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**ILLINOIS PTA BYLAWS FOR LOCAL UNITS
BYLAW COMMITTEE GUIDELINES
INSTRUCTIONS FOR COMPLETING BYLAW 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 PTA/PTSA.

Article I. Name

Insert name of PTA/PTSA where applicable.

Note: Any PTA/PTSA incorporated in the state of Illinois must amend bylaws to include the following: This PTA/PTSA is incorporated under the laws of the state of Illinois.

Article III. Objects

#Section 1. Insert name of PTA/PTSA.

Section 2. Insert name of PTA/PTSA.

Article IV. Basic Policies

Insert name of PTA/PTSA.

Article V. Membership and Dues

#Section 4, a. Insert name of PTA/PTSA

#Section 4, b. Insert beginning and ending date of fiscal year, i.e. July 1 and June 30.

Article VI. Officers and their Election

Section 2, a. Insert number of vice presidents, or precedence of vice presidents; i.e. Three (3) vice presidents, or 1st vice president, 2nd vice president and 3rd vice president.

Section 2, b. Insert month or season in which election takes place.

Section 2, c. Insert length of term, i.e. 1 year.

#Section 4, a. Insert number of members of nominating committee, as well as numbers representing the executive board and general membership; insert number of months prior to election of officers committee election shall take place.

Article VII. Duties of Officers

Section 4, d. Insert type of meeting and month in which the treasurer presents final report.

Article VIII. General Membership Meetings

Section 1. Insert number of times the membership shall be required to meet, and how many days notice necessary to change the meeting date.

Section 3. Insert number of days notice required for special meetings.

Section 4. Insert month or season determined as annual meeting.

Section 6. Insert number determined as quorum.

Article IX. Executive Board

Section 5. Insert frequency of board meetings, and number of days notice required to change adopted meeting date.

Article X. Executive Committee

Section 2. Insert number of days notice required to call meetings.

Article XI. Standing & Special Committees

Section 1. Insert method by which executive committee determines chairs of committees—either elected or selected.

Article XII. Representation

Section 2. Insert name of council PTA/PTSA is affiliated with, only if applicable.

Article XIII. Relationship with National PTA and Illinois PTA.

#Section 9, c. Insert name of PTA/PTSA unit.

Article XIV. Fiscal Year.

Insert beginning and ending dates of fiscal year, i.e. July 1 and June 30.

Article XV. Parliamentary Authority

Insert name of PTA/PTSA unit.

Article XVI. Amendments

#Section 3. Insert name of PTA/PTSA unit.

#Section 5. Insert name of PTA/PTSA unit.

Signature Page

Two (2) signed and dated copies are necessary: One is retained by the PTA/PTSA unit 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/region director for assistance. The bylaws have been “locked” to aide in the approval process.