

## **INSTRUCTIONS for UNIT or COUNCIL BYLAWS AMENDMENT**

**Amendments may be submitted only if your bylaws have been approved by the New York State PTA within the last three (3) years.**

Only three (3) changes total over the 3 year period can be made as an amendment. Amendments do NOT change the existing Bylaws expiration date.

If bylaws require more than three changes, a revised set of bylaws must be submitted.

Amendments that are additions or revisions (changes) to the bylaws must be consistent with existing bylaws.

### **Steps to Complete an Amendment:**

- Login to the NYS PTA Portal and click on Bylaws, then click on the most recent approved bylaws record number.
- Click the “Amendment Form” button and then click Finish.
- Click on the “Notes & Attachments” section, then click on “View” next to the Amendment Form. The selections made to create this set of bylaws will pre-fill on the left hand side of the form.
- Print the form and then close out the viewer.
- You will write in the proposed amendments on the right hand side of this form.
- Click on your Unit or Council name to go back to your main page.
- Using the “Bylaws Wizard” button, go through the wizard and enter everything the same as before using your Amendment Form as your guide and only change the selections for the amendments you are making.
- Once completed. Follow the steps on the last page for submitting your bylaws for approval in the system.
- Send the signed Amendment Form AND the signed Bylaws Cover Page to your Region Bylaws Chair to start the approval process.