



# **Bylaws and Procedures Navigating Your Way Through the PTA**

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**NYS PTA Webinar**



## 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 they 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, insurance and membership payments must be made and a 990 must be filed*
- If any one of these 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.
- These must be presented to the membership and approved by a 2/3 vote
- Once approved, 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



## For example

For the nominating committee, the **Bylaws** list the number of members, from which part of the organization, when they are elected and when they must report. (i.e. 3 members, 1 from the executive board, and 2 from the association)

**Procedures** can give details about the meeting, how the committee will do its job, exactly how the slate of officers is reported and what is done at the election meeting – details that will help the committee do its job properly



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

An efficient 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 will 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. As you move forward, any changes or additions can be brought to the executive board for approval at any meeting



## Let's look at an example

- You have a plant sale in May – how does the chairman know what to do? If you have well-written procedures, then the past chairman will have kept a folder with information to pass on.
- The new chairman brings this information to the committee and they look it over and can assign tasks that need to be done
- While the event is in the planning process the chairman should take notes of any changes that they had to make (i.e. –changing of the vendor due to pricing issues)
- At the conclusion of the event, the chairman brings the edited procedures to the executive board for approval



# Quiz

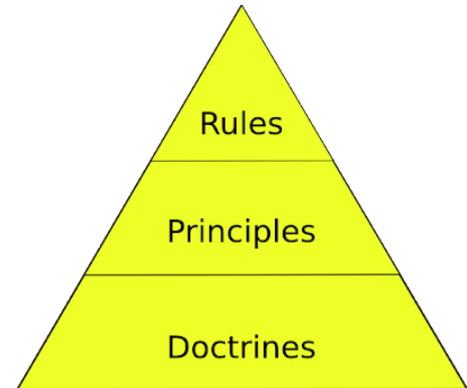


- What is the process for approving the bylaws?
- What is the process for approving the procedures?
- When must general meetings be held?
- Where would you find the makeup of the Nominating committee? Bylaws committee?



# Let's Write Some Procedures

Let's list some procedures for a  
Bylaws Committee





## What questions would you need to answer in order to create procedures for the bylaws committee?

1. How many members on the committee?
2. Who will be the chairman?
3. What is their charge?
4. When will they need to complete their work?
5. When will they need to report to the Executive Board?

\*\* (Check your bylaws, what does it say about a bylaws committee?)

*The president shall: In cooperation with the executive committee, appoint the committee chairmen including all special committee chairmen...*

(bylaws are considered a special committee-appointed for a specific task)

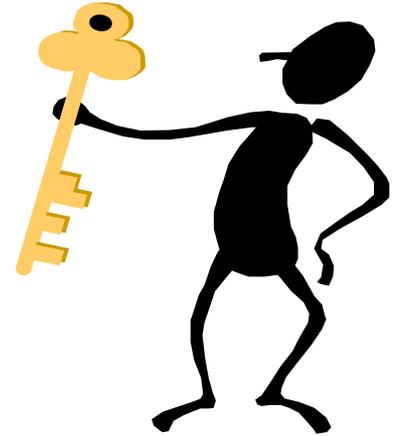


## Bylaws Committee

1. Three members will be appointed by the executive committee no less than 6 months prior to the expiration date of the bylaws. The chairman will be appointed by the president
2. A copy of the current bylaws will be given to the committee
3. The committee will look at the current bylaws and bring to the executive board any potential revisions, accompanied by a rationale for the changes
4. The committee must complete their work no later than two months prior to the expiration date of the bylaws
5. The chairman will present these changes to the membership for discussion and approval no less than 30 days prior to the expiration date of the bylaws
6. The committee chairman will be responsible for completing the bylaws using the Bylaws Wizard and sending the signed cover sheet to the Region Bylaws Chairman once they have been approved by the membership



## Questions?



NYS PTA Website – [www.nyspta.org](http://www.nyspta.org)

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