By-Laws
Who “owns” the PTA?

- Your members! Not your President, board members, or principal.
- You members **must** vote to approve or reject:
  - the budget
  - bylaws and any amendments
  - officers
What are Bylaws?

- Bylaws are your governing document
- They are legally binding
  - Most of the language in bylaws comes from IRS and CT State Statute requirements
- Bylaws contain the basic rules of the organization, it’s primary characteristics and functions
Standing rules are the rules an organization uses to administer its affairs under the provisions of its Bylaws. A well-organized and efficient PTA should have a written set of procedures for putting its Bylaws into effect. Standing rules are more flexible than Bylaws and may be changed at any board meeting by a majority vote if previous notice was given or 2/3 vote without previous notice. The standing rules serve as a guide and become the most valuable tool for the orientation of new board members. Well-written standing rules ensure the orderly transfer of duties from one administration to the next.
Bylaws rules cannot be changed without \( \frac{2}{3} \) majority membership vote. Standing Rules can be changed more easily, usually by a majority board vote.

Bylaws give primary responsibilities of the officers and chairman, standing rules may describe their specific duties.

Bylaws should be broad enough to give your unit the flexibility that will allow it to run smoothly and efficiently. Standing rules then add the details that provide for the administration of your unit within those bylaws.
Writing Bylaws

- Start with model bylaws on CTPTA website
- If something is not in the model bylaws, it should not be included in yours
- Two new sections were added to model bylaws recently. If you have updated in the last two years, they should be included already. If not, please add:
  - Whistle Blower Policy
  - Conflict of Interest Policy
Bylaws (and bylaw changes) must be approved by a $\frac{2}{3}$ majority at a membership meeting.

Bylaws must be submitted to CTPTA for review prior to presenting to membership for a vote.

Bylaws are not valid until CTPTA office receives a member approved copy. The copy must include the date of the meeting where it was approved.
Bylaws FAQs
Bylaws must be revisited every 3-5 years. Each time your unit revisits the bylaws they must vote on and approve any changes. They must also vote to keep bylaws as they are written. In each case, they must be sent to CTPTA office with the date of the meeting at which the approval was voted.
Why do we need a Board of Directors?

CT State Law requires Board of Directors for each unit
The Nominating Committee and its process are the most frequently asked question of the office.

Make sure your bylaws clearly outline the process and timeline so everyone knows the process.
Who can view our bylaws?

- Any member of your unit has the right to view the bylaws
- All officers should be familiar with the unit bylaws
- Your unit secretary is responsible for keeping record of the bylaws as well as having them on hand at every meeting.
Questions?