

TEST YOUR BYLAWS KNOWLEDGE

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| _____ | 1. Executive board | a. By virtue of office |
| _____ | 2. Bylaws | b. Parliamentary authority of PTA |
| _____ | 3. Ex officio | c. Annual dues per member |
| _____ | 4. Quorum | d. For the time being, this time only |
| _____ | 5. Association | e. Require 30 day written notice and 2/3 vote |
| _____ | 6. Amendments to bylaws | f. Procedural rather than parliamentary |
| _____ | 7. Per capita | g. All members of the PTA |
| _____ | 8. Pro tem | h. Outline association structure and specific rules |
| _____ | 9. Robert's Rules | i. The number of members that must be present to transact business legally |
| _____ | 10. Standing rules | j. Includes all officers, standing committee chairmen, principal, and teacher representative |

TRUE OR FALSE?

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|-----|---|---|--|
| 1. | T | F | The principal serves as an advisor at all executive board meeting. |
| 2. | T | F | Bylaws may be suspended by unanimous consent. |
| 3. | T | F | The president is a member of all committees by virtue of his/her election to the office of president. |
| 4. | T | F | Executive board and association meetings may not be combined because they serve different purposes. |
| 5. | T | F | Bylaws may be amended by a majority vote with a thirty day written notice. |
| 6. | T | F | A written notice of all action items must be sent to all members at least ten days prior to any PTA association meeting. |
| 7. | T | F | Guests at PTA meetings have the right to vote. |
| 8. | T | F | Bylaws and standing rules need to be reviewed every year. |
| 9. | T | F | An audit must be done before a new treasurer accepts the financial records. |
| 10. | T | F | Membership dues may be set by the membership chairman each year. |

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