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LOCAL PTA BYLAWS MADE EASY FORM

Please complete all lines

Check if amended

- 1. Name of the PTA _____
- 2. PTA or PTSA
- 3. Name of the town where the PTA is located _____
- 4. Amount of the local portion of your PTA dues \$ _____
- 5. Number of vice presidents _____
- 6. If more than one vice president, what are they in charge of?
 - First Vice President _____
 - Second Vice President _____
 - Third Vice President _____
 - Fourth Vice President _____
- 7. Number of members on the nominating committee Three (3) Five (5) Seven (7)
- 8. Number of alternates to the nominating committee One (1) Two (2) Three (3)
- 9. Election month _____
- 10. Regular meeting months (The last month listed is the annual meeting month. A minimum of three meetings is required.) _____
- 11. Number necessary for a quorum (minimum of 10) _____
 - Standing Committee Chairs
 - Faculty Representative (other than principal or designee)
 - Council Delegate(s)
 - Other _____(Title)
- 12. Select all that serve on the Executive Board
 - Yes No
- *14. Council PTA Name (if applicable) _____
- *15. Method of selecting council delegate(s)
 - Membership elects
 - Executive board elects
 - Appoint subject to the approval of the executive board
- *16. Month by which Council PTA delegate(s) elected or appointed _____
 - elected
 - appointed subject to the approval of the executive board
- 17. Method of selecting convention delegates
 - June 1 – May 31
 - July 1 – June 30
 - August 1 – July 31
- 18. Fiscal year

*Applies only if the Local PTA is a member of a Council PTA