

Bylaws: By the Book

The Bylaws adventure: Why do we have them, what do we do with them, how do we renew them? Your passport to the “ins & outs” of our guiding documents.



T/F The principal and the teacher representative are automatically Vice Presidents of your PTA?

True!

- * They must still be elected
- * They must be PTA members
- * Consider the needs of the school
- * There should be other VPs too
(Hint: Make it a range)

T/F There should only be
two printed copies of our
local Bylaws – we don't want
too many people to have
access

False !

You can print as many copies as you need from www.utahpta.org/bylaws! PLEASE give all of your board members (including the principal) a copy.

Read them often – read a section at board meetings – look for answers in the Bylaws – please, I beg of you, keep a copy handy!



T/F

A PTA “not in good standing” may lose their tax-exempt status with the IRS?

True

- It is a requirement of a non-profit organization to have and to follow Bylaws.
- Article IV, Section 1 lists the requirements for “good standing”
- Article IV has lots of other good stuff! 😊
- PTAs not in good standing also miss out on other great stuff – like Reflections & Awards

T/F You must be a member of PTA to serve as an officer on a PTA Board?

Yes! Yes! Yes! Article VI, Section 5h
(30 days)

☒ **True**

PTA Units may participate in
any political campaign?

True or False

Article II & III:
Purposes and Principles
of PTA – be familiar

FALSE

Article IV, Section 15:
Politics

A person must have
a child at the school
to join PTA?

True or False

FALSE

Remember –
PTA is Membership Driven/#s
DO matter!

T/F I can only change my
Bylaws when they are set to
expire?



False – Review your Bylaws often!

Renew

- Done every three years
- Review Bylaws
- Determine there are no changes
- Post for 30 days
- Members vote on renewal – quorum must be met/minutes taken
- Majority vote
- Renewal done online at www.utahpta.org/bylaws

Amend

- Can be done anytime
- Committee suggests changes
- Changes posted for 30 days
- Members vote on the amendment – quorum/minutes
- 2/3 vote to amend
- Amendment info submitted at www.utahpta.org/bylaws
- Will receive new expiration date

T/F A PTA President has more power than other PTA Board Members?

FALSE –

Board
Members
are all just
“one vote”



Standing
Rules define
procedures



Robert's Rules



Article VII
Duties of
Officers



President
represents,
coordinates,
& makes
assignments

T/F Nominating Committees are Optional?



FALSE

Nominating
committees are the
best way to ensure
getting new people
involved in your PTA

The President
orients, but does not
serve

Nominating
Committee is elected
(Art VI, Section 5)



T/F There are a
minimum of three
general membership
meetings each year?

True (but maybe 4?)

- Nominating Committee (By December 31)
- Nominating Committee Report
- Election
- Annual Meeting (Financial Report)

(Article IX, Section 1)

New Submission Process – It's online (YAY)



Visit www.utahpta.org/bylaws for instructions



Fill in the questions asked, Print, & Post (30 Days) for all to review



Vote on the renewal and/or amendments – quorum requirements need to be met!



Log back in at www.utahpta.org/bylaws, submit meeting minutes (showing a quorum), and complete submission



Once approved, bylaws are available for print.

- All Bylaws will be stored online and accessible to PTA members with a login
- Bylaws may be viewed and/or printed from the website

Frequently Asked Questions



Do I really have to post my Bylaws for 30 days before renewing or amending them?



Do I need to attach the minutes from the meeting where the renewal was approved?



Do I really have to use Robert's Rules?



How long does it take for my Bylaws to be approved?



Can we have co-officers?



What happens if I renew my Bylaws late?

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- Utah PTA Super Secondary
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