

# **Frequently Asked Questions about Bylaws**

## **How can PTA members get a copy of bylaws?**

Members of a Local PTA may view their PTA's bylaws by contacting an officer of their PTA. Current officers of the PTA (officer information must be current and on file at Texas PTA) may request a copy of their PTA's bylaws by completing the [Bylaws Request Form](#). The bylaws will be sent on the current template with an approval stamp dated when the bylaws were last approved by Texas PTA.

## **When Texas PTA updates the bylaws template, do our members have to approve the changes?**

No. Templates are reviewed and updated as needed by Texas PTA approximately every two years and go into effect without membership approval.

## **How do we make changes to our bylaws?**

Changes to bylaws are called amendments and must be approved by your membership. Please review the [How to Amend Your Bylaws](#) document found on the [Texas PTA bylaws webpage](#).

## **Are amendments to standing rules approved by the membership the same as bylaws?**

Amendments to standing rules must be approved by the membership. Amendments may be approved by a two-thirds vote without previous notice or by a majority vote with notice.

## **Does Texas PTA review Standing Rules for Local PTAs?**

Texas PTA reviews Local PTA's Standing Rules in order to make sure that Standing Rules do not conflict with any Texas PTA or Local PTA bylaws, conflict with any of Texas PTA's policies and procedures, or duplicate any information in the PTA's bylaws.

## **How often does our Local PTA need to review and update our bylaws?**

Your Local PTA must submit its bylaws to the Texas PTA for review every five years. If the Local PTA makes a change (adopts an amendment) at the Local PTA level, your bylaws must be submitted to the Texas PTA for approval before changes take effect.

## **What is our quorum?**

The quorum for your Executive Board meetings is majority. The quorum for your membership meetings can be found in Article VII, Section 1 of your bylaws.

## **Who comprises the Executive Board?**

The members of your executive board include your officers, the principal of the school or the principal's representative appointed by the principal as well as other positions as determined by your PTA. Other positions are listed in Article IX, Section 1.

## **Can students serve on the Executive Board?**

Students may serve in some capacities on the executive board. Members under the age of 18 shall not serve as president, first vice president, secretary or treasurer for legal reasons nor shall they sign on the bank account or open or review bank statements. Students shall not hold a majority of offices.

## **How are standing committee formed and committee chairs selected?**

The executive board may create standing and special committees. The PTA President appoints the chair of each standing committee and special committee, subject to the approval of the executive board, unless otherwise provided in the bylaws such as the nominating committee. Committee information can be found in Article X.

**How much do we charge for membership?**

Membership dues include portions for National PTA, State PTA and your Local PTA. The National PTA and Texas PTA portions are set, but the Local PTA determines the local portion. This is outlined in Article V, Section 2 of your bylaws.