
BYLAWS

of the

Greenwood Elementary Parent Teacher Association, Inc.

(Full Legal Name)

PARENT TEACHER ASSOCIATION

OR

PARENT-TEACHER-STUDENT ASSOCIATION

Montgomery

(County)

Incorporation #: D 0 2 9 7 6 4 6 2

National PTA ID #: 0 0 0 0 0 4 5 8

Employer Identification Number (EIN): 5 2 - 1 3 4 8 2 1 6

Sales & Use Tax #: 0 2 1 7 5 1 1 5

Insured by: KNIGHT Insurance Services



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A Local Unit of
PARENTS AND TEACHERS OF THE
MARYLAND BRANCH OF THE NATIONAL CONGRESS

5 Central Avenue
Glen Burnie, Maryland 21061

July, 2018

FOR MDPTA USE ONLY!

APPROVED BY LOCAL _____ APPROVED BY STATE _____

RESUBMIT BY _____

INSTRUCTIONS FOR COMPLETING THE BYLAWS – Read before proceeding.

1. All PTA/PTSA units in Maryland are required to submit its bylaws on the most current template every three years with or without revisions.
2. The general membership must vote to approve bylaws even if no revisions are made
3. All PTAs/PTSAs must use the MD PTA local bylaws template in the booklet format. Contact MD PTA for the current booklet.
 - a. A working draft may be downloaded from www.mdpta.org under the “members only” section
 - b. Final submission must be on the original booklet template, the book is not to be taken apart and copies will not be accepted.
 - i. Bylaws may be modified to meet the needs of the local, but because it is a legal document additions and/or changes must be written legibly in blue/black ink or typed. Bylaws completed in pencil or any other ink color will not be accepted. **RETYPED OR COMPUTER PRINTOUTS OF BYLAWS WILL NOT BE ACCEPTED.** The bylaws may be photocopied using a double-sided format. All blanks must be completed. Do not scan, fax or convert the pdf to a word document. For additions/changes, use additional page(s) (*which must be typed.*) Fill in on the top of the page:
 1. PTA/PTSA legal name.
 2. Date of bylaws approval meeting.
 3. The specific article and section referenced.
4. Mandatory articles/sections are identified with the # sign. Pounded (#) *articles/sections may not be moved, changed or renumbered.*
5. Any changes must be approved by the general membership of that local PTA/PTSA per #Article XVI and within the ruling of the MD PTA bylaws committee.

SUGGESTIONS – (helpful hints for completing the bylaws template)

Article I

- ◆ **Fill-in Full Legal Name** (be sure to include *Inc.* as all PTAs/PTSAs are incorporated.)

Article II – Article IV

- ◆ # Articles – Read. There are many important things to know but no changes are to be made.

Article VI Section 2a

- ◆ State number of VPs and/or Secretaries. If more than one vice president or secretary, list number and insert distinctive/separate names (*i.e.: 1st VP/2nd VP /recording secretary/corresponding secretary/VP of ...*).

Article VI Section 2b

- ◆ Fill in with a specific month for elections or indicate the last meeting of the school year.

Article VI, Section 3 #a

- ◆ If you choose executive committee or board of directors you must add this to the duties of these bodies either in Article VIII, Section 4 or Article IX, Section 4.

Article VI Section 3c

- ◆ If officers serve a two-year term, circle odd or even year for election.

Article VII Section 2

- ◆ If more than one VP, list each VP's title, separate duties and list order of succession.

Article VII Section 3

- ◆ If more than one secretary, list each secretary and separate duties.

Article VIII Section 2

- ◆ If additional positions are added to the board of directors (*i.e. faculty/student member etc.*) state how this position (s) is selected elected/appointed, in what venue the selection occurs and the term service.

Article XI Section 3

- ◆ Must agree with Article VI Section 2b. The annual meeting is held in spring at which elections are held, when needed.

Article XII

- ◆ If your city/county has a council, the numbers of delegates are determined in the council bylaws. If there is no council, cross the section out.

NOTE:

- ◆ Secretary prints and signs their name and the date is of the general meeting for approval. (**Please note that this is a legal and binding document.**)
- ◆ On page 12, list the person who MDPTA bylaws chair can contact should there be any questions.

To submit bylaws for approval by MDPTA Bylaws Committee:

Submit by postal mail or the equivalent the completed original signed booklet, 1 copy and the draft minutes from the general meeting where the bylaws were approved to: **MD PTA, Attention: Bylaws Committee, 5 Central Ave, Glen Burnie, MD 21061. No email or faxes will be accepted.**

Upon approval by MD PTA bylaws committee, a copy of the bylaws will be returned to the local PTA/PTSA to be retained by the secretary who will have it available at all meetings and to make copies as needed. The original will be placed on file in the Maryland PTA office.

If only submitting amendments to existing bylaws, contact MD PTA Bylaws Chair for more specific instructions. Email the chair at Bylaws@mdpta.org.

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