

PROPOSED 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, 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 for 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 PTA or PTSA (Parent Teacher Student Association) 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, setting the "active affiliation" requirements, reserves the right to appoint Local PTA Unit officers for Protected and Reengaging Units , and creating 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 published 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. 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. Written notice with 20 days' notice for a General Membership Meeting is provided to all members and to LAPTA to dissolve the PTA. 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. Upon the successful completion of the dissolution process, the PTA's charter and nonprofit status will be formally revoked. The PTA files to close with the Louisiana Secretary of State.

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 a 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 include 1) the ability to serve in governance positions in both Local PTA Units and LAPTA and 2) 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.

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 to challenge LAPTA’s action 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 days’ 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 including the annual LAPTA General Membership Meeting. All members must have the ability to hear and actively 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.

Section 2. Election Groups. 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.

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 elected positions shall have served on the LAPTA BOD or a Local PTA BOD.

130 **Section 4. Term of Office.** Officers assume their official duties on July 1 and serve for a term of
131 two years or until their successors are elected, not to exceed one additional two-year term. A
132 person serving for more than one half of a full term shall be deemed to have served a full term.
133

134 **Section 5. Vacancies.** A vacancy in any office shall be filled by the BOD. Notice of the vacancy's
135 filling must be included in the meeting call with 10 days' notice. Voting is by ballot if there is more
136 than one nominee. An election is deemed valid with an affirmative majority vote.
137

138 **Section 6. Resignation or Removal of Officers.** An officer may choose to resign at any time by
139 providing a written resignation to the President and the Secretary. An officer may be removed from
140 their position for conduct that damaged the value and goodwill associated with PTA or violated the
141 PTA's purposes, policies, or Bylaws with an affirmative two-thirds vote by the BOD.
142

143 **Section 7: Courtesy Seats for Incoming Officers.** Any newly elected officer shall be granted a
144 courtesy seat at all pre-term BOD Meetings if they are not a current BOD member.
145

146 **Article VII: Executive Committee**

147
148 **Section 1. Composition.** The Executive Committee consists of the elected officers.
149

150 **Section 2. Quorum.** A majority of the Executive Committee constitutes a quorum.
151

152 **Section 3. Meetings.** The Executive Committee shall meet at the call with three days' notice by
153 either the President or upon the written request of three members of the committee.
154

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

- 156 1. Supports the BOD by aiding in their duties and handling business delegated by them.
- 157 2. Ensures alignment with the decisions and directives of the BOD at all times.
- 158 3. Acts during emergencies that arise between BOD Meetings.
- 159 4. Selects salaried workers necessary to carry out the work of LAPTA, determines their salaries,
160 and defines their duties. These employees work under the President's direction.
- 161 5. Holds the Annual LAPTA General Membership Meeting and a meeting for elections.
- 162 6. Serves as the Resolutions and Directives Committee. See Article IX, Sec 4, Point 5 for details.
- 163 7. Serves as the Conflict Resolution Committee. It shall promptly report the results and
164 recommendations of any review to the BOD. The BOD shall consider and respond as needed.
- 165 8. Keeps a current copy of the PTA Bylaws and Standing Rules.
- 166 9. Performs other duties prescribed in the Bylaws or Standing Rules, by parliamentary authority,
167 or as directed by the BOD.
168

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

- 170 1. Presides over all meetings.
- 171 2. Creates Standing and Special Committees and appoints their chairs, subject to the approval of
172 the BOD, as needed to promote the purposes and work of LAPTA.
- 173 3. Serves on all committees except the Nominating Committee and Audit Committee.
- 174 4. Attends meetings and fulfills all requirements for National PTA as the LAPTA representative.
175

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

- 177 1. Acts as aide to the President.
- 178 2. Assumes the duties of the President in their absence or at the President's request.
- 179 3. Educates Local PTA Units on affiliation requirements and tracks their compliance.

180 4. Assists Local PTA Units on updating their Bylaws and approves their proposed Bylaws.

181

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

183 1. Ensures that LAPTA's financial records accurately track all incoming and outgoing funds.

184 2. Safeguards the LAPTA checkbook and maintains all financial documents.

185 3. Chairs the Budget Committee.

186 4. Issues disbursements in accordance with the approved budget with two authorized signatories
187 and as authorized by the President, BOD, or LAPTA.

188 5. Arranges for a non-authorized individual to review and sign the monthly bank statements.

189 6. Presents financial statements or monthly budgets at all meetings and upon request by the BOD.

190 7. Presents the Audit Report and the Annual Report to the General Membership.

191 8. Submits the books for audit review to a bookkeeper or accountant selected by the Executive
192 Committee at fiscal year-end or when changing check signatories.

193 9. Ensures taxes and reports required by the Bylaws, insurance, or federal and state governments
194 are completed and submitted by their due dates.

195 10. Acquires adequate insurance and bonding for LAPTA.

196 11. Maintains the LAPTA investment fund for PTA projects determined by the LAPTA BOD.

197

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

199 1. Writes and keeps the minutes for all meetings.

200 2. Distributes meeting minutes for all PTA meetings to its members.

201 3. Has records ready for potential review during meetings.

202 4. Assists with the organization and storage of all retained records.

203

204 **Article VIII: Board of Directors (BOD)**

205

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

210

211 **Section 2. Responsibilities.** The BOD shall manage the duties of LAPTA. It has authority over the
212 affairs of LAPTA, although it cannot modify action taken by the General Membership. It adopts
213 Standing Rules, works with other state PTAs, and constitutes the Program Committee for the
214 annual LAPTA General Membership Meeting and Convention.

215

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

218

219 **Section 4. BOD Meetings.**

220 1. Regular BOD Meetings shall be held monthly and adhere to the Bylaws.

221 2. Special BOD Meetings may be called with three days' notice by the President or upon written
222 request by at least three BOD members submitted to the President.

223

224 **Section 5. Unanimous Consent Without a Meeting.** Any permitted action may be taken without a
225 meeting if written consent is unanimously signed by all BOD members. The consent has the same
226 effect as a vote at a BOD Meeting.

227

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

229

230 **Section 7: Resignation or Removal of BOD Members.** A BOD member may resign at any time by
231 submitting a written resignation to the President and the Secretary. A BOD member may be removed
232 from their position for conduct that damaged the value and goodwill associated with PTA or violated
233 the PTA's purposes, policies, or Bylaws by an affirmative two-thirds vote by the BOD.
234

235 **Section 8: End of Term.** Upon the conclusion of a term or if individuals are removed or choose to
236 resign, they cease to hold membership on the BOD and are relieved of all responsibilities. Within
237 seven days of resignation or removal, they are required to hand over all records, books, and
238 related PTA materials to the President, and must return any financial documentation and funds to
239 the Treasurer.
240

241 **Section 9. Indemnification.** LAPTA shall protect its BOD members and employees from potential
242 losses by obtaining liability insurance and bonding.
243

244 **Article IX: Committees**

245
246 **Section 1. Eligibility and Authority.** Any LAPTA member in good standing may serve on a
247 committee. Committee chairs are appointed by the President or BOD unless otherwise specified in
248 the Bylaws. All committee work must have the consent of the Executive Committee.
249

250 **Section 2. Standing Committees.** The President establishes Standing Committees and appoints
251 their chairs, subject to the BOD approval, to conduct the PTA's work and objectives for a full year.
252 Additional Standing Committees not listed in the Bylaws may be created as needed. The term for
253 committee chairs is one year, not to exceed an additional three one-year terms or until their
254 successor is appointed. The chair of each Standing Committee reports to the BOD, submits its plan
255 of work to the BOD, serves on its respective subcommittees, and is responsible to the President
256 between BOD Meetings. The following are required Standing Committees.

- 257 1. **The Advocacy Committee** consists of the Chair, Federal Legislative Chair, and other
258 members. It develops and reports the advocacy program to the BOD. The Federal Legislative
259 Chair, required by National PTA, serves as the lead for the annual National PTA Legislative
260 Conference and liaison to the offices of Louisiana members of Congress.
- 261 2. **The Membership Committee** develops and promotes membership strategies and evaluates
262 the effectiveness of membership development practices. The Chair serves as the National PTA
263 Membership Lead and develops and implements the LAPTA Annual State Membership Plan as
264 required by National PTA.
- 265 3. **The Leadership Development Committee** coordinates and develops training strategies,
266 evaluates effectiveness of leadership development practices, and identifies potential leaders. It
267 supports, guides, and trains Local PTA Unit leaders.
- 268 4. **The Diversity, Inclusion, and Outreach (DIO) Committee** defines and communicates how
269 diversity, inclusion, and outreach help LAPTA and constituent associations achieve their
270 mission. The Chair serves as the National PTA Diversity, Inclusion, and Outreach (DIO) Lead
271 and develops and implements the LAPTA Annual DIO Plan as required by National PTA.
272

273 **Section 3. Special Committees.** Special Committees are appointed or elected as specified in the
274 Bylaws for a short-term need. The President or Special Committee members, as applicable, shall
275 appoint the chair and alternates may be selected at any time. It reports its actions to the BOD and
276 dissolves upon completion of its work. The following are required Special Committees.

- 277 1. **The Nominating Committee** of three members and two alternates from the General
278 Membership is appointed by the BOD and selects its own chair. It notifies Local Units and the
279 BOD of offices to be filled, solicits recommendations to be emailed to LAPTA, and selects one

- 280 unique nominee for each open position. The report is emailed to the Secretary 15 days before
281 any required notice deadlines. Nominees from the floor must give 15 days' notice before
282 elections of their intent to run to the President and receive return acknowledgement. The final
283 and complete list of nominees is published four days before elections. The committee presents
284 its slate of nominees at the annual LAPTA General Membership Meeting.
- 285 2. **The Elections Committee** of three members and two alternates from the General Membership
286 is appointed by the BOD for contested elections. No candidate running for LAPTA office may
287 serve on the committee. The committee appoints its chair and has charge of elections at the
288 annual LAPTA General Membership Meeting. For an uncontested position, the President may
289 declare the nominee elected. For a contested position, the vote is by ballot. A majority vote
290 constitutes an election.
 - 291 3. **The Budget Committee** of three members appointed by the BOD and chaired by the Treasurer
292 develops the annual budget, solicits revisions from the BOD, and presents the proposed budget
293 at the first BOD Meeting of the year. The budget is adopted by an affirmative majority vote.
 - 294 4. **The Bylaws Committee** of three members appointed by the BOD prepares a revised set of
295 LAPTA Bylaws every three years. The updated Bylaws are submitted to the LAPTA BOD 60
296 days prior to the annual LAPTA General Membership Meeting for revisions. The proposed
297 Bylaws are emailed to all Local PTA Units Presidents with 20 days' notice prior to the annual
298 meeting. At the annual meeting, the proposed Bylaws are subject to revision and require an
299 affirmative majority vote for adoption.
 - 300 5. **The Resolutions and Directives Committee.** A Local PTA Unit may propose a resolution that
301 is statewide in scope and aligns with PTA principles. It is emailed to LAPTA 60 days before the
302 annual LAPTA General Membership Meeting and needs the committee's approval. Emergency
303 resolutions may be submitted only if the urgency of the subject matter arose after the deadline.
304 LAPTA reserves the right to edit the resolution, except for intent. The submitting group provides
305 copies to the General Membership. An affirmative two-thirds vote is required for adoption.

307 **Article X: Annual LAPTA General Membership Meeting**

308
309 **Section 1. Governance and Notice.** The annual LAPTA General Membership Meeting shall be
310 held in August or September in conjunction with Leadership Training Days. The dates and locations
311 are determined by the LAPTA BOD. LAPTA shall be the governing body of the meeting which may
312 be in-person, virtual, or a hybrid format. Notice of the meeting is sent to each Local PTA Unit
313 President with 30 days' notice.

314
315 **Section 2. Required Attendance.** The Local PTA President or a designated alternate is required
316 to attend the annual meeting. Expenses are to be included in the annual budget.

317
318 **Section 3. Voting Body.** Each Local PTA Unit in Active Affiliation with LAPTA 30 days before the
319 meeting may designate as voting delegates 1) the Local PTA President or a designated alternate,
320 and 2) one delegate for every 25 members as indicated on the LAPTA membership report 30 days
321 before the meeting or the previous year's membership total if the meeting is held in August or
322 September. The privilege of making motions, debating, and voting is limited to the LAPTA BOD and
323 accredited delegates. Each delegate and LAPTA BOD member has one vote.

324
325 **Section 4. Quorum.** A majority of those registered to attend the meeting constitutes a quorum.

326
327 **Section 5. Deferment.** The LAPTA BOD may defer the annual LAPTA General Membership
328 Meeting due to an emergency, disaster, or financial constraint by an affirmative two-thirds vote of
329 the BOD. The annual meeting shall convene as soon as possible and may be in-person or use a

330 virtual or hybrid meeting platform with 15 days' notice.

331

332 **Article XI: National PTA Convention**

333

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

338

339 **Article XII: Fiscal Year**

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

342

343 **Article XIII: Parliamentary Authority**

344

345 The rules contained in Robert's Rules of Order, Newly Revised (robertsrules.com) govern the PTA
346 in all cases in which they are applicable and when they are not in conflict with the Local PTA Unit
347 Bylaws, LAPTA Bylaws, National PTA Bylaws, or the Louisiana Articles of Incorporation.

348

349 **Article XIV: Amendments**

350

351 **Section 1. Instructions.** LAPTA or a Local PTA Unit may submit amendments to LAPTA at least
352 60 days prior to the annual LAPTA General Membership Meeting. Proposed amendments may be
353 edited by LAPTA and need pre-approval by LAPTA BOD. Amendments are then emailed to Local
354 PTA Unit Presidents with 20 days' notice prior to the annual meeting. At the annual meeting, the
355 voting delegates reserve the right to edit the amendment and an affirmative two-thirds vote is
356 required for adoption.

357

358 **Section 2. Approved Amendments.** There are no approved amendments.