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# LOCAL UNIT BYLAWS

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## C.W. Henry School PTA

Philadelphia County

Region 12

### ARTICLE I: NAME

The name of this association is the **Charles W. Henry School** Parent-Teacher Association (PTA) located in Philadelphia, Pennsylvania.

It is a local PTA/PTSA organized under the authority of the Pennsylvania Congress of Parents and Teachers, Inc. commonly known as the Pennsylvania PTA or PA PTA. It may be referred to in these bylaws as "state PTA."

### ## ARTICLE II: PURPOSES

**Section 1.** The purposes (objects) of the **Charles W. Henry School PTA**, in common with those of the National PTA and the Pennsylvania PTA, are:

- a. to promote the welfare of children and youth in home, school, places of worship, and throughout the community,
- b. to raise the standards of home life,
- c. to advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth,
- d. to promote the collaboration and engagement of families and educators in the education of children and youth,
- e. to engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth, and
- f. to advocate for fiscal responsibility regarding public tax dollars in public education funding.

**Section 2.** The purposes of the National PTA, the Pennsylvania PTA, and this PTA/PTSA are promoted through advocacy and education 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.** The association is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (referred to as "Internal Revenue Code").

## **ARTICLE III: BASIC POLICIES**

**## Section 1.** The following are principles of the **Charles W. Henry School PTA** in common with those of the National PTA and the Pennsylvania PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The association shall work to promote health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
- d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in the Charles W. Henry School PTA.

**Section 2.** The following basic policies are the operational requirements and dissolution in common with those of the national PTA and Pennsylvania PTA.

- a. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private individuals except that the association shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- b. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- c. Upon the dissolution of the association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with the National PTA.
- d. The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

## **# ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA & PENNSYLVANIA PTA**

**Section 1.** This local PTA shall be organized and chartered under the authority of the Pennsylvania PTA, in conformity with such rules and regulations, not in conflict with the National PTA bylaws, as the Pennsylvania PTA may prescribe in its bylaws. The Pennsylvania PTA shall issue to this local PTA an appropriate charter evidencing the due organization and good standing of this local PTA.

**Section 2.** Pennsylvania PTA provides services only to local PTAs that are in good standing. To participate in the Reflections Program at the state level and receive state mailings, local units must be in good standing.

Section 3. A local PTA in good standing is one that:

- a. adheres to the purposes and basic policies of the PTA;
- b. has bylaws approved according to the procedures of the Pennsylvania PTA;
- c. remits the National portion of the dues through the Pennsylvania PTA office to reach the National Office by dates designated by the National PTA;
- d. submits dues to the state PTA office postmarked no later than October 15;
- e. submits officers form to the state office immediately upon election of officers and no later than June 15 annually;
- f. forwards to the state office each year upon completion a copy of their Form 990N, 990, or 990EZ as required per IRS regulations;
- g. forwards a signed copy of all audit reports to the state office immediately following their adoption by the general membership; and
- h. meets other criteria as may be prescribed by the Pennsylvania PTA.

## **# ARTICLE V: BYLAWS**

Section 1. The articles of organization of this local PTA include (a) the bylaws of such association and (b) the certificate of incorporation or articles of incorporation of such association (in cases in which the association is a corporation) or the articles of association by whatever name (in cases in which the association exists as an unincorporated association).

Section 2. This PTA shall adopt such bylaws for the government of the association as may be approved by the Pennsylvania PTA. Such bylaws shall not be in conflict with the National PTA bylaws or the bylaws of Pennsylvania PTA.

Section 3. The adoption of an amendment to any provision of the National PTA or the Pennsylvania PTA bylaws shall apply automatically and without the requirement of further action by this local PTA to amend its corresponding bylaws. Notwithstanding the automatic character of the amending process, this local PTA shall promptly incorporate such amendments in its bylaws.

Section 4. This local PTA shall include in its bylaws provisions corresponding to the provisions of National PTA and Pennsylvania PTA bylaws identified by the number (#) symbol.

Section 5. Local Unit bylaws shall be updated every five (5) years on the most current model available from the Pennsylvania PTA as provided by the Pennsylvania PTA state board of managers.

## **# ARTICLE VI: VOTING**

Section 1. Only members of this local PTA who have paid dues for the current membership year may vote on the business of this local PTA.

Section 2. Current membership must be verified for voting privileges.

Section 3. The bylaws of this local PTA prohibit voting by proxy.

## ARTICLE VII: MEMBERSHIP & DUES

#Section 1. Every individual who is a member of this local PTA is, by virtue of that fact, a member of the National PTA and of the Pennsylvania PTA, by which this local PTA is chartered, and is entitled to all the benefits of such membership.

#Section 2. Membership in this local PTA shall be open, without discrimination, to anyone who believes in and supports the mission, purposes, and principles of the National PTA.

#Section 3. This local PTA/PTSA shall conduct an annual enrollment of members but may admit individuals to membership at any time. The membership year shall begin on July 1 and end on June 30 annually.

#Section 4. Each member of this local PTA/PTSA shall pay such annual dues to said association as may be prescribed by the association. The amount of such dues shall include the portion payable to the Pennsylvania PTA – the "state portion"- and the portion payable to the National PTA – the "national portion."

#Section 5. The national portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per annum as determined by the National PTA.

#Section 6. The state portion of each member's dues shall be two dollars and seventy-five cents (\$2.75) per annum as determined by the Pennsylvania PTA.

Section 7. The local portion of each members' dues shall be determined by this local PTA at its general membership annual meeting.

#Section 8. Local PTA Membership:

- a. Upon payment of dues, a person of Full Age shall become a member of a local PTA unit and shall be entitled to all privileges of membership, including holding office and voting.
- b. Upon payment of dues, a person of less than Full Age (example: student in a PTA) shall become a member of a local PTA unit and shall be entitled to all privileges of membership including voting, holding chairmanships and offices, with the exception of president, first vice-president, secretary and treasurer.
- c. Full Age: Of the age of eighteen (18) years or over, as set forth by the Pennsylvania Consolidated Statutes, Title 15, Corporations and Unincorporated Associations, under which the Pennsylvania Congress of Parents and Teachers, Inc. is governed along with the Pennsylvania PTA bylaws.

# Section 9. Honorary Recognitions

- a. Honorary National Life Memberships may be conferred for distinguished service for which a fee shall be paid to the National PTA to become part of the Endowment Fund. Honorary Life Membership provides only national convention guest privileges upon payment of the convention registration fee.
- b. Honorary State Life Memberships may be conferred for distinguished service for which a fee shall be paid to the Pennsylvania PTA. The fee shall be deposited in the Hannah Kent Schoff Fund. Honorary State Life Membership provides only state convention guest privileges upon payment of the annual convention registration fee. An Honorary State Life Member may become an active member upon payment of dues in a local PTA.

- c. Child Advocacy Awards may be conferred for additional recognition of distinguished service for Pennsylvania PTA Honorary Life Members, for which a fee shall be paid to the Pennsylvania PTA. The fee shall be deposited in the Hannah Kent Schoff Fund.

# Section 10. Dues

- a. The treasurer of this PTA shall
  - 1. submit the completed Dues Remittance Form and five dollars (\$5.00 = national and state portions of dues) for each member of this PTA to the state PTA office on a monthly basis (initial submission must be postmarked by September 30).
  - 2. keep records of national and state portions of the membership dues separate from record of general fund of this PTA.
- b. The state PTA office shall notify each local unit treasurer and president by August 30 that national and state dues are to be postmarked by September 30.
- d. Local units that do not submit at least a portion of their dues to the state PTA office postmarked by September 30 shall be notified that their non-profit status is in jeopardy.

### **ARTICLE VIII: OFFICERS**

Section 1. The officers of this local PTA shall consist of:

- #a. one (1) president;
- b. two (2) vice presidents;
- c. two(2) secretary(ies);
- #d. one (1) treasurer.

Section 2. Officers shall be elected in the month of **MAY**.

#Section 3. The vote shall be conducted by written ballot unless there is only one candidate for office, at which time a voice vote may be held. A majority vote shall be required for election.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the **C.W. Henry School PTA**:

- #a. Each officer shall be a member of this local PTA.
- #b. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office.
- #c. No person may serve in more than one elected position in this PTA simultaneously.
- d. Each officer of this PTA shall have been a member of this PTA for **SIX (6)** months
- e. No officer may be eligible to serve more than **TWO** consecutive terms in the same office.

f. To be eligible for the presidency a person must have ATTENDED AT LEAST SIX MEETINGS of the executive board of this local PTA within the previous 24-month period.

Section 5. Officers shall assume their official duties on **July 1st** and shall serve for a term of **ONE** year, or until their successors are elected.

Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the **FIRST** vice-president. A vacancy in any office other than the president shall be filled by a member elected by the executive board.

Section 7. A nominating committee composed of **an uneven number, no less than three**, members shall be elected by this local PTA at a regular meeting in **JANUARY**, at least 2 months prior to the election of officers as outlined in Article VIII, Section 2.

a. The committee shall elect its own chair.

b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the general membership in **March** (month- at least 1 month after the nominating committee is elected). Before the election takes place, the president shall call for nominations from the floor.

#c. Only those individuals who have met the qualifications as outlined in Article VIII, Section 4 and who have signified their consent to serve if elected, shall be nominated for, or elected to, such office.

## **ARTICLE IX: DUTIES OF OFFICERS**

Section 1. The president shall

a. preside at all meetings of this local PTA;

b. serve as an ex officio member of all committees except the nominating committee, the election committee, and the auditing committee, if authorized to sign checks;

c. coordinate the work of the officers and committees of this local PTA in order that the Purposes may be promoted;

# d. send contact information (name, address, phone, email if available) for the incoming officers to the state PTA office immediately upon election of officers and no later than June 15<sup>th</sup> annually;

e. perform other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the executive board;

f. appoint a parliamentarian as needed; and

# g. have a current copy of this unit's bylaws available for membership review.

Section 2. The vice-president(s) shall<sup>1</sup>

a. act as aide(s) to the president; and

- b. in their designated order the **1<sup>st</sup> VICE PRESIDENT, and 2<sup>nd</sup> VICE PRESIDENT** perform the duties of the president in the president's absence or inability to serve.

Section 3. The Recording secretary shall<sup>2</sup>

- # a. record the minutes of all meetings of the **C.W. Henry School PTA**;
- b. maintain a current copy of the bylaws and membership list.
- #c. present a written copy of the previous meetings records at each meeting.
- #d. have at each meeting, written records available for review by members, for at least the previous twelve (12) meetings.
- e. take attendance of all members present at each Executive Board meeting.
- f. keep correct minutes of all general PTA meetings and Executive Board meetings.
- g. distribute the minutes to the President, the Principal, and the General Membership.

The Corresponding Secretary shall

- a. provide all members with notice and agenda of Executive Board and General Membership meetings.
- b. notify Board Members of Board meetings and confirm when feasible.
- c. maintain an accurate list of card-carrying PTA members.
- d. conduct such other correspondence as required by the Executive Board.
- e. perform duties of the Recording Secretary at meetings when the Recording Secretary is absent.

Section 4. The treasurer shall

- # a. have custody of and maintain a full account of the funds of this local PTA/PTSA;
- b. submit dues as directed in Article VII Membership & Dues Section 10 of these bylaws;
- c. make disbursements as authorized by the executive board, or this local PTA/PTSA in accordance with the budget adopted by this local PTA/PTSA;
- # d. have checks or vouchers signed by two people (the treasurer and one other person);
- # e. provide a written financial statement to the executive board at each meeting;
- # f. present an annual report of the financial condition of this association to the membership;
- # g. have the accounts examined annually by an auditor or an auditing committee of not fewer than three members, who are not authorized to sign checks. If satisfied that the treasurer's annual report is correct, they shall sign a statement to that fact at the end of the report. The auditing committee shall be elected by the executive board at least one month before the meeting at which new officers assume duties;
- #h. upon resignation of an officer during a term, have the accounts examined by an auditor

or an auditing committee following the fiscal year end auditing procedures;

- #i. report the findings of the annual audit in writing to the executive board;
- #j. all audit reports shall be presented to the general membership for adoption at the first general membership meeting held after the completion of the report;
- #k. such books of account and records shall be open to inspection, at all reasonable times, by an officer of this PTA/PTSA, an authorized representative of the Pennsylvania PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA; and
- #l. if unit is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when there is a change of officers.
- m. forward to the state PTA office each year upon completion, a copy of the Form 990N, 990, or 990EZ as required per IRS regulations; and
- n. forward a signed copy of all audit reports to the state office immediately following their adoption by the general membership.

# Section 5. All officers shall perform other duties as may be provided for in these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive board.

Section 6. Appoint standing committee chairmen.

## **ARTICLE X: EXECUTIVE BOARD**

Section 1. The business of the **C.W. Henry School PTA** shall be managed by the executive board in the intervals between local unit PTA general membership meetings.

#Section 2. Each executive board member shall be a member of this local PTA.

Section 3. **The members of the executive board shall be elected officers.**

Section 4. Duties of the executive board shall be to

- a. transact business as may be referred to it by the membership of this local PTA;
- b. create special committees as needed and appoint chairmen for each special committee;
- c. approve plans of work of the committees;
- d. present a report at the regular general meeting of this local PTA;
- e. elect an auditor or an auditing committee to audit the treasurer's accounts;
- #f. prepare and submit an annual budget to this local PTA general membership for adoption;



- g. approve payment of routine bills within the limits of the approved budget; and

Section 5. If any member of the executive board shall at anytime cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the position by resolution adopted by the executive board.

Section 6. Regular meetings of the executive board shall be held with the date and time to be fixed by the board at its first meeting of the year.

Section 7. Special meetings of the executive board may be called by the president or when requested by THREE (3) members upon THREE (3) days' written notice to each member of the board.

Section 8. At all meetings of the executive board, a majority of the members of the board shall constitute a quorum for the transaction of business.

Section 9. Upon the expiration of the term of office or when individuals cease to hold the position, all records, books, and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within ten (10) days.

## **ARTICLE XI: COMMITTEES**

Section 1. Only members of this local PTA shall be eligible to serve as chairmen.

Section 2. The standing committees of this local PTA shall be as listed in the standing rules.

Section 3. The term of office of each committee chair shall be **ONE** (1) year or until the selection of a successor.

Section 4. No chairperson may be eligible to serve more than **TWO** (2) consecutive terms in the same chairpersonship.

Section 5. Each committee chair shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

## **ARTICLE XII: GENERAL MEMBERSHIP MEETINGS**

# Section 1. At least three (3) general membership meetings of this association shall be held during the school year. Dates of meetings shall be determined by the executive board and announced at the first general membership meeting of the year. **SEVEN (7)** days' notice shall be given to the membership of a change of date.

Section 2. Special meetings of this local PTA may be called by the president or by the majority of the executive board with **SEVEN (7)** days' notice having been given.

# Section 3. The annual meeting shall be held in **AUGUST**, at which time the budget for the upcoming year shall be presented to the membership for a vote.

# Section 4. A quorum of **FIFTEEN (15)** members is required for the transaction of business in any meeting of this local PTA.

## **ARTICLE XIII: COUNCIL MEMBERSHIP**

*N/A*

## **# ARTICLE XIV: PENNSYLVANIA PTA CONVENTION**

Section 1. This PTA shall be entitled to be represented at the state convention of the Pennsylvania PTA by the president (or alternate) and one (1) accredited (or alternate) delegate for every ten (10) members as shown on the record of the state treasury fourteen (14) days prior to the state convention.

Section 2. All representatives to the Pennsylvania PTA convention must be members of this local PTA/PTSA.

Section 3. Delegates or their alternates shall be selected in accordance with the Standing Rules of this PTA/PTSA.

## **# ARTICLE XV: FISCAL YEAR**

The fiscal year of the **C.W. Henry School PTA** shall begin on **JULY 1** and end on the following **JUNE 30**.

The fiscal year of a local PTA/PTSA shall be the same as its accounting year and shall be in accordance with the information provided on the SS-4 form currently filed with the IRS.

## **# ARTICLE XVI: DISSOLUTION & WITHDRAWAL OF CHARTER**

Section 1. This local unit PTA/PTSA shall be subject to withdrawal of its charter in the manner and under the circumstances provided in the Pennsylvania PTA bylaws.

Section 2. A local PTA/PTSA considering dissolution shall:

- a. arrange for a Pennsylvania PTA representative to speak in favor of continuing PTA at a meeting of the executive board prior to taking action;
- b. upon the decision to recommend dissolution of the unit, the recommendation shall be presented to the members at the next general meeting and shall include an announcement that the vote on the dissolution will be taken at the next regular meeting (a 2/3 vote is required to dissolve a local unit);
- c. require each person voting to dissolve be a member of this local PTA for at least 90 days;
- d. arrange for a Pennsylvania PTA representative to speak to the members at the general meeting at which the vote is to be taken;
- e. arrange for the proper disposal of PTA funds and property according to the provisions of these bylaws; and
- f. provide for the dissolution to take effect immediately after the dissolution is voted and shall not be post-dated.

Section 3. This local PTA is obligated, upon withdrawal of its charter by the Pennsylvania PTA to:

- a. Refer to #Article III: Basic Policies, (f).
- b. cease and desist from the further use of any name that implies or connotes association with the National PTA or the Pennsylvania PTA or status as a constituent association of the National PTA; and
- c. carry out promptly, under the supervision and direction of the Pennsylvania PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA/PTSA.

## **#ARTICLE XVII: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this association and in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA bylaws, the Pennsylvania PTA bylaws, or the articles of incorporation.

## **# ARTICLE XVIII: AMENDMENTS**

Section 1. These bylaws may be updated or amended at any general membership meeting of this association by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon and that amendment shall be subject to the approval of the Pennsylvania PTA.

Section 2. Submission of amendments or updated bylaws for approval by the Pennsylvania PTA shall be in accordance with the bylaws or regulations of the Pennsylvania PTA.

Section 3. The adoption of an amendment to any provision of the National PTA and the Pennsylvania PTA bylaws shall serve automatically and without the requirement of further action by this association to amend their corresponding bylaws. Local PTAs/PTSAs shall promptly incorporate such amendments in their respective bylaws.

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# Required by the Pennsylvania PTA.

<sup>1</sup>There should be a corresponding section listing the duties of each vice president.

<sup>2</sup>There should be a corresponding section listing the duties of each secretary.

SIGNATURE/APPROVAL PAGE

Bylaws of the **C.W. Henry School PTA**

County **PHILADELPHIA** Region **12**

Approved by the general membership at its meeting on \_\_\_\_\_.  
Date of Approval

Attached is a copy of the minutes for the meeting when the bylaws were approved by the general membership .

\_\_\_\_\_  
President’s Signature President’s Name – Printed

\_\_\_\_\_  
President’s Home Street Address Town Zip

\_\_\_\_\_  
President’s Home Telephone Number President’s Email Address

\_\_\_\_\_  
Secretary’s Signature Secretary’s Name – Printed

**Reviewed by Council Bylaws Chairperson (if applicable)**

\_\_\_\_\_  
Name of Council Date Reviewed

\_\_\_\_\_  
Council Bylaws Chairperson’s Signature Name – Printed

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(Space below for use by State Bylaws & Policies Chairperson only.)

Approved on behalf of the Pennsylvania PTA Board of Managers by the Bylaws & Policies Chairperson.



\_\_\_\_\_  
State Chairperson’s Signature Date of Approval

**Karen Piccotti**

\_\_\_\_\_  
State Chairperson’s Name – Printed

1103 South Main Street Taylor 18517

\_\_\_\_\_  
Street Address Town Zip

570-815-8222 kpiccotti@papta.org

\_\_\_\_\_  
Telephone Number State Chairperson’s Email

Address

**Note:** These bylaws are to be updated five (5) years from the date approved by the state bylaws & policies chairperson. To update, please contact the state PTA for the most current bylaws model.

Pennsylvania Congress of Parents and Teachers, Inc.(Pennsylvania PTA)  
4804 Derry Street, Harrisburg, Pennsylvania 17111-3440  
Phone - 717-564-8985  
Email – info@papta.org

# GUIDELINES FOR BYLAWS

*Revised June 5, 2012*

Bylaws are a necessary part of a PTA/PTSA unit. They contain the structure of the unit and the specific rules and regulations for conducting its business and governing its affairs effectively. They must be reviewed and revised every five (5) years according to Pennsylvania PTA Bylaws on the current bylaws model. These Guidelines contain the procedures for doing so.

If you need further assistance, additional information, or the latest “fill in the blank” model of local or council unit bylaws, please contact the:

Pennsylvania PTA State Bylaws & Policies Chairperson  
Karen Piccotti  
1103 South Main Street  
Taylor, PA 18517  
kpiccotti@papta.org  
570-815-8222

OR

Pennsylvania PTA Office  
4804 Derry Street, Harrisburg, PA 17111-3440  
Phone (717) 564-8985 Fax (717) 564-9046 info@papta.org

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## **ITEMS PROCEEDED BY #**

These are items required by the National PTA and/or the Pennsylvania PTA and must be included in the unit’s bylaws and cannot be deleted or changed in any way. They are specific areas that have been approved by either the Pennsylvania or National PTA.

# Before an Article title affects the entire article.

# Before a section affects the entire section.

# Before a sub-section affects only the subsection.

Other sections may be changed to meet the needs of your PTA – however, nothing may be in conflict with other areas of the bylaws, the bylaws of the National PTA, the Pennsylvania PTA or your Council PTA. (Your bylaws should never be changed to meet the needs of an individual.)

## **AMENDMENTS MADE BY NATIONAL & PENNSYLVANIA PTA**

Local unit and council presidents will be notified of any changes made to the bylaws by the National or Pennsylvania PTA. These changes are to be noted in each copy of your bylaws.

## **LOCAL UNIT BYLAWS**

### **Revising Bylaws with NO Changes**

1. Attain a copy of the latest blank model of Local Unit Bylaws (call/email the state office for a copy). If you receive them via email, also refer to “Tips On Using computer to Fill In Bylaws Model”.
2. Advertise to your membership (**at least 30 days prior**) the date of the regular meeting when the vote will take place to renew the bylaws with no changes. Newsletters are a great way to get the word out.
3. Vote on the bylaws – 2/3 of the members in attendance need to vote in favor.
4. Have the local unit president sign and date the signature page. The date should be the date of meeting when approved by the membership.

5. Mail **3 complete, signed & dated copies with a copy of the minutes of the meeting where the bylaws were approved by the members** to your council bylaws chairperson (or to the state chairperson if you don't have a council or council bylaws chairperson). If you are in a council, the council chair will review the bylaws for you then sign and date the three copies and send them to the state chair for approval. The state chair will approve it, sign all 3 copies, and mail one copy to the state office, and mail the other(s) back to you. The bylaws go into effect once they are signed, dated, and returned by the state bylaws chairperson. \* Please note – the President and the Secretary of the local unit must sign each copy of the bylaws. You will also need to attach a copy of the minutes from the meeting where the bylaws were approved by the general membership and include a list of those in attendance at the meeting.

## 6. **Revising Bylaws with Changes**

Follow the same steps as above but include in the advertisement the specific article and section **exactly** how it currently reads **and** the way it is being proposed to read. Include a rationale as to **why** the change is being made.

### **AMENDMENTS to A Specific Item(s) but Not Revising Bylaws**

1. Attain a copy of the “PTA Bylaws Amendment Form” from the state bylaws chair or the state office. Use the amendment form instead of using a new entire model. Then follow the steps for **Revising Bylaws with Changes**. Your amendment becomes official once it is signed and returned to you by the state or council bylaws chairperson. Make enough copies so that one copy can be attached to each copy of the local unit bylaws.

\*Do not separate the amendment from the signature section of the “PTA Bylaws Amendment Form”—instead continue either the amendment or the signature section on the back of the same page.

\* use 1(one) “PTA Bylaws Amendment Form” for each amendment

#### **NOTES:**

- If you are a NEW PTA, your bylaws must be sent to the state for approval, even if you belong to a council.
- If for some reason your bylaws are not approved (other than for clerical errors), you need to go through the entire amendment/approval process again.
- Refer to FAQs

### **TIPS ON USING COMPUTER TO FILL IN BYLAWS MODEL**

Since the bylaws model is a word document, you can enter all information right on your computer. Be sure to do the following:

- **Use BOLD & underline font for ALL inserted information so it can be easily located.**
- If the PTA name is long and you want to abbreviate it, the full name and the abbreviation in ( ) must appear on the first page in Article I – NAME (abbreviation).
- If you do not belong to a council, you may delete the entire article, except the title– simply write **“not applicable”** (using **bold & underline** font) under the article title.
- Be careful when deleting or backspacing. Important information can be accidentally omitted. (It is strongly recommended not to retype the bylaws).