**2023-2025 Changes in the Local Unit Bylaws Template**

Dear Local Unit Officers,

The Colorado PTA regularly reviews the Local Unit Bylaws Template for our local units to ensure they are following current Colorado law, IRS regulations, National PTA bylaws, and changes to Colorado PTA operations or bylaws.  The Colorado PTA Board of Directors votes on any changes that significantly alter the meaning or wording in the Local Unit Bylaws.

**Additional changes may include drafting note explanations for clarity and throughout the template for punctuation, spelling, grammar, formatting, clarification, and consistency.**Changes adopted by the Colorado PTA Board of Directors, Colorado and National PTA **automatically** go into effect in the current fiscal year.

**Keep a copy of this letter and attach it to your current bylaws, notify all your officers of the changes, and follow these changes in your PTA work.**

The changes below  were made to the 2023-2025 template and are highlighted in blue. If you have any questions, please contact the Colorado PTA office at office@copta.org.

Marta Murray,

Colorado PTA Director of Governance

* **The first two pages of directions, information, and drafting notes were condensed to one page.**

**Article VIII — Officers and Election**

**Section 4.**Nominating Committee:

**\*a.**   There shall be a nominating committee composed of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[CHOOSE: an odd number (#), no less than three (3)]**members who shall be elected by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**[CHOOSE ONE: membership or board of directors]**of this local PTA/PTSA atleast\_\_\_\_\_\_\_**[number (#)]**months prior to the election of officers.

**Article VIII — Duties of Officers**

**Section 1.**The president shall:

                          \*b. Serve as an ex-officio member of all committees except the nominating committee ~~and financial review committee~~.

**Section  5.**      The Treasurer shall:

                          \*g. Be one of the authorized signers on all PTA accounts. (See Article on Fiscal Year and Financial Responsibilities.)

**Article IX — Board of Directors**

**Section 4.**The members of the board shall be:

                       \*a. elected officers;

                        b. standing committee chairs as listed**[list]**; and

                        c. ~~special committee chairs; [optional] and~~

                        c. appointed members\_\_\_\_\_\_\_**[list].**

**\*Article XIV -– Electronic Meetings, Communications, and Voting**

**Section 1.**       This local unit PTA/PTSA board of directors; committees and subcommittees; and regular and special membership meetings shall be authorized to meet by any means of communication by which all persons participating in the meeting may hear each other during the meeting. A member participating in a meeting by this means is deemed to be present in person at the meeting.

**Article XVII — Fiscal Year and Financial Responsibilities**

**\*Section 4.**Two (2) officers shall sign all PTA/PTSA checks. All accounts held at financial institutions require two (2) signatures for all disbursements and withdrawals and require a minimum of three (3) authorized signers. All signers must be at least eighteen (18) years of age. Signers cannot have disbursement authority over the school/school district funds, nor shall two (2) signatories reside in the same household or be immediate family.

**\*Section 5.**All methods of disbursements and withdrawals from PTA/PTSA accounts must be authorized in the approved budget (or amendments made to the budget) and require the use of documentation which includes two (2) authorized signers.

**\* Article XIX — Amendments**

**Section 1.**These bylaws may be amended at any regular ~~membership meeting~~ or special meeting called for that purpose, of this local PTA/PTSA**;**by a two-thirds (2/3) vote of members present and voting, a quorum having been established, provided the amendments have been provided to the membership at least thirty (30) days prior to the meeting.

**Signature/Date Page**

CHECK THE BOX THAT IS APPLICABLE:

**[  ]**  A COMPLETE SET OF BYLAWS (Using the most current Template from Colorado PTA) FOR APPROVAL EVERY THREE YEARS. **Adopted by THE membership on \_\_\_\_\_\_\_\_\_\_\_\_. (Date)**

    **[  ]** AMENDMENTS ONLY (SUBMITTED BETWEEN THREE YEAR APPROVAL –

JUST AMENDMENTS ARE SENT TO COLORADO PTA).**Adopted by the MEMBERSHIP on \_\_\_\_\_\_\_\_\_\_\_\_. (Date)**

**[  ]**  a **completely revised** set of bylaws submitted **between** three year       approval. **Adopted by the Membership on \_\_\_\_\_\_\_\_\_\_\_\_. (Date)**

**~~Submitted to Colorado PTA for approval on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.~~**

**~~Month/Day/Year~~**