

ARTICLE I: NAME

The name of this organization is the \_\_\_\_\_ Parent-Teacher Association, PTA, Knoxville, Tennessee. It is a local PTA organized under the authority of the Tennessee Congress of Parents and Teachers (the Tennessee PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

# ARTICLE II: PURPOSES

Section 1. The Purposes of the \_\_\_\_\_ PTA, in common with those of the Tennessee PTA and the National PTA, are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship,
b. To raise the standards of home life,
c. To secure adequate laws for the care and protection of children and youth,
d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth, and
e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2. The Purposes of the Tennessee PTA, the National PTA, and the \_\_\_\_\_ PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.

Section 3. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, hereinafter Internal Revenue Code.

# ARTICLE III: BASIC POLICIES

The following are basic policies of the \_\_\_\_\_ PTA, in common with those of the Tennessee PTA and the National PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
b. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or

1 distributing of statements) in any political campaign on behalf of, or in opposition  
2 to, any candidate for public office; or devote more than an insubstantial part of its  
3 activities to attempting to influence legislation by propaganda or otherwise.

- 4 c. The organization shall work with the schools and community to provide quality  
5 education for all children and youth and shall seek to participate in the decision-  
6 making process establishing school policy, recognizing that the legal  
7 responsibility to make decisions has been delegated by the people to boards of  
8 education, state education authorities, and local education authorities.
- 9 d. The Tennessee PTA or any of its divisions may cooperate with other  
10 organizations and agencies concerned with child welfare, but PTA/PTSA  
11 representatives shall make no commitments that bind the group they represent.
- 12 e. No part of the net earnings of the organization shall inure to the benefit of, or be  
13 distributable to its members, directors, trustees, officers, or other private  
14 individuals except that the organization shall be authorized and empowered to pay  
15 reasonable compensation for services rendered and to make payments and  
16 distributions in furtherance of the purposes set forth in Article II hereof.
- 17 f. Notwithstanding any other provision of these articles, the organization shall not  
18 carry on any other activities not permitted to be carried on (i) by an organization  
19 exempt from federal income tax under Section 501(c)(3) of the Internal Revenue  
20 Code or (ii) by an organization, contributions to which are deductible under  
21 Section 170(c)(2) of the Internal Revenue Code.
- 22 g. Upon the dissolution of the organization, after paying or adequately providing for  
23 the debts and obligations of the organization, the remaining assets shall be  
24 returned to the Tennessee PTA.
- 25 h. The organization shall work to promote the health and welfare of children and  
26 youth and shall seek to promote collaboration between parents, schools, and the  
27 community.

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29 **# ARTICLE IV: RELATIONSHIP WITH**  
30 **TENNESSEE AND NATIONAL PTA**

31  
32 **Section 1.** This local PTA shall be organized and chartered under the authority of the  
33 Tennessee PTA in the area in which this local PTA functions in conformity with such  
34 rules and regulations which are not in conflict with the Tennessee PTA Bylaws or the  
35 National PTA Bylaws.

36  
37 A local PTA in good standing is one that:

- 38 a. Adheres to the Purposes and basic policies of the PTA;
- 39 b. Remits the national and state portion of the dues to the Tennessee PTA by March  
40 1. To be eligible for any and all awards, a local unit membership report, with the  
41 national and state portion of the dues, must be received in the state office by  
42 December 1;
- 43 c. Has bylaws approved according to the procedures of the Tennessee PTA; and
- 44 d. Meets other criteria as may be prescribed by the Tennessee PTA.
- 45 e. Requires a minimum of 20 members.

1 **Section 2.** The articles of organization of \_\_\_\_\_ PTA  
2 include (a) the bylaws of such organization, (b) the certificate of incorporation or articles  
3 of incorporation of such organization (in cases in which the organization is a corporation)  
4 or the articles of association by whatever name (in cases in which the organization exists  
5 as an unincorporated association), and (c) local unit charter.

6  
7 **Section 3.** \_\_\_\_\_ PTA shall adopt such bylaws for the  
8 governance of the organization as may be approved by the Tennessee PTA. Such bylaws  
9 shall not be in conflict with the Tennessee PTA Bylaws or the National PTA Bylaws.

10  
11 **Section 4.** Bylaws of \_\_\_\_\_ PTA shall include an article  
12 on amendments.

13  
14 **Section 5.** Bylaws of \_\_\_\_\_ PTA shall include a  
15 provision establishing a quorum.

16  
17 **Section 6.** Each officer or board member of \_\_\_\_\_ PTA  
18 shall be a member of \_\_\_\_\_ PTA.

19  
20 **Section 7.** The bylaws of \_\_\_\_\_ PTA shall prohibit  
21 voting by proxy (unless proxy voting is specified by applicable state law).

22  
23 **Section 8.** A PTA member shall not serve as a voting member of  
24 \_\_\_\_\_ PTA's board while serving as a paid employee of  
25 or under contract to \_\_\_\_\_ PTA.

26  
27 **Section 9.** Only members of \_\_\_\_\_ PTA who have paid  
28 dues for the current membership year may participate in the business of this local PTA.

29  
30 **Section 10.** The \_\_\_\_\_ PTA shall collect dues from its  
31 members and shall remit a portion of such dues to the Tennessee PTA as provided in  
32 Article V thereof.

33  
34 **Section 11.** The \_\_\_\_\_ PTA shall keep such permanent  
35 books of account and records as shall be sufficient to establish the items of gross income,  
36 receipts, and disbursements of the local unit, including, specifically, the number of its  
37 members, the dues collected from its members, and the amounts of dues remitted to the  
38 Tennessee PTA. Such books of account and records shall at all reasonable times be open  
39 to inspection by an authorized representative of the Tennessee PTA.

40  
41 **Section 12.** The charter of \_\_\_\_\_ PTA shall be subject to  
42 withdrawal and the status of such organization as a local PTA shall be subject to  
43 termination, in the manner and under the circumstances provided in the bylaws of the  
44 Tennessee PTA.

45

1 **Section 13.** The \_\_\_\_\_ PTA is obligated, upon  
2 withdrawal of its charter by the Tennessee PTA:

- 3
- 4 a. To yield up and surrender all of its books and records and all of its assets and  
5 property to the Tennessee PTA or to such agency as may be designated by the  
6 Tennessee PTA or to another local PTA organized under the authority of the  
7 Tennessee PTA;
- 8 b. To cease and desist from the further use of any name that implies or connotes  
9 association with the Tennessee PTA or the National PTA; and
- 10 c. To carry out promptly, under the supervision and direction of the Tennessee PTA,  
11 all proceedings necessary or desirable for the purpose of dissolving the  
12 \_\_\_\_\_ PTA.
- 13

14 **Section 14.** The \_\_\_\_\_ PTA shall include in its bylaws  
15 provisions corresponding to the provisions of state bylaws identified by the pound sign  
16 (#).

17

18 **Section 15.** To organize a new PTA unit requires a minimum of eight (8) members; to  
19 remain a unit in good standing requires a minimum of twenty (20) members.

20

21 **Section 16.** Each local PTA/PTSA shall adopt such bylaws for the governance as may be  
22 approved by the Tennessee PTA Board of Managers or by a person or persons to whom  
23 the work is delegated. The bylaws of each local unit shall be reviewed at least once every  
24 five (5) years.

25

26 **Section 17.** A local PTA or PTSA may dissolve in the following manner.

- 27
- 28 a. A local unit executive committee considering recommending to its general  
29 association a resolution to dissolve must afford the council president, region  
30 director or state PTA representative an opportunity to speak to the executive  
31 committee prior to its taking any action on such a proposal. If the executive  
32 committee then votes to present to its general membership a motion to dissolve, it  
33 must inform in writing the council president, region director, the state president  
34 and its general membership at least thirty (30) days prior to the next general  
35 membership meeting that the resolution to dissolve will be considered. No  
36 meeting for the purpose of considering dissolution of a local PTA/PTSA unit shall  
37 be held during the periods of time when school is closed for vacation or holidays.  
38 The council must be afforded the opportunity to speak at that meeting to the  
39 membership prior to action being taken by them on the proposed resolution to  
40 dissolve.
- 41 b. Approval to dissolve requires a two-thirds vote by written ballot, a majority of the  
42 membership being present. Only those members, who are in good standing on the  
43 day the written notice of the proposal to dissolve is mailed, may vote.
- 44 c. Dissolution shall take effect immediately and shall not be postdated. The  
45 provisions hereinafter outlined in Article IV, Section 13, shall take effect  
46 immediately.

- 1 d. When a local PTA/PTSA has voted to dissolve in compliance with Article IV,  
2 Section 17, and later wishes to resume activities, it is necessary to reorganize the  
3 unit. The same procedure as the organization for a new unit would be followed.  
4 e. A report shall be filed with the council president and the region director, or the  
5 State Office detailing the compliance with the dissolution process.  
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7

## 8 #ARTICLE V: MEMBERSHIP AND DUES 9

10 **Section 1.** Every individual who is a member of this local PTA is, by virtue of that fact,  
11 a member of the Tennessee PTA and of the National PTA by which  
12 \_\_\_\_\_ PTA is chartered, and is entitled to all the benefits  
13 of such membership.  
14

15 **Section 2.** Membership in \_\_\_\_\_ PTA shall be made  
16 available by \_\_\_\_\_ PTA, without regard to race, color,  
17 creed, or national origin, under such rules and regulations, not in conflict with the  
18 provisions of the Tennessee PTA Bylaws or the National PTA Bylaws, as may be  
19 prescribed in the bylaws of \_\_\_\_\_ PTA, to any individual  
20 who subscribes to the Purposes and basic policies of the National PTA.  
21

22 **Section 3.** The \_\_\_\_\_ PTA shall conduct an annual  
23 enrollment of members but may admit individuals to membership at any time.  
24

25 **Section 4.** Each member of \_\_\_\_\_ PTA shall pay such  
26 annual dues to said organization as approved by a 2/3 vote of the voting body of the  
27 general membership. The amount of such dues shall include the portion payable to the  
28 Tennessee PTA ó the östate portionö ó and the portion payable to the National PTA ó the  
29 önational portion.ö  
30

31 **Section 5.** The Tennessee PTA portion of each member's dues shall be recommended by  
32 the Board of Managers and approved by a two-thirds (2/3) vote of the voting body at the  
33 Annual Convention.  
34

35 **Section 6.** The National PTA portion of each member's dues shall be determined by a  
36 two-thirds (2/3) vote of the voting body at the National PTA annual convention.  
37

38 **Section 7.** The state and national portions of the dues paid by each member of  
39 \_\_\_\_\_ PTA shall be set aside and remitted to the  
40 Tennessee PTA through such channels and at such times as the state PTA bylaws may  
41 provide. The Tennessee PTA shall pay the national portion of dues to the National PTA  
42 for all members.  
43

44 **Section 8.** Each local unit membership chairman shall maintain an accurate list of  
45 members and shall furnish a copy to the local unit secretary. A copy of this list shall be  
46 sent with each membership report.

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2 **Section 9.** All memberships received during the fiscal year ending June 30 shall expire  
3 no later than the following October 31.  
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7 **ARTICLE VI: OFFICERS AND THEIR ELECTION**  
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9 **Section 1.** The officers of \_\_\_\_\_ PTA shall be a  
10 President, Vice-President, a Secretary, and a Treasurer.  
11

12 **Section 2.** The officers shall be elected by ballot at the annual meeting in the month of  
13 May, at which time nominations may be made from the floor.  
14

15 **Section 3.** The vote shall be conducted by ballot. When there is but one candidate for an  
16 office, the ballot for that office may be dispensed with and election held by voice vote. A  
17 majority vote shall elect. Written ballots shall be counted by three members selected at  
18 the election meeting.  
19

20 **Section 4.** The following provisions shall govern the qualifications and eligibility of  
21 individuals to be officers of the \_\_\_\_\_ PTA.  
22

- 23 # a. Each officer shall be a member of the \_\_\_\_\_ PTA.  
24 b. No officer may be eligible to serve more than (2) two consecutive terms in the  
25 same office.  
26 c. A person who has served in an office for more than one half of a full term shall be  
27 deemed to have served a full term in such office.  
28

29 **Section 5.** Officers shall assume their official duties July 1, following their election at  
30 the annual meeting and shall serve for a term of one (1) year or until their successors are  
31 elected.  
32

33 # **Section 6.** No person shall serve on the Board of Managers in more than one elected  
34 capacity.  
35

36 **Section 7. Vacancies**

37 A vacancy occurring in the office of President shall be filled for the remainder of the  
38 unexpired term by the Vice-President. A vacancy in any office other than president shall  
39 be filled by the board of managers.  
40

41  
42 **ARTICLE VII: DUTIES OF OFFICERS**  
43

44 **Section 1.** The President shall:

- 45 a. preside at all meetings of \_\_\_\_\_ PTA;  
46

- 1 b. serve as an ex-officio member of all committees except the Committee on
- 2 Nominations and Leadership Development;
- 3 c. be a designated signator on checks or vouchers;
- 4 d. coordinate the work of the officers and committees of this local PTA in order that
- 5 the Purposes may be promoted.
- 6 e. perform such other duties as may be provided by these bylaws, standing rules,
- 7 parliamentary authority, or as directed by the board of managers, or the executive
- 8 committee.

9  
10 **Section 2.** The Vice-President(s) shall:

- 11 a. act as aide(s) to the President;
- 12 b. perform the duties of the President in the President's absence or inability to serve;
- 13 (If the local PTA has an elected President Elect, this becomes their primary duty)
- 14 c. perform such other duties as may be provided for by these bylaws, standing rules,
- 15 parliamentary authority, or as directed by the President, the board of managers, or
- 16 the executive committee.

17  
18  
19 **Section 3.** The Secretary shall:

- 20 a. record the minutes of all meetings of the \_\_\_\_\_
- 21 PTA;
- 22 b. be prepared to read the records of any previous meeting;
- 23 c. keep a permanent record and file all records;
- 24 d. have a current copy of the bylaws;
- 25 e. maintain a membership list;
- 26 f. perform other such duties as may be provided for by these bylaws, standing rules,
- 27 parliamentary authority, or as directed by the President, the board of managers, or
- 28 the executive committee.

29  
30  
31 **Section 4.** The Treasurer shall:

- 32 a. have custody of the funds of \_\_\_\_\_ PTA;
- 33 b. keep a full and accurate account of receipts and expenditures in the books
- 34 belonging to \_\_\_\_\_ PTA;
- 35 c. make disbursements as authorized by the President, board of managers, or
- 36 \_\_\_\_\_ PTA in accordance with the budget adopted
- 37 by \_\_\_\_\_ PTA;
- 38 d. have checks or vouchers signed by two bonded officers: the Treasurer, the
- 39 President, or one other designated officer;
- 40 e. present a financial statement at every meeting of
- 41 \_\_\_\_\_ PTA and at other times when requested by
- 42 the board of managers;
- 43 f. make a full report at the meeting at which new officers officially assume their
- 44 duties (usually the annual meeting);
- 45

- 1 g. be responsible for the maintenance of such books of account and records as
- 2 conform to the requirements of Article IV, Section 11, of these bylaws;
- 3 h. present an annual report of the financial condition of the organization;
- 4 i. have the accounts examined annually or upon change of officer by an auditor or
- 5 an auditing committee of not less than three members, who, satisfied that the
- 6 Treasurer's annual report is correct, shall sign a statement of that fact at the end of
- 7 the report;
- 8 j. report the findings of the annual report to the board of managers;
- 9 k. perform such other duties as may be provided for by these bylaws, standing rules,
- 10 parliamentary authority, or as directed by the President, the board of managers, or
- 11 the executive committee.
- 12
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### 14 **ARTICLE VIII: BOARD OF MANAGERS**

15  
16 **Section 1.** The business of \_\_\_\_\_ PTA shall be conducted  
17 by the board of managers in the intervals between local unit PTA general meetings.

18  
19 **# Section 2.** Each board member shall be a member of  
20 \_\_\_\_\_ PTA.

21  
22 **Section 3.** The members of the board shall be:

- 23
- 24 a. the elected officers;
- 25 b. the chairmen of the standing and/or special committees, the principal or an
- 26 appointed representative, teacher representatives, student representatives, and the
- 27 immediate Past President; and
- 28 c. a Parliamentarian, appointed by the President and approved by the officers of
- 29 \_\_\_\_\_ PTA.
- 30

31 **# Section 4.** No person shall serve on the Board of Managers in more than one elected  
32 capacity.

33  
34 **Section 5.** Duties of the board shall be to:

- 35
- 36 a. carry out such business as may be referred to it by the membership of the
- 37 association;
- 38 b. create standing and special committees;
- 39 c. report at the regular general membership meetings of
- 40 \_\_\_\_\_ PTA;
- 41 d. select an Auditor or an Auditing Committee to audit the Treasurer's accounts;
- 42 e. prepare and submit an annual budget to \_\_\_\_\_
- 43 PTA's general membership for adoption; and
- 44 f. approve payment of routine bills within the limits of the approved budget.
- 45

1 **Section 6.** If any member of the board of managers shall at any time cease to meet the  
2 qualifications or fulfill the duties of the position, that person may be removed from the  
3 board in the following manner:

- 4
- 5 a. A resolution adopted by the executive committee;
- 6 b. A ten (10) day notice issued to board member in question;
- 7 c. An opportunity for the member in question to address the board of managers at  
8 the next regular meeting; and
- 9 d. Two-thirds (2/3) vote of the board of managers for removal.

10  
11 **Section 7.** Regular meetings of the board shall be held with the date and time to be fixed  
12 by the board at its first meeting of the year.

13  
14 **Section 8.** Special meetings of the board may be called by the President or when  
15 requested by three (3) members upon three (3) days written notice to each member of the  
16 Board.

17  
18 **# Section 9.** At all meetings of the Board, a majority of the members of the board shall  
19 constitute a quorum for the transaction of business. (National PTA Bylaws Article IV ó  
20 Constituent Organizations Section 5)

21  
22 **Section 10.** Upon the expiration of the term of office or when individuals cease to hold  
23 the position that entitles them to be a member of the board all records, books, and other  
24 materials pertaining to the position shall be turned over to the President and all funds  
25 pertaining to the position shall be returned to the Treasurer within fourteen days.

## 26 27 28 **ARTICLE IX: EXECUTIVE COMMITTEE**

29  
30 **Section 1.** The executive committee shall be composed of the elected officers, the  
31 principal of the school, and the parliamentarian of the PTA.

32  
33 **Section 2.** Special meetings of the executive committee may be called by the President  
34 or upon written request of three (3) members with three (3) days notice given to each  
35 member of the executive committee.

36  
37 **# Section 3.** A majority of the executive committee shall constitute a quorum for the  
38 transaction of business.

39  
40 **Section 4.** Duties of the executive committee shall be to:

- 41
- 42 a. transact business referred to it by the Board;
- 43 b. appoint standing committee chairmen and members;
- 44 c. approve the work of the committees;
- 45 d. act in emergencies between meetings of the Board; and
- 46 e. make a report at each board meeting.

1  
2 **Section 5.** The executive committee shall take no action in conflict with any action taken  
3 by the board of managers or the general membership.  
4

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6 **ARTICLE X: COMMITTEES**  
7

8 **Section 1.** Only members of \_\_\_\_\_ PTA shall be eligible  
9 to serve in any elected or appointed position.  
10

11 **Section 2.** The standing committees of \_\_\_\_\_ PTA shall  
12 be listed in the unit's standing rules.  
13

14 **Section 3.** The board of managers may create such special committees as it may deem  
15 necessary to promote the Purposes of PTA and carry on the work of  
16 \_\_\_\_\_ PTA.  
17

18 **Section 4.** The chairmen of standing/special committees shall be elected by the officers  
19 of \_\_\_\_\_ PTA.  
20

21 **Section 5.** The term of office of a committee chairman shall be one (1) year or until the  
22 selection of a successor.  
23

24 **Section 6.** The chairman of each committee shall present a plan of work to the executive  
25 committee or board of managers for approval. No committee work shall be undertaken  
26 without the consent of the executive committee or board of managers.  
27

28 **Section 7.** The President shall be a member ex-officio of all committees except the  
29 Committee on Nominations and Leadership Development.  
30

31  
32 **#ARTICLE XI: COMMITTEE ON NOMINATIONS**  
33 **AND LEADERSHIP DEVELOPMENT**  
34

35 A Committee on Nominations and Leadership Development shall be elected at least two  
36 months prior to the election of officers. The committee shall be composed of three  
37 members, at least one of which shall be a member at large.  
38

- 39 a. The committee shall elect its own chair.  
40 b. The Committee shall nominate an eligible person for each office to be filled  
41 and report its nominees at the regular general membership meeting in May at  
42 which time additional nominations may be made from the floor.  
43 c. Only those individuals who are current members of  
44 \_\_\_\_\_ PTA and who have signified their  
45 consent to serve if elected shall be nominated for office.  
46 d. No member shall serve on the Committee in consecutive years.

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**ARTICLE XII: GENERAL MEMBERSHIP AND MEETINGS**

**Section 1.** Regular meetings of \_\_\_\_\_ PTA shall be held at least two (2) times per year as provided by \_\_\_\_\_ PTA, the board of managers, or the executive committee. Three dayø notice shall be given to the membership of any change of date.

**Section 2.** Special meetings of \_\_\_\_\_ PTA may be called by the President or by a majority of the board of managers, three days notice having been given.

**Section 3.** The annual meeting shall be held in May.

**# Section 4.** Eight members shall constitute a quorum for the transaction of business in any meeting of \_\_\_\_\_ PTA.

**ARTICLE XIII: TENNESSEE STATE PTA CONVENTION**

(The following section **must** correspond to the Tennessee State PTA bylaws, and is provided as a guideline to local PTAs.)

**# Section 1.** Each local PTA unit is entitled to representation by:  
a. the President or an elected alternate;  
b. one delegate or alternate; and  
c. in addition, each local unit in good standing is entitled to one delegate for every 50 members or a major fraction thereof, as shown by the official membership records.

**# Section 2.** No delegate is allowed to represent more than one local unit and must have been a member of \_\_\_\_\_ PTA at least thirty (30) days prior to the convention.

**Section 3.** Voting delegates and their alternates shall be chosen/elected in the month of March in order to take advantage of pre-registration.

**# ARTICLE XIV: FISCAL YEAR**

The fiscal year of the \_\_\_\_\_ PTA shall be July 1 through June 30.

**# ARTICLE XV: PARLIAMENTARY AUTHORITY**

1  
2 The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall  
3 govern the \_\_\_\_\_ PTA and in all cases in which they are  
4 applicable and in which they are not in conflict with these bylaws, the Tennessee PTA  
5 Bylaws, the National PTA Bylaws, or the articles of incorporation.  
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11 **ARTICLE XVI: AMENDMENTS**  
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13 **Section 1.** These bylaws may be amended at any regular general membership meeting of  
14 \_\_\_\_\_ PTA by two-thirds (2/3) vote of the members  
15 present and voting, provided that notice of the proposed amendment has been given at the  
16 previous regular meeting and that the proposed amendment shall be subject to approval  
17 of the Tennessee PTA.  
18

19 **Section 2.** A committee may be appointed to submit a revised set of bylaws as a  
20 substitute for the existing bylaws by a majority vote at a meeting of  
21 \_\_\_\_\_ PTA, or by a two-thirds (2/3) vote of the board of  
22 managers. The requirements for adoption of a revised set of bylaws shall be the same as  
23 in the case of an amendment.  
24

25 **Section 3.** Submission of amendments or revised bylaws for approval by the Tennessee  
26 PTA shall be in accordance with the bylaws or regulations of the Tennessee PTA.  
27

28 **# Section 4.** The adoption of an amendment to any provision of the bylaws of the  
29 Tennessee PTA identified by a pound sign (#) shall serve automatically and without the  
30 requirement of further action by the \_\_\_\_\_ PTA to amend  
31 their corresponding bylaws.  
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37 \_\_\_\_\_  
Date of Revision

\_\_\_\_\_   
Local Unit Bylaws Chairman

38  
39 \_\_\_\_\_  
Date of Approval

\_\_\_\_\_   
State Bylaws Chairman

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43 **NAME OF LOCAL UNIT:** \_\_\_\_\_  
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45 **ADDRESS:** \_\_\_\_\_  
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**Email address:** \_\_\_\_\_

**# FEDERAL EMPLOYER IDENTIFICATION**

**NUMBER:** \_\_\_\_\_