

Bylaws

Standing Rules and Procedures

What are they

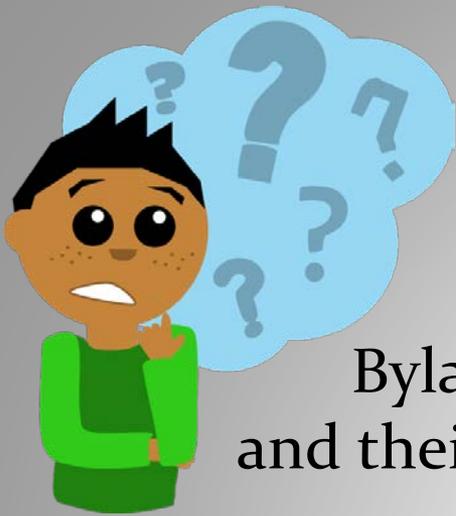
Why do we need them

Bylaws

What are Bylaws?

“bylaws are the documents that contain the basic rules relating principally to an association, rather than the parliamentary procedures that it follows.”

- ❖ 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 and District PTA 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 deal with such key issues as:

- ❖ The name and purposes of the association,
- ❖ Membership and dues,
- ❖ Qualifications, responsibilities and duties of elected officials,
- ❖ The length and number of terms one can hold a position,
- ❖ How finances are handled, including how to handle any monies should the organization or association dissolve,
- ❖ The formation of the board of directors and committees,
- ❖ 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 association,
- ❖ Make them clear and concise in content and meaning,
- ❖ They must be voted on by your membership,
- ❖ To post them for review for 30 days before voting,
- ❖ 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 association.

Bylaws approved:

prior to 2012 MUST be renewed now

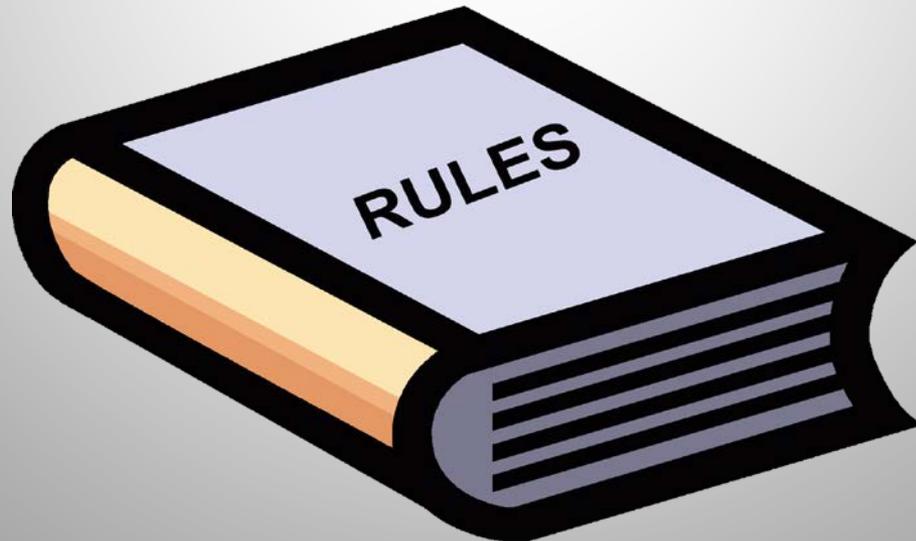
Bylaws approved:

in 2013 need to be renewed in 2016



Standing Rules and Procedures: What are those?

- ❖ Standing Rules and Procedures are related to the details of the administration of the association, rather than parliamentary procedure, and
- ❖ Remain in effect until rescinded or amended, it does not bind future sessions if a majority desires to suspend it temporarily for duration of a particular session.



Are they important and why do we need them?

- ❖ Help the association run smoothly,
- ❖ Define more clearly what is written in the bylaws,
- ❖ 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,
- ❖ Are more flexible than the bylaws and can be adopted or amended at anytime by a majority vote,
- ❖ Most importantly they never supersede the bylaws,
- ❖ Yes, every PTA/PTSA's should have a set!!!

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