

WHAT ARE BYLAWS?

The bylaws form the legally binding document that governs the organization.

The bylaws of the association serve as a contract among its members and provide specific rules of operation adopted by vote of the members for the orderly conduct of business. Bylaws may not be suspended even by unanimous vote unless their suspension is specifically provided for within the document. All PTA bylaws have specified sections in common. Any change in the bylaws requires previous notice and a two-thirds (2/3) vote. Every officer, chairman and member should be familiar with the bylaws and other special rules of the association and abide by them.

Each local PTA/PTSA and Council is a self-governing body with its own bylaws which have been adopted by its members. Each local PTA/PTSA and Council is part of the National PTA and the Iowa PTA, by which it is chartered. Its bylaws may not conflict with those of the National PTA or the Iowa PTA. Certain articles and sections are required by the Iowa PTA and must be included in the unit/council bylaws. These required sections or articles are indicated by a number symbol (#) and must be included in your unit or council bylaws. The adoption of an amendment to any provision of the Iowa PTA's bylaws, which directly relates to the local PTA or council, shall serve automatically and without the requirement of further action by the local PTA or council. Notwithstanding the automatic character of the amending process, the local PTAs and Councils shall promptly incorporate such amendments in their respective bylaws.

WHY AMEND OR REVISE BYLAWS?

The Iowa PTA requires that all local PTAs and Councils submit their bylaws for approval every three (3) years, using the most current copy of the suggested unit or council bylaws provided by the Iowa PTA. However, local PTAs and Councils may amend or revise their bylaws as deemed necessary.

Amend: to correct or improve (minor changes)

Revise: to modify, add, or delete (major changes)

HOW TO AMEND OR REVISE BYLAWS.

1. Secure a copy of your unit/council bylaws. The secretary's permanent records should contain the most recent copy of the bylaws. If you cannot locate this copy contact the Iowa PTA office.
2. Obtain a copy of the most current suggested unit or council bylaws from the Iowa PTA office. You may request a printed copy or an electronic copy.
3. Review your existing bylaws and decide whether they need to be amended or revised. The bylaws committee can easily do this by using the most recent copy of the suggested unit or council bylaws received from the Iowa PTA office.
4. Present the proposed amendments or revisions to your membership at a general meeting. You must give your members prior notice of a vote to change the bylaws. The number of days notice is in your own unit's (or council's) bylaws. If desired, you may submit the bylaws to the Iowa PTA to preview prior to a vote by your membership. Iowa PTA will make comments or suggestions. However, you will still need to resubmit the final version to Iowa PTA following approval by the general membership.
5. Send two (2) printed copies OR an electronic copy of the amended or revised bylaws to the Iowa PTA along with the Cover Sheet for Submitting Bylaws. The cover sheet can be printed from the Iowa PTA website, or you may have an electronic version emailed to you.
6. If bylaws are approved, Iowa PTA will mail a printed copy containing the approval stamp to the person indicated on the cover sheet. If bylaws are not approved and printed copies were submitted, both printed copies will be returned with a letter explaining the needed corrections. If an electronic copy was submitted and bylaws are not approved, an email response will be sent explaining the needed corrections.
7. Make copies of the bylaws available to all officers and the general membership.

For more information, contact the Iowa PTA at (800)475-4782 or (515)225-4197 or email ia_office@pta.org