

AMENDMENTS TO BYLAWS

Bylaws amendments are the means to change bylaws that have been previously adopted. Bylaws may be amended by adding words at the end of a phrase, by insertion between words, by striking words and inserting different words, or by substitution. Such amendments are offered in the form of motions, require previous notice and general membership approval. Amendments become effective after approval by Missouri PTA.

Previous notice is required to amend bylaws. Previous notice gives members a chance to consider the amendment(s) before voting. The length of the previous notice will be listed in your bylaws article “Amendments” (usually the last article.) Some bylaws require notice be given at the ‘previous meeting’ and others will require a time frame such as ‘30 days.’ At the time of previous notice the proposed amendment(s) should be offered in their entirety (in writing) but discussion, further amendment and voting are usually delayed until the general membership meeting.

Proposed amendments should be offered so that members will understand the current wording, what changes are to be made and the rationale. The amendments can be in the form of adding words to the end, inserting words, striking out words and inserting others, or by substitution. If more than one change is needed in a sentence it is best to strike the entire phrase and insert the complete new phrase. The use of a written description followed by an illustration using ‘columns’ or ‘tables’ along with editorial marks will help clarify the proposal (see examples on the next page.) A **second** is required unless the proposal comes from a committee.

Amendments to the proposed amendment can be made at the general membership meeting. If the amendments are many or complex, having written copies or some method for members to follow along is recommended (such as the use of an overhead projector.) The presiding officer should ask for the proposed amendment to be read, and then call for discussion. Further amendments (called secondary amendments) to the proposed amendments can be made at that time, if made within the scope of the original amendment. Each secondary amendment requires a second and each must be voted upon individually before a vote is taken on the finalized amendment.

Approval of bylaw amendments requires previous notice and a 2/3 vote at a general membership meeting. A quorum (as defined in the article on “Meetings”) must be in attendance. Of those members in attendance who choose to vote, 2/3 must vote in favor for the amendment to be adopted. Those members in attendance who choose to abstain are not counted in the vote.

Missouri PTA must make final approval of amendments before they become effective. Submit an **Amendments Cover Form** and **one electronic copy or two hard copies of each page** of the bylaws where the amendments are located, with the amendments already typed in. If there are many amendments, you may send a complete set of bylaws. Once approved, a copy with the approval stamp will be returned to you.

SAMPLE AMENDMENTS AND SAMPLE STYLES OF ILLUSTRATION

To add words at the end:

Article VII, Section 2b Amend by adding “and will serve as council delegate.”	
Current wording:	Proposed wording:
The first vice president shall chair the fall carnival and the spring dance.	The first vice president shall chair the fall carnival and the spring dance <u>and will serve as council delegate.</u> ”
Rationale: The duties of the first vice president have been increased.	

To strike out words:

Article VII, Section 2b Amend by striking “and the spring dance.”	
Current wording:	Proposed wording:
The first vice president shall chair the fall carnival <u>and the spring dance.</u>	The first vice president shall chair the fall carnival.
Rationale: The spring dance has been discontinued.	

To substitute a new section due to more than one change at once:

Article VII, Section 2b Amend by striking section b and inserting a new section b.	
Current wording:	Proposed wording:
<u>The first</u> vice president shall chair the <u>fall</u> carnival and the spring dance.	A vice president shall chair the carnival and spring dance.

Rationale: The assignment of duties and the timing of the carnival should be flexible depending upon circumstances.

To strike words and insert new words:

Article V, Section 7 Amend by striking “\$3.75” inserting “\$4.75.”

Current wording:

Each member shall pay annual dues of \$3.75. The amount includes the national portion and the state portion.

Proposed wording:

Each member shall pay annual dues of \$4.75. The amount includes the national portion and the state portion.

Rationale: This will allow our collection of the same local portion of dues after the state portion of the dues increases \$1 as of 7-1-04.

To substitute a new section due to a revision:

Article V, Section 7 Amend by striking the first sentence and insert a new section.

Current wording: Each member shall pay annual dues of \$3.00. The amount includes the national portion and the state portion.

Proposed wording: Each adult member shall pay annual dues in the sum of the national portion, plus the state portion, plus \$1.00 local dues rounded up to the nearest whole dollar. Each student member shall pay annual dues in the sum of the national portion plus the state portion.

Rationale: The use of a calculated dues amount will relieve the PTA of having to amend the bylaws each time there is an increase in the state or national portions of the dues. To encourage student memberships, the minimum of dues will be collected.