

# Louisiana PTA Local Unit Bylaws

## Unit Name: Lancaster Elementary School PTA

Local Unit Registration Number: **02671799**

Federal Employer Identification Number (EIN/Tax ID): 61-1652908

School Name: Joseph B Lancaster Elementary School

Address: 133 Pine Creek Dr.  
Madisonville, LA  
70447

*Approved May 4, 2021*

*Giselle Allen*

*Louisiana PTA*

Parish: St Tammany Parish

### Table of Contents

ARTICLE		PAGE
ARTICLE I	Name	2
ARTICLE II	Purposes	2
ARTICLE III	Principles	2
ARTICLE IV	Relationship with National PTA and Louisiana PTA	3
ARTICLE V	Membership and Dues	5
ARTICLE VI	Officers and Their Election	6
ARTICLE VII	Duties of Officers	7
ARTICLE VIII 9	Executive Committee / Quorum	
ARTICLE IX	Board of Directors / Quorum	9
ARTICLE X	Committees	11
ARTICLE XI	General Membership Meetings / Quorum	12
ARTICLE XII	Louisiana PTA Convention / Annual Meeting	12
ARTICLE XII	Fiscal Year	12
ARTICLE XIII 13	Parliamentary Authority	
ARTICLE XIV	Amendments	13

## **Article I: Name**

The name of this nonprofit association is the Lancaster Elementary School PTA located in Madisonville, Louisiana “herein referred to as “Association” or “Local Unit” or PTA/PTSA”. It is a local PTA organized under the authority of the Louisiana Congress of Parents and Teachers (“LAPTA”), a branch of the National Congress of Parents and Teachers (“National PTA”). Local units with student membership may be named Parent, Teacher, and Student Associations (“PTSA”).

## **Article II: Purposes**

**Section 1. Objectives.** The purposes of this PTA, in common with those of national PTA and Louisiana PTA 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.
- 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 PTA are promoted through advocacy and education in collaboration with parents, 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 tax code (herein referred to as “Internal Revenue Code”).

## **Article III: Principles**

The following are basic principles of this PTA in common with those of National PTA and Louisiana 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 that 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. The association shall exhibit commitment to inclusiveness and equity, knowledge of PTA, and professional expertise as the guiding principles for service in this association.

## **Article VI: Relationship with National PTA and Louisiana PTA**

**Section 1. Affiliation.** This PTA shall be organized and chartered under the authority of Louisiana PTA in conformity with such rules and regulations, not in conflict with National PTA bylaws, as LAPTA may in its bylaws or standing rules prescribe. LAPTA shall issue to each local PTA an appropriate charter evidencing the due association and active affiliation of the PTA.

A. A PTA in Active Affiliation with LAPTA is one that:

1. Adheres to the purposes and basic principles of the PTA.
2. Provides the latest officer data to LAPTA as required.
3. Has a current year's budget, verified by a unit budget approval form signed by the President and Treasurer, and submitted to the LAPTA office.
4. Provides a copy of the previous fiscal year's audit committee report to LAPTA.
5. Submits proof of IRS 990 filing or timely filing of a request for extension to the LAPTA state Office.
6. Provides a copy of Unit Articles of Incorporation from the Louisiana Secretary of State.
7. Submits annual dues for a minimum of thirty (30) members to Louisiana PTA. These dues include the national portion as prescribed by National PTA and the state portion as prescribed by LAPTA.
8. Has approved unit bylaws on file with the LAPTA office. Bylaws must be submitted and reviewed by LAPTA at least once every three (3) years.
9. Maintains proof of insurance for general liability and bonding.
10. Has been assigned its own Employer Identification Number (EIN/tax information number) from the IRS. A copy of the confirmation letter with the EIN must be on file with the LAPTA Office.

B. This local PTA shall adopt such bylaws for the governance of the association as may be approved by the LAPTA. Such bylaws shall not conflict with National PTA bylaws or the bylaws of LAPTA.

1. Bylaws of this PTA shall include an article on amendments.
2. Bylaws of this PTA shall include a provision on establishing a quorum.
3. The bylaws of this PTA shall prohibit voting by proxy.
4. Each PTA shall include in its bylaw's provisions corresponding to provisions of state bylaws.

**Section 2. New Units.** LAPTA is responsible for chartering new local chapters, called "local units." Each local unit is an independent nonprofit and is established in accordance with state and federal laws. Contact the LAPTA Office to start the process of chartering a local unit.

### **Section 3. Protected Units.**

- A. If this PTA is unable to continue to operate in compliance with its bylaws and unable to fill the officer positions as outlined in Article VI, Section 3, this PTA will seek guidance from the LAPTA Board of Directors.
- B. This PTA will then be declared a Protected Unit. This unit 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 LAPTA Board of Directors. The President, Secretary and Treasurer do not have to have children attending this Protected Unit school, but must be a member of this 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. Dues for all members must be submitted to LAPTA. The LAPTA Board of Directors will assist with a membership drive if necessary.
  - 3. This Protected Unit will maintain current insurance, fulfill fiduciary duties, and operate within the laws required for a 501(c)(3) nonprofit organization.
  - 4. Students attending this school will be ineligible to participate in Reflections and any other LAPTA - hosted contests.
  - 5. This PTA will not be considered in Active Affiliation status but will suffer no adverse action while designated a Protected Unit.
  - 6. This PTA will automatically be removed from protected status after two consecutive operational years. Charters will be subject to withdrawal if this Protected Unit is unable to resume normal operations at the conclusion of those two consecutive years.

### **Section 4. Programs and Awards / State Convention and Annual Meeting Eligibility.**

- A. Only local units that maintain Active Affiliation status with LAPTA are eligible to participate in recognition programs, and to receive awards and grants from both LAPTA and National PTA.
- B. All local units must meet the criteria for Active Affiliation by March 1<sup>st</sup> of each year to send voting delegates to the LAPTA state convention / annual meeting.

**Section 5. Account and Record Books.** Each PTA shall keep permanent books of account and records sufficient to establish the items of gross income, receipts, and disbursements of the association, including, specifically, the number of its members, the dues collected from its members, and the amount of dues remitted to the LAPTA. Such books shall at all reasonable times be open to inspections by an authorized representative of the LAPTA or, when directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

**Section 6. Charter Withdrawal.** The charter of this PTA shall be subject to withdrawal and the status as a PTA shall be subject to termination, in the manner and under the circumstances provided in the bylaws and standing rules of LAPTA.

**Section 7. Obligations upon Charter Withdrawal.** Each PTA is obligated, upon withdrawal of its charter by the LAPTA:

- A. To yield up and surrender all its books and records and all its assets and property to LAPTA or to such agency as may be designated by the LAPTA or to another local PTA organized under the authority of the LAPTA in accordance with Federal 501(c)(3) regulations.
- B. To cease and desist from the further use of any name that implies or connotes association with the National PTA or LAPTA or status as a constituent association of the National PTA.
- C. To carry out promptly, under the supervision and direction of the LAPTA, all proceedings necessary or desirable for the purpose of dissolving such local PTA.

**Section 8. Dissolution of a local PTA unit.** A local PTA may dissolve and finalize its affairs in the following manner:

- A. The Board of Directors shall adopt, by a two-thirds (2/3) vote, a recommendation that the local PTA be dissolved and directing those questions of such dissolution be submitted to a vote at a general meeting of the members having voting rights.
- B. Written notice stating that the purpose of such meeting is to consider the advisability of dissolving the local PTA shall be given to each member entitled to vote at least thirty (30) days prior to the date of such meeting.
- C. Written notice of the adoption of such recommendation accompanied by a copy of the notice of the special meeting of members shall be given to the president of LAPTA at least twenty (20) days before the date of such special meeting.
- D. Only those persons who have submitted dues to the local PTA prior to the date of the adoption of the recommendation and continue to be members on the date of the meeting shall be entitled to vote on the question of dissolution.
- E. Approval of the dissolution of the local PTA shall require an affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the special meeting, a quorum being present.
- F. Upon completion of the dissolution process, the charter of the local PTA shall be withdrawn.

## **Article V. Membership and Dues**

**Section 1. Non-discrimination.** Membership in PTA at all levels shall be open, without discrimination, to anyone who believes in and supports the missions, purposes and principles of National PTA.

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

- A. Ability to serve in governance positions in Local Units and LAPTA based on published requirements.
- B. Right to vote at local, state, and National PTA meetings based on the requirements of serving as a voting delegate.

**Section 3. Dues.** Each member of this PTA shall pay annual dues as specified in the local unit bylaws.

- A. Annual dues for members shall include an amount for the local unit PTA, as determined by that PTA; state dues as determined by LAPTA; and national dues as determined by the National PTA. No additional assessments shall be made against local units.
- B. Each member of this PTA shall pay annual dues of \$ 7.00/person, \$12.00/couple, \$5.00/grandparent or other relative, \$25.00/corporate, \$4.00/teacher or staff to the organization. The amount of such annual dues shall include the portion payable to LAPTA and the portion payable to National PTA.
- C. The state and national portions of the dues paid by each member of this PTA shall be set aside by this PTA and remitted to LAPTA through such methods and at such times as provided for by state policies and procedures.

**Section 4. Membership Enrollment.** The PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

**Section 5. Membership Year.** The membership year is from July 1 through June 30.

## **Article VI: Officers and Their Election**

**Section 1.** Each officer shall be a member of this PTA.

**Section 2.** Employees of the school that the Local PTA unit is supporting may not serve as president or co-president of the unit in the school in which they are employed.

**Section 3.** The officers of this PTA shall be a President or Co-Presidents, one or two Vice-President(s), one Secretary(ies) and a Treasurer. In the event of Co-Presidents, only one (1) President, selected by the local unit, will serve as the primary contact for LAPTA. Other officers may be elected as designated in this unit's standing rules.

**Section 4.** Officers shall be elected at a general membership meeting in the month of April or May

**Section 5.** When there is an uncontested election (only one nominee for an elected position and no nominees from the floor), the President shall call for a vote by the members present. A majority vote shall be required for election. When an election is contested (nominees received from the floor in addition to the slate presented by the nominations committee), an anonymous ballot vote must be conducted. Proof of membership is required to vote in either election.

**Section 6. Assuming Office.**

- A. Officers shall assume their official duties on July 1 and shall serve for a term of one year or until their successors are elected, not to exceed an additional **(no limit)** year(s) term.
- B. A person who has served in the office for more than one half of a full term shall be deemed to have served a full term in such office.

**Section 7. Vacancies.** Vacancies in elected offices shall be filled as follows:

- A. A vacancy in any office shall be filled by a majority vote of the Board of Directors (BOD). Notice of the filing 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 board by the First-Vice President or the Secretary. A majority of votes shall constitute an election.
- D. A vacancy in an office with check signatory privileges requires a financial audit to be performed immediately.

**Section 8. Reporting Requirements.** This PTA shall submit officer data within fourteen (14) days after their election to LAPTA in the method prescribed by state policies and procedures. Changes in officers occurring outside of the regular election cycle must be reported to the LAPTA Office immediately.

**Section 9. Courtesy Seats for Incoming Officers.** Any newly elected officer, who is not serving on the BOD at the time of election, shall be granted a courtesy seat at any BOD meeting held prior to holding office.

**Section 10. Removal or Resignations of Officers.** Any officer may be removed from office by an affirmative vote of two-thirds of the members of the BOD then in office. Any officer may resign at any time by providing a written resignation to the President and Secretary.

## **Article VII: Duties of Officers**

### **Section 1: The President shall:**

- A. Preside at all meetings of this local PTA.
- B. Serve as an ex-officio member of all committees except the nominating committee.
- C. Coordinate the work of officers and committees of this PTA in order that the purposes may be promoted.
- D. Appoint a parliamentarian, subject to the approval of the Board of Directors of this PTA.
- E. Create such Standing Committees, and appoint chairs of each Standing Committee, subject to the approval to the Board of Directors, as may be necessary to promote the purposes and carry on the work of this PTA, unless otherwise provided for in these bylaws and standing rules.
- F. Create such Special Committees, and appoint chairs of each Special Committee, subject to the approval to the Board of Directors, as may be necessary to promote the purposes and carry on the work of this PTA, unless otherwise provided for in these bylaws and standing rules
- G. Perform such other duties as may be prescribed for by these Bylaws, the Local Unit Standing Rules, prescribed by parliamentary authority, or directed by the BOD or Executive Committee.

### **Section 2. The Vice-President(s) shall:**

- A. Act as an aide(s) to the President.
- B. In their designated order, perform the duties as the President in the absence or inability of that officer to act.
- C. Perform such other duties as may be prescribed for by these bylaws, the Local Unit Standing Rules, prescribed by parliamentary authority, or directed by the BOD or Executive Committee.

### **Section 3. The Treasurer shall:**

- A. Maintain a full and accurate account of the funds of this PTA, receipts and expenditures.
- B. Serve as the custodian of the unit checkbook and all financial records.
- C. Serve as the Chair of the Budget Committee.
- D. Make disbursements as authorized by the president, Board of Directors, or this PTA in accordance with the budget adopted by members of this PTA.
- E. Provide a copy of the bank statement and any other monthly financial statements to the president each month.
- F. Have someone not authorized to sign on this PTA's accounts review and sign the bank statement each month.
- G. Ensure checks and any other financial transactions (to include on-line banking actions/debit card transactions) are signed for by two persons – one being the Treasurer and one another bank signatory.
- H. Provide a written financial statement or monthly budget update at every meeting and at other times when request by the BOD.
- I. Present an Annual Report on the financial condition of the organization
- J. Submit the books annually at the end of the fiscal year, or upon the change of a check signer, for a review by a professional auditor, or an auditing committee of not fewer than three members, none of whom are signers on the checking account. The audit shall result in a report and/or signed statement that the audit was conducted, and findings of the audit.
- K. Report the findings of the audit to members of the Board of Directors.
- L. File the appropriate 990-N, 990-EZ, or 990 Federal Tax Return (due 5 ½ months after the fiscal year closes) on an annual basis at the completion of the audit.
- M. Maintain a membership roster and record of membership dues.
- N. Perform such other duties as may be prescribed for by these Bylaws, the Local Unit Standing Rules, prescribed by parliamentary authority, or directed by the Board of Directors or Executive Committee.

### **Section 4. The Secretary(ies) shall:**

- A. Record and maintain the minutes of all meetings of members, Board of Directors, and the Executive Committee of this PTA.
- B. Distribute minutes of meetings to the members, members of the Board of Directors, and the Executive Committee of this PTA.
- C. Be prepared to read the records of any previous meetings.
- D. File all records.
- E. Maintain a current copy of the Unit Bylaws and Standing Rules.
- F. Maintain an accurate Membership List.
- G. Perform such other duties as may be prescribed for by these Bylaws, the Local Unit Standing Rules, prescribed by parliamentary authority, or directed by the Board of Directors or Executive Committee.

**Section 5. End of Term.** All officers upon the expiration of term or removal or resignation shall turn over to the President, within thirty (30) days or before the new officers assume their duties, all records, books, and other materials pertaining to the office. They shall also return to the Treasurer, within the same time period, all



reimbursement requests, receipts, financial paperwork, and funds pertaining to their office.

### **Article VIII: Executive Committee**

**Section 1. Composition.** The Executive Committee shall consist of elected officers.

**Section 2. Quorum.** A majority of the Executive Committee shall constitute a quorum for the transaction of business.

**Section 3. Duties.** The duties of the Executive Committee shall:

- A. Transact business referred to it by the Board of Directors.
- B. Act in emergencies between meetings of the Board of Directors
- C. Make a report at each Board of Directors meeting.

**Section 4. Meetings.**

- A. Regular meetings of the Executive Committee shall be held with the date and time to be fixed by the committee at its first meeting of the year.
- B. Special meetings of the committee may be called by the President or upon written request to the President, including electronic mail, by a majority of the members of the committee. At least two days' notice shall be given in the meeting call.

**Section 5. Virtual/Electronic Meetings and Communication**

- A. This PTA Executive Committee is authorized to meet on a virtual meeting platform, through electronic communications media, or telephone conference call as 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.
- B. All communication required by these Bylaws, including meeting notices, may be sent electronically unless otherwise specified in these Bylaws.

**Section 6. Authority.** The Executive Committee shall take no action in conflict with any action taken by the Board of Directors.

### **Article IX: Board of Directors**

**Section 1. Composition.** The Board of Directors shall consist of the elected officers; the chairs of standing and special committees; and the principal of the school or their designated representative. Other members may be designated in the Unit Standing Rules.

**Section 2. Quorum.** Quorum is defined as half of the filled positions plus one. An example: if there are 15 positions on the Board of Directors, but only 12 are filled, then the quorum is 7.

**Section 3. Eligibility and Service.** Board members:

- A. Shall be a member of this Local PTA.

- B. May not serve in more than two capacities and may hold only one elected office on the board.
- C. May not serve on the Board of Directors while employed by this PTA or under contract to this PTA.

**Section 4. Duties.** The Board of Directors shall:

- A. Manage the affairs of this PTA in the intervals between the general membership meetings.
- B. Carry out such business as may be referred to it by the membership of this PTA.
- C. Create Standing and Special Committees.
- D. Present a tentative Plan of Work to the President and Secretary to be placed on file.
- E. Present a report at the General Membership meetings of this PTA.
- F. Select an auditor or an auditing committee to examine the books at the end of the fiscal year and at such times as required by the resignation of a check signer or the Treasurer.
- G. Prepare and submit an annual budget to this PTA's membership for adoption.
- H. Approve payment of routine bills within the limits of the budget.
- I. Adopt standing rules for the transaction of PTA business, provided they do not conflict with the Bylaws of the association.

**Section 5. Meetings.**

- A. Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting of the year.
- B. Special meetings of the board may be called by the President or upon written request to the President, including electronic mail, by a majority of the members of the board. At least two days' notice shall be given in the meeting call.

**Section 6. Virtual/Electronic Meetings and Communication**

- A. This PTA Board of Directors is authorized to meet on a virtual meeting platform, through electronic communications media, or telephone conference call as 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.
- B. All communication required by these Bylaws, including meeting notices, may be sent electronically unless otherwise specified in these Bylaws.

**Section 7. Removal or Resignations of Members of the Board of Directors.** Any director may be removed from office by an affirmative vote of two-thirds of the members of the Board of Directors then in office. Any director may resign at any time by providing a written resignation to the President and Secretary.

**Section 8. End of Term.** Upon the expiration of term of office, or when individuals are removed or resign from the position that entitles them to be a member of the Board of Directors, they shall automatically cease to be a member of the board and are released of all duties and responsibilities of the position. They shall turn over to the President, within fourteen (14) days, all records, books, and other materials pertaining to the position. They shall also return to the Treasurer, within the same time period, all

reimbursement requests, receipts, financial paperwork, and funds pertaining to their position.

## **Article X: Committees**

**Section 1. Service.** Only members of this local PTA shall be eligible to serve in any elective or appointive positions.

### **Section 2. Committee Types.**

- A. Standing Committee: A standing committee is formed when a certain field of endeavor requires continuous service throughout the year or for a longer period. Certain essential standing committees ensure the effective functioning of a local association.
- B. Special Committee: A special committee is created and appointed for a specific purpose normally not of a continuing nature. When its work is done and its final report has been received, it ceases to exist.

**Section 3. Committee Work.** No committee work shall be undertaken without the consent of the Board of Directors.

### **Section 4. Term of Position.**

- A. The term of position of a Standing Committee Chair shall be one year(s) or until the selection of a successor.
- B. The term of a Special Committee Chair ends when the special project the committee was created for is concluded or as designated in the unit Standing Rules.

### **Section 5. Nominating Committee.**

- A. There shall be a Nominating Committee composed of an uneven number of members (no less than 3). The Nominating Committee is composed of **three or more** members elected at a General Membership Meeting at least one month prior to the election of officers outlined in Article IV, Section 4.
  - 1. The committee shall elect its own chair.
  - 2. The Nominating Committee shall nominate an eligible person for each office to be filled and report its nominees at the General Membership Meeting in the month of **April or May** at which time additional nominations may be made from the floor.
  - 3. Nominees considering running from the floor must give fifteen (15) days notification before the General Membership Meeting of their intent to run. The notification must be provided to the President and Secretary in writing. Electronic mail is acceptable.
  - 4. Only those persons who are current members of this Local PTA and who have signified their consent to serve if elected shall be nominated for, and elected to, such office.
- B. The Nominating Committee concludes its duties at the annual election meeting.

### **Section 6. Advisory Committee.**

- A. An Advisory board shall be composed of a group of local professionals/parents, school administrators, and faculty representatives, that share a commitment to advocate on behalf of children and youth. The advisory board shall provide an external perspective on issues referred to it by the officers and Board of Directors.
- B. The advisory board shall consist of the Executive Board and no more than five (5) members appointed by the President / Co-Presidents in odd numbered years and with approval of the Executive Board. Appointed members shall serve a term of two (2) years. Reappointment of members shall be at the discretion of the President. The Committee shall appoint the chair of the advisory board. The advisory board shall meet at least once per fiscal year. Meetings may be held by conference call.

### **Article XI: General Membership Meetings**

**Section 1. Meeting Dates.** General membership meetings of this local PTA shall be held on dates designated by the Board of Directors in the months of **August and April or May (depending on school event calendar)** with twenty (20) days' notice being given to the general membership of the date, place, and time of the meeting.

**Section 2. Special Meetings.** Special meetings of this local PTA may be called by the President, by a majority of the Board of Directors, or by a majority of the general membership. The general membership must be given ten (10) days' notice of the date, place, and time of the meeting.

**Section 3. Quorum.** A quorum of fifteen (15) members is required for the transaction of business in this PTA.

**Section 4. Elections meeting.** The annual elections meeting shall be held in the month(s) of April or May

**Section 5. Virtual meetings in the event of an emergency.** If a national emergency declared by the President of the United States, a state of emergency declared by the governor, and/or a state of emergency when declared by the local government prevents this PTA from conducting its scheduled meetings, it is 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 fourteen (14) days' notice of the meeting date, time, and method of meeting, using two forms of communication to reach members.

### **Article XII: LAPTA Convention / Annual Meeting**

**Section 1. Attendance.** Each local PTA whose membership dues have been remitted to LAPTA as required by the LAPTA bylaws, shall be entitled to attend the annual convention / state meeting.

**Section 2. Voting Delegates.** Each Local PTA in Active Affiliation with LAPTA as of March 1<sup>st</sup> of each year is eligible to be represented:

- A. By the President, or alternate, of this PTA.

- B. By one (1) delegate for each twenty-five (25) members, or major fraction thereof, as shown on the current LAPTA Membership report fifteen (15) days prior to the convention / annual meeting.

### **Article XIII: Fiscal Year**

The fiscal year of this PTA shall be July 1 to June 30.

### **Article XIV: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* ([www.robertsrules.com](http://www.robertsrules.com)) shall govern this PTA and in all cases in which they are applicable and in which they are not in conflict with these Bylaws, the National PTA Bylaws, LAPTA Bylaws, or Articles of Incorporation.

### **Article XV: Amendments**

**Section 1.** These may be amended at any General Membership Meeting of this PTA by a two-thirds (2/3) vote of those members present and voting, a quorum being present, provided that notice of the proposed amendment(s) has been provided to the membership twenty (20) days prior to the meeting and that the proposed amendment shall be subject to approval of the LAPTA.

**Section 2.** A committee shall be appointed by a majority vote at a general membership meeting of this PTA or by two-thirds vote of the Board of Directors of this PTA, to submit a revised set of Bylaws as a substitute for the existing Bylaws.

**Section 3.** Submission of amendments or revised Bylaws for approval by LAPTA shall be in accordance with the Bylaws and guidance of the LAPTA.

**Section 4.** The adoption of an amendment to any provision of the Bylaws by LAPTA shall serve automatically and without the requirement of further action by this PTA to amend their corresponding Bylaws.

### **Addendum to the Bylaws**

**ADDENDUM:**