

## **INSTRUCTIONS – Please read carefully**

1. This is the bylaws template for use by local PTA/PTSAs in Maryland. Additional copies may be obtained from the Maryland PTA Office at 5 Central Avenue, Glen Burnie, Maryland, 21061. A working draft version may be downloaded from the Maryland PTA website; “members only” section. However, final submission must be on the original template. Do not retype the entire form. If additional space is required for changes, a page(s) may be added as an attachment to this form. The attached page(s) should include the local PTA/PTSA name, date of the meeting at which changes were approved, and the specific bylaws change(s) with the article and section referenced. Remember that PTA/PTSA is a registered trademark of the National Congress of Parents and Teachers. Do not use periods after each letter of PTA/PTSA.
2. This form consists basically of two parts:
  - a. Material marked with the number/pound symbol (#) is designated as MANDATORY by Maryland PTA. **MANDATORY MATERIAL MUST BE USED AS PRINTED WORD FOR WORD AND IN THE SAME ORDER.** Altered mandatory material cannot be approved. No additions or deletions may be made to the # article or # sections nor can they be renumbered. The general membership is not required to approve material deemed mandatory by Maryland PTA.
  - b. All other material pertains directly to the operating structure of the local PTA/PTSA. This material may be altered to meet the requirements of an individual local PTA/PTSA, within the rulings of the Maryland PTA Bylaws committee, and any changes thereto must be approved by the general membership of that local PTA/PTSA as per #Article XVI.
3. Some suggestions:

**Article I** - List the **full legal name** of the local PTA/PTSA in the first line. You may then reference the PTA/PTSA with initials thereafter. Be sure to include “Inc.” as all PTAs must be incorporated per **Article IV Section 2** – Check the Maryland Department of Assessments and Taxation for status. ([www.dat.state.md.us](http://www.dat.state.md.us) – click on the middle column; click on “Business Data”; search; business entity information; type name). This site will indicate if your incorporation is in good standing.

**Article II through Article IV** – NO additions or deletions can be made to any part of these Articles.

**Article VI Section 2a** - If your PTA/PTSA has more than one vice-president or secretary, state the number, insert the titles here and list their job descriptions under **Article VII**. Be sure to designate the succession order of vice presidents when more than one is listed. If any other positions are added to **Article VI**, duties for those positions must be listed under **Article VII**.

**Article VI Section 2b, 3 c and Article X Section 3** - Must be filled in with the name of the month.

**Article VI Section 2d** – If your officers serve for a term of two years, state odd or even years for their election in **Article VI Section 2b and 3c**. (The same is true for committee chairs serving two year terms in **Article X Section 3**).

**Article VIII Section 2** – If additional positions are added to the board of directors (i.e. faculty/student member, etc.), state how this person(s) is selected/elected/appointed to the position (i.e. appointed by principal, selected by faculty, etc.) and in what venue the selection occurs (i.e., staff meeting, etc.) and the term served (i.e. annually, etc.).

**Article XI Section 3** must align with **Article VI Section 2b**. The annual meeting is considered the one in Spring at which elections are held, when needed.

**Article XII** – If your county has a council, the number of delegates is determined in the council bylaws. As a member of a council, each local PTA/PTSA has full voting rights and representation and the support of the council. If there is no council, cross this section out.
4. When submitting bylaws for review, include the entire **original** completed bylaw form, two photocopies (for a total of three complete sets), and the minutes from the general membership meeting when they were approved. Bylaws are required to be submitted every **three** years with or without revisions. The general membership must vote to approve the bylaws even if no revisions are made. **Do not retype, scan or fax the form or convert the .pdf to a word document.** All that is required is to fill in the blanks and/or add any specific information. **Submissions must be sent via postal mail or the equivalent – they may not be emailed or faxed to Maryland PTA. Please see cover page for address.**
5. When submitting only amendments to your existing bylaws, be sure to include a cover letter clearly stating that you are submitting amendments only, and include your complete current bylaws, marked up to indicate where the new amendments are being made, and attachments specifying the amendments. The attached page(s) should include local PTA/PTSA name, date of the meeting at which changes were approved, and the specific bylaw change(s) with the article and section referenced. **Submissions must be sent via postal mail or the equivalent – they may not be emailed or faxed to Maryland PTA. Please see cover page for the address.**
6. Upon approval, the bylaws will be returned to the local PTA/PTSA to be retained by the secretary to have available at all meetings and to make copies as needed. One photocopy will be placed on file in the Maryland PTA office and the other photocopy will be sent to the local council if applicable.
7. Membership and Dues:
  - a. Membership in PTA/PTSA shall be made available to any individual who subscribes to the purposes and basic policies of National PTA upon payment of dues to a local PTA/PTSA (See Article V). Student members of Parent Teacher Student Associations may have legal restrictions but may not be denied otherwise equal participation as a member of the association since there are no categories of membership allowed that deny ANY member full and equal participation in the PTA/PTSA.
  - b. Membership in National PTA is on an individual basis. Maryland PTA and its chartered local PTA/PTSAs are required to concur with this policy. Families are encouraged to join the PTA/PTSA; however, each member of the family to whom membership applies must be issued a membership card and the association must remit state and national dues for EACH INDIVIDUAL (See Article V).