

**June 2017 Standard Unit, Unit Bilingual, Unit e-Bylaws, Council and District PTA Bylaws**

**Standard Unit Bylaws Changes June 2017**

**UNIT BYLAWS: ARTICLE VI – DUTIES OF OFFICERS**

**\*\*SECTION 12.**

(Consult with the *council, if in council, and* district PTA prior to beginning this process.)

When an officer fails to attend three (3) consecutive meetings without adequate excuse or when an officer is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, or engages in conduct which the unit executive board determines to be injurious to the organization or its purposes, the unit executive board may by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include asking for the resignation of the officer. The officer, however, cannot be removed from office, unless the unit first conducts a hearing as authorized by the *council / district* ~~{choose one}~~ PTA. If removing the officer from office is a consideration, the unit executive board must make a formal request through channels to the *council / district* ~~{choose one}~~ PTA to determine whether a hearing should be conducted to remove the officer from office before proceeding with any action. If the *council / district* ~~{choose one}~~ hearing panel determines, by a two-thirds (2/3) affirmative vote, that it is in the best interest of the unit to conduct a hearing, the unit executive board shall follow the Notice and Hearing Procedures set forth below.

**Notice and Hearing Procedures:** Following the two-thirds (2/3) affirmative vote by the *council / district* ~~{choose one}~~ PTA hearing panel recommending ~~that the officer be removed from office:~~ that the unit executive board conduct a hearing: 1) The unit PTA executive board must give the officer fifteen (15) days' written notice of the hearing to remove the officer from office; 2) The written notice shall contain the reasons for the proposed removal, and shall be mailed by certified mail, return receipt requested, to the last address of the officer shown on the association's records. The fifteen (15) day notice period shall commence when the written notice is deposited in the mail; 3) The hearing shall be before a panel composed of at least a majority of the unit's executive board, as so designated by the unit's executive board. At the unit hearing, the officer, or the officer's representative, must be given an opportunity to address the unit hearing panel, either orally or in writing. At the hearing, the officer shall be permitted to offer written evidence, written witness statements and testimony by a reasonable number of witnesses. The hearing panel may make a recording of the hearing; 4) At the close of the hearing, the unit hearing panel shall make a recommendation to the unit executive board regarding whether or not the officer should be removed from office. If the unit hearing panel recommends removal from office, the unit executive board shall convene not less than five (5) days following the unit hearing and vote whether the officer will be removed from office; 5) A two-thirds (2/3) vote of the unit executive board shall be sufficient to remove the officer from office; 6) The removal vote shall be recorded in the unit executive board minutes and shall specify the number of members voting in favor of and against such removal; The unit executive board shall mail notice of the removal to the officer by certified mail, return receipt requested, to the last address of the officer shown on the association's records. The removal shall be effective immediately upon deposit of the written notice in the mail. A removed officer may submit a grievance with the State PTA according to its grievance procedures, but such submittal shall not stay the removal; 7) The *council, if in council, and* district PTA shall be notified in writing of the action taken by the unit executive board.

**ARTICLE IX – COMMITTEES SECTION 6.**

(Consult with the *council, if in council, and* district PTA prior to beginning this process.)

When a chairman fails to attend three (3) consecutive meetings without adequate excuse or when a chairman is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, or engages in conduct which the unit executive board determines to be injurious to the organization or its purposes, the unit

executive board may by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include asking for the resignation of the chairman. The chairman, however, cannot be removed from office, unless the unit first conducts a hearing as authorized by the *council / district* ~~hearing panel~~ PTA. If removing the chairman from office is a consideration, the unit executive board must make a formal request through channels to the *council / district* ~~hearing panel~~ PTA to determine whether a hearing should be conducted to remove the chairman from office before proceeding with any action. If the *council / district* ~~hearing panel~~ hearing panel determines, by a two-thirds (2/3) affirmative vote, that it is in the best interest of the unit to conduct a hearing, the unit executive board shall follow the Notice and Hearing Procedures set forth below.

**Notice and Hearing Procedures:** Following the two-thirds (2/3) affirmative vote by the *council / district* ~~hearing panel~~ PTA hearing panel recommending ~~that the chairman be removed from office:~~ that the unit executive board conduct a hearing: 1) The unit PTA executive board must give the chairman to remove the chairman from office; 2) The written notice shall contain the reasons for the proposed removal, and shall be mailed by certified mail, return receipt requested, to the last address of the chairman shown on the association's records. The fifteen (15) day notice period shall commence when the written notice is deposited in the mail; 3) The hearing shall be before a panel composed of at least a majority of the unit's executive board, as so designated by the unit's executive board. At the unit hearing, the chairman, or the chairman's representative, must be given an opportunity to address the unit hearing panel, either orally or in writing. At the hearing, the chairman shall be permitted to offer written evidence, written witness statements and testimony by a reasonable number of witnesses. The hearing panel may make a recording of the hearing; 4) At the close of the hearing, the unit hearing panel shall make a recommendation to the unit executive board regarding whether or not the chairman should be removed from office. If the unit hearing panel recommends removal from office, the unit executive board shall convene not less than five (5) days following the unit hearing and vote whether the chairman will be removed from office; 5) A two-thirds (2/3) vote of the unit executive board shall be sufficient to remove the chairman from office; 6) The removal vote shall be recorded in the unit executive board minutes and shall specify the number of members voting in favor of and against such removal; The unit executive board shall mail notice of the removal to the chairman by certified mail, return receipt requested, to the last address of the chairman shown on the association's records. The removal shall be effective immediately upon deposit of the written notice in the mail. A removed chairman may submit a grievance with the State PTA according to its grievance procedures, but such submittal shall not stay the removal; 7) The *council, if in council, and* district PTA shall be notified in writing of the action taken by the unit executive board.

### Standard Council Bylaws Changes June 2017

#### **COUNCIL BYLAWS: ARTICLE VII – DUTIES OF OFFICERS SECTION 12.**

(Consult with the district PTA prior to beginning this process.)

When an officer fails to attend three (3) consecutive meetings without adequate excuse or when an officer is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, or engages in conduct which the council executive board determines to be injurious to the organization or its purposes, the council executive board may by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include asking for the resignation of the officer. The officer, however, cannot be removed from office, unless the council first conducts a hearing as authorized by the district PTA. If removing the officer from office is a consideration, the council executive board must make a formal request through channels to the district PTA to determine whether a hearing should be conducted to remove the officer from office before proceeding with any action. If the district hearing panel determines, by a two-thirds (2/3) affirmative vote, that it is in the best interest of the council to conduct a hearing, the council executive board shall follow the Notice and Hearing Procedures set forth below.

**Notice and Hearing Procedures:** Following the two-thirds (2/3) affirmative vote by the district PTA hearing panel recommending ~~that the officer be removed from office:~~ that the council executive board conduct a hearing: 1) The council PTA executive board must give the officer fifteen (15) days' written notice of the hearing to remove the officer from office; 2) The written notice shall contain the reasons for the proposed removal, and shall

be mailed by certified mail, return receipt requested, to the last address of the officer shown on the association's records. The fifteen (15) day notice period shall commence when the written notice is deposited in the mail; 3) The hearing shall be before a panel composed of at least a majority of the council's executive board, as so designated by the council's executive board. At the council hearing, the officer, or the officer's representative, must be given an opportunity to address the council hearing panel, either orally or in writing. At the hearing, the officer shall be permitted to offer written evidence, written witness statements and testimony by a reasonable number of witnesses. The hearing panel may make a recording of the hearing; 4) At the close of the hearing, the council hearing panel shall make a recommendation to the council executive board regarding whether or not the officer should be removed from office. If the council hearing panel recommends removal from office, the council executive board shall convene not less than five (5) days following the council hearing and vote whether the officer will be removed from office; 5) A two-thirds (2/3) vote of the council executive board shall be sufficient to remove the officer from office; 6) The removal vote shall be recorded in the council executive board minutes and shall specify the number of members voting in favor of and against such removal. The council executive board shall mail notice of the removal to the officer by certified mail, return receipt requested, to the last address of the officer shown on the association's records. The removal shall be effective immediately upon deposit of the written notice in the mail. A removed officer may submit a grievance with the State PTA according to its grievance procedures, but such submittal shall not stay the removal; 7) The district PTA shall be notified in writing of the action taken by the council executive board.

## **ARTICLE XI – COMMITTEES SECTION 6.**

(Consult with the district PTA prior to beginning this process.)

When a chairman fails to attend three (3) consecutive meetings without adequate excuse or when a chairman is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, or engages in conduct which the council executive board determines to be injurious to the organization or its purposes, the council executive board may by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include asking for the resignation of the chairman. The chairman, however, cannot be removed from office, unless the council first conducts a hearing as authorized by the district PTA. If removing the chairman from office is a consideration, the council executive board must make a formal request through channels to the district PTA to determine whether a hearing should be conducted to remove the chairman from office before proceeding with any action. If the district hearing panel determines, by a two-thirds (2/3) affirmative vote, that it is in the best interest of the council to conduct a hearing, the council executive board shall follow the **Notice and Hearing Procedures** set forth below.

**Notice and Hearing Procedures:** Following the two-thirds (2/3) affirmative vote by the district PTA hearing panel recommending ~~that the chairman be removed from office:~~ that the council executive board conduct a hearing: 1) The council PTA executive board must give the chairman fifteen (15) days' written notice of the hearing to remove the chairman from office; 2) The written notice shall contain the reasons for the proposed removal, and shall be mailed by certified mail, return receipt requested, to the last address of the chairman shown on the association's records. The fifteen (15) day notice period shall commence when the written notice is deposited in the mail; 3) The hearing shall be before a panel composed of at least a majority of the council's executive board, as so designated by the council's executive board. At the council hearing, the chairman, or the chairman's representative, must be given an opportunity to address the council hearing panel, either orally or in writing. At the hearing, the chairman shall be permitted to offer written evidence, written witness statements and testimony by a reasonable number of witnesses. The hearing panel may make a recording of the hearing; 4) At the close of the hearing, the council hearing panel shall make a recommendation to the council executive board regarding whether or not the chairman should be removed from office. If the council hearing panel recommends removal from office, the council executive board shall convene not less than five (5) days following the council hearing and vote whether the chairman will be removed from office; 5) A two-thirds (2/3) vote of the council executive board shall be sufficient to remove the chairman from office; 6) The removal vote shall be recorded in the council executive board minutes and shall specify the number of members voting in favor of and against such removal; The council executive board shall mail notice of the removal to the chairman by certified mail, return receipt requested, to the last address of the chairman shown on the association's records. The removal shall be effective immediately upon deposit of the written notice in the mail. A removed chairman may submit a grievance

with the State PTA according to its grievance procedures, but such submittal shall not stay the removal; 7) The district PTA shall be notified in writing of the action taken by the council executive board.

### Standard District PTA Bylaws Changes June 2017

#### **DISTRICT BYLAWS: ARTICLE VIII – DUTIES OF OFFICERS-SECTION 12.**

(Consult with the State PTA Leadership prior to beginning this process.)

When an officer fails to attend three (3) consecutive meetings without adequate excuse or when an officer is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, or engages in conduct which the district board determines to be injurious to the organization or its purposes, the district board may by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include asking for the resignation of the officer. The officer, however, cannot be removed from office, unless the council first conducts a hearing as authorized by the district PTA. If removing the officer from office is a consideration, the district board must make a formal request through channels to the State PTA leadership to determine whether a hearing should be conducted to remove the officer from office before proceeding with any action. If the State PTA hearing panel determines, by a two-thirds (2/3) affirmative vote, that it is in the best interest of the district board to conduct a hearing, the district board shall follow the Notice and Hearing Procedures set forth below.

**Notice and Hearing Procedures:** Following the two-thirds (2/3) affirmative vote by the State PTA hearing panel recommending ~~that the officer be removed from office:~~ that the district executive board conduct a hearing: 1) The district PTA board must give the officer fifteen (15) days' written notice of the hearing to remove the officer from office; 2) The written notice shall contain the reasons for the proposed removal, and shall be mailed by certified mail, return receipt requested, to the last address of the officer shown on the association's records. The fifteen (15) day notice period shall commence when the written notice is deposited in the mail; 3) The hearing shall be before a panel composed of at least a majority of the district board, as so designated by the district board. At the district hearing, the officer, or the officer's representative, must be given an opportunity to address the district hearing panel, either orally or in writing. At the hearing, the officer shall be permitted to offer written evidence, written witness statements and testimony by a reasonable number of witnesses. The hearing panel may make a recording of the hearing; 4) At the close of the hearing, the district hearing panel shall make a recommendation to the district board regarding whether or not the officer should be removed from office. If the district hearing panel recommends removal from office, the district board shall convene not less than five (5) days following the district hearing and vote whether the officer will be removed from office; 5) A two-thirds (2/3) vote of the district board shall be sufficient to remove the officer from office; 6) The removal vote shall be recorded in the district board minutes and shall specify the number of members voting in favor of and against such removal. The district board shall mail notice of the removal to the officer by certified mail, return receipt requested, to the last address of the officer shown on the association's records. The removal shall be effective immediately upon deposit of the written notice in the mail. A removed officer may submit a grievance with the State PTA according to its grievance procedures, but such submittal shall not stay the removal; 7) The State PTA shall be notified in writing of the action taken by the district board.

#### **ARTICLE XII – COMMITTEES - SECTION 6.**

(Consult with the State PTA Leadership prior to beginning this process.)

When a chairman fails to attend three (3) consecutive meetings without adequate excuse or when a chairman is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, or engages in conduct which the district board determines to be injurious to the organization or its purposes, the district board may by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include asking for the resignation of the chairman. The chairman, however, cannot be removed from office, unless the council first conducts a hearing as authorized by the district PTA. If removing the chairman from office is a consideration, the district board must make a formal request through channels to the State PTA leadership to determine whether a hearing should be conducted to remove the chairman from office before proceeding with any action. If the State PTA hearing panel determines, by a two-thirds (2/3) affirmative vote, that it is in the best interest of the district board to conduct a hearing, the district board shall follow the Notice and Hearing Procedures set forth below.

**Notice and Hearing Procedures:** Following the two-thirds (2/3) affirmative vote by the State PTA hearing panel recommending ~~that the chairman be removed from office;~~ that the district executive board conduct a hearing: 1) The district PTA board must give the chairman fifteen (15) days' written notice of the hearing to remove the chairman from office; 2) The written notice shall contain the reasons for the proposed removal, and shall be mailed by certified mail, return receipt requested, to the last address of the chairman shown on the association's records. The fifteen (15) day notice period shall commence when the written notice is deposited in the mail; 3) The hearing shall be before a panel composed of at least a majority of the district board, as so designated by the district board. At the district hearing, the chairman, or the chairman's representative, must be given an opportunity to address the district hearing panel, either orally or in writing. At the hearing, the chairman shall be permitted to offer written evidence, written witness statements and testimony by a reasonable number of witnesses. The hearing panel may make a recording of the hearing; 4) At the close of the hearing, the district hearing panel shall make a recommendation to the district board regarding whether or not the chairman should be removed from office. If the district hearing panel recommends removal from office, the district board shall convene not less than five (5) days following the district hearing and vote whether the chairman will be removed from office; 5) A two-thirds (2/3) vote of the district board shall be sufficient to remove the chairman from office; 6) The removal vote shall be recorded in the district board minutes and shall specify the number of members voting in favor of and against such removal. The district board shall mail notice of the removal to the chairman by certified mail, return receipt requested, to the last address of the chairman shown on the association's records. The removal shall be effective immediately upon deposit of the written notice in the mail. A removed chairman may submit a grievance with the State PTA according to its grievance procedures, but such submittal shall not stay the removal; 7) The State PTA shall be notified in writing of the action taken by the district board.