BYLAWS FOR (LOCAL PTA NAME) (PTA/PTSA)

ARTICLE I: NAME

The name of this organization is the **(local PTA name)** Parent Teacher **(Student)** Association **(PTA/PTSA), If changing to an abbreviated name for your unit through the rest of your bylaws document, it needs to be indicated here. John Fitzgerald Kennedy PTA to JFK PTA. (region name) Choose the correct region Foothills, Gateway, Heritage, Mark Twain, Meramec, Ozark, Pony Express and Three Trails** Region, **(town),** Missouri. It is a local PTA under the authority of the Missouri Congress of Parents and Teachers (the Missouri PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

**# ARTICLE II: PURPOSES**

**Section 1**. The Purposes of the **(local PTA name)**, in common with those of the National PTA and the Missouri PTA are:

**IF PTSA, DO NOT CHANGE THE NATIONAL OR MISSOURI PTA TO PTSA. PTSAs ARE PTAs**

1. To promote the welfare of children and youth in home, school, community, and place of worship.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

**These are what need to be posted at your unit meetings for qualifications for awards.**

**Section 2**. The Purposes of the National PTA, the Missouri PTA, and the **(local PTA name)** are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.

**Section 3**. The organization 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 “Internal Revenue Code”).

**# ARTICLE III: BASIC POLICIES**

The following are basic policies of the **(local PTA name)**, in common with those of the National PTA and the Missouri PTA:

1. The organization shall be noncommercial, nonsectarian, and nonpartisan.
2. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, 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.
3. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools and the community at large.
4. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private persons except that the organization 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.
5. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
6. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of Missouri PTA.  *Note: See Article IV for specific details*. **MUST INCLUDE THIS NOTE.**
7. The organization 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 AND MISSOURI PTA

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

A local PTA is in good standing when it does all of the following. If a local PTA becomes “not in good standing” as soon as it has fulfilled the necessary requirements, it is again considered “in good standing.”

1. Adheres to the Purposes and basic policies of the PTA;
2. Remits national and state dues to the state PTA by dates required (Article V Section 4);
3. Has bylaws approved every three (3) years according to the procedures of the state PTA;
4. Submits a copy of the unit’s fiscal year-end report to the state PTA by December 1st of each year;
5. Submits a copy of the unit’s annual financial review to the state PTA by December 1st of each year;
6. Submits a copy of the required IRS tax form to the state PTA by December 1st of each year;
7. Submits the names and addresses of officers to the state PTA by March 31st of each year; and
8. Meets other criteria as may be prescribed by the state PTA.

**These are the requirements spelled out in one Section of what it is necessary to be a unit in” Good Standing”. These are required to enter Reflections or to be eligible for awards.**

**Section 2**. This local PTA shall adopt such bylaws for the government of the organization as may be approved by the Missouri PTA. Such bylaws shall not be in conflict with the bylaws of the National PTA or the bylaws of the Missouri PTA and shall include verbatim any required language as stated in the model bylaws approved by the Missouri PTA Executive Committee and identified by the number symbol (#).

**Section 3**. Bylaws of this local PTA shall include an article on amendments.

**Section 4**. Bylaws of this local PTA shall include a provision establishing a quorum.

**Section 5**. There shall be no voting by proxy by any constituent organization of National PTA.

**Section 6**. Local units shall submit two (2) hard copies or one (1) electronic copy of their bylaws to the state office for approval by the procedures and bylaws chairman once every three (3) years. Amendments shall be sent immediately after adoption for approval. Bylaws and amendments shall become effective upon receipt of state approval.

**Amendments must be voted upon by the General Membership then sent to state for approval and do not become effective until approved by state. See Article XV Section 3.**

**Section 7**. This local PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the Missouri PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Missouri PTA, or where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

**Section 8.** The books of the treasurer shall be reviewed annually and upon the resignation or removal of the treasurer or any other authorized bank signatory, by an auditor, reviewer or reviewing committee whose report shall be submitted to the local PTA general membership for adoption; a copy must be submitted to Missouri PTA.

**Section 9.** The charter of this local PTA shall be subject to withdrawal and the status of such organization as a local PTA shall be subject to termination, in the manner and under the circumstances provided by the bylaws of the Missouri PTA.

**Section 10**. This local PTA is obligated, upon withdrawal of its charter by the Missouri PTA, to carry out promptly, under supervision and direction of the Missouri PTA, all proceedings necessary or desirable for the purpose of dissolving the **(local PTA name)**.

**Section 11**. A local PTA may dissolve in the following manner:

1. The executive committee (or other body that, under its bylaws manages the affairs of the local PTA) shall adopt a resolution recommending that the local PTA be dissolved and directing that the questions of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the local PTA shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.
2. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the president of the Missouri PTA at least thirty (30) days before the date fixed for such special meeting of its members.
3. Only those persons who were members of the local PTA on the date of the adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution.
4. Approval of dissolution of the local PTA shall require the affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the special meeting, a quorum being present.
5. If this local PTA votes to dissolve, it must yield up and surrender all of its books and records and all of its assets and property to the Missouri PTA or to such agency as may be designated by the Missouri PTA or to another local PTA organized under the authority of the Missouri PTA. It must also cease and desist from the further use of any name that implies or connotes association with the National PTA or the Missouri PTA or status as a constituent organization of the National PTA.

# ARTICLE V: MEMBERSHIP AND 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 Missouri 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 and purposes of National PTA.

**# Section 3.** This local PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time. The membership year shall be July 1 through June 30.

**# Section 4**. Each member of this local PTA shall pay such annual dues to said organization as may be determined by the organization. The amount of such dues shall include the portion payable to the Missouri PTA (the state portion) and the portion payable to the National PTA (the national portion).

**# Section 5**. The National PTA portion of each member’s dues shall be two dollars and twenty-five cents ($2.25) per annual.

**# Section 6.** The Missouri PTA portion of each member’s dues shall be two dollars ($2.00) per annum.

**Section 7**. Each member of this local PTA shall pay annual dues of **($ amount)** to said organization. **If have family memberships this must state shall be two specific people (membership cards issued) each must pay** the $4.25 for National and State dues**.** The amount of such dues shall include the portion payable to the Missouri PTA and the portion payable to the National PTA.

**# Section 8**. Local units may enroll business members. The amount of such dues shall include five dollars and fifty cents ($5.50) per business member, which includes the state portion, national portion and service

**Section 9**. Each business member of this local PTA shall pay business membership dues of **($ amount)** to said organization.

**# Section 10.**

1. The local treasurer shall keep the record of the state and national portions of the membership dues separate from the record of the general funds of the local unit. All state and national portions are payable to the state office the first of each month.
2. Any PTA unit whose dues are not received at the state office postmarked on or before March 1 shall be delinquent and shall not be entitled to representation at the state convention except as provided in Article XI, Section 2 of the Missouri PTA bylaws.
3. Ten (10) or more paid members shall constitute a PTA unit.
4. After three (3) years delinquency, a unit shall not be eligible for reinstatement, but upon payment of dues, shall be organized as a new unit.

# ARTICLE VI: OFFICERS

**# Section 1**. Each officer shall be a member of this local PTA. No person shall hold any elective or appointive position in any local PTA who is not a member in good standing of such local PTA.

**# Section 2**. All local PTAs shall elect officers before March 31, and shall send to the state office by that date, the names of officers who shall serve the ensuing year.

**Section 3**. The officers of this local PTA shall be a president, **National PTA does not recognize co presidents, thus neither does Missouri PTA. We do know they exist and we aren’t the Nazi PTA Police to come shame you but there are reasons not to have co presidents. The form sent to state with the officers’ information only the first person listed under president will receive information from State and/or National. The office of president has one (1) vote. The other co president does not get a vote and should not be included in the quorum**. **(number *OR* title of)** vice president(s), recording and corresponding secretary, and a treasurer **(list any other officers)**. Historian. **NO ONE CAN AUTOMATICALLY BE A VICE PRESIDENT. OFFICERS ARE ELECTED AND SERVE A SPECIFIC TERM. PRINCIPALS CANNOT BE AN AUTOMATIC VICE PRESIDENT OR EVEN BE AN HONORARY VICE PRESIDENT.**

**Section 4**. Officers shall be elected by the general membership, by ballot, in the month of **(name of month- *March or before*)**.

**Section 5**. The vote shall be conducted by ballot, a majority shall elect. When there is only one (1) candidate for an office, the election may be held by voice vote. **But you must have an election even if there is only 1** **candidate for each office**

**Section 6**. The following provisions shall govern the eligibility of individuals to be officers of the **(local PTA name)**:

1. No officer may be eligible to serve more than **(one/two)** consecutive terms in the same office. 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.

**b. (any other qualifications for office) Do not need to state shall be members of this PTA, already in Section 1.**

**Section 7**. Officers shall assume their official duties following the close of the school year, except the treasurer who shall assume that officer’s duties at the close of the fiscal year. Officers shall serve for a term of **(number)** year(s) or until their successors are elected. **Remember the length officers serve is a combination of this section and Section 6 letter a. Recommend not to serve more than 2 years in one position. Fresh ideas are good.**

**Section 8**. Nominating committee:

#a. The nominating committee shall be elected.

1. There shall be a nominating committee composed of **(three, five *OR* other odd number)THIS IS NOT AT LEAST3; OR 5 OR 7 an exception would be like our Sixth Grade Center and the Principal requested that all grade schools be included** members who shall be elected by this local PTA at a regular general membership meeting at least **(number)** months prior to the election of officers, as outlined in Article VI, Section 4.  **NO ONE MAY AUTOMATICALLY SERVE ON THE NOMINATING COMMITTEE EITHER. YOU MAY STATE THE PRINCIPAL MAY SERVE AS AN ADVISOR.**
2. The committee shall elect its own chairman.
3. The committee shall nominate an eligible person for each office to be filled and report its nominees **(at the time of the election *OR* days prior to the election)**, **Choose one** at which time additional nominations may be made from the floor of the general membership meeting when the election is held.
4. Only those individuals who are current members of this local PTA (or from a “feeder school”) and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.
5. **May add must be a member of this PTA for \_\_\_ days to be eligible to vote in the election of officers.**

**Section 9**. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the board, notice of such election having been given. In case a vacancy occurs in the office of president, the first vice president shall serve notice of the election.

# ARTICLE VII: DUTIES OF OFFICERS

**Section 1**. The president shall: Be impartial

1. preside at all meetings of this local PTA;
2. serve as an ex-officio member of all committees except the nominating committee;
3. coordinate the work of the officers and committees of this local PTA in order that the Purposes may be promoted; and
4. appoint a parliamentarian, **This is an advisory position only. A parliamentarian cannot make a motion, vote except by ballot and is not counted in the quorum**, if desired.

**Section 2.** The vice president(s) shall:

1. serve as aide(s) to the president; and
2. perform the duties of the president in the president’s absence or inability to serve; if more than one vice president they will preside in the order of 1st vice president, 2nd vice president, etc.Delete if only one vice president.
3. The first vice president shall **(list any other duties)**. **If more than one (1) vice president must list duties of each. First vice shall be membership chair**
4. The second vice president shall **(list any other duties)**.fundraising chair, programs, bylaws

**Section 3**. The secretary shall:

1. record and preserve the minutes of all meetings of the **(local PTA name)**;
2. be prepared to read the records of any previous meetings;
3. preserve all records;
4. have a current copy of the bylaws;
5. maintain a current membership list; and
6. forward names and addresses of newly elected officers to the state office no later than March 31.

**Section 4**. The treasurer shall:

#a. submit the books for an annual financial review and upon the resignation or removal of the treasurer or any other authorized bank account signatory;

#b. keep the record of the state and national portions of the membership dues separate from the record

 of the general funds of the local unit and remit all state and national portions of the membership dues to the state office. All state and national portions are payable to the state office

 the first of each month;

#c. submit a copy of the unit’s fiscal year-end report to the state PTA by December 1st of each year;

#d. submit a copy of the unit’s annual financial review to the state PTA by December 1st of each year;

#e. submit a copy of the required IRS tax form to the state PTA by December 1st of each year; THIS YEAR IF LESS THAN $50,000 FILE 990N

f. have custody of the funds of this local PTA;

g. maintain a full account of the funds of this local PTA:

h. make disbursements as authorized by the president, board, or this local PTA in accordance with the

 budget adopted by this local PTA;

i. have checks signed by the treasurer and **(another officer)**;

j. have vouchers signed by the chairman and the president before presenting to the treasurer for

 payment;

k. cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the **(local PTA name)**;

l. provide a financial statement at each meeting;

m. present an annual report of the financial condition of the organization; and

n. be responsible for preparing or having prepared IRS forms at the proper time.

**Section 5**. All officers shall:

1. meet within **( )** days of **(installation of *OR* assuming)** office for the purpose of appointing committee chairmen and begin planning for the ensuing year.
2. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the executive committee or association; DO NOT NEED TO STATE THIS IN THE DUTIES OF EACH OFFICER SINCE LISTED HERE and
3. turn over to the president, without delay, all records, books, and other materials pertaining to their office, and shall return to the treasurer, without delay, all receipts and funds pertaining to their office upon the expiration of their term or in case of resignation.

# ARTICLE VIII: EXECUTIVE BOARD

**# Section 1**. Each board member shall be a member of this local PTA. No person shall hold any elective or appointive position in any local PTA who is not a member in good standing of such local PTA.

**# Section 2**. A PTA member shall not serve as a voting member of this local PTA’s board while serving as a paid employee of or under contract to this local PTA.

**Section 3**. The members of the board shall be:

1. elected officers; and
2. standing committee chairs, council delegates, teacher representatives, principal or their representative, and student representatives. ***[Modify as appropriate for your unit.]***

**Section 4**. The affairs of the **(local PTA name)** shall be managed by the executive board in the intervals between local unit PTA general membership (unit) meetings. Duties of the board shall be to:

#a. select an auditor, a reviewer, or financial review committee to review the treasurer’s accounts whose report shall be submitted to the general membership for adoption; a copy must be submitted to Missouri PTA.

b. carry out such business as may be referred to it by the membership of the association;

c. create standing and special committees;

d. approve the plan of work presented by committee chairmen;

e. present a report at the regular general membership meetings of this local PTA;

f. prepare and submit an annual budget to this local PTA’s general membership for adoption; and

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

h. **(list any other duties your board might perform).**

**Section 5**. Regular meetings of the board shall be held **(on day of week., 3rd Monday of each month, etc. *OR* as set by the board at its first meeting of the year; etc).**

**Section 6**. Special meetings of the board may be called by the president or when requested by **(number)** members upon **(number)** days’ notice to each member of the board.

**Section 7**. At all meetings of the board, **(number *OR* a majority of the)** members of the board shall constitute a quorum for the transaction of business.

 The quorum for a board meeting should be less than that for a general membership meeting. Remember quorums should be set by the most people to be expected in the best of circumstances. This number should not be less than five (5).

**Section 8**. If any officer shall cease to meet the qualifications or fulfill the duties of the position, that person may be removed by a two-thirds (2/3) vote of the executive board **Missouri PTA updated this section due to the change in Robert’s Rules of Order, 11th Edition.**

**Section 9**. Upon the expiration of the term of office, or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. 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 fourteen (14) days.

**Section 10. If your board does electronic voting between meetings in an emergency situation need to state here. There are guidelines. Voting by electronic means can only be done by the board not the general membership.**

**Business needing attention prior to the next regularly scheduled monthly meeting may be transacted by electronic means subject to the following conditions:**

1. **Notification of the question must be sent to all elected officers and board members.**
2. **The secretary will maintain a communication record**
3. **Secretary will present the communication record at the next monthly meeting and it will become a part of that month’s minutes.**
4. **Voting cannot commence until a quorum (a majority of the Board Members have acknowledged receipt of the question by using “the reply to all” function.**
5. **The call to vote cannot be issued until 24-hours have passed since establishing a quorum on the question, or 100% of the elected officers have indicated they are ready for the vote.**
6. **The call to vote shall be issued by the president or in his/her absence by the secretary.**
7. **Voting will be open for 24-hours, or until 100% of the elected officers have cast ballots.**
8. **Votes cast must be clearly marked in favor of, opposed to, or abstaining from the question.**
9. **The secretary shall tally the votes, and notify the officers of the results.**
10. **Expenditures in excess of $200.00 may not be made by electronic means.**
11. **Any elected officer may table the question until the next regularly scheduled meeting. By submitting said request to all elected officers electronically.**
12. **The executive board may further clarify this section in its standing rules.**

***(Optional article on Executive Committee can be inserted here)--(Delete this note.)***

**IF EXECUTIVE COMMITTEE PLEASE NUMBER AS IX AND RENUMBER THE CONSECTIVE ARTICLES**

**ARTICLE IX: COMMITTEES**

**# Section 1**. Only members of this local PTA shall be eligible to serve in any elective or appointive positions.

**Section 2**. Standing committees are those that perform a continuing function and serve all year. Such standing committees may be created by the board to promote and carry out the Purposes and the work of the PTA. The standing committees of this local PTA shall be: **(*List your committees such as bylaws, legislative, programs, membership, hospitality, etc*.)**

**Section 3.** Special committees are created for a special purpose and automatically cease to exist when their work is done and the final report is received. The board may create such special committees as it may deem necessary.

**Section 4**. The chairmen of committees shall be selected by the officers of the association and shall serve for a term of **(number)** year(s) or until the selection of a successor.

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

**Section 6**. The president shall be a member ex officio of all committees except the nominating committee. The president shall be notified of all committee meetings.

# ARTICLE X: GENERAL MEMBERSHIP (UNIT) MEETINGS

**# Section 1**. In general membership (unit) meetings the right to offer motions, make nominations, speak in debate, and vote, shall be limited to members of this association whose dues are paid. **What must the general membership vote on? Officers, budget and amendments to the bylaws.**

**Section 2**. Regular meetings of the general membership (unit) of the local PTA shall be held **(on day of week, i.e., 3rd Thursday of each month; *OR* in the months of [name]; etc.)**, unless otherwise provided by this local PTA, the board or executive committee. **(Number)** days’ notice shall be given to the membership of any change of date.

**Section 3**. Special meetings of this local PTA may be called by the president or by a majority of the board **(number)** days’ notice having been given.

**Section 4**. **(Number not majority)** members shall constitute a quorum for the transaction of business in any general membership meeting of this local PTA. **THIS NUMBER SHOULD BE GREATER THAN THAT FOR A BOARD MEETING.**

**Section 5.** The annual meeting shall be the last general membership (unit) meeting of the year, at which time annual reports shall be received and new officers installed**.** The annual meeting shall be held in **(month)**.

# ARTICLE XI: COUNCIL MEMBERSHIP

***(This article only applies to units connected to a council. The following sections must correspond to the council PTA bylaws. Please delete this article/sections if it does not apply to your unit and renumber accordingly.) (Delete this note.)***

**Section 1**. This local PTA shall be represented in meetings of the **(name)** Council PTA by the president, or appointed alternate, and by **(number)** delegate(s) or alternate(s).

#a. All representatives to the council PTA must be members of this local PTA.

b. Delegates and their alternates shall be chosen by **(election /appointment)** in **(month)**.

c. Delegates to the **(name)** Council PTA shall serve for a term of **(number)** years**(s)**.

**Section 2**. This local PTA shall pay annual dues of **($ amount**) to the **(name)** Council PTA as provided in the **(name)** Council PTA bylaws. I would recommend if you are in a council that this states “pay annual dues to the \_\_\_\_Council as set by the \_\_\_\_Council”.

# ARTICLE XII: MISSOURI PTA CONVENTION

This local PTA shall be represented at the annual meeting of the Missouri PTA by the president, or appointed alternate, and by the number of delegates the unit is allowed to send.

 #a. All representatives to the Missouri PTA convention must be members of this local PTA.

 #b. The number of voting delegate cards this local unit is entitled to is based on membership of the previous year.

c. Delegates and their alternates shall be chosen **(how)** in **(month)**.

# ARTICLE XIII: FISCAL YEAR

The fiscal year of the **(local PTA name)** shall begin on **(month and day)** and end on the following **(month and day)**. **A fiscal year is a complete calendar year.**

**# ARTICLE XIV: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the National PTA and the **(local PTA name)** in all cases in which they are applicable and in which they are not in conflict with these bylaws, the bylaws of the National PTA, the Missouri PTA Bylaws or the Articles of Incorporation.

# ARTICLE XV: AMENDMENTS

**# Section 1**. These bylaws may be amended at any general membership (unit) meeting of the **(local PTA name)** by a two-thirds (2/3) vote of those members present and voting, a quorum being present, provided that the proposed amendments have been provided to membership at the previous meeting or **(number) *[5 or more]***days prior to the meeting.

**Section 2**. If a complete revision of the bylaws is needed, a committee may be appointed by a majority vote at a general membership (unit) meeting of this local PTA, or by a two-thirds (2/3) vote of the board of this local PTA, to submit a revised set of bylaws as a substitute for the existing bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

**# Section 3**. Submission of amendments or revised bylaws for approval by the state PTA shall be sent, in duplicate, to the state office and shall become effective upon approval by the state procedures and bylaws chairman.

**# Section 4**. The bylaws of local PTAs shall not conflict with any provision of the National PTA bylaws or the Missouri PTA bylaws. The adoption by Missouri PTA of any changes in required language in the model bylaws identified by a number symbol (#) shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of the local PTA. Notwithstanding the automatic process, the local PTA shall promptly incorporate such amendments into their respective bylaws.

Please remove the underline, **bold**, and color if any from the fill-in –the blanks. Also check that the # signs were not deleted if automated formatting was used. (Delete this note.)

**(LOCAL PTA NAME) PTA**

**(REGION NAME) REGION**

**BYLAWS COMMITTEE**

***(List members of the bylaws committee.)(Delete this note.)***

 Bylaws Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (chairman) (member)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (member) (member)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (member) (member)

Bylaws Revised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bylaws Approved by Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) (date)

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