

(Local Unit Name PTA/PTSA) Bylaws
(Date: month/day/year adopted by the membership)



A little about your bylaws

KEEP THIS PAGE WITH YOUR CURRENT BYLAWS.

- Items with an **asterisk** are required either by Colorado PTA, National PTA, the Internal Revenue Service (IRS) and/or Colorado State Law. They cannot be deleted or amended. Make sure the asterisks (*) remain in the final version of your bylaws.
- Every three (3) years, your bylaws must be updated into the most current local unit bylaws template, adopted by a majority of your members present and voting, a quorum having been established. Submit to the Colorado PTA. Any **amendments** (including a change in dues amounts) must be adopted by the membership with a two thirds (2/3) vote of members, present and voting, a quorum having been established and 30 days' notice of the vote.
- Your PTA/PTSA's **budget** must be approved by your membership, by a majority of the members present and voting, a quorum having been established. must be adopted by the membership with a two thirds (2/3) vote of members, present and voting, a quorum having been established
- It is **STRONGLY** suggested to **elect your officers** in February or March. An early election provides ample opportunity for transition and to attend (*taking advantage of early bird pricing*) the annual Colorado PTA Convention and National PTA Convention.
- All PTA/PTSAs must have a **board of directors**. In smaller PTA/PTSAs, this may consist of only the elected officers and, perhaps, the principal. In larger PTA/PTSAs, the board may also include committee chairs, appointed members such as advocacy liaison, school accountability committee liaison, teacher/student liaisons, principal, etc. The board of directors can meet and conduct business between general membership meetings because the board reports any actions they have taken. This allows the general membership meeting to run more efficiently.
- Some PTA/PTSAs also have an **executive committee**. This typically consists of the elected officers and, perhaps, the principal. In a smaller PTA/PTSA, this composition is the same as the board of directors, so an executive committee is not needed. The executive committee consists of a smaller number of people, so they can meet on shorter notice to take emergency action as needed.
- An article on **electronic meetings, communications, and voting** is included in this template. These meetings are considered special meetings for the purposes of notice and quorum.

As always, the Colorado Board of Directors is here to help. If you have any questions, please email bylaws@copta.org or call the Colorado PTA office at 303-420-7820.

This is the 2021-2023 Colorado PTA (COPTA) Local Unit Bylaws template updated on October 16, 2021, and MUST be used by local units to update or create "new" bylaws. The Colorado PTA Board of Directors works hard to keep the bylaws process as easy as possible. This template allows your PTA/PTSA to simply add relevant information that pertains to your unit using information from your current bylaws. The blue drafting notes give guidance and items for consideration as you update your bylaws. **Delete the drafting notes prior to submitting the bylaws to Colorado PTA for final approval.**

Drafting Notes;

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- To assist you in completing the update to your bylaws, you will need a copy of your PTA/PTSA units' **CURRENT APPROVED BYLAWS** on record at the Colorado PTA office (to verify, email a request to office@copta.org).
- Save a copy of this template with the drafting notes** so that if questions arise you can refer to them.
- Rename and save this document with your local Unit PTA name and include the date (month/day/year) that the bylaws were adopted by the regular membership in the header of EACH page**. This document will become the bylaws that are submitted to Colorado PTA for approval.
- Using the drafting notes as a guide, fill in the blanks and make the required choices indicated in the drafting notes.
- Bylaws must be adopted by the members, present and voting, a quorum having been established every three (3) years using the most current template available from Colorado PTA. **If your PTA chooses to amend your bylaws in any way, please refer to the Article on Amendments. These amendments must be adopted by 2/3 the members, present and voting, a quorum having been established.**
- Articles, sections and/or letters with an ASTERISK (*) are required by the Colorado PTA, National PTA, the Internal Revenue Service, or Colorado State Law. Asterisked items may not be modified, deleted, changed, and/or added to, unless there are blanks that you need to fill in.**
- Your unit may add additional articles, and/or sections under non-asterisked articles and/or letters under non-asterisked sections, that are not in conflict with any of the required asterisked (*) items.
- Show both the **written word for the number and the number** [i.e., thirty (30)]. Use this convention anywhere a number is inserted.
- When the bylaws are completely reviewed, amended and corrected, **DELETE ALL BLUE DRAFTING NOTES AND INSTRUCTIONS** in parentheses and/or brackets []. Be sure that the **ASTERISK (*) remains visible in your final document**. Format the document for ease of reading. **This document becomes the current set of bylaws for this local unit.**
- DO NOT DELETE FOOTNOTES.**
- SIGN AND DATE THE "Signature/Date Page" and include it with submission.**
- When the bylaws have been signed and dated, **submit your bylaws (in WORD) to the Colorado PTA office via e-mail at office@copta.org** and retain a copy for the local unit files.
- If you have additional questions with submitting bylaws, please contact the Colorado PTA office at **303-420-7820** or email office@copta.org. For any additional questions, concerns, or assistance in completing your bylaws, contact your Council President or Region Coordinator.

*** Article I — Name**

Drafting Note: This entire article is asterisked (*) and is required; no changes and/or additions may be made. Fill in blanks and choose appropriate PTA or PTSA. If PTSA, add "Student" to name of association i.e. Parent Teacher Student Association.

The name of this association is the Meiklejohn Elementary Parent Teacher Association, hereinafter referred to as "this local PTA", and is located in Arvada, Colorado. This local PTA is organized under the authority of Colorado Congress of Parents and Teachers (Colorado PTA), a branch of the National Congress of Parents and Teachers (National PTA).

*** Article II — Purposes¹**

Drafting Note: This entire article is asterisked (*) and is required; no changes and/or additions may be made.

- Section 1. Objectives.** The purpose or purposes (Objects) which the association will hereafter pursue are:
- a. To promote the welfare of children and youth in home, school, places of worship and throughout the community.
 - b. To raise the standards of home life.
 - c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth.
 - d. To promote the collaboration and engagement of families and educators in the education of

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children and youth.

- e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth.
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Section 2. **Awareness.** The purposes of the PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic principles set forth in Article III.

Section 3. **Federal Status.** The association is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (*referred to as Internal Revenue Code*).

*** Article III —Principles¹**

Drafting Note: This entire article is asterisked (*) and is required; no changes and/or additions may be made.

The following are basic principles of PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth and shall seek to participate in the decision-making process by influencing school policy and advocating for children’s issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration, among families, schools, and the community at large.
- d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in PTA.

***Article IV – Operational Requirements²**

Drafting Note: This entire article is asterisked (*) and is required; no changes and/or additions may be made.

Section 1. Net Earnings. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

Section 2. Exempt Activities. Notwithstanding any other provision of these articles to the contrary, in no event shall the association carry on any other activities which are not permitted to be carried on (i) by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Section 3. Political Activities. The association or its members in their official capacities shall not, directly, or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 4. Dissolution. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.

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*** Article V — Relationship with National PTA and Colorado PTA**

Drafting Note: This entire article is asterisked (*) and is required; no changes and/or additions may be made.

- Section 1.** This local PTA/PTSA shall be organized and chartered under the authority of the Colorado PTA in the area in which this local PTA/PTSA functions, in conformity with such rules and regulations, as the Colorado PTA may in its bylaws prescribe. The Colorado PTA shall issue to this local PTA/PTSA an appropriate charter evidencing the due organization and good standing of this local PTA/PTSA.
- Section 2.** This local PTA/PTSA shall adopt such bylaws for the governance of the association. Such bylaws shall not be in conflict with National PTA bylaws, Colorado PTA bylaws, the Internal Revenue Service (IRS) Code and/or state nonprofit laws and are subject to review by the Colorado PTA Bylaws Committee. Each local unit shall comply with the requirements in the local unit bylaws template as approved by the Colorado PTA Board of Directors.
- Section 3.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of the local PTA/PTSA shall be subject to termination under the circumstances provided in the Colorado PTA bylaws.
- Section 4.** This local PTA/PTSA is obligated, upon withdrawal of its charter by the Colorado PTA:
- a. To yield up and surrender all books and records and all assets and property to the Colorado PTA or to such agency as may be designated by the Colorado PTA, or to another local PTA/PTSA organized under the authority of the Colorado PTA.
 - b. To cease and desist from the further use of any name that implies an association with the National PTA or the Colorado PTA or status as a constituent association of the National PTA.
 - c. To carry out promptly, under the supervision and direction of the Colorado PTA, all proceedings necessary or desirable for the purpose of dissolving this local PTA/PTSA.
- Section 5.** Delinquent status — Failure to remit membership dues by the end of the Colorado PTA fiscal year (June 30) shall result in the association being declared “delinquent”. Delinquent units will be ineligible for all Colorado PTA sponsored activities, materials, and services until such time as dues are paid. Continued delinquency may result in withdrawal of the charter under the procedure outlined in the Article on Dissolution.
- Section 6.** Provisional status — The following may constitute cause for a unit to be placed on provisional status:
- a. Failure to correct violations within timelines set by the Colorado PTA may result in withdrawal of the charter.
 - b. Failure to comply with the Internal Revenue Service (IRS) regulations.
 - c. Violation of the purposes or principles of PTA.
 - d. Violation of unit, Colorado PTA, or National PTA bylaws.
 - e. Failure to include required asterisk (*) items in local unit or council bylaws.
- Section 7.** Good Standing — Colorado PTA requires the following to be a unit in good standing:
- a. Remits the state and national portion of the dues and membership reports through the Colorado PTA to reach the state office by dates established by Colorado PTA Board of Directors.
 - b. Has bylaws approved according to the procedures of Colorado PTA Board of Directors.
 - c. Purchases directors/officers, liability, and bonding insurance coverage. If insurance is not purchased through Colorado PTA’s recommended provider, proof of insurance is required to be submitted to Colorado PTA.
 - d. Submits a completed officer’s list as requested by Colorado PTA.
 - e. Submits a copy of its annual financial review/audit report.
 - f. Submits a copy of required IRS tax return (i.e., either Form 990, 990-EZ, or 990-N; as determined by gross receipts in accordance with the IRS regulations).
 - g. Registers with the Colorado Secretary of State office for the Colorado Charitable Solicitations Act (if required).

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- h. Three (3) officers of each local unit or designees must attend one (1) position-specific leadership training annually. This requirement may be fulfilled in person (region/council training, conferences) or by completing a National or Colorado PTA e-Learning course.
- i. Meets other criteria as may be prescribed by the Colorado PTA Board of Directors, Colorado PTA and National PTA, the Internal Revenue Service (IRS) Code, and/or Colorado State law.

Article VI — Membership and Dues

Drafting Note: It is the local unit's option to include a section on the breakdown of dues: the amount of national portion (\$2.25), state portion (\$4.00) and your local portion. If, however, any of those portions change, the bylaws will need to reflect the dues change at any of the three levels—national, state, and/or local. No vote would be required on National PTA or Colorado PTA dues changes; these would be automatically incorporated in the local unit bylaws.

Drafting Note: Changes in the dues amount of the local unit, whether individually listed or just included in the total amount, requires the same procedure as any amendment (see the Article on Amendments); previous notice to the membership and a two-thirds (2/3) vote of the membership at any regular membership meeting or a special meeting called for that purpose. If a unit has multiple levels of membership each level must define the number of people and how many votes in each level.

***Section 1.** Membership Principles

- a. Every individual who is a member of this local PTA is, by virtue of that fact, a member of the National PTA and of the Colorado PTA by which this local PTA is chartered and is entitled to all the benefits of such membership.
- b. Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the Mission, Purposes, and Principles of National PTA.
- c. Each local PTA shall accept members at any time. A planned membership campaign shall be conducted throughout the year.

Section 2. Membership Classification

- a. Voting
 - *i. Individual – Defined as any individual who supports the purposes of PTA. Each individual shall have one vote.
 - ii. Claw – Defined as parents, guardians, children, etc. living in the same household. Each claw membership may have 2 individuals designated as voting members.
 - iii. Paw- Defined as parents, guardians, children, etc. living in the same household. Each Paw membership may have 2 individuals as voting members.
 - iv. Mountain Lion - Defined as parents, guardians, children, etc. living in the same household. Each Mountain Lion membership may have 2 individuals as voting members.
 - v. Pride- Defined as parents, guardians, children, etc. living in the same household. Each Pride membership may have 2 individuals as voting members.
 - vi. Faculty/Staff- Defined as faculty or staff member of Meiklejohn Elementary School may have one vote.

Section 3. Membership Dues

- *a. Each member of this local PTA/PTSA shall pay annual dues which include the portion payable to Colorado PTA (the “state portion”) and the portion payable to National PTA (the “national portion”). Dues for the local unit portion shall be determined by the membership at any regular meeting or a special meeting called for that purpose.^{3,4} The state and national portions of the dues paid by each member of this local PTA/PTSA shall be set aside and remitted to the Colorado PTA according to established procedure.
- b. Annual Membership Dues
 - *i. Individual – Each individual member shall pay annual dues of 10 dollars \$10.00.
 - vii. Claw – Each Claw membership shall pay annual dues of 30 dollars \$30.00.
 - viii. Paw- Each Paw membership shall pay annual dues of 75 dollars \$75.00.

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- ix. Mountain Lion - Each Mountain Lion membership shall pay annual dues of 125 dollars \$125.00.
- x. Pride- Each Pride membership shall pay annual dues of 250 dollars \$250.00
- xi. Faculty/Staff- Each Faculty/Staff membership shall pay annual dues of 10 dollars \$10.00.

Drafting note: Dues for a family and other multiple voter memberships must at least cover the National PTA and Colorado PTA required dues for all designated voting members. Each designated voting member must be listed on the Colorado PTA Membership Report.

--Deleted We do not have Business Partnerships.

Drafting note: Rates and benefits should be defined in your standing rules or other supporting documents. See the Local Unit Handbook additional information and sample letters for establishing Business Partnerships.

Drafting note: If your PTA does not have business partners, please delete this article and renumber the remaining articles accordingly.

Article VII — Officers and Election

Drafting Note: Fill in the blanks as appropriate. Note sections and/or letters that are asterisked (*) are required and may not be changed. Additional sections and/or letters may be added if desired. It is strongly recommended that the principal is listed as an appointed member of the board of directors and/or the executive committee; the principal shall NOT be in line to accept the presidency if the offices of president and vice president were to become vacant.

***Section 1.** Each officer of this local PTA shall be a member of this local PTA and be at least eighteen (18) years of age.

Section 2. Officers and election:

a. The officers of this association shall be president, 2 vice president(s), secretary, and treasurer.

*b. Officers shall be elected in the month of March. **President, VP I, and Secretary will be elected in even numbered years. VP II and Treasurer will be elected in odd numbered years." ONLY IF THE TERM IS LONGER THAN ONE YEAR].**

Drafting Note: It is recommended that February or March be used which allows new officers to take advantage of the early-bird registration pricing for the Colorado PTA convention in April, National PTA Convention in June, and council or region training that may be held in the spring. Officers should be elected in February or March and assume office officially at the beginning of the fiscal year. Terms of office and the fiscal year shall be the same date. Refer to the Article on Fiscal Year

Drafting Note: If officer terms are staggered, indicate which positions are elected in odd or even years.

*c. The vote shall be conducted by ballot and a majority vote shall elect. When there is but one candidate for any office that election may be held by voice vote.

*d. Officers shall assume their official duty July 1st and shall serve for a term of **2 (two) year(s)** or until their successors are elected and assume office. **[Term limits as defined in "e" below. The phrase "or until their successors are elected and assume office", allows for an officer to be removed from office before their term expires, then a two thirds (2/3) vote of the membership (majority if notice is given). A successor may thereafter be elected for the remainder of the term. Also see Article on Board of Directors, removal from office]**

*e. No officer shall serve more than **two (2)(#)** consecutive terms in the same office.

*f. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

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***Section 3.** In the president's absence or inability to serve, officers, in their designated order VP I, VP II, Secretary shall perform the duties of the president.

Section 4. Nominating Committee:

- *a. There shall be a nominating committee composed of 3 members who shall be elected by the Board of Directors of this local PTA at **three (3)**-(months prior to the election of officers.

Drafting Note: The election of the nominating committee must be held at least two (2) months prior to the election of officers, so the committee may submit a slate of nominees thirty (30) days prior to the election. It is suggested to elect at the first meeting of the year or at least at a fall meeting. This gives the committee longer to look for qualified officers for the following year.

- *b. The nominating committee shall;

- i. Elect a chair;

- ii. Nominate at least one (1) eligible person for each office to be filled and report its nominees at the regular membership meeting at least thirty (30) days prior to the election.

- c. Additional nominations may be made from the floor at the election meeting.

- *d. Only those individuals who are current members of any local PTA/PTSA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office and must become a member of this local PTA/PTSA at the beginning of their term of office.

Drafting Note: This allows all units to recruit and elect officers from another PTA who intend to join this local unit.

Section 5. Vacancy — A vacancy occurring in any office shall be filled for the unexpired term by a majority vote of the board of directors.

Article VIII— Duties of Officers

Drafting Note: Only Section 1. a., b., .f., .g., Sections 4.a., 4.c., and Section 5 letters a. through i. are required asterisked (*) items and may not be changed. All other sections and letters may be changed and/or additions made to fit the needs of the local unit.

Drafting Note: If a local unit has a president-elect system, list the president-elect and their duties as Section 2, therefore making Section 3, the vice president(s) and their duties.

Section 1. The president shall:

- *a. Preside at all meetings of this local PTA and the board of directors.

- *b. Serve as an ex-officio member of all committees except the nominating committee and the financial review/audit committee.

- c. Coordinate the work of the officers and committees of this local PTA in order that the purposes may be promoted.

- d. Appoint standing and special committee chairs with the approval of the Board of Directors, with the exception of the nominating committee chair.

- e. Appoint special committees, as needed, with the approval of the Board of Directors.

- *f. Appoint the PTA liaison to the Partners in Education(PIE), with the approval of the Board.**(CHOOSE ONE: "board of directors" or "the executive committee", if you have one),**

Drafting note: If this PTA/PTSA is not affiliated with a school which is required to have an Accountability Committee, delete letter *f and renumber.)

- *g. Sign all contracts.

- h. May appoint a parliamentarian, with the approval of the board of directors.

- *i. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, directed by the board of directors.

Section 2. The vice president(s) shall:

- a. Serve as aide(s) to the president.

- b. Perform the duties of the president in the president's absence or inability to serve.

- *c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, directed by the president and the board of directors.

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- Section 4.** The secretary shall:
- *a. Record the minutes of all meetings of this local PTA and the board of directors.
 - *b. Be prepared to read the records of any meetings the current or previous of the fiscal year.
 - *c. File and maintain all records in accordance with document retention requirements.
 - *d. Have a current approved copy of the bylaws.
 - *e. Maintain a current membership list.
 - *f. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, directed by the president and the board of directors.

- Section 5.** The treasurer shall:
- *a. Have custody of the funds of this local PTA.
 - *b. Maintain a full account of the funds of this local PTA.
 - *c. Disburse funds of this PTA only in accordance with the budget adopted by the membership or according to an appropriation approved by the membership.
 - *d. Be responsible for a full and accurate account of the receipts and disbursements in the books belonging to this local PTA/PTSA.
 - *e. Provide a financial report to the board of directors and the membership at each meeting.
 - *f. Provide an annual report of the financial condition of the association to the membership at the meeting following the financial review/audit.
 - *g. Be one of the signatories on all PTA accounts. Signers of PTA accounts cannot have disbursement authority over school/school district funds, nor shall two (2) signatories reside in the same household or be immediate family.
 - *h. Submit the books annually for a financial review/audit by an auditor or a financial review committee selected by the board of directors. A signer on the checking account may not be the auditor or a member of the financial review committee. The financial review must be completed within thirty (30) days of the close of the fiscal year. A report of the completed financial review will be presented to the board of directors for adoption at the first board meeting following the completion of the review, and a copy will be submitted to the Colorado PTA.
 - *i. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, directed by the president and the board of directors.

Article IX — Board of Directors

Drafting Note: Usually, the board of directors is composed of the elected officers, appointed members of the board, and standing and special committee chairs. In very small PTAs the “board” may be composed of only the officers. In compliance with Colorado State Law, all members of a non-profit Board of Directors must be a minimum of 18 years of age. Fill in all blanks and make necessary choices listed in parenthesis (). Note Sections 1-3, 7-12 are required asterisked (*) items and may not be changed or added to. Additional sections and or letters may be added to this article.

- *Section 1.** The affairs of this local PTA; shall be managed by the board of directors in the intervals between local PTA regular membership meetings. The board of directors shall take no action in conflict with these bylaws, or any action taken by the membership.
- *Section 2.** Each board member shall be a member of this local PTA. All board members must be at least eighteen (18) years of age.
- *Section 3.** A local PTA member shall not serve as a voting member of the local unit’s board of directors while serving as a paid employee of, or under contract to, that unit.
- Section 4.** The members of the board shall be:
 - *a. Elected officers.
 - b. Standing committee chairs as listed: Ways & Means Committee, Membership Committee, Advocacy Chair, Finance, Volunteer
 - c. Special committee chairs.
 - d. Appointed members: **Past President**

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Drafting note: List appointed members as applicable to the local unit. (i.e., The principal or designated representative, teacher representative, standing committee chairs, accountability liaison, historian, parliamentarian, or others).

- Section 5.** Committee chairs and appointed members shall be appointed or reappointed at the beginning of each administration for a term that corresponds to that of the officers. Committee chairs and appointed members may serve unlimited terms in the same position at the discretion of the president, with approval of the board of directors.
- Section 6.** Duties of the board shall be to:
- *a. Carry out necessary business between regular membership meetings.
 - b. Create standing and special committees.
 - *c. Present a report at the regular membership meetings of this local PTA.
 - *d. Approve an annual budget prepared by the finance committee, to be adopted by the membership.
- *Section 7.** The board shall choose a process by which to perform the required annual financial review. Acceptable processes include either an internal financial review (performed by a minimum of two (2) people who were not signers on the PTA accounts, are not immediate family, and do not reside in the same household as the signers on the account during the fiscal year being examined/reviewed) **OR** an external review performed by a CPA. A report of the completed review will be presented for adoption at the first board meeting following the completion of the financial review or audit, and a copy will be submitted to the Colorado PTA.
- Drafting Note:** Signers of PTA accounts cannot have disbursement authority over school/school district funds, nor shall two (2) signatories or members of the financial review committee reside in the same household nor be immediate family members.
- *Section 8.** If any member of the board of directors shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board with a two-thirds (2/3) vote by the board of directors, or a majority vote with previous notice, or a majority vote of the entire membership.
- *Section 9.** Regular meetings of the board of directors shall be held with the date and time to be fixed by the board at its first meeting of the year.
- *Section 10.** Special meetings of the board of directors may be called by the president or when requested by **five (5)** board members upon a minimum of **five (5) days'** written notice to each member of the board.
- Drafting note:** In determining the days' notice for special meetings consider how much time busy people need to fit another meeting into their busy schedules. At least five (5) days should be considered.
- *Section 11.** At all meetings of the board of directors, a majority of the members of the board shall constitute a quorum for the transaction of business.
- *Section 12.** Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books, and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen (14) days.

Article X— Committees

Drafting Note: Note Section 1 and Section 2.a.–c. are required asterisked (*) items; no changes and/or additions may be made. Additions may be made to any other sections and additional sections may be added.

Drafting Note: Standing committees are ongoing—with a continuing function—that remain in existence permanently or year to year. All committees listed in the bylaws as standing committees would be required each year.

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Drafting Note: Special committees are committees appointed, as needed, for a specific activity or event and are not active for the entire year. Provisions are made in the previous articles for the president, the executive committee, the board of directors or the membership to appoint special committees as needed for the activities and events that may be planned at the beginning or during each year.

***Section 1.** Only members of this local PTA shall be eligible to serve in any elected or appointed positions.

Section 2. The standing committees of this local PTA are:

- *a. Nominating Committee
- *b. Finance Committee
- *c. Membership Committee

d. Advocacy

e. Ways and Means

f. Volunteer

Section 3. The board of director may create such standing committees and special committees, as it may deem necessary to promote the purposes of PTA and carry on the work of this local PTA/PTSA.

Section 4. Committee chairs shall be appointed or reappointed at the beginning of each administration for a term that corresponds to that of the officers. Committee chairs may serve unlimited terms in the same position.

Section 5. The chair of each committee shall present a plan of work to the Board of Director's for approval. No committee work shall be undertaken without the consent of the Board of Director's.

Section 6. The chair of each standing committee shall appoint the members of that committee with the approval of the president.

Section 7. Standing and special committees shall report to the board of directors.

Article XII — Regular Membership Meetings

Drafting Note: Sections 1-5 are asterisked and therefore required; no changes and/or additions may be made. Additional sections may be added since the article, itself, is not asterisked. Local units may wish to add a section that indicates which meeting will be the annual meeting and specific things that occur at that meeting (such as the installation of new officers, annual reports, etc.)

Drafting Note: The definition of "regular" meeting in Section 1 (below) means a regular-membership meeting at which "business" is transacted. Business that needs to be adopted by the membership for, includes the election of officers, approval of the budget, and bylaws and amendments to the bylaws. Consider carefully how many meetings are actually needed as "business" meetings. The wording "at least" does not limit the number of meetings that can be held; it only sets a minimum number.

Drafting Note: The definition of a "special" meeting in Section 2 (below) means a meeting called for a specific purpose with only one or two items of business that are included in the meeting notice. No other business can be done at a special meeting. Be realistic in the number of days' notice needed to allow members to attend.

***Section 1.** Regular membership meetings of this local PTA/PTSA shall be held at least **four (4)** times per year; dates to be set by the board of directors at the first regular membership meeting of the year, unless otherwise provided by this local PTA/PTSA, the board of directors, or the executive committee

***Section 2.** Special meetings of this local PTA/PTSA may be called by the president, a majority of the board of directors, or by **Five (5)** (the number **MUST** be at least as large as the quorum requirement: **see Section 4 below**) members upon a minimum of **five (5)** days' notice having been given.

***Section 3.** The election meeting shall be held in the month of **March** [add "of **(CHOOSE: odd or even)** numbered years." **ONLY IF THE TERM IS LONGER THAN ONE YEAR**].

Drafting Note: **Colorado PTA recommends February or March to allow new officers to take advantage of the early-bird registration pricing to attend the Colorado PTA convention in April, National PTA convention, and/or spring training at council or region.**

***Section 4.** **Five (5)** members shall constitute a quorum for the transaction of business in any meeting of this local PTA/PTSA.

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Drafting Note: When determining a quorum, choose a number that is reasonable but adequately represents your membership. How many people can be expected to attend any meeting, even in bad weather?

***Section 5.** There shall be no proxy voting.

***Article XII – Electronic Meetings, Communications, and Voting**

Drafting Note: This entire article is asterisked (*) and is required; no changes and/or additions may be made.

Section 1. This local unit PTA/PTSA board of directors, committees, subcommittees, and regular membership meetings shall be authorized to meet by any means of communication by which all persons participating in the meeting may hear each other during the meeting. A member participating in a meeting by this means is deemed to be present in person at the meeting.

Section 2. Unless members indicate otherwise to the local unit PTA/PTSA president, all communications required in these bylaws, including meeting notices, may be sent electronically.

Section 3. Electronic meetings are considered special meetings for purposes of notice and quorum.

Section 4. Electronic voting is allowed in accordance with procedures established by the Colorado PTA Board of Directors.

Article XIII— Council Membership

Drafting Note: THIS ARTICLE APPLIES ONLY TO LOCAL PTA/PTSA UNITS THAT ARE IN A COUNCIL.

Choose the appropriate council in *Section 1 and strike the remaining councils.

Drafting Notes: Fill in the blanks for your unit in Section 2 and DO NOT Delete.

Drafting Note: If a local unit is not in a council, and is classified as a Region Unit, strike this entire article, and renumber the remaining articles.

****Section 1.** Jefferson County Council — each member unit shall be entitled to representation on the voting body by its president or alternate, and by three (3) delegates or alternates selected by the unit according to its own procedure. All delegates and alternates shall be members of the member unit.

***Section 2.** Delegate Selection. Delegates and their alternates shall be **appointed**(**CHOOSE ONE: elected or appointed**) by the **President**(**CHOOSE ONE: membership, board of directors, or executive committee, if you have one, or the president**) at the first meeting of the new fiscal year.

Article XIV — PTA Conventions

Drafting Note: Both Sections 1 and 2 are required starred (*) items; no changes and/or additions may be made. Additional sections may be added if needed. Fill in blanks as appropriate.

***Section 1.** Colorado PTA convention — This local PTA/PTSA shall be entitled to be represented by five (5) delegates or alternates for the first hundred (100) members or fraction thereof plus one (1) delegate or alternate for each additional one hundred (100) members or fraction thereof in good standing as shown on the books of the Colorado PTA as of the second dues reporting date of the fiscal year. Units not reporting members by the second dues reporting date will be authorized delegates upon receipt of dues payment.

a. All representatives to the Colorado PTA convention must be members of this local PTA/PTSA.

b. Delegates and their alternates shall be **appointed**(**CHOOSE ONE: elected or appointed**) by the **President**. (**CHOOSE ONE: membership, the board of directors, executive committee, if you have one, or the president. [Should be in time for early registration for the Colorado PTA Convention, which is usually in March.]** Once the delegates and alternates have been selected according to your local unit bylaws, the president has the authority to fill any vacancies

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on the list. In the event, the president does not attend convention; the president may designate another officer to approve any on-site substitutions.

- *Section 2.** National PTA convention — This local PTA/PTSA shall submit names of delegates to attend the National PTA Convention to the Colorado PTA office. Delegates shall attend National PTA Convention as delegates of the Colorado PTA, but nametag and registration will include the local PTA name.
- a. All representatives to the National PTA convention must be members of this local PTA/PTSA.
 - b. Delegates and their alternates shall be **appointed**(**CHOOSE ONE: elected or appointed**) by the **president**. (**CHOOSE ONE: membership, the board of directors, executive committee, if you have one, or the president**). [Should be in time for early registration for the National PTA convention, which is usually in March or April.]

Article XV — Fiscal Year and Financial Responsibilities

Drafting Note: Sections 1 through 4 are asterisked (*) these sections may not be deleted and/or changed. Fill in blanks as appropriate. Additional sections may be added.

- *Section 1.** The fiscal year of this local PTA/PTSA; shall begin on July 1 and end on the following June 30. **[Drafting Note: If an existing unit has a different fiscal year, contact the Colorado PTA office. Changes to fiscal year require IRS approval.]**
- *Section 2.** This local PTA/PTSA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the association, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the Colorado PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Colorado PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.
- *Section 3.** This association must file the current IRS Form 990, 990-EZ, or 990-N by the date required by the IRS for filing. **(The type of form is determined by the unit's annual gross receipts as per the IRS regulations)**. This local unit must also submit proof of filing to the Colorado PTA office.
- *Section 4.** All accounts of this local PTA/PTSA require two (2) signatures for all disbursements and withdrawals. All accounts shall have a minimum of three (3) signers on the accounts.

*** Article XVI — Parliamentary Authority**

Drafting Note: This entire article is asterisked (*) and required; no changes and/or additions may be made. Fill in the blank as appropriate.

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this local PTA/PTSA; in all cases in which they are applicable and in which they are not in conflict with these bylaws, National PTA bylaws, Colorado PTA bylaws, the Internal Revenue Service (IRS) Code and/or state nonprofit laws, or any special rules of order Colorado PTA may adopt.

*** Article XVII — Amendments**

Drafting Note: This entire article is asterisked (*) and required; no changes and/or additions may be made. Fill in blanks as appropriate.

Section 1. These bylaws may be amended at any regular membership meeting, or a special meeting called for that purpose, of this local PTA/PTSA; by a two-thirds (2/3) vote of members present and voting, a quorum having been established, provided the amendments have been provided to the membership at least thirty (30) days prior to the meeting.

Section 2. The board of directors or the executive committee, **(if you do not have an executive committee, remove "or the executive committee")** by a majority vote, may authorize the committee on bylaws to submit a revised set of bylaws as a substitute for the existing bylaws.

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- Section 3.** Submission of amendments or revised bylaws for approval by the Colorado PTA shall be in accordance with the bylaws or regulations of the Colorado PTA.
- Section 4.** The adoption of an amendment to any required provisions of the National PTA and the Colorado PTA shall serve automatically and without the requirement of further action by the constituent association (this local PTA/PTSA). The constituent association (this local unit) shall promptly incorporate such amendments in their respective bylaws.

***Article XVIII — Dissolution**

Drafting Note: This entire article is asterisked (*) and required; no changes and/or additions may be made.

- Section 1.** Elected officers serving at the time of the dissolution are legally responsible for proper dissolution procedures. All legal records must be kept in accordance with the [record retention schedule](#). Officers serving at the time of dissolution will respond to an IRS audit even if they are no longer associated with the PTA, the school, or live in the state.
- Section 2.** This local PTA/PTSA, under the supervision and direction of the Colorado PTA, shall dissolve its affairs in the following manner:
- a. Notice, by electronic and hard copy letter, of pending dissolution must be given to the Colorado PTA at least forty-five (45) days before the meeting of the membership is held to discuss and vote on the dissolution issue. Enclosed with the letter of notification shall be a copy of the minutes from the meeting in which a discussion of possible dissolution took place.
 - b. A meeting of the membership must be held to vote on the dissolution issue. All members of the unit must be notified in writing at least thirty (30) days before the meeting. All communications, including meeting notices, may be sent electronically. A representative of the Colorado PTA, designated by the Colorado PTA Vice President of Field Service, must be present. A minimum of fifteen (15) minutes must be provided for the Colorado PTA representative to speak prior to the dissolution vote. A two-thirds (2/3) ballot vote of members present and voting, a quorum being present, must carry this intent of dissolution. Dissolution is effective immediately if the vote is in the affirmative.
 - c. Upon dissolution, the Colorado PTA office must receive within thirty (30) days of the dissolution vote:
 - (1) An electronic and hard copy letter giving details of the vote to dissolve, and a detailed accounting of the disbursements of funds.
 - (2) A copy of the final IRS Form 990, 990-EZ, or 990-N.
 - (3) Local unit charter, all Colorado PTA and National PTA materials, current bylaws, standing rules, all minutes, budget, and all financial books of account and records including the closing bank statement.
 - d. Disbursement of funds and assets must be approved by a two-thirds (2/3) vote of members present and voting at the dissolution meeting. All funds and assets must be distributed within two (2) weeks according to the Article on Basic Purposes.
 - e. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code and whose mission, purposes and principles are in accordance with those of National PTA.
 - f. Proof of the 501 (c)(3) status of any organization receiving any PTA/PTSA funds must be received by Colorado PTA.
 - g. No PTA/PTSA money may be used by a new or existing school association or deposited in school accounts.

Drafting Note: Refer to the Article on Amendments, Section 1 in these bylaws for the amendment process.

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Drafting Note: For ease of reading remove page breaks [through normal view in MS Word] after deleting drafting notes then format bylaws with natural page breaks.

Do not delete the footnotes below.

¹ National PTA Bylaws Article IV, Section 3.

² National PTA Bylaws Article XIV.

³ See the Article on Amendments. Dues changes are required to have previous notice and a two-thirds (2/3) vote.

⁴ If the individual breakdown of dues (national, state, and/or local) is included in bylaws be aware that any change to such dues, at any level, will result in the submission of bylaws for approval.

Signature/Date Page

DRAFTING NOTE: Type the name of the president below to indicate that the president has reviewed and signed off on these bylaws. Check the appropriate box below and submit for review by e-mail to office@copta.org. Please submit bylaws electronically in WORD.

REVISED SET OF BYLAWS AND/OR AMENDMENTS WERE ADOPTED BY THE MEMBERSHIP ON _____ (DATE)
Month/Day/Year

Reviewed by PTA/PTSA President: _____ Date: _____
Name Month/Day/Year

CHECK THE BOX THAT IS APPLICABLE:

A COMPLETE SET OF BYLAWS (USING THE MOST CURRENT TEMPLATE FROM COLORADO PTA) FOR APPROVAL EVERY THREE YEARS.

AMENDMENTS ONLY (SUBMITTED BETWEEN THREE YEAR APPROVAL – JUST AMENDMENTS ARE SENT TO COLORADO PTA).

A COMPLETELY **REVISED** SET OF BYLAWS SUBMITTED **BETWEEN** THREE YEAR APPROVAL.

DRAFTING NOTE: Place cursor inside of text box and make a X.

Name of President Date

Person Submitting – Title/Position Date

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Submitted to Colorado PTA for approval on _____.
Month/Day/Year