



Local Unit By-Laws Addendum #1

Effective July 1, 2020

Each PTA in Louisiana is governed by bylaws based on the standard developed by the state organization. Bylaws may never be suspended by a Local Unit but may be amended following procedures set by the Louisiana State PTA. In order to provide guidance for operations in an emergency declared by the federal, state, or local government, the LAPTA Board of Directors has developed and approved Addendum #1.

Please post Addendum #1 with your approved Local Unit By-Laws.

ARTICLE IV: PTAs/PTSAs

Section 12. Protected Units.

A. In the event a local unit is unable to operate with the number of executive officers listed in Article VI. Duties of Officers, Section 1. of these bylaws during an emergency declared by the federal, state, or local government, the unit should seek guidance from the appropriate District PTA board of directors or from the Louisiana PTA board of directors.

B. Local units unable to operate under the terms of their current bylaws will be declared Protected Units. These units will operate under the following conditions:

1. A three-member Executive Committee, to include a President, Secretary, and Treasurer, as well as the principal and his/her designee will be appointed or approved by the appropriate District or State PTA board of directors. The President, Secretary and Treasurer do not have to have children attending the Protected Unit school, but must be a member of the Protected Unit PTA. These officers can be solicited from other local unit PTAs.

2. A minimum of ten (10) members is required for a Protected Unit PTA. The District PTA board of directors or Louisiana PTA board of directors, responsible for the Protected Unit, will assist with a membership drive, if necessary.

3. The Protected Unit will maintain current insurance, fulfill fiduciary duties, and operate within the laws required for a 501c3 nonprofit organization.



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4. Students attending a school with a Protected Unit will be ineligible to participate in Reflections, Safety Poster Contest, and LAPTA Essay Contest.

5. Protected Units will not be considered Units in Good Standing, but the units will suffer no adverse action while designated a Protected Unit.

6. A local unit will automatically be removed from protected status two consecutive operational years after the emergency order has been lifted. Charters will be subject to withdrawal, if a Protected Unit is unable to resume normal operations at the conclusion of two consecutive years after emergency orders have been lifted.

ARTICLE VI: Duties of Officers

Section 2. Officers shall be elected by ballot in the month originally designated in the Local Unit's current bylaws. Voting by electronic means or in-person, with appropriate and safe social distancing practices, will be allowed while under any emergency order. All general members must be able to be contacted via two different forms of communication, and a local unit must be able to verify members with a membership roster containing contact information.

Article VIII: Board of Directors

Section 6. Regular meetings of the board shall be held with the date and time fixed by the board at its first meeting of the year. The Board of Directors is authorized to meet by electronic and/or virtual means.

Article IX: Executive Committee

Section 1: The Executive Committee shall consist of all elected officers. The Executive Committee is authorized to meet by electronic and/or virtual means.

Section 6: In the event of a national emergency declared by the President of the United States, a state emergency declared by the governor, and/or a state of emergency declared



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by a local government, the local unit PTA executive committee is authorized to fulfill the duties of the local unit PTA board of directors as listed in Article VIII: Board of Directors. Sections 3., including canceling or rescheduling events and programs, in the event the board of director's quorum cannot be reached.

Article XI: General Membership Meetings

Section 5: In the event of a national emergency declared by the President of the United States, a state emergency declared by the governor, and/or a state of emergency declared by the local government, local unit PTAs are required to hold **at least one** (1) general membership meeting during the school year for the purpose of budget approval or amendments, bylaws amendments and elections. General meetings are authorized to be held by electronic and/or virtual means. **All** members of the PTA must be given seven (7) days' notice of the meeting date, time, and method of meeting, using two forms of communication.

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NOTHING FOLLOWS