

Local PTA Unit Bylaws by Louisiana PTA for Riverside Rams PTA

Local Unit Registration # (LUR): 00010048 Employer Identification # (EIN): 39-3614259
School Name: Riverside Elementary School
School Address: 625 Dixie Garden Dr, Shreveport, LA 71105-3807 Parish: Caddo

Index

Article I: Name	1
Article II: Purposes	1
Article III: Principles	2
Article IV: Affiliation with National PTA and LAPTA	2
Article V: Membership and Dues.....	3
Article VI: Officers and Their Elections	4
Article VII: Executive Committee and Quorum	4
Article VIII: Board of Directors (BOD) and Quorum	5
Article IX: Committees	6
Article X: General Membership Meetings and Quorum	7
Article XI: Annual LAPTA General Membership Meeting (Required).....	7
Article XII: Fiscal Year	7
Article XIII: Parliamentary Authority	7
Article XIV: Amendments.....	7



1 **Article I: Name**
2
3 The name of the nonprofit association is Riverside Rams PTA
4 located in Shreveport,
5 Louisiana. Throughout the Bylaws, it is referred to as “association,” “Local PTA Unit,” “Unit,” or “PTA.” The
6 PTA operates under the authority of the Louisiana Congress of Parents and Teachers, commonly known as
7 “Louisiana PTA” or “LAPTA,” which is a branch of the National Congress of Parents and Teachers,
8 commonly known as “National PTA.” Units with student memberships may use the title “Parent Teacher
9 Student Association” or “PTSA.”

10 **Article II: Purposes**
11
12
13 **Section 1. Objectives.** The purposes of PTA, Louisiana PTA, and National PTA are to:
14 1. Promote the welfare of children and youth in home, school, places of worship, and throughout the
15 community.
16 2. Raise the standards of home life.
17 3. Advocate for laws that further the education, physical and mental health, welfare, and safety of
18 children and youth.
19 4. Promote the collaboration and engagement of families and educators in the education of children and
20 youth.
21 5. Engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-
22 being of all children and youth.
23 6. Advocate for fiscal responsibility regarding the federal, state, and local dollars provided through taxes
24 and grants for public education funding.

25
26 **Section 2. Advocacy and Awareness.** The purposes of the PTA shall be advanced through advocacy and
27 education in collaboration with parents, teachers, educators, students, and the community. These
28 objectives are pursued through conferences, committees, projects, and programs guided by the basic
29 principles set forth in Article III.

30 **Section 3. Federal Tax-Exempt Status.** The association is organized exclusively for charitable, scientific,
31 literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue.
32

33 **Article III: Principles**

34
35 The following principles are fundamental and align with those of National PTA and LAPTA.

- 36 1. The association shall be noncommercial, nonsectarian, and nonpartisan.
- 37 2. The association shall empower children, families, and educators within schools and communities to
38 provide quality education for all children and youth. It shall seek to influence school policies and
39 advocate for children's issues, while recognizing that the responsibility for decision-making was
40 delegated by the people to educational boards and authorities.
- 41 3. The association shall work to promote the health and welfare of children and youth and promote
42 collaboration among families, schools, and the broader community.
- 43 4. The association shall uphold inclusivity, equity, knowledge of PTA principles, and professional
44 expertise as guiding principles for its service.
45

46 **Article IV: Affiliation with National PTA and LAPTA**

47
48 **Section 1. Affiliation.** The PTA is organized and chartered under the authority of LAPTA and adheres to the
49 rules and regulations prescribed by LAPTA in its Bylaws. LAPTA issues a charter to each PTA to confirm its
50 association. Active Affiliation implies that the PTA annually upholds and submits the following to LAPTA:

- 51 1. Abides by PTA's purposes and fundamental principles.
- 52 2. Maintains approved Local PTA Bylaws on file with LAPTA, subject to renewal every three years and
53 approval by LAPTA. The Bylaws must prohibit proxy voting, may not be altered beyond the allocated
54 fields, and have amendments approved by LAPTA.
- 55 3. Acquires a unique IRS Employer Identification Number (EIN).
- 56 4. Registers officers annually with LAPTA.
- 57 5. Obtains general liability insurance and bonding.
- 58 6. Presents the PTA budget to its General Membership who must approve the budget with a motion.
- 59 7. Completes the Audit Report for the previous fiscal year.
- 60 8. Files Form 990 with the IRS which is due annually by November 15.
- 61 9. Maintains "good standing" with the Louisiana Secretary of State by updating the annual report.
- 62 10. Submits membership dues for the actual number of members (minimum of 30/year) to LAPTA.
- 63 11. Obtains training for the officers as specified by LAPTA.
64

65 **Section 2. New Units.** LAPTA is responsible for chartering new local chapters, called "Local PTA Units." Each
66 Local PTA Unit is an independent nonprofit entity, established in compliance with state and federal laws.
67

68 **Section 3. Protected PTA Units.** When a PTA cannot comply with its Bylaws or fill officer positions outlined
69 in Article VI, Section 1, it may request Protected Unit Status from LAPTA. If granted, LAPTA may appoint its
70 officers; the minimum number of required memberships is 10; and the PTA may not participate in LAPTA or
71 National PTA contests, awards, or grants. The Protected Status expires automatically after two years.
72

73 **Section 4. Eligibility.** PTAs must have Active Affiliation to participate in National PTA and LAPTA programs, to
74 receive National PTA and LAPTA awards and grants, and to vote at the LAPTA General Membership Meeting.
75

76 **Section 5. Accounting and Record Books.** Every PTA must maintain permanent financial records that detail
77 the gross income, receipts, and expenditures, including total membership count, dues received from
78 members, and the dues transferred to LAPTA. LAPTA and National PTA reserve the right to inspect the
79 records with reasonable notice. Records may be stored electronically with multiple backups.
80

81 **Section 6. Charter Withdrawal.** When a PTA's charter is withdrawn and its PTA status terminated, it must:
82 1. Promptly conduct all required actions to facilitate the PTA's charter withdrawal under LAPTA's

- 83 supervision and guidance.
- 84 2. Transfer all books, records, assets, and property either to LAPTA or to an agency designated by LAPTA
- 85 in compliance with 501(c)(3) nonprofit regulations.
- 86 3. Discontinue any further use of a name suggesting or implying affiliation with PTA, National PTA, or LAPTA.
- 87

88 **Section 7. Dissolution Process for a Local PTA Unit.**

- 89 1. After consulting with LAPTA, the Local PTA's Board of Directors (BOD) proposes a motion to dissolve at
- 90 a BOD Meeting which needs a two-thirds affirmative vote and emails the minutes to LAPTA.
- 91 2. Written notice to dissolve the PTA is provided to all members and to LAPTA for a Special General
- 92 Membership Meeting with 20-day notice.
- 93 3. At the Special General Membership Meeting, a vote on the dissolution occurs. Only active members
- 94 who paid PTA dues before the adoption of the dissolution proposal may vote.
- 95 4. The meeting's minutes are emailed to LAPTA. Upon the successful completion of the dissolution
- 96 process, the PTA's charter and nonprofit status shall be formally revoked.
- 97

98 **Section 8: Virtual and Electronic Meetings and Communications.** Virtual or electronic platforms are

99 permitted to conduct all types of meetings. All participants must have the ability to hear and actively

100 participate in discussions. All communications required by the Bylaws, including meeting notifications,

101 may be transmitted electronically.

102

103 **Article V. Membership and Dues**

104

105 **Section 1. Eligibility.** Membership in PTA is open without discrimination to anyone who believes in and

106 supports the mission, purposes, and principles of National PTA.

107

108 **Section 2. Rights and Privileges.** The membership year is July 1 to June 30. All members of a PTA organized

109 under the authority of LAPTA are members of National PTA and LAPTA. They are entitled to all benefits of

110 membership, which includes the ability to serve in governance positions for and the right to vote at Local

111 PTA, LAPTA, and National PTA meetings based on the requirements of serving as a voting delegate for each

112 body. The PTA may admit individuals to membership at any time and shall keep a membership enrollment.

113 A member is considered "in good standing" upon payment of the annual dues. Each member may attend,

114 participate in, and vote at General Membership Meetings, serve on committees, and receive the PTA's

115 newsletters and other communications, when available.

116

117 **Section 3. Dues.** Membership dues are paid annually and expire on June 30.

- 118 1. All Board of Directors members must be a member of their Local PTA Unit.
- 119 2. The annual membership dues determined by the PTA include the LAPTA dues as set by LAPTA and
- 120 national dues set by National PTA. See LouisianaPTA.org/membership.
- 121 3. Each PTA member pays annual dues to the PTA. The types and costs of memberships are: _____
- 122 **\$10/adult, \$7/staff, \$5/student, \$25/business**
- 123

124 **Section 4. Termination of Membership.** LAPTA Board of Directors has sole discretion to terminate

125 individual memberships for conduct that in its judgment damages the value and goodwill associated with

126 PTA or violates the purposes, policies, or Bylaws of PTA. If LAPTA retains counsel to defend any legal action

127 by a former member to challenge termination and LAPTA prevails in such action, the former member shall

128 pay LAPTA's court costs and reasonable attorney fees incurred. Venue for any suit to challenge LAPTA's

129 action must be brought in the state district court for the parish where LAPTA's state office resides.

- 130 1. The Local PTA consults with LAPTA and provides further documentation for termination.
- 131 2. The individual and the Local PTA President shall be notified in writing with 20-day notice of the meeting.
- 132 3. Both parties shall have the opportunity to attend the meeting and address LAPTA.
- 133 4. Termination requires an affirmative two-thirds vote by LAPTA BOD.
- 134
- 135

136 **Article VI: Officers and Their Election**

137

138 **Section 1. Executive Committee Composition.** The elected officers constitute the Executive Committee
139 which consists of one President, one Co-President (optional), two Vice-President(s), one Treasurer,
140 and one Secretary(ies). In the event of a Co-President, only one President selected by the BOD serves
141 as the primary contact for LAPTA. Other officers may be elected as designated in the Standing Rules.

142
143 **Section 2. Election Month.** Elections occur at a General Membership Meeting held in April/May.

144
145 **Section 3. Term of Office.** Officers assume their official duties on July 1 and shall serve for a term of one
146 year(s) or until their successors are elected, with only one additional term allowed. A person serving for
147 more than one half of a full term shall be deemed to have served a full term.

148
149 **Section 4. School Employees.** Employees of the school that the Local PTA Unit is supporting may not serve
150 as President, Co-President, or Treasurer of the PTA.

151
152 **Section 5. Uncontested and Contested Election Voting.** For an uncontested position with a single nominee,
153 a verbal vote is sufficient. For contested positions with multiple nominees, a ballot vote is required. A
154 majority vote determines the winner. Only current members are eligible to vote.

155
156 **Section 6: Obligation to Register with LAPTA.** The PTA is required to annually provide LAPTA with contact
157 information for officers within 14 days of elections at LouisianaPTA.org/register. Any change in officers
158 during the year must be immediately reported to LAPTA.

159
160 **Section 7. End of Term.** All officers upon the expiration of term, removal, or resignation shall turn over to an
161 Executive Committee Member all records, books, access to social media accounts, and other materials
162 pertaining to the office within seven days or before the new officers assume their duties, and submit all
163 reimbursement requests, financial paperwork, and funds to the Treasurer.

164
165 **Section 8. Vacancies.** Vacancies in elected offices shall be filled by a majority vote of the BOD. The
166 meeting call provided by the President, 1st Vice-President or Secretary must include the vacancy filling and
167 election and provide 10-day notice. A majority of votes constitutes an election. A vacancy in an office with
168 check signatory privileges requires a financial audit to be performed immediately.

169
170 **Section 9: Resignation or Removal of Officers.** Resignation of an officer requires written notice to an
171 Executive Committee Member. Removal of an officer may occur due to conduct that damaged the value
172 and goodwill of PTA or violated the PTA’s purposes, policies, or Bylaws by an affirmative two-thirds vote by
173 the BOD at a BOD Meeting and documented in the minutes. LAPTA shall be notified within seven days.

174
175 **Section 10: Courtesy Seats for Incoming Officers.** Any newly elected officer shall be granted a courtesy
176 seat at all pre-term BOD Meetings.

177
178 **Article VII: Executive Committee**

179
180 **Section 1. Composition.** The Executive Committee consists of the elected officers.

181
182 **Section 2. Quorum.** A majority of the Executive Committee members shall constitute a quorum for the
183 transaction of business at Executive Committee Meetings.

184
185 **Section 3: Meetings.**
186 1. Regular Meetings are scheduled by the Executive Committee at the beginning of the year.
187 2. Special Meetings may be called with 2-day notice by the President or upon written request
188 submitted by a majority of the committee members to the President.

189 **Section 4: Responsibilities of the Executive Committee.**

- 190 1. Attends Annual LAPTA General Membership Meeting when it is held in its region.
191 2. Executes duties assigned by the BOD.
192 3. Addresses emergencies between meetings.
193 4. Approves budgeted expenses.
194 5. Provides a report at all meetings.
195 6. Takes actions congruent with existing BOD decisions.
196 7. Performs other duties prescribed in the Bylaws or as directed by the BOD or Executive Committee.

197

198 **Section 5. Responsibilities of the President:**

- 199 1. Presides over all meetings.
200 2. Creates Standing Committees and Special Committees and appoints committee chairs, subject to the
201 approval of the BOD, as necessary to do PTA work.
202 3. Coordinates the work of PTA officers and committees.
203 4. Acts as the official spokesperson for the PTA or appoints a designee.
204 5. Signs authorized contracts, documents, and checks.
205 6. Serves as an ex-officio member of all committees except the Nominating Committee.

206

207 **Section 6. Responsibilities of the Vice-President.**

- 208 1. Acts as aide to the President.
209 2. Assumes the duties of the President in their absence or at the President's request.
210 3. Performs other responsibilities determined by the President and BOD.

211

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

- 213 1. Ensures the PTA's financial records accurately track all incoming and outgoing funds.
214 2. Holds the PTA checkbook and maintains all financial documents.
215 3. Chairs the Budget Committee.
216 4. Executes disbursements as established in the annual budget approved by PTA General Membership
217 and as authorized by the President, BOD, or the PTA.
218 5. Provides the President and BOD with bank and other financial statements monthly.
219 6. Arranges for a non-authorized individual to review and sign the monthly bank statement.
220 7. Assures that all financial transactions have dual authorized signatories.
221 8. Presents financial statements or monthly budget reports at all meetings and upon request of the BOD.
222 9. Delivers the Annual Financial Report to the General Membership.
223 10. Submits the books for audit or review by the Audit Committee.
224 11. Presents the Audit Report to the BOD.
225 12. Files the annual 990 federal tax return with the IRS after the fiscal year end before November 15.
226 13. Records all paid membership dues and maintains the membership roster.

227

228 **Section 8. Responsibilities of the Secretary.**

- 229 1. Writes and keeps the minutes for all meetings.
230 2. Distributes meeting minutes to its members for all PTA meetings.
231 3. Provides previous meeting records for review at any meeting.
232 4. Oversees the organization and storage of all PTA records.
233 5. Keeps the current PTA Bylaws and Standing Rules.
234 6. Maintains the membership roster.

235

236

Article VIII: Board of Directors (BOD)

237

238 **Section 1. Composition and Eligibility.** The Board of Directors (BOD) consists of the elected officers,
239 committee chairs, and the principal or their designee. Other members may be designated in the Standing
240 Rules. BOD members must be a paid PTA member, may not serve in more than two capacities per PTA, may
241 hold only one elected office, and may not serve on the BOD if employed by or under contract to the PTA.

242 **Section 2. Responsibilities of the BOD.** The BOD manages the PTA’s affairs which includes conducting any
243 business referred by the General Membership, creating Standing and Special Committees with the
244 Executive Committee, creating plans of work, giving reports at meetings, and adopting Standing Rules.
245

246 **Section 3. Quorum.** A majority (50% plus 1) of the BOD constitutes a quorum for the transaction of
247 business. Only filled positions are counted toward the total and each person may only be counted once.
248

249 **Section 4. BOD Meetings.** There shall be a minimum of five meetings per year.

- 250 1. Regular BOD Meetings shall be scheduled by the President and BOD. Monthly meetings are encouraged.
- 251 2. Special BOD Meetings may be called with 2-day notice by the President or upon written
252 request by a majority of the BOD members submitted to the President.

253
254 **Section 5. Standing Rules.** The BOD shall annually develop and approve Standing Rules to detail the PTA’s
255 work, such as the specific committees and their responsibilities. It facilitates the orderly transfer of duties
256 from one BOD to the next. Standing Rules must conform to and may not conflict with the Bylaws.
257

258 **Section 6: Resignation or Removal of BOD Members.** Resignation of a BOD Member requires written notice
259 to an Executive Committee Member. Removal of a BOD Member may occur due to conduct that damaged
260 the value and goodwill of PTA or violated the PTA’s purposes, policies, or Bylaws by an affirmative two-
261 thirds vote at a BOD Meeting and documented in the minutes.
262

263 **Section 7: End of Term.** Upon the conclusion of a term, all duties and responsibilities terminate. Within
264 seven days, BOD Members must hand over all records, books, access to social media accounts, and other
265 PTA materials to an Executive Committee Member, and all reimbursement requests, receipts, financial
266 documentation, and funds must be submitted to the Treasurer.
267

268 **Article IX: Committees**

269
270 **Section 1. Eligibility and Authority.** Any PTA member in good standing may serve on a committee. Committee
271 chairs are appointed by the President or BOD unless otherwise specified in the Bylaws. All committee work
272 must have the consent of the Executive Committee.
273

274 **Section 2. Committee Types.**

- 275 1. **Standing Committees.** The President establishes Standing Committees and appoints the chairs,
276 subject to the BOD approval, to conduct the PTA’s work and objectives over a full year. The term for
277 Standing Committee Chairs is one year(s) or until a successor is selected.
- 278 2. **Special Committees.** Special Committees are created and appointed as specified in the Bylaws for a
279 short-term need. The term for Special Committee ends when its special purpose concludes. The
280 President or committee appoints its chair. Additional Special Committees may be created as needed.
281

282 **Section 3. Required Special Committees.**

- 283 1. **The Nominating Committee** of three or five members shall be appointed by a majority vote at a General
284 Membership Meeting with 20-day notice and at least one month before elections. The committee or the
285 President shall appoint its chair. The committee nominates eligible individuals to serve for each
286 available office and completes the Nominating Committee Report. Further nominations may be made
287 “from the floor” by submitting written notice of their intent to run to the President. Nominations from
288 the floor close 15 days before elections. The final and complete list of nominees is published four days
289 before elections. The committee presents its slate of nominees at a General Membership Meeting
290 scheduled in the month(s) designated in Article VI, Section 2.
- 291 2. **The Budget Committee** of three is appointed by an affirmative two-thirds vote of the BOD and chaired
292 by the Treasurer. It develops the annual budget, solicits revisions from the BOD, and presents the
293 proposed budget at the first General Membership Meeting. The budget is adopted with an affirmative
294 majority vote. Amendments to the approved budget require an affirmative two-thirds vote.

- 295 3. **The Audit Committee** of three members is appointed by an affirmative majority vote of the General
296 Membership or two-thirds vote of the BOD to examine the books at the end of the fiscal year or after the
297 resignation of a check signatory. The report is presented to the General Membership.
298 4. **The Bylaws Committee** of three members is appointed by a majority vote of the General Membership or
299 by a two-thirds vote of the BOD. The committee prepares a revised set of Bylaws every three years by
300 using the Local PTA Unit Bylaws Template by LAPTA. The proposed Bylaws are presented at a General
301 Membership Meeting with 20-day notice and are approved with an affirmative majority vote.
302 Amendments need an affirmative two-thirds vote of the General Membership and approval from
303 LAPTA. The Bylaws are submitted to LAPTA who issues the final approval and activation date.
304

305 **Article X: General Membership**

306
307 **Section 1. Composition.** The General Membership consists of annually paid members in good standing.
308

309 **Section 2. Quorum.** A quorum of _____ 9 _____ members is required to conduct business at meetings.
310

311 **Section 3. General Membership Meetings.** A minimum of two meetings per year is required to approve the
312 annual budget, appoint the Nominating Committee, hold elections, share PTA business, and more.

- 313 1. Regular meetings are held on dates chosen by the BOD in the months of August/September, _____
314 November/December, and April/May with 20-day notice.
315 (Include the election month(s) designated in Article VI, Section 2.)
316 2. Special meetings may be called by the President or by a majority of the BOD or General Membership
317 providing 5-day notice to the General Membership.
318

319 **Article XI: Annual LAPTA General Membership Meeting (REQUIRED)**

320
321 The President or their alternate must attend the Annual LAPTA General Membership Meeting when it is held
322 in the PTA's region. Each PTA in Active Affiliation with LAPTA 45 days before the meeting may designate as
323 voting delegates 1) the President or an alternate, and 2) one voting delegate for every 25 members.
324

325 **Article XII: Fiscal Year**

326
327 The fiscal year for the PTA is July 1 to June 30.
328

329 **Article XIII: Parliamentary Authority**

330
331 The rules contained in the current edition of Robert's Rules of Order, Newly Revised (robertsrules.org)
332 govern the PTA in all cases in which they are applicable and in which they are not in conflict with the Local
333 PTA Unit Bylaws, National PTA Bylaws, LAPTA Bylaws, or the Louisiana Articles of Incorporation.
334

335 **Article XIV: Amendments**

336
337 **Section 1. Instructions.** The Bylaws may be amended with an affirmative two-thirds vote at a General
338 Membership Meeting with proper notice that contains the proposed amendment. Amendments must
339 adhere to LAPTA's Bylaws and guidance. The amendment goes into effect with LAPTA's approval.
340

341 **Section 2. Bylaws Template Revisions.** The adoption of a revised Local Unit Bylaws Template by LAPTA will
342 automatically amend the Local PTA Unit's Bylaws without further action by the Local PTA Unit. The
343 expiration date remains the same.
344