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Article I: Name

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

Article II: Purposes

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

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

B. To raise the standards of home life;

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

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

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

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

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

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

Article III: Principles

The following are basic principles of Louisiana PTA in common with those of the National PTA:
A. The association shall be noncommercial, nonsectarian, and nonpartisan.

B. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children’s issues, recognizing the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.

C. The association shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between families, schools, and the community at large.

D. Commitment to the inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in this association.

**Article IV: Constituent Associations**

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

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

A. Establishing constituent associations; and

B. Setting standards of continuing affiliation to include “good standing” requirements for these associations with the Louisiana PTA; and

C. Dissolving constituent associations.

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

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

**Section 5. Voting.** There shall be no proxy voting by any constituent association of the Louisiana PTA.
Section 6. Local Unit bylaws compliance. The Louisiana PTA is responsible for compliance by the Local PTAs within its area with the National PTA Bylaws and the bylaws of the Louisiana PTA. All questions involving the failure of a Local Unit to comply with the National or Louisiana PTA Bylaws shall be reviewed by the Louisiana PTA BOD. Follow-on actions by the Louisiana PTA BOD will be in accordance with published guidance from the Louisiana PTA BOD.

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

A. To yield up and surrender all its books and records, all its assets and property to a designated representative of the Louisiana PTA who will distribute the assets as directed by the Louisiana PTA;

B. To cease and desist from the further use of any name that implies or connotes association with the Louisiana PTA or status as a constituent association; and

C. To carry out promptly under the supervision and direction of the Louisiana PTA all proceedings necessary or desirable for the purpose of dissolving the constituent association.

Article V: Membership and Dues

Section 1. Members.

A. Membership in PTA of all levels shall be open, without discrimination, to anyone who believes in and supports the mission, purposes and principles of National PTA and Louisiana PTA.

B. The members of Louisiana PTA shall be the individual members of the Local PTAs whose names are on file in the Louisiana PTA Office and for whom the national and state portion of dues have been paid as designated herein.

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

A. Ability to serve in governance positions in the Louisiana PTA based on published requirements; and

B. Right to vote at local, state, and national PTA meetings based upon the requirements of serving as a voting delegate.

Section 3. Dues. Annual dues for members shall include an amount for the Local PTA as determined by the Local PTA, state dues as determined by the members of the
Louisiana PTA at the state meeting, and national dues as determined by National PTA. The amount for state and national dues will be published to local units at the start of each operational year. No additional assessments shall be made against local units.

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

Article VI: Officers

Section 1. Officers

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

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

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

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

Section 2. Election

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

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

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

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

B. Officers are not eligible to serve more than two consecutive terms in the same office.
C. A nominee for president shall have served on the Louisiana PTA Board of Directors for at least two (2) years and shall have served as an Executive Committee officer at the local unit level.

D. A nominee for all vice president positions, secretary and treasurer shall have served on the Louisiana PTA BOD or on a local unit board.

E. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office.

Section 4. Assuming Office.

A. The president shall assume office on July 1 of the new operational year and shall serve for a term of two (2) years or until a successor is elected, not to exceed an additional two (2) year term.

B. The other officers shall assume office on July 1 and shall serve for a term of two (2) years or until a successor is elected, not to exceed an additional two (2) year term.

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

A. A vacancy in any office shall be filled by a majority vote of the BOD members in filled positions. Notice of filling the vacancy must be given in the call to the meeting at which the election will take place.

B. Voting shall be by ballot if there is more than one nominee.

C. A ten (10) day notice of the election shall be given to the members of the BOD. A majority of the votes shall constitute an election.

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

Section 7. Courtesy Seats for Incoming Officers. Any newly-elected officer, who is not serving on the BOD at the time of the election, shall be granted a courtesy seat at any BOD meeting held prior to taking office.
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
3) the Vice President of Diversity, Equity & Inclusion shall be responsible for promoting inclusion, engagement, and full involvement of diverse populations in all aspects of the Louisiana PTA.

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

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

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

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

D. have duties added, but none deleted.

Section 3. Secretary. The secretary shall:

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

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

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

Section 4. Treasurer. The treasurer shall:

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

B. be the custodian of all the monies of the association and deposit funds in a depository account approved by the board of directors;
C. disburse funds in accordance with the approved budget, within the approved procedure; or upon authorization of the executive committee or the board of directors;

D. work in coordination with the contract bookkeeper to maintain financial records;

E. execute an order against the contingency item in the budget upon authorization by the president;

F. present a written statement of account at all meetings of the executive committee and board of directors and when requested to do so by the president;

G. present an audit report to the annual convention or annual meeting;

H. submit records for an audit review to a bookkeeper and/or accountant selected by the executive committee;

I. ensure taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates;

J. be required to give a commercial bond for the faithful performance of these duties in such amount as shall be determined by the board of directors; which bond shall be paid for by the Louisiana PTA;

K. serve as the chair of the Budget Committee, which shall submit the annual draft budget to the board of directors at the first meeting of the operational year;

L. maintain an investment account for the Louisiana PTA Endowment Fund to pay for scholarships, grants, and projects as determined by the board of directors;

M. perform such other duties as may be provided for by these bylaws, Louisiana PTA Standing Rules, prescribed by parliamentary authority, or directed by the board of directors or executive committee.

Article VIII: Board of Directors

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

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

A. be a member of a local unit PTA chartered by Louisiana PTA;
B. serve in no more than two capacities and hold only one elected office on the board of directors.

Section 3. Duties. The board of directors shall:

A. manage the duties of the association;

B. have the full power and authority over the affairs of the association during the interim between annual conventions/annual meetings, except that of modifying any action taken by the convention/meeting;

C. consider, recommend and adopt, within the first quarter of the fiscal year, a budget for the estimated revenue and expense for the ensuing year;

D. adopt standing rules for the transaction of its business, provided they do not conflict with the bylaws of the association; and

E. decide all questions of cooperation with other state organizations.

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

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

Article IX: Indemnification

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

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

Section 2. Special Meetings. Special meetings of the board may be called by:
A. the president; or
B. the board of directors upon written request to the president, including electronic mail, by at least three (3) members of the board. At least five (5) days' notice shall be given in the meeting call.

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

Article XI: Virtual/Electronic Meetings and Communication

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

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

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

Article XII: Executive Committee

Section 1. Composition. There shall be an executive committee of the Louisiana PTA, the members of which shall be the elected officers.
Section 2. Meetings. The executive committee shall meet at the call of the president or upon the request of three (3) members of the committee with five (5) days' notice having been given.

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

Section 4. Duties. The executive committee shall:

A. transact business referred to it by the board;

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

C. act in emergencies between meetings of the board;

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

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

F. serve as the resolutions committee;

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

H. serve as the conflict resolution committee;

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

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

Section 5. Authority. The executive committee shall take no action in conflict with any action taken by the board of directors.
Article XIII: Committees

Section 1. Standing Committees.

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

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

Section 2. Special Committees.

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

1. Nominations Committee.

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

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

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

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

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

      4) report to the convention/meeting, at which time additional nominations may be made from the floor, providing the consent of the nominee has been secured. No person may be nominated for more than one (1) office.
c. Nominees considering running from the floor must give fifteen (15) days notification before the beginning of the state convention or state meeting, of their intent to run. The notification must be emailed to the Louisiana PTA president and receipt acknowledged.

d. In the event the chair is unable to serve; the committee will elect a new chair.

e. In the event a committee member is unable to serve; an alternate will be called to serve.

2. Elections Committee.

a. The elections committee is composed of three (3) members and two (2) alternates and shall be elected by the board of directors. Committee members will be volunteers recruited from the general membership of Louisiana PTA.

b. The elections committee shall elect its own chair and shall have charge of the election at the annual convention or annual meeting.

c. No candidate running for any office at the convention or meeting shall serve on the elections committee.

d. In the event the chair is unable to serve; the committee will elect a new chair.

e. In the event a committee member is unable to serve; an alternate will be called to serve,

B. Additional special committees may be created as may be necessary to promote the purposes and carry on the work of the association;

C. Special committees shall be dissolved automatically upon completion of the assignment.

D. Special committees shall report their actions to the board of directors.

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

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

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

Section 4. Voting Body.

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

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

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

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

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

Section 6. Resolutions/Directives.

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

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

C. All resolutions must be statewide in scope and conform to PTA policies and procedures.
D. Before presentation to the convention/meeting, resolutions that conform to the above criteria shall be edited, except for intent, by the executive committee, which shall serve as the resolutions committee.

Section 7. Emergency Resolutions.

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

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

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

Section 8. Emergency Situation.

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

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

Article XV: National Convention

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

A. the president of the Louisiana PTA;

B. five (5) delegates plus one (1) per thousand (1,000) members, or major fraction thereof, of each state constituent association PTA, as shown on the books of the secretary-treasurer of National PTA as of March 31 preceding an annual meeting, and as accredited by the state constituent association PTA.
Section 2. Delegate Selection. The selection of delegates, other than the president of Louisiana PTA, who shall be a delegate by virtue of office, shall be authorized by the board of directors. The president may be empowered to fill the quota.

Article XVI: State Office

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

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

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

Article XVII: Fiscal Year

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

Article XVIII: Parliamentary Authority

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

Article XIX: Amendments

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

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

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

B. Deadline. All proposed amendments/revisions from constituent associations must be emailed to the State Office and receipt acknowledged by the State Office sixty (60) days prior to the annual convention / annual meeting.
C. Notice. A copy of the proposed amendments/revisions must be sent to each member of the board of directors and each local unit thirty (30) days prior to the convention / meeting.

D. Approval prior to Presentation. The proposed amendments/revisions shall have been approved by the board of directors. Before presentation to the convention / meeting, the bylaws amendments/revisions shall be edited, except for intent, by the board of directors.

E. Amendment. Proposed bylaws amendments/revisions, approved by the board of directors, may be amended at the annual convention / meeting by the voting delegates.