

COMPLETING FILL-IN-THE-BLANK BYLAWS

The official fill-in-the-blank bylaws were developed to simplify the amendment process and to expedite approval. The instructions for completing them are below.

FILL-IN-THE-BLANK BYLAWS

- When completing the official fill-in-the-blank bylaws, all blank spaces must be completed.
- Articles or sections with no blanks or drop downs are required and cannot be altered in any way, therefore, they must be included exactly as written.
- Changes can only be made to sections of the bylaws that have blanks or drop downs.
- Additional changes to these sections should be listed in the addendum.

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- Fill in your unit's district, local unit registration number (LUR #) and (EIN)Tax ID # at top of page. **If you are a new or re-activating unit and do not have a LUR # or(EIN) Tax ID #, but have applied for either of them, please send them to the bylaws chair upon receipt.**
- Fill in your school name and school address Below "Local Unit Bylaws"

Article I: Name

- Fill in the local unit name in the blank.
- Select either PTA or PTSA, as applies to your unit.
- Fill in name of the city or town where your unit is located.
- Select either PTA or PTSA as applies to your unit

Article II: Purposes –No wording can be added or deleted.

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Article III: Principles – No wording can be added or deleted.

Article IV: PTAs/PTSAs – No wording can be added or deleted.

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Article V: Members and Dues, Section 4.

- Fill in the amount of your annual membership dues.
- The amount of dues each member pays his local unit is arrived at by adding the \$2.25 per member National PTA portion, the \$1.75 per member LAPTA portion, and amount the local unit wishes to keep.

- If your unit offers a family, student or corporate membership, include the dues for each and the number of membership cards issued for each. For example, \$5 for a single membership, \$8 for a family membership (2 membership cards), \$50 for a corporate membership (5 membership cards).

Article VI: Officers, Section 1.

- Fill in the number of vice presidents and secretaries.
- List any additional officers in the addendum.
- Parliamentarian is not an elected position.

Article VI: Officers, Section 2, A.

- Fill in the month officers are to be elected.
- This must be a month that a regular meeting is scheduled as specified in Article XI: General Membership Meetings, Section 3. Elections take place at your annual meeting.

Article VI: Officers, Section 4.

- Fill in when officers are to take office. Examples include July 1 or the beginning date of the fiscal year.
- Fill in the number of years making up an officer's term.

Article VI: Officers, Section 5, C.

- Fill in the number of days' notice of election to fill a vacancy.

Article VI: Officers, Section 7, b.

- Fill in the month the nominating committee reports at the general membership meeting.
- This must be a month that a regular meeting is scheduled as specified in Article XI: General Membership Meetings, Section 1.

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Article VII: Duties of Officers.

- Additional duties may be listed in a unit's standing rules.

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Article VIII: Board of Directors, Section 4, B.

- Fill in the number of days' notice required to notify members of a special meeting.

Article VIII: Board of Directors, Section 4, C.

- Fill in the number of board members necessary to constitute a quorum for the transaction of business.
- This should be at least two times the number of officers plus one.

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Article IX: Executive Committee, Section 5, B.

- Fill in the number of days' notice required to notify members of a special meeting.

Article X: Committees, Section 2.

- Fill in the number of years a chairman can remain in that position.

Article XI: General Membership Meetings, Section 1.

- Fill in the months you will have general meetings. Be sure to include the months that officers are elected, the nominating committee reports, and the annual meeting is held.
- Fill in number of days' notice required to notify members of change of meeting date.

Article XI: General Membership Meetings, Section 2.

- Fill in the number of days' notice required to notify members of a special meeting.

Article XI: General Membership Meetings, Section 3.

- Fill in the month of the annual meeting. (The annual meeting is normally the election meeting.)

Article XI: General Membership Meetings, Section 4.

- Fill in a quorum at least twice the number of officers listed in Article VI: Officers, Section 1, plus one.
- This is to prevent the perception that officers could conduct the business of the association by themselves.

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Article XII: District Membership

- Select the district your unit is affiliated with.

Article XIII: Fiscal Year

- Fill in month and day, but not a year.
- The fiscal year must cover a twelve month period; for example, July 1 - June 30.

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Addendum page

- List any changes made to the bylaws other than the information inserted in the blanks. Please include the page plus article and section number when listing the change.
- Example of changes:
 - If your unit would like the principal to be a part of the executive committee, insert this in Article IX: Executive Committee, Section 1.