20 Questions to Complete Your Bylaws (June 2008)

Unit Name:		Council
State ID# (p. 22)	National ID# (p. 22)	EIN (p.21)
Fiscal Year (p.21)	Last bylaws: (p.23)	

Questions	**Current**	**Proposed**
1. How much are the membership dues? (p 3 Article IV Section 4)		
2a. Who are the officers of the PTA? (p 5 Article V Section 2)		
2b. Is the auditor elected or appointed?		
3. Number of individuals on the nominating committee (p 5 Article V Section 3 c.)		
4. Number of alternates for the nominating committee (p 5 Article V Section 3 c.)		
5. Month of Annual Election? (p 5 Article V Section 3 g.)		
6a. Month and date when officers take office. (p 6 Article V Section 8)		
6b. Who calls election if office of president is vacant? (p 6, Article V Section 12) (*executive VP or First VP)*		
7. Duties of Vice-presidents if applicable (p 8, Article VI Section 3)		
8. Which elected officers can sign checks? (p 9 Article VI Section 6 g.)		
9. When are mid-year and final audits done?(p 11 Article VI Section 8 b)		
10a. When are mid-year/final audits presented to executive board?(p 11 Article VI Section 8 c)		
10b. When are mid-year/final audits presented to the association?(p 11 Article VI Section 8 d)		
11. With whom are the Executive Officers' annual reports filed? (p 12 Article VI Section 11) *(President or Historian)*		
12. When are the association meetings? (week-day) (p 13 Article VII Section 1)		
13. In which months are Association meetings held? (p 13 Article VII Section 1)		
14. How many executive board members are required to request in writing a special association meeting? (p 14 Article VII Section 4 a)		
15. What is the cumulative amount the executive board can spend on unbudgeted items? (p 15 Article VIII Section 2 c)		
16. How many executive board members are required to request in writing a special executive board meeting (p 16 Article VIII Section 6)		
17. With whom are the chairman's annual reports filed? (p 17 Article IX Section 5) *(President or Historian)*		
18. Are council delegates appointed or elected? (p. 18 Article X Section 1 & 2)		
19. What are the standing committees? (p 24, Standing Rules #9)		
20. When are executive board meetings held? (p 24, Standing Rules #10)		

NIPB = Not in Prior Bylaws