

Bylaws Checklist

Before submitting your Bylaws for final approval Texas PTA, review this checklist for some common errors that lengthen the processing time.

Some frequent issues that cause delays in the approval of bylaws submissions include the following.

- Attaching meeting minutes that do not document the membership's approval of bylaws amendments.
- A Vice President of "Budget and Finance," conflicts with the bylaws template, which lists the Treasurer as the Chair of the Budget and Finance Committee. In our experience, using "Fundraising" or "Ways and Means" usually more accurately describes the work they're doing and alleviates the conflict.
- Listing your total dues amount in the provided space, instead only the Local portion of the dues (what your PTA keeps after sending state and national dues to Texa PTA).
- Not including your Election Month in the list of meeting months.