



BYLAWS AND AMENDMENTS: UPDATING AND APPROVAL

Bylaws are the fundamental governing rules of a PTA. They contain the basic rules related to conducting the unit's business and governing 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 membership.

The Bylaws are a template created by LAPTA that includes required language which cannot be changed by the local PTA. The customizable areas are changeable by the local PTA to best meet their needs. Download the Bylaws template at LouisianaPTA.org/bylaws. Amendments to the customizable areas may occur at any time, and require approval by the General Membership at a meeting with thirty days (30) notice and then final approval by LAPTA.



LAPTA requires all local units to submit updated Bylaws **every three years**. All Bylaws have an "LAPTA Approval Date" on page one. The Board needs to know when the Bylaws expire and make a plan to update the Bylaws in a timely manner. To update or amend the Bylaws:

1. Form a Bylaws Committee of at least three members which must be approved by the General Membership. The committee shall include experienced and knowledgeable PTA members. The local unit President should have a copy of the current approved Bylaws or request a copy from LAPTA at Bylaws@LouisianaPTA.org.
2. Notify the General Membership in writing at least 30 days prior to the meeting as which the vote will occur to amend or update the Bylaws.
3. Obtain the official fill-in-the-blank LAPTA Bylaws template online at LouisianaPTA.org under the *Run Your PTA* menu or email Bylaws@LouisianaPTA.org, if Bylaws need updating.
4. 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.
5. Present the General Membership with the proposed Bylaws or amendments before the vote on the proposed Bylaws or amendments. Approval requires a two-thirds vote of the members present.
6. Complete the Bylaws and Amendments Approval Form found at the end of this section or at LouisianaPTA.org under *Run Your PTA* menu, Bylaws link. Attached the approved and complete Bylaws (not just the updated portion). Submit to Bylaws@LouisianaPTA.org. If an amendment does not fit in the space on the form, check the box for an attached addendum.



LAPTA reviews all Bylaws and amendments. If there are questions, LAPTA will contact the President. Once approved, they will be stamped "APPROVED," signed, and dated. **The stamped, signed, and dated copy is the official copy of the Bylaws.** The Bylaws and amendments become effective once LAPTA emails back the final approval to the President's email. Save the digital file in the PTA records and share with the Board.



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 is required. Visit LouisianaPTA.org/bylaws for details. Bylaws not in compliance will be returned to Local Unit. Email the completed Bylaws Approval Form and LAPTA Bylaws template or the amendments made in PDF format to Bylaws@LouisianaPTA.org. Please allow ample time for LAPTA to approve the Bylaws or amendments. Once completed, LAPTA will emailed the approved Bylaws or amendments to the President’s email.

_____	_____	_____
Local Unit Name	Local Unit Parish	Local Unit 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 attached an addendum.

_____	_____
President’s Signature	Secretary’s Signature
_____	_____
President’s Name	Secretary’s Name

Email the completed Bylaws Approval Form and Bylaws template (if applicable) to Bylaws@LouisianaPTA.org in PDF format. Allow ample time for LAPTA to approve the Bylaws or amendments. Once completed, LAPTA will email the final approved document to the President’s email.

Contact Bylaws@LouisianaPTA.org with any questions.



INSTRUCTIONS FOR BYLAWS TEMPLATE

The official Louisiana PTA fill-in-the-blank Bylaws simplify the amendment process and expedite approval. Articles or sections without bolded text are required and cannot be altered in any way, therefore, they must be included exactly as written. Changes can only be made to sections of the Bylaws that have “**bolded**” areas. Additional changes to these sections should be listed in an addendum.

Page 1: PTA Unit Information

Line 2: PTA Unit’s Name

Line 4: Local unit registration number (LUR#)

Line 5: Federal Employer Identification Number (EIN) *If your unit is new or reaffiliating and does not have a LUR# or EIN but has applied for them, email the information to bylaws@louisianapta.org upon receipt.*

Line 7: School that your PTA/PTSA supports

Lines 9 -11: School address

Line 13: Parish that your PTA Unit is in

Page 2: Article I: Name

Line 35: PTA Unit name and city

Page 6: Article V: Membership and Dues

Line 214: Fill in the dues amount each member will submit to the local PTA/PTSA. If your unit offers a family, student, or corporate/business membership, include the dues for each member and the number of members allowed for each designation. For example, \$8 for a single, \$5/student, \$15/couple (2 members), \$50/corporate (5 memberships). *Remember that your PTA must submit dues of \$3.50 for each member in your unit to LAPTA.*

Page 6: Article VI: Officers and Their Election

Line 228: Fill in the number of vice-president(s)

Line 229: Fill in the number of secretary(ies)

Line 231: List any additional officers in the addendum.

Line 234: Fill in the month or months your elections will be held which must be a month a General Membership Meeting is held.

Line 243: Fill in the date your elected officers will assume their positions. The PTA operational and fiscal years runs July 1 – June 30.

Line 244: Fill in the length of the elected officer’s terms.

Line 245: Fill in the maximum number of additional terms elected officers are allowed to serve.

Page 9: Article VIII: Executive Committee, Section 4B. Meetings

Line 362: Fill in the number of days’ notice that will be provided to the Executive Committee members in the event of a special meeting of the committee.

Page 10: Article IX: Board of Directors, Section 5B. Meetings

Line 409: Fill in the number of days’ notice that will be provided to Board of Director members in the event of a special meeting of the board.

Page 11: Article X: Committees, Section 5. Nominating Committee

Line 453: Designate the number of members for the Nominating Committee (no less than three members and an uneven number).

Line 458: Fill in the month or months the Nominating Committee reports at the General Membership meeting in which elections will be held.

Page 12: Article XI: General Membership Meetings

Line 473: Section 1. Meeting Dates. Fill in the months your unit will hold general membership meetings. Be sure

to include the month/months your election is held.

Line 480. Section 3. Quorum. Fill in a quorum of at least twice the number of officers listed in Article VI: Officers and Their Elections, Section 3 and any additional officers listed by your unit in the addendum, plus one. This is to prevent the perception that the officers could conduct business of the association by themselves.

Line 482. Elections Meeting. Fill in the month or months your elections will be held. This must be a month or months a General Membership Meeting is held.

Page 13: Addendum. List any changes made to the Bylaws other than the information inserted in the blanks. Please include the page number plus article and section number when listing the changes. An example:

Page 12, Article XI, Section 4. Elections meeting. Current wording:

The annual elections meeting shall be held in the month of April.

The proposed change will be to:

The annual elections meeting shall be held in the month of May.

Questions? Send a note to bylaws@louisianapta.org.