

Bylaws

What have you done for me
lately?

What are bylaws?

Bylaws are a **LEGAL** document that explain the rules and guidelines.

What are bylaws?

Bylaws are different from standard operating procedures.

That is the purpose of Standing Rules.

What are bylaws?

Bylaws contain the:

- What
- Why
- When
- How
- Who

Rudyard Kipling:

I keep six honest serving-men
They taught me all I knew
Their names are What and Why and When
And How and Where and Who

Bylaws Basics – What?

- What is the unit's connection to:
 - Missouri PTA
 - National PTA
- What are the Officers' jobs.
- What standing committees does the unit have.
- What if a rule is not covered in the bylaws.
- What does the unit do if they cannot meet in person.

(Article IV, Article VII, Article IX, Article XIV, Article XVI)

Bylaws Basics – Why?

Why was the unit created.

(Article II)

Bylaws Basics – When?

- When do Board members meet.
- When do Members meet.

(Article VII Section 5 & 6, Article X)

Bylaws Basics – How?

- How is the unit set up.
- How are the Officers chosen.
- How long does this committee meet.
- How does the unit change rules and guidelines.
- How does the unit handle resignations & removals.

(Article III, Article VI, Article XIII, Article XV, Article XVII)

Bylaws Basics – Who?

- Who is the unit.
- Who are the members.
- Who are the Board members.
- Who attends the state convention.

(Article I, Article V, Article VIII, Article XII)

Why do we have Bylaws?

**IRS requires bylaws to be filed with
501c3 application.**

Local units are chartered under Missouri PTA

Why do we have Bylaws?

Missouri requires all 501c3 to have bylaws.

Why do we have Bylaws?

Bylaws can protect you (Officers) in court since they are legally binding documents.

**Why do units have their
bylaws reviewed every three
years?**

PTA bylaws have expiration dates.

**Why do units have their
bylaws reviewed every three
years?**

Missouri PTA keeps bylaws current
with any changes at National and
State level.

Why do units have their bylaws reviewed every three years?

Reviewing bylaws allows
Missouri PTA to help make
suggestions and/or corrections.

What are in our bylaws?

- Standing committees – ALL standing committees must be filled each year.
- Standing committees are usually members of the Executive Board

What are in our bylaws?

- Special Committees – do not need to be filled each year.
- Created for a specific purpose.
- Once that purpose is complete the committee no longer exists.

What are in our bylaws?

General quorum – How many members is a good number.

- Suggest at least an odd number.
- Suggest at least 10% of your total membership

What are in our bylaws?

Article XII – Convention attendance.

“This local PTA SHALL be represented...”

What are in our bylaws?

What does the number symbol (#) mean in the bylaws? Articles, Sections, and Subsections with this symbol cannot be changed in the unit bylaws.

(# Article IV Section 2 and Article XV # Section 4)

What are in our bylaws?

Article IV Section 2: Units may adopt their own bylaws as long as they are approved by Missouri PTA.

What are in our bylaws?

**Article VI: Officers Section 8.
Nominating committee – unlisted
standing committee.**

What happens when Bylaws are not followed?

The unit is open to the possibility for
legal investigations and
entanglements.

Unfortunately Missouri PTA and National PTA cannot assist in
legal matters of an individual unit.

What happens when Bylaws are not followed?

The unit could lose its tax-exempt status and access to funding.

What happens when Bylaws are not followed?

**Officers and members can face
personal legal action, such as
lawsuits.**

Though Missouri PTA and National PTA cannot assist an individual unit with legal issues, hopefully Missouri PTA is able to step in and offer guidance and support before this occurs.

Bylaws, what about...?

Bylaws affect unit spending.

- Nonprofits must justify spending.
- 501c3 is required to spend the majority on their purpose and mission.

Bylaws, what about...?

The Board can delegate authority to a committee but not responsibility.

Bylaws, what about...?

The unit president does not usually
cast a vote.

The president reserves their vote to
break ties.

Bylaws, what about...?

Parliamentarian

- Appointed by the president
- One position per unit
- Serves as advisory role on rules and procedures for the unit
- Sits next to the president during meetings
- Does not make motions, nominations, speak in debates
- Only casts ballot votes

Bylaws...anything else?

How long does it take to
get bylaws back?

Bylaws...anything else?

Why are bylaws sent back?

Bylaws...anything else?

Why are bylaws sent back in a different format than what was sent in?

Bylaws...anything else?

Any questions that have not been covered...?

Diamond Sponsor



Diamond Sponsor



Bylaws

...extra tile if anything needs to be added...