

# LOVEJOY PTO BYLAWS & STANDING RULES

## COMMITTEE GUIDELINES



The Council of Lovejoy PTOs provides and oversees two-part templates for Local PTO Bylaws and Standing Rules that include:

- required language, which **cannot** be changed by the Local PTO and
- customizable areas which **may** be tailored to meet the individual needs of the organization

### THE COMMITTEE

A Bylaws committee of experienced and knowledgeable PTO members may be formed by the board consisting of a minimum of **three** members including the President, 1<sup>st</sup> VP and Parliamentarian. The President will chair this committee.

### HOW TO REVIEW

1. **VERIFY** that you have the most recent version of your bylaws by requesting a copy from Lovejoy Council of PTOs.
2. **UTILIZE** the **Bylaws & Standing Rules Worksheet** as a guide. It lists the only editable sections of your Bylaws and Standing Rules. If there are recommendations regarding the NON editable sections, those may be included in your submission. The Council committee is responsible for maintaining a list of recommendations and acting on those for all campuses when appropriate.
3. **REVIEW** both the Bylaws and Standing Rules as a good practice.
4. **DISCUSS** and determine committee recommendations to the editable sections.
5. **REVIEW 1**- Present the recommendations to the Council Bylaws & Standing Rules committee for review.
6. **REVIEW 2**- Reconvene as a committee to review Council recommendations. Discuss and approve proposed amendments or make new recommendations to Council.
7. **PRESENT** the committee's Council-approved recommendations to the board for approval
8. The President will then move forward with the process for board and membership approval as described in the Lovejoy PTO Meeting Protocol document.
9. **RESUBMIT** the worksheet to Council after MEMBER approval of the changes with final changes noted and **ATTACH** meeting minutes that document the member vote of approval.

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## COUNCIL COMMITTEE GUIDELINES



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- required language, which may **NOT** be changed by the Local PTO and
- customizable areas which **MAY** be tailored to meet the individual needs of the organization

### THE COMMITTEE on the COUNCIL BOARD

A Bylaws committee of experienced and knowledgeable Council PTO members may be formed by the board consisting of a minimum of **three** members including the President, 1<sup>st</sup> VP and Parliamentarian. The President will chair this committee.

### HOW TO REVIEW COUNCIL BYLAWS & STANDING RULES

- **VERIFY** that you have the most recent version of the bylaws.
- **USE** the **Bylaws & Standing Rules Worksheet** as a guide. It lists the only editable sections of the Bylaws and Standing Rules.
- **REVIEW** both the Bylaws and Standing Rules as a good practice.
- **DISCUSS** and determine committee recommendations to the editable sections.
- **ONLY** the Council Bylaws Committee may review the non-editable areas of the Council and campus templates. This action should be taken with careful consideration. Changes to the Council template may also apply to the campus template. The templates should remain as similar/consistent as possible. Changes to the Council and campus templates require Council DELEGATE approval.
- **PRESENT** the committee's recommendations to the board for approval
- The President will then move forward with the process for board and membership approval as described in the Lovejoy PTO Meeting Protocol

### HOW TO REVIEW CAMPUS BYLAWS & STANDING RULES

- **VERIFY** that the campus is utilizing the most recent version of the bylaws.
- **REVIEW** the campus committee's proposed recommendations to the editable portions.
- **APPROVE** or **REVISE** the committee's recommendations and return to the campus committee.
- The President will then move forward with the process for board and membership approval as described in the Lovejoy PTO Meeting Protocol document.
- **AFTER** member approval at the campus, the campus committee will resubmit the worksheet and meeting minutes of member approval. Council committee will approve the new document with the Council stamp, date, and president's signature.
- **AMENDED** Bylaws and Standing Rules go into effect when the PTO receives the stamped, approved copy signed by the Lovejoy Council of PTOs president.



# LOVEJOY PTO BYLAWS & STANDING RULES WORKSHEET

Bylaws & Standing Rules are made up of two parts.  
 The required language cannot be changed, does not require member approval and is managed by the Lovejoy Council of PTOs.  
 The editable sections are designed to meet the needs of your campus.

The fields below are the only editable sections of these Bylaws and Standing Rules.  
 Recommendations for the non-editable sections may be submitted to Council. The process for amending the bylaws and standing rules is detailed in the Bylaws and Lovejoy PTO Meeting Protocol document.

## PROPOSED

	<b>Bylaws</b>
\$ new amount proposed	Membership dues
	<b>Standing Rules</b>
	Committee Chairs- Please list any proposed new board chair and responsibilities you recommend adding to the current list.
	Committee Chairs- Please list any current board chair role you recommend removing from the list.
	<b>Non editable section recommendations</b>
	Please list any recommendations that you would like the Council committee to consider for all campuses

**NOTE:** After **MEMBER** approval of the changes, resubmit the worksheet to Council with final changes noted and **ATTACH meeting minutes** that document the member vote of approval.