

Instructions for Completing the Local Unit 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.

- When completing the official bylaws, all **bolded text** must be replaced with unit specific information.
- Articles or sections without bolded text 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 “**bolded**” areas.
- Additional changes to these sections should be listed in the addendum.

Page 1: Unit Information

Line 2: Unit's Name

Line 4: Local unit registration number (LUR#)

Line 5: Federal Employer Identification Number (EIN/Tax ID#)

Note: If your unit is new or reaffiliating and does not have a LUR# or EIN/Tax ID#, but has applied for them, please send this information to bylaws@louisianapta.org upon receipt.

Line 7: School that your PTA/PTSA supports

Lines 9 -11: School address

Line 13: Parish that your unit is in

Page 2: Article I: Name

Line 35: Unit name

Page 6: Article V: Membership and Dues

Line 214: Fill in the dues amount each member will submit to the local PTA/PTSA. If your unit offers a family, student, or corporate/business membership, include the dues for each member and the number of members allowed for each designation. For example, \$5.00 for a single membership; \$5.00 for one student membership; \$8.00 for a family membership (2 members); \$50.00 for a corporate membership (5 members). Just a reminder, your PTA must submit dues of \$3.50 for each member in your unit to LAPTA.

Page 6: Article VI: Officers and Their Election

Line 228: Fill in the number of vice-president(s)

Line 229: Fill in the number of secretary(ies)

Line 231: List any additional officers in the addendum.

- Line 234: Fill in the month or months your elections will be held. This must be a month/months a General Membership Meeting is held.
- Line 243: Fill in the date your elected officers will assume their positions. The PTA operational and fiscal years runs July 1 – Jun 30.
- Line 244: Fill in the length of the elected officer's terms.
- Line 245: Fill in the number of additional terms elected officers are allowed to serve.

Page 19: Article VIII: Executive Committee, Section 4B. Meetings

- Line 409: Fill in the number of days' notice that will be provided to the Executive Committee members in the event of a special meeting of the committee.

Page 10: Article IX: Board of Directors, Section 5B. Meetings

- Line 409: Fill in the number of days' notice that will be provided to Board of Director members in the event of a special meeting of the board.

Page 11: Article X: Committees, Section 5. Nominating Committee

- Line 453: Designate the number of members for the Nominating Committee (no less than three members and an uneven number).
- Line 458: Fill in the month or months the Nominating Committee reports at the General Membership meeting in which elections will be held.

Page 12: Article XI: General Membership Meetings

- Line 473: Section 1. Meeting Dates. Fill in the months your unit will hold general membership meetings. Be sure to include the month/months your election is held.
- Line 480. Section 3. Quorum. Fill in a quorum of at least twice the number of officers listed in Article VI: Officers and Their Elections, Section 3 and any additional officers listed by your unit in the addendum, plus one. This is to prevent the perception that the officers could conduct business of the association by themselves.
- Line 482. Elections Meeting. Fill in the month or months your elections will be held. This must be a month or months a General Membership Meeting is held.

- Page 13: Addendum.** List any changes made to the Bylaws other than the information inserted in the blanks. Please include the page number plus article and section number when listing the changes. An example:

Page 12, Article XI, Section 4. Elections meeting.

Current wording:

The annual elections meeting shall be held in the month of April.

The proposed change will be to:

The annual elections meeting shall be held in the month of May.

Questions? Send a note to bylaws@louisianapta.org