committee shall be to:

a. Transact business referred to it by the board.
b. Determine standing committees necessary to promote the purposes of this PTA/PTSA.
c. Appoint standing committee chairpersons and members.
d. Receive plans of work from committee chairpersons and approve them before their use is authorized.
e. Act in emergencies between meetings of the board.
f. Make a report at each board meeting; and
g. Appoint delegates and alternates to attend the council PTA meetings, if PTA/PTSA is a member of a council PTA.

Section 6. The Executive Committee shall take no action in conflict with any action taken by the general membership or the Board of Directors.

ARTICLE XII: STANDING AND SPECIAL COMMITTEES

#Section 1. Only members of this local PTA/PTSA shall be eligible to serve in any elective or appointive positions.
Section 2. The Board of Directors may create or dissolve such special committees as it may deem necessary to promote the purposes of PTA/PTSA and carry on the work of this local PTA/PTSA.
Section 3. The term of office of a committee chairperson shall be **1** year(s) or until the selection of a successor.
Section 4. The chair of each committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the approval of the Executive Committee.

ARTICLE XIII: GENERAL MEMBERSHIP MEETINGS

#Section 1. #Section 1. At least three (3) regular meetings of this PTA/PTSA shall be held during the school year, one of which must be in-person. If circumstances do not permit in person meetings, the Georgia PTA Board of Directors can grant a waiver, if necessary. Dates and times of meetings shall be determined by the Executive Committee and announced at the first regular meeting of the year. Three (3) days' notice shall be given of a cancellation or change of date or time unless emergency conditions prevent such notice being given. Meetings by videoconference or teleconference are permitted with the following provisions:

a. The meeting must be conducted by a technology that allows all participants simultaneous communications.
b. A quorum must be achieved and maintained in order to conduct business.
c. Speakers must identify themselves.
d. Minutes of the meeting must be taken.
e. Votes must be taken by voice or using a secure feature of the adopted technology. Votes cannot be cast by text based mediums, such as email, text, and similar mediums.

#**Section 2.** Special meetings of this local unit PTA/PTSA may be called by the president or by a majority of the Board of Directors, three (3) days' notice having been given.
Section 3. The election meeting shall be held in **April**. (Must be the same month as in #ARTICLE VI: OFFICERS AND THEIR ELECTION, Section 3 and Section 8c.)
#**Section 4.** The last regular meeting of this PTA/PTSA shall be known as the annual meeting for annual committee reports and the installation of officers.
#Section 5. The privilege of making motions, debating, and voting shall be limited to members of this PTA who have paid dues for the current membership year.
Section 6. **15** members shall constitute a quorum for the transaction of business in any meeting of this local PTA/PTSA.

ARTICLE XIV: COUNCIL MEMBERSHIP

Section 1. This local PTA/PTSA shall be represented in meetings of the **Jessye Coleman Council of PTAs** by the president, or their alternate, the principal, or their alternate, and by two (2) delegates or their alternates. Names of the voting delegates and their alternates shall be submitted to the council PTA prior to the first council meeting.
Delegates or their alternates to the council PTA shall:

a. Be members of this local PTA/PTSA
b. Be appointed by the Executive Committee; and
c. Serve for a term of one (1) year.

Section 2. This PTA/PTSA shall:

a. Meet the requirements of in good standing with Georgia PTA per Article IV, Section 3 of these bylaws and
b. Pay annual dues as assessed by the council, as provided in the council bylaws, Article VI, Section 5, if applicable.

ARTICLE XV: GEORGIA PTA CONVENTION

Section 1. Each local association in good standing shall be entitled to be represented at the annual state convention by its president and one (1) other officer, or their alternates, and one (1) delegate for every fifty recorded in the state office on the statistical report generated as of the tenth (10th) day of March each year.
Section 2. Funds for convention expenses shall be included in the budget of this PTA/PTSA.

ARTICLE XVI: FISCAL YEAR AND IRS FORM(S)

Section 1. The fiscal year of this PTA/PTSA shall begin on **July 1** and end on the following **June 30**.
Section 2. The fiscal year is:

a. A twelve-month period used for filing the appropriate 990; and
b. Registered with the IRS when the first 990 is filed.

Section 3. All PTAs/PTSAs are required to file a 990N, or 990EZ regardless of gross receipts. The appropriate 990 is due the 15th day of the 5th month after the close of the fiscal year. **(**Failure to file a 990 for three (3) consecutive years will result in the loss of tax exempt status.

#ARTICLE XVII: PARLIAMENTARY AUTHORITY

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

ARTICLE XVIII: AMENDMENTS

Section 1. These bylaws may be amended at any regular general membership meeting of this PTA/PTSA with the following provisions:

a. Articles and sections of these local unit bylaws identified by a number symbol (#) may not be amended or revised.
b. Notification of the proposed amendment(s) has been provided to the membership thirty (30) days prior to voting.
c. A two-thirds vote is required, a quorum being present; and
d. The amendment(s) shall become effective upon receipt of approval from the Georgia PTA.

#Section 2. The adoption of an amendment to any provision of the Georgia PTA Bylaws identified by a number symbol (#) shall automatically amend the bylaws of the local PTAs/PTSAs to conform to the action taken by the state convention.

Section 3. Each local PTA/PTSA shall receive from the Georgia PTA an updated version of its local unit bylaws which shall include any recent amendments adopted by the Georgia PTA convention delegates.

Section 4. In the event that a revised set of bylaws is required by the Georgia PTA and there are no changes in the local PTA/PTSA information stated in the current bylaws, the thirty (30) day waiting period is waived.

Appendix F: Disciplinary Code and Procedures

Section 1. Purpose: The purpose of this appendix is to establish a fair, transparent, and enforceable disciplinary process for Georgia PTA. This procedure aims to maintain integrity, accountability, and professionalism within the association while ensuring that all members receive due process.

Section 2. Scope: The disciplinary procedures detailed in this appendix applies to and shall be shared with all members, officers, employees, and volunteers of Georgia PTA who are subject to the bylaws. These policies and procedures have been established by Georgia PTA to be followed when allegations of a violation of PTA Bylaws, policies, procedures, ethical codes or actions that are injurious and could harm the mission, reputation, or operational effectiveness to the association is made against any member, group of members, unit, council, district or state.

These policies and procedures shall be shared with all constituents (local units, councils, districts, and state) and members to:

a. Protect every member's right to due process
b. Make decisions in the best interest of the association to obtain a satisfactory resolution quietly and informally, when possible and formally, when necessary.

Section 2.1. Types of Resolution:

a. **Informal Resolution** – Documentation, investigation, discussions and conflict resolution used when a written inquiry is made. The result of an informal resolution is a written warning. Without documentation, an informal resolution does not exist. If a phone conversation occurs, it must be documented.
b. **Formal Resolution** – Documentation, investigation, discussions, conflict resolution, and hearings used when a verbal or written inquiry is made, and some form of discipline action is adopted.

This policy is applicable to ***all*** members of local units, councils, district and state. Each PTA/PTSA is organized and chartered in conformity with the rules and regulations as prescribed in the Bylaws of Georgia PTA under the authority of the National PTA. In addition, each PTA/PTSA is organized as a subordinate of Georgia PTA under the Corporations Code of the State of Georgia and issued a Federal Employer Identification Number and tax-exempt status under Internal Revenue Code 501(c)(3) by exempt letter dated September 19, 1963, to Georgia PTA and using the Group Exemption Number.

Section 3. Allegation Maker(s) – Any member or group of members may make an allegation(s) in writing against an individual member, group of members, local units, council, district or state. Allegations must be fact based and supported with documentation and/or corroborating witnesses. It shall contain:

a. A listing of specific bylaws, policy and or procedure violation(s)
b. Dates, times and places of misconduct or inappropriate behavior
c. Copies of minutes, if applicable
d. Names and contact information of witnesses
e. Additional Collaboration – Upon notification of the allegation(s) against a local unit, council, district or state, a collaborating, written, and signed statement should be obtained from:
    1. Three (3) members of the Executive Committee or Three (3) members in combination of Executive Committee and Board of Directors; and
    2. Three (3) members of the association or School administration
f. Members found making false allegations may be subject to disciplinary action.

Section 3.1. Authority to Discipline

1. Chain of Command
    a. The Executive Committee shall review any alleged violation by local PTAs/PTSAs or councils of the National PTA Bylaws, of these bylaws, or their own bylaws or other activities of local PTSs/PTSAs and councils that may tend to affect the Purposes and Basic Policies of the Georgia PTA or the National PTA. The Executive Committee must report its recommendations to the Board of Directors.
    b. The Board of Directors shall give due consideration to the report of the Executive Committee and shall give the local PTA/PTSA or council an opportunity to be heard and to respond. If, upon such consideration, the Board of Directors finds any violation by the local PTA/PTSA or council, it shall by two-thirds (2/3) vote, require the local PTA/PTSA or council to take appropriate action within a time stipulated by the Board of Directors. If the local PTA/PTSA or council fails to comply with the recommended actions, the Board of Directors shall withdraw its status as a unit of the Georgia PTA and the National PTA; and
    c. This authority is applicable to all constituent PTAs. The local unit, council, district and state Executive Committee shall have authority to review allegations and render decisions.
2. The chain of command shall be used unless there is a conflict of interest. Members' complaints:

a. The Executive Committee of a local unit handles allegations against a local unit member. If not resolved, the matter is then forwarded to the local unit Board of Directors, the council, district, and the State Board until said matter is resolved.
b. The Executive Committee of the council handles allegations against the council Board of Directors, followed by the district and then the state Board of Directors until the matter is resolved.
c. The Executive Committee of the district handles allegations against a district member (council and district Board of Directors). If not resolved, the matter is forwarded to the district Board of Directors followed by the state Board of Directors until the said matter is resolved.
d. The Executive Committee of the State handles allegations against state board members and apprised the Board of Directors of the resolve. If it is not resolved, the matter is then forwarded to the Board of Directors until the matter is resolved.

3. Executive Committee and Board of Directors Allegations:
   a. The Executive Committee of the council handles allegations against the local unit Executive Committee or Board of Directors. If not resolved, then the matter is forwarded to the district, then the state Board of Directors until said matter is resolved.
   b. The Executive Committee of the district handles allegations against the council Executive or Board of Directors. If not resolved, the matter is forwarded to the state Board of Directors until the matter is resolved.
   c. The Executive Committee of the State handles allegations against the district Executive Committee or Board of Directors.
   d. The Executive Committee of the state or third-party mediator handles allegations against the state Executive Committee or Board of Directors.
   e. Any allegations forwarded by any state PTA member or constituency to the National PTA will be reviewed and referred to the respective state PTA.

Section 3.2. Grounds for Disciplinary Action: Disciplinary action may be taken for, but not limited to, the following:

A. Individual Member, Board Member, Group of Members, or Group of Board Members – It is understood that all PTA members are required to be of honorable character and reputation and support the mission vision and values of the PTA. Discipline is needed when a member:

1. Violation of the organization's bylaws, governing policies and procedures (i.e. representing Georgia PTA without authorization), the articles of incorporation, or the code for non-profits as defined by the Georgia State Code for nonprofits and the IRS statute for nonprofits. Failure to comply with the organization's governing documents or internal policies.
2. **Unethical or Unprofessional Conduct** – Engaging in behavior that is dishonest, fraudulent, discriminatory, harassing, or otherwise inappropriate.
3. **Financial misconduct** - including stealing, embezzlement, mishandling, misappropriation of funds or assets from the PTA or failure to report financial irregularities.
4. **Violent or Threatening Behavior** – Acts of physical aggression, intimidation, or threat against other members, staff, or the public. Behavior that affects the organization's activities, including Board and Committee meetings.
5. **Gross Negligence or Mismanagement** – Actions that endanger the organization's operations, assets, or reputation. Violates the oath, trust, and ethics of the office/position while serving as a member of the Board of Directors; and
6. **Conflict of Interest** – Failing to disclose conflicts of interest (ie. Family members owns apparel shop who makes swag for local units)
7. **Repeated Noncompliance** – Continued failure to adhere to directives, procedures, or policies after prior warnings.

B. Local Unit, Council, District, or State – All levels of PTA are required to remain in good standing as defined in their respective bylaws or standing rules. Following the chain of responsibility, whether an allegation is made or not, intervention or discipline may occur if one or more of the following indicators are present:

1. Not operation within Georgia State PTA or National PTA policies, procedures and/or Bylaws or Standing Rules.
2. Not complying with Bylaws or Standing Rules, whether unknowingly or willfully.
3. Continued re-circulation of same people in officer positions, which discourages new leadership from coming forward.
4. Not remaining in good standing and ineffective leadership. Examples could include:
   a. No scheduled meetings; General, Executive, or Board of Directors
   b. No approved budget.
   c. No audit report.
   d. No treasurer's reports at Executive Committee, Board of Directors and/or General meetings.
   e. No minutes recorded or filed.
   f. Failure to submit membership dues in a timely manner (monthly); and

g. Failure to follow the process regarding disciplinary procedures.

C. Committees

1. The Executive Committee is the only committee with elected officers. Discipline within a committee is permitted. One or more members of a committee may make an allegation against a committee member.
2. To determine if the allegation is related to the duties and responsibilities of the committee. To handle the inquiry in an informal way, if possible and formally, if necessary, the allegation shall be submitted to the Chair of the committee. If the allegation is against the Chair of the committee, the submission shall go to the President. If the allegation is against the President, the submission shall go to the President Elect.
3. The committee member has the right to due process, to be informed of the charge, and given time to prepare to defend against the allegation.
4. In reference to disciplinary action and for the sake of discretion, discussion and decisions made within a committee shall remain with the committee, unless action is brought against the Chair of the committee who serves on the Board of Directors. The exception is the Executive Committee. These discussions should remain within the Committee until action is taken to move the discussion to the Board of Directors.
5. A breach of confidentiality by ***any*** committee member shall result in disciplinary action.
6. Due process will proceed whether a member resigns. It will be recorded in a confidential board report if there is a substantiated allegation or disciplinary action, i.e. censure, probation, expulsion that will be maintained by the secretary, and a copy forwarded to the state office. This information shall be made available for the nominating committee.

Section 4. Disciplinary Process

A. Complaint Submission

1. A complaint may be submitted by members, officers, employees, or other stakeholders directly affected by the alleged misconduct.
2. Start a file by completing an Allegation Form (See Appendix F) to document the steps toward resolution.
    a. An Allegation Form and documentation must be submitted to all Executive Committee members.
    b. The complaint must include details of the alleged violation/misconduct, the specific bylaw or policy violated, supporting evidence, and the names of witnesses, if applicable. Do not include a witness if they have not agreed to be a witness.
    c. Anonymous complaints will only be investigated if supported by sufficient evidence.

B. Allegation Process

1. **Investigation**
    a. Upon notification of an allegation, against a member, group of members, local unit, council, district or state, the President shall:
        i. Request a written statement of the allegation(s), using the Allegation Form, with supporting detailed documentation related to the alleged violation(s) of Bylaws and/or policies and procedures or any evidence that supports the allegation(s) within 3 days of the allegation notification.
        ii. Maintain a documentation file to include the written statement of the allegation and any supporting documentation, telephone log, correspondence, emails, etc.; and
        iii. Always take care to maintain ***confidentiality*** and avoid potentially slanderous statements or support of one party over the other. Information must be kept with those people directly involved and they must refrain from making comments or accusations to others.
    b. Steps to determine legitimacy of the allegation(s)
        i. The President must notify the individual(s), toward whom the allegation(s) have been made, within 2 days of receiving the notification of the allegation(s). If notified via phone, the call must be followed up with written documentation detailing the date, time, reason for the call, position of the accused regarding the allegation, and next step(s) discussed.
        ii. Review the Bylaws and Policies and Procedures in relation to the allegation(s).
        iii. Interviews must be conducted with relevant parties to verify or gather additional information regarding the allegation(s) to report to the Executive Committee. In no instance should any implicit, explicit, written or oral statements or accusations be made.
        iv. A report shall be written, for the Executive Committee and request a formal investigation, if it appears the allegation is valid; and
        v. Provide copies of all documentation and reports for the files kept at the state office when Removal from Office is recommended.
        vi. The accused individual(s) will be given an opportunity to respond to the allegation(s).

2. **Hearing:**
    a. Efforts to resolve allegations against a member, group of members, local unit, council, district or state must first be investigated. Once documentation or other evidence has been gathered, a meeting must occur with those directly involved within 15 days of the allegation.
    b. If the investigation warrants further action, a formal hearing will be scheduled with the Board of Directors, the accused, and the accuser. The Board of Directors will determine the date, time, and place.
    c. The accused and the accuser shall receive written notice at least 10 days before the hearing via certified mail. Include the President and Principal of the PTA involved, when applicable.
    d. The hearing will be conducted by the Board of Directors where both parties may present evidence and witnesses.
    e. At the meeting:
        i. Establish ground rules.
        ii. Remain calm and neutral.
        iii. Be proper and tactful so all parties and all points are presented.
        iv. Allow each side to present their side and recommendation(s) for solution.
    f. The Board of Directors must review the Allegation Form and all attached documentation and communication.
    g. The facilitator should attempt to resolve the matter through mediation at the meeting. It may be necessary to schedule an additional meeting time for the facilitator to research and/or receive consultation for clarification of the matter.
    h. Whatever action is recommended, a copy of the Allegation Form, Allegation Checklist and Resolution Form must be copied to the next level on the chain of responsibility.
    i. The outcome may be:
        i. Allegations are unfounded and dismissed; or
        ii. Allegation is founded and one or more forms of discipline recommended (warning, apology, censure, probation, removal from office, withdrawal of a charter).

Section 5: Grounds for Disciplinary Action – Disciplinary action should only take place if the allegation has been proven and should fit the charge. Depending on the severity of the violation, one or more of the following actions may be applicable, but are not limited to a member, group of members, local unit, council, district and state:

1. **Written Warning** – Informal notice of concern.
2. **Probation** – Temporary loss of privileges with corrective actions required. A written agreement signed by all parties agreeing to specific duties, actions and/or behavior accepted over a specified period. Violation of the probation agreement shall be cause for further discipline or immediate removal. All details must be stated in the agreement.
    a. **Suspension** – Temporary removal of membership or leadership role for up to 90 days.
    b. **Censure** – a formal, strong reprimand usually issued in a written statement of disapproval.
3. **Removal from office** – the strongest and final form of discipline for officers, committee chairs, and Board of Directors members. Permanent removal from the association requires a two-third (2/3) vote of the Board.
    a. The Bylaws of each local unit, council and state contain the authority to remove an officer or chairperson from their elected or appointed position.
    b. Failure to attend three (3) consecutive meetings without adequate excuse or notice.
        i. Not fulfilling the responsibilities of the office or position
        ii. Engaging in conduct that is determined to be injurious to the association or its purposes.
        iii. The authority to remove from office shall be utilized after the efforts to resolve the allegation have first been addressed through an informal resolution and secondly through the formal resolution, which must involve the Georgia PTA President or their designee
    c. If Removal from Office is deemed necessary, the Georgia PTA President shall be notified in order to comply by the bylaws referenced in:
        i. Local Unit – Local Unit Bylaws: Article IX
        ii. Council – Council Bylaws; Article X
        iii. District and State – Georgia PTA Bylaws: Article X
4. **Termination of Membership** – the strongest and final form of discipline for members at the local unit, council, district, state, or national level.
    a. At local unit, council, district, state or national level membership may be terminated by 2/3 vote of the local unit, district, state, or national Board of Directors.
    b. Local unit membership termination applies only to being a member of that specific local unit.

c. Council membership termination applies only to being a member of a local unit in a specific council.
d. District membership termination applies only to being a member of a local unit in a specific district constituent association of Georgia PTA.
e. State membership termination applies to being a member of any local constituent association of Georgia PTA.
f. National membership termination applies to being a member of any local or state constituent association of National PTA.
g. Membership terminated for life, unless otherwise specified by the investigating committee.

5. **Restitution** – Financial repayment for damages caused. If a member, or group of members, is found to have brought unfounded allegations against another member, local unit, council, district or state and the accused incurred unnecessary cost (i.e. legal fees), the member or group of members bringing forth the allegations shall reimburse the cost. In the case of embezzlement, all funds must be submitted back to the impacted party and a complaint filed with local law enforcement agency
6. **Withdrawal of Charter** – Whether the matter relates to nonpayment of dues or a violation of Bylaws, policies or procedures, the PTA District Director is responsible for supervising the fulfillment of Article VI: Local PTAs/PTSAs section of Georga PTA Bylaws. Georgia PTA has the responsibility to follow through and bring all matters to a resolution.

Section 6. Hearing for Removal from Office

1. **Conducting Hearing**
   a. Georgia PTA Bylaws state it is necessary to have a hearing in order to remove a member of the Board of Directors. Hearings are conducted in Executive Session.
   b. Per the Georgia PTA Bylaws, the State President shall appoint a member of the Georgia PTA to conduct a hearing (below the State level).
   c. They will formulate questions to be asked during the hearing.
   d. The Georgia PTA President shall notify, by first class, registered mail or certified with return receipt requested, the person against whom the allegation has been made, specifying and listing the allegation(s) (See "Sample Letter for Notification of Hearing")

2. **Hearing Preparation**
   a. Refer to "Conducting a Hearing Checklist" and Allegation Form
   b. Ensure all parties involved were notified
   c. Ensure members or members, against whom allegations are made, have a copy of any information that will be used during the hearing.
3. **During the Hearing**
   a. The written allegation must be read aloud.
   b. The information must be discussed, questions asked and explained.
   c. The accused should be present for both sides of the discussion.
   d. The committee must only discuss the written allegations.
   e. Use and distribute a copy of the *Conducting a Hearing Procedure Checklist.*
4. **Conclusion of the Hearing**
   a. Committee goes into closed session to discuss proceedings, prepare a list of finding based on documentation presented, and decide what action to recommend to the appropriate Local Unit/Council Board of Directors and Georgia PTA.
   b. Recommendation requires two-thirds (2/3) vote of the committee.
   c. Findings may include a recommendation that:
      i. The individual be removed from membership
      ii. The individual's membership be suspended or terminated
      iii. The individual currently serving in any elected or appointed PTA position may be asked to resign that position.
      iv. The individual sign an agreement not to seek a PTA position where they would be responsible for handling PTA funds.

Note: If one of the parties involved is accompanied by legal representation consideration should be given to rescheduling the hearing at another time when all parties could have legal representation.

Section 7 Probation.

1. **Local Unit, Council, or District Probation** – If the recommendation is to place the local unit council or district on probation, the PTA District Director, appointed Hearing Facilitator or Grievance Committee chair must report the recommendation to the Georgia PTA President, who will then inform the Georgia PTA Executive Committee.

a. Copies of the Probation Letter sent to the appropriate bodies:

1. Local Unit President and officers
2. Principal
3. Council President
4. District Director, and
5. Other parties involved in investigative process
    1. The council Board of Directors, principals of local units within the council, and the superintendent with specific reasons for the decision and the length and terms of probation.
    2. The local units that comprise the council with general information concerning the probation and the authority on which the action is taken.

b. **Probation Period** – The council/district or state must monitor the unit, council or district during the specified probationary period.

1. Local Unit

1. A council, designated district representative or state board members must attend every Executive Committee Board of Directors and general association meeting of the local unit, council or district.
2. A meeting to review the Purposes of the PTA, basic policies and responsibilities must be scheduled by the PTA district for the school administrator(s) and the PTA Board of Directors.
3. The Georgia PTA Parliamentarian must review the unit's bylaws, and the unit must update Bylaws if necessary to the most current edition of the Bylaws for Local PTA/PTSA Units.
4. The unit plan of work, minutes and financial records (including the budget, audit and treasurer's report(s) must be reviewed by a council/district, or appointed designee.
5. The unit officers must attend training sessions in the area of concern (leadership, financial, etc.) with the council or district and Georgia PTA.
6. The unit must be represented at all council or district meetings.

2. Council

1. The District Director shall review the council plan of work, minutes and financial records (including budget, audit, and treasurer's reports).
2. The council officers must attend training sessions in the area of concern (leadership, financial, etc.) at the district or state level.
3. The council must be represented at all meetings of the PTA district.

3. District

1. The President shall appoint a member of the Board of Directors to review the district plan of work, minutes and financial records (including budget, audit and treasurer's reports).
2. The district officers must attend training sessions in the area of concern (leadership, financial, etc.) at the district or state level.
3. The district must be represented at all Georgia PTA board meetings.

c. Lifting of Probation

1. **Local Unit** – The PTA Council is responsible for the probationary process. At the end of the probationary period the Council President PTA District Executive Committee will assess the completion of the terms of probation. If conditions of probation have been met, the unit will then be considered in good standing if other requirements for that status have been met. In the event the terms of probation have not been met, a referral must be made to the Georgia PTA Executive Committee.
2. **Council** – The PTA District Director is responsible for the probationary period, the Georgia PTA President, or their appointed designee, and the PTA District Director will assess the completion of the terms of probation. If conditions of probation have been met, the council will then be considered in good standing if other requirements for that status have been met. In the event the terms of probation have not been met, a referral must be made to the Georgia PTA Executive Committee.
3. **District** – The Georgia PTA Executive Committee is responsible for the probationary process. At the end of the probationary period, the Georgia PTA President, their appointed designee, and the PTA District Director will assess the completion of the terms of probation. If conditions of probation have not been met, the district will be considered in good standing if the other requirements for that status have been met. In the event the terms of probation have not been met, a referral must be made to the Georgia PTA Executive Committee.

Section 8 Local Unit and Council/District Recognition Withdrawal.

1. **Reasons for Action**
    a. Lack of required officers (ie. Local units as required by Bylaws – President, Vice President, Secretary, Treasurer)
    b. Fewer than twenty (25) members per bylaws.
    c. Nonpayment
2. **Lack of Officers**
    a. All units are required to have a President, Vice President, Secretary, and a Treasurer according to the Bylaws for Local PTA/PTSA units, Article VI section 1.
    b. When a local unit is in violation of this article, the PTA council president shall notify the unit of the violation and work with the officers and the principal to correct the situation. *If there is no council, then the District Director shall notify the local unit of the violation.
    c. Once notified by the Council President or District Director, the unit will have thirty days (30) to comply.
    d. Failure to comply may result in a recommendation to Georgia PTA to withdraw the unit's charter.
3. **Fewer Than Twenty-Five (25) Members**
    A local unit in good standing is composed of not less than twenty-five (25) members according to the Georgia PTA Policies and Procedures.
4. **Nonpayment of Dues**
    A unit which has not remitted State and National PTA dues for at least twenty-five (25) members, **monthly**, by the last business day in February will be sent a delinquency notice from the Georgia PTA office. A list of the delinquent units within each PTA district is sent to the PTA District Director, the Georgia PTA treasurer, and the principal.
    a. It is the responsibility of the PTA District officers to notify the council and investigate the reasons for fewer than twenty-five (25) members, or nonpayment of dues, and help remedy the situation.
    b. Georgia PTA office will prepare a list of all units, councils, and PTA district still delinquent on June 1. The Georgia PTA Board of Directors, by formal action at its first meeting, may withdraw the charter and terminate recognition of the units listed.
5. **Withdrawal Steps**
    a. **Local unit** – The Council Board of Directors and authorized school district administrator must receive written notification. Follow the steps outlined for a local unit (See Appendix I Withdrawal Notification Letter). The date of the recognition withdrawal is to be entered into the minutes of the Council and PTA district.
    b. **Council** - The District Board of Directors and authorized school district administrators must receive written notification. Follow the steps outlined for a local unit and council (See Appendix I Withdrawal Notification Letter). The date of the recognition withdrawal is to be entered into the minutes of the Council and PTA district.
6. **Reorganizing PTA Unit, Council, or District after Disciplinary Action** - A local unit, council, or district, may be reorganized after Georgia PTA has withdrawn recognition due to violation(s) of Bylaws, policies or procedures using the following guidelines:
    a. The PTA must wait for a period of one (1) year from the date that the recognition was withdrawn before reorganization.
    b. No officer who was serving on the Board at the time of the disciplinary action may serve as an officer of the reorganized PTA for the first year;
    c. The initial step in reorganization is to contact the PTA District Director and schedule an orientation on the policies and procedures that must be followed;
    d. After reorganizing as a PTA, all newly elected officers must attend PTA Board development and training provided by the PTA district or Georgia PTA within one month of the election meeting;
    e. A PTA District Director or designee will be assigned to mentor the reorganized PTA during its first year; and
    f. At the end of the first year, the PTA district will provide the Georgia PTA President with a report of the reorganized PTA. Items to include in the report may be:
        1. Financial overview of budget, fundraising and copies of audits.
        2. Plans of work, which include programs and activities.
        3. Board working relationships.
        4. Problems and concerns.
        5. Bylaws updated to most current edition of Bylaws,
        6. Attendance at PTA district and council meetings and events.
        7. Participation in PTA training programs provided by the PTA district, council, or provided by the PTA council, district, and Georgia PTA.

Section 9 Appeal Process – A member, local unit, council or district may appeal the decision of an investigation and disciplinary action by notifying the Georgia PTA Executive Committee in writing, no later than thirty (30) days of the mailing/emailing of the findings of the hearing.

1. **The Georgia PTA Executive Committee shall:**
    a. Appoint a Grievance Committee to consist of no fewer than three (3) people.
    b. Set a date within 15 days for the Grievance Committee to review the Allegation Form, verify if the allegations are legitimate violations or not and the resolution.
2. **The Grievance Committee may determine**:
    a. The allegation(s) are unsubstantiated. A letter is sent to all parties involved stating the findings of the committee and the matter is closed.
    b. The allegation(s) were substantiated and the decision stands. A letter is sent to all parties and the matter is closed.
    c. The violations are found to be willful and ongoing, or a solution is not possible and may request that Georgia PTA Executive Committee, with a recommendation to the Georgia PTA Board of Directors:
        1. The unit charter, (council/district recognition), or membership be withdrawn.
        2. Place the unit, council, district, or member on immediate probation status pending Board vote.
        3. The PTA will be notified fifteen (15) days in advance of the date upon which the Georgia PTA Board of Directors is to take action. Copies of the notification will be sent to the appropriate PTA body.
    d. They require the assistance of the PTA council or district in conducting the investigation.
    e. The facilitator must prepare a written report for the Georgia PTA Executive Committee, District Executive Committee, Council Executive Committee, and/or Local Unit Executive Committee.
    f. If Probation is recommended for a local unit, council, district, or member, the procedures outlined in the Probation section must be followed.
    g. As the chartering body, only the Georgia PTA Board of Directors has the authority to withdraw a charter or terminate membership at the state level.
    h. A recommendation by the Grievance Committee to take such action must be presented at the next scheduled Georgia PTA Board of Directors meeting, or Special Called meeting, and requires a two-thirds (2/3) affirmative vote.
    i. After the vote by the Georgia PTA Board of Directors, the PTA district must record the actions of the Georgia PTA Board of Directors in the PTA district minutes. If the action concerns the status of a local unit, the PTA council must record the actions of the Georgia PTA Board of Directors in the council minutes.

Section 10 Conflict Management: The Mediation Process – Conflict can occur whenever people interact. PTA recognizes conflict as an opportunity for:

a. Personal growth
b. Re-evaluation of goals
c. Strengthening the association

It is the responsibility of EVERY PTA leader to be familiar with the most positive way to deal with conflict. At times, it may be necessary for the PTA leader to act as a mediator in conflicts between individuals. Training in Parliamentarian Procedures is helpful and strongly encouraged.
As a neutral third-party facilitating communication and resolution between conflicting parties without imposing a decision, the mediator role is as follows:

1. **Neutral Facilitator**
    a. **Impartiality** – Remain completely neutral, ensuring that neither side feels the process is biased. Neither party should be able to feel or conclude from any conversations or interactions that you are on their side.
    b. **Balanced Discussion** – Ensure that both the complainant and the accused have equal opportunities to present their side.
2. **Facilitating Communication**
    a. **Clarifying issues** – Help calm complex or emotionally charged issues into clear, manageable points. This should allow all parties to better understand the core concerns.
    b. **Encourage Dialogue** –Lay ground rules at the beginning of the meeting. Reduce escalation by promoting respectful and productive dialogue.
3. **Guiding Towards Resolution**
    a. **Exploring Options** – The mediator does not dictate the solution but guides the parties in potential resolutions or compromises
    b. **Building Consensus** – assist parties in finding a mutually acceptable solution addressing underlying issues and meet the interest of all involved.

4. **Enhancing Procedural Fairness**

   a. **Informal Environment** – Takes place in a less formal setting than a hearing, which can help reduce tension and encourage openness
   b. **Voluntary Participation** – Voluntary, collaborative rather than punitive action
5. **Confidentiality and Trust**
   a. **Maintaining Privacy** – The mediator ensures that ALL discussions and shared information remain confidential.
   b. **Safe Space** – Confidentiality. A safe space is created for parties to express their concerns without repercussion.

6. **Supporting Organizational Culture**
   a. **Restoring Relationships** – Mediation can help repair and maintain relationships with the organization which contributes to a healthier culture
   b. **Preventative Benefits** – Successful mediation can also serve as a preventative tool reducing the likelihood of recurring conflicts
7. **Limitations of Mediation**
   a. **Non-binding Outcome** – The outcomes of mediation are not legally binding unless the parties agree to a formal settlement.
   b. **Not a Substitute for Due Process** - Meditation is intended to complement a formal disciplinary process amicably not to replace formal disciplinary actions.

Meditators must bridge communication gaps, help clarify misunderstandings, and guide the parties toward an acceptable resolution without formal disciplinary measures.

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