

**Louisiana PTA Bylaws**  
**Adopted June 24, 2021**

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29

## Article I: Name

30 The name of this nonprofit association is the Louisiana Congress of Parents and  
31 Teachers. It is commonly known and will be referred to in these bylaws as the  
32 “Louisiana PTA (Parent Teacher Association)”.

33

34

## Article II: Purposes

35 **Section 1. Objectives.** The Purposes of the Louisiana PTA (LAPTA) are:

36

37 A. To promote the welfare of children and youth in home, school, places of worship,  
38 and throughout the community.

39

40 B. To raise the standards of home life;

41

42 C. To advocate for laws that further the education, physical and mental health,  
43 welfare, and safety of children and youth;

44

45 D. To promote the collaboration and engagement of families and educators in the  
46 education of children and youth;

47

48 E. To engage the public in united efforts to secure the physical, mental, emotional,  
49 spiritual, and social well-being of all children and youth; and

50

51 F. To advocate for fiscal responsibility regarding the federal, state, and local dollars  
52 provided through taxes and grants for public education funding.

53

54 **Section 2. Awareness.** The purposes of the PTA are promoted through advocacy and  
55 education in collaboration with parents, families, teachers, educators, students, and the  
56 public; developed through conferences, committees, projects and programs; and  
57 governed and qualified by the basic principles set forth in Article III.

58 **Section 3. Federal Status.** The association is organized exclusively for the charitable,  
59 scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the  
60 Internal Revenue Code or corresponding section of any future federal tax code  
61 (hereinafter referred to as “Internal Revenue Code”).

62

63

## Article III: Principles

64 The following are basic principles of Louisiana PTA in common with those of the  
65 National PTA:

- 66 A. The association shall be noncommercial, nonsectarian, and nonpartisan.
- 67
- 68 B. The association shall work to engage and empower children, families, and
- 69 educators within schools and communities to provide quality education for all
- 70 children and youth, and shall seek to participate in the decision-making process
- 71 by influencing school policy and advocating for children’s issues, recognizing the
- 72 legal responsibility to make decisions has been delegated by the people to
- 73 boards of education, state education authorities, and local education authorities.
- 74
- 75 C. The association shall work to promote the health and welfare of children and
- 76 youth and shall seek to promote collaboration between families, schools, and the
- 77 community at large.
- 78
- 79 D. Commitment to the inclusiveness and equity, knowledge of PTA, and
- 80 professional expertise shall be guiding principles for service in this association.

81

82 **Article IV: Constituent Associations**

83 **Section 1. Constituent Associations.** The constituent associations of Louisiana PTA  
84 are Local Unit PTAs or PTSAs (Parent Teacher Student Associations) organized under  
85 the authority of the Louisiana PTA.

86 **Section 2. Affiliation Qualifications.** The Louisiana PTA Board of Directors (BOD)  
87 shall determine and publish criteria for:

- 88 A. Establishing constituent associations; and
- 89
- 90 B. Setting standards of continuing affiliation to include “good standing” requirements
- 91 for these associations with the Louisiana PTA; and
- 92
- 93 C. Dissolving constituent associations.

94 **Section 3: Purpose and Principles.** The purposes and principles of Louisiana PTA,  
95 as prescribed in Article II and III of these bylaws, shall in every case also be the  
96 purposes and principles of each constituent association.

97 **Section 4. Governance.** Each local constituent association organized under the  
98 authority of Louisiana PTA shall adopt bylaws in accordance with the template provided  
99 by the LAPTA for the governance of their association. Such bylaws shall not be in  
100 conflict with Louisiana PTA and National PTA or the Louisiana nonprofit corporate laws  
101 and are subject to review by the Louisiana PTA Bylaws Committee.

102 **Section 5. Voting.** There shall be no proxy voting by any constituent association of  
103 the Louisiana PTA.

104 **Section 6. Local Unit bylaws compliance.** The Louisiana PTA is responsible for  
105 compliance by the Local PTAs within its area with the National PTA Bylaws and the  
106 bylaws of the Louisiana PTA. All questions involving the failure of a Local Unit to  
107 comply with the National or Louisiana PTA Bylaws shall be reviewed by the Louisiana  
108 PTA BOD. Follow-on actions by the Louisiana PTA BOD will be in accordance with  
109 published guidance from the Louisiana PTA BOD.

110 **Section 7. Dissolution.** Each constituent association is obligated upon dissolution or  
111 withdrawal of its charter by Louisiana PTA:

- 112 A. To yield up and surrender all its books and records, all its assets and property to  
113 a designated representative of the Louisiana PTA who will distribute the assets  
114 as directed by the Louisiana PTA;  
115
- 116 B. To cease and desist from the further use of any name that implies or connotes  
117 association with the Louisiana PTA or status as a constituent association; and  
118
- 119 C. To carry out promptly under the supervision and direction of the Louisiana PTA  
120 all proceedings necessary or desirable for the purpose of dissolving the  
121 constituent association.  
122

## 123 **Article V: Membership and Dues**

### 124 **Section 1. Members.**

- 125 A. Membership in PTA of all levels shall be open, without discrimination, to anyone  
126 who believes in and supports the mission, purposes and principles of National  
127 PTA and Louisiana PTA.  
128
- 129 B. The members of Louisiana PTA shall be the individual members of the Local  
130 PTAs whose names are on file in the Louisiana PTA Office and for whom the  
131 national and state portion of dues have been paid as designated herein.

132 **Section 2. Rights and Privileges.** Every individual who is a member of a Local PTA,  
133 organized under the authority of the Louisiana PTA, is also a member of the National  
134 PTA, and the Louisiana PTA, and is entitled to all benefits of such membership, which  
135 shall include the:

- 136 A. Ability to serve in governance positions in the Louisiana PTA based on published  
137 requirements; and  
138
- 139 B. Right to vote at local, state, and national PTA meetings based upon the  
140 requirements of serving as a voting delegate.

141 **Section 3. Dues.** Annual dues for members shall include an amount for the Local PTA  
142 as determined by the Local PTA, state dues as determined by the members of the

143 Louisiana PTA at the state meeting, and national dues as determined by National PTA.  
144 The amount for state and national dues will be published to local units at the start of  
145 each operational year. No additional assessments shall be made against local units.

146 **Section 4. Membership Year.** The membership year for Louisiana PTA and  
147 constituent associations is from July 1 through June 30.

148

149 **Article VI: Officers**

150 **Section 1. Officers**

151 A. The officers of the Louisiana PTA shall be a president, six (6) vice presidents, a  
152 secretary and a treasurer.

153

154 B. For purposes of election, these officers shall be divided into two groups:

155

156 1) Group One shall consist of the VP Affiliation, VP Advocacy, VP  
157 Leadership Development, VP Arts Education, and the Treasurer and shall  
158 be elected in odd numbered years.

159

160 2) Group Two shall consist of the President, VP Membership, VP Diversity,  
161 Equity & Inclusion, and the Secretary and shall be elected in even  
162 numbered years.

163

164 **Section 2. Election**

165 A. These officers shall be elected at an annual convention or annual state meeting  
166 by the voting body of the convention or meeting, except as provided elsewhere in  
167 these bylaws, when the convention or meeting is dispensed with because of an  
168 emergency.

169

170 B. The election shall be by ballot. If there is no more than one nominee for an  
171 elected position, the nominee shall be declared elected by the president. A  
172 majority vote as defined in LAPTA Standing Rules shall be required for election.  
173

174 **Section 3. Qualifications.** The following provisions shall govern the qualifications and  
175 eligibility of individuals to be officers of the Louisiana PTA:

176 A. Each officer shall be a member of a local PTA chartered by the Louisiana PTA.  
177

178

178 B. Officers are not eligible to serve more than two consecutive terms in the same  
179 office.  
180

- 181 C. A nominee for president shall have served on the Louisiana PTA Board of  
182 Directors for at least two (2) years and shall have served as an Executive  
183 Committee officer at the local unit level.  
184
- 185 D. A nominee for all vice president positions, secretary and treasurer shall have  
186 served on the Louisiana PTA BOD or on a local unit board.  
187
- 188 E. A person who has served in an office for more than one-half of a full term shall  
189 be deemed to have served a full term in such office.

190

191 **Section 4. Assuming Office.**

- 192 A. The president shall assume office on July 1 of the new operational year and shall  
193 serve for a term of two (2) years or until a successor is elected, not to exceed an  
194 additional two (2) year term.  
195
- 196 B. The other officers shall assume office on July 1 and shall serve for a term of two  
197 (2) years or until a successor is elected, not to exceed an additional two (2) year  
198 term.  
199

200 **Section 5. Vacancies.** Vacancies in office shall be filled as follows:

- 201 A. A vacancy in any office shall be filled by a majority vote of the BOD members in  
202 filled positions. Notice of filling the vacancy must be given in the call to the  
203 meeting at which the election will take place.  
204
- 205 B. Voting shall be by ballot if there is more than one nominee.  
206
- 207 C. A ten (10) day notice of the election shall be given to the members of the BOD.  
208 A majority of the votes shall constitute an election.  
209

210 **Section 6. Removal or Resignations of Officers.** Any officer may be removed from  
211 office by the affirmative vote of two-thirds of the members of the BOD currently in office.  
212 Any officer may resign at any time by delivering a written resignation to the Louisiana  
213 PTA President and Secretary.

214

215 **Section 7. Courtesy Seats for Incoming Officers.** Any newly-elected officer, who is  
216 not serving on the BOD at the time of the election, shall be granted a courtesy seat at  
217 any BOD meeting held prior to taking office.

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**Article VII: Duties of the Officers**

**Section 1. President.** The president shall:

- A. preside at all meetings;
- B. create such standing committees, subject to the approval of the board of directors, as may be necessary to promote the purposes and carry on the work of the association;
- C. create such special committees, subject to the approval of the board of directors, as may be necessary to promote the purposes and carry on the work of the association;
- D. appoint chairs of each standing and special committee, subject to the approval of the board of directors, unless otherwise provided in these bylaws;
- E. serve as an ex-officio member of all committees except the Nominations Committee;
- F. serve as a representative to the National Constituent Association Advisory Council (NCAAC) or appoint a designee according to the National PTA bylaws;
- G. perform such other duties as may be provided for by these bylaws, the Louisiana PTA Standing Rules, prescribed by parliamentary authority, or directed by the board of directors or executive committee.

**Section 2. Vice Presidents.** The vice-presidents shall:

- A. acts as aides to the president;
- B. in their listed order, perform the duties of the president in the absence or inability of that officer to act; and
  - 1) the Vice President of Affiliation shall be responsible for education on and compliance of the standards of affiliation with local constituents
  - 2) the Vice President of Advocacy shall be responsible for promoting national and state advocacy and legislative programs and activities

257 3) the Vice President of Diversity, Equity & Inclusion shall be responsible for  
258 promoting inclusion, engagement, and full involvement of diverse  
259 populations in all aspects of the Louisiana PTA

260  
261 4) the Vice President of Arts Education shall be responsible for promoting the  
262 importance of the arts in education, and facilitating opportunities for  
263 Louisiana students to engage in and be exposed to various forms of art  
264

265 5) the Vice President of Membership shall be responsible for membership  
266 initiatives focused on recruitment and retention  
267

268 6) the Vice President of Leadership Development shall be responsible for  
269 resources, tools, and programs that support effective and ethical PTA  
270 leadership growth and empowerment  
271

272 C. perform such duties as may be provided for by these bylaws, Louisiana PTA  
273 Standing Rules, prescribed by parliamentary authority or directed by the board of  
274 directors or executive committee; and  
275

276 D. have duties added, but none deleted.  
277

278 **Section 3. Secretary.** The secretary shall:

279 A. record and maintain the minutes of all meetings of the members, the board of  
280 directors, and the executive committee;

281  
282 B. distribute minutes of meetings to the members of the board of directors and/or to  
283 the executive committee;

284  
285 C. perform such other duties as may prescribed for by in these bylaws, Louisiana  
286 PTA Standing Rules, prescribed by parliamentary authority, or directed by the  
287 board of directors or executive committee.  
288

289 **Section 4. Treasurer.** The treasurer shall:

290 A. maintain a full account of the funds of the Louisiana PTA;

291  
292 B. be the custodian of all the monies of the association and deposit funds in a  
293 depository account approved by the board of directors;  
294



- 295 C. disburse funds in accordance with the approved budget, within the approved  
296 procedure; or upon authorization of the executive committee or the board of  
297 directors;
- 298
- 299 D. work in coordination with the contract bookkeeper to maintain financial records;
- 300
- 301 E. execute an order against the contingency item in the budget upon authorization  
302 by the president;
- 303
- 304 F. present a written statement of account at all meetings of the executive committee  
305 and board of directors and when requested to do so by the president;
- 306
- 307 G. present an audit report to the annual convention or annual meeting;
- 308
- 309 H. submit records for an audit review to a bookkeeper and/or accountant selected  
310 by the executive committee;
- 311
- 312 I. ensure taxes and reports required by PTA bylaws, insurance or federal and state  
313 governments are completed and submitted by the due dates;
- 314
- 315 J. be required to give a commercial bond for the faithful performance of these  
316 duties in such amount as shall be determined by the board of directors; which  
317 bond shall be paid for by the Louisiana PTA;
- 318
- 319 K. serve as the chair of the Budget Committee, which shall submit the annual draft  
320 budget to the board of directors at the first meeting of the operational year;
- 321
- 322 L. maintain an investment account for the Louisiana PTA Endowment Fund to pay  
323 for scholarships, grants, and projects as determined by the board of directors;
- 324
- 325 M. perform such other duties as may be provided for by these bylaws, Louisiana  
326 PTA Standing Rules, prescribed by parliamentary authority, or directed by the  
327 board of directors or executive committee.

328

329

330

331

## Article VIII: Board of Directors

332 **Section 1. Composition.** The members of the board of directors shall be the elected  
333 officers and chairs of the standing committees.

334 **Section 2. Eligibility and Service.** Each board member shall:

335 A. be a member of a local unit PTA chartered by Louisiana PTA;

336  
337 B. serve in no more than two capacities and hold only one elected office on the  
338 board of directors.

339

340

341 **Section 3. Duties.** The board of directors shall:

- 342 A. manage the duties of the association;
- 343
- 344 B. have the full power and authority over the affairs of the association during the
- 345 interim between annual conventions/annual meetings, except that of modifying
- 346 any action taken by the convention/meeting;
- 347
- 348 C. consider, recommend and adopt, within the first quarter of the fiscal year, a
- 349 budget for the estimated revenue and expense for the ensuing year;
- 350
- 351 D. adopt standing rules for the transaction of its business, provided they do not
- 352 conflict with the bylaws of the association; and
- 353
- 354 E. decide all questions of cooperation with other state organizations.

355

356 **Section 4. Removal or Resignation of Board of Directors.** Any director may be  
357 removed from office by the affirmative vote of two-thirds (2/3) members of the board of  
358 directors, then in office. Any director may resign by delivering a written resignation to  
359 the Louisiana PTA President and Secretary.

360

361 **Section 5. End of Term.** Upon the expiration of the term of office, or when individuals  
362 are removed or resign from the position that entitles them to be a member of the board,  
363 they automatically cease to be a member of the board and shall be relieved of all duties  
364 and responsibilities incident to such membership. All records, books and other  
365 materials pertaining to the position shall be turned over to the president and all  
366 funds/fund requests pertaining to the position shall be returned to the treasurer within  
367 fourteen (14) days.

368

**Article IX: Indemnification**

369  
370 Every officer, member of the board of directors, and employees of the corporation shall  
371 be guarded or secured against anticipated loss by providing security against future  
372 damage or liability. The corporation will secure liability insurance to provide

373 indemnification against reasonable costs, expenses, and liabilities (including counsel  
374 fees), as stipulated in the terms and conditions of the negotiated insurance contract.

375

376

## Article X: Meetings

377 **Section 1. Regular Meetings.** The regular meetings of the board of directors shall be  
378 held each month of the operational year. All meetings shall follow the procedures  
379 outlined in these bylaws and standing rules.

380 **Section 2. Special Meetings.** Special meetings of the board may be called by:

381 A. the president; or

382

383 B. the board of directors upon written request to the president, including electronic  
384 mail, by at least three (3) members of the board. At least five (5) days' notice  
385 shall be given in the meeting call.

386 **Section 3. Quorum.** At all meetings of the board, a majority of the members of the  
387 board of directors, then in office, shall constitute a quorum for the transaction of  
388 business.

389

390

## Article XI: Virtual/Electronic Meetings and Communication

391 **Section 1. Meetings.** The Louisiana PTA Board of Directors is authorized to meet on a  
392 virtual meeting platform, through electronic communications media, or telephone  
393 conference call so long as proper notice of the meeting has been given in accordance  
394 with these bylaws. All attendees must be able to hear and participate in the business  
395 being discussed.

396 **Section 2. Unanimous Consent without a Meeting.** Any action required or permitted  
397 to be taken at any meeting of the board of directors may be taken without a meeting if a  
398 written consent, setting forth the action so taken, is signed by all the members of the  
399 board of directors then in office. Such written consent shall have the same force and  
400 effect as a unanimous vote at a meeting of the board of directors.

401 **Section 3. Communication.** All communication required by these bylaws, including  
402 meeting notices, may be sent electronically unless otherwise specified in these bylaws.

403

404

## Article XII: Executive Committee

405 **Section 1. Composition.** There shall be an executive committee of the Louisiana  
406 PTA, the members of which shall be the elected officers.

407 **Section 2. Meetings.** The executive committee shall meet at the call of the president  
408 or upon the request of three (3) members of the committee with five (5) days' notice  
409 having been given.

410 **Section 3. Quorum.** Three (3) members shall constitute a quorum for the transaction  
411 of business.

412 **Section 4. Duties.** The executive committee shall:

413 A. transact business referred to it by the board;

414

415 B. when necessary, perform the duties of the board of directors between meetings  
416 of the board;

417

418 C. act in emergencies between meetings of the board;

419

420 D. if necessary, make recommendations to the board on matters of policy and  
421 administration;

422

423 E. constitute the program committee for each annual convention or annual meeting  
424 of the association;

425

426 F. serve as the resolutions committee;

427

428 G. select the office staff and salaried workers necessary to carry out the work of the  
429 association and shall fix salaries and define duties. These employees shall work  
430 under the direction of the president;

431

432 H. serve as the conflict resolution committee;

433

434 1) review any alleged violations by Local Unit PTAs of the National PTA  
435 Bylaws, the Louisiana PTA bylaws, or their own bylaws or any other  
436 practices or activities of Local Unit PTAs that may tend to defeat the  
437 purposes and basic principles of the Louisiana PTA or the National PTA.  
438 The executive committee shall promptly report to the state board of  
439 directors the results of such review and its recommendation of action;

440

441 2) The Louisiana PTA board of directors shall give due consideration to the  
442 report of the committee to be heard and respond to the report. Follow-on  
443 actions will be in accordance with published guidance from the Louisiana  
444 PTA BOD.

445 **Section 5. Authority.** The executive committee shall take no action in conflict with any  
446 action taken by the board of directors.

447 **Article XIII: Committees**

448 **Section 1. Standing Committees.**

449 A. The chair of each standing committee shall be appointed by the president,  
450 subject to the approval of the board, to serve a term of one (1) year, unless  
451 otherwise specified in these bylaws, and to be eligible to serve no more than four  
452 (4) consecutive terms as chair.

453  
454 B. The chair of each standing committee shall submit a plan of work to the president  
455 and secretary to be placed on file.

456 **Section 2. Special Committees.**

457 A. The elected special committees of this association shall be nominations and  
458 elections.

459  
460 1. Nominations Committee.

461  
462 a. The Nominations Committee, composed of three (3) members and  
463 two (2) alternates, shall be elected, by the board of directors, from  
464 volunteers recruited from the general membership of the Louisiana  
465 PTA.

466  
467 b. The committee shall elect its own chair and shall;

468  
469 1) Notify all local units and members of the board of directors of  
470 the offices to be filled and invite advisory recommendations  
471 to be sent via email to the secretary and the state office for  
472 forwarding to the committee chair;

473  
474 2) select one nominee for each office to be filled at the next  
475 state convention or state meeting; consent of the nominee  
476 must be secured;

477  
478 3) submit a report to the secretary two (2) weeks prior to the  
479 call to convention/meeting deadline that will be included in  
480 the convention/meeting packet; and

481  
482 4) report to the convention/meeting, at which time additional  
483 nominations may be made from the floor, providing the  
484 consent of the nominee has been secured. No person may  
485 be nominated for more than one (1) office.  
486

- 487 c. Nominees considering running from the floor must give fifteen (15)
- 488 days notification before the beginning of the state convention or
- 489 state meeting, of their intent to run. The notification must be
- 490 emailed to the Louisiana PTA president and receipt acknowledged.
- 491
- 492 d. In the event the chair is unable to serve; the committee will elect a
- 493 new chair.
- 494
- 495 e. In the event a committee member is unable to serve; an alternate
- 496 will be called to serve.

- 497
- 498 2. Elections Committee.
- 499
- 500 a. The elections committee is composed of three (3) members and
- 501 two (2) alternates and shall be elected by the board of directors.
- 502 Committee members will be volunteers recruited from the general
- 503 membership of Louisiana PTA.
- 504
- 505 b. The elections committee shall elect its own chair and shall have
- 506 charge of the election at the annual convention or annual meeting.
- 507
- 508 c. No candidate running for any office at the convention or meeting
- 509 shall serve on the elections committee.
- 510
- 511 d. In the event the chair is unable to serve; the committee will elect a
- 512 new chair.
- 513
- 514 e. In the event a committee member is unable to serve; an alternate
- 515 will be called to serve,

- 516
- 517 B. Additional special committees may be crated as may be necessary to promote
- 518 the purposes and carry on the work of the association;
- 519
- 520 C. Special committees shall be dissolved automatically upon completion of the
- 521 assignment.
- 522
- 523 D. Special committees shall report their actions to the board of directors.

524

525

526 **Article XIV: Annual Convention / Annual Meeting**

527 **Section 1. Annual Convention / Annual Meeting.** The convention / meeting of the  
528 Louisiana PTA shall be held annually in each PTA operational year, except under the  
529 conditions as otherwise provided in this article. The time and place of the convention /  
530 meeting shall be determined by the board of directors.

531 **Section 2. Notice.** Notice of the convention / meeting shall be sent to each local unit  
532 president and member of the board of directors at least thirty (30) days before the  
533 convention / meeting.

534 **Section 3.** The annual convention / meeting voting delegates shall be the governing  
535 body of the Louisiana PTA.

536 **Section 4. Voting Body.**

537 A. Voting Body. The voting body of the convention / meeting shall consist of the  
538 members of the board of directors, and the duly accredited delegates from each  
539 local unit in good standing with the Louisiana PTA as shown on the books at the  
540 State Office, as of sixty (60) calendar days preceding the convention / meeting.

541  
542 B. Delegates. Each unit in good standing shall be entitled to accredit as voting  
543 delegates at the annual convention / meeting its president or alternate and one  
544 (1) voting delegate for every twenty-five (25) members, or fraction thereof.

545  
546 C. Participation. The annual convention / meeting shall be open to all members of  
547 the association, but the privilege of making motions, debating, and voting shall be  
548 limited to the members of the board of directors, and duly accredited voting  
549 delegates for each local unit in good standing.

550  
551 D. Voting. A delegate shall be allowed one (1) vote only.

552 **Section 5. Quorum.** A majority of those registered as attending at any annual meeting  
553 shall constitute a Quorum.

554 **Section 6. Resolutions/Directives.**

555 A. Resolutions shall originate in and be approved by a constituent association, the  
556 resolutions committee, or at a regular meeting of the board of directors.

557  
558 B. Resolutions originating in constituent associations shall be emailed to the State  
559 Office at least sixty (60) days prior to the annual convention / annual meeting.

560  
561 C. All resolutions must be statewide in scope and conform to PTA policies and  
562 procedures.

563

564 D. Before presentation to the convention / meeting, resolutions that conform to the  
565 above criteria shall be edited, except for intent, by the executive committee,  
566 which shall serve as the resolutions committee.

567 **Section 7. Emergency Resolutions.**

568 A. Emergency resolutions may be submitted only if the urgency of the subject  
569 matter has risen after the established deadline.

570  
571 B. They must conform to all established criteria, be approved by the Resolutions  
572 Committee and approved for recommendation by a two-thirds (2/3) affirmative  
573 vote of the delegates in order to be eligible for consideration.

574  
575 C. If an emergency resolution is approved by the Resolutions Committee, the  
576 submitting group must provide enough copies for the entire convention / meeting  
577 body and must deliver them to the state president on the first day of the  
578 convention / meeting.

579 **Section 8. Emergency Situation.**

580 A. Cancellation or delay. The board of directors, then in office, by a two-thirds (2/3)  
581 vote in the affirmative, may cancel or defer an annual convention / meeting when  
582 it deems such action to be required by the existence of a national emergency,  
583 state emergency, an epidemic, pandemic, other disaster or financial constraints.  
584 The vote on this question may be taken at a virtual meeting or any other  
585 electronic means, in the event a meeting in-person of the board of directors  
586 cannot be held.

587  
588 B. Election. In the event a state convention / state meeting is not held, the board of  
589 directors shall plan a procedure for conducting all necessary business, including  
590 the election of officers, by virtual/electronic means.

591

592 **Article XV: National Convention**

593 **Section 1. Delegates.** The Louisiana PTA shall be entitled to accredit to the annual  
594 convention as its delegates:

595 A. the president of the Louisiana PTA;

596  
597 B. five (5) delegates plus one (1) per thousand (1,000) members, or major fraction  
598 thereof, of each state constituent association PTA, as shown on the books of the  
599 secretary-treasurer of National PTA as of March 31 preceding an annual  
600 meeting, and as accredited by the state constituent association PTA.



601 **Section 2. Delegate Selection.** The selection of delegates, other than the president of  
602 Louisiana PTA, who shall be a delegate by virtue of office, shall be authorized by the  
603 board of directors. The president may be empowered to fill the quota.

604

605 **Article XVI: State Office**

606 **Section 1. Location.** A state office shall be domiciled in the state of Louisiana.

607 **Section 2. Funding.** Necessary funds for the operation of said office shall be included  
608 in the adopted budget for each fiscal year.

609 **Section 3. Bonding.** State employees shall be required to give a commercial bond for  
610 faithful performance of duties in such amount as shall be determined by the board of  
611 directors; which bond shall be paid for by the Louisiana PTA.

612

613 **Article XVII: Fiscal Year**

614 The fiscal year of the Louisiana PTA shall begin on July 1 and end on the following June  
615 30.

616

617 **Article XVIII: Parliamentary Authority**

618 The rules contained in the current edition of Robert's Rules of Order, Newly Revised  
619 shall govern the Louisiana PTA and its constituent associations in all cases in which  
620 they are applicable and in which they are not in conflict with these bylaws, National PTA  
621 Bylaws, or the articles of incorporation.

622

623 **Article XIX: Amendments**

624 **Section 1.** Bylaws may be amended/revised at an annual convention / meeting by a  
625 two-thirds (2/3) vote of those present and voting.

626 **Section 2. Requirements.** These requirements shall be compiled in the following  
627 order:

628 A. Submission. The proposed amendment(s)/revisions may be submitted by the  
629 board of directors, by the executive committee, by a committee authorized by the  
630 Louisiana PTA, or by a constituent association.

631

632 B. Deadline. All proposed amendments/revisions from constituent associations  
633 must be emailed to the State Office and receipt acknowledged by the State  
634 Office sixty (60) days prior to the annual convention / annual meeting.

- 635 C. Notice. A copy of the proposed amendments/revisions must be sent to each  
636 member of the board of directors and each local unit thirty (30) days prior to the  
637 convention / meeting.  
638
- 639 D. Approval prior to Presentation. The proposed amendments/revisions shall have  
640 been approved by the board of directors. Before presentation to the convention /  
641 meeting, the bylaws amendments/revisions shall be edited, except for intent, by  
642 the board of directors.  
643
- 644 E. Amendment. Proposed bylaws amendments/revisions, approved by the board  
645 of directors, may be amended at the annual convention / meeting by the voting  
646 delegates.