

Local PTA Unit Bylaws by Louisiana PTA for Lancaster Elementary School PTA

Local Unit Registration # (LUR): 02671799 Employer Identification # (EIN): 61-1652908
School Name: Joseph B. Lancaster Elementary School
School Address: 133 Pine Creek Dr, Madisonville, LA 70447 Parish: St. Tammany

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Article I: Name

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3 The name of the nonprofit association is Lancaster Elementary School PTA
4 located in Madisonville,
5 Louisiana. Throughout the Bylaws, it is referred to as "association," "Local PTA Unit," "Unit," or
6 "PTA." The PTA operates under the authority of the Louisiana Congress of Parents and
7 Teachers, commonly known as "Louisiana PTA" or "LAPTA," which is a branch of the National
8 Congress of Parents and Teachers, commonly known as "National PTA." Units with student
9 memberships may use the title "Parent Teacher Student Association" or "PTSA."

Article II: Purposes

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13 **Section 1. Objectives.** The purposes of PTA, Louisiana PTA, and National PTA are to:
14 1. Promote the welfare of children and youth in home, school, places of worship, and
15 throughout the community.
16 2. Raise the standards of home life.
17 3. Advocate for laws that further the education, physical and mental health, welfare, and
18 safety of children and youth.
19 4. Promote the collaboration and engagement of families and educators in the education of
20 children and youth.
21 5. Engage the public in united efforts to secure the physical, mental, emotional, spiritual, and
22 social well-being of all children and youth.
23 6. Advocate for fiscal responsibility regarding the federal, state, and local dollars provided
24 through taxes and grants for public education funding.
25

26 **Section 2. Advocacy and Awareness.** The purposes of the PTA shall be advanced through
27 advocacy and education in collaboration with parents, teachers, educators, students, and the
28 community. These objectives are pursued through conferences, committees, projects, and
29 programs guided by the basic principles set forth in Article III.
30

31 **Section 3. Federal Tax-Exempt Status.** The association is organized exclusively for
32 charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3)
33 of the Internal Revenue Code.
34

35 **Article III: Principles**

36
37 The following principles are fundamental and align with those of National PTA and LAPTA.

- 38 1. The association shall be noncommercial, nonsectarian, and nonpartisan.
- 39 2. The association shall empower children, families, and educators within schools and
40 communities to provide quality education for all children and youth. It shall seek to influence
41 school policies and advocate for children's issues, while recognizing that the responsibility
42 for decision-making was delegated by the people to educational boards and authorities.
- 43 3. The association shall work to promote the health and welfare of children and youth and
44 promote collaboration among families, schools, and the broader community.
- 45 4. The association shall uphold inclusivity, equity, knowledge of PTA principles, and
46 professional expertise as guiding principles for its service.
47

48 **Article IV: Affiliation with National PTA and LAPTA**

49
50 **Section 1. Affiliation.** The PTA is organized and chartered under the authority of LAPTA and
51 adheres to the rules and regulations prescribed by LAPTA in its Bylaws. LAPTA issues a
52 charter to each PTA to confirm its association. Active Affiliation implies that the PTA:

- 53 1. Abides by PTA's purposes and fundamental principles.
- 54 2. Maintains approved Local PTA Bylaws on file with LAPTA, subject to renewal every three
55 years and approval by LAPTA. The Bylaws must comply with National PTA and LAPTA
56 Bylaws and shall include provisions for amendments and quorums and prohibit proxy
57 voting. The Bylaws Template may not be altered beyond the allocated fields.
- 58 3. Holds a unique IRS Employer Identification Number (EIN).
- 59 4. Submits officers' contact information annually to LAPTA.
- 60 5. Submits proof of general liability insurance and bonding to LAPTA.
- 61 6. Submits the current year's approved budget and Budget Approval Form to LAPTA.
- 62 7. Submits the previous fiscal year's Audit Committee Report to LAPTA.
- 63 8. Submits proof of IRS 990 filing or a request for extension to LAPTA.
- 64 9. Submits current Articles of Incorporation from the Louisiana Secretary of State to LAPTA.
- 65 10. Submits annual dues for the actual number of members (minimum of 30 members) to
66 LAPTA, covering both the National PTA and LAPTA portions of the dues.
- 67 11. Submits proof of training for the Executive Committee officers as required by LAPTA.
68

69 **Section 2. New Units.** LAPTA is responsible for chartering new local chapters, called "Local
70 PTA Units." Each Local PTA Unit is an independent nonprofit entity, established in compliance
71 with state and federal laws. LAPTA reserves the right to appoint the Executive Committee.
72

73 **Section 3. Protected PTA Units.** In the event the PTA cannot comply with its Bylaws or fill
74 officer positions outlined in Article VI, Section 1, it may request Protected Unit Status from
75 LAPTA which includes the following accommodations and requirements.

- 76 1. LAPTA may appoint or approve the President, Treasurer, and Secretary. All must be
77 members of the Protected PTA Unit and do not need to have children attending the school.

- 78 2. The minimum number of required annual memberships is 10. Dues for the actual number
79 of members must be submitted to LAPTA.
80 3. The Protected Unit must maintain insurance and abide by all 501(c)(3) nonprofit regulations.
81 4. Students attending the school will be ineligible to participate in LAPTA or National PTA
82 contests, awards, or grants, such as Reflections.
83 5. LAPTA will specify which affiliation files are required.
84 6. The PTA will automatically lose its protected status after two consecutive operational
85 years. The charter might be withdrawn if the Protected Unit fails to resume normal
86 operations after these two years.
87

88 **Section 4. Eligibility for Programs, Grants, Awards, and LAPTA Annual Meeting.** Active
89 Affiliation is required to participate in National PTA and LAPTA programs, receive National
90 PTA and LAPTA awards and grants, and attend the LAPTA annual General Membership
91 Meeting. All PTAs must meet the criteria for Active Affiliation by March 1 of each year to send
92 voting delegates to the LAPTA annual General Membership meeting.
93

94 **Section 5. Accounting and Record Books.** Every PTA is required to maintain permanent
95 financial records and documentation capable of substantiating the association's gross income,
96 receipts, and expenditures. This documentation should encompass essential details such as
97 the total membership count, dues received from members, and the dues transferred to LAPTA.
98 LAPTA and National PTA reserve the right to inspect the records with reasonable notice.
99

100 **Section 6. Charter Withdrawal.** When a PTA's charter is withdrawn and its PTA status
101 terminated, it is obligated to:

- 102 1. Promptly conduct all required actions to facilitate the PTA's charter withdrawal under
103 LAPTA's supervision and guidance.
104 2. Transfer all books, records, assets, and property either to LAPTA or to an agency
105 designated by LAPTA in compliance with 501(c)(3) nonprofit regulations.
106 3. Discontinue any further use of a name suggesting or implying affiliation with PTA, National
107 PTA, or LAPTA.
108

109 **Section 7. Dissolution Process for a Local PTA Unit.**

- 110 1. After consulting with LAPTA, the Local PTA's Board of Directors (BOD) proposes a motion
111 to dissolve at a BOD meeting which needs a two-thirds affirmative vote and emails the
112 minutes to LAPTA.
113 2. Written notice to dissolve the PTA is provided to all members and to LAPTA for a Special
114 General Membership meeting with 20 days' notice.
115 3. At the Special General Membership meeting, a vote on the dissolution occurs. Only active
116 members who paid PTA dues before the adoption of the dissolution proposal may vote.
117 4. The meeting's minutes are emailed to LAPTA. Upon the successful completion of the
118 dissolution process, the PTA's charter and nonprofit status shall be formally revoked.
119

120 **Section 8: Virtual and Electronic Meetings and Communications.** Virtual or electronic
121 platforms are permitted to conduct all types of meetings. All participants must have the ability
122 to hear and actively participate in discussions. All communications required by the Bylaws,
123 including meeting notifications, may be transmitted electronically.
124

125 **Article V. Membership and Dues**

126
127 **Section 1. Eligibility.** Membership in PTA is open without discrimination to anyone who
128 believes in and supports the mission, purposes, and principles of National PTA.
129

130 **Section 2. Rights and Privileges.** The membership year is July 1 to June 30. All individuals
131 who are members of a PTA organized under the authority of LAPTA are members of National
132 PTA and LAPTA. They are entitled to all benefits of membership which includes the ability to
133 serve in governance positions in Local PTA Units and LAPTA, and the right to vote at Local
134 PTA, LAPTA, and National PTA meetings based on the requirements of serving as a voting
135 delegate. The PTA may admit individuals to membership at any time and shall keep a
136 membership enrollment. A member is considered "in good standing" upon payment of the
137 annual dues. Each member of the PTA in good standing is eligible to attend, participate in, and
138 vote at General Membership meetings, serve on committees, and receive the PTA's
139 newsletters and other communications, when available.

140
141 **Section 3. Dues.** Membership dues are paid annually.
142 1. All Board of Directors members must be a member of their Local PTA Unit.
143 2. The annual membership dues determined by the PTA include the LAPTA dues as set by
144 LAPTA and national dues determined by National PTA. No further assessments will be
145 imposed. See guidelines specified at LouisianaPTA.org/membership.
146 3. Each PTA member pays annual dues to the PTA. The types and costs of memberships are:
147 \$7.00/person, \$12/couple, \$5/grandparent or other relative, \$4/staff, and \$25/business.
148

149 **Section 4. Termination of Membership.** LAPTA BOD has sole discretion to terminate
150 individual memberships for conduct that in its judgment damages the value and goodwill
151 associated with PTA or violates the purposes, policies, or Bylaws of PTA. If LAPTA retains
152 counsel to defend any suit or other legal action by a former member to challenge termination
153 and LAPTA prevails in such action, the former member shall pay LAPTA's court costs and
154 reasonable attorney fees incurred. Venue for any suit to challenge LAPTA's action must be
155 brought in the state district court for the parish where LAPTA's state office is located.
156 1. The Local PTA consults with LAPTA and provides further documentation for termination.
157 2. The individual and the Local PTA President shall be notified in writing with 20 days' notice
158 of the LAPTA meeting.
159 3. Both parties shall have the opportunity to attend the meeting and address LAPTA.
160 4. Termination requires an affirmative two-thirds vote by LAPTA BOD. The decision shall be
161 issued to the parties involved within two days of the meeting.
162

163 **Article VI: Officers and Their Election**
164

165 **Section 1. Executive Committee Composition.** The elected officers constitute the Executive
166 Committee which consists of one President (or two Co-Presidents), 1 or 2 Vice-President(s),
167 one Treasurer, and one Secretary(ies). In the event of two Co-Presidents, only one President
168 selected by the BOD will serve as the primary contact for LAPTA. Other officers may be
169 elected as designated in the Local PTA Unit's Standing Rules.
170

171 **Section 2. Election Month.** Officers are elected at a General Membership Meeting in the
172 month(s) of April or May.
173

174 **Section 3. Term of Office.** Officers assume their official duties on July 1 and shall serve for a
175 term of one year(s) or until their successors are elected, with only one additional term
176 allowed. A person serving for more than one half of a full term shall be deemed to have served
177 a full term.
178

179 **Section 4. School Employees.** Employees of the school that the Local PTA Unit is supporting
180 may not serve as President, Co-President, or Treasurer of the PTA.
181

182 **Section 5. Uncontested and Contested Elections.** For an uncontested election where there
183 is only a single nominee for an elected position, a verbal vote is acceptable. For a contested
184 election where nominees are proposed both from the floor and from the slate presented by the
185 Nominating Committee, a ballot vote must be used. A majority vote constitutes an election.
186 Proof of membership is required for participation in either election type.
187

188 **Section 6: Obligation to Register with LAPTA.** The PTA is required to annually provide
189 LAPTA with the contact information of newly elected officers within 14 days of elections which
190 is submitted at LouisianaPTA.org/register. In cases where changes in officers occur outside
191 the regular election cycle, these changes must be immediately reported to LAPTA.
192

193 **Section 7. End of Term.** All officers upon the expiration of term, removal, or resignation shall
194 turn over to the President all records, books, social media accounts, and other materials
195 pertaining to the office within seven days or before the new officers assume their duties, and
196 return to the Treasurer all reimbursement requests, financial paperwork, and funds.
197

198 **Section 8. Vacancies.** Vacancies in elected offices shall be filled by a majority vote of the
199 BOD. The meeting call provided by the President, 1st Vice-President or Secretary must include
200 the vacancy filling and election with 10 days' notice. Voting shall be by ballot if there is more
201 than one nominee. A majority of votes constitutes an election. A vacancy in an office with
202 check signatory privileges requires a financial audit to be performed immediately.
203

204 **Section 9: Resignation or Removal of Officers.** An officer may choose to resign at any time
205 by providing a written resignation to both the President and the Secretary. An officer may be
206 removed from their position for conduct that damaged the value and goodwill associated with
207 PTA or violated the PTA's purposes, policies, or Bylaws by an affirmative vote of two-thirds by
208 the BOD. LAPTA shall be notified within seven days.
209

210 **Section 10: Courtesy Seats for Incoming Officers.** Any newly elected officer shall be
211 granted a courtesy seat at all pre-term BOD Meetings if they are not a current BOD member.
212

213 **Article VII: Executive Committee**

214
215 **Section 1. Composition.** The Executive Committee consists of the elected officers.
216

217 **Section 2. Quorum.** A majority of the Executive Committee members shall constitute a
218 quorum for the transaction of business at Executive Committee meetings.
219

220 **Section 3: Meetings.**

- 221 1. Regular Meetings are scheduled by the Executive Committee at the beginning of the year.
- 222 2. Special Meetings may be called with 2 days' notice by the President or upon written
223 request submitted by a majority of the committee members to the President.
224

225 **Section 4: Responsibilities of the Executive Committee.**

- 226 1. Attend LAPTA Annual General Membership Meeting with expenses included in the budget.
- 227 2. Execute duties as assigned by the BOD.
- 228 3. Address emergencies between meetings.
- 229 4. Approve budgeted expenses.
- 230 5. Provide a report at all meetings.
- 231 6. Prohibited from taking any actions that conflict with decisions made by the BOD.
- 232 7. Each officer shall perform other duties prescribed in the Bylaws or Standing Rules, by
233 parliamentary authority, or as directed by the BOD or Executive Committee.

234 **Section 5. Responsibilities of the President:**

- 235 1. Preside over all meetings.
236 2. Create Standing Committees and Special Committees and appoint committee chairs,
237 subject to the approval of the BOD, as necessary to do PTA work unless otherwise
238 provided for in the Bylaws.
239 3. Coordinate the work of PTA officers and committees.
240 4. Act as the official spokesperson for the PTA or appoint a designee.
241 5. Sign authorized contracts, documents, and checks.
242 6. Serve as an ex-officio member of all committees except the Nominating Committee.

243
244 **Section 6. Responsibilities of the Vice-President.**

- 245 1. Act as aide to the President.
246 2. Assume the duties of the President in their absence or at the President's request.
247 3. Further responsibilities shall be determined by the President and BOD.

248
249 **Section 7. Responsibilities of the Treasurer.**

- 250 1. Ensure the PTA's financial records accurately track all incoming and outgoing funds.
251 2. Safeguard the PTA checkbook and maintain all financial documents.
252 3. Lead the Budget Committee as its Chairperson.
253 4. Execute disbursements in accordance with the annual budget approved by PTA members,
254 as authorized by the President, BOD, or the PTA.
255 5. Monthly provide the President with bank and other financial statements.
256 6. Arrange for a non-authorized individual to review and sign the monthly bank statement.
257 7. Assure that all financial transactions, including online banking actions and debit card
258 transactions, have dual authorized signatories.
259 8. Present financial statements or monthly budget reports at each meeting and upon request
260 of the BOD.
261 9. Deliver the Annual Report to the General Membership.
262 10. Submit the books for audit or review by the Audit Committee, none of whom are check
263 signers, at fiscal year-end or when changing check signatories.
264 11. Present the Audit Report to the BOD.
265 12. Annually file the appropriate 990 tax return within 4½ months after the fiscal year end.
266 13. Maintain the membership roster and record all paid membership dues.

267
268 **Section 8. Responsibilities of the Secretary.**

- 269 1. Write and keep the minutes for all meetings.
270 2. Distribute meeting minutes to its members for all PTA meetings.
271 3. Have records from previous meetings ready for review.
272 4. As necessary, organize and appropriately store and retain all records.
273 5. Keep an up-to-date copy of the PTA Bylaws and Standing Rules.
274 6. Maintain an accurate membership roster.

275
276 **Article VIII: Board of Directors (BOD)**

277
278 **Section 1. Composition and Eligibility.** The Board of Directors (BOD) consists of the elected
279 officers, the chairs of Standing and Special Committees, and the principal of the school or their
280 designated representative. Other members may be designated in the Standing Rules. BOD
281 members must be a paid PTA member, may not serve in more than two capacities, may hold
282 only one elected office, and may not serve on the BOD while employed by or under contract to
283 the PTA.
284

285 **Section 2. Responsibilities of the BOD.** The BOD manages the PTA’s affairs which includes
286 conducting any business referred by the General Membership, creating Standing and Special
287 Committees with the Executive Committee, presenting Plans of Work to the President and
288 Secretary, giving reports at General Membership Meetings, and adopting Standing Rules.
289

290 **Section 3. Quorum.** A majority (50% plus 1) of the BOD constitutes a quorum for the
291 transaction of business. Only filled positions are counted toward the total and each person may
292 only be counted once.
293

294 **Section 4. BOD Meetings.** There shall be a minimum of five meetings per year.
295 1. Regular BOD Meetings shall be held with the date and time to be fixed by the BOD at its
296 first meeting of the year. Monthly meetings are recommended.
297 2. Special Meetings of the BOD may be called with 2 days’ notice by the President or
298 upon written request by a majority of the BOD members submitted to the President.
299

300 **Section 5. Standing Rules.** The BOD shall annually develop and approve its Standing Rules
301 to detail the PTA’s work, such as the specific committees and their responsibilities, events, and
302 more. It serves as a guide to ensure the orderly transfer of duties from one BOD to the next.
303 Standing Rules must conform to and may not conflict with the Bylaws.
304

305 **Section 6: Resignation or Removal of BOD Members.** Any member may resign at any time
306 by submitting a written resignation to the President and Secretary. Any BOD member may be
307 removed from their position for conduct that damaged the value and goodwill associated with
308 PTA or violated PTA’s purposes, policies, or Bylaws by a two-thirds vote by the BOD.
309

310 **Section 7: End of Term.** Upon the conclusion of the term in office or if individuals are
311 removed or choose to resign from their BOD position, they shall automatically cease to hold
312 membership on the Board and shall be relieved of all duties and responsibilities. Within seven
313 days, they are required to hand over all records, books, social media access, and related
314 materials pertaining to their position to the President, and they must return any reimbursement
315 requests, receipts, financial documentation, and funds to the Treasurer.
316

317 **Article IX: Committees**

318

319 **Section 1. Eligibility and Authority.** Any PTA member in good standing may serve on a
320 committee. Committee chairs are appointed by the President or BOD unless otherwise specified
321 in the Bylaws. All committee work must have the consent of the Executive Committee.
322

323 **Section 2. Committee Types.**

- 324 1. **Standing Committees.** The President establishes Standing Committees and appoints their
325 chairs, subject to the BOD approval, to conduct the PTA’s work and objectives over the
326 course of a full year, such as Membership, Programs, Advocacy, Fundraising, and Arts
327 Education/Reflections. The term for Standing Committee Chairs is 1 year(s) or until the
328 selection of a successor.
329 2. **Special Committees.** Special Committees are created and appointed as specified in the
330 Bylaws usually for a short-term need. The term for Special Committee ends when its
331 special purpose concludes. The President or committee appoints its chair. Additional
332 Special Committees not listed in the Bylaws may be created as needed.
333

334 **Section 3. Required Special Committees.**

- 335 1. **The Nominating Committee** of three or five members shall be appointed by a majority
336 vote at a General Membership Meeting with 20 days’ notice and at least one month before

337 elections. The committee or the President shall appoint its chair. The committee nominates
338 eligible individuals to serve for each available office and completes the Nominating
339 Committee Report. Further nominations may be made “from the floor.” Such nominees
340 must submit written notice of their intent to run to the President and Secretary at least 15
341 days before elections. The final and complete list of nominees is published four days before
342 elections. The committee presents its slate of nominees at a General Membership Meeting
343 scheduled in the month(s) designated in Article VI, Section 2.

- 344 2. **The Budget Committee** of three is appointed by a two-thirds vote of the BOD and chaired
345 by the Treasurer. It develops the annual budget, solicits revisions from the BOD, and
346 presents the proposed budget at the first General Membership Meeting. The budget is
347 adopted with an affirmative majority vote. Amendments to the budget required a two-thirds
348 vote. The budget and the Budget Approval Form are submitted to LAPTA.
- 349 3. **The Audit Committee** of three members is appointed by a majority vote of the General
350 Membership or by a two-thirds vote of the BOD to examine the books at the end of the
351 fiscal year or after the resignation of a check signatory. The report is presented to the
352 General Membership and a copy provided to LAPTA. See LouisianaPTA.org/treasurer.
- 353 4. **The Bylaws Committee** of three members is appointed annually by a majority vote of the
354 General Membership or by a two-thirds vote of the BOD. The committee prepares a revised
355 set of Bylaws every three years by using the Local PTA Unit Bylaws Template by LAPTA.
356 The proposed Bylaws are presented at a General Membership Meeting with 20 days’ notice
357 and are approved with an affirmative majority vote. Amendments need an affirmative two-
358 thirds vote of the General Membership. The Bylaws are submitted to LAPTA who issues
359 the final approval and activation date.

361 **Article X: General Membership**

362
363 **Section 1. Composition.** The General Membership consists of all annually paid members of
364 the PTA in good standing.

365
366 **Section 2. Quorum.** A quorum of 15 members is required to conduct business at
367 General Membership Meetings. *See Bylaws Instructions for help with an appropriate number.*

368
369 **Section 3. General Membership Meetings.** A minimum of three meetings per year is required.
370 The meetings are to communicate PTA business, approve the annual budget and audit report,
371 appoint the Nominating Committee and Audit Committee, hold elections, and more.

- 372 1. Regular meetings are held on dates chosen by the Board of Directors in the months of
373 August and April or May
374 with 20 days’ notice. (Include the elections month designated in Article VI, Section 2.)
- 375 2. Special meetings may be called by the President, by a majority of the BOD, or by a majority
376 of the General Membership with 10 days’ notice to the General Membership.

377
378 **Section 4. State of Emergency.** In the event of an emergency declared by the United States
379 President, Louisiana governor, or local government authorities which impedes the PTA from
380 holding its regular meetings, the PTA must host at least one General Membership Meeting
381 within the school year. This meeting may be conducted through electronic or virtual means. All
382 PTA members will be given 10 days’ notice regarding the meeting date, time, and method of
383 gathering, utilizing two communication channels to reach all members.

384 **Article XI: Annual LAPTA General Membership Meeting (REQUIRED)**

385
386
387 **Section 1. Required Attendance.** The President or a designated alternate is required to
388 attend the LAPTA Annual General Membership Meeting with any travel expenses included in

389 the budget.

390
391 **Section 2. Voting Delegates.** Each PTA in Active Affiliation with LAPTA 45 days before the
392 meeting is qualified to designate as voting delegates 1) either the PTA President or an
393 alternate, and 2) one voting delegate for every 25 members as indicated on the LAPTA
394 membership report as of 45 days before the meeting.

395 396 **Article XII: Fiscal Year**

397
398 The PTA's fiscal year is July 1 to June 30.

399 400 **Article XIII: Parliamentary Authority**

401
402 The rules contained in the current edition of Robert's Rules of Order, Newly Revised
403 (robertsrules.com) govern the PTA in all cases in which they are applicable and in which they
404 are not in conflict with the Local PTA Unit Bylaws, National PTA Bylaws, LAPTA Bylaws, or the
405 Louisiana Articles of Incorporation.

406 407 **Article XIV: Amendments**

408
409 **Section 1. Instructions.** The Bylaws may be amended with a two-thirds affirmative vote at a
410 General Membership Meeting with 20 days' notice that must include the proposed amendment.
411 All suggested amendments must be initially presented to LAPTA and then obtain LAPTA's
412 approval after the membership's vote. The amendment must contain the Article and Section
413 targeted for amendment. Amendments must adhere to LAPTA's Bylaws and guidance.

414
415 **Section 2. Bylaws Template Revisions.** The adoption of a revised Local Unit Bylaws
416 Template by LAPTA will automatically amend the corresponding Unit's Bylaws without further
417 action by the Local PTA Unit. This does not apply to the existing expiration date of the Bylaws.

418
419 **Section 3. Approved Amendments.** There are no LAPTA-approved amendments.