

# Bylaws Approval Form

**Due Date:** See the last page of the “official” copy of your PTA’s/PTSA’s bylaws. If you can’t find a copy of your bylaws, contact the Kentucky PTA office at 502-226-6607 or [kentuckypta@bellsouth.net](mailto:kentuckypta@bellsouth.net).

The Kentucky PTA Bylaws require each local PTA/PTSA and district PTA to adopt bylaws to govern their branch of the Kentucky PTA, a branch of the National PTA. All bylaws must be approved by Kentucky PTA as specified in the Kentucky PTA Bylaws.

Information on local bylaws may be obtained by contacting your district president.

**If sending via USPS, send this form with:**

- A. \_\_\_\_ 1 copy of the Bylaws Approval Form
- B. \_\_\_\_ 1 copy of the completed bylaws with two signatures on last page and date.
- C. \_\_\_\_ 1 copy of the minutes of the general membership meeting which states:
  - 1) \_\_\_\_ 30 days’ prior notice of the meeting to approve bylaws was given to the general membership body
  - 2) \_\_\_\_ A quorum was present at the meeting (this number is stated in your current bylaws)
  - 3) \_\_\_\_ That a motion was made and approved by the general membership body

To: Kentucky PTA, 148 Consumer Lane, Frankfort, KY 40601  
or

send one copy of the bylaws approval form, bylaws, and minutes electronically to [kentuckypta@bellsouth.net](mailto:kentuckypta@bellsouth.net) or [kypta.oservices@gmail.com](mailto:kypta.oservices@gmail.com).

Following approval by the Kentucky PTA, copies of your bylaws will be distributed to:

- 1. President of your PTA/PTSA, dated with a stamp of approval on the last page;
- 2. Kentucky PTA office; and
- 3. District president.

PTA/PTSA Name \_\_\_\_\_

County \_\_\_\_\_ PTA District No. \_\_\_\_\_

President’s Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number Home (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

Please check the appropriate box:

- New PTA/PTSA       Bylaws Renewal       Bylaws Amendments

1 **Bylaws of the \_\_\_\_\_ Parent Teacher (Student) Association**  
2 **Kentucky PTA Required Local Bylaws Format (New Format)**  
3

4 **ARTICLE I: NAME**

5 The name of this association is \_\_\_\_\_

- 6 1. \_\_\_\_\_PTA, Parent Teacher Association or  
7 2. \_\_\_\_\_PTSA, Parent Teacher Student Association (check #1 or #2)  
8 of \_\_\_\_\_, Kentucky, in \_\_\_\_\_ County and \_\_\_\_\_ district. It is a local PTA/PTSA  
9 unit organized under the authority of Kentucky PTA, a branch of National PTA. The articles of association  
10 include (a) the bylaws and (b) the articles of incorporation.  
11

12 **#ARTICLE II: PURPOSES**

13  
14 **Section 1.** The Purposes of this PTA/PTSA are:

- 15 a. To promote the welfare of children and youth in home, school, community, and place of  
16 worship;  
17 b. To raise the standards of home life;  
18 c. To advocate for laws that further the education, physical and mental health, welfare, and  
19 safety of children and youth;  
20 d. To promote the collaboration and engagement of families and educators in the education of  
21 children and youth;  
22 e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and  
23 social well-being of all children and youth, and;  
24 f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.  
25

26 **Section 2.** The Purposes of this PTA/PTSA are promoted through an advocacy and educational program directed  
27 toward parents, teachers and the general public; developed through conferences, committees, projects  
28 and programs; and governed and qualified by the basic policies set forth in Article III.  
29

30 **Section 3.** The association is organized exclusively for the charitable, scientific, literary or educational purposes  
31 within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any  
32 future Federal tax code (hereinafter Internal Revenue Code).  
33

34 **#ARTICLE III: BASIC POLICIES**

35  
36 The following are basic policies of all PTAs/PTSAs in common with those of the National PTA.

- 37 a. The association shall be non-commercial, non-sectarian and non-partisan.  
38 b. The association shall work with the schools to provide quality education for all children and  
39 youth and shall seek to participate in the decision-making process establishing school policy,  
40 recognizing that the legal responsibility to make decisions has been delegated by the people  
41 to boards of education, state education authorities, and local education authorities.  
42 c. The association shall work to promote the health and welfare of children and youth and shall  
43 seek to promote collaboration between parents, schools and the community at large.  
44 d. No part of the net earnings of the association shall inure to the benefit of, or be distributable  
45 to its members, directors, trustees, officers or other private persons except that the association  
46 shall be authorized and empowered to pay reasonable compensation for services rendered and  
47 to make payments and distributions in furtherance of the purposes set forth in Article II  
48 hereof.  
49 e. Notwithstanding any other provision of these articles, the association shall not carry on any  
50 other activities not permitted to be carried on (i) by an association exempt from federal  
51 income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an  
52 organization/association, contributions to which are deductible under Section 170(c)(2) of the  
53 Internal Revenue Code.

- 54 f. Upon the dissolution of this association, after paying or adequately providing for the debts  
55 and obligations of the association, the remaining assets shall be distributed to one or more  
56 non-profit funds, foundations or associations which have established their tax exempt status  
57 under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accord with  
58 National PTA.  
59 g. The association or members in their official capacities shall not - directly or indirectly -  
60 participate or intervene (in any way, including the publishing or distributing of statements) in  
61 any political campaign on behalf of, or in opposition to, any candidate for public office; or  
62 devote more than an insubstantial part of its activities to attempting to influence legislation by  
63 propaganda or otherwise.  
64  
65

## 66 #ARTICLE IV: CONSTITUENT ASSOCIATIONS

67  
68 (Local PTAs/PTSAs, District PTAs and State PTAs)

69 **Section 1.** The Purposes and basic policies of National PTA shall in every case also be the purposes and basic  
70 policies of each constituent association.  
71

72 **Section 2.** Local PTAs/PTSAs shall be organized and chartered under the authority of Kentucky PTA. Kentucky  
73 PTA shall issue to each local PTA/PTSA in its area an appropriate charter evidencing the good  
74 standing of the local PTA/PTSA.  
75

76 **Section 3.** A local unit in good standing is one which:

- 77 a. Adheres to the purposes and basic policies of the PTA;  
78 b. Remits the national and state portion of the dues to the Kentucky PTA office as required;  
79 c. Remits the district portion of the dues as required;  
80 d. Reviews the treasurer's books and submits the PTA/PTSA Financial Review Form to the  
81 Kentucky PTA office by July 15th;  
82 e. Submit a copy of the filed IRS Federal 990ez or 990n form to the Kentucky PTA office by  
83 November 15th;  
84 f. Has bylaws approved by the Kentucky PTA every five (5) years;  
85 g. Has an IRS Employer Identification Number (EIN) on file in the Kentucky PTA office; and  
86 h. Maintains a minimum of ten (10) members.  
87

88 **Section 4.** Each association in good standing as shown on the records in the Kentucky PTA office as of 30 days  
89 before the Convention/Leadership, shall be entitled to be represented at the annual  
90 Convention/Leadership of the Kentucky PTA by its president, or alternate; and one (1) additional  
91 accredited delegate for every twenty-five (25) members, or a major fraction thereof.  
92

93 **Section 5.** Each local PTA shall adopt such bylaws for the government of the association as may be approved by  
94 Kentucky PTA. Such bylaws shall not be in conflict with the bylaws of National PTA or the bylaws of  
95 Kentucky PTA.  
96

97 **Section 6.** Bylaws of each constituent association shall include an article on amendments.  
98

99 **Section 7.** Bylaws of each constituent association shall include a provision establishing a quorum.  
100

101 **Section 8.** Local PTAs'/PTSAs' bylaws shall be reviewed and approved by Kentucky PTA every five (5) years.

- 102 a. Bylaws must be submitted with a copy of the minutes reflecting that 30 days' prior notice  
103 was given,  
104 b. A quorum was present and,  
105 c. The bylaws were approved by the membership body.  
106

107 **Section 9.** Local PTA/PTSA bylaws amendments become effective when reviewed and approved by Kentucky  
108 PTA. Amendments must be submitted with a copy of the minutes reflecting that 30 days' prior notice  
109 was given, a quorum was present, and amendments were approved by the membership body.  
110

111 **Section 10.** Each local PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of  
112 Kentucky PTA bylaws as identified by a pound sign (#).  
113

114 **Section 11.** Each officer or board member of a local PTA/PTSA shall be a member of such local PTA/PTSA.  
115

116 **Section 12.** A PTA/PTSA member shall not serve as a voting member of a constituent association's board at the  
117 local or district level while serving as a paid employee of, or under contract to, that constituent  
118 association.  
119

120 **Section 13.** There shall be no proxy voting by any constituent association of National PTA.  
121

122 **Section 14.** This PTA/PTSA shall keep such permanent books of account and records as shall be sufficient to  
123 establish the items of gross income, receipts and disbursements of the association, including  
124 specifically, the number of its members, the dues collected from its members and the amount of dues  
125 remitted to its District PTA and the Kentucky PTA. Such books of account and records shall at all  
126 reasonable times be open to inspection by an authorized representative of Kentucky PTA or National  
127 PTA.  
128

129 **Section 15.** The charter of this PTA/PTSA shall be subject to withdrawal and the status of such association as a  
130 PTA/PTSA unit shall be subject to termination, in the manner and under the circumstances provided in  
131 the bylaws of the Kentucky PTA.  
132

133 **#Section 16.** This local PTA/PTSA is obligated upon withdrawal of its charter by Kentucky PTA:  
134 a. To yield up and surrender all its books and records and all of its assets and property to  
135 Kentucky PTA or such agency as may be designated by Kentucky PTA, or to another local  
136 PTA/PTSA organized under the authority of Kentucky PTA;  
137 b. To cease and desist from the further use of any name that implies or connotes association  
138 with the National PTA or Kentucky PTA or status as a constituent association of National  
139 PTA;  
140 c. To carry out promptly, under the supervision and direction of the Kentucky PTA, all  
141 proceedings necessary or desirable for the purpose of dissolving this PTA/PTSA; and  
142 d. To file with the IRS a Federal 990ez or 990n (e-postcard) form and submit a copy to the  
143 Kentucky PTA office.  
144

145 **Section 17.** In order for this PTA/PTSA to dissolve, the unit shall complete the following procedures.  
146 a. The PTA/PTSA Board (or body that under its bylaws manages the affairs of the association)  
147 shall adopt by a two-thirds (2/3) vote, a resolution recommending dissolution be submitted to  
148 a vote at a special meeting of members having voting rights. Written or printed notice that  
149 the purpose of such meeting is to consider advisability of dissolving the association shall be  
150 given to each member entitled to vote at such meeting at least forty-five (45) days prior to the  
151 date of such meeting.  
152 b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the  
153 special meeting of members, shall be given to the Kentucky PTA President at least thirty (30)  
154 days before the date fixed for such special meeting of the members;  
155 c. Only those persons who were members in good standing on the date of the special meeting  
156 shall be entitled to vote on the question of dissolution; and  
157 d. Approval of dissolution of the association shall require the affirmative vote of two-thirds  
158 (2/3) of the total membership.  
159

160 **Section 18.** In the event of the dissolution or withdrawal of the charter of this PTA/PTSA for any reason, its  
161 assets shall be distributed for one (1) or more of the exempt purposes specified in Section 501(c)(3) of  
162 the Internal Revenue Code of 1954 as from time to time amended. Upon request of notice of  
163 dissolution or withdrawal of charter, notice by mail shall be sent by the Kentucky PTA office to the  
164 PTA/PTSA that the Internal Revenue has been notified that the PTA/PTSA is no longer a tax-exempt  
165 constituent association of Kentucky PTA.  
166

167 **Section 19.** This PTA shall collect dues from its members and shall remit a portion of such dues to the Kentucky  
168 PTA as provided in Article V hereof.  
169

170 **Section 20.** Only members of a local PTA/PTSA who have paid dues for the current membership year may  
171 participate in the business of that association.  
172

173 **Section 21.** The association or members in their official capacities shall not endorse a commercial entity or  
174 engage in activities not related to promoting the purposes of the association.  
175

176 **Section 22.** Kentucky PTA or any of its divisions may cooperate with other associations and agencies concerned  
177 with child welfare, but PTA/PTSA representatives shall make no commitments that bind the group  
178 they represent.  
179

## 180 **ARTICLE V: MEMBERSHIP AND DUES**

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183 **#Section 1.** Every individual who is a member of a local PTA/PTSA organized by Kentucky PTA is also a  
184 member of National PTA and of the Kentucky PTA by which such local PTA/PTSA is organized and,  
185 as such, is entitled to all the benefits of such membership.  
186

187 **#Section 2.** Membership in PTA/PTSA shall be made available without discrimination.  
188

189 **#Section 3.** Each local PTA/PTSA shall conduct an annual enrollment of members, but shall admit individuals to  
190 membership at any time.  
191

192 **#Section 4.** Each member of a local PTA/PTSA shall pay such annual dues as determined by the local  
193 PTA/PTSA. The amount of such dues shall include the portion payable to Kentucky PTA, the portion  
194 payable to National PTA and the portion payable to the District PTA.  
195

196 **#Section 5.** The National portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per  
197 annum.  
198

199 **#Section 6.** The Kentucky PTA portion of each member's dues shall be one dollar and twenty-five cents (\$1.25)  
200 per annum.  
201

202 **#Section 7.** Each member of this PTA/PTSA shall pay annual dues of \$ \_\_\_\_\_ to the PTA/PTSA. The  
203 amount of such dues shall include the portion payable to the Kentucky PTA, the portion payable to the  
204 National PTA and the portion payable to the District PTA.  
205

206 **#Section 8.** The District portion of the dues paid by each member of a local PTA/PTSA shall be sent to the  
207 District as required. If there is no District leadership, dues shall be sent to the Kentucky PTA office.  
208

209 **#Section 9.** Only members of a local PTA/PTSA who have paid dues for the current membership year may  
210 participate in the business of that association.  
211

212 **#Section 10.** Only members of a local PTA/PTSA of the Kentucky PTA shall be eligible to hold office in the  
213 Kentucky PTA or any of its divisions.

214 **#Section 11.** Payment of dues

- 215 a. The treasurer of each local PTA/PTSA must forward the National and Kentucky portions of  
216 membership dues to the Kentucky PTA office by October 15th. Additional dues collected after  
217 October 15th must be forwarded to the Kentucky PTA office every thirty (30) days.  
218 b. The treasurer of each local PTA/PTSA shall keep the record of the National PTA, the  
219 Kentucky PTA and the District PTA's portions of membership dues separate from the record of  
220 general funds of the local PTA/PTSA.  
221 c. All dues shall be accompanied by a numbered list of the members showing the name of each  
222 individual member of the local PTA/PTSA from which dues were received.  
223 d. A membership card shall be valid for one (1) year, which is August 1st thru July 31st.  
224

225 **Section 12.** Kentucky PTA Honorary Life Recognition.

- 226 a. A Kentucky PTA Honorary Life Recognition upon payment of twenty-five (\$25.00) dollars  
227 to the Kentucky PTA Scholarship Fund, may be conferred upon any person for distinguished  
228 service to children and youth.  
229 b. An Honorary Life Recognition recipient may be an active member upon payment of dues to a  
230 local PTA/PTSA.  
231

232  
233 **ARTICLE VI: OFFICERS - ELECTION AND VACANCIES**  
234

235 **#Section 1.** Each officer shall be a member of this PTA/PTSA.  
236

237 **Section 2.** Officers and their election.

- 238 a. The officers of this PTA/PTSA shall consist of a president, \_\_\_\_\_ (number) vice  
239 president(s), a secretary and a treasurer.  
240 b. Officers shall be elected by ballot in the month of \_\_\_\_\_. However, if there is  
241 but one (1) nominee for any office, election for that office may be by voice vote.  
242 c. Officers, except the treasurer, shall assume their official duties following;  
243 1. \_\_\_\_ Close of the meeting in \_\_\_\_\_ (month) or,  
244 2. \_\_\_\_ The beginning of the fiscal year July 1 (Check #1 or #2)  
245 d. The treasurer shall assume office at the beginning of the fiscal year (July 1). (Financial  
246 review of the financial records must be completed before the treasurer takes office.)  
247 e. Officers shall serve for a term of \_\_\_\_\_ (number) year(s) or until their successors are  
248 elected.  
249 f. A person shall not be eligible to serve more than \_\_\_\_\_ (number) consecutive terms in the  
250 same office.  
251

252 **#Section 3.** Nominating Committee.

- 253 a. The members of the nominating committee for officers of a constituent association shall be  
254 elected by:  
255 1. \_\_\_\_ Membership, or the  
256 2. \_\_\_\_ PTA/PTSA Board. (Check #1 or #2:)  
257 b. There shall be a nominating committee composed of \_\_\_\_ members (at least three (3) and  
258 always an uneven number) who shall be elected by the selected body of this association  
259 c. The election of the Nominating Committee must be done at least one (1) month prior to the  
260 election of officers.  
261 d. The committee shall elect its own chairman.  
262 e. The nominating committee shall nominate an eligible person for each office to be filled and  
263 report its nominees at the general PTA/PTSA membership meeting in \_\_\_\_\_  
264 (month), at which time additional nominations may be made from the floor.  
265 f. Only those persons who have signified their consent to serve if elected shall be nominated for  
266 or elected to such office.  
267

268 **Section 4. Vacancies:**

- 269 a. A vacancy occurring in any office shall be filled for the unexpired term by a person elected  
270 by a majority vote of the PTA/PTSA Board, \_\_\_\_\_ days' notice of such election having  
271 been given.  
272 b. In case a vacancy occurs in the office of the president, the first (1st) vice president shall serve  
273 notice of the election.  
274 c. If any member of the PTA/PTSA Board is absent for more than two regularly scheduled  
275 meetings without a reasonable excuse, their office/chairmanship may be declared vacant by a  
276 majority vote of the PTA/PTSA Board and the vacancy shall be filled in accordance with  
277 Article VI, Section 4.a and 4.b.  
278

279 **ARTICLE VII: DUTIES OF OFFICERS**

280 **Section 1.** The president shall:

- 281 a. Preside at all meetings of the PTA/PTSA.  
282 b. Perform such other duties as may be prescribed in these bylaws or assigned to him/her, or the  
283 PTA/PTSA;  
284 c. Be a member ex-officio of all committees, except the nominating committee; and  
285 d. Coordinate the work of the officers and committees of the association in order that the  
286 Purposes may be promoted.  
287 e. Appoint the committee, before the last general meeting of the PTA/PTSA, to review the  
288 financial records.  
289

290 **Section 2.** The vice president(s) shall:

- 291 a. Act as aides to the president;  
292 b. Perform the duties of the president, in their designated order, in the absence or inability of  
293 that officer to serve; and  
294 c. Perform such other duties as may be prescribed to him/her.  
295

296 **Section 3.** The secretary shall:

- 297 a. Record the minutes of all meetings of the PTA/PTSA,  
298 b. Have a current copy of the bylaws;  
299 c. Maintain a membership list; and  
300 d. Perform such other duties as may be prescribed to him/her.  
301

302 **#Section 4.** The treasurer shall:

- 303 a. Have responsibility for all of the funds of the association;  
304 b. Keep a full and accurate account of receipts and expenditures;  
305 c. Make disbursements as authorized by the president, or the PTA/PTSA Board, in accordance  
306 with the budget adopted by the PTA/PTSA;  
307 d. Have checks or vouchers signed by two (2) persons, the treasurer and one (1) other  
308 authorized person;  
309 e. Present a financial statement at every PTA/PTSA meeting, and at other times when  
310 requested;  
311 f. Make a full report at the meeting at which new officers officially assume their duties; and  
312 g. Be responsible for the maintenance of such books of account and records as conform to the  
313 requirements of Article IV, Section 15 of these bylaws.  
314 h. The treasurer's accounts shall be reviewed annually by a committee of not less than three (3)  
315 members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of  
316 that fact at the end of the report.  
317 i. The Financial Review Form must be submitted to the Kentucky PTA office and the school's  
318 principal by July 15th.  
319 j. Must file with the IRS 990 or 990n (e-postcard) and send to the Kentucky PTA office a copy  
320 of this filing by November 15th of each year.  
321

322 **Section 5.** All officers shall perform the duties outlined in these bylaws and those assigned from time to time.  
323 Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the  
324 president, without delay, all records, books and other materials pertaining to the office, and shall  
325 return to the treasurer, without delay, all funds pertaining to the office.  
326

327 **ARTICLE VIII: EXECUTIVE COMMITTEE**  
328

329 **Section 1.** The membership of the executive committee shall consist of the elected officers of the PTA/PTSA and  
330 the principal of the school or a representative appointed by him/her.  
331

332 **Section 2.** The duties of the executive committee shall be to approve chairmen and members of standing  
333 committees and act in an emergency situation.  
334

335 **Section 3.** A majority of the members of the executive committee shall constitute a quorum.  
336

337 **ARTICLE IX: PTA/PTSA BOARD**  
338

339 **Section 1.**

- 340 #a. The Board shall consist of the elected officers of the PTA/PTSA, the chairmen of standing  
committees, and the principal of the school or a representative appointed by him/her.
- 341 #b. The chairmen of standing committees shall be selected by the officers of the PTA/PTSA.
- 342 #c. The president may appoint a parliamentarian, subject to the approval of the officers of the  
343 PTA/PTSA.  
344

345 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent association's board at the  
346 local, state or national level while serving as a paid employee of, or under contract to, that  
347 constituent association.  
348

349 **Section 3.** The duties of the board shall be:

- 350 #a. To transact business in the intervals between PTA/PTSA general meetings and such other  
351 business as may be referred to it by the PTA/PTSA;
- 352 #b. To create standing and special committees;
- 353 #c. To approve the plans of work of the standing committees;
- 354 #d. To present a report at the scheduled general meetings of the PTA/PTSA;
- 355 #e. To prepare and submit to the PTA/PTSA a budget for adoption for the year; and
- 356 #f. To approve routine bills within the limits of the budget.  
357

358 **Section 4.** Meetings of the Board:

- 359 a. PTA/PTSA Board meetings to be held during the school year,
- 360 b. Meeting times to be decided by the board.
- 361 c. A majority of the board members shall constitute a quorum.
- 362 d. Special meetings of the board may be called by the president or by a majority of the members  
363 of the board \_\_\_\_\_ (number) days' notice being given.  
364

365 **ARTICLE X: COMMITTEES**  
366

367 **Section 1.** Committees may be created or dispensed with by the president, executive committee, the PTA/PTSA  
368 Board or as specified in the standing rules to promote the Purposes and carry on the work of the  
369 PTA/PTSA.  
370

371 **Section 2.** Only members of the PTA/PTSA shall be eligible to serve in any elective or appointed positions.  
372

373 **Section 3.** Chairman shall serve for a term of \_\_\_\_\_ (number) year(s) or until their successors are elected.  
374



375 **Section 4.** A person shall not be eligible to serve more than \_\_\_\_\_ (number) consecutive terms in the same  
376 chairmanship.

377  
378 **Section 5.** The chairman of each standing committee shall present a plan of work to the PTA/PTSA Board for  
379 approval. No committee work shall be undertaken without the consent of the PTA/PTSA Board.

380  
381 **Section 6.** The power to form special committees and appoint their members rests with the association and the  
382 PTA/PTSA Board.

383  
384 **Section 7.** The president shall be a member ex-officio of all committees, except the nominating committee.

385  
386 **ARTICLE XI: GENERAL MEMBERSHIP MEETINGS**

387  
388 **Section 1.**  
389 #a. At least \_\_\_\_\_ (number a minimum of 3) general membership meetings of this association shall be  
390 held during the school year. The election of officers must be at a general membership meeting in  
391 accordance to the bylaws.  
392 b. Dates of these meetings shall be determined by the PTA/PTSA Board.  
393 c. Seven (7) days' notice shall be given of a change of date.

394  
395 **Section 2.** Special meetings of the PTA/PTSA may be called by the president or by a majority of the PTA/PTSA  
396 Board seven (7) days' notice having been given.

397  
398 **Section 3.** The election meeting shall be held in \_\_\_\_\_ (month).

399  
400 **#Section 4.** Each local PTA/PTSA must maintain a minimum of ten (10) members to remain a PTA/PTSA in  
401 good standing.

402  
403 **#Section 5.** Bylaws of each constituent association shall include a provision establishing a quorum.

404  
405 **Section 6.** \_\_\_\_\_ (Number) members (a minimum of 10 or more) shall constitute a quorum for the transaction  
406 of business in any general membership meeting of this PTA/PTSA.

407  
408 **ARTICLE XII: DISTRICT MEMBERSHIP**

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410 **Section 1.** The PTA/PTSA shall be represented in meetings of the \_\_\_\_\_ District PTA of the Kentucky PTA,  
411 by the president of the PTA/PTSA or his/her alternate, and by the number of delegates or their alternates as  
412 provided in the district bylaws.

413  
414 **Section 2.** This PTA/PTSA shall pay annual dues of \_\_\_\_\_ per member to the district treasurer, as provided in  
415 the district bylaws. If there is no District Leadership, dues shall be sent to the Kentucky PTA office.

416  
417 **#ARTICLE XIII: FISCAL YEAR**

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419 **Section 1.** The fiscal year of this association shall begin July 1 and end June 30.

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421 **#ARTICLE XIV: PARLIAMENTARY AUTHORITY**

422  
423 **Section 1.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the  
424 association in all cases in which they are applicable and in which they are not in conflict with these bylaws and  
425 those of the Kentucky PTA and the National PTA.

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**ARTICLE XV: SBDM COUNCIL PARENT REPRESENTATIVE ELECTIONS**

**#Section 1.** Election of Parent Representatives to the School Based Decision Making (SBDM) Council shall be conducted by this PTA/PTSA as authorized under the Kentucky Education Reform Act (KERA) of 1990, as specified in KRS 160.345.

**Section 2.** Each PTA/PTSA Board must develop procedures on the SBDM Parent election process to be included in their Standing Rules.

**#ARTICLE XVI: KENTUCKY PTA POSITIONS**

**Section 1.** Kentucky PTA opposes involvement of children in door-to-door sales or solicitations.

**Section 2.** Kentucky PTA believes that PTA funds should always be used to further the PTA Mission and Purposes. Kentucky PTA also believes:

- a. Federal, state and local public funds should be used to purchase textbooks and equipment, pay for regular telephone lines, and pay for certified and classified staff salaries;
- b. Paying for such items with PTA funds may contribute to inequities in local school districts; and PTA’s role is to advocate for adequate funding for public education. PTAs/PTSAs should allocate their funds to projects such as leadership development, parent involvement and education, child health and safety projects, and other educational programs that would enhance the curriculum.

**Section 3.** Kentucky PTA does not permit fifth grade children and younger to be PTA or PTSA members.

**ARTICLE XVII: AMENDMENTS**

**Section 1.** These bylaws may be amended at any general membership meeting of the PTA/PTSA provided that notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon; that a quorum has been established; and that the amendment shall be subject to approval of Kentucky PTA. Bylaws amendments require a two-thirds (2/3) vote of the members present and voting.

- a. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the PTA/PTSA, or by a two-thirds vote of the PTA/PTSA board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- b. Submission of amendments or revised bylaws for approval by Kentucky PTA shall be in accordance with the bylaws or regulations of Kentucky PTA.

**#Section 2.** The adoption of an amendment to any provision of the bylaws of Kentucky PTA identified by a pound (#) symbol shall serve automatically and without requirement of further action by the local PTA/PTSA to amend correspondingly the bylaws of each local PTA/PTSA.

**ARTICLE XVIII: ADDITIONAL BYLAWS**

**(Include here or attached to this page)**

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For office use only:

<p>Approved by: _____</p> <p>Date approved: _____</p> <p>Renewal date: _____</p>
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**SIGNATURES**

\_\_\_\_\_ **President**

\_\_\_\_\_ **Secretary**

**DATE:** \_\_\_\_\_

NOTE: Bylaws must be submitted with a copy of the minutes reflecting that 30 days' prior notice was given, a quorum was present, and that the bylaws were approved by the membership body.

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Articles and sections with a pound (#) sign must be included in each PTA's/PTSA's bylaws.

