

I DON'T UNDERSTAND ANYTHING!

NONE OF THIS MAKES ANY SENSE!!



HELP ME!!!



**NEVER FEAR,
IT'S NOT AS
SCARY AS IT SOUNDS
AND THE GOOD NEWS. .
YOU ARE NOT ALONE!**





Really important stuff to know



Length of Term - How many years an elected position will last. For example the President of the United States is in office for 4 years.

Number of Terms - How many times in a row an elected officer can hold the same position. Again using the President of the United States, the President is only allowed to hold that office 2 times in a row.

Nominating Committee - The individuals whose duties it is to find qualified individuals to run for office and to present those candidates to the membership for election. The number of members that serve on that committee must be an odd number in order to prevent a tie.

Ex Officio Member - A member of a committee who has all the rights and privileges of a committee member but without the obligation to participate. They should not be counted in determining the number required for a quorum or whether a quorum is present at a meeting.



Boring, I know trust me

Executive Committee - The Executive Committee is made up of individuals who were voted on to hold an office. Those offices are President, President-Elect, Vice President/s, Secretary and Treasurer.

Board of Directors - The Board of Directors is made up of the Executive Committee, the Chairmen of Standing and Special Committees and the Principal or a representative appointed by the Principal.

President Elect - The person who is elected to succeed the President. That person will automatically become the next President when the current President's term is up.

Standing Committees - Standing Committees are active throughout the school year every year. Examples include Membership, Programs, Hospitality, Volunteer, Health and Wellness, Ways and Means, Communications and Legislation.

Hang in there almost done

Special Committees -Special Committees are created for a one time purpose and then they cease to exist. Some examples include an important business issue needs to be addressed, an emergency situation arises or there is a community development that requires action within a certain amount of time.

Quorum - The number of members needed to vote on matters of business.

Date of Approval - The date the general membership of the local unit or district PTA approved the bylaws. The state approval date will be reflected in the top right hand corner above the signature of approval.

Signatures - Both the President and the Secretary must print and sign their names. If you don't have a secretary, the Vice President or Treasurer may sign instead. You can use the French Script font to sign it.

Contact information - This information will only be used to contact you if there is a question or issue preventing the approval of your bylaws. We would then contact you in order to continue the approval process. It is very, important to provide this information.

Once completed and approved your by membership, you will email your bylaws to me at bylaws@scpta.org for my approval.

After I approved them, I will email them along with a letter of approval to Lorene at the state PTA office. She will record that the bylaws were approved and then type up the unit charter. From there she will send the approved bylaws, the letter of approval and the charter back to you.

Upon receipt of the approved bylaws you will need to make sure a copy is placed in the Secretaries notebook, they are available to your members for their perusal, all your board members have a copy.



**REMEMBER
WHEN YOU TAKE THE TIME TO
STOP, READ AND UNDERSTAND
EVERYTHING MAKES SENSE**

