

# Louisiana PTA Bylaws

## Article I: Name

The name of this association is the Louisiana Congress of Parents and Teachers. It is commonly known and will be referred to in these bylaws as the "Louisiana PTA."

## Article II: Purposes

**Section 1. Objectives.** The Purposes of the Louisiana 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. Awareness.** The purposes of the PTA 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 Status.** 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 (hereinafter referred to as "Internal Revenue Code).

## Article III: Principles

The following are basic principles of Louisiana PTA in common with those of the National 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 the health and welfare of children and youth and shall seek to promote collaboration between families, schools, and the community at large.
- D. Commitment to the inclusiveness and equity knowledge of PTA, and professional expertise shall be guiding principles for service in this association.

# Louisiana PTA Bylaws

## Article IV: Constituent Associations

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**Section 1. Constituent Associations.** The constituent associations of Louisiana PTA shall include:

- A. Local PTAs (Parent Teacher Associations) or PTSAs (Parent Teacher Student Associations) organized under the authority of the Louisiana PTA.
- B. Council PTAs/PTSAs organized under the direct authority of the Louisiana PTA; and
- C. District PTAs/PTSAs organized under the direct authority of the Louisiana PTA.

**Section 2.** The Louisiana PTA may create or establish subsidiary associations (councils, districts or regions) within its area to facilitate the administration of affairs within the Louisiana PTA and for carrying out its programs, and may prescribe the form and content of the bylaws or other articles of organization of each such district.

**Section 3. Qualifications.** The Louisiana PTA Board of Directors shall determine procedures for the organization of constituent associations and the standards of continuing affiliation to include “good standing” requirements for these associations.

**Section 4. Voting.** There shall be no proxy voting by any constituent association of the Louisiana PTA.

**Section 5.** All questions involving failure of a council or district to comply with the National or Louisiana PTA Bylaws shall be decided by two-thirds (2/3) vote of the board of directors. Such questions shall also include alleged violations of these bylaws, or their own bylaws, and practices and/or activities that may tend to defeat the purposes and basic principles of either the National or Louisiana PTA.

## Article V: Membership and Dues

**Section 1. Non-discrimination.** Membership in PTA of all levels shall be open, without discrimination, to anyone who believes in and supports the mission, purposes and principles of National PTA and pays dues as required by the Louisiana PTA..

**Section 2. Membership and Benefits.** Every individual who is a member of a local PTA, organized by the Louisiana PTA, is also a member of the National PTA, the Louisiana PTA and of the associated district or council PTA by which such local PTA is chartered, and is entitled to all benefits of such membership.

**Section 3. Dues.** Annual dues for members shall include an amount for the Local PTA as determined by the Local PTA, state and district dues in the amount of \$1.75 and national dues as determined by National PTA. Of that amount, fifty cents (\$0.50) shall be returned quarterly to the respective district officer for deposit in the district account to defray operational expenses incurred by the district. No additional assessments shall be made against local units.

**Section 4. Membership Year.** The membership year is from November 1 through October 31.

# Louisiana PTA Bylaws

## Article VI: Officers

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### Section 1. Officers

- A. The officers of the Louisiana PTA shall be a president, three (3) vice presidents, a secretary and a treasurer.
- B. For purposes of election, these officers shall be divided into two groups:
  - 1) Group one shall consist of the president, first vice president, and second vice president, and shall be elected in odd-numbered years.
  - 2) Group two shall consist of the third vice president, secretary, and treasurer, and shall be elected in even-numbered years.

### Section 2. Election

- A. These officers shall be elected at an annual convention by the voting body of the convention, except as provided elsewhere in these bylaws, when the convention is dispensed with because of an emergency.
- B. The election shall be by ballot. If there is no more than one nominee for an elected position, the nominee shall be declared elected by the president. A majority vote shall be required for election.

### Section 3. Qualifications.

The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Louisiana PTA:

- A. Each officer shall be a member of a local PTA chartered by the Louisiana PTA.
- B. Officers are not eligible to serve more than two consecutive terms in the same office.
- C. A nominee for president or first vice president shall have served on the Louisiana PTA board of directors for at least two (2) years and shall have served as a unit or district president.
- D. A nominee for second vice president, third vice president, secretary and treasurer shall have served on the Louisiana PTA board of directors or on a local unit or district board.
- E. 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.

### Section 4. Assuming Office.

- A. The president shall assume office at the end of the National PTA convention and shall serve for a term of two (2) years or until his successor is elected, not to exceed an additional two (2) year term.
- B. The other officers shall assume office on July 1 and shall serve for a term of two (2) years or until their successors are elected.

### Section 5. Vacancies.

Vacancies in office shall be filled as follows:

- A. A vacancy in any office shall be filled by a majority vote of the board of directors. Notice of filling the vacancy must be given in the call to the meeting at which the election will take place.
- B. Voting shall be by ballot if there is more than one nominee.
- C. A ten (10) day notice of the election shall be given to the members of the board of directors. A majority of the votes shall constitute an election.

### Section 6. Removal or Resignation of Officers.

Any officer may be removed from office by the affirmative vote of two-thirds of the members of the board of directors, then in office. Any officer may resign at any time by delivering a written resignation to the Louisiana PTA President and Secretary.

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144 **Section 7.** Any newly-elected officer, who is not serving on the board of directors at the time of  
145 the election, shall be granted a courtesy seat at any board of directors' meeting held prior to taking  
146 office.

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## Article VII: Duties of the Officers

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### Section 1. President.

151 The president shall;

- 152 A. preside at all meetings;
- 153 B. appoint a parliamentarian, subject to the approval of the executive committee;
- 154 C. create such standing committees, subject to the approval of the board of directors, as may be  
155 necessary to promote the purposes and carry on the work of the association;
- 156 D. create such special committees, subject to the approval of the board of directors, as may be  
157 necessary to promote the purposes and carry on the work of the association;
- 158 E. appoint chairs of each standing committee, subject to the approval of the board of directors,  
159 unless otherwise provided in these bylaws;
- 160 F. serve as an ex-officio member of all committees except the Nominations Committee;
- 161 G. serve as a representative to the National Constituent Association Advisory Council (NCAAC)  
162 or appoint a designee according to the National PTA bylaws;
- 163 H. perform such other duties as may be provided for by these bylaws, prescribed by the  
164 parliamentary authority, or directed by the board of directors or executive committee.  
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### Section 2. Vice Presidents.

167 The vice presidents shall;

- 168 A. The Vice President of Advocacy shall perform the duties of the president in the president's  
169 absence or inability to serve, serve as an aide to the president and is responsible for advocacy.
- 170 B. The Vice President of Membership shall serve as an aide to the president, and is responsible  
171 for membership, membership promotion and extension.
- 172 C. The Vice President of Programs shall serve as an aide to the president, and as coordinator of  
173 programs, projects and awards.
- 174 D. The vice presidents shall perform such other duties as may be provided for by these bylaws,  
175 prescribed by the parliamentary authority, or directed by the board of directors or executive  
176 committee.  
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179 **Proviso: The changes in officer titles will take effect after the next corresponding election**  
180 **cycle. 2018-Third Vice 2019-First and Second Vice.**

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### Section 3. Secretary.

182 The secretary shall;

- 183 A. Record and maintain the minutes of all meetings of the members, the board of directors, and  
184 the executive committee;
- 185 B. distribute minutes of meetings to the members of the board of directors and/or to the executive  
186 committee;
- 187 C. perform such other duties as may be provided for by these bylaws, prescribed by the  
188 parliamentary authority, or directed by the board of directors or executive committee.  
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# Louisiana PTA Bylaws

## Section 4. Treasurer.

The treasurer shall;

- A. maintain a full account of the funds of the Louisiana PTA;
- B. be the custodian of all the monies of the association and deposit funds in a depository account approved by the board of directors;
- C. disburse funds in accordance with the approved budget, within the approved procedure; or upon authorization of the executive committee or the board of directors;
- D. execute an order against the contingency item in the budget upon authorization by the president;
- E. present a written statement of account at all meetings of the executive committee and the board of directors and when requested to do so by the president;
- F. present an audit report to the annual convention;
- G. submit records for an audit review to an accountant selected by the executive committee;
- H. be required to give a commercial bond for the faithful performance of these duties in such amount as shall be determined by the board of directors; which bond shall be paid for by the Louisiana PTA;
- I. serve as chair of the budget committee, which shall submit the annual budget to the board of directors for adoption at the first quarterly board meeting;
- J. maintain a Scholarship account for the Louisiana PTA Scholarship Endowment Fund, using only the interest from the Louisiana PTA Scholarship Endowment Fund to pay for scholarships;
- K. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors or executive committee.

## Article VIII: Board of Directors

**Section 1. Composition.** The members of the board shall be the elected officers, district presidents, and chairs of the standing committees.

**Section 2. Eligibility and Service.** Each board member shall:

- A. be a member of a local PTA chartered by Louisiana PTA;
- B. serve in no more than two capacities and hold only one elected office on the board of directors.

**Section 3. Duties.**

The board of directors shall;

- A. manage the business of the association;
- B. have the full power and authority over the affairs of the association during the interim between conventions, except that of modifying any action taken by the convention;
- C. consider, recommend and adopt, within the first quarter of the fiscal year, a budget for the estimated revenue and expense for the ensuing year;
- D. adopt standing rules for the transaction of its business, provided they do not conflict with the bylaws of the association; and
- E. decide all questions of cooperation with other state organizations.

**Section 4. Removal or Resignation of Board of Directors.** Any director may be removed from office by the affirmative vote of two-thirds (2/3) members of the board of directors, then in office. Any director may resign at any time by delivering a written resignation to the Louisiana PTA President and Secretary.

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242 **Section 5. End of Term.** Upon the expiration of the term of office, or when individuals are  
243 removed or resign from the position that entitles them to be a member of the board, they shall  
244 automatically cease to be a member of the board and shall be relieved of all duties and  
245 responsibilities incident to such membership. All records, books and other materials pertaining  
246 to the position shall be turned over to the president and all funds pertaining to the position shall  
247 be returned to the treasurer within fourteen (14) days.

## 248 249 250 **Article IX: Indemnification**

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252 Every officer, member of the board of directors, and employee of the corporation shall be  
253 indemnified by the corporation against reasonable costs, expenses, and liabilities (including  
254 counsel fees), as stipulated in the terms and conditions of the negotiated liability insurance  
255 contract.

## 256 257 258 **Article X: Meetings**

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260 **Section 1. Regular Meetings.** The regular meetings of the board of directors shall be held in  
261 each quarter of the fiscal year and shall include pre- and post-annual convention meetings. All  
262 meetings shall follow the procedures outlined in these bylaws and standing rules.

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264 **Section 2. Special Meetings.** Special meetings of the board may be called by the board of  
265 directors upon written request to the president and secretary, including electronic mail, by at  
266 least five (5) members of the board. At least five (5) days' notice shall be given in the call.

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268 **Section 3. Quorum.** At all meetings of the board, a majority of the members of the board of  
269 directors, then in office, shall constitute a quorum for the transaction of business, providing there  
270 is representation from each district.

## 271 272 273 **Article XI: Electronic Meetings**

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275 **Section 1.** The Louisiana PTA Board of Directors is authorized to meet by telephone  
276 conference call or through other electronic communications media so long as proper notice of  
277 the meeting has been given, in accordance with these bylaws and all the members may  
278 simultaneously hear each other and participate during the meeting.

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280 **Section 2.** The board of directors may vote by postal or electronic mail between meetings. Any  
281 action required or permitted to be taken at any meeting of the board of directors may be taken  
282 without a meeting if a written consent, setting forth the action so taken, is signed by all the  
283 members of the board of directors and such written consent shall have the same force and  
284 effect as a unanimous vote at a meeting of the board of directors.

## 285 286 287 **Article XII: Executive Committee**

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289 **Section 1. Composition.** There shall be an executive committee of the Louisiana  
290 PTA, the members of which shall be:

291 A. elected officers; and

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- 292 B. a representative of the district presidents.  
293 The representative  
294 1) shall be elected by and from the district presidents prior to the first quarterly  
295 meeting of the board and shall serve until his successor is elected;  
296 2) shall not be eligible for re-election as representative at the following first quarterly  
297 board meeting.  
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299 **Section 2. Meetings.** The executive committee shall meet at the call of the president  
300 or upon the request of five (5) members of the committee with five (5) days' notice  
301 having been given.  
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303 **Section 3. Quorum.** Five (5) members shall constitute a quorum for the transaction of  
304 business.  
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## 306 **Section 4. Duties.**

307 The executive committee shall;

- 308 A. transact business referred to it by the board;  
309 B. when necessary, perform the duties of the board of directors between meetings of  
310 the board;  
311 C. act in emergencies between meetings of the board;  
312 D. if necessary, make recommendations to the board on matters of policy and  
313 administration;  
314 E. constitute the program committee for each annual convention of the association;  
315 F. serve as the resolutions committee;  
316 G. select the office staff and all salaried workers necessary to carry out the work of the  
317 Association, and shall fix salaries and define duties. These employees shall work  
318 Under the direction of the president.  
319 H. serve as the conflict resolution committee;  
320 1) review any alleged violations by PTAs of the National PTA bylaws, the Louisiana  
321 PTA bylaws, or their own bylaws or other practices or activities of PTAs that may  
322 tend to defeat the Purposes and basic principles of the Louisiana PTA or the  
323 National PTA, and shall promptly report to the state board of directors the results  
324 of such review and of its recommendation for action;  
325 2) The Louisiana PTA board of directors shall give due consideration to the report of  
326 the committee to be heard and respond to the report. If, upon such consideration  
327 and hearing, the Louisiana PTA board of directors finds a violation by the PTA, it  
328 may, by a two-thirds (2/3) vote of all its members, then in office, require the PTA  
329 to take appropriate action within eighteen (18) months. When such a requirement  
330 has been made by the Louisiana PTA board of directors, and if the  
331 recommended action is not taken by the PTA within the allotted time, the  
332 Louisiana PTA board of directors may, by a two-thirds (2/3) vote of all its  
333 members then in office, withdraw the charter of the PTA and terminate its status  
334 as a PTA.  
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336 **Section 5. Authority.** The executive committee shall take no action in conflict with any  
337 action taken by the board of directors.

# Louisiana PTA Bylaws

## Article XIII: Committees

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### Section 1. Standing Committees.

- A. The chair of each standing committee shall be appointed by the president, subject to the approval of the board, to serve a term of one (1) year, unless specified otherwise in these bylaws, and be eligible to serve no more than four (4) consecutive terms as chair.
- B. The chair of each standing committee shall submit a plan of work to the president and secretary to be placed on file.

### Section 2. Special Committees.

- A. The elected special committees of this association shall be nominations and elections.
  - 1. Nominations Committee.
    - a. The nominations committee, composed of five (5) members and two (2) alternates, shall be elected, by and from the board of directors, at the second quarterly board meeting.
    - b. The committee shall elect its own chair and shall;
      - 1) not later than November 30, notify all local units and members of the board of directors of the offices to be filled and invite advisory recommendations which shall be sent to the chair, care of the state office, postmarked no later than January 15.
      - 2) select one nominee for each office to be filled at the next convention; consent of the nominee must be secured;
      - 3) submit a report to the convention chair two (2) weeks prior to the call to convention deadline that will be included in the convention packet; and
      - 4) report to the convention, at which time additional nominations may be made from the floor, providing the consent of the nominee has been secured. No person may be nominated for more than one office.
    - c. Nominees considering running from the floor must give fifteen (15) days' notification before the beginning of the state convention, of their intent to run. This notification must be given to the Louisiana PTA president in writing.
    - d. In the event the chair is unable to serve; the committee will elect a new chair.
    - e. In the event a committee member is unable to serve; an alternate will be called to serve.
  - 2. Elections Committee.
    - a. The elections committee, composed of five (5) members and two (2) alternates shall be elected by and from the board of directors at the third quarterly board meeting.
    - b. The elections committee shall elect its own chair and shall have charge of the election at the annual convention.
    - c. No candidate running for any office at the convention shall serve on the elections committee.
    - d. In the event the chair is unable to serve; the committee will elect a new chair.
    - e. In the event a committee member is unable to serve; an alternate will be called to serve.
- B. Additional special committees may be created as may be necessary to promote the purposes and carry on the work of the association;
- C. Special committees shall be dissolved automatically upon completion of the assignment.
- D. Special committees shall report their actions to the board of directors.



# Louisiana PTA Bylaws

## Article XIV: Annual Convention

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**Section 1. Annual Convention.** The convention of the Louisiana PTA shall be held annually in the third or fourth quarter of the fiscal year, except under the conditions as otherwise provided in this article. The time and place of the convention shall be determined by the board of directors.

**Section 2. Notice.** Notice of the convention shall be sent to each local unit president, district president, and member of the board of directors at least forty-five (45) days before the convention.

**Section 3.** The annual convention shall be the governing body of the Louisiana PTA.

### **Section 4. Voting Body.**

- A. Voting Body. The voting body of the convention shall consist of the members of the board of directors, the duly accredited delegates from each local unit in good standing with the Louisiana PTA as shown on the books at the State Office, as of March 15, preceding the convention.
- B. Delegates. Each unit in good standing shall be entitled to accredit as voting delegates at the annual convention its president or alternate and one (1) voting delegate or alternate for every twenty-five (25) members, or fraction thereof, upon payment of a registration fee.
- C. Participation. The annual convention shall be open to all members of the association, but the privilege of making motions, debating and voting shall be limited to the members of the board of directors, and duly accredited voting delegates from each local unit in good standing.
- D. Voting. A delegate shall be allowed one (1) vote only.

**Section 5. Quorum.** A majority of those registered as attending at any annual meeting shall constitute a quorum.

### **Section 6. Resolutions/Directives.**

- A. Resolutions shall originate in and be approved by a constituent association, the resolutions committee, or at a regular meeting of the board of directors.
- B. Resolutions originating in constituent associations shall be sent to the State office postmarked on or before January 15.
- C. All resolutions must be statewide in scope and conform to PTA policies and procedures.
- D. Before presentation to the convention, resolutions that conform to the above criteria shall be edited, except for intent, by the executive committee, which shall serve as the resolutions committee.

### **Section 7. Emergency Resolutions.**

- A. Emergency resolutions may be submitted only if the urgency of the subject matter has risen after the established deadline.
- B. They must conform to all established criteria, be approved by the Resolutions Committee and be approved for recommendation by a two-thirds (2/3) affirmative vote of the delegates in order to be eligible for consideration.
- C. If an emergency resolution is approved by the Resolutions Committee, the submitting group must provide enough copies for the entire convention body and must deliver them to the state president on the first day of convention.

# Louisiana PTA Bylaws

## Section 8. Emergency Situation.

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435 A. Cancellation or Delay. The board of directors, by a two-thirds (2/3) vote in the affirmative,  
436 may cancel or defer an annual convention when it deems such action to be required by the  
437 existence of a national emergency, an epidemic, or other disaster. The vote on this question  
438 may be taken by mail or any electronic means, in the event a meeting of the board of  
439 directors cannot be held.
- 440 B. Election. In the event a convention is not held, the board of directors shall plan a procedure  
441 for conducting all necessary business, including the election of officers, by mail or any  
442 electronic means.

## Article XV: National Convention

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447 **Section 1. Delegates.** The Louisiana PTA shall be entitled to accredit to the annual convention  
448 as its delegates:

- 449 A. the president of the Louisiana PTA;  
450 B. five (5) delegates plus one (1) delegate per one thousand (1,000) members, or major fraction  
451 thereof, of each state constituent association PTA, as shown on the books of the secretary-  
452 treasurer of National PTA as of March 31 preceding an annual meeting, and as accredited by  
453 the state constituent association PTA.

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455 **Section 2. Delegate Selection.** The selection of the delegates, other than the president of  
456 Louisiana PTA, who shall be a delegate by virtue of office, shall be authorized by the board of  
457 directors. The president may be empowered to fill the quota.

## Article XVI: State Office

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462 **Section 1. Location.** A state office shall be domiciled in the state of Louisiana.

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464 **Section 2. Funding.** Necessary funds for the operation of said office shall be included in the  
465 adopted budget for each fiscal year.

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467 **Section 3. Bonding.** State employees shall be required to give a commercial bond for faithful  
468 performance of duties in such an amount as shall be determined by the board of directors; which  
469 bond shall be paid for by the Louisiana PTA.

## Article XVII: Fiscal Year

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474 The fiscal year of the Louisiana PTA shall begin on July 1 and end on the following June 30.

## Article XVIII: Parliamentary Authority

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479 The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern  
480 the Louisiana PTA and its constituent associations in all cases in which they are applicable and  
481 in which they are not in conflict with these bylaws, National PTA Bylaws, or the articles of  
482 incorporation.

# Louisiana PTA Bylaws

## Article XIX: Amendments

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**Requirements.** Bylaws may be amended/revised at an annual convention by a two-thirds (2/3) vote of those present and voting, provided that the following requirements shall first have been complied within the following order:

- A. **Submission.** The proposed amendment(s)/revisions may be submitted by the board of directors, by the executive committee, by a committee authorized by the Louisiana PTA, or by a constituent association.
- B. **Deadline.** All proposed amendments/revisions from constituent associations must be sent to the State Office postmarked on or before January 15.
- C. **Notice.** A copy of the proposed amendments/revisions must be sent to each member of the board of directors and each local unit forty-five (45) days prior to convention.
- D. **Approval Prior to Presentation.** The proposed amendments/revisions shall have been approved by the board of directors. Before presentation to the convention, bylaws amendments/revisions shall be edited, except for intent, by the board of directors.
- E. **Amendment.** Proposed bylaws amendments/revisions, approved by the board of directions, may be amended at the annual convention by the voting delegates.