

Bylaws Approval Form

Please Copy this Form and Distribute to Appropriate Board Member.

Due Date: See the last page of the “official” copy (copy with the embossed deal of approval) of your PTA’s/PTSA’s bylaws. If you can’t find a copy of your bylaws, contact the Kentucky PTA office at 502-226-6607 or kyptapattyh@bellsouth.net.

The Kentucky PTA Bylaws require each local PTA/PTSA and district PTA to adopt bylaws to govern their branch of the Kentucky PTA, a branch of the National PTA. All bylaws must be approved by Kentucky PTA as specified in the Kentucky PTA Bylaws.

The **Required Local Unit Bylaws Format** is located in Part II pages 20-1 to 20-6 of the Leaders’ Notebook. More information on **Bylaws and Standing Rules** is located in Part II pages 17-19.

All items with a pound (#) sign must be included in all PTA/PTSA bylaws. The wording of all bylaws with a pound (#) sign must be used verbatim and may only be amended by a vote of the Kentucky PTA Convention body.

Send this form with:

- A. ___ 4 copies of the completed bylaws with two signatures on last page and date.
- B. ___ A copy of the minutes of the general membership meeting which states:
 - 1)___ Prior notice of the meeting to approve bylaws was given to the membership
 - 2)___ A quorum was present at the meeting (this number is stated in your bylaws)
 - 3)___ That a motion was made and approved that the bylaws were accepted

To: Kentucky PTA, P. O. Box 654, Frankfort, KY 40602-0654

Following approval by the Kentucky PTA, copies of your bylaws will be distributed to:

- 1. President of your PTA/PTSA, dated with an embossed approval seal on the last page;
- 2. Kentucky PTA office;
- 3. District president; and
- 4. Kentucky PTA Organizational Services Vice President

PTA/PTSA Name _____
County _____ PTA District No. _____
President’s Name _____
Home Address _____
City _____ State _____ Zip _____
Phone Number Day(____) _____ Evening(____) _____
E-mail _____

Please Circle the Appropriate Item: **Bylaws Renewal** **Bylaws Amendments**