

Helpful Tips to Updating Your Unit/Council Bylaws

- Bylaws are renewed every three years. The date is three years from your last approval date which is stamped on the last page of your current bylaws.
- Form a bylaws committee and read the *Procedures for Bylaws Review*. This were attached to this email and are available on the Missouri PTA website; <https://mopta.org/accordion-slider/mopta-tools-documents-forms-and-videos/>
- Electronic files of your current bylaws and the *Suggested Bylaws* have been provided to you with this notification email from Missouri PTA.
- Open both documents and view side by side if possible so you can easily compare the two.
- Use the *Suggested Bylaws* as the document to update in order to create your updated bylaws draft. It contains the latest approvals from the state and national level and are designated in the # sections.
- Automatic amendments (designated with # symbol) are required portions of the bylaws and must be verbatim, including any # symbols.
- The term “**local PTA**” is a general term that is used throughout the bylaws which covers both PTA and PTSA; do **not** substitute “local PTSA” in the required portions.
- Wording that requires modifying is in **(red, bold)** type.
- For “**local PTA name**” use the full name of your PTA, e.g. “John Kennedy PTSA” in every article as requested. Do not use a nickname or shorten version, e.g. JK PTA.
- Make sure the bylaws title has your PTA’s full name (not just your school or a PTA nickname.) Use “PTA” or “PTSA” as appropriate.
- Generally, your old sections of non-required portions are carried over to your new document. Copy and paste these sections into your new document.
- Any changes made to non-required sections must be presented as amendments and voted on by your general membership as dictated in your bylaws (see article titled “Amendments” in your bylaws, it is often the last article.)
- Remove the underline, **bold**, and **color** if any, from the fill-in-the-blanks. Some information in *italics* is instructional only and should be deleted from your final copy.
- **Bylaws Committee**—Fill in PTA name and region. List the bylaws committee chair and members. Signatures are not required to the state. Note the date the unit voted approval of any changes to the bylaws.
- **Index**—This page is for your reference and page numbers will probably need to be adjusted.
- Electronic unit bylaws should be saved as a Word document and renamed after the general membership has approved them. Example: Show Me State PTA bylaws.doc
- **Cover Sheet**—Fill out all areas. It is the only means we have to know who to contact if there are questions.
- **Submit** bylaws for approval by emailing an electronic copy of the bylaws and the cover sheet to office1@mopta.org
- **Corrections**—Bylaws will be reviewed for required portions, for conflict with required portions, for conflict within non-required portions, and for “common sense.” Your bylaws may be returned for corrections. You will have 45 days to make any corrections, and your PTA will have temporary “good standing” during this time. Corrections should be resubmitted electronically by email with subject line - (Unit Name) Bylaws resubmitted.
- Bylaws are effective after you receive the state approval.