

Bylaws

Standing Rules and Procedures

What are they

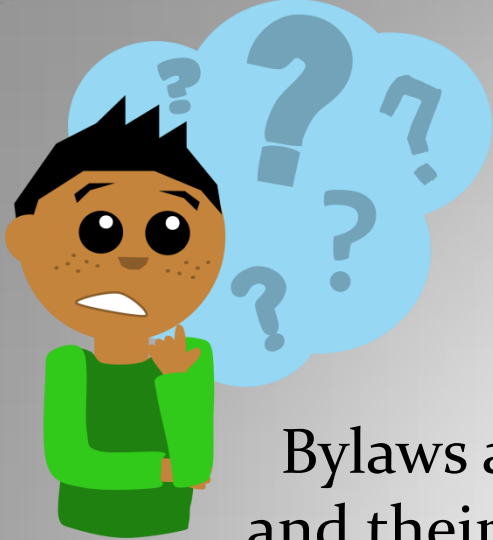
Why do we need them?

Bylaws

What are Bylaws?

“bylaw – a law of local application adopted by an organization or assembly”

- ❖ Every level of PTA from the National PTA to the local unit PTA/PTSA operates within the guidelines of their bylaws
- ❖ Bylaws are one of the most important legal documents of an organization, as it protects both the organization and it's members.
- ❖ Local units are linked to the SCPTA which is linked to the National PTA by whom they are chartered.



Why are bylaws important?

Bylaws are the written contract between the members and their elected officials and are the key to dealing with such issues as:

- ❖ The name and purposes of the organization or association,
- ❖ Membership and dues,
- ❖ Qualifications, responsibilities and duties of the officials,
- ❖ The length and number of terms of those elected,
- ❖ How the finances are handled, including audits and transferring of the books,
- ❖ Duties of the board of directors and committees,
- ❖ Nomination and election procedures,
- ❖ Assist with conflict resolution and settle disputes

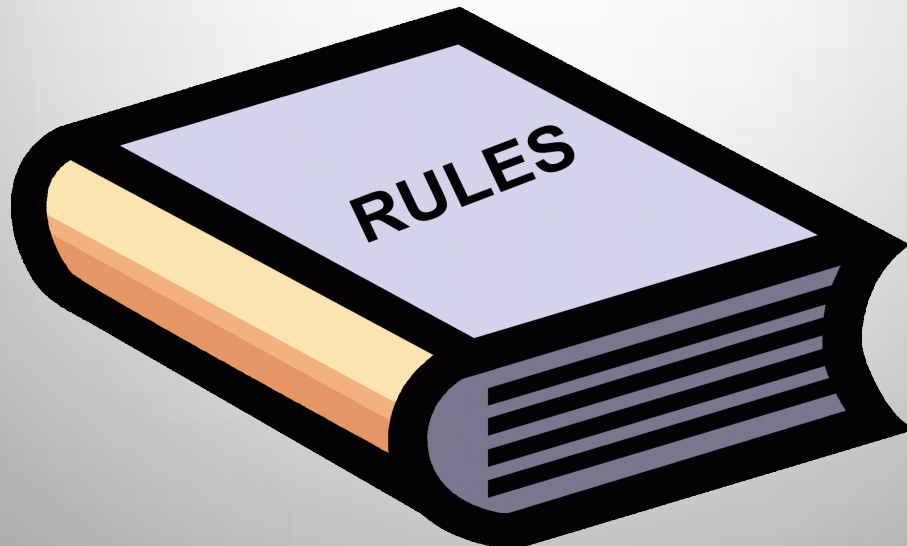


- ❖ Remember to keep your bylaws relevant to your organization or association,
- ❖ Make them clear and concise in content and meaning,
- ❖ They must be voted on by your membership,
- ❖ Bylaws are the answer to any conflicts or disputes,
- ❖ Bylaws supersede Standing Rules and Procedures,
- ❖ Must be current, SCPTA bylaws must be renewed every 3 years,
- ❖ Most importantly, they are required by the IRS to be a 501 (c) 3 non-profit organization or association

Standing Rules and Procedures

Standing Rules and Procedures, what are those?

- ❖ Standing Rules and Procedures are the rules that an organization or association use to define their bylaws. They outline specifically how to carry out what is stated in the bylaws.
- ❖ Are something every PTA/PTSA should have.



Standing Rules and Procedures:

- ❖ Define more clearly what is written in the bylaws,
- ❖ Help the organization or association run smoothly,
- ❖ Help with the efficient transaction of business,
- ❖ Help to ensure the orderly and successful transfer of duties and books from the outgoing to the incoming officials,
- ❖ May be amended at anytime,
- ❖ Are more flexible than the bylaws,
- ❖ But most importantly they never supersede the bylaws.

Bylaws approved:

prior to 2012 MUST be renewed now

Bylaws approved:

in 2013 need to be renewed in 2016



Contact Information:

Susan Strohm

**SCPTA Bylaws and Standing Rule and Procedures
Chair**

843-345-1539

bylaws@scpta.org