

Bylaws define the primary characteristics of the association, prescribe how the association functions, and include all of the governing details that the association considers important to the rights and responsibilities of the membership.

Because PTAs are organized and chartered by Texas PTA and authorized by National PTA, certain bylaws language is required for all PTAs -see Local PTA Bylaws Template. Any changes to these templates, as authorized by the Board of Directors of Texas PTA and National PTA, are incorporated into all PTA bylaws on the designated effected date.

Listed below are the areas each PTA may amend in their local bylaws, with appropriate notice (30 days) and approval by the organization's membership.\* *This form may be used to notify a PTA's membership of Bylaws changes and in the Secretary's meeting minutes.*

**Last Approved Bylaws Date: 01/16/2013**

Location	Description:	Currently on file:	Proposed amendments:
Article I	<b>Name of PTA</b> <i>* IRS must be notified of name</i>	Westside	_____
	<b>PTA or PTSA?</b>	PTA	_____
	<b>Name of the town where the PTA is located</b>	Cedar Park	_____
Article V. S.2 A	<b>Local PTA dues Amount</b> <i>Membership dues are made up of local, state and national dues. The total amount is what you charge members.</i>	three dollars (\$3.00)	\$_____ Local Dues +\$2.25 (State Dues) +\$2.25 (National Dues)  = _____ Total Dues
Article VI, S2,3,4,5B, VII S1A, IX S3, X S1	<b>Does your PTA have a President Elect?</b>	No	_____
Article VI S2	<b>Number of vice presidents</b>	3	_____
Article VI.S5 C D E F G H I J K L	<i>-List VP's titles(Only use the those that are applicable for your PTA.)</i> First Vice President Second Vice President Third Vice President Fourth Vice President Fifth Vice President Sixth Vice President Seventh Vice President Eighth Vice President Ninth Vice President Tenth Vice President	fundraising programs teacher and staff appreciation	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____

Article VIII. S1A	<b>Regular meeting months</b> <i>(Minimum of 3. The last month listed is the annual meeting month.)</i>	September, February, and April	
Article VII. S3 & Article VIII.S1B	<b>Election Month</b>	April	
Article VIII. S2	<b>Number necessary for quorum</b>	10	
Article VII. S1 A	<b>Number of members on the nominating committee</b> <i>(Choices: 3, 5, or 7)</i>	3	<input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 7
	<b>Number of alternates on the nominating committee</b> <i>(Choices: 1, 2, or 3)</i>	1	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
	<b>Historian Yes or No?</b>	Historian: Yes	
Article IX. S1 C...	<b>Standing Committee Chairs Yes or No?</b>	Standing Committee Chairs: Yes	<input type="checkbox"/> Historian <input type="checkbox"/> Standing Committee Chairs <input type="checkbox"/> Council Delegate(s)
	<b>Additional Executive Board Members</b>	Historian	<input type="checkbox"/> Faculty Representative <i>(other than Principal or designee)</i> <input type="checkbox"/> Other (Title) _____
Article XI. S1 A,B	<b>Council PTA Name</b> <i>(if</i>	Leander ISD Council of PTAs	
	<b>Method of selecting Council delegate(s)</b>	APPOINT	<input type="checkbox"/> Elect by Membership <input type="checkbox"/> Elect by Executive Board <input type="checkbox"/> Appoint, subject to approval of Executive Board
	<b>Month by which Council PTA delegate(s) elected or</b>	09	
	<b>Method of selecting convention delegates</b>	APPOINT	<input type="checkbox"/> Elect by Membership <input type="checkbox"/> Appoint, subject to approval of Executive Board
Article XIII. S1	<b>Fiscal Year*</b> <i>IRS must be notified of fiscal year change</i>	July 1 - June 30	<input type="checkbox"/> Jun. 1 - May 31 <input type="checkbox"/> Jul. 1 - Jun. 30 <input type="checkbox"/> Aug. 1 - Jul 31

**In order to determine which Local Bylaws Template you have, check the statement immediately following the last Article. The most current template reads:** As adopted by the Texas PTA Board of Directors April 2016 to take effect August 2016.