



Bylaws and Procedures What Goes in What?

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The Role of Bylaws for your PTA

- PTA bylaws describe the purpose of PTA and its mission, its basic policies and members' rights, as well as information about officers, committees and their respective duties.
- Unit/Council PTA bylaws are the approved current set of bylaws, signed and dated by the NYS PTA Bylaws Coordinator.
- Your bylaws are good for three years from the date that the NY State PTA Bylaws Coordinator approves them. All units and councils should check their bylaws to be sure you are in compliance.
- A copy of the association's bylaws for the local PTA/PTSA units **must be made available to any association member upon request.**



Role of bylaws is to help your PTA function in an orderly manner and include the following:

- Member dues
- Officers, term of office and election
- Nominating committee makeup, and when they report
- Executive Committee, Executive Board and Committees
- Number of members for quorum and information on meetings



Bylaws are the backbone of your organization

- Up to three amendments can be made to the current bylaws if necessary
- In order to be a unit or council in good standing, the bylaws must be current and insurance and membership payments must be made
- If any one of these three items are not in compliance, it could jeopardize your unit's ability to apply for region and state awards and attend state events
- **The parliamentary authority for NYS PTA is "Roberts Rules of Order"**



Bylaws Notes to Remember

- Every three years they must be entered into the Bylaws Wizard, whether revised or not, then voted on by the unit/Council membership.
- Once approved by the members, the original signed cover page must be mailed or emailed to the Region Bylaws Chairman
- Bylaws may not be suspended at any time even by a majority vote of the association



Procedures (Standing Rules) are essential

- They are a cumulative record of the association's experience and serve as a guideline for current and future officers and chairmen.
- Procedures complement bylaws by providing details not outlined there. Together, the bylaws and procedures provide for the authority and administration of the affairs of the PTA.
- Procedures are details of monthly PTA work that are adopted and may be amended at any regular meeting of the executive board by a majority vote of members present and voting with prior notice; otherwise, a 2/3 vote is needed.
- Additional procedures may be adopted by a majority vote. They can be suspended for the duration of any session by a majority vote.



Continued.....

- Refer to the NYS PTA Resource Guide, Section 7, where Procedures are described in detail and samples are given
- Procedures for your association must conform to the Bylaws of your association
- Procedures are developed and maintained within your unit or council making them easier to develop or change



- The procedures are to be considered a living document and updated to reflect the work of unit or council.

One way to keep your procedures organized is in a loose-leaf binder- items can be edited easily, added and copied. The president and the secretary should keep updated copies.

KNOW THE
RULES!





How to Get Started



- If you do not have procedures, form a committee to start your work
- This can be a multi-year process – Take your time because you want them to be thorough
- Each chairman and officer can be asked to contribute information pertaining to their position. Any changes or additions can be brought to the executive board for approval at any meeting



Quiz



- What is the process for approving the bylaws?
- What is the process for approving the procedures?
- When must general meetings be held?
- Where would you find the makeup of the Nominating committee? Bylaws committee?



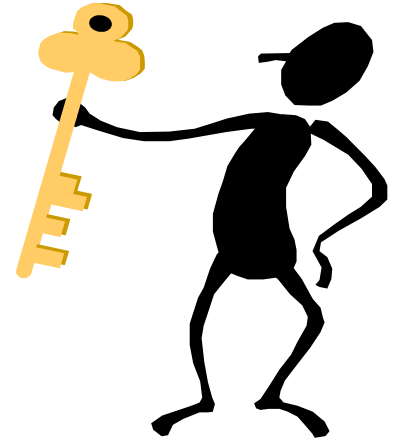
Let's Write Some Procedures

Let's list some procedures for a
Bylaws Committee





Questions?



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