

# 2024–25 PTA Leader



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## Section 9: Bylaws, Standing Rules, & Articles of Incorporation

[LouisianaPTA.org/Bylaws](https://LouisianaPTA.org/Bylaws)

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# Index

Updating the Bylaws .....	134	Standing Rules.....	135
Timeline Summary for Bylaws Approval .....	135	Articles of Incorporation Annual Report .....	136

## Updating the Bylaws

Bylaws are the fundamental governing rules of a PTA that relate to conducting the PTA’s business and governance of its affairs. The Bylaws define the primary characteristics of the PTA, prescribe how the PTA functions, and include all rights and responsibilities of the membership. The Bylaws are a template created by LAPTA which includes required language that cannot be changed by the PTA. The customizable areas are changeable by the PTA to best meet their needs. Download the Bylaws template at [LouisianaPTA.org/bylaws](http://LouisianaPTA.org/bylaws).

**Amendments** are added phrases or verbiage to the Bylaws or changes to the existing verbiage. This is separate from updating the Bylaws every three years. They may not conflict with National or Louisiana PTA Bylaws and need approval by LAPTA. For this reason, amendments are limited in scope. A PTA may amend their Bylaws at any time. They require approval by the General Membership at a meeting with 20 days’ notice with an affirmative two-thirds vote and final approval by LAPTA before it is implemented and incorporated into the official Bylaws of the PTA.

LAPTA requires all Local PTA Units to submit updated Bylaws **every three years**. All current Bylaws have an “LAPTA Approval Date” on page one. To update or amend the Bylaws, take the following steps.

1. 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 at a General Membership Meeting. Include experienced and knowledgeable PTA members on the committee. The President should have a copy of the current approved Bylaws or request a copy from LAPTA at [Bylaws@LouisianaPTA.org](mailto:Bylaws@LouisianaPTA.org).
2. Obtain the official LAPTA Local PTA Unit Bylaws Template at [LouisianaPTA.org/bylaws](http://LouisianaPTA.org/bylaws). The Bylaws Committee meets to complete the proposed Bylaws. Consider recommendations submitted by the Board of Directors and General Membership. For proposed amendments, all changes must meet the needs of the unit, have clear intent, and not conflict with the Louisiana and National PTA Bylaws. Amendments need to reference their article heading, section number, and line number(s) in the Bylaws. The PTA can email the proposed Bylaws to LAPTA to check for any problems or conflicts before seeking approval by the membership.
3. Notify the General Membership in writing at least 20 days prior to the General Membership Meeting where the vote will occur to update the Bylaws. Share the proposed Bylaws with the membership for review.
4. 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.)
5. Email both the approved Bylaws Template and the Bylaws Approval Form to [Bylaws@LouisianaPTA.org](mailto:Bylaws@LouisianaPTA.org) for final LAPTA approval.
6. Give LAPTA 15 days to review and approve the Bylaws or amendments. If there are questions, LAPTA will contact the President. Once approved, they will be stamped “APPROVED,” dated, and emailed to the President. This is the official copy of the Bylaws which expire in three years. Save the digital file in the PTA records and share with the Board. Delete the previous working or proposed versions of the Bylaws.

## **Timeline Summary for Bylaws Approval**

Here is a **sample** timeline and a timeline that the Local PTA can complete for their renewal.

- **August 28:** The Bylaws Committee is appointed at a BOD Meeting by making a motion with a two-thirds vote.
- **September - November:** Bylaws Committee meets as needed to complete the Bylaws template. The committee can email the proposed Bylaws to LAPTA for review at [Bylaws@LouisianaPTA.org](mailto:Bylaws@LouisianaPTA.org).
- **November 20:** Publicize the date for the December 15 General Membership Meeting and post the proposed Bylaws for review by the membership.
- **December 15:** At the General Membership Meeting with a quorum present, review the proposed Bylaws and allow for questions or discussions. Make a motion to accept the Bylaws. A majority vote is required. Complete the Bylaws Approval Form.
- **December 16:** Email the approved Bylaws and the Bylaws Approval Form to [Bylaws@LouisianaPTA.org](mailto:Bylaws@LouisianaPTA.org).
- **December 28:** LAPTA reviews the Bylaws, stamps and dates them, and emails the final approved Bylaws to the PTA.

Enter your dates here:

- \_\_\_\_\_ Date of 1st meeting when Bylaws Committee is formed.
- \_\_\_\_\_ Dates when the Bylaws Committee will meet to complete the LAPTA Bylaws Template.
- \_\_\_\_\_ Date at least 20 days before the 2<sup>nd</sup> General Membership Meeting when the meeting date is publicized and the Bylaws are posted for review by the membership.
- \_\_\_\_\_ Date of the General Membership Meeting when the Bylaws are presented and voted on.
- \_\_\_\_\_ Date Bylaws AND the Bylaws Approval Form are emailed to LAPTA at [Bylaws@LouisianaPTA.org](mailto:Bylaws@LouisianaPTA.org).
- \_\_\_\_\_ Deadline for LAPTA to email the final approved Bylaws back to the PTA President.

## **Standing Rules**

Standing Rules are detailed guidelines that contain additional information on who does what within the PTA. They set forth the procedures adopted to direct the PTA and to accomplish specific PTA work. They provide continuity and serve as a guide to ensure the orderly transfer of duties from one Board to the next. They are a valuable training tool for the orientation of new Board Members and may contain any traditions or specific information that pertains to the PTA.

Local PTA Units should have their own personal Standing Rules. Standing Rules are the rules the PTA adopts to administer PTA work under the provisions of the Bylaws. Standing Rules must conform to and may not conflict with the Bylaws. They are generally not adopted when a PTA is newly organized but are developed and adopted as needs arise. The following guidelines are suggestions and should be attached to the Standing Rules for ongoing reference and instruction.

Standing Rules are more flexible than Bylaws. They do not contain parliamentary procedure. Standing Rules are kept with the Bylaws in the officers' procedure binders and are passed on to incoming officers. All Board Members and committee chairs should have a copy of the Standing Rules. The Bylaws and Standing Rules need to be studied by incoming officers and reviewed frequently for understanding and training to ensure they are still accurate and applicable. The Secretary should have a copy of the Standing Rules available at all PTA meetings.

Each set of Standing Rules is unique. No two are alike because no two PTAs are alike. Developing Standing Rules is not difficult. They may be adopted individually as the need arises. To adopt a set of Standing Rules, appoint a committee of at least three experienced, knowledgeable members of the PTA to prepare them. Using the Bylaws as a starting point, the committee should consider each provision and then formulate instructions for applying it. Use the minutes of Board and General Membership Meetings and the experience of committee members as additional resources. After the committee prepares the Standing Rules, they are presented to the Board for review and then to the General Membership for approval by an affirmative majority vote.

Standing Rules may contain as much information and detail as needed for the functioning of the PTA. The more details included, the easier the job will be for future Board Members. Standing Rules should include any specific, detailed duties and responsibilities for individual officers, Executive Committee, Board, and committee chairs. Details and descriptions that would be helpful include any consistent person, date, location, time, event, activity, assignment, tradition, and process that occurs traditionally during the PTA year.

See sample Standing Rules at [LouisianaPTA.org/bylaws](http://LouisianaPTA.org/bylaws).

## Articles of Incorporation Annual Report

Louisiana law requires that all nonprofits register with the Louisiana Secretary of State's office. There is a \$75 initial fee to file Articles of Incorporation with the Louisiana Secretary of State at [GeauxBiz.com](http://GeauxBiz.com).

The PTA must file the Annual Report updating its officers yearly. Visit Louisiana Secretary of State at [GeauxBiz.com](http://GeauxBiz.com) to renew, set up annual email reminders, update the officers, and pay a \$10 renewal fee plus a \$5 credit card processing fee if a check is not used. The Articles of Incorporation are kept permanently on file and are part of the annual Active Affiliation Report that is submitted to LAPTA. See [LouisianaPTA.org/affiliation](http://LouisianaPTA.org/affiliation).

If you do not have the previous login, create a new login. Record the new login on the Password Summary file. After logging into [geauxbiz.com](http://geauxbiz.com) under "Quick Links," select "File Annual Report." Or click "Get Started" button. Select "File an amendment, such as an annual report, with the Louisiana Secretary of State." Follow the steps to update officer data. If you need the NAICS number, use 813410 by selecting "Other (81), Civic & Social Organizations (813410).

Search the Secretary of State's website for the PTA's current filings [here](#).

State of Louisiana  
Secretary of State



COMMERCIAL DIVISION  
225.925.4704

Fax Numbers  
225.932.5317 (Admin. Services)  
225.932.5314 (Corporations)  
225.932.5318 (UCC)

Name	Type	City	Status
LOUISIANA PARENT-TEACHER ASSOCIATION	Non-Profit Corporation	MANDEVILLE	Active

#### Previous Names

Business: LOUISIANA PARENT-TEACHER ASSOCIATION  
Charter Number: 00702580N  
Registration Date: 5/9/1930

#### Domicile Address

1131 NORTH CAUSEWAY BLVD  
SUITE 306  
MANDEVILLE, LA 70471

#### Mailing Address

P O BOX 4420  
COVINGTON, LA 70434

#### Status

Status: Active  
Annual Report Status: In Good Standing  
File Date: 5/9/1930  
Last Report Filed: 4/21/2022  
Type: Non-Profit Corporation

#### Registered Agent(s)

Agent: KAYLA P  
Address 1: 1131 N CAUSEWAY BL  
Address 2: SUITE 306  
City, State, Zip: MANDEVILLE, LA 70471  
Appointment Date: 8/19/2021

#### Officer(s)

Additional Officers: No

Officer: KAYLA PAGEL  
Title: President  
Address 1: 1131 N CAUSEWAY BLVD  
Address 2: SUITE 306  
City, State, Zip: MANDEVILLE, LA 70471

Officer: BETH MAILLHO  
Title: Secretary/Treasurer  
Address 1: 1131 N. CAUSEWAY BLVD  
Address 2: SUITE 306  
City, State, Zip: MANDEVILLE, LA 70471

#### Amendments on File (4)

Description	Date
Amendment	12/3/1971
Revoked	8/18/1998
Reinstatement	5/23/2003
Appointing, Change, or Resign of Officer	6/26/2017

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