**Suggested Bylaws Checklist**

***Consult your state PTA for a model, template, or fillable electronic version of local unit bylaws***

* Article I — Name
* Article II — Purposes
* Article III — Basic Policies
* Article IV — Relationship with National PTA and [state] PTA
* Article V — Membership and Dues
* Article VI — Officers
* Article VII — Duties of Officers
* Article VIII — Board of Directors/Managers
* Article IX — Executive Committee
* Article X — Committees
* Article XI — General Membership Meetings
* Article XII — Council Membership
* Article XIII — [State] PTA Annual Meeting
* Article XIV — Fiscal Year
* Article XV — Parliamentary Authority
* Article XVI — Amendments

