

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 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 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 days’ 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.

- 80 4. The PTA must file to close the PTA with the Louisiana Secretary of State and the IRS.
81 5. Upon the successful completion of the dissolution process, the PTA's charter and nonprofit
82 status will be formally revoked.
83

84 **Article V: Membership and Dues** 85

86 **Section 1. Membership.** The membership year is July 1 through June 30. All individuals who are
87 paid members of a Local PTA organized under LAPTA are also members of LAPTA and National
88 PTA. The Local PTA may admit anyone to membership at any time and shall keep and share with
89 LAPTA a membership roster.
90

91 **Section 2. Rights and Privileges.** Membership in PTA shall be open without discrimination to
92 anyone who believes in and supports the mission, purposes, and principles of National PTA. They
93 are entitled to all benefits of membership, which includes the ability to serve in governance
94 positions in both Local PTA Units, and LAPTA and the right to vote at LAPTA and National PTA
95 meetings based on the requirements of serving as a voting delegate.
96

97 **Section 3. Dues.** Local PTA annual membership dues include an amount for LAPTA determined by
98 the LAPTA General Membership and for National PTA determined by National PTA. Any dues
99 change for LAPTA requires an affirmative majority vote at the annual LAPTA General Membership
100 Meeting (also referred to herein as "annual meeting".) The amount for state and national dues is
101 published at the start of each operational year. No additional assessments shall be made against
102 Local Units.
103

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

- 110 1. The Local PTA consults with LAPTA and provides further documentation for termination.
- 111 2. The individual and the Local PTA President shall be notified in writing with 20 days' notice of the
112 LAPTA Special Meeting.
- 113 3. Both parties shall have the opportunity to attend the LAPTA meeting and address LAPTA.
- 114 4. Termination requires an affirmative two-thirds vote by LAPTA BOD. The decision shall be issued
115 to the parties involved within two days of the meeting.
116

117 **Section 5. Virtual and Electronic Meetings and Communications.** Virtual or electronic platforms
118 may be used to conduct PTA meetings including the annual LAPTA General Membership Meeting.
119 All members must have the ability to hear and actively participate in discussions. All required
120 communications including meeting notifications may be transmitted electronically.
121

122 **Article VI: Officers and Their Elections** 123

124 **Section 1. Officers.** The officers of the LAPTA shall be one President, one Vice-President of
125 Affiliation, one Treasurer, and one Secretary.
126

127 **Section 2. Election Groups.** Officers shall be elected at a General Membership Meeting in April or
128 May. Elections are divided into two groups. Group One, elected in odd years, is the Treasurer and
129 the Secretary. Group Two, elected in even years, is the President and the Vice-President of Affiliation.

130 **Section 3. Qualifications.** Each officer shall be a current member of a Local PTA Unit chartered
131 by LAPTA. Nominees for President shall have served on the LAPTA BOD for at least two years and
132 for a term as a Local PTA officer. Nominees for other elected positions shall have served on the
133 LAPTA BOD or a Local PTA BOD.
134

135 **Section 4. Term of Office.** Officers assume their official duties on July 1 and serve for a term of
136 two years or until their successors are elected, not to exceed one additional two-year term. A
137 person serving for more than one half of a full term shall be deemed to have served a full term.
138

139 **Section 5. Vacancies.** A vacancy in any office shall be filled by the BOD. Notice of the vacancy's
140 filling must be included in the meeting call with 10 days' notice. Voting is by ballot if there is more
141 than one nominee. An election is deemed valid with an affirmative majority vote.
142

143 **Section 6. Resignation or Removal of Officers.** An officer may choose to resign at any time by
144 providing a written resignation to the President and the Secretary. An officer may be removed from
145 their position for conduct that damaged the value and goodwill associated with PTA or violated the
146 PTA's purposes, policies, or Bylaws with an affirmative two-thirds vote by the BOD.
147

148 **Section 7: Courtesy Seats for Incoming Officers.** Any newly elected officer shall be granted a
149 courtesy seat at all pre-term BOD Meetings if they are not a current BOD member.
150

151 **Article VII: Executive Committee**

152
153 **Section 1. Composition.** The Executive Committee consists of the elected officers.
154

155 **Section 2. Quorum.** A majority of the Executive Committee constitutes a quorum.
156

157 **Section 3. Meetings.** The Executive Committee shall meet at the call with three days' notice by
158 either the President or upon the written request of three members of the committee.
159

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

- 161 1. Supports the BOD by aiding in their duties and handling business delegated by them.
- 162 2. Ensures alignment with the decisions and directives of the BOD at all times.
- 163 3. Acts during emergencies that arise between BOD Meetings.
- 164 4. Selects salaried workers necessary to carry out the work of LAPTA, determines their salaries,
165 and defines their duties. These employees work under the President's direction.
- 166 5. Holds the annual LAPTA General Membership Meeting.
- 167 6. Serves as the Resolutions and Directives Committee and the Conflict Resolution Committee.
- 168 7. Keeps a current copy of the Bylaws.
- 169 8. Performs other duties prescribed in the Bylaws or Standing Rules, by parliamentary authority,
170 or as directed by the BOD.

171
172 **Section 5. Responsibilities of the President.**

- 173 1. Presides over all meetings.
- 174 2. Creates Standing and Special Committees and appoints their chairs, subject to the approval of
175 the BOD, as needed to promote the purposes and work of LAPTA.
- 176 3. Serves on all committees except the Nominating Committee and Audit Committee.
- 177 4. Attends meetings and fulfills all requirements for National PTA as the LAPTA representative.
178

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

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

184
185 **Section 7. Responsibilities of the Treasurer.**

- 186 1. Ensures that LAPTA's financial records accurately track all incoming and outgoing funds.
187 2. Safeguards the LAPTA checkbook and maintains all financial documents.
188 3. Chairs the Budget Committee.
189 4. Issues disbursements in accordance with the budget with two authorized signatories and as
190 authorized by the President, BOD, or General Membership.
191 5. Arranges for a non-authorized individual to review and sign the monthly bank statement.
192 6. Presents financial statements or monthly budgets at all meetings and upon request by the BOD.
193 7. Presents the Audit Report and the Annual Report at the annual General Membership Meeting.
194 8. Submits the books for audit review to a bookkeeper or accountant selected by the Executive
195 Committee at fiscal year-end or when changing check signatories.
196 9. Ensures taxes and reports required by the Bylaws, insurance, or federal and state governments
197 are completed and submitted by their due dates.
198 10. Acquires adequate insurance and bonding for LAPTA.
199 11. Maintains the LAPTA investment fund for PTA projects to be determined by the LAPTA BOD

200
201 **Section 8. Responsibilities of the Secretary.**

- 202 1. Writes and keeps the minutes for all meetings.
203 2. Distributes meeting minutes for all PTA meetings to its members.
204 3. Has records ready for potential review during meetings.
205 4. Assists with the organization and storage of all retained records.

206
207 **Article VIII: Board of Directors (BOD)**

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

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

218
219 **Section 3. Quorum and Voting.** A majority of the BOD members constitutes a quorum. All
220 members may vote unless there is a conflict of interest.

221
222 **Section 4. BOD Meetings.**

- 223 1. Regular BOD Meetings shall be held monthly.
224 2. Special BOD Meetings may be called with three days' notice by the President or upon written
225 request by at least three BOD members submitted to the President.

226
227 **Section 5. Unanimous Consent Without a Meeting.** An action may be taken without a meeting if
228 written consent is unanimously signed by all BOD members having the same effect as a BOD vote.

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

230

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

235

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

241

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

244

245

Article IX: Committees

246

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

250

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

258

259 1. **The Advocacy Committee** consists of the Chair, Federal Legislative Chair, and other
260 members. It develops and reports the advocacy program to the BOD. The Federal Legislative
261 Chair, required by National PTA, serves as the lead for the annual National PTA Legislative
262 Conference and liaison to the offices of Louisiana members of Congress.

263

264 2. **The Membership Committee** develops and promotes membership strategies and evaluates
265 the effectiveness of membership development practices. The Chair serves as the National PTA
266 Membership Lead and develops and implements the LAPTA Annual State Membership Plan as
267 required by National PTA.

268

269 3. **The Leadership Development Committee** coordinates and develops training strategies,
270 evaluates effectiveness of leadership development practices, and identifies potential leaders. It
271 supports, guides, and trains Local PTA Unit leaders.

272

273 4. **The Diversity, Inclusion, and Outreach (DIO) Committee** defines and communicates how
274 diversity, inclusion, and outreach help LAPTA and constituent associations achieve their
275 mission. The Chair serves as the National PTA Diversity, Inclusion, and Outreach Lead and
276 develops and implements the LAPTA Annual DIO Plan as required by National PTA.

277

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

- 279 1. **The Nominating Committee** of three members and two alternates from the General Membership
280 is appointed by the BOD and selects its own chair. It notifies Local Units and the BOD of offices
281 to be filled, solicits recommendations to be emailed to LAPTA, and selects one unique nominee
282 for each open position. The report is emailed to the Secretary 15 days before any required notice
283 deadlines. Nominees from the floor must give 15 days' notice before elections of their intent to
284 run to the President and receive return acknowledgement. The final and complete list of nominees
285 is published four days before elections. The committee presents its slate of nominees at a
286 General Membership Meeting in April or May.
- 287 2. **The Elections Committee** of three members and two alternates from the General Membership
288 is appointed by the BOD for contested elections. No candidate running for LAPTA office may
289 serve on the committee. The committee appoints its chair and has charge of elections. For a
290 contested position, the vote is by ballot. A majority vote constitutes an election. For an
291 uncontested position, the President may declare the nominee elected.
- 292 3. **The Budget Committee** of three members appointed by the BOD and chaired by the Treasurer
293 develops the annual budget, solicits revisions from the BOD, and presents the proposed budget
294 at the first BOD Meeting of the year. The budget is adopted by an affirmative majority vote.
- 295 4. **The Bylaws Committee** of three members appointed by the BOD prepares a revised set of
296 LAPTA Bylaws every three years. The updated Bylaws are submitted to the LAPTA BOD 60
297 days prior to the annual LAPTA General Membership Meeting for revisions. The proposed
298 Bylaws are emailed to all Local PTA Unit Presidents with 20 days' notice prior to the meeting. At
299 the annual meeting, the proposed Bylaws are subject to revision and require an affirmative
300 majority vote for adoption. The Bylaws Committee is authorized to simplify wording without
301 making contextual changes to the Bylaws without needing a vote by the General Membership.
- 302 5. **The Resolutions and Directives Committee.** A Local PTA Unit may propose a resolution that
303 is statewide in scope and aligns with PTA principles. It is emailed to LAPTA 60 days before the
304 annual General Membership Meeting and needs approval by LAPTA Resolutions Committee.
305 Emergency Resolutions may be submitted only if the urgency of the subject matter arose after
306 the deadline. LAPTA reserves the right to edit the resolution, except for intent. The submitting
307 group provides copies to the General Membership. An affirmative two-thirds vote is required for
308 adoption.
- 309 6. **The Conflict Resolution Committee** handles conflicts before LAPTA and reports the results
310 and recommendations to the BOD. The BOD shall consider and respond as needed.

311 312 **Article X: Annual LAPTA General Membership Meeting**

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

319
320 **Section 2. Required Attendance.** Attendance by the Local PTA President or a designee at the
321 annual meeting is required. Expenses are to be included in the annual budget.

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

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

330

331 **Section 5. Deferment.** The LAPTA BOD may defer the annual LAPTA General Membership
332 Meeting due to an emergency, disaster, or financial constraint by an affirmative two-thirds vote of
333 the BOD. The annual meeting shall convene as soon as possible and may be in-person or use a
334 virtual or hybrid meeting platform with 15 days' notice.

335

336

Article XI: National PTA Convention

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

342

343

Article XII: Fiscal Year

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

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347

Article XIII: Parliamentary Authority

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

352

353

Article XIV: Amendments

354

355 **Section 1. Instructions.** LAPTA or a Local PTA Unit may submit amendments to LAPTA at least
356 60 days prior to the annual LAPTA General Membership Meeting. Proposed amendments may be
357 edited by LAPTA and need pre-approval by LAPTA BOD. Amendments are then emailed to Local
358 PTA Unit Presidents with 30 days' notice prior to the annual meeting. At the annual meeting, the
359 voting delegates reserve the right to edit the amendment and an affirmative two-thirds vote is
360 required for adoption.

361

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