

# 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 organization, prescribe how the association functions, and include all rules considered important to the rights and responsibilities of the membership. The Bylaws are a template created by LAPTA that includes required language which 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 exiting 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 and a 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 is required at a General Membership Meeting. The committee needs to include experienced and knowledgeable PTA members. 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. Provide the Bylaws Committee with the old Bylaws for reference. 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 at [Bylaws@LouisianaPTA.org](mailto:Bylaws@LouisianaPTA.org).
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. Complete the Bylaws and Amendments Approval Form at [LouisianaPTA.org/bylaws](http://LouisianaPTA.org/bylaws).
6. Email both the approved Bylaws Template and the Bylaws Approval Form to [Bylaws@LouisianaPTA.org](mailto:Bylaws@LouisianaPTA.org) for final LAPTA approval.
7. 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" and 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.

## INSTRUCTIONS FOR BYLAWS TEMPLATE

The Local PTA Unit Bylaws by Louisiana PTA is a fill-in-the-blank form. When completing the form, hover over a field for suggested text and further help and tab from field to field. Changes can only be made to sections of the Bylaws that have fillable fields. Amendments to the Bylaws are subject to LAPTA approval.

### **Page 1**

Fill in the complete PTA Unit's name without abbreviations other than PTA or PTSA, the Local Unit Registration (LUR) number issued by National PTA, the Federal Employer Identification Number (EIN), the complete name And address of the school, and the Louisiana Parish of the school.

Line 3 and 4: Enter the complete PTA name without abbreviations other than PTA or PTSA.

Line 4: Enter the city or town where the school is located.

### **Page 4**

Line 147: Enter the dues amount and type for each membership paid to the PTA. For example, \$10/single, \$7/student, \$7/staff, \$15/couple for 2 memberships, and \$50/business for 5 memberships.

Remember that \$3.50 (current dues as of 2/19/24) per member is paid to LAPTA for National PTA and LAPTA dues portions.

Line 166: Enter the number of Vice-President(s) and the number of Secretary(ies) in Line 167.

Line 172: Enter the month(s) when elections are held at a General Membership meeting such as "April/May". This will need to be included again on Line 373.

Line 175: Enter the number of years for the elected officers' terms which may only be 1 or 2. Note that an elected officer may serve a maximum of two consecutive terms.

### **Page 5**

Line 222: Enter the number of days' notice required before holding an Executive Committee Special meeting. Suggested 2 – 7 days.

### **Page 7**

Line 297: Enter the number of days' notice required before holding a Board of Directors Special meeting. Suggested 2 – 7 days.

Line 327: Enter the number of years for Standing Committee Chairs which may only be 1 or 2 years.

### **Page 8**

Line 366: Quorum is the minimum attendance needed to conduct business at a meeting. Enter the quorum number for General Membership Meetings. Suggested number is 5 if membership is less than 50, 7 if membership is between 50 – 75, 9 if membership is between 75 – 100, 11 if membership is 100 – 125, and so on.

Line 373: Enter at least 3 months for General Membership.