Bylaws Snapshot Worksheet for PTA Name PTA

Fast Facts:

- Texas PTA ID: PTA ID
- IRS assigned EIN: PTA EIN
- Bylaws last Approved: date
- Standing Rules last approved: date

Bylaws are made up of two parts. The template includes required language which cannot be changed, does not require member approval and is managed by the Texas PTA Board of Directors. The customizable areas are designed to meet the needs of your community.

The fields below are the only customizable parts of these bylaws. Requirements to amend PTA Name PTA governing documents can be found in the Amendment of Governing Documents article of these bylaws and at www.txpta.org/bylaws

Proposed	Currently on File with Texas PTA
	Local Dues: Your PTA should charge each member National Dues + State Dues + the Local Dues amount of \$Dues (individual)
	Delegate Selection: appointed, subject to the approval of the executive board
	Membership Meeting Months: Meeting Months If considering changing the Membership Meeting Months, you must designate a minimum of three and you must make sure the Election Meeting Month (listed below) is one of the designated months.
	Election Meeting Month: Election Month
	If considering changing the Election Meeting Month, remember to make sure it is listed in the designated Membership Meeting Months.
	Quorum: # members
	If considering changing quorum, the number of members required to conduct business, the minimum is ten.
	Nominating Committee: # members and # alternates. If considering changing the composition of the Nominating Committee, you can choose 3, 5 or 7 members and 1, 2 or 3 alternates.
	Executive Board Composition: The officers including a President, President-elect and # Vice President(s), Treasurer and Secretary; the Parliamentarian; the campus Principal; Additional executive board members
	Duties of Vice Presidents:
	First Vice President: aide-to-the-president; additional duties Optional additional Vice President: duties Each Vice President shall preside in the absence of the president (in their designated order) and be in charge of what is listed above.
	Fiscal Year: date If considering changing the fiscal year, your options are June 1- May 31 or July 1-June 30.