



Cover Sheet For Submitting Local PTA or Council PTA Bylaws

Always submit two (2) printed copies OR an electronic copy of bylaws. If submitting an electronic copy, contact the Iowa PTA office at ia_office@pta.org and request a copy of this form in Word format. Email the completed form in Word along with the bylaws to the office.

Name of Local PTA or Council _____
(legal name of the PTA or Council)

Person to whom bylaws should be returned _____

Address _____ City _____ Zip _____

Phone Number

**Email Address (required if bylaws are sent electronically)

When submitting bylaws always submit two (2) printed copies OR an electronic copy.

Your PTA should have a standing committee that reviews the bylaws every year to make sure they are still applicable to your unit. The committee should update the required state (#) items each year as needed. Amendments to required items, which are made at the State PTA Conventions, do not require any action by your PTA, but do need to be incorporated into your bylaws immediately.

The latest "Approved Bylaws Model" can be accessed through the Iowa PTA website at www.iowapta.org. or go directly to one of the following links:

For PTAs outside of Des Moines: http://www.iowapta.org/pdf/board/documents/Unit_Bylaws_Model.doc
For Des Moines PTAs only:
http://www.iowapta.org/pdf/board/documents/Unit_Bylaws_Des_Moines_Model.doc

Please check one:

- Presented to Iowa PTA for review prior to a vote by the general membership
(Iowa PTA will review the bylaws and make comments or suggestions.
Bylaws must be re-submitted to Iowa PTA following approval by the general membership)
Submitted to Iowa PTA following approval by the general membership

If bylaws are approved, Iowa PTA will mail a printed copy containing the approval stamp to the person indicated above.

If bylaws are not approved and printed copies were submitted, a printed copy will be returned to the person indicated above with a letter explaining the needed corrections. If an electronic copy was submitted and bylaws are not approved, an email response will be sent explaining the needed corrections.

If you have any questions regarding this information please contact:

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Des Moines, IA 50325-1169 (515) 225-6363 Fax www.pta.org