

# Louisiana Parent Teacher Association Bylaws

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## Article I: Name

The name of this nonprofit association is the Louisiana Parent Teacher Association, or Louisiana Congress of Parents and Teachers, or PTA Louisiana Congress, referred to herein as “LAPTA.”

## Article II: Purposes

**Section 1. Objectives.** The purposes of LAPTA in common with National PTA are to:

1. Promote the welfare of children and youth in home, school, places of worship, and throughout the community.
2. Raise the standards of home life.
3. Advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth.
4. Promote the collaboration and engagement of families and educators in the education of children and youth.
5. Engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth.
6. Advocate for fiscal responsibility regarding the federal, state, and local dollars provided through taxes and grants for public education funding.

**Section 2. Awareness.** The purposes of LAPTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic principles set forth in Article III.

**Section 3. Federal Tax-Exempt Status.** The association is organized exclusively for charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

## Article III: Principles

The following fundamental principles of LAPTA align with those of National PTA.

1. The association shall be noncommercial, nonsectarian, and nonpartisan.

2. The association shall empower children, families, and educators within schools and communities to provide quality education for all children and youth. It shall seek to influence school policies and advocate children's issues while recognizing that the responsibility for decision-making was delegated by the people to educational boards and authorities.
3. The association shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between families, schools, and the community at large.
4. The association shall uphold inclusivity, equity, and knowledge of PTA principles and professional expertise as guiding principles for its service.

## **Article IV: Constituent Associations**

**Section 1. Constituent Associations.** The constituent associations of LAPTA are the Local PTAs or PTSAs (Parent Teacher Student Associations) organized under the authority of LAPTA and are referred to herein as “Local PTA Unit,” “Local PTA,” or “PTA.”

**Section 2. Affiliation Requirements.** The LAPTA Board of Directors (BOD) determines criteria for chartering new Local PTAs, reserves the right to appoint Local PTA Unit officers for Protected and Reengaging Units, sets the “active affiliation” requirements, and creates the process to dissolve Local PTA Units.

**Section 3: Purposes and Principles.** The purposes and principles of LAPTA as prescribed in Articles II and III are also the purposes and principles of each constituent association.

**Section 4. Governance and Compliance.** Each local constituent association organized under the authority of LAPTA shall adopt Bylaws using the Local PTA Unit Bylaws Template by LAPTA for the governance of their association. The Bylaws shall not be in conflict with National PTA or Louisiana nonprofit corporation laws and are subject to review by LAPTA. Local Units must comply with the Bylaws for LAPTA and National PTA. Failure of a Local Unit to comply shall be reviewed and rectified by LAPTA BOD in accordance with guidance from LAPTA and National PTA.

**Section 5. Voting.** There shall be no proxy voting by any constituent association of LAPTA.

**Section 6. Charter Withdrawal.** When a PTA’s charter is withdrawn and its nonprofit status terminated, it is obligated to transfer all books, records, assets, and property to LAPTA or to an agency designated by LAPTA in compliance with 501(c)(3) nonprofit regulations, to discontinue any further use of a name suggesting or implying affiliation with PTA, National PTA, or LAPTA, and to promptly conduct all required actions instituted by LAPTA.

### **Section 7. Dissolution Process.**

1. The Local PTA’s Board of Directors (BOD) proposes a motion to dissolve at its BOD Meeting, which needs an affirmative two-thirds vote, and emails the minutes to LAPTA.
2. Written notice with 20-day notice for a General Membership Meeting is provided to all members and to LAPTA to dissolve the PTA.
3. At the General Membership Meeting, a motion to dissolve occurs which needs an affirmative majority vote. Only active members who paid PTA dues before the adoption of the dissolution proposal may vote. The meeting’s minutes are emailed to LAPTA.
4. The PTA must file to close the PTA with the Louisiana Secretary of State and the IRS.
5. Upon the successful completion of the dissolution process, the PTA’s charter and nonprofit status will be formally revoked.

## **Article V: Membership and Dues**

**Section 1. Membership.** The membership year is July 1 through June 30. All individuals who are paid members of a Local PTA organized under LAPTA are also members of LAPTA and National PTA. The Local PTA may admit anyone to membership at any time and shall keep and share with LAPTA a membership roster.

**Section 2. Rights and Privileges.** Membership in PTA shall be open without discrimination to anyone who believes in and supports the mission, purposes, and principles of National PTA. They are entitled to all benefits of membership, which includes the ability to serve in governance positions in both Local PTA Units, and LAPTA and the right to vote at LAPTA and National PTA meetings based on the requirements of serving as a voting delegate.

**Section 3. Dues.** Local PTA annual membership dues include an amount for LAPTA determined by the LAPTA General Membership and for National PTA determined by National PTA. Any dues change for LAPTA requires an affirmative majority vote at the annual LAPTA General Membership Meeting (also referred to herein as “annual meeting”.) The amount for state and national dues is published at the start of each operational year. No additional assessments shall be made against Local Units.

**Section 4. Termination of Membership.** LAPTA BOD has sole discretion to terminate individual memberships for conduct that in its judgment damages the value and goodwill associated with PTA or violates the purposes, policies, or Bylaws of PTA. If LAPTA retains counsel to defend any suit or other legal action to challenge termination and LAPTA prevails in such action, the other party shall pay LAPTA's court costs and reasonable attorney fees incurred. Venue for any suit must be brought in the state district court for the parish where LAPTA's state office is located.

1. The Local PTA consults with LAPTA and provides further documentation for termination.
2. The individual and the Local PTA President shall be notified in writing with 20-day notice of the LAPTA Special Meeting.
3. Both parties shall have the opportunity to attend the LAPTA meeting and address LAPTA.
4. Termination requires an affirmative two-thirds vote by LAPTA BOD. The decision shall be issued to the parties involved within two days of the meeting.

**Section 5. Virtual and Electronic Meetings and Communications.** Virtual or electronic platforms may be used to conduct PTA meetings. All members must have the ability to hear and participate in discussions. All required communications including meeting notifications may be transmitted electronically.

## Article VI: Officers and Their Elections

**Section 1. Officers.** The officers of the LAPTA shall be one President, one Vice-President of Affiliation, one Treasurer, and one Secretary.

Current	Proposed
<b>Section 2. Election Groups.</b> Officers shall be elected at a General Membership Meeting in April or May. Elections are divided into two groups. Group One, elected in odd years, is the Treasurer and the Secretary. Group Two, elected in even years, is the President and the Vice-President of Affiliation.	<b>Section 2. Elections.</b> Officers shall be elected in April or May. Call for Nominees shall have 20-day notice and close 15 days before elections. Uncontested positions may be appointed by the LAPTA President. <i><b>Note:</b> Further election details are under the other amendments.</i> <a href="#"><b>Jump to Amendment 2</b></a>

**Section 3. Qualifications.** Each officer shall be a current member of a Local PTA Unit chartered by LAPTA. Nominees for President shall have served on the LAPTA BOD for at least two years and a term as a Local PTA officer. Nominees for other officers must have previously served on the LAPTA BOD or a Local PTA BOD.

**Section 4. Term of Office.** Officers assume their official duties on July 1 and serve for a term of two years or until their successors are elected, not to exceed one additional consecutive term. A person serving for more than

126 one half of a full term shall be deemed to have served a full term.

127

128 **Section 5. Vacancies.** The BOD shall vote to fill an officer vacancy with 10-day notice. Voting shall be by ballot  
129 for contested elections. An election is deemed valid with an affirmative majority vote.

130

131 **Section 6. Resignation or Removal of Officers.** An officer may resign by providing a written resignation to the  
132 President and Secretary. An officer may be removed from their position for conduct that damaged the value and  
133 goodwill associated with PTA or violated the PTA's purposes, policies, or Bylaws with an affirmative two-thirds  
134 vote by the BOD.

135

136 **Section 7: Courtesy Seats for Incoming Officers.** Any newly elected officer shall be granted a courtesy seat at all  
137 pre-term BOD Meetings.

138

## 139 **Article VII: Executive Committee**

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141 **Section 1. Composition.** The Executive Committee consists of the elected officers.

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143 **Section 2. Quorum.** A majority of the Executive Committee constitutes a quorum.

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145 **Section 3. Meetings.** The Executive Committee shall meet at the call with 3-day notice by the President or upon  
146 the written request of three members of the committee.

147

148 **Section 4. Responsibilities of Executive Committee.**

- 149 1. Supports the BOD by aiding in their duties and handling business delegated by them.
- 150 2. Ensures alignment with the decisions and directives of the BOD.
- 151 3. Acts during emergencies that arise between BOD Meetings.
- 152 4. Selects salaried workers necessary to carry out the work of LAPTA, determines their salaries, and defines  
153 their duties. These employees work under the President's direction.
- 154 5. Holds the annual LAPTA General Membership Meeting.
- 155 6. Serves as the Resolutions and Directives Committee and the Conflict Resolution Committee.
- 156 7. Keeps a current copy of the Bylaws.
- 157 8. Performs other duties prescribed in the Bylaws or Standing Rules, by parliamentary authority, or as directed  
158 by the BOD.

159

160 **Section 5. Responsibilities of the President.**

- 161 1. Presides over all meetings.
- 162 2. Creates Standing and Special Committees and appoints their chairs, subject to the approval of the BOD, as  
163 needed to promote the purposes and work of LAPTA.
- 164 3. Serves on all committees except the Nominating Committee and Audit Committee.
- 165 4. Attends meetings and fulfills all requirements for National PTA as the LAPTA representative.
- 166 5. Appoints LAPTA Officers for uncontested positions.

167

168 **Section 6. Responsibilities of the Vice-President of Affiliation.**

- 169 1. Acts as aide to the President.
- 170 2. Assumes the duties of the President in their absence or at the President's request.
- 171 3. Educates Local PTA Units on affiliation requirements and tracks their compliance.
- 172 4. Assists Local PTA Units on updating their Bylaws and approves their proposed Bylaws.

173

174 **Section 7. Responsibilities of the Treasurer.**

- 175 1. Ensures that LAPTA's financial records accurately track all incoming and outgoing funds.
- 176 2. Safeguards the LAPTA checkbook and maintains all financial documents.

- 177 3. Chairs the Budget Committee.
- 178 4. Issues disbursements in accordance with the budget with two authorized signatories and as authorized by
- 179 the President, BOD, or General Membership.
- 180 5. Arranges for a non-authorized individual to review and sign the monthly bank statement.
- 181 6. Presents financial statements or monthly budgets at all meetings and upon request by the BOD.
- 182 7. Presents the Audit Report and the Annual Report at the annual General Membership Meeting.
- 183 8. Submits the books for audit review to a bookkeeper or accountant selected by the Executive Committee at
- 184 fiscal year-end or when changing check signatories.
- 185 9. Ensures taxes and reports required by Bylaws, insurance, or federal and state governments are completed
- 186 and submitted by their due dates.
- 187 10. Acquires adequate insurance and bonding for LAPTA.
- 188 11. Maintains the LAPTA investment fund for PTA projects to be determined by the LAPTA BOD
- 189

#### 190 **Section 8. Responsibilities of the Secretary.**

- 191 1. Writes and keeps the minutes for all meetings.
- 192 2. Distributes meeting minutes for all PTA meetings to its members.
- 193 3. Has records ready for potential review during meetings.
- 194 4. Assists with the organization and storage of all retained records.
- 195

### 196 **Article VIII: Board of Directors (BOD)**

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198 **Section 1. Composition and Eligibility.** The Board of Directors (BOD) Members shall be the Executive Committee  
199 and the Standing Committee Chairs. Each BOD member shall be a member of a Local PTA Unit in Louisiana,  
200 serve in no more than two capacities, and may not serve on the BOD while employed by or under contract to  
201 LAPTA unless approved by the BOD.

202  
203 **Section 2. Responsibilities.** The BOD shall manage the duties of LAPTA. It has authority over the affairs of  
204 LAPTA, although it cannot modify action taken by the General Membership. It adopts Standing Rules, works  
205 with other state PTAs, and constitutes the Program Committee for the annual LAPTA General Membership  
206 Meeting and the Convention/Recognition Ceremony.

207  
208 **Section 3. Quorum and Voting.** A majority of the BOD Members constitutes a quorum. All members may vote  
209 unless there is a conflict of interest.

#### 210 **Section 4. BOD Meetings.**

- 211 1. Regular BOD Meetings shall be held monthly.
- 212 2. Special BOD Meetings may be called with 3-day notice by the President or upon written request by at least
- 213 three BOD Members submitted to the President.
- 214

215  
216 **Section 5. Unanimous Consent Without a Meeting.** An action may be taken without a meeting if written consent  
217 is unanimously signed by all BOD Members having the same effect as a BOD vote.

218  
219 **Section 6. Physical Office.** Expenses for an office in Louisiana shall be included in the budget.

220  
221 **Section 7: Resignation or Removal of BOD Members.** A BOD member may resign at any time by submitting a  
222 written resignation to the President and the Secretary. A BOD member may be removed from their position for  
223 conduct that damaged the value and goodwill associated with PTA or violated the PTA's purposes, policies, or  
224 Bylaws by an affirmative two-thirds vote by the BOD.

225  
226 **Section 8: End of Term.** Upon the conclusion of a term or if individuals are removed or choose to resign, they  
227 cease to hold membership on the BOD and are relieved of all responsibilities. Within seven days of resignation  
228 or removal, they are required to hand over all records, books, and related PTA materials to the President, and

229 must return any financial documentation and funds to the Treasurer.  
230 **Section 9. Indemnification.** LAPTA shall protect its BOD Members and employees from potential losses by  
231 obtaining liability insurance and bonding.  
232

233 **Article IX: Committees**  
234

235 **Section 1. Eligibility and Authority.** Any LAPTA member in good standing may serve on a committee. Committee  
236 chairs are appointed by the President or BOD unless otherwise specified in the Bylaws. All committee work  
237 must have the consent of the Executive Committee.  
238

239 **Section 2. Standing Committees.** The President establishes Standing Committees and appoints their chairs,  
240 subject to the BOD approval, to conduct the PTA's work and objectives for a full year. Additional Standing  
241 Committees not listed in the Bylaws may be created as needed. The term for committee chairs is one year, not  
242 to exceed four consecutive terms or until their successor is appointed. The chair of each Standing Committee  
243 reports to the BOD, submits its plan of work to the BOD, serves on its respective subcommittees, and is  
244 responsible to the President between BOD Meetings. The following are required Standing Committees.

- 245 1. **The Advocacy Committee** consists of the Chair, Federal Legislative Chair, and other members. It develops  
246 and reports the advocacy program to the BOD. The Federal Legislative Chair, required by National PTA,  
247 serves as the lead for the annual National PTA Legislative Conference and liaison to the offices of Louisiana  
248 members of Congress.
- 249 2. **The Membership Committee** develops and promotes membership strategies and evaluates the  
250 effectiveness of membership development practices. The Chair serves as the National PTA Membership  
251 Lead and develops and implements the LAPTA Annual State Membership Plan as required by National PTA.
- 252 3. **The Leadership Development Committee** coordinates and develops training strategies, evaluates  
253 effectiveness of leadership development practices, and identifies potential leaders. It supports, guides, and  
254 trains Local PTA Unit leaders.
- 255 4. **The Diversity, Inclusion, and Outreach (DIO) Committee** defines and communicates how diversity,  
256 inclusion, and outreach help LAPTA and constituent associations achieve their mission. The Chair serves as  
257 the National PTA Diversity, Inclusion, and Outreach Lead and develops and implements the LAPTA Annual  
258 DIO Plan as required by National PTA.  
259

260 **Section 3. Special Committees.** Special Committees are appointed or elected as specified in the Bylaws for a  
261 short-term need. The President or Special Committee members, as applicable, shall appoint the chair and  
262 alternates may be appointed as needed. It reports its actions to the BOD and dissolves upon completion of its  
263 work. The following are required Special Committees.

Current	Proposed
1. <b>The Nominating Committee</b> of three members and two alternates from the General Membership is appointed by the BOD and selects its own chair. It notifies Local Units and the BOD of offices to be filled, solicits recommendations to be emailed to LAPTA, and selects one unique nominee for each open position. The report is emailed to the Secretary 15 days before any required notice deadlines. Nominees from the floor must give 15-day notice before elections of their intent to run to the President and receive return acknowledgement. The final and complete list of nominees is published four days before elections. The committee presents its slate of nominees at a General Membership Meeting in April or May.	1. <b>The Nominating Committee</b> of three members from the General Membership is appointed by the BOD and selects its own chair. It notifies Local Units of open offices, solicits recommendations, and selects one nominee for each position. The report is sent to the President and Secretary 20 days before elections and publicized to the Local PTA Units. Nominees from the floor must submit their intent to run to the President at least 15 days before elections. The final list of all nominees is published four days before elections. The committee presents its slate of nominees at the elections' meeting. <a href="#">Jump to Amendment 3</a>

<p>2. <b>The Elections Committee</b> of three members and two alternates from the General Membership is appointed by the BOD for contested elections. No candidate running for LAPTA office may serve on the committee. The committee appoints its chair and has charge of elections. For a contested position, the vote is by ballot. A majority vote constitutes an election. For an uncontested position, the President may declare the nominee elected.</p>	<p>2. <b>The Elections Committee</b> of three members from the General Membership is appointed by the BOD for contested elections at a General Membership Meeting. No candidate running for LAPTA office may serve on the committee. The committee appoints its chair and has charge of elections. The vote shall be by ballot. An election is deemed valid with an affirmative majority vote.</p> <p><a href="#">Jump to Amendment 4</a></p>
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3. **The Budget Committee** of three members appointed by the BOD and chaired by the Treasurer develops the annual budget, solicits revisions from the BOD, and presents the proposed budget at the first BOD Meeting of the year. The budget is adopted by an affirmative majority vote.
4. **The Bylaws Committee** of three members appointed by the BOD prepares a revised set of LAPTA Bylaws every three years. The updated Bylaws are submitted to the LAPTA BOD 60 days prior to the annual LAPTA General Membership Meeting for revisions. The proposed Bylaws are emailed to all Local PTA Unit Presidents with 20-day notice. At the annual meeting, the proposed Bylaws are subject to revision and require an affirmative majority vote for adoption. The Bylaws Committee is authorized to simplify wording without making contextual changes to the Bylaws at any time without needing a vote by the General Membership.
5. **The Resolutions and Directives Committee.** A Local PTA Unit may submit a resolution if it aligns with PTA principles and addresses a statewide issue. Resolutions must be emailed to LAPTA at least 60 days prior to the annual General Membership Meeting and are subject to approval by the LAPTA Resolutions Committee. Emergency resolutions may be submitted after the deadline only if the issue arose subsequently. LAPTA reserves the right to edit the resolution for clarity or format, provided the original intent remains unchanged. Adoption of a resolution requires two-thirds affirmative vote at the annual meeting.
6. **The Conflict Resolution Committee** handles conflicts before LAPTA and reports the results and recommendations to BOD. The BOD shall respond as needed.

#### Article X: Annual LAPTA General Membership Meeting

Current	Proposed
<p><b>Section 1. Governance and Notice.</b> The annual LAPTA General Membership Meeting shall be held in August or September in conjunction with Leadership Training. The dates and locations are determined by the BOD. LAPTA shall be the governing body of the meeting which may be in-person, virtual, or a hybrid format. Notice of the meeting is sent to each Local PTA Unit President with 30-day notice.</p> <p><b>Section 5. Deferment.</b> The LAPTA BOD may defer the annual LAPTA General Membership Meeting due to an emergency, disaster, or financial constraint by an affirmative two-thirds vote of the BOD. The annual meeting shall convene as soon as possible and may be in-person or use a virtual or hybrid meeting platform with 15-day notice.</p>	<p><b>Section 1. Governance and Notice.</b> The annual LAPTA General Membership Meeting shall be held in August or September with 20-day notice to all Local PTA Units. A Special General Membership Meeting may be called by the LAPTA President or by the written request of at least three LAPTA BOD Members submitted to the President providing 5-day notice to Local PTA Units. General Membership Meetings shall be governed by LAPTA. The LAPTA BOD may defer a meeting by an affirmative two-thirds vote of the LAPTA BOD.</p> <p><a href="#">Return to Top</a></p>

**Section 2. Required Attendance.** Attendance by the Local PTA President or a designee at the annual meeting is required. Expenses are to be included in the annual budget.

288 **Section 3. Voting Body.** Each Local PTA Unit in Active Affiliation with LAPTA 20 days before the meeting may  
289 designate as voting delegates 1) the Local PTA President or a designated alternate, and 2) one delegate for every  
290 25 members as indicated on the LAPTA membership report 20 days before the meeting or the previous year's  
291 membership total if the meeting is held in August or September. The privilege of making motions, debating, and  
292 voting is limited to the LAPTA BOD and accredited delegates. Each delegate and LAPTA BOD member have one  
293 vote.

294

295 **Section 4. Quorum.** A majority of those registered to attend the meeting constitutes a quorum.

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#### 297 **Article XI: National PTA Convention**

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299 The number of LAPTA delegates for the National PTA Convention is determined by National PTA, which is the  
300 LAPTA President and five delegates plus one per every thousand of LAPTA members as of March 31. The BOD  
301 authorizes the selection of delegates, other than the LAPTA President who is a delegate by virtue of office. The  
302 President has the authority to fill the quota.

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306 The LAPTA fiscal year is July 1 to June 30.

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#### 308 **Article XIII: Parliamentary Authority**

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310 The rules contained in Robert's Rules of Order, Newly Revised ([robertsrules.com](http://robertsrules.com)) govern the PTA in all cases in  
311 which they are applicable and when they are not in conflict with the Local PTA Unit Bylaws, LAPTA Bylaws,  
312 National PTA Bylaws, or the Louisiana Articles of Incorporation.

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315

316 LAPTA or a Local PTA Unit may submit amendments to LAPTA at least 60 days prior to the annual LAPTA General  
317 Membership Meeting. Proposed amendments may be edited by LAPTA and need pre-approval by LAPTA BOD.  
318 Amendments are then emailed to Local PTA Unit Presidents with 30-day notice. At the annual meeting, the  
319 voting delegates reserve the right to edit the amendment, and an affirmative two-thirds vote is required for  
320 adoption.