

**BYLAWS OF THE
STAPLES HIGH SCHOOL
PARENT TEACHER ASSOCIATION**

(As amended January, 2006)

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ARTICLE I: NAME

The name of this association is the Staples High School Parent Teachers Association, Westport, Connecticut. It is a local PTA unit organized under the authority of the Connecticut Congress of Parents and Teachers, a branch of the National Congress of Parents and Teachers. It is also commonly known, and will be referred to in these Bylaws, as the “Staples PTA.”

****ARTICLE II: PURPOSES**

Section 1. The Objects of the Staples PTA, in common with those of the National PTA and the Connecticut 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 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 Objects of the National PTA, the Connecticut PTA, and the Staples PTA are promoted through an 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 Staples PTA in common with those of the National PTA and the Connecticut PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Objects of the organization.

- c. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and the local education authorities.
- e. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The Connecticut PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but PTA representatives shall make no commitments that bind the group they represent.
- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations that have established their tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE IV: LOCAL PTA

** Section 1. The Staples PTA shall be organized and chartered under the authority of the Connecticut PTA in the area in which the Staples PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Connecticut PTA may in its bylaws prescribe. The Connecticut PTA shall issue to each local PTA in its area an appropriate charter evidencing the due organization and good standing of the local PTA.

A local PTA in good standing is one that:

- a. Adheres to the Objects and basic policies of the PTA;
- b. Remits the national portion of the dues through the state PTA to reach the national office by dates designated by the National PTA;

- c. Has bylaws approved according to the procedures of each state; and
- d. Meets other criteria as may be prescribed by the individual state PTA.

** Section 2. The articles of organization of the Staples PTA shall include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

** Section 3. The Staples PTA shall adopt such bylaws for the government of the organization as may be approved by the Connecticut PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of Connecticut PTA.

** Section 4. The Staples PTA shall include in its bylaws provisions corresponding to the National PTA Bylaws as are identified herein by a double star.

** Section 5. The adoption of an amendment to any provision of the National PTA Bylaws identified by a double star shall serve automatically and without the requirement of further action by the Staples PTA to amend its corresponding bylaws. Notwithstanding the automatic character of the amending process, the Staples PTA shall promptly incorporate such amendments in their respective bylaws.

** Section 6. Bylaws of the Staples PTA shall include an article on amendments.

** Section 7. Bylaws of the Staples PTA shall include a provision establishing a quorum.

** Section 8. Each officer or board member of the Staples PTA shall be a member of such PTA.

** Section 9. The bylaws of the Staples PTA shall prohibit voting by proxy, (unless proxy voting is specified by applicable state law).

** Section 10. A PTA member shall not serve as a voting member of a PTA board at the local, council, district, or region level while serving as a paid employee of, or under contract to, that PTA.

** Section 11. Only members of the Staples PTA who have paid dues for the current membership year may participate in the business of the Staples PTA.

** Section 12. The Staples PTA shall collect dues from its members and shall remit a portion of such dues to the Connecticut PTA as provided in Article VI hereof.

** Section 13. The members of the nominating committee for officers of the Staples PTA shall be elected by the general membership, executive board, or Executive Committee.

** Section 14. The Staples PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the Connecticut PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Connecticut PTA or, where directed by the committee on State and National Relationships, by a duly authorized representative of the National PTA.

** Section 15. The charter of the Staples PTA shall be subject to withdrawal and the status of such organization as a local PTA shall be subject to termination, in the manner and under the circumstances provided the bylaws of the Connecticut PTA.

** Section 16. The Staples PTA is obligated, upon withdrawal of its charter by the Connecticut PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Connecticut PTA or to such agency as may be designated by the Connecticut PTA or to another local PTA organized under the authority of the Connecticut PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Connecticut PTA or status as a constituent organization of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the Connecticut PTA, all proceedings necessary or desirable for the purpose of dissolving the Staples PTA.

#Section 17. The Staples PTA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the number symbol.

#Section 18. Local bylaws and any amendments thereto shall be submitted in triplicate to the Connecticut PTA unit/council bylaws review chair for approval every three years.

ARTICLE V: MEMBERSHIP AND DUES

**Section 1. Every individual who is a member of the Staples PTA is, by virtue of that fact, a member of the National PTA and of the Connecticut PTA by which such local PTA is chartered, and is entitled to all the benefits of such membership.

**Section 2. Membership in the Staples PTA shall be made available without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the National PTA Bylaws or the Connecticut PTA bylaws, as may be prescribed in the bylaws of the Staples PTA, to any individual who subscribes to the Objects and basic policies of the National PTA.

**Section 3. The Staples PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

**Section 4. Each member of the Staples PTA shall pay annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the Connecticut PTA (the "state portion") and the portion payable to the National PTA (the "national portion").

**Section 5. The amount of the state portion of each member's dues shall be determined by the Connecticut PTA. The national portion of each member's dues shall be one dollar and seventy five cents (\$1.75) per annum.

#Section 6. The Connecticut PTA annual dues shall be \$3.00 three dollars per member.

Connecticut PTA dues can only be amended by a vote of the general membership at the Annual Convention or a special meeting.

Section 7. The amount of annual dues for the current school year, including the state and national portion, to be paid by each member of the Staples PTA will be determined following the end of the previous school year and before the annual enrollment of members for the current school year. This amount will be determined by the officers after a review of the final financial report of the previous school year by the Treasurer.

**Section 8. The state and national portions of the dues paid by each member of the Staples PTA shall be set aside by the Staples PTA and remitted to the Connecticut PTA through such channels and at such times as the Connecticut PTA bylaws may provide. Connecticut PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

Section 9. The term of membership shall be from the time dues are paid for that school year through the end of that school year. Members are considered to be in good standing when said dues have been paid.

ARTICLE VI: OFFICERS

Section 1. The officers of the Staples PTA shall be a President or Co-Presidents, the Vice-Presidents including; Ways & Means, Communications, Volunteers, End of Year/Graduation, a Recording Secretary, a Treasurer, and Directors at Large; the number of which are determined by the prior year's Executive Committee (Article X, Section 2a). The immediate Past President, if available, shall serve as a member of the Executive Committee in an advisory role.

Section 2. Officers shall be elected by slate or ballot at the Staples PTA's Annual Meeting, the date of which shall be determined as set forth in Article XII.

Section 3. The vote shall be conducted as set forth in Article X.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Staples PTA:

**a. Each officer shall be a member of the Staples PTA.

b. No officer may be eligible to serve more than two consecutive terms in the same office as long as their term begins by commencement of the school year.

Section 5. Officers shall assume their official duties at the end of the fiscal year on July 1st and shall serve for a full one year term ending on June 30th.

Section 6. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee; notice of such election shall then be given.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The President or Co-Presidents shall:

- a. Preside at all meetings of the Staples PTA and its executive committee;
- b. Serve as an ex officio member of all committees except the nominating committee;
- c. Coordinate the work of the officers and committees of the Staples PTA in order that the Objects may be promoted;
- d. Represent the Staples PTA on the Westport PTA Council; and
- e. Perform such other duties as may be provided for in these bylaws, prescribed by the parliamentary authority, or directed by the Executive Committee.

Section 2. The Vice-Presidents shall:

- a. Act as aides to the President;
- b. In this designated order (Ways & Means, Communications, Volunteers, End of Year/Graduation), perform the duties of the President in absence or inability of that officer to serve;
- c. Supervise committees as designated by the President; and
- d. Perform such other duties as may be delegated to her.

Section 3. The Recording Secretary shall:

- a. Record the minutes of all meetings of the Staples PTA and of the Executive Committee;
- b. File all records;
- c. Have a current copy of the bylaws;
- d. Maintain a membership list; and
- e. Maintain a record, listing of PTA Board positions and job descriptions
- f. Perform such other duties as may be delegated to her.

Section 4. The Treasurer shall:

- a. Have custody of all funds of the Staples PTA;
- b. Keep a full and accurate record of receipts and expenditures;
- c. Make disbursements in accordance with the budget adopted by the Staples PTA or as otherwise authorized by the Staples PTA or the Executive Committee. Checks or

vouchers of amounts that exceed \$1500, shall be signed by two persons, the Treasurer and the President;

- d. Provide a written financial statement at every meeting of the Executive Committee and at other times when requested by any other member of the Staples PTA;
- e. Present to the Executive Committee the budget for the current school year prior to the first meeting of the Staples PTA, and then present said budget to the full membership;
- f. Have prepared for the financial review committee a full report within two weeks from the end of the fiscal year; with review of such report to be reported to the Executive Committee at the beginning of the new school year;
- g. Keep the record of the national and state portions of the membership dues separate from the local unit, and forward these moneys to the state treasurer at such time and in such manner as the state bylaws provide;
- h. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section 14, of these bylaws; and
- i. Perform duties as required by the tax code of the state.
- j. Perform such other duties as may be delegated to her.

Section 5. Directors at Large:

- a. Duties of each Director at Large will be determined by the previous year's Executive Committee. Each position will then receive a title and job responsibilities, and will then be given to the Nominating Committee in order for it to be included as a part of the slate.
- b. The responsibilities of these offices can vary from year to year, as needs of the organization change.

Section 6. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office.

ARTICLE VIII: PTA BOARD

Section 1. The PTA Board shall consist of:

- a. the Executive Committee;
- b. the Staples representatives on PTA Council Standing Committees;
- c. the Chairmen of Staples PTA Committees and Standing Committees;

- d. the Grade Level Liaisons;
- e. the Parliamentarian; and
- f. other positions as deemed necessary by the executive officers and/or President(s), or by the principal of the school or his representative.

Section 2. Qualifications and Requirements of Board Members

- **a. Each board member shall be a member of the Staples PTA.
 - b. Board members other than the Executive Committee or any teacher representative shall be appointed by either the nominating committee from the prior school year term (as set forth in Article X) or by the officers for the same term for which the board members will serve.
 - c. A person shall not be eligible to serve more than two consecutive terms in the same office unless that position cannot otherwise be filled.
 - d. No individual shall hold more than one Board Position, unless that position cannot otherwise be filled.

Section 3. Board members who do not have a specific budget shall submit a plan of work and expected income and/or expenditures for approval by the Executive Committee.

Section 4. The Parliamentarian shall be appointed by the President. The Parliamentarian shall interpret the Bylaws and rule on questions of parliamentary procedure. The Parliamentarian shall review the Bylaws and suggest any amendments that are deemed necessary and shall preside as chairman over any committee appointed to prepare a new set of Bylaws.

**Section 5. At all meetings of the Board, a majority of the members of the Board shall constitute a quorum for the transaction of business.

ARTICLE IX: EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee of the Staples PTA, the members of which shall be:

- a. All elected officers
- b. The immediate Past President, if available.

Section 2. Meetings of the Executive Committee shall be held before each regular meeting of the unit. Special meetings of the Executive Committee may be called by the President or a majority of the Executive Committee.

Section 3. A majority of members of the Executive Committee shall constitute a quorum for the transaction of business.

Section 4. The duties of the Executive Committee shall be to:

- a. Transact all necessary business of the Staples PTA in the intervals between meetings of the general membership and such other business as may be referred to it by the membership;
- b. Approve standing committee chairs upon recommendation of the Nominating Committee, or during the course of the year with a vote of the Executive Committee.
- c. Approve the work of the committees;
- d. Prepare and submit an annual budget to the general membership for approval. The Executive Committee shall authorize no expenditures exceeding \$5,000.00 outside the budget without approval of the general membership;
- e. Appoint a financial review committee by the final meeting of the school year term to review the Treasurer's accounts if this committee has not already been appointed by the nominating committee. This committee's report shall be presented to the Executive Committee at the start of the new school year; and
- f. Present a report at each regular meeting of the Staples PTA.
- g. Attend Executive Committee meetings.
- h. Provide the Nominating Committee with a list of Executive Committee positions and Board positions for the following year. This list will be compiled by the Committee based on the needs of the organization and will be voted on by the Executive Committee prior to the Nominating Committee commencing its work.

Section 5. The Executive Committee shall have the authority to ask a non-officer representative from the board to participate at one or more meetings in a non-voting role.

ARTICLE X: NOMINATION AND ELECTION OF EXECUTIVE COMMITTEE AND BOARD

Section 1. Nominating Committee Formation

- a. The chairman(men) of the Nominating Committee shall be nominated by the Nominating Committee for the next school year term or, in case of a vacancy during the year, the chair(s) shall be elected by current Executive Committee.
- b. The chairman shall recruit, either through the newsletter or other written communication with the PTA membership and/or at this association's PTA meetings, the members for the Nominating Committee during the months of December and January. The chairman shall also send notification of the formation of the Nominating Committee to be published in the contributing middle schools' newsletters. All notification shall take place near the end of the school year's first semester. All notification shall also include requests for persons to contact the Nominating Chairman(men) if he/she would like to serve on the following year's Board or Executive Committee.

- c. There shall be a Nominating Committee composed of at least seven (7) members, no greater than nine (9), in addition to the Chairman or Co-Chairmen. At least one member and not more than two members of the Executive Committee, but not the President or Co-Presidents, shall serve on the Nominating Committee. This representative(s) should be elected by the Executive Committee. If possible, the Nominating Committee shall include members representing each of the contributing middle schools, as well as a representative for each grade at Staples High School (based on the following school year). In addition the Past President should serve in an advisory, non-voting position whenever possible.
- d. The Nominating Chairman(men) shall present to the general membership the names of the Nominating Committee members for election at a General Meeting by February 1. Upon election, the Chairman shall then notify the membership at large of the Committee's election and the names of the committee members.

Section 2. Duties of the Nominating Committee Prior to Election

- a. A listing of Executive Committee positions and Board positions for the next school year, as well as the job descriptions for those positions, shall be provided to the Nominating Committee by the Executive Committee. Said list of positions, should be voted on and approved by the Executive Committee.
- b. Until the Nominating Committee's membership is approved, the Nominating Committee members may collect names of persons interested in serving on the next term's Board and/or as member of the Executive Committee. The Nominating Committee shall not make any appointments or nominations until the Nominating Committee's membership has been approved.
- c. The Nominating Committee is charged with providing a slate of candidates for the Executive Committee, to the general membership for election at the Annual Meeting (Article XII).
- d. The Nominating Committee is charged with providing a slate of candidates for Board positions to the Executive Committee for approval (Article IX).
- e. The consent of each candidate for an office on the Executive Committee or a Board position must be obtained before his or her name is placed in nomination.
- f. The slate of nominated Executive Committee candidates must be published in the April PTA Newsletter, or through other written communication to all members of the organization during the month of April. Additionally, announcement at a membership meeting should be made if possible.

Section 3. Election of Executive Committee and Approval of Board

- a. Only members in good standing (as set forth in Article V) are eligible to vote in the election of the Executive Committee.
- b. Members wishing to contest a slated office or offices for election, must appear at the Annual Meeting (Article XII). When asked for nominations from the floor, a member must make the nomination of the challenger. The challenger must have

been asked and agreed to serve in the contested office.

- c. If the slate for the Executive Committee is uncontested, the election may be held by voice vote. If a nomination is made from the floor, causing a contested slated position, that office will be voted on separately from the balance of the slate by a paper ballot. A majority vote is required for election.
- d. The nominating committee shall submit the slate of Board candidates for final approval by the Executive Committee as set forth in Article IX..
- e. All Board positions for which the term exceeds one year (i.e., Cultural Arts or other town wide committees) shall be appointed by a designated liaison representing that position unless the nominating committee is asked to make said appointments. This request should be made by the liaison at the beginning of the second school semester and should include the dates upon which the term of these positions begin and end and which current board members are eligible to serve another term. It shall not be the responsibility of the nominating chairman or committee to determine the rules concerning the terms of said appointments.

Section 4. Post Annual Meeting Procedures

- a. Within fourteen (14) days of the annual meeting of the association, the Nominating Chairman (men) shall distribute a listing of the newly appointed board members for the next school year term to all said members. Such listing shall serve as the Nominating Committee's confirmation of said members' appointment to the board. It shall be the responsibility of the members listed to notify the Nominating Chairman (men) of any changes within fourteen (14) days of receiving the listing. At that time, the Nominating Chairman(men) shall prepare a final copy of the listing of Board members and submit such final listing to the Executive Committee for final approval.
- b. All such Board positions not appointed by the Nominating Committee shall be reported by the Nominating Chairman (men) or by an appropriate liaison to the incoming Executive Committee within fourteen (14) days of the Annual Meeting of the association. The incoming Executive Committee shall appoint members to fill any open positions.
- c. The duties of the Nominating Committee shall terminate upon the submission of the final copy of the Board, as defined above, to the incoming Executive Committee.

ARTICLE XI: COMMITTEES

Section 1. Such standing committees may be created by the President with the approval of the Executive Committee as may be required to promote the objects and interests of the association. Their term of office shall be the same as the elected officers.

Section 2. The chairmen of all standing committees shall present a plan of work to the Executive Committee to be accomplished for approval by the Executive Committee if 1) the chairman's position is new or the work of this committee varies greatly from the prior term's work or 2) the committee expects to spend more than the budgeted amount by the lesser of 10% of that budgeted amount or \$100.

Section 3. The President or Executive Committee may request that any committee chairman prepare an annual report detailing the accomplishments of that committee. Such report shall be due within two weeks if no specific time is set.

ARTICLE XII: GENERAL MEMBERSHIP MEETINGS

Section 1. There shall be not fewer than three (3) business meetings of the Staples PTA during the school year, one in the fall for adoption of budget, one prior to February 1, for the election of the Nominating Committee and one in the spring, the Annual Meeting, for election of officers. The dates of these meetings shall be determined by the Executive Committee and notification given to members in writing at least four weeks (4) in advance. The general membership can call a meeting at any time during the year if twenty-five (25) signatures are obtained.

Section 2. The Annual Meeting shall take place not before May 1 and not after June 15, unless the membership is otherwise notified of such change. At the Annual Meeting the officers for the following term shall be elected. Only members in good standing (those paying dues) are eligible to vote.

Section 3. Twelve (12) members shall constitute a quorum for the transaction of business in any meeting of the Staples PTA general membership.

Section 4. The privilege of holding office, or making motions, debating, and voting shall be limited to members of the Staples PTA who are in good standing because their dues are paid for the current year.

ARTICLE XIII: COUNCIL MEMBERSHIP

Section 1. The Staples PTA shall be represented in meetings of the Westport PTA Council by its President or alternate, and by one delegate or alternate. The delegate shall be appointed by the nominating committee or Executive Committee as outlined in Article X, Section 3. Delegates to the Westport PTA Council shall serve for a term of one (1) year.

Section 2. The Staples PTA shall pay annual dues to the Westport PTA Council, as provided in the council's bylaws.

Article XIV: CONNECTICUT PTA CONVENTION

Section 1. The Staples PTA should be represented at the annual meeting of the Connecticut PTA by the President, or appointed alternate, and by one delegate per 25 members as shown on the books of the Connecticut PTA Treasurer as of March 15 preceding the Convention.

Section 2. To be accredited, a delegate shall have been a member in good standing of such the Staples PTA for a period of at least thirty (30) days preceding the date of his/her election as such delegate.

Section 3. Delegates and their alternates shall be chosen by the President or Co-President.

ARTICLE XV: FISCAL YEAR

The fiscal year of the Staples PTA shall begin on July 1 and end on the following June 30.

**** ARTICLE XVI: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Staples PTA in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA Bylaws, the Connecticut PTA bylaws, or the articles of incorporation.

ARTICLE XVII: AMENDMENTS

Section 1. These bylaws may be amended at any business meeting of the Staples PTA by a two-thirds vote of those members present and voting, a quorum being present, provided that notice of the proposed amendment shall have been given at a meeting of the Staples PTA and/or through the newsletter or other written communication received before the meeting upon which the amendment shall be voted. The amendment shall not be in conflict with the required articles prescribed in the bylaws of the Connecticut PTA and the National PTA and shall be subject to the approval of the Connecticut PTA.

Section 2. These bylaws shall be reviewed every three (3) years. A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at a meeting of the Staples PTA, or by a two-thirds vote of the Executive Committee. The requirements for adoption of a revised set of bylaws shall be the same as for the adoption of an amendment.

Section 3. Staples PTA bylaws and any amendments thereto shall be submitted in duplicate to the Connecticut PTA Unit/Council Bylaws Review Chair for approval every three years.

** Section 4. The adoption of an amendment to any provision of the National PTA Bylaws identified by a double star shall serve automatically and without the requirement of further action by Staples PTA to amend their corresponding bylaws. Local PTAs shall promptly incorporate such amendments in their respective bylaws.

Section 5. The adoption of an amendment to any provision of the bylaws of the Connecticut PTA identified by a number symbol (#) shall serve automatically and without the requirement of further action by the Staples PTA to amend their corresponding bylaws.

** = Text required by National PTA
= Text required by State of Connecticut PTA