Article I – Name

The name of this association is Maryland Congress of Parents and Teachers, Inc., a constituent association of the National Congress of Parents and Teachers. The association will be referred to in these bylaws as “Maryland PTA”. Throughout these bylaws whenever Parent Teacher Association (PTA) is used it also indicates Parent Teacher Student Association (PTSA).

Article II – (#) Purposes

Section 1 – Objectives

The purpose or purposes (Objects) which the corporation will hereafter pursue are:

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

Section 2 – Awareness

The purposes of Maryland PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic principles set forth in Article III.

Section 3 – Federal Status

Maryland PTA 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 referred to as "Internal Revenue Code").

Article III – (#) Principles

The following are the basic principles of Maryland PTA:

(a) Maryland PTA shall be noncommercial, nonsectarian, and nonpartisan.
(b) Maryland PTA shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children’s issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
(c) Maryland PTA shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
(d) Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in Maryland PTA.
Article IV – Operational Requirements and Dissolution

Section 1 – Maryland PTA Role.
Maryland PTA is a constituent association of National PTA and exists for the purpose of accomplishing, at the state level, the purposes of National PTA in accordance with its policies. Within the framework of the responsibility that it shares with National PTA for the implementation of the purposes of National PTA and its obligation to comply with National PTA bylaws, Maryland PTA is a self-governing association with independent legal existence.

Section 2 – Relationship to National PTA.
The relationship of Maryland PTA with National PTA and its duties, obligations, and responsibilities are set forth in the National PTA bylaws and in the charter issued by National PTA to Maryland PTA.

Section 3 – Chartering Constituent Associations.
Maryland PTA may create or establish constituent associations within its area to facilitate the administration of the affairs of Maryland PTA and for carrying out its programs, and may prescribe the form and content of the bylaws or other articles of association of such constituent associations.

Section 4 – Recordkeeping.
Maryland PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the association, including, specifically, the number of local PTAs within its area, the national portion of membership dues collected by such local PTAs, the amounts of such dues received by Maryland PTA, and the amounts of dues remitted to National PTA.

Maryland PTA shall make remittances, on a monthly basis, to National PTA of the amounts due to National PTA.

Section 5 – Net Earnings.
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.

Section 6 – Exempt Activities.
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.

Section 7 – Political Activities.
The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political
campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 8 – Dissolution.

Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the state constituent association’s financial holdings, property, all records and all remaining assets shall be distributed to National PTA in order to establish a new entity to service the state membership.
Article V – Members

Section 1 – Individual.
(a) (#) Every individual who is a member of a local PTA is, by virtue of that fact, a member of National PTA and of Maryland PTA by which such local PTA is chartered, and is entitled to all the benefits of such membership.
(b) (#) Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.
(c) (#) Each local PTA shall conduct an annual membership campaign but shall continue to admit individuals to membership at any time.
(d) (#) Each member of a local PTA shall pay such annual dues (local dues plus national, state, and council dues) as may be prescribed by the association. The national portion of each member's dues shall be as recommended by the National PTA board of directors and approved by a two-thirds (2/3) majority of the voting body at the National PTA annual meeting and convention. The state portion of each member's dues shall be as recommended by the Maryland PTA board of directors and approved by a two-thirds (2/3) majority of the voting body at the Maryland PTA annual meeting and convention. If the local PTA participates in a council PTA, the council portion of each member's dues shall be as recommended by the council PTA board of directors and approved by a two-thirds (2/3) majority of the voting body at the council PTA annual meeting.
(e) (#) Only individual members who have paid dues to and are current members of an appropriate constituent association may participate in the business of Maryland PTA and its constituent associations. A person may hold membership in one or more local PTAs upon payment of all inclusive membership fees as required in each local PTA's bylaws.

Section 2 – State Supporting.
(a) Individuals and community organizations interested in supporting the mission, purposes, and principles of Maryland PTA without affiliating directly with a local PTA shall pay dues directly to Maryland PTA.
(b) A state supporting member may not hold office or have voting privileges as a state supporting member. State supporting members desiring voting privileges must qualify as and attain privileges according to the rules governing individual members.
(c) Annual dues shall be established by the Maryland PTA board of directors.

Section 3 – Maryland PTA Lifetime Achievement Award.
(a) The Maryland PTA Lifetime Achievement Award may be conferred for distinguished service.
(b) A Maryland PTA Lifetime Achievement Award member may not hold office or have voting privileges as a Maryland PTA Lifetime Achievement Award member. Maryland PTA Lifetime Achievement Award members desiring voting privileges must qualify as and attain privileges according to the rules governing individual members.
(c) All fees for the Maryland PTA Lifetime Achievement Award shall be used only for the purpose of funding scholarships for the education of:
   (i) prospective personnel directly related to the teaching profession; and,
(ii) professions related to child education in the public-school system.

Section 4 – Membership Year.

The membership year shall be July 1 through June 30 with membership in each year extended to September 30 to provide continuity to conduct PTA business.
Article VI – Constituent Associations

Section 1 – Association Categories.
(a) Local PTAs organized under the authority of Maryland PTA.
(b) Council PTAs organized under the authority of Maryland PTA.

Section 2 – (#) Purposes.
The purposes and basic policies of Maryland PTA shall in every case also be the purposes and basic policies of each constituent association.

Section 3 – Standards of Affiliation.
Maryland PTA shall determine criteria for establishing constituent associations and set the requirements for the establishment and Standards for Affiliation.

Section 4 – (#) Bylaws.
Each constituent association shall adopt bylaws governing the association, using the approved bylaws template provided by Maryland PTA. Such bylaws shall not be in conflict with National PTA or Maryland PTA bylaws, shall include an article on amendments, shall include a provision establishing quorum, shall include a provision establishing dues, shall establish a fiscal year of July 1 through June 30, and shall be subject to review by Maryland PTA. Each constituent association shall include in its bylaw’s provisions corresponding to the provisions of Maryland bylaws identified by the number symbol (#).

Section 5 – (#) Voting.
The bylaws of each constituent association shall prohibit voting by proxy, mail (including by electronic transmission), or absentee.

Section 6 – (#) Recordkeeping.
Each constituent association 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 constituent association, including the number of its members and the dues collected from its members. Such books of account and records shall all reasonable times be open to inspection by an authorized representative of the Maryland PTA.

Section 7 – (#) Bonding and Insurance.
Each constituent association shall be bonded and have liability and directors and officers insurance with the Maryland PTA negotiated policy as determined by the Maryland PTA Board of Directors.
Section 8 – (#) Governance Voting Members.

A PTA member shall not serve as a voting member of a constituent association's board while serving as a paid employee of, or under contract to, the constituent association.

Section 9 – (#) Nominating Committee Selection.

The members of the nominating committee for officers of a constituent association shall be elected by general membership, board of directors, or executive committee.

Section 10 – (#) Loss of Charter.

Each constituent association is obligated, upon withdrawal of its charter by Maryland PTA to:

(a) Yield up and surrender all of its books and records and all of its assets and property to Maryland PTA or to such agency as may be designated by Maryland PTA or to another like constituent association organized under the authority of Maryland PTA; within five (5) business days of notification;
(b) Cease and desist from the further use of any name that implies or connotes association with National PTA or Maryland PTA or status as a constituent association of National PTA; and,
(c) Carry out promptly, under the supervision and direction of Maryland PTA, all proceedings necessary or desirable for the purpose of dissolving such constituent association.

Section 11 – (#) Dissolution.

In the event a constituent association votes to dissolve and terminate its affairs, it shall be done in the following manner:

(a) The board of directors (or other body that, under its bylaws, manages the affairs of the constituent association) shall adopt a resolution recommending that the constituent association be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the constituent association shall be given at least thirty (30) days prior to the date of such meeting.
(b) Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting, shall be given to the president of Maryland PTA at least twenty (20) days before the date fixed for such special meeting.
(c) Approval of dissolution of the constituent association shall require the affirmative vote of at least two thirds (2/3) of the constituent association members present and entitled to vote at the special meeting, a quorum being present.

Section 12 – (#) Disciplinary Procedures.

In the event of alleged misconduct by a constituent association with respect to the bylaws of National PTA, Maryland PTA, or said constituent association, or other practices or activities of a constituent association that may tend to defeat the purposes and basic policies of National PTA and Maryland PTA, the president shall be sent a written complaint by any member of a constituent association or member of the Maryland PTA board of directors. The process for
action that may be taken including but not limited to involuntary dissolution shall be as follows:

(a) The committee on state, council, and local relationships, upon notification by the president, shall review the alleged inappropriate conduct of the constituent association, and shall provide a written report to the Maryland PTA executive committee of the results of the committee's findings and its recommendations, if any, for action. A copy of the report shall be sent to the constituent association and the person who submitted the original request.

(b) The executive committee shall give due consideration to the report of the committee, and if action is deemed necessary, the executive committee shall provide an opportunity for the said constituent association to be heard and to respond in writing within thirty (30) days from the date of the report.

(c) If, upon such consideration and hearing, the executive committee finds a violation by the constituent association, it may, by a two-thirds (2/3) vote, require the constituent association to take appropriate action within a period of time stipulated by the executive committee. If the required action is not taken by the constituent association within the allotted time, the executive committee may, by a two-thirds (2/3) vote, grant the constituent association an extension of time in which to achieve satisfactory compliance.

(d) Failing compliance by the constituent association, the executive committee may, subject to concurrence in such action by the board of directors, withdraw the charter of the constituent association and terminate its status as a constituent association.

(e) If Maryland PTA determines by the process detailed in Article VI Section 11 in conjunction with and following due process through established policies and procedures of the local unit and council, that a board of directors’ member of a constituent association has violated the bylaws of the National PTA, Maryland PTA, or constituent association or other practices or behaviors are contrary to the purposes and basic policy of the National PTA, Maryland PTA, or have abandoned his/her position, they shall be immediately removed from office and prohibited from holding office or performing duties with Maryland PTA and/or a constituent organization for a period of two (2) years.

Section 13 – Local PTAs.

(a) Establishment and Dissolution.

   (i) Each local PTA shall be established or dissolved pursuant to the authority of Articles IV and VI.
   (ii) Each local PTA shall have a minimum of ten (10) charter members.

(b) Duties and Responsibilities.

   (i) Each local PTA shall comply with the Standards of Affiliation
   (ii) Each local PTA shall promote the purposes and interests of the Maryland PTA as described in Article II.

(c) Financial Management.

   (i) Each local PTA shall comply with financial management instructions as described in Maryland PTA financial management training materials.
   (ii) Each local PTA shall have all checks signed by two (2) elected officers.
   (iii) Each local PTA shall remit the National PTA and Maryland PTA portion of the dues to reach the Maryland PTA office by the dates designated by Maryland PTA. If the local
PTA participates in a council PTA, the local PTA shall remit the council PTA portion of the dues to reach the council PTA by the dates designated by the council PTA.

(d) Eligibility for Governance Positions.
   (i) At the time of election or appointment each officer, board member, or committee member of the local PTA must be a member of that local PTA.

Section 14 – Council PTAs.

(a) Establishment and Dissolution.
   (i) Each council PTA shall be established or dissolved pursuant to the authority of Article IV and VI.
   (ii) Each council PTA shall have a minimum of three (3) local PTAs.

(b) Purposes.
   (i) Council PTA shall assist Maryland PTA outreach to local units by offering Maryland PTA authorized training, promoting programs and projects, assisting operations, and assisting in the formation of new units.

(c) Duties and Responsibilities.
   (i) Each council PTA shall comply with the Standards of Affiliation.
   (ii) Each council PTA shall:
      1) Promote the purposes and interests of Maryland PTA as described in Article II,
      2) Act to strengthen the local PTAs within its boundaries, and
      3) Offer annual boardsmanship, ethics, and leadership training, and coordinate the efforts of the local PTAs within the council boundaries, as provided by Maryland PTA.

(d) Financial Management.
   (i) Each council PTA shall comply with the financial management instructions described in the financial management training materials provided by Maryland PTA.
   (ii) Each council PTA shall have all checks signed by two (2) elected officers.

(e) Local PTA Eligibility.
   (i) Within council boundaries, each local PTA participating in the business of the council PTA must pay dues as determined by the council PTA.

(f) Eligibility for Governance Positions.
   (i) At the time of election or appointment, each officer, board member, or committee member of a council PTA must be a member of a local PTA that participates in the business of the council PTA.

(g) Limitations on Councils.
   (i) Council PTAs are prohibited from engaging in the following activities:
      1) Dictating to the local PTAs.
      2) Legislating for the local PTAs, including taking action involving member local
PTAs and setting up rules for them without their consent.
3) Duplicating the work or programs of the local PTAs.
4) Competing with local PTAs.
5) Compelling local PTAs to enter into council projects.
6) Assessing local PTAs for funds without their consent.
Maryland PTA Bylaws
Effective: July 27, 2019

Article VII – Officer, Board of Directors, Committee, or Subcommittee Service Eligibility

Anyone holding a position in Maryland PTA or any constituent association shall be a member of a local PTA within the Maryland PTA area which has met the Standards of Affiliation at the time of their election and/or appointment and shall submit their contact information including phone number, address and e-mail address to the Maryland PTA office within 30 days of their election or appointment.

Article VIII – Officers

Section 1 – Composition and Term of Office.

(a) The officers of Maryland PTA shall be a president, a president-elect, a vice president for leadership development, a vice president for advocacy, vice president for membership, a vice president for field service, a secretary, and a treasurer.

(b) Officers shall assume their duties immediately following the close of the annual meeting and convention and shall serve for a term of two (2) years or until their successor is elected.

(c) The president-elect and president may not serve a second consecutive full term in the same office. All other officers may not serve more than two (2) consecutive full terms in the same office. A person who has served in an office for more than one-half (1/2) a full term shall be deemed to have served a full term in that office.

Section 2 – Qualification to Serve.

(a) Each candidate for office shall be a member of a local PTA constituted within Maryland which meets the Standards of Affiliation at the time of nomination and election.

(b) Each candidate for office officer shall have attended leadership workshops at state or national PTA conventions or leadership conferences.

(c) The president, president-elect, and vice president for leadership development, shall have served on the Maryland PTA Board of Directors for at least one (1) year, or served as an officer of a council or local PTA for at least one (1) year.

(d) The vice president for advocacy shall have served on the Maryland PTA board of directors for at least one (1) year or shall have served as a member of the Maryland PTA Advocacy Committee for at least one (1) year.

(e) The vice president for membership shall have served on the Maryland PTA board of directors for at least one (1) year or shall have served on the Maryland PTA Membership Committee for at least one (1) year or shall have served as a membership chair for a council or local PTA for at least one (1) year.

(f) The vice president for field service shall have served on the Maryland PTA board of directors for at least one (1) year.

(g) The secretary shall have served as an officer or a board member of a council or local PTA for at least one (1) year.

(h) The treasurer shall have served as treasurer of a council or local PTA for at least two (2) years and have had PTA financial training.
Section 3 – Election.

(a) Except for the office of president which will be automatically assumed by the current president-elect, officers shall be elected by the voting body at the annual meeting and convention in each odd numbered year.

(b) The nominating committee shall present the slate at the annual meeting, at which time additional nominations may be made from the floor.

(c) Each candidate nominated for office from the floor must have submitted a completed Maryland PTA nomination package to the Maryland PTA president not less than forty-five (45) days prior to the start of the annual meeting and convention. The list of candidates who have met this requirement shall be published fifteen (15) days prior to the start of the annual meeting and only nominees on this list may be added to the ballot.

(d) The vote shall be conducted by ballot and a majority vote shall elect. In the event there is no majority, the two (2) candidates with the largest number of votes shall be candidates in a run-off election. When there is only one (1) candidate for any office that election may be held by voice vote.

Section 4 – Duties.

(a) All officers shall perform the duties described in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time-to-time.

(b) The president shall:

(i) Preside at all Maryland PTA, annual, board of directors, and executive committee meetings;

(ii) Submit a written annual report to Maryland PTA annual meeting delegates;

(iii) Serve as the representative to the National Constituent Association Advisory Council;

(iv) Perform all the duties pertaining to the office and such as are specified in these bylaws;

(v) Serve as alternate to the treasurer only in the case of an emergency or in the event that a vacancy occurs in the office of treasurer;

(vi) Establish such special committees as shall be necessary for the execution of the work of Maryland PTA with approval of the board of directors;

(vii) Serve as ex-officio member of all committees except the nominating committee; and,

(viii) Except as otherwise provided in these bylaws, appoint committee members with the approval of the board of directors.

(c) The president-elect shall

(i) Act as aide to the president;

(ii) Perform the duties of the president in his/her absence or inability to serve;

(iii) Chair the state, council and local relations committee;

(iv) Chair the awards committee; and,

(v) Oversee standing committees

(vi) Serve as a member of the finance committee.

(d) The vice president for leadership development shall

(i) Promote and execute leadership development in conjunction with National PTA and Maryland PTA initiatives and encourage leadership development;

(ii) Perform the duties of the president in the absence of both the president and the president-elect.
(e) The vice president for advocacy shall
   (i) Present National PTA and Maryland PTA positions on legislative issues to local, county, state, and national government bodies; and,
   (ii) Chair the advocacy committee.
(f) The vice president for membership shall
   (i) Consult and collaborate on membership initiatives focused on recruitment, retention, and diversification; and
   (ii) Participate in State PTA membership forums conducted by National PTA membership committee; and
   (iii) Chair the membership committee.
(g) The vice president for field service shall
   (i) Coordinate the activities of councils and service areas in relationship to each other and with Maryland PTA; and,
   (ii) Chair the field service committee.
(h) The secretary shall
   (i) Keep a written record of all meetings of the board of directors, executive committee and the annual convention; and,
   (ii) Submit to the board of directors, within fifteen (15) days of an executive committee meeting the draft minutes from that meeting and any minutes approved at that executive committee meeting.
(i) The treasurer shall
   (i) Be the custodian of all of the funds of Maryland PTA and be responsible for the deposit of same in depositories approved by the executive committee;
   (ii) Submit a proposed annual budget to the board of directors;
   (iii) Present a written statement of account at all meetings of the board of directors, of the executive committee, and at other times when requested to do so by the president;
   (iv) Present a written annual financial report to the annual convention body;
   (v) Present the Maryland PTA accounts for audit annually;
   (vi) Chair the finance committee; and,
   (vii) Chair the scholarship committee.
Article IX – Board of Directors

Section 1 – Composition.

(a) The board of directors of Maryland PTA shall be composed of:
   (i) elected officers; and,
   (ii) standing committee chairs
   (iii) at least one youth representative appointed by the president and approved by the board of directors. A youth representative must be at least a junior in high school at the time of appointment and may not serve more than two (2) consecutive terms. The term of service for a youth representative is one (1) year.

(b) A member of the board of directors may serve in two (2) positions simultaneously for a period of no more than sixty (60) days.

(c) Each member of the board of directors shall be a member of a Maryland local PTA meeting the Standards of Affiliation.

(d) Each member of the board of directors shall reside in Maryland or in an area where the children are legally assigned to attend a Maryland public school.

Section 2 – Duties.

The board of directors shall

(a) Set policy, goals, and strategic direction of the association, including, but not limited to, the Standards of Affiliation, and policies regarding conflict of interest, council compliance, diversity and inclusion, finance, local unit compliance, and meeting, travel, and incidental expenses, which shall be published as the Maryland PTA Governance Manual;

(b) Have all power and authority over the affairs of the Maryland PTA during the interim between annual meetings;

(c) Follow the mandates of the annual meeting;

(d) Approve the annual budget;

(e) Deny approval of a deficit budget or deficit spending except for the purpose of approved capital spending;

(f) Adopt rules for the transaction of its business provided they do not conflict with Maryland and National PTA bylaws;

(g) Create, combine, and discontinue standing committees;

(h) Approve standing committee members at the first board meeting in odd-numbered years;

(i) Appoint members of the nominating committee at the first board meeting in even-numbered years;

(j) Approve special committee members;

(k) Review public policy and the legislative platform for approval by the convention body;

(l) Forward recommended bylaws amendments to the annual meeting body for approval;

(m) Perform other duties as defined in the Maryland PTA Governance Manual;

(n) Fill vacancies occurring in all positions except the president and president-elect; and,

(o) Recommend continuing education that enhances leadership development for the association.
Section 3 – Regular Meetings.
Regular meetings of the board of directors shall be held four (4) times during each calendar year at times and dates determined by the executive committee.

Section 4 – Special Meetings.
(a) May be called by the president or upon written request of seven (7) members of the board of directors.
(b) Require a written notice of at least seven (7) days.

Section 5 – #Quorum.
At all meetings of the board of directors, a majority of the members of the board of directors shall constitute a quorum for the transaction of business.
Article X – Executive Committee

Section 1 – Composition.

The executive committee of Maryland PTA shall be composed of the seven (7) elected state officers.

Section 2 – Duties.

The executive committee shall

(a) Act in emergencies and transact all business referred to it by the board of directors, provided, however, that the action of the committee shall not conflict with that of the annual meeting body or the board of directors;
(b) Submit to the board of directors such recommendations as it deems advisable;
(c) Employ the professional staff to implement the activities of the Maryland PTA office;
(d) Authorize leases necessary to operate Maryland PTA, not to exceed assigned line item categories for the current fiscal year;
(e) Set the times and dates of scheduled board of directors meetings;
(f) Approve the plans of work for the annual meeting and convention;
(g) Approve plans of work of standing committee chairs;
(h) Make a report of its activities at each meeting of the board of directors;
(i) Assist with the implementation of the goals and priorities as identified by the board of directors; and,
(j) Approve, upon the recommendation of the finance committee, transfers to the Special Fund when necessary.

Section 3 – Regular Meetings.

The executive committee shall meet regularly during the calendar year at times and dates determined by the president.

Section 4 – Special Meetings.

(a) May be called by the president or upon written request of four (4) members of the executive committee.
(b) Require a written notice of at least three (3) days.

Section 5 – Quorum.

At all meetings of the executive committee, a majority of the members of the executive committee shall constitute a quorum for the transaction of business.
Article XI – Committees

Section 1 – Duties.
All committees shall report to the board of directors and shall be responsible to the president between meetings of the board.
Policy recommended by a committee shall be approved by the board of directors.

Section 2 – Subcommittees.
Subcommittees shall consist of members of the committee except when the subcommittee requires the assistance of others who shall be appointed by the president, and approved by the board of directors.

Section 3 – Member Qualifications.
Each committee or subcommittee member should have specific skills, experience, and characteristics suited to the work of the committee and each must be committed to participating in the work.
Each committee or subcommittee member must be a member of a local PTA which has met the Standards of Affiliation at the time of appointment.

Section 4 – Ex-officio members.
(a) The president shall be ex officio a member of all committees except the nominating committee.
(b) The chair of each committee shall be ex officio a member of all subcommittees of that committee.

Section 5 – Standing Committees.
Unless otherwise stated below members of standing committees shall be appointed by the president and approved by the board of directors at the first board of directors meeting following the annual meeting in odd-numbered years.
Unless prescribed for otherwise in these bylaws, committee members shall serve a term of two (2) years or until their successors are elected or appointed.
The standing committees of Maryland PTA are:
(a) Advocacy
   (i) The advocacy committee shall have no less than three (3) members including the chair.
   (ii) The vice president for advocacy shall serve as the chair.
   (iii) The president-elect shall be a member.
   (iv) The advocacy committee shall review the legislative agenda of Maryland PTA and make recommendations concerning the legislative agenda to the board of directors.
(b) Arts in Education
   (i) The arts in education committee shall have no less than three (3) members.
   (ii) The arts and education committee shall develop and evaluate strategies for the implementation of the National PTA Reflections Program within Maryland PTA.
(c) Bylaws
   (i) The bylaws committee shall have no more than seven (7) members.
   (ii) The bylaws committee shall review submitted bylaws amendments, originate proposed bylaw amendments, and submit proposed amendments or revisions on the board of directors and the members together with the committee’s recommendations for action.

(d) Diversity and Inclusion
   (i) The diversity and inclusion committee shall have no less than 3 members.
   (ii) The diversity and inclusion committee shall develop and evaluate strategies to promote inclusion, engagement, and full involvement of diverse populations, in all of its aspects, at all levels of Maryland PTA.

(e) Family and Community Engagement
   (i) The family and community engagement committee shall have no less than three (3) members.
   (ii) The family and community engagement committee shall develop and evaluate strategies to promote effective parent, guardian, family and community engagement initiatives at all levels of Maryland PTA.

(f) Federal Legislative
   (i) The federal legislative committee shall consist of one (1) member.
   (ii) The federal legislative committee shall review the legislative agenda of National PTA and make recommendations concerning the Federal portion of the Maryland PTA legislative agenda to the board of directors.

(g) Field Service
   (i) The field service committee shall include a representative from each council and have no less than fifteen (15) members with at least three (3) per service area.
   (ii) The field service committee shall develop and evaluate strategies for effective service delivery to all Maryland PTA constituent associations.

(h) Finance
   (i) The finance committee shall have no more than five (5) members.
   (ii) The treasurer shall serve as the chair.
   (iii) All members shall be selected from the Maryland PTA board of directors.
   (iv) The president-elect shall be a member.
   (v) The finance committee shall prepare and present an annual budget to the board of directors for its approval and recommend an auditing firm.

(i) Membership
   (i) The membership committee shall have no less than three (3) members.
   (ii) The vice president for membership shall serve as the chair.
   (iii) The membership committee shall provide expertise in membership strategies for Maryland PTA and recommend varied membership tools and resources.
(j) Office
   (i) The office committee shall have five (5) members including the chair.
   (ii) The treasurer is member.
   (iii) The office committee shall provide expertise in office management and building maintenance.

(k) State, Council and Local Relationships
   (i) The state, council and local relationships committee shall consist of five (5) members, no two (2) from the same county/council, appointed by the president within thirty (30) days of assuming office.
   (ii) Three (3) members of the board of directors shall be members.
   (iii) The State, Council and Local Relationships Committee shall carry out the duties and responsibilities described in Article VI section II.

(l) Health and Safety
   (i) The health and safety committee shall have no less than three members.
   (ii) The Health and Safety Committee shall develop and evaluate strategies for the physical and mental health, welfare, and safety of children and youth for all Maryland PTA constituent associations.

Section 6 – Special Committees.
The president may establish special committees as needed. Members of special committees shall be appointed by the president and approved by the board of directors. Special committees include, but are not limited to:

(a) Awards
   (i) The awards committee shall consist of six (6) members.
   (ii) The president-elect shall serve as the chair.
   (iii) The awards committee shall ensure all convention awards established by Maryland PTA are presented at the annual meeting, as applicable and in accordance with the relevant eligibility criteria.

(b) Elections
   (i) The elections committee shall be five (5) members.
   (ii) The president shall appoint members no less than one hundred twenty (120) days prior to the start of each annual meeting occurring in an odd year and in an even year when a vacancy exists in the office of president-elect.
   (iii) The elections committee shall facilitate the complete elections process, campaigning, and campaign materials.
   (iv) The elections committee will disband at the close of the annual meeting.

(c) Nominating
   (i) The nominating committee shall consist of five (5) members appointed by the board of directors at the first board meeting following convention in each even year to serve until the close of the next convention and at other times when a vacancy exists in the office.
office of president-elect to serve until the close of the next convention.
(ii) Committee members may serve no more than two (2) consecutive full terms.
(iii) No two (2) committee members may reside in the same county/city at the time of their appointment.
(iv) No more than one (1) member can be a current member of the Maryland PTA board of directors.
(v) The committee members will elect their chair at the first committee meeting.
(vi) The nominating committee shall be responsible for nominating one (1) candidate for each elective office. Diversity, PTA knowledge and professional expertise shall be guiding principles for nomination. Any member of the nominating committee who is nominated for office must recuse himself or herself from evaluating his or her application.
(vii) The nominating committee shall publish the slate of nominees seventy-five (75) days prior to the start of the annual meeting and convention and report this slate at the annual meeting and convention. Every person wishing to be considered for inclusion on the slate must have submitted a completed Maryland PTA nomination package to the nominating committee not less than one hundred five (105) days prior to the start of the annual meeting and convention.
(viii) A candidate who wishes to withdraw may do so by informing the chair of the committee in writing and such withdrawal shall be accepted upon receipt.
(ix) the nominating committee will disband at the close of the annual meeting.

d) Scholarship

(i) The scholarship committee shall consist of seven (7) members.
(ii) The treasurer shall serve as the chair.
(iii) The scholarship committee shall ensure the scholarships established by Maryland PTA are presented as applicable and in accordance with eligibility criteria.
Article XII – Removal from Office, Board of Directors, Committee, or Subcommittee.

(a) A Maryland PTA board member may not seek nor hold an elected or appointed political office or serve as a school board representative.
(b) The board of directors by a two-thirds (2/3) vote of its members present and voting, may remove any member serving in an office, board of directors, committee, or subcommittee position who:
   (i) Fails to perform his/her duties as outlined in these bylaws or the current governance structure responsibilities, job descriptions and procedures;
   (ii) Fails to attend, without being excused, two (2) consecutive meetings of:
      1) for officers: the board of directors and/or executive committee
      2) for non-officer members of the board of directors: the board of directors
      3) for committee/subcommittee members: the committee/subcommittee; or
   (iii) Violates the basic policies, misrepresents the positions of the association, or acts in any other way which is detrimental to the philosophy and purposes of the association.
(c) At least ten (10) days prior to the board of directors meeting, the member subject to a removal action shall be sent, via certified mail, notice of his/her right to attend, present a defense, and vote.
(d) Removal constitutes a vacancy in that position.

Article XIII – Vacancies

If the president wishes to resign, he/she shall submit a letter of resignation to the board of directors. Other than the president, any member serving in an officer, board of directors, committee or subcommittee position who wishes to resign, shall submit a letter of resignation to the president. The president shall provide notice of the expected vacancy to the board of directors and the general membership as soon as is practical. Upon acceptance of the resignation at a meeting of the board of directors, the vacancy shall be filled in the following manner:

(a) Except as provided in (b) and (c), any vacancy shall be filled for the unexpired term by a person elected by the board of directors.
(b) In the event of a vacancy in the office of the president occurs when there is also a vacancy in the office of president-elect, the board of directors shall fill the vacancy in the office of president for the balance of the term. In succeeding to the office of president, the president-elect shall be entitled to continue in the presidency for the following term providing not more than one-half (1/2) of a full term as president has been served.
(c) A vacancy in the office of president-elect shall be filled at the next convention by the voting body. In the interim, duties of the president-elect shall be delegated by the president.
Article XIV – Maryland PTA Annual Meeting and Convention

Section 1 – Annual Convention.
A convention shall convene each year at a place and date determined by the board of directors.

Section 2 – Annual Meeting.
An annual meeting shall be held in conjunction with the annual convention.

(a) Notice of the time and place of each annual meeting shall be posted on the Maryland PTA website, plus other electronic means as the board of directors may designate, not less than sixty (60) days prior to the start of the meeting.

(b) Every person comprising the voting body shall be a member of a constituent local PTA which met the Standards of Affiliation no less than sixty (60) days prior to the start of the annual meeting, or shall be a member of constituent local PTA chartered since the most recent previous annual meeting (summarized below as “in good standing”).

(c) The duties of the voting body are to:

(i) Conduct any business, notice of which was submitted for distribution no less than sixty (60) days before the start of the annual meeting;
(ii) Consider and adopt bylaws amendments;
(iii) Consider and act upon resolutions;
(iv) Conduct elections when applicable; and,
(v) Conduct any business not having been submitted in time for distribution, other than bylaws, that is approved by two-thirds (2/3) of those voting to add such business to the agenda.

Section 3 – Voting Body.

(a) The voting body of the annual meeting shall be:

(i) The members of the Maryland PTA board of directors;
(ii) The president or alternate of every local or council PTA in good standing;
(iii) Two (2) other officers or alternates of every local or council PTA in good standing; and,
(iv) One (1) delegate for each fifty (50) members, or major fraction thereof, of every local PTA in good standing.

(b) Only persons who make up the voting body shall have the right to introduce motions, participate in debate, or vote at any annual meeting. There shall be no proxy voting.

Section 4 – Quorum.
Sixty (60) voting delegates present shall constitute a quorum. Once quorum is established it is assumed for the remainder of the annual meeting.

Article XV – National PTA Annual Meeting and Convention

Maryland PTA shall be entitled to delegates to the National PTA Annual Meeting and Convention as provided for in the rules of the National PTA.
Article XVI – Electronic Meetings and Communication

Section 1 – Meetings.
Maryland PTA and its constituent organizations may conduct board of directors, executive committee, committee, and subcommittee meetings electronically in accordance with the Standards for Electronic Meetings, as adopted by the Maryland PTA board of directors.

Section 2 – Communication.
Unless members indicate otherwise to the cognizant board of directors, all communication required by these bylaws, including meeting notices, maybe sent electronically unless otherwise specified in these bylaws.

Article XVII – Fiscal Year
The fiscal year of Maryland PTA shall be from January 1 through December 31 inclusive.

Article XVIII – (#) Parliamentary Authority
The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Maryland 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 National PTA Bylaws, or the articles of incorporation.

Article XIX – Amendment of Bylaws

Section 1 – Amendments.
These bylaws may be amended by a two-thirds (2/3) vote of those present and voting at any annual meeting provided:

(a) Each proposed amendment with rationale is submitted in writing through the Maryland PTA office to the bylaws committee for study and recommendation, by a date determined by the bylaws committee;
(b) The bylaws committee report regarding proposed bylaw amendments is given to the board of directors at least twenty-one (21) days prior to the board of directors meeting at which they are to be considered for recommendation; and,
(c) Amendments recommended by the board of directors are posted electronically and sent with the call to the annual meeting at least sixty (60) days prior to the start of the annual meeting.

Section 2 – Revision.
A revision of the bylaws may be brought to the annual meeting by a committee authorized by the board of directors.

Section 3 – Availability.
Updated bylaws shall be posted on the Maryland PTA website, plus other electronic means as the board of directors may designate, within sixty (60) days following the annual meeting at which they were changed.