

DISSOLUTION OF A LOCAL PTA UNIT

Local PTA Units may dissolve and close their association affiliation with Louisiana PTA and National PTA. The PTA's General Membership and its community shall be given an opportunity to express their opinions and decide by vote to dissolve or not. Parliamentary procedures must be followed to protect the members and comply with federal nonprofit 501(c)(3) regulations. Dissolving PTA Units is LAPTA's responsibility and it must be included in the process.

A PTA Unit is subject to termination and withdrawal of its charter by LAPTA for reasons such as: its General Membership votes to dissolve; noncompliance of affiliation requirements; violation of the Bylaws; or, for other causes, actions, or behaviors declared by LAPTA.

FIRST STEP: Contact LAPTA President at president@louisianapta.org to discuss the situation and receive guidance on how to proceed. Complete *Request to Dissolve an Existing PTA* online at <https://form.jotform.com/221998662679074> or scan the QR Code.



SECOND STEP: Move to Dissolution

OPTION 1: If a PTA has active members with voting rights from the current fiscal year, then the PTA shall follow the steps listed in the Bylaws for legally closing a unit in compliance with the IRS.

1. **Board Meeting:** The Local PTA Board of Directors shall adopt by a two-thirds vote to recommend that dissolution of the PTA be submitted to a vote at a General Membership *Special Meeting*.
2. **Notice to Members:** Written notice for the Special Meeting shall include intent to dissolve the local PTA and shall be given to each voting member with thirty days' notice prior to the Special Meeting.
Notice to LAPTA: Written minutes of the Board of Director's meeting with recommendation to dissolve *and* the written notice for the Special Meeting shall be given to the LAPTA President with twenty days' notice prior to the Special Meeting.
3. **Special Meeting:** An affirmative vote of at least two-thirds of members present and entitled to vote at the Special Meeting shall approve dissolution of the PTA. Only those who submitted dues to the local PTA prior to the date of initial recommendation by the Board of Directors and continue to be members on the date of the Special Meeting shall be entitled to vote on the question of dissolution. Written minutes with results of the Special Meeting shall be immediately shared with LAPTA.

OPTION 2: If the Local PTA Unit does not have active members who can vote to dissolve, then LAPTA shall conduct the vote among its Board of Directors with prior notice following the Bylaws guidance.

THIRD STEP: Charter Withdrawal

Upon withdrawal of its charter, the PTA is obligated to promptly carry out all proceedings necessary for dissolving the PTA under the supervision and direction of LAPTA. Further, it shall:

1. Surrender all of its books and records to LAPTA and surrender its assets and property to LAPTA or to another local PTA affiliated with LAPTA in accordance with Federal 501(c)(3) regulations.
2. Give LAPTA access to all PTA technology accounts such as Facebook, bank accounts, and more.
3. Cease and desist from the further use of any name that implies or connotes association with the National PTA or LAPTA or status as a constituent association of the National PTA.



DISSOLVE OF A LOCAL PTA UNIT



Louisiana PTA (LAPTA) is responsible for overseeing the dissolution of a PTA and shall be included in the process. Complete the form online at <https://form.jotform.com/221998662679074> or scan the QR Code. Use this form throughout the process for each step.

Step 1: Which LAPTA Officer is helping you? _____

PTA Name: _____ Assisting LAPTA Officer: _____

School Name: _____ School Parish: _____

Your Name: _____ PTA Board Position, if applicable: _____

Your Phone: _____ Email: _____

School Contact Name and Position: _____

School Contact Phone: _____ Email: _____

When were the federal taxes last filed? _____

What is the tax filing site and login? _____

What is the bank name? _____

What is the bank login? _____

How much money remains in the PTA bank account? _____

Do you have the checkbook? _____ Who are the authorized bank signers? _____

What is the contact information for the bank signers? _____

What is the LA Secretary of State GeauxBiz.com login? _____

Is there any other helpful information? _____

After speaking with LAPTA, where will the remaining money go? _____

Step 2: Move to Dissolve. Conducted by _____ Local PTA Unit or _____ LAPTA Board of Directors

_____ Date Board of Directors voted to submit dissolution to the General Membership

_____ Date written notice was given to the General Membership of Special Meeting

_____ Date Board of Directors' minutes and Special Meeting notice given to LAPTA

_____ Date of Special Meeting. Was dissolution affirmed? _____

_____ Date Minutes from Special Meeting were provided to LAPTA

Choose one: _____ Voluntary Dissolution without Prejudice or _____ Charter Withdrawal by LAPTA

Step 3: Charter Withdrawal

_____ Does the above PTA agree to cease and desist from further use of any name that implies association with the National PTA or LAPTA in all its forms?

_____ Date former PTA turned over its books and records to LAPTA

_____ Date assets and property were transferred to LAPTA or to _____ PTA

_____ Amount of assets transferred. Attach report of transferred property.