

BYLAWS

The bylaws of the Parent Teacher Association determine its structure and provide specific regulations by which its affairs are governed. They supersede any general parliamentary rule with which they may be in conflict, but they may not conflict with the bylaws of the National PTA or the State PTA. Bylaws may not be suspended, even by unanimous vote. It is the responsibility of every member to abide by the bylaws. It is the duty of the executive board of each association to be certain that the bylaws outline the procedures by which they wish their association to be operated.

1. Be sure bylaws are always available for reference. File at least three copies -- one with the secretary, one with the president, and one with the school principal.
2. Bylaws of the association should be an integral part of the procedure book of every officer and chairman and should be available to the entire membership.
3. Review bylaws for updating every three years and if revised or amended, submit one copy to the state office. One copy will be returned to the local unit with an approval slip attached. Be sure the secretary's copy bears the most recent date of Indiana PTA approval. After receiving state approval, have new copies made.
4. New units must have bylaws approved before they can receive a charter.
5. Two copies of Suggested Local Unit Bylaws are included in the local unit packet. Articles marked with (# symbol) must be included in unit and council bylaws.
6. When changes occur in the # symbol articles or sections, such as dues increases, the change is automatic and requires no action at the local unit or council level.
7. Before amending or revising bylaws, refer to the Article on Amendments in the Suggested Bylaws contained in the unit or council packet.