

## Required Questions within Bylaws Form

### 1. Name of association

School name

### 1. Is your organization a PTA or a PTSA?

1. PTA: elementary schools
2. PTSA: middle, junior high, and high schools (students can be paid members in PTSAs if they are at least in grade 6)

### 2. In what city is your PTA/PTSA located?

### 3. In what county is your PTA/PTSA located?

### 4. In what district is your PTA/PTSA located?

### 5. Members of the nominating committee\* shall be elected by:

\_\_\_ General PTA/PTSA membership

or

\_\_\_ PTA/PTSA Board

\*The nominating committee will have the responsibility of nominate an eligible person to fill each officer position and report its nominees at the general PTA/PTSA membership meeting at least one month prior to the election meeting.

### 1. What annual dues would your PTA/PTSA like to charge per member?

This amount should be at least \$5.00 in order to cover your costs. For each paid member, your PTA/PTSA will be required to send \$2.25 for National PTA dues, \$1.25 for Kentucky PTA dues, and between \$0.10 and \$0.25 for your district dues. To determine the appropriate district dues amount please see the table at the end of this document.

### 1. Number of Vice Presidents

This should be an exact number and not a range. Most PTAs/PTSAs have between two and four vice presidents. Some examples include: Fundraising/Ways and Means, Communications, Programs, Volunteers, and Membership.

### 1. In what month will elections be held during a general membership meeting?

This should be a specific month. Appropriate answers might include April, May, or June. Holding officer elections in the fall might be necessary for one-year schools. However, it is optimal to hold elections in the spring, giving newly elected officers the summer to plan for the upcoming year. This also allows outgoing officers to complete all necessary paperwork and documentation prior to the June 30 fiscal year-end.

### 1. Officers, except Treasurer, shall assume their official duties following:

\_\_\_ Close of meeting\* in \_\_\_\_\_ (specific month)

or

\_\_\_ Beginning of fiscal year on July 1st

\*If you select “close of meeting”, the month included in the space should be the same month during which elections are held.

**1. Officers shall serve for a term of \_\_\_\_ years or until successor is elected**

It is recommended that terms be one year or two years.

**1. A person shall not be eligible to serve more than \_\_\_\_\_ consecutive terms in the same office.**

Consecutive terms should be two or three terms.

**1. Nominating committee shall consist of \_\_\_\_\_ members.**

The number of nominating committee members must be at least three, and must be an uneven number. The total number of nominating committee members should be three, five, or seven.

**1. Nominating committee shall report its nominees in \_\_\_\_\_ (specific month).**

This should be done in the month prior to elections being held. Suggested month choices include March, April, or May.

**1. Vacancies shall be filled by a majority vote of the board with \_\_\_\_\_ days’ notice of such election being given.**

This should be enough time for the majority of the board to make calendar adjustments, but short enough so that the vacancy may be filled in a timely manner. The suggested number of days should range between three and ten.

**1. Special meetings may be called by the president or by a majority of the board with \_\_\_\_\_ days notice being given.**

This should be enough time for the majority of the board to make calendar adjustments, but short enough so that the vacancy may be filled in a timely manner. The suggested number of days should range between three and ten.

**1. Chairmen shall serve for a period of \_\_\_\_\_ years.**

It is recommended that terms be one or two years.

**1. Chairmen are not eligible to serve more than \_\_\_\_\_ consecutive terms in the same position.**

Consecutive terms should be two or three terms.

**1. Number of general membership meetings during the school year**

The minimum number of general membership meetings throughout the year is three. However, your PTA/PTSA can choose to hold more than three.

**1. Quorum number.**

This is the minimum number of paid members you must have present at general meetings to conduct business. The lowest quorum number acceptable is ten. However, your PTA/PTSA can elect to have a higher number than that.

**1. District dues amount.**

[District Dues Amounts](#)