

STEPS TO UPDATING BYLAWS

Bylaws must be adopted by the unit or council and approved by New York State PTA every three years for the unit or council to remain in good standing. Don't be intimidated by bylaws. Follow these steps and you'll be done before you know it.

- **The Bylaws Wizard link is now located in MemberHub. Login and click your Admin Console button and look in the right-side navigation bar. It can also be found on the [NYS PTA website Bylaws/Procedures page](#)**
- Form a bylaws committee of 3-5 members including the chair. Use experienced people on the committee as well as newer members. Form the committee early so that the members can attend a region or state bylaws workshop.
- The chair should:
 - a. Secure a copy of the most recent state approved bylaws. The president and secretary should have official copies signed by the State Bylaws Coordinator.
 - b. Consult executive board members for possible changes. Bylaws should reflect the way your unit or council operates.
 - c. Make a copy of the existing bylaws and any recommended changes for every member of the committee so they can be reviewed prior to the meeting.
- The committee members should review the existing bylaws and consider any recommendations submitted by the executive board or membership.
- Bylaws should:
 - a. Meet the needs of the unit or council. The intent must be clear.
 - b. Not give detailed instructions for carrying out each provision. Detailed instructions are better handled in unit or council procedures that can be modified at the local level. These procedures, after adoption, complement the bylaws by defining how the unit or council operates.
- As information is entered into the Bylaws Wizard, appropriate data or sections of text are added to the bylaws document. When you finish the Bylaws Wizard, a draft of your bylaws will be emailed to the address provided and the document will be automatically submitted electronically for approval.
- Review the bylaws document that was generated and emailed to you. If you find anything that needs to be changed or corrected, please contact your Region Bylaws Chair and they will make the changes for you in the system. **DO NOT GO THROUGH THE WIZARD A SECOND TIME AS TO AVOID DUPLICATE RECORDS.**

- **Bylaws must be completed in the Bylaws Wizard for review by the Region Bylaws Chair prior to the adoption by the membership.** The membership must receive 30 days' notice of a meeting at which they will vote on any proposed changes or, if there are none, the proposed re-approval of the existing bylaws.
 - a. Unit proposed bylaws are submitted to all members and must be approved by 2/3 vote of members present and voting at a general membership meeting.
 - b. Council proposed bylaws are submitted to all member units and must be approved by 2/3 vote of members present and voting at the member units' general membership meetings.
- **Once the bylaws are adopted, the President and Secretary must sign the cover page and add the adoption date. Make a copy for your records and then mail or email the signed cover page to your Region Bylaws Chair (contact information is available on the Bylaws/Procedures page) This should be done as soon as possible after the adoption by your unit.**
THE COMPLETED BYLAWS WILL NOT BE APPROVED UNTIL THE SIGNED COVER PAGE HAS BEEN RECEIVED!
- Do not make additional copies for distribution until the state approved bylaws are received via email. Bylaws become effective on the date of approval by the State Bylaws Coordinator.
- The Region Bylaws Chair will review the bylaws and once region approved, the bylaws will then be available electronically for the State Bylaws Coordinator to review and approve. Any questions or issues will be addressed during this process before state approval is given.
- Once your bylaws are approved by the State Bylaws Coordinator, you will automatically receive the approved document via email. This is your official document, and a copy should be placed in both the President's and Secretary's binders.
- Units can make additional paper or electronic copies for members as appropriate and may place a copy on file in the school office and/or library. Councils should provide a set of approved bylaws to each member unit.
- Bylaws are valid until the expiration date shown on your bylaws cover sheet and the expiration date is also listed in your unit information on MemberHub. Bylaws can be reviewed and renewed at any time. However, every three years they must be renewed, whether revised or not.
- **Important Reminder: If your new or amended bylaws have included a change in membership dues amounts, you will also need to update these amounts in your MemberHub Store Admin.**

Changes in mandated articles and sections are voted upon by delegates at the National PTA and New York State PTA conventions and automatically become part of your current bylaws. Unit or council members should be made aware of changes in mandated sections.