

Bylaws Are For Everyone

Bylaws By the Book

Who?
What?
When?
Where?
And Why?



WHO needs bylaws?



- **Officers**

(Protection, Training, Robert's Rules)

- **Members**

(Makes it legitimate)

- **School Officials**

(Keeps the school safe)

- **Utah PTA**

(Training, Safety)

WHO has access to view my school's bylaws?

Any PTA member who creates an account at www.utahpta.org.

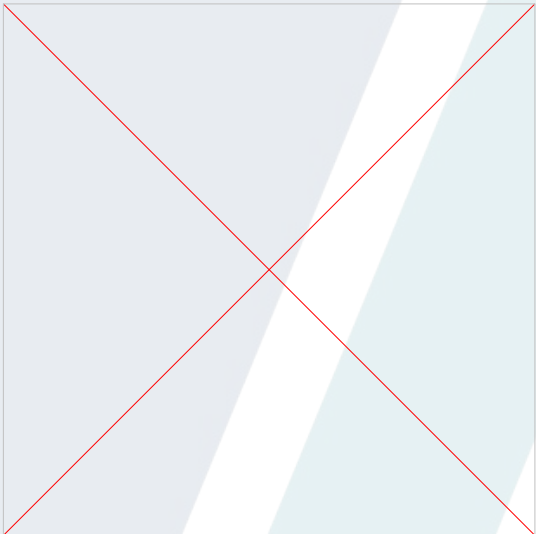
You can print as many copies as you want from the website.

WHERE are my bylaws?

<https://www.utahpta.org/bylaws>

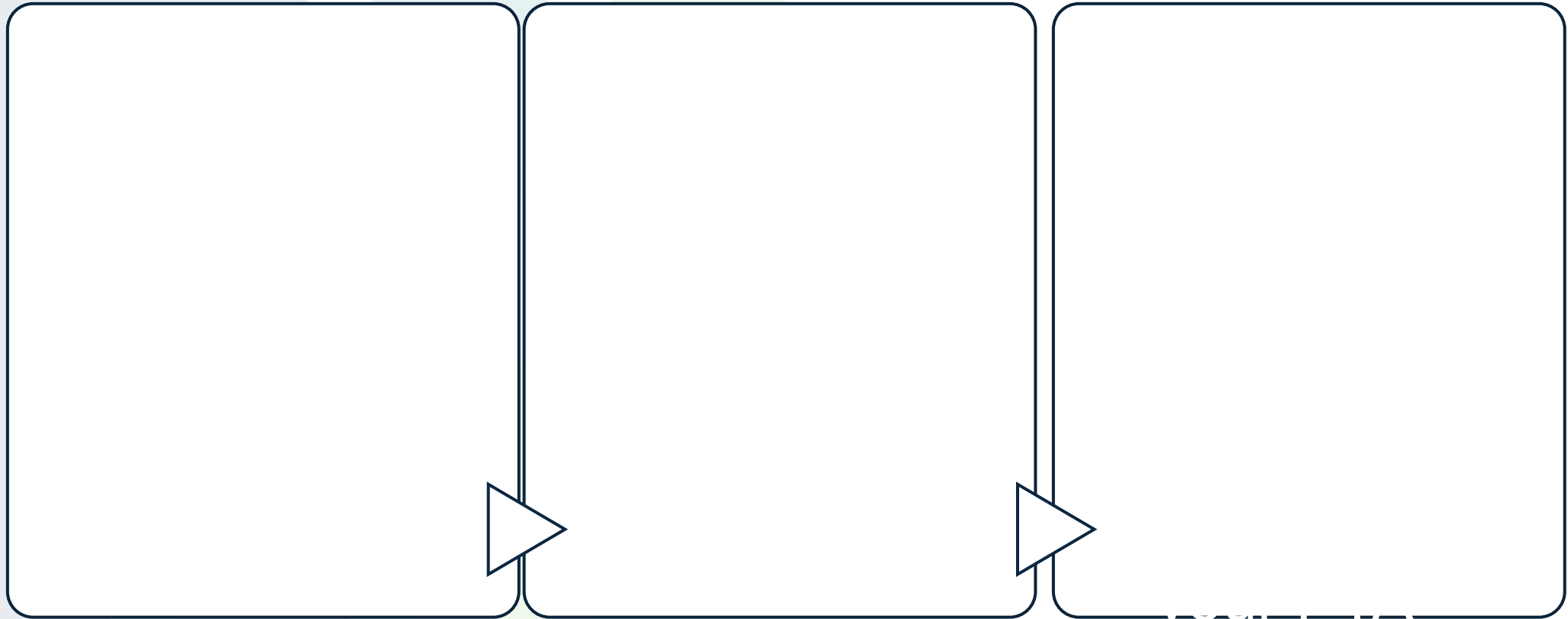
WHAT can the bylaws do for me?

- The following slides will have questions that can be answered from the bylaws
- When you have the answer, raise your paddle
- Share the reference if you know it (or can quickly find it in the bylaws)



T/F Nominating Committees are Optional?





How many general membership meetings does my PTA have each school year?

Article X

Who fills a board vacancy? The Executive Committee or the Board of Directors?

- Executive Committee = elected officers
- Board of Directors = elected and appointed officers
- Vacancies –other than president and president elect – are filled by the executive committee
- President & President-elect must be nominated and elected

What are my PTA membership dues? And can I have a family membership?

***ARTICLE V: Membership and
Dues***



***What should my
local PTA membership dues
be?***

PTA is a membership organization

WHY do we have Bylaws?

- ✓ IRS requires exempt (non-profit) organizations to have bylaws – AND to follow them.
- ✓ To remain in good standing (Article IV), a local PTA must have current bylaws
- ✓ Keeps order and continuity
- ✓ Gives guidance to leadership which can change often
- ✓ Protects the identity of PTA
- ✓ Protects board members

WHEN (& HOW) Do We Renew Our Bylaws?

Visit www.utahpta.org/bylaws for instructions

Fill in the questions asked & Post (14 Days)
for all to review

Vote on the renewal and/or amendments –
general membership meeting -- quorum
requirements need to be met!

Log back in at www.utahpta.org/bylaws, edit
to submit meeting minutes (showing a
quorum), and complete submission

Once approved, bylaws are emailed to the
submitter and are available for print.

- Let's talk about minutes
- All bylaws will be stored online and accessible to PTA members with a login
- Bylaws may be viewed and/or printed from the website

MINUTES ARE SO IMPORTANT!

Davis Central Council PTA Meeting
Thursday, February 19, 2026 9:30-10:30am
Conducting: Lori Ann Berg
Welcome and Call to Order: Lori Ann Berg
Pledge of Allegiance: by Invitation
Inspirational Thought: Natalie Miller
Attendance: Lori Ann Berg, Brandi Draney, Hydee Davis, Rachel Stagg, Sharee Black, Natalie Miller, Karie Parry, Brittany Jensen, Nicole Reschke, Melissa Robinson, Rachael Hamilton (quorum present)
Important Dates • 2/15 Report #2 Due • 2/16 PTA Awards Due • 2/25 We Heart PTA Membership Award (14 New)
Approval of Minutes (November, January) Natalie Miller Motioned, Nicole Seconded
Treasurer Insights: Jamie Rees
o Amending the Budget (informational) o Budget approval (GroupMe poll)
LoriAnn motioned to approve the budget. Brittany Jensen Seconded the motion. Budget was approved unanimously by vote.
o Bylaws - discussed no membership due, change from restructuring. LoriAnn motioned to approve bylaws. Brandi Draney seconded the motion. Bylaws were approved by unanimous vote.
• Needs Assessment Newsletter, link from the school, group me or email.
Earlier in the ...

Date: April 16, 2026
Time: 9:15 AM
Location: Mountain Point Elementary
Those in attendance: Beckie Windell, Jessica Chapman, Shannon Abril, Brittany Matson, Gina Vondwingelo, John Sassman, Kristen Clyde, Madison Gillette, Courtney Brown, Andrea Bronson, Adrienne Yancey, Candy Cruz-Bond, Bethany Berger

The Motion: Jessica Chapman, PTA Treasurer, motioned to amend Article V Section 7 of Mountain Point Elementary's PTA bylaws. The proposed change would increase the membership dues from \$7.00 to \$9.00.

The bylaws were posted on the GroupMe for at least 14 days prior to this meeting and proper notice was given.

Second: The motion was seconded by President Beckie Windell.

Discussion: It was noted that the increase is necessary to cover the increase mandated by Utah PTA.

Vote: In Favor: 14 Opposed: 0

Result: The motion was carried unanimously.

www.utahpta.org/bylaws

Standing Rules?

- Standing Rules are the detail, not the rule. They may include the steps taken to achieve consistent results and help reduce error
- Standing Rules are the details of the administration, not the Parliamentary Procedure, not the overarching rule (like the bylaws)
- Standing Rules may have some protocol – like how a meeting is conducted or expected behavior of board members

Connect with us on social media



FACEBOOK

- Utah PTA
- Utah PTA Advocacy
- Utah PTA Super Secondary
- Utah PTA Excellent Elementary
- Utah PTA Treasurers
- Utah PTA Reflections
- Utah School Community Councils
- Utah PTA Teachers
- Utah PTA Battle of the Bands

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