

# 2024–25 PTA Leader



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## Section 10: Bylaws, Standing Rules, & Articles of Incorporation

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

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## ARTICLES OF INCORPORATION

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](#).



**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)**

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

**Officer(s)** Additional Officers: No

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

<b>Officer:</b>	BETH MAILLHO
<b>Title:</b>	Secretary/Treasurer
<b>Address 1:</b>	1131 N. CAUSEWAY BLVD
<b>Address 2:</b>	SUITE 306
<b>City, State, Zip:</b>	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

# 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.

# 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

**Questions?** Email [bylaws@LouisianaPTA.org](mailto:bylaws@LouisianaPTA.org).

# 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](https://LouisianaPTA.org/bylaws).** Detailed information about the following additional topics and more could be included in the Standing Rules:

- Titles and specific duties of the Vice-Presidents
- Orientation of new Board Members
- Procedure binders
- Meetings
- Details for standing and special committees, which might include finance, membership, newsletter, volunteers, programs, legislation, Reflections, etc.
- Committee duties, who serves on them, and how committee members are determined
- Procedure for submitting an annual Plan of Work
- Needs assessment and annual evaluation
- Student involvement
- Fiscal policies and procedures, including location of bank and updating signatories and debit cards
- Nominating Committee instructions
- Installation of new officers
- Requirements for special recognitions and awards
- Equipment the PTA owns and where it is located
- LAPTA annual meeting and who attends
- Procedure for doing an annual Strategic Plan