

HOW TO UPDATE LOCAL PTA BYLAWS

General Information

The bylaws of a PTA contain basic rules relating to the association as an organization rather than to the parliamentary procedure that it follows. These bylaws define the primary characteristics of the organization, prescribe how the association functions, and include all rules that the association considers important to the rights and responsibilities of the membership. These rules cannot be changed without previous notice to the membership and a two-thirds (2/3) vote.

Since Local PTAs are organized and chartered by the Texas PTA and authorized by the National PTA, certain articles are included in every Local PTA bylaws. The Local PTA bylaws template, which can be downloaded from the Texas PTA Web site, includes uniform (mandatory) articles and sections for all PTAs marked with a single star (*). Any amendment made by Texas PTA to the articles or sections marked with the state symbol (*) does not require a vote of the association and should be incorporated promptly into the bylaws.

Local wording in items marked with the single star (*) may be allowed when placed in [brackets] and wording does not change the intent. If an article or section is marked with the single star (*), remove the single star (*) from the article or section and add the single star (*) to each section or paragraph already listed. Local PTA sections or paragraphs may then be added without the single star (*) if they do not change the intent or contradict the other sections.

Authority to amend the bylaws rests with the membership. Notice of proposed amendments should be furnished to all members 30 days prior to the regular meeting at which voting on the proposed amendments occurred) or presented at a regular meeting where official notice was given of the proposed amendments. Your minutes should include exact wording of proposed amendments.

Steps to Updating Bylaws

Form a committee, as designated in the Local PTA's bylaws, of experienced and knowledgeable PTA members. Secure a copy of the Local PTA's existing bylaws and make enough copies for everyone on the committee.

- Review existing bylaws and compare them to the Local PTA bylaws template. All articles and sections with the single star (*) must be included in the Local PTA bylaws and must be *verbatim (exactly word-for-word)*. Footnotes must be included in the bylaws. Note: The current bylaws template is available online at www.txpta.org/members/bylaws.html.
- Consider recommendations submitted by the executive board or membership to see whether
 1. they meet the needs of the Local PTA;
 2. their intent is clear; and,
 3. they are not in conflict with mandatory articles or sections.
- Present proposed bylaws or amendments to the membership and follow the process as required in Article XVII, Section 1a:

“These bylaws may be amended at any meeting of the association, provided a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall have been given at the previous regular meeting or thirty (30) days prior to the meeting at which the amendment is voted on. The amendment shall be subject to approval of the Texas PTA.”
- Upon approval from the membership, send the following to the Texas PTA:
 1. bylaws submission form,
 2. Bylaws Make Easy Checklist with information approved by your membership or the completed current template;
 3. Standing Rules (if your PTA has them) must be submitted electronically in Microsoft Word format.
- These documents can be submitted online at <http://www.txpta.org/members/bylaws-submit.html> (preferred), via email to bylaws@txpta.org or by mail to the following address: Texas PTA, Attention: Member Services Department, 408 W 11th Street, Austin TX 78701.

- The bylaws are *not official* until your PTA receives a stamped, approved copy signed by the Texas PTA President.
- Bylaws will be accepted for review September 1-June 30. Allow 6-8 weeks for response from the Texas PTA Office. During holidays and convention, an additional 2-3 weeks processing time is added. Bylaws will be returned to “Person Submitting Bylaws” above. If you have any questions, call 512.476.6769 or 800.TALK.PTA, or visit the Web site at www.txpta.org.

BYLAWS CHECKLIST FOR LOCAL PTAs

▪ **GENERAL**

Make sure you are using the correct bylaws template. There is a separate template for PTA and PTSA. A PTSA includes in its membership students in grades 9-12. There is specific wording with regards to students serving on the PTSA board, in the PTSA template that differs from the PTA template.

The blanks in the bylaws are provided to insert your Local PTA's specific information. You must fill in all the blanks. When reprinting your Local PTA's bylaws, you should remove the information in parentheses preceding the blanks.

▪ ***ARTICLE I: Name**

*Article must be quoted verbatim with footnotes included. Fill in the Local PTA name selected in the first blank, the Area PTA that the Local PTA belongs to in the second blank and the name of the town in the third blank.

▪ ***ARTICLE II: Article of Organization**

*Article must be quoted verbatim with footnotes included.

▪ ***ARTICLE III: Purposes**

*Article must be quoted verbatim with footnotes included. Fill in the blank with the Local PTA name.

▪ ***ARTICLE IV: Basic Policies**

*Article must be quoted verbatim with footnotes included.

▪ ***ARTICLE V: Constituent Organizations**

*Article must be quoted verbatim with footnotes included.

▪ ***ARTICLE VI: Relationship with Texas PTA**

*Article must be quoted verbatim with footnotes included.

▪ **ARTICLE VII: Members and Dues**

*Article must be quoted verbatim with footnotes included.

*Section 5: Fill in the blank with the local amount of dues collected per member. Each member must pay one dollar and seventy-five (\$1.75) cents for National PTA dues and two dollars and twenty-five (\$2.25) cents for Texas PTA dues as stated in the bylaws. The Local PTA's membership determines the amount for the Local PTA portion. Members must be in the 9th grade or above to join any PTA or PTSA.

▪ **ARTICLE VIII: Officers and Their Election**

*Article must be quoted verbatim with footnotes included.

*Section 2a: Fill in the blank with the number of vice presidents. The position of historian is optional. Remove the parentheses and the italics if the Local PTA has a historian. If no historian, remove the wording. If the Local PTA has other officers, they should be added in [brackets], i.e., [corresponding secretary, council delegates, etc].

*Section 2b: Remove the parentheses and the italics in the first and third sentences if the Local PTA has a historian. If no historian, remove the wording. Fill in the blank with the month of the election. This must be a specific month. The Texas PTA Bylaws Committee cannot approve "either/or."

*Section 3a: Fill in the blanks with the number of members elected to the nominating committee and the number of alternates to the nominating committee.

*Section 3b: Fill in the first blank with the month the nominating committee reports to the membership, which shall be the election month.

▪ **ARTICLE IX: Duties of Officers**

All * sections must be quoted verbatim with footnotes included.

Section 1 *h and *i: These paragraphs must be included whether the PTA is in membership with a Council PTA or not.

Section 2: All vice presidents must have *b as a duty. If the PTA has more than one vice president, each vice president should have administrative charge of a specific area. The first vice president shall be designated as the "aide-to-the-president."

For example: (For one vice president)

Section 2. The vice president shall

- *a. act as aide-to-the-president; and,
- *b. preside in the absence of the president.

For example: (For more than one vice president)

Section 2. The vice presidents:

- a. First Vice President shall
 - *1. act as aide-to-the-president (add in brackets any additional duty of the office if applicable, example: [and be in charge of programs] and,
 - *2. preside in the absence of the president (in their designated order).
- b. Second Vice President shall
 - *1. be _____ (add specific duty of the office, example: be in charge of membership; and,
 - *2. preside in the absence of the president (in their designated order).
- c. (Add additional letters as necessary for all vice presidents.)

If other officers are listed in Article VIII, Section 1: Duties must be designated for each officer in this article. Sections should be re-lettered accordingly.

Assign specific duties to any vice presidents that you elect. Only the first vice president shall be designated as aide-to-the-president.

If the Local PTA officers (Article VIII, Section 2a) include a historian:

Section 1 *d: Remove the parentheses and italics.

Section 3 *d and *e: Remove this wording and re-letter the following sections.

Optional Section 6: Include this wording and renumber the following section.

If the Local PTA officers (Article VIII, Section 2a) do not include a historian:

Section 1 *d: Remove the wording.

Section 3 *d and *e: Include this wording and remove the instructions in italics.

Optional Section 6: Remove this wording.

▪ **ARTICLE X: Meetings**

All * sections must be quoted verbatim with footnotes included.

*Section 1a: Fill in the blank with all months when the regular meetings are held. The list must be specific; “either/or” or “September-May” will not be approved. The Texas PTA Bylaws Committee cannot approve less than three meetings. Any meetings not listed here will be considered a special meeting and shall conform to those procedures.

*Section 1b: Fill in the blank with the election month. This shall be the same month as listed in Article VIII, Section 2b.

*Section 1c: Fill in the blank with the annual meeting month. This must be the last business meeting of the year before new officers assume their duties.

*Section 3: Fill in the blank with the number of members required for a quorum. This must be a set number, not a percentage of the total membership. The Texas PTA Bylaws Committee cannot approve less than 10 members.

▪ **ARTICLE XI: Executive Board**

All * sections must be quoted verbatim with footnotes included.

Section 1c (optional): Include this wording if the council delegate(s) are members of the executive board.

▪ **ARTICLE XII: Standing and Special Committees**

All * sections must be quoted verbatim. The list of standing and special committees and their duties should be in the PTA’s standing rules.

▪ **ARTICLE XIII: Council Membership**

The amount of dues paid to the Council PTA and number of council delegates must agree with the Council PTA bylaws. Footnotes must be included. If the Local PTA is not in Council PTA membership, indicate “not applicable” and do not fill in the blanks.

- ***ARTICLE XIV: State Convention**

*Article must be quoted verbatim with footnotes included.

b. Fill in the blank with the method your Local PTA chooses their voting delegates.

- ***ARTICLE XV: Fiscal Year**

*Article must be quoted verbatim with footnotes included.

Section 1: Fill in the blanks with beginning and ending date of the fiscal year. The fiscal year must start on the first day of the month and end on the last day of the preceding month. The fiscal year is for IRS reporting purposes only. Refer to the *Texas PTA Handbook*, for information regarding change in accounting year.

- ***ARTICLE XVI: Parliamentary Authority**

*Article must be quoted verbatim with footnotes included.

- **ARTICLE XVII: Amendments**

All * sections must be quoted verbatim with footnotes included.