

## PROCEDURES FOR BYLAWS REVIEW

**Bylaws must be renewed every three years.** Your bylaws due date is three years from your last approval date, stamped on the last page of text of your current bylaws. Missouri PTA will send a reminder email the unit president about four months ahead of the due date. Units with expired bylaws will not be eligible for Reflections, Membership Awards, Parent Involvement Awards, Unit/Council Awards, etc.

**Form a bylaws committee.** The Bylaws Chairman may already be the duty of an officer, or may be appointed by the board. The committee should be formed in time to allow for committee meetings, and if amendments are needed, time for due notice and general membership approval at a regular meeting.

**Compare the unit bylaws** with the most current *Suggested Bylaws for Units/Councils*. The current bylaws should be on file with your PTA secretary or bylaws chairman. A copy of your bylaws is available upon request and *The Suggested Bylaws for Units/Councils* will be included with the reminder email from Missouri PTA.

**Automatic amendments** are indicated with a number symbol (#) in the *Suggested Bylaws*. These amendments that were approved by the convention body and are required portions of the bylaws. Carefully compare your bylaws for accuracy. These sections must be verbatim, including any # symbols. These amendments do not require any action other than to inform the general membership that these updates have been included. It **is** necessary to include these amendments into your bylaws, but **NOT** necessary to submit them to the state as an amendment.

**Amendments.** Much of the content of the *Suggested Bylaws* does not carry symbols (#) and these sections are not required, but are merely suggested. Any changes that you make to your current bylaws in these areas are amendments and will require a vote of the general membership, even if you follow the *Suggested Bylaws* wording. Approval by the general membership should be as prescribed in your bylaws, including previous notice and a vote at a regular meeting. (*See your bylaws article: Amendments*)

The final draft will be a new document that should be prepared and proofread carefully. Once prepared, and voted on by the general membership if necessary, the bylaws must be sent in for state approval.

**State Approval Process.** Amendments or revised bylaws must be submitted for the approval of the state PTA. Please submit by email to [office1@mopta.org](mailto:office1@mopta.org) in word format to allow for editing. Be sure to include the Bylaws Cover Form.

**Your bylaws will become effective upon approval by the state procedures and bylaws chairman.** Once approved, you will receive a copy back with the official stamp and a new approval date. This approved copy should be kept by the secretary and copies distributed to the officers and chairmen of the board and to interested members.