

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

32 children's issues while recognizing that the responsibility for decision-making was delegated by the people
33 to educational boards and authorities.

- 34 3. The association shall work to promote the health and welfare of children and youth and shall seek to
35 promote collaboration between families, schools, and the community at large.
- 36 4. The association shall uphold inclusivity, equity, and knowledge of PTA principles and professional expertise
37 as guiding principles for its service.

38 39 **Article IV: Constituent Associations**

40
41 **Section 1. Constituent Associations.** The constituent associations of LAPTA are the Local PTAs or PTSAs (Parent
42 Teacher Student Associations) organized under the authority of LAPTA and are referred to herein as “Local PTA
43 Unit,” “Local PTA,” or “PTA.”

44
45 **Section 2. Affiliation Requirements.** The LAPTA Board of Directors (BOD) determines criteria for chartering new
46 Local PTAs, reserves the right to appoint Local PTA Unit officers for Protected and Reengaging Units, sets the
47 “active affiliation” requirements, and creates the process to dissolve Local PTA Units.

48
49 **Section 3: Purposes and Principles.** The purposes and principles of LAPTA as prescribed in Articles II and III are
50 also the purposes and principles of each constituent association.

51
52 **Section 4. Governance and Compliance.** Each local constituent association organized under the authority of
53 LAPTA shall adopt Bylaws using the Local PTA Unit Bylaws Template by LAPTA for the governance of their
54 association. The Bylaws shall not be in conflict with National PTA or Louisiana nonprofit corporation laws and
55 are subject to review by LAPTA. Local Units must comply with the Bylaws for LAPTA and National PTA. Failure of
56 a Local Unit to comply shall be reviewed and rectified by LAPTA BOD in accordance with guidance from LAPTA
57 and National PTA.

58
59 **Section 5. Voting.** There shall be no proxy voting by any constituent association of LAPTA.

60
61 **Section 6. Charter Withdrawal.** When a PTA’s charter is withdrawn and its nonprofit status terminated, it is
62 obligated to transfer all books, records, assets, and property to LAPTA or to an agency designated by LAPTA in
63 compliance with 501(c)(3) nonprofit regulations, to discontinue any further use of a name suggesting or
64 implying affiliation with PTA, National PTA, or LAPTA, and to promptly conduct all required actions instituted by
65 LAPTA.

66 67 **Section 7. Dissolution Process.**

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

78 79 **Article V: Membership and Dues**

80
81 **Section 1. Membership.** The membership year is July 1 through June 30. All individuals who are paid members of
82 a Local PTA organized under LAPTA are also members of LAPTA and National PTA. The Local PTA may admit
83 anyone to membership at any time and shall keep and share with LAPTA a membership roster.

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

89
90 **Section 3. Dues.** Local PTA annual membership dues include an amount for LAPTA determined by the LAPTA
91 General Membership and for National PTA determined by National PTA. Any dues change for LAPTA requires an
92 affirmative majority vote at the Annual LAPTA General Membership Meeting (also referred to herein as “annual
93 meeting”.) The amount for state and national dues is published at the start of each operational year. No
94 additional assessments shall be made against Local Units.

95
96 **Section 4. Termination of Membership.** LAPTA BOD has sole discretion to terminate individual memberships for
97 conduct that in its judgment damages the value and goodwill associated with PTA or violates the purposes,
98 policies, or Bylaws of PTA. If LAPTA retains counsel to defend any suit or other legal action to challenge
99 termination and LAPTA prevails in such action, the other party shall pay LAPTA’s court costs and reasonable
100 attorney fees incurred. Venue for any suit must be brought in the state district court for the parish where LAPTA’s
101 state office is located.

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

108
109 **Section 5. Virtual and Electronic Meetings and Communications.** Virtual or electronic platforms may be used to
110 conduct PTA meetings. All members must have the ability to hear and participate in discussions. All required
111 communications including meeting notifications may be transmitted electronically.

112 **Article VI: Officers and Their Elections**

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114
115 **Section 1. Officers.** The officers of the LAPTA shall be one President, one Vice-President of Affiliation, one
116 Treasurer, and up to two Secretaries.

117
118 **Section 2. Elections.** Officers shall be elected in April or May. The Nominating Committee (see Article IX) shall
119 publish its slate 20 days before elections. Nominees from the floor shall submit their intent to run to the
120 President at least 15 days before elections. The final list of all nominees shall be published four days before
121 elections. Contested positions with more than one candidate shall be elected by a ballot vote at a General
122 Membership Meeting. Uncontested positions with only one candidate shall be considered elected by
123 unanimous consent acclamation at a Board of Directors Meeting.

124
125 **Section 3. Qualifications.** Each officer shall be a current member of a Local PTA Unit chartered by LAPTA.
126 Nominees for President must have served for at least one term within the past two years on the LAPTA BOD or as
127 a Local PTA President. Nominees for other officers must have previously served on the LAPTA BOD or a Local
128 PTA BOD.

129
130 **Section 4. Term of Office.** Officers assume their official duties on July 1 and serve for a term of two years or until
131 their successors are elected, not to exceed one additional consecutive term. A person serving for more than
132 one half of a full term shall be deemed to have served a full term.

133
134 **Section 5. Vacancies.** The BOD shall vote to fill an officer vacancy with 10-day notice. Voting shall be by ballot
135 for contested elections. An election is deemed valid with an affirmative majority vote.

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

140 **Article VII: Executive Committee**

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

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

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

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

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

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

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

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

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

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

- 176 1. Ensures that LAPTA’s financial records accurately track all incoming and outgoing funds.
- 177 2. Safeguards the LAPTA checkbook and maintains all financial documents.
- 178 3. Chairs the Budget Committee.
- 179 4. Issues disbursements in accordance with the budget with two authorized signatories and as authorized by
180 the President, BOD, or General Membership.
- 181 5. Arranges for a non-authorized individual to review and sign the monthly bank statement.
- 182 6. Presents financial statements or monthly budgets at all meetings and upon request by the BOD.
- 183 7. Presents the Audit Report and the Annual Report at the annual General Membership Meeting.
- 184 8. Submits the books for audit review to a bookkeeper or accountant selected by the Executive Committee at
185 fiscal year-end or when changing check signatories.

- 186 9. Ensures taxes and reports required by Bylaws, insurance, or federal and state governments are completed
187 and submitted by their due dates.
188 10. Acquires adequate insurance and bonding for LAPTA.
189 11. Maintains the LAPTA investment fund for PTA projects to be determined by the LAPTA BOD
190

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

- 192 1. Writes and keeps the minutes for all meetings.
193 2. Distributes meeting minutes for all PTA meetings to its members.
194 3. Has records ready for potential review during meetings.
195 4. Assists with the organization and storage of all retained records.
196

197 **Article VIII: Board of Directors (BOD)**
198

199 **Section 1. Composition and Eligibility.** The Board of Directors (BOD) Members shall be the Executive Committee
200 and the Standing Committee Chairs. Each BOD member shall be a member of a Local PTA Unit in Louisiana,
201 serve in no more than two capacities, and may not serve on the BOD while employed by or under contract to
202 LAPTA. BOD Members serve on a voluntary basis and are not eligible to receive compensation for their services.
203

204 **Section 2. Responsibilities.** The BOD shall manage the duties of LAPTA. It has authority over the affairs of
205 LAPTA, although it cannot modify action taken by the General Membership. It adopts Standing Rules, works
206 with other state PTAs, and constitutes the Program Committee for the Annual LAPTA General Membership
207 Meeting and the Convention/Recognition Ceremony.
208

209 **Section 3. Quorum and Voting.** A majority of the BOD Members constitutes a quorum. All members may vote
210 unless there is a conflict of interest.
211

212 **Section 4. BOD Meetings.** Regular BOD Meetings shall be held monthly. Special BOD Meetings may be called
213 with 3-day notice by the President or upon written request by at least three BOD Members submitted to the
214 President.
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 and Indemnification.** Expenses for an office in Louisiana shall be included in the
220 budget. LAPTA shall protect its BOD Members and employees from potential losses by obtaining liability
221 insurance and bonding.
222

223 **Section 7: Resignation or Removal of BOD Members.** A BOD member may resign at any time by submitting a
224 written resignation to the President and the Secretary. A BOD member may be removed from their position for
225 conduct that damaged the value and goodwill associated with PTA or violated the PTA's purposes, policies, or
226 Bylaws by an affirmative two-thirds vote by the BOD.
227

228 **Section 8: End of Term.** Upon the conclusion of a term or if individuals are removed or choose to resign, they
229 cease to hold membership on the BOD and are relieved of all responsibilities. Within seven days of resignation
230 or removal, they are required to hand over all records, books, and related PTA materials to the President, and
231 must return any financial documentation and funds to the Treasurer.
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 **Section 2. Standing Committees.** The President establishes Standing Committees and appoints their chairs,
239 subject to the BOD approval, to conduct the PTA's work and objectives for a full year. Additional Standing
240 Committees not listed in the Bylaws may be created as needed. The term for committee chairs is one year, not
241 to exceed four consecutive terms or until their successor is appointed. The chair of each Standing Committee
242 reports to the BOD, submits its plan of work to the BOD, serves on its respective subcommittees, and is
243 responsible to the President between BOD Meetings. The following are required Standing Committees.

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

258
259 **Section 3. Special Committees.** Special Committees are appointed or elected as specified in the Bylaws for a
260 short-term need. The President or Special Committee members, as applicable, shall appoint the chair and
261 alternates may be appointed as needed. It reports its actions to the BOD and dissolves upon completion of its
262 work. The following are required Special Committees.

- 263 1. **The Nominating Committee** of three members from the General Membership is appointed by the BOD who
264 selects the chair. It notifies Local Units of open offices, solicits recommendations, and selects one
265 nominee for each position. The report is sent to the President and Secretary 20 days before elections and
266 publicized to the Local PTA Units. Nominees from the floor must submit their intent to run to the President
267 at least 15 days before elections with the final list of all nominees published four days before elections.
- 268 2. **The Elections Committee** of three members from the General Membership is appointed by the chair at a
269 General Membership Meeting only for contested officer positions. No candidate running for LAPTA office
270 may serve on the committee. The committee appoints its chair and has charge of elections. The vote shall
271 be by ballot. The candidate with the most votes is the winner.
- 272 3. **The Budget Committee** of three members appointed by the BOD and chaired by the Treasurer develops the
273 annual budget, solicits revisions from the BOD, and presents the proposed budget at the first BOD Meeting
274 of the year. The budget is adopted by an affirmative majority vote.
- 275 4. **The Bylaws Committee** of three members appointed by the BOD prepares a revised set of LAPTA Bylaws
276 every three years. The updated Bylaws are submitted to the LAPTA BOD 60 days prior to the Annual LAPTA
277 General Membership Meeting for revisions. The proposed Bylaws are emailed to all Local PTA Unit
278 Presidents with 20-day notice. At the annual meeting, the proposed Bylaws are subject to revision and
279 require an affirmative majority vote for adoption. The Bylaws Committee is authorized to simplify wording
280 without making contextual changes to the Bylaws at any time without a vote by the General Membership.
- 281 5. **The Resolutions and Directives Committee.** A Local PTA Unit may submit a resolution if it aligns with PTA
282 principles and addresses a statewide issue. Resolutions must be emailed to LAPTA at least 60 days prior to
283 the annual General Membership Meeting and are subject to approval by the LAPTA Resolutions Committee.
284 Emergency resolutions may be submitted after the deadline only if the issue arose subsequently. LAPTA
285 reserves the right to edit the resolution for clarity or format, provided the original intent remains unchanged.
286 Adoption of a resolution requires two-thirds affirmative vote at the annual meeting.
- 287 6. **The Dispute Management Committee** handles conflicts before LAPTA and reports the results and
288 recommendations to BOD. The BOD shall respond as needed.

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

291

292 **Section 1. Governance and Notice.** The Annual LAPTA General Membership Meeting shall be held in August or
293 September, with a minimum of 20 days' notice provided to all Local PTA Units. A Special General Membership
294 Meeting may be convened either by the LAPTA President or upon written request of at least three members of
295 the LAPTA BOD, providing 5 days' notice to Local PTA Units' Presidents. LAPTA shall govern all General
296 Membership Meetings. The LAPTA BOD may postpone a scheduled meeting by a two-thirds affirmative vote.

297

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

300

301 **Section 3. Voting Body.** Each Local PTA Unit in Active Affiliation with LAPTA 20 days before the meeting may
302 designate as voting delegates 1) the Local PTA President or a designated alternate, and 2) one delegate for every
303 25 members as indicated on the LAPTA membership report 20 days before the meeting or the previous year's
304 membership total if the meeting is held in August or September. The privilege of making motions, debating, and
305 voting is limited to the LAPTA BOD and accredited delegates. Each delegate and LAPTA BOD member have one
306 vote.

307

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

309

310 **Article XI: National PTA Convention**

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

316

317

318 **Article XII: Fiscal Year**

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

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322 **Article XIII: Parliamentary Authority**

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

326

327

328 **Article XIV: Amendments**

329

329 LAPTA or a Local PTA Unit may submit amendments to LAPTA at least 60 days prior to the Annual LAPTA General
330 Membership Meeting. Proposed amendments may be edited by LAPTA and need pre-approval by LAPTA BOD.

331

331 Amendments are then emailed to Local PTA Unit Presidents with 30-day notice. At the annual meeting, the
332 voting delegates reserve the right to edit the amendment, and an affirmative two-thirds vote is required for
333 adoption.