

BYLAWS

Bylaws are the fundamental governing rules of a PTA. They contain the basic rules related to conducting the unit's business and governing its affairs. The bylaws define the primary characteristics of the organization, prescribe how the association functions and include all rules considered important to the rights and responsibilities of membership.

HOW TO UPDATE BYLAWS

- **Form a committee** consisting of at least three (3) members. The bylaws committee must be approved as stated in your current bylaws in the Article on Amendments.
- The committee should include experienced and knowledgeable PTA members. A copy of the current bylaws should be provided for each member of the committee to review **BEFORE** the meeting. Your local unit president should have a copy of the current approved bylaws. If not, you can get them from the LAPTA Bylaws chair, State Office or your District president.
- The official bylaws template of the fill-in-the-blank bylaws may be obtained from the Bylaws chair of LAPTA at laptabylaws@gmail.com or from the Louisiana PTA Website, lapta.org.
- Consider recommendations submitted by your board of directors and general membership.
- As amendments are proposed, make sure the changes meet the needs of your unit, the intent is clear, and are not in conflict with the Louisiana and National PTA bylaws.
- If you have questions, you should contact the LAPTA Bylaws chair to review amendments **BEFORE** they are presented to the general membership.
- **Notify the membership in writing at least 30 days prior to the meeting** at which the vote will be taken to amend the bylaws: notes home, newsletters, membership e-briefs, etc., are all acceptable forms of notice.
- All proposed bylaws changes, even a proposal that the bylaws be submitted for approval **WITHOUT CHANGE** must be presented at a general membership meeting.
- To be adopted, bylaws and amendments require a two-thirds rising vote of those members present and voting.

LAPTA BYLAWS APPROVAL IS REQUIRED

Once amendments/updates to the bylaws have been approved by the general membership, you still need the approval of the LAPTA.

- Using the most recent template, please prepare a **complete** set of bylaws showing the recent amendments and **submit them by email** to laptabylaws@gmail.com
- **YOU MUST SUBMIT A COMPLETE SET OF BYLAWS.** This means the entire template/form must be filled in. Incomplete or partial bylaws submitted for approval will not be approved and will be returned to the local unit. This applies even for those units making a "required" update.
- You must also submit a completed **BYLAWS APPROVAL FORM** -- this form is not a template and requires signatures. You may mail it to the State Office or scan it and send it as an attachment when you submit your bylaws.
- The official bylaws template (a fill-in-the-blank form) and the Bylaws Approval form may be obtained from the Bylaws chair of LAPTA at laptabylaws@gmail.com or at the State or District Websites.

- Complete the Template by filling in the blanks or drop-downs provided. If the amendment exceeds the space allotted, please type the word ADDENDUM in the blank and then type the amendment out in its entirety in the section marked ADDENDUM. Make sure you show the Article heading and number as well as any section number.
- Bylaws are reviewed by the LAPTA Bylaws chair. If approved, they will be stamped “APPROVED” and signed by the state bylaws chair. If the chair has questions, they will contact you.
- The Date of Approval by the Louisiana PTA will be the date the chair approves them, not the date they were received or the date the local unit approved the bylaws.
- THE “APPROVED” STAMPED COPY IS THE OFFICIAL COPY. No matter how many copies you retype yourself, they are not official copies of your bylaws.
- Approved bylaws will be returned to you by PDF and the “hard” copy is maintained by Louisiana PTA at the State Office in Baton Rouge. A copy will also be forwarded to your District president. Paper copies are no longer provided.
- If your unit cannot submit required forms electronically, you may mail them to the State Office at the address below; however, this will cause a delay in getting them approved.

LOUISIANA PTA
P.O. Box 4420
Covington, LA 70435
Attention: Bylaws Chair

- LAPTA requires that local units update their bylaws at least once every three (3) years from the date on file with LAPTA. Local units can amend bylaws as often as needed as long as the amendments are approved by the general membership and submitted for approval by the state bylaws chair.