

# BYLAWS COVER FORM

Include this form when submitting bylaws for the five (5) year review and approval or for approval at any other time. To assist you, areas that **must** be changed/have a response are in red text.

EMAIL TO: [Indianapta@sbcglobal.com](mailto:Indianapta@sbcglobal.com) and [bylaws@indianapta.org](mailto:bylaws@indianapta.org) (attach all documents as Word Documents (.doc) or a Google Doc (.docx) **DO NOT ATTACH AS A PDF.**) The Office will send an email reply when received.

PTA Unit Name \_\_\_\_\_ ID \_\_\_\_\_

School Address \_\_\_\_\_  
(street) (city) (zip)

PTA Region \_\_\_\_\_ Council affiliation \_\_\_\_\_

President \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_  
(street) (city) (zip)

**Person Submitting Bylaws (*bylaws will be returned to this address*):**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_  
(street) (city) (zip)

Date PTA Unit Approved Bylaws (**must have**) \_\_\_\_\_

Reason for Submitting Bylaws (check which one(s) applies):

\_\_\_\_\_ Time for five-year review  
\_\_\_\_\_ Resubmitted with corrections  
\_\_\_\_\_ New Unit  
\_\_\_\_\_ Revision

**FOR USE BY BYLAWS COORDINATOR ONLY:**

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date Returned to Unit: \_\_\_\_\_

Bylaws due for Approval: \_\_\_\_\_

# *Local Unit Model Bylaws*



Feel free to insert your own graphic here!

*2024 - 2025*

# LOCAL PTA/PTSA MODEL BYLAWS

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2024-25

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***Note:*** Articles and sections contained in these bylaws designated by (#) POUND SIGN are required by Indiana PTA to be in all unit bylaws.

\_\_\_\_\_  
Name of PTA Unit

\_\_\_\_\_  
Federal Identification Number

\_\_\_\_\_  
Date Organized

\_\_\_\_\_  
State Tax Exempt Number

City: \_\_\_\_\_

County: \_\_\_\_\_

Region: \_\_\_\_\_

**MODEL LOCAL UNIT BYLAWS**  
**2024-2025**

**Article I: Name**

The name of this organization is the \_\_\_\_\_ **Parents and Teachers Association (PTA/PTSA)**, (city) \_\_\_\_\_ (state) \_\_\_\_\_. It is a local PTA/PTSA organized under the authority of the Indiana Congress of Parents and Teachers, a branch of the National Congress of Parents and Teachers (the National PTA).

**#Article II: Purposes**

**Section A.** The purposes of the \_\_\_\_\_ **PTA/PTSA**, in common with those of the National PTA and the Indiana PTA, are:

1. To promote the welfare of children and youth in home, school, places of worship, and throughout the community.
2. To raise the standards of home life;
3. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
4. To promote the collaboration and engagement of families and educators in the education of children and youth;
5. To engage the public in united effects to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
6. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

**Section B.** The purposes of the National PTA, the Indiana PTA and the \_\_\_\_\_ **PTA/PTSA** are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.

**Section C.** The organization 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 "Internal Revenue Code").

**#Article III: Basic Policies**

**Section A.** The following are basic policies of the \_\_\_\_\_ **PTA/PTSA** in common with those of the National PTA and the Indiana PTA:

1. The organization shall be noncommercial, nonsectarian, and nonpartisan.
2. The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the boards of education, state education authorities, and local education authorities.
3. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
4. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
5. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.
6. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
7. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

#### **#Article IV: Relationship with National PTA and Indiana PTA**

**Section A.** This local PTA/PTSA shall be organized and chartered under the direct authority of the Indiana PTA in the area in which this local PTA/PTSA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Indiana PTA may in its bylaws prescribe. The Indiana PTA shall issue to this local PTA/PTSA an appropriate charter evidencing the due organization and good standing of this local PTA/PTSA. A local PTA/PTSA in good standing is one which:

1. Adheres to the purposes and basic policies of the PTA.
2. Remits the first installment of dues, national and state portions established by National PTA and Indiana PTA, by November 15 to the Indiana PTA office.
3. Remits the second installment of dues, national and state portions established by National PTA and Indiana PTA, as needed by March 15 to the Indiana PTA office.
4. Has bylaws approved every five (5) years with a copy submitted to Indiana PTA according to the procedure of the Indiana PTA.
5. Has current year annual financial review report submitted to Indiana PTA by November 15 or books submitted to a member of Indiana PTA (office staff, officer, board member, or FSR) for review by September 30.
6. Has an annual financial review report signed by a member of Indiana PTA (office staff, officer, board member, or FSR) submitted at least every other fiscal year;
7. Has current year officers list submitted to the Indiana PTA office by September 30.
8. Has current year 990/990EZ or 990-N (E-postcard) filed and submits a copy to the Indiana PTA office by November 15<sup>th</sup>.
9. Has quinquennial (once every five years) NP-20 form filed and submits a copy to the Indiana PTA office by November 15<sup>th</sup>. (Indiana Nonprofit Organization's annual report)

10. Has on file at the Indiana PTA office a copy of proof of liability insurance and bonding meeting Indiana PTA guidelines, which is paid annually.
11. Has participated in a current year training provided by Indiana PTA; and
12. Meets other criteria as may be prescribed by the Indiana PTA.

Section B. This local PTA shall adopt such bylaws for the government of the organization as may be approved by the Indiana PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the Bylaws of Indiana PTA.

Section C. This local PTA/PTSA shall include in its bylaws provisions corresponding to the Indiana PTA Bylaws as are identified herein by a pound sign (#).

Section D. The adoption of an amendment to any provision of the Indiana PTA Bylaws identified by a pound sign shall serve automatically and without the requirement of further action by this local PTA/PTSA to amend its corresponding bylaws. This local PTA/PTSA shall promptly incorporate such amendments in its bylaws.

Section E. Bylaws of this local PTA/PTSA shall include an article on amendments.

Section F. Bylaws of this local PTA/PTSA shall include a provision establishing a quorum.

Section G. Each officer or board member of this local PTA/PTSA shall be a member of this local PTA/PTSA.

Section H. The bylaws of this local PTA/PTSA shall prohibit voting by proxy.

Section I. The purposes and basic policies of the Indiana PTA shall in every case also be the purposes and basic policies of this PTA/PTSA.

Section J. A PTA/PTSA member shall not serve as a voting member of this local PTA/PTSA's board while serving as a paid employee of, or under contract to this local PTA/PTSA.

Section K. Only members of this local PTA/PTSA who have paid dues for the current membership year may participate in the business of this local PTA/PTSA.

Section L. This local PTA/PTSA shall collect dues from its members and shall remit a portion of such dues to the Indiana PTA as provided in Article V hereof.

Section M. This local PTA/PTSA may cooperate with other organizations and agencies concerned with child welfare, but a PTA/PTSA representative shall make no commitments that bind the group he/she represents.

Section N. The members of the nominating committee for officers of this local PTA/PTSA shall be elected by the general membership, executive board, or executive committee.

Section O. This local PTA/PTSA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization, including, specifically, the number of its members, the dues collected from its members, and the amount of dues remitted to the Indiana PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Indiana PTA or by a duly authorized representative of the National PTA.

Section P. The charter of this local PTA/PTSA shall be subject to withdrawal and the status of such organization as a local PTA/PTSA shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Indiana PTA.

Section Q. This local PTA/PTSA is obligated, upon withdrawal of its charter by the Indiana PTA:

1. Upon a formative vote to dissolve a local PTA/PTSA the unit shall yield up and surrender immediately all its funds, books, records, property and assets to the Indiana PTA or to such agency as may be designated by the Indiana PTA or to another local PTA/PTSA organized under the authority of the Indiana PTA;
2. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Indiana PTA or status as a constituent organization of the National PTA; and
3. To carry out promptly, under the supervision and direction of the Indiana PTA, all proceedings necessary or desirable for dissolving the \_\_\_\_\_ PTA/PTSA.

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

Section A. Every individual who is a member of this local PTA/PTSA organized by Indiana PTA also is a member of the National PTA and of the Indiana PTA by which this local PTA/PTSA is chartered, and is entitled to all the benefits of such membership.

Section B. Membership in this local PTA/PTSA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.

Section C. This local PTA/PTSA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

Section D. Local PTAs/PTSAs may enroll members for the following school year at their discretion. The fiscal reporting year for dues shall be July 1 – June 30.

Section E. PTAs/PTSAs may be organized with student membership.

Section F. An established PTA/PTSA shall pay dues for no less than twenty members to maintain their status as a PTA unit.

Section G. The membership card shall be valid through the month of October of the ensuing school year.

Section H. Each member of this PTA/PTSA shall pay such annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the Indiana PTA (the "state portion") and the portion payable to the National PTA (the "national portion").

Section I. The amount of the state portion of each member's dues shall be determined by the Indiana PTA. The National PTA shall determine the national portion of each member's dues.

Section J. The Indiana PTA portion of each member's dues shall be three dollars (\$3.00) per annum.

Section K. The National PTA portion of each member's dues shall be two dollars and twenty-five cents (\$3.25) per annum.

Section L. The local portion (amount your unit keeps) of each member's dues shall be \_\_\_\_\_. The total amount of each member's dues shall include the portion payable to the Indiana PTA, the portion payable to the National PTA, and the local portion

Section M. The state and national portions of the dues paid by each member of this local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to the Indiana PTA through such channels and at such times as

the state PTA bylaws may provide. Indiana PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

Section N. The treasurer of each local PTA/PTSA shall send the National and state portions of the dues to the office of the Indiana Congress of Parents and Teachers, Inc., on or before November 15<sup>th</sup> and dues for additional members on or before March 15<sup>th</sup> as needed.

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

Section A. The officers of this organization shall consist of a president, \_\_\_\_\_ (number) vice-president (s), (a) secretary (recording and/or corresponding) and a treasurer.

Section B. Officers shall be elected by ballot in (when – month/season/etc.) \_\_\_\_\_.

Section C. The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.

Section D. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the \_\_\_\_\_ PTA/PTSA:

1. (#) Each officer shall be a member of this local PTA/PTSA.
2. No officer may be eligible to serve more than two consecutive terms in the same office.
3. 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.
4. Only those persons whose current PTA/PTSA dues are paid shall be considered eligible for office.
5. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section E. Officers, with the exception of the treasurer, shall assume their duties at the end of the school year and shall serve for a term of one year or until their successors are elected. The treasurer shall assume his/her duties following the completion of the annual financial review.

Section F. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the first vice-president. A vacancy in any office other than president shall be filled for the unexpired term by an individual elected by a majority vote of the executive board, notice of such election having been given.

Section G. There shall be a nominating committee composed of three members, one of whom shall be elected by the executive committee from its body, and two of whom shall be elected by the general membership at a regular meeting at least one month prior to the election of officers, as outlined in Article VI, Section B. The president shall appoint one of the three to serve as chairman of the committee.

Section H. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in \_\_\_\_\_ (month/season/etc.), at which time additional nominations may be made from the floor.

## **Article VII. Duties of Officers**

Section A. The president shall:

1. Preside at all meetings of the association and of the executive board.

2. Perform such other duties as may be prescribed in these bylaws or assigned by the association or by the executive board.
3. Be a member ex officio of all committees except the nominating committee.
4. Coordinate the work of the officers and committees of the association in order that the Purposes may be promoted.

Section B. The vice-president(s) shall:

1. Act as aides to the president.
2. In their designated order perform the duties of the president in the absence or inability of that officer to act.

Section C. The secretary shall:

1. Record the minutes of all meetings of the association and of the executive board.
2. Have a current copy of the bylaws.
3. Maintain a membership list.
4. Perform other delegated duties as assigned.

Section D. The treasurer shall:

1. Have custody of all the funds of the association.
2. Keep a full and accurate account of receipts and expenditures.
3. Make disbursements as authorized by the president, executive committee, or association in accordance with the budget adopted by the association.
4. (#) Have checks signed by two people, the treasurer and one other elected officer. Persons authorized to sign checks shall not be related by birth or marriage.
5. Present a financial statement at every meeting of the association and at other times when requested by the executive board and make a full report at the annual meeting.
6. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section O, of these bylaws.
7. Have the accounts examined annually at the close of the fiscal year or upon change of officer by an auditor or a financial review committee of not fewer than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

Section E. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

## **Article VIII: Financial Review Committee**

Section A. The Financial Review Committee shall be selected by the executive committee. A copy of the committee's report shall be sent to the state office of the Indiana PTA to meet the requirements for tax exemption.

# Section B. Financial Review Committee members shall not be related by birth or marriage to each other or to anyone with check signing privileges. Officers authorized to sign checks are ineligible to serve on the financial review committee.

## **Article IX: Executive Board**

**Section A.** The Executive Board shall consist of the officers of the association, the chairs of standing committees, a teacher representative, and the principal of the school or a representative appointed by him/her. The chairs of the standing committees shall be selected by the officers of the association. The members of the Executive Board with the exception of the treasurer shall serve until the election/selection of their successors. (See Article VI, Section E for Term of the Treasurer.)

**# Section B.** Each member shall be a member of this local PTA/PTSA.

**Section C.** The duties of the Executive Board shall be:

1. To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association.
2. To create standing and special committees.
3. To approve the plans of work of the standing committees.
4. To present a report at the regular meetings of the association.
5. To appoint an auditor or a financial review committee to review the treasurer's accounts.
6. To prepare and submit to the association for adoption a budget for the year.
7. To approve routine bills within the limits of the budget.

**Section D.** Regular meetings of the Executive Board shall be held during the year, the time to be fixed by the committee at its first meeting of the year. \_\_\_\_\_ (number) members of the Executive Board shall constitute a quorum. Special meetings of the Executive Board may be called by the president or by a majority of the members of the board, \_\_\_\_\_ (number) days' notice being given.

**Section E.** If any member of the board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by a majority vote of the Executive Board.

## **Article X: Executive Committee**

**Section A.** There shall be an executive committee of the \_\_\_\_\_ PTA/PTSA, the members shall consist of the elected officers.

**Section B.** Each executive committee member shall be a member of this PTA/PTSA.

**Section C.** Special meetings of the executive committee may be called by the president or a majority of the executive committee with \_\_\_\_\_ days' notice given to each member of the committee.

**Section D.** A majority of the executive committee shall constitute a quorum for the transaction of business.

**Section E.** The committee shall meet as soon as the officers have been duly elected, for the purpose of formulating tentative plans for their term of office, and selecting chairs of standing committees.

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

**Section A.** At least \_\_\_\_\_ (number) regular meetings of this association shall be held during the school year. Dates of meetings shall be determined by the Executive Board and announced at the first regular meeting of the year, \_\_\_\_\_ (number, at least 2) days' notice shall be given of a change of date.

Section B. Special meetings of the association may be called by the president or by a majority of the Executive Board, \_\_\_\_\_ (number, at least 2) days' notice having been given.

Section C. The annual meeting shall be in \_\_\_\_\_ (month/season/etc.).

Section D. \_\_\_\_\_ (number) members shall constitute a quorum for the transaction of business in any meeting of this association.

Section E. The privilege of holding office, introducing motions, debating, and voting shall be limited to members of this PTA/PTSA whose dues for the current membership year are paid.

## **Article XII: Standing and Special Committees**

Section A. Only members of this association who have paid dues for the current membership year shall be eligible to serve in any elective or appointive positions.

Section B. The executive board may create such standing committees, as it may deem necessary, to promote the Purposes and carry on the work of the association. The term of each chair shall be one year or until the selection of a successor.

Section C. The chair of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section D. The power to form special committees and appoint their members rests with the association and/or the executive board.

Section E. The president shall be a member ex officio of all committees except the nominating committee.

## **Article XIII: Council Membership**

(Applies only to local PTAs/PTSAs holding membership in a council of PTAs and must correspond to council bylaws).

### **Section A.**

1. This local PTA/PTSA shall be represented in meetings of the \_\_\_\_\_ **Council** of Parent Teacher Associations by the president or his/her alternate and by \_\_\_\_\_ (number) **delegate(s)** or his/her alternate. All representatives to a council must be members of a local unit.
2. Delegate and his/her alternate shall be chosen by election in \_\_\_\_\_ (month/season/etc.).
3. Delegate to the \_\_\_\_\_ **Council** of PTAs shall serve for a term of \_\_\_\_\_ year(s).

Section B. This local PTA/PTSA shall pay annual dues of \_\_\_\_\_ to the \_\_\_\_\_ **Council** of PTAs, as provided in the Council bylaws.

## **Article XIV: Indiana PTA Annual Meeting**

**Section A.** This local PTA/PTSA shall be entitled to send as voting delegates to the annual meeting per the following membership criteria as shown on the records in the state office as of the date of registration: 20-49: one (1) voting delegate, 50-149: two (2) voting delegates, 150-249: three (3) voting delegates, 250 and above: four (4) voting delegates.

**Section B.** All delegates to the Indiana PTA annual meeting must be members of this local PTA/PTSA.

## **#Article XV: Fiscal Year**

The fiscal year of the \_\_\_\_\_ PTA/PTSA shall begin on July 1 and end on the following June 30.

## **#Article XVI: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the \_\_\_\_\_ PTA/PTSA and in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA Bylaws, the Indiana PTA bylaws, or the articles of incorporation.

## **#Article XVII: Amendments**

**Section A.** These bylaws may be amended at any regular meeting of the association, provided:

1. That notice of the proposed amendment was given at least 30 days prior to the meeting at which time the amendment was voted upon.
2. That a quorum had been established; and
3. That the amendment will then be subject to approval by the Indiana PTA upon the completion of the two previous provisions.
4. Bylaw amendments require a two-thirds vote of the members present and voting.

**Section B.** A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the association, or by a two-thirds vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

**Section C.** This local PTA/PTSA, having adopted amendments or a revision to its bylaws, shall submit to the state office two copies of such amendments or revisions for approval by the state bylaws coordinator.

**Section D.** Any amendment or revision shall become effective upon the approval of the state bylaws coordinator.

**Section E.** The adoption of an amendment to any provision of the bylaws of the Indiana PTA identified by a pound sign (#) shall serve automatically and without the requirement of further action by the \_\_\_\_\_ PTA/PTSA to amend their corresponding bylaws.