



Ohio PTA

Bylaws, and Standing Rules



Bylaws Review

- Guarantee current practice of PTA is up-to-date
- Maintain consistency with Ohio PTA and National PTA Bylaws
- Remain a unit in good standing with Ohio PTA
- Meet IRS requirements for a 501(c)(3) tax-exempt association.



Steps to Updating Bylaws

- Obtain the latest sample bylaws from the Ohio PTA website (ohiopta.org/bylaws)
- Obtain a copy of your unit's or council's current bylaws
 - contact the OPTA Bylaws and Standing Rules Committee (bylaws@ohiopta.org)
- Ohio PTA does not have a copy on file - a committee must be appointed to draw up a new set of bylaws using the most recent sample bylaws



What Do Your Current Bylaws Say?

- Appoint a Bylaws Chair and/or Bylaws Committee –
 - Refer to your bylaws or standing rules for committee composition, if available
 - Who appoints this special committee?
 - Article on Amendments, section 2 – Gives the ability of the association to appoint a committee to submit a revised set of bylaws
 - ❖ Majority of association
 - ❖ Or by 2/3rds vote of the Board



Reviewing Bylaws

- Inform members of the review and request suggestions
- Compare your current bylaws with the latest sample bylaws
- Make necessary and suggested revisions
- The *Bylaws Guide* and *Helpful Hints* sections of the sample bylaws should be removed before presenting to membership and submission to OPTA

- Articles and Sections marked with an asterisk (*) are required and may not be edited except as noted

- They are automatically part of your bylaws without any further action
- This assures that your bylaws are not in conflict with Ohio PTA or National PTA bylaws
- This also assures that your bylaws contain all the necessary elements



New for 2026!

- Simplified Bylaws Template – **Only fill in the areas in black. **Nothing in red may be changed.***
- This provides:
 - A smooth review process
 - Easy insertion of unit or council information
 - Limits concerns about too much detail in this **legal document**
 - Ensures the PTA Purposes and Basic Policies match OPTA exactly as a subordinate association of OPTA
 - Limits concerns with membership year, officer terms, fiscal year, nominating comm election, etc.
 - Additional examples in the sample regarding items such as how to create quorum



- ❑ Customize bold and **[bracketed]** Articles, Sections, sentences or phrases
 - fill in the blanks in the sample with the information specific to your unit/council
- Some examples include:
 - unit name
 - Dues
 - election date
 - list of officers
 - meeting quorum



Revising or Amending Bylaws

Amendment: a proposal to change existing bylaws

Usually used when only a few changes are necessary and in between the once every 3-years revisions.

Revision: a complete rewriting of the existing bylaws

Usually done when changes and additions are numerous or when bylaws have not been updated in more than three years



Procedure for amendments - in the amendment article of your current bylaws

- Give adequate notice of the vote in the manner required by your current bylaws
 - New 2026 Sample Bylaws— no less than 14 days and up to 30 days prior to the meeting.
- Usual and easiest procedure:
 - Read aloud at a regular meeting
 - No action taken, questions may be answered
 - Second regular meeting – read aloud
 - Discuss and vote (Quorum)
 - 2/3 vote of the members required to approve
 - Bylaws take effect upon unit/council approval



Revision: entire set of bylaws would be submitted for approval

Addendum: can be used to submit amendments on a separate sheet



- Be sure to identify amended Article and Section
- Present the former wording and the amended wording for each change or modification



Submitting Bylaws to Ohio PTA for Approval Summary

- Send your bylaws to bylaws@ohiopta.org & to your Region Advisor
- Please submit your bylaws as a Google Doc or Microsoft Word (.docx) file. Do not send a .pdf.
- Name the bylaws file with unit/council name
- Make sure the document is in the format of the latest sample bylaws
- Make sure the document has a properly completed cover sheet – **INCLUDE ADOPTION DATE!**
- If you are submitting amended bylaws, make sure there is an addendum page listing all of the amendments.

What Happens Next?

- OPTA Bylaws and Standing Rules Committee and/or your Region Advisor will review
- We may send them back with suggestions IF:
 - there are items that conflict with Ohio PTA or National PTA bylaws
 - the articles/sections contradict themselves in the document
 - there are items left blank or incomplete
 - membership rights are restricted
 - the bylaws list co-officers
 - Repetitive information
- If there is a change that may need a new membership vote:
 - OPTA will send them back
 - Unit/Council makes the proposed change(s), presents change(s), membership votes. (pass by 2/3)
 - Return to OPTA for final approval – signed cover page





Once approved, Ohio PTA will return a signed and dated .pdf copy

- OPTA keeps in our Bylaws Google Drive

Approved bylaws should be accessible for members of your Board and membership either through print or digitally.

***Upload and Submit to Givebacks!**

Retain a copy of your bylaws in the secretary's official records including the cover sheet with Ohio PTA approval date





Standing Rules

- Rules should be related to the details of administering an organization
- They generally are not adopted when an organization is established but one-by-one as the need arises
- Standing rules generally outline the process for implementing the policies and procedures found in the bylaws



- Standing rules rank below bylaws
- No standing rule should ever conflict with the bylaws
- Should not duplicate statements already in the bylaws
 - Something could be changed in either place and not in the other causing conflicting instructions
- Standing rules are an additional tool for the smooth operation of an organization



In the sample bylaws, there is a * statement requiring officers to perform duties also written in the standing rules:

“Perform duties prescribed by these bylaws, **standing rules**, and by the parliamentary authority adopted by the Ohio PTA.”



Changing Standing Rules

- Standing rules are deliberately easier to change than bylaws
- Additional standing rules or changes may be adopted by a majority vote at any business meeting without previous notice
- Such a rule remains in effect until it is rescinded or amended
- If a majority desires to suspend it temporarily for the duration of a particular session it does not bind future sessions



Standing Rules:



- Do not need Ohio PTA approval
- Should be organized in any order that is comfortable and usable for the unit/council
- Should be reviewed periodically to ensure consistency with current practice of the unit/council
- Provide for orderly transfer of duties from one administration to another
- Can serve as a guide for orientation of new Board members



Standing Rules Continued...



- Record traditions developed by the organization
- List duties not included in the bylaws
- Provide for consistent and fair handling of specific situations
- Outline committee membership, duties, brief job descriptions for chairs whose duties are not in the bylaws





Simple Steps to Create Standing Rules

- Appoint a committee of at least three people including a chairman. Include experienced and knowledgeable members of the unit or council.
- Suggested members:
 - **Bylaws Chair:** familiar with the bylaws and knows what items are needed in procedures
 - **Secretary:** has records of past decisions made by the unit
 - **Treasurer:** helpful knowledge of annual expenses and events
 - **Past Presidents:** great committee members



- Using the bylaws as an outline, the committee should consider each provision and formulate instructions to implement the provisions
- The standing rules might also include brief job descriptions for those officers and chairpersons whose duties are not described in the bylaws
- If the bylaws do not list standing committees, they should be listed in the standing rules as determined by the Board



- The standing rules might list the traditional format for unit meetings:
 - “The order of business of this unit will be:”
- Are their traditions or awards that should be written down for future Boards?
 - Awarding a scholarship
 - Procedure for awarding Helping Hands and “T” in PTA
- Does the unit have some standard ways of honoring or remembering individuals?
 - Past President pin
 - Who purchases it?
 - When is it presented?



- After the committee has drafted the standing rules, present them to the Executive Committee for review
- When they are finalized, present them to the unit/council membership for approval by a majority vote
- After the standing rules are approved, make copies available for members of the Board and membership either print or digitally



Review of General Principles for Voting

- **Majority vote** decides (unless the rights of the members are involved)
 - *Standing Rules*
- **2/3 Adoption vote** is necessary when a motion limits or interferes with the rights of a member
 - *Bylaws Amendments/Revision*





Learn More

www.ohiopta.org/bylaws

Contact Your Region Advisor

Region 1 – Heather.ekechi@ohiopta.org

Region 2 – susan.strandberg@ohiopta.org

Region 3 – molly.elston@ohiopta.org

Region 4 – melissa.wolfe@ohiopta.org

Region 5 – jeanne@ohiopta.org

or

bylaws@ohiopta.org





Contact Us

- Ohio PTA Office
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- Ohio PTA Website
 - ☐ www.ohiopta.org
 - ☐ Password:
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