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**BYLAWS FOR PTA COUNCILS IN ILLINOIS
BYLAW COMMITTEE GUIDELINES
INSTRUCTIONS FOR COMPLETION OF DOCUMENT**

**Bylaw Template works best in Microsoft Word.
(Microsoft Works changes the alignments.)**

- **Sections with # and ** are locked so that no changes can be made to these sections.**
- **Locked areas will result in the cursor skipping an area proceeding to the next area that is allowed to be altered.**
- **Areas placed in parentheses that are not locked are suggestions and should be removed after consideration.**

Title

Insert name of Council.

Article I. Name

Insert name of PTA Council and PTA district number.

All PTA Councils incorporated in the state of Illinois must add the following, "This PTA Council is incorporated under the laws of the State of Illinois."

Article III. Objects

Section #1, insert name of PTA Council.
Section 2, insert name of PTA Council.

Article V. Structure and Purpose

Section 1, insert the name of the city, county or specified area.

Article VI. Membership and Dues

Section 1, insert the name of the city, county or specified area.
Section 2, insert amount of dues and date payment is required.

Article VII. Voting Body

Section 2, insert number of delegates in first blank and whether process is found in bylaws or procedures.

Article VIII. Officers and their Election

Section 1.
insert number of vice presidents or precedence of vice presidents, i.e. three (3) vice presidents or a 1st vice president, 2nd vice president and 3rd vice president;
insert month or season of meeting, i.e. May or Spring General Meeting; and
insert length of term of office in blank in 6th line.

#Section 5.

Insert number of members of nominating committee, which should be an odd number; insert number of members elected from board and number elected from general membership.

Article IX. Duties of Officers

Section 2. Suggestion: list and insert duties of vice presidents.

Section 3. Suggestion: list and insert duties of secretaries if there is more than 1.

Section 4, d. Insert designated meeting and month in which it is usually held.

Article X. Meetings

#Section 1. List months in which meetings are to be held, and number of days notice required to change meeting dates.

#Section 2. Insert month or season in which annual meeting is held.

Article XI. Executive Board

Section 2. Insert number of PTAs in council.

Article XIII. Standing and Special Committees

Section 3. Insert the standing committee chairman term length.

Article XVI. Fiscal Year

Insert beginning and ending dates of fiscal year.

Article XVII. Parliamentary Authority

Insert name of PTA Council.

Article XVIII. Amendments

#Section 3. Insert name of PTA Council.

#Section 5. Insert name of PTA Council.

Signature Page:

Two (2) signed and dated copies are necessary: One (1) is retained by the PTA Council and the other is filed with the District/Region Director or Designated Representative of the Illinois PTA State Board of Directors.

All planned bylaw amendments should be previewed by the district/region director or designated representative of the state board of directors prior to presentation for adoption.

*Please remember that once you have updated the bylaws, all the notes contained within the body of the document should be deleted.

Should you have any difficulty working with this version of the bylaws, please contact your district or region director for assistance. The bylaws have been "locked" to aide in the approval process.