

# STATUS REPORT OF BYLAWS



**Name OF PTA/PTSA or Council:** Superior Area Council of PTAs

**City/Town:** Superior

**Region:** H

**Submitted by:** Ellen Chicka

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**Date:** October 30, 2014

**Status:** Approved as written

**Internal Use Only:**

☒ Unit  
☐ State Office  
☐ Bylaws Chair

**Bylaws will need to be renewed by:** (October 2017)

A PTA/PTSA must have a current set of bylaws on file with the Wisconsin State PTA to maintain their good standing status. PTAs/PTSAs that are NOT in good standing are not eligible to receive awards or to submit Reflections entries. Please contact the Wisconsin PTA office 608-244-1455, [info@wisconsinpta.org](mailto:info@wisconsinpta.org), if you have any questions.

Thank you for your work on these bylaws, it is greatly appreciated.

Kim Henderson  
Bylaws Chair  
(920) 882-7202  
[khenderson@wisconsinpta.org](mailto:khenderson@wisconsinpta.org)

Copy of bylaws on file with: WI PTA State Office and the State Bylaws Chair.

Excerpt from Roberts Rule of Order Newly Revised 10<sup>th</sup> Edition

The contents of a society's bylaws has important bearing on the right and duties of members within the organization—whether present or absent from the assembly—and on the degree to which the general membership is to retain control of, or be relieved of detailed concern with, the society's business. Except as the rules of a society may provide otherwise, its assembly (that is, the members attending one of its regular or properly called meetings) has full and sole power to act for the entire organization and does so by majority vote. Any limitation or standing delegation of the assembly's power with respect to the society as a whole can only be by provision in the bylaws—or in the corporate charter or separate constitution, if either of these exists.

# **COUNCIL BYLAWS OF**

**Superior Area Council PTA**

**Superior, Wisconsin**

**Region: H**

**Contact Person: Ellen Chicka**

**Address: 3338 E Lagro Rd.**

**City: Foxboro State: WI Zip: 54836**

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**E-Mail Address: chickapta@yahoo.com**

**APPROVED BY WI PTA:** 10/30/14 (date)

**BYLAWS EXPIRATION DATE:** October 2017 (date)

**You may add words and sections to the existing articles not labeled with a #.  
Italicized text may be deleted, however, any other wording in Articles, Sections or Lines  
as presented in this standardized form may not be deleted or altered.**

## INDEX

| ARTICLE       |  | PAGE |
|---------------|--|------|
| ARTICLE I     | NAME .....   | 1    |
| #ARTICLE II   | PURPOSES .....   | 1    |
| #ARTICLE III  | BASIC POLICIES .....                                   | 2    |
| #ARTICLE IV   | CONSTITUENT ASSOCIATIONS .....                         | 3    |
| ARTICLE V     | RELATIONSHIP WITH NATIONAL PTA AND WISCONSIN PTA ..... | 4    |
| ARTICLE VI    | OFFICERS AND THEIR ELECTION .....                      | 6    |
| ARTICLE VII   | DUTIES OF OFFICERS .....                               | 7    |
| ARTICLE VIII  | BOARD OF DIRECTORS.....                                | 9    |
| ARTICLE IX    | EXECUTIVE COMMITTEE.....                               | n/a  |
| ARTICLE X     | COMMITTEES .....                                       | 11   |
| ARTICLE XI    | MEMBERSHIP AND DUES.....                               | 11   |
| ARTICLE XII   | MEETINGS .....   | 12   |
| #ARTICLE XIII | FISCAL YEAR .....                                      | 13   |
| #ARTICLE XIV  | PARLIAMENTARY AUTHORITY .....                          | 13   |
| #ARTICLE XV   | AMENDMENTS .....                                       | 13   |

## **ARTICLE I: NAME**

The name of this association is the Superior Area Council Council of Parent Teacher Associations (PTAs). It is a council organized under the authority of Wisconsin Congress of Parents and Teachers, a branch of the National Congress of Parents and Teachers (the National PTA).

## **#ARTICLE II: PURPOSES**

**Section 1.** The Objects of this association in common with those of the National PTA and the Wisconsin 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
- 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 Objects of the National PTA, the Wisconsin PTA, and this association are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

**Section 3.** The purposes of this council are to:

- a unify and strengthen local PTA/PTSA's comprising the council;
- b provide for the communication, training, and cooperation of the local PTA/PTSA's in order to further the Mission and Objects of PTA, and to assist in the formation of new PTA units according to the plan of the Wisconsin PTA; and,
- c promote the interests of the National PTA and of the Wisconsin PTA.

**Section 4.** This council shall not legislate for local PTAs/PTSA's, nor commit them to any line of action.

**Section 5.** 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 this association, in common with those of the National PTA and the Wisconsin PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association shall work with 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. The Wisconsin PTA or any of its divisions may cooperate with other associations and agencies concerned with child welfare, but PTA/PTSA representatives shall make no commitments that bind the group they represent.
- 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 provisions of these articles, the association shall not carry on any other activities not permitted to be carried on by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. 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 those of the National PTA.

- 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: CONSTITUENT ASSOCIATIONS**

- Section 1.** The constituent associations of National PTA include
- a Branches of the National PTA that have been established in the 50 states of the United States, the District of Columbia, the U.S. Virgin Islands, and among schools for American dependents in Europe and the Pacific, hereinafter called state PTAs.
  - b Local PTAs (Parent Teacher Associations) or PTSAs (Parent Teacher Student Associations) organized under the authority of the state PTAs in organized areas;
- Section 2.** The articles of association of a constituent association include (a) the bylaws of such association and (b) the certificate of incorporation or articles of incorporation of such association (in cases in which the association is a corporation) or the articles of association (in cases in which the association exists as an unincorporated association). If articles of association do not exist for an unincorporated association, the bylaws shall be deemed to be the articles of association.
- Section 3.** The national board of directors shall determine criteria for establishing constituent associations and setting standards for continuing affiliation with National PTA.
- Section 4.** There shall be no proxy or absentee voting by any constituent association of National PTA.
- Section 5.** The purposes and basic policies of National PTA shall in every case also be the purposes and basic policies of each constituent association.
- Section 6.** Each constituent association shall adopt bylaws for the government of the association as may be approved by the Wisconsin PTA. Such bylaws shall not be in conflict with National PTA or state PTA bylaws. Such bylaws shall include an article on amendments and shall include a provision establishing a quorum.
- Section 7.** The bylaws of all constituent associations are subject to review by the National PTA Bylaws and Policy Committee.



## **#ARTICLE V: RELATIONSHIP WITH NATIONAL PTA AND WISCONSIN PTA**

- Section 1.** This council shall be organized and chartered under the authority of the Wisconsin PTA in the area in which this council functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Wisconsin PTA may in its bylaws prescribe. The Wisconsin PTA shall issue to this council an appropriate charter evidencing the due association and good standing of this council. A council in good standing is one that:
- a Adheres to the Objects and basic policies of the PTA;
  - b Submits an officer list to Wisconsin PTA no later than September 15th;
  - c Reviews or revises their bylaws every three (3) years and submits copies to the Wisconsin PTA Bylaws Committee for approval;
  - d Audits the treasurer's books as specified in Article IX and submits the PTA audit form to the Wisconsin PTA by November 1st;
  - e Submits proof of filing IRS required tax forms (either proof of online filing or by sending a copy of the completed forms) to Wisconsin PTA by December 15th.
  - f Has three (3) or more local PTAs/PTSAs in a city, county, or defined area.
- Section 2.** This council shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the association, including specifically, the number of its members, and the dues collected from its members. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Wisconsin PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.
- Section 3.** The charter of this council shall be subject to withdrawal and the status of such association as a council shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Wisconsin PTA.
- Section 4.** This council is obligated, upon withdrawal of its charter by the Wisconsin PTA:
- a To yield up and surrender all of its books and records and all of its assets and property to the Wisconsin PTA or to another 501(c)3 approved by the Wisconsin PTA;
  - b To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Wisconsin PTA.
  - c To carry out promptly, under the supervision and direction of the Wisconsin PTA, all the necessary steps for dissolving this Council.

- d To lose its tax exempt status as a council organized under the authority of the Wisconsin PTA.



## **# ARTICLE VI: OFFICERS AND THEIR ELECTION**

- Section 1.** The officers of this council shall be a president, one vice president, a secretary, and a treasurer.
- Section 2.** Officers shall be elected by ballot at the annual general membership council meeting in the month of March.
- Section 3.** The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.
- Section 4.** The following provisions shall govern the qualifications and eligibility of individuals to be officers of this council:
- #a.** Each officer shall be a member of a local PTA/PTSA unit within the area of this council.
  - b.** Only members of a local PTA/PTSA unit whose state and council dues are paid shall be eligible to hold office.
  - c.** No officer may be eligible to serve more than two (2) consecutive term(s) in the same office.
  - d.** 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.
  - e.** A member shall not serve as a voting member of this council's board while serving as a paid employee of or under contract to this council.
- Section 5.** Officers shall assume their official duties on July 1 and shall serve for a term of two (2) year(s) or until their successors are elected.
- Section 6.** A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the vice president. A vacancy in any office other than president shall be filled by the board of directors.
- Section 7.** There shall be a nominating committee composed of at least three (3) members who shall be elected by the voting body of this council at a regular general membership meeting at least two months prior to the election of officers. No two members shall be from the same local PTA/PTSA.
- a.** The nominating committee shall elect its own chair.
  - b.** The nominating committee shall nominate an eligible person for each office to be filled and present or post its report to the council membership at least thirty (30) days before the annual election meeting.

- c. Additional nominations shall be made in writing no less than thirty (30) days prior to the election.
- d. Only those individuals who have met the qualifications as outlined above and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

## **ARTICLE VII: DUTIES OF OFFICERS**

- Section 1.** The president shall:
- a. preside at all meetings of this council;
  - 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 council in order that the Objects may be promoted;
  - d. assist in extending PTA work into all parts of the council area, keeping it in harmony with the state PTA plan;
  - e. perform such other duties as may be provided for by these bylaws, prescribed by parliamentary authority, or directed by the board of directors or executive committee.
- Section 2.** The vice president shall:
- a. act as aide to the president;
  - b. in their designated order, perform the duties of the president in the president's absence or inability to serve;
  - 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;
  - d. will be chair for the Annual Recognition Dinner.
- Section 3.** The secretary shall:
- a. record the minutes of all meetings of the association;
  - b. be prepared to read the records of any previous meetings;
  - c. file and retain all records;
  - d. have a current copy of the bylaws;
  - e. maintain a membership list, including the names and addresses of local PTAs/PTSAs officers delegates and alternates, and the names and addresses of the members of the council board of directors and committees;



- f. 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 council;
- b. serve as chair of the budget committee and prepare the budget for adoption;
- c. maintain a full account of the funds of this council;
- d. make disbursements as authorized by the president, board of directors, and this council in accordance with the budget adopted by this council;
- e. verify that all cash/checks received are counted by two individuals;
- f. have checks or vouchers signed by two people: the treasurer and one other officer who are not related by blood, marriage or living in the same household;
- g. be responsible for the maintenance of such books of account and records and conform to the requirements of Article V, Section 2;
- h. provide a written financial statement at each meeting;
- i. present an annual report of the financial condition of the association;
- j. be responsible to verify that all government forms and insurance forms are completed and submitted according to deadlines;
- k. have the accounts examined annually at the end of each fiscal year and at any time during the year when there is a change to the bank account's signature card by an auditor or an auditing committee of not fewer than three members, who satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report;
- l. the auditing committee cannot consist of signers for the audit year or signers of the current year. The auditor or auditor committee cannot be related by blood, marriage or living in the same household to any signer from the audit year or from the current year;
- m. upon completion of the audit, send a signed copy of the audit report to the state PTA office;
- n. 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 5.** All officers shall compile an annual report of their duties, budgets and programs annually.

**Section 6.** All officers shall perform the duties outlined in these bylaws and those assigned

by the board of directors or the association. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, immediately, all funds pertaining to the office.

## **ARTICLE VIII: BOARD OF DIRECTORS**

- Section 1.** The affairs of the association shall be managed by the board of directors in the intervals between general membership meetings.
- Section 2.** Each board member shall be a member of a local PTA/PTSA within the area of the council.
- Section 3.** The board of directors shall consist of the officers of the association, the chairs of the standing committees, *the chairs of special committees, the PTA/PTSA Presidents or their member representatives, a district teacher liaison, a school board liaison, Principals or their appointed representative, Parent Involvement Coordinators from schools having membership in the council, and the superintendent or an appointed representative.*
- Section 4.** Duties of the board shall be to:
- a carry out such business as may be referred to it by the membership of the association;
  - b create special committees;
  - c present a report at the regular general membership meetings of this council;
  - d select an auditor or an auditing committee to audit the treasurer's accounts;
  - e Submit an annual budget to this council's general membership for adoption;
  - f approve payment of routine bills within the limits of the approved budget;
  - g approve plans of work of council standing committees;
  - h fill vacancies in the officers of this council.
  - i submit reports to the president no later than one week before the regular general meetings of the council.
- Section 5.** When a board member fails to attend three (3) consecutive meetings without adequate excuse and/or notice or when a board member is not fulfilling the responsibilities of the office as prescribed in the bylaws, standing rules or policies or engages in conduct not in compliance with the goals and purpose of the PTA, the board of directors may by a two-thirds (2/3) ballot vote, take such action as the board deems appropriate, which may include a probation period or asking for



the resignation of the board member. The vote and outcome must be recorded in the board of director's minutes. If removing a board member from the board who refuses to resign or if the board member disagrees with the decision, the board of directors must make a formal written request to the Region Advisor or designated State Board member, before taking any action. A formal written request can also be submitted if the board of directors chooses. A hearing panel of at least three (3) members will be convened under the direction of the Region Advisor or designated State Board member. If the Region Advisor or designated State Board member is a member of the unit's board of directors, the State President-elect will convene the hearing panel. The board member and unit officers will be given a written fifteen (15) day notice of the hearing meeting. The written notice will include the reasons for the panel. The board member will be given the opportunity to appear before the hearing panel. If the board member is unable to attend, a written statement can be submitted. The hearing panel with a two-thirds (2/3) majority will decide on an appropriate action. The hearing panel will notify the board of directors of their recommendations in writing. The board of directors will then document their action in the board of director's meeting minutes and send a copy to the Wisconsin PTA office.

- 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.
- Section 7.** Special meetings of the board may be called by the president or when requested by a majority of members upon three (3) days' written notice.
- 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.** The board of directors shall take no action in conflict with any action taken by the council membership.
- Section 10.** 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, books and other materials pertaining to the position shall be turned over to the president within fourteen days and all funds pertaining to the position shall be returned to the treasurer immediately.

## **ARTICLE X: COMMITTEES**

- Section 1.** Only members of this council or of the local units constituting this council shall be eligible to serve in any elective or appointed positions.
- Section 2.** The standing committees of this council shall be *[list i.e. bylaws legislative, membership]*:
- a Community Education
  - b Community Partnership
  - c Annual Recognition Dinner
  - d Bylaws (in years they are due for renewal)
  - e Nominating Committee
- Section 3.** The term of office of a standing committee chair shall be two (2) years or until the selection of a successor.
- Section 4.** The board of directors may create such special committees as it may deem necessary to promote the Objects of PTA and carry on the work of this council.
- Section 5.** The chair of each committee shall present a plan of work to the board of directors for approval. No committee work shall be undertaken without the consent of the board.
- Section 6.** All chairs shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office and in case of resignation, each chair shall turn over to the president, without delay, all records, books, and other materials pertaining to the position, and shall return to the treasurer, immediately, all funds pertaining to the office.

## **ARTICLE XI: MEMBERSHIP AND DUES**

[This article must be included verbatim in the bylaws of all units holding membership in this council. Forward a copy of this article to every member unit whenever it is amended.]

- Section 1.** The general membership of the Superior Area Council of PTAs/PTSAs shall consist of the board of directors; local PTA/PTSAs chartered by the Wisconsin PTA in Superior upon payment of dues as hereinafter provided, *the chairs of special committees, the PTA/PTSA Presidents or their member representatives,*



*a district teacher liaison, a school board liaison, Principals or their appointed representative, Parent Involvement Coordinators from schools having membership in the council, and the superintendent or an appointed representative. All voting representatives to a council must be members of a local unit in good standing.*

- Section 2.** Membership in this council shall be open, without discrimination to anyone who believes in and supports the mission and purposes of National PTA.
- Section 3.** This council shall conduct an annual enrollment of members but may admit local PTAs/PTSAs to membership at any time.
- Section 4.** Each member local PTA/PTSA shall be eligible to be represented by the unit president or alternate and one (1) delegates or alternates. Delegates and their alternates shall be chosen by the local PTA/PTSA unit. Presidents and delegates will serve a term of one year beginning in September. Units must submit their president, delegate, and alternate names and contact information to the council by September 30th.
- Section 5.** Individuals are entitled to only one vote, even though they may be serving in more than one position.
- Section 6.** The annual membership dues in this Council shall be \$200 for each local PTA/PTSA in membership and shall be payable on or before December 1st of each year. Units may request an exemption due to financial hardship. Exemption must be in writing to the board to be considered.

## **ARTICLE XII: MEETINGS**

- Section 1.** Regular meetings of this Council:
- a. Regular meetings of this council shall be held on the third Thursday of each month, unless otherwise announced by the Board of Directors or the Executive Committee, ten (10) days prior to the first meeting.
  - b. Seven (7) days' notice shall be given to the membership of any change of date of any one meeting.
- Section 2.** Special meetings of this council may be called by the president or by a majority of the board of directors, seven (7) days' notice given.
- Section 3.** The annual election meeting shall be held in March.
- #Section 4.** A quorum for the transaction of business in any meeting of this council shall consist of six (6) voting council members *from a majority of PTA/PTSAs*.

**Section 5.** Meetings of this council shall be open to all members of the local PTA/PTSAs holding membership in the council, but the privilege of introducing motions and voting shall be limited to the voting members.

**Section 6.** Delegates from local PTA/PTSAs whose dues to the council are in arrears or whose individual dues to the local PTA/PTSA have not been paid shall not participate in the business meetings of the council.

### **ARTICLE XIII: FISCAL YEAR**

- #Section 1** The fiscal year of this council shall begin on July 1 and end on the following June 30.
- Section 2** This council's charter date is January 1945.
- Section 3** This council has a Federal Tax Exemption under Wisconsin PTA Congress Group # 2257. The Internal Revenue Service Employer Identification Number for this association is 39-1418327.
- Section 4** The National PTA Unit ID # is 00053026.
- Section 5** The Wisconsin Registration to Solicit Certificate # is n/a.
- Section 6** The Sales Tax Exemption Certificate # is ES 9697.
- Section 7** The Articles of Incorporation # for this association is (if applicable) n/a.

### **#ARTICLE XIV: PARLIAMENTARY AUTHORITY**

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

### **#ARTICLE XV: AMENDMENTS**

**Section 1.**

- a These bylaws may be amended at any regular general membership meeting of this council by a two-thirds (2/3) vote of those members present and voting, a quorum being present, provided that notice of the proposed amendments has been provided to the membership at least thirty (30) days prior to the meeting and that the proposed amendments shall be subject to the approval of the Wisconsin PTA.



- b A bylaws committee may be appointed by a majority vote at a general membership meeting of this council, or by a two-thirds (2/3) vote of the board of directors to revise the bylaws.
- c Submission of amendments or revised bylaws for approval by the Wisconsin PTA shall be in accordance with the bylaws or regulations of the Wisconsin PTA.

**Section 2.** The adoption of an amendment to any provision of the bylaws of the Wisconsin PTA identified by a number symbol (#) shall apply immediately without the requirement of further action by this council to amend their corresponding bylaws.

SUBMITTED BY: Superior Area Council PTA

BYLAWS COMMITTEE MEMBERS:

1) Ellen Chicka  
(Signature)  
Ellen Chicka  
(Print/type name)

2) Katelyn Baumann  
(Signature)  
Katelyn Baumann  
(Print/type name)

3) Annette Jacobson  
(Signature)  
Annette Jacobson  
(Print/type name)

Michelle Asp

APPROVED BY MEMBERSHIP: \_\_\_\_\_ (date)

After your bylaws are approved by your membership, you must send 3 paper copies to the WI State PTA office, 4797 Hayes Road, Suite 102, Madison, WI 53704. You will receive an email acknowledging receipt of your bylaws. It is important to keep a copy of the email in case there is any miscommunication regarding your council's good standing status.

APPROVED BY WISCONSIN PTA: 10/30/14 (date)

WI PTA BYLAWS COMMITTEE MEMBER: K Henderson (name)

WI PTA BYLAWS COMMITTEE MEMBER: [Signature] (signature)

BYLAWS EXPIRATION DATE: October 2017 (date)