

Bylaws FAQ

1. What are bylaws?

Bylaws govern an association's operations and contain the basic rules relating principally to itself as an association. The National PTA bylaws outline the basic purpose of PTA, lists basic policies of the National PTA association and provides a structure for how the PTA association is set up.

2. Why does my unit need bylaws?

Bylaws are a requirement of PTA units to be in "good standing" with the Iowa PTA and National PTA. As a subordinate within the PTA structure, it is necessary to have up to date bylaws to use as a guideline for your unit.

3. How often are bylaws reviewed or revised?

Bylaws are reviewed at a minimum of every three (3) years but can be reviewed as frequently as the unit's membership wishes. Once the PTA unit membership approves the bylaws; they are submitted to Iowa PTA for final stamped approval. Iowa PTA may make suggestions for amendments as needed. If your bylaws committee would like to have the bylaws reviewed prior to final vote by your General Membership Meeting for approval, please submit to the Iowa PTA 45 days before approval.

4. How do we revise our bylaws?

To begin the process of revising your bylaws, you should create a committee designated to review the current document and suggest changes or updates based on the most recent bylaws template provided from Iowa PTA. Once approved and placed in the most recent template, please submit with the bylaws submission form to the Iowa PTA office for final stamped approval.

5. Where should my unit's bylaws be filed?

The secretary is responsible for maintaining the most recent version of the bylaws. However, all board members should keep a copy of the unit's bylaws for reference.

6. I can't find a copy of my unit's bylaws. Where do I access them?

The Iowa PTA office maintains records of many unit bylaws. Please contact the Iowa PTA for assistance in acquiring a recent version of your unit's bylaws. Iowa PTA office:
E-mail: iowaptainfo@gmail.com or 319-573-0049

7. Who can view the unit's bylaws?

All paid PTA members have access to view the unit's bylaws at any time.

8. Where can I access the most recent version of the bylaws template?

The bylaws template is periodically reviewed and revised by the Iowa PTA. To ensure you are using the most recent version, please access it on the Iowa PTA website.

9. How is the bylaws template used?

The template is a guideline for common items that should be included in your unit's bylaws. Much of the bylaws template is required for your unit to remain compliant with either National or Iowa PTA guidelines and cannot be amended.

10. What is a General Membership Meeting quorum?

The minimum number of voting (paid) members of the association that must be present at any of its meetings to conduct business for the association.

11. How do we determine a General Membership Meeting quorum?

The quorum must be at least as large as the Board of Managers or Executive Committee (whichever is larger) plus one. This ensures the voice of the General Membership is always represented.

12. What is the purpose of the Executive Board?

The Executive Board is designed to keep the association running between meetings of the General Membership. The Board should only take actions in accordance with the bylaws and act in emergencies when the membership cannot be gathered for a meeting.