



## BYLAWS AND AMENDMENTS APPROVAL FORM

Local PTA Units are required to review and submit their Bylaws to LAPTA every three years. The Bylaws Approval Form and the LAPTA Bylaws template are BOTH required. Visit [LouisianaPTA.org/bylaws](http://LouisianaPTA.org/bylaws) for details. Bylaws not in compliance will be returned to the PTA. Follow this timeline for all updates:

- 1) Pick the date for the General Membership meeting that will vote on the Bylaws, noting that two meetings are needed to complete the process. A Special Meeting may be called for either one.
- 2) At the first meeting which needs proper notice, appoint the Bylaws Committee of at least three people by making a motion. To approve the motion, a two-thirds vote is required at a Board of Directors Meeting or a majority vote is required at a General Membership Meeting.
- 3) The Bylaws Committee meets to complete the proposed LAPTA Bylaws Template.
- 4) At least 20 days before the second meeting which needs to be a General Membership Meeting, publicly give notice of the meeting and post the Bylaws for review by the membership.
- 5) At the General Membership meeting with a quorum established, present the Bylaws and allow for discussion. Edits may be made during this process by making a motion with an affirmative majority vote. Make a final motion to accept the complete Bylaws with an affirmative majority vote to accept. Amendments to the Bylaws require an affirmative two-thirds vote. (*Amendments* are additional terms or phrases added to the Bylaws Template or are a change to a customizable field for an already approved Bylaws that are not out of date or almost out of date. Ask LAPTA to pre-approve an amendment to avoid delays or problems.)
- 6) Complete the Bylaws Approval Form. Email the Bylaws Approval Form and the Bylaws Template to LAPTA at [Bylaws@LouisianaPTA.org](mailto:Bylaws@LouisianaPTA.org). LAPTA will review the Bylaws, give them the final stamp of approval and date of acceptance, and then email the stamped and dated copy back to the PTA.

\_\_\_\_\_  
Local PTA Unit Name    Parish    PTA LUR#

\_\_\_\_\_  
President's Email    President's Phone

The Bylaws or amendments were approved at the General Membership meeting held on \_\_\_\_\_  
DATE

**Choose one.** The Local Unit PTA is:     Existing PTA     Reactivated PTA     New PTA

**Choose all that apply.**

- The Bylaws approved by the General Membership are attached.
- Approved amendments are listed below with the article heading, section number, and line number(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If more space is needed for amendments, check here and attach an addendum.

\_\_\_\_\_  
President's Signature    Secretary's Signature

\_\_\_\_\_  
President's Name    Secretary's Name

**Contact [Bylaws@LouisianaPTA.org](mailto:Bylaws@LouisianaPTA.org) with any questions.**