

# Kentucky PTA

## Procedure for Bylaws Renewal and Bylaws Amendments

### **Creating Proposed Bylaws**

To remain in good standing, your PTA/PTSA must renew its bylaws every five years. In addition, there are often other times when your PTA/PTSA may wish to amend its bylaws. Here is the procedure:

1. Check the renewal date on the last page of your official bylaws copy—the copy with the signature of approval. If your renewal date will be five years old before the end of the school year, your bylaws need to be renewed.
2. Form a committee to review and update your bylaws (or prepare amendments between renewal dates).
3. Use the “Local bylaws template” or the “Electronic version” of the local bylaws template to prepare proposed changes from previous bylaws. The format templates can be found at [www.fcps.net/pta](http://www.fcps.net/pta) under “Bylaws & Procedures.” Please note that the latest template will have slight changes from your current bylaws. Be sure to read through the entire document.
4. Bring the proposed changes to the board for approval before presenting to the general membership. [Reminder: the board has the authority to propose bylaw amendments, but does not have the authority to approve them. Only your membership can do that.]

Do not retype the bylaws, simply fill in the blanks. If you need to add sections to the bylaws you may use the lined space at the end of the bylaws or attach extra pages. Remember that all articles and sections with a pound (#) sign must be included in your bylaws verbatim. There are no exceptions.

### **Voting on Proposed Bylaws**

After the proposed bylaws have been approved by the board, they must be voted on by the general membership. The following steps must be taken:

1. At least 30 days before the general meeting at which the bylaws are to be voted on, do either of the following:
  - a. announce the proposed bylaws changes at a general meeting, reading both the current bylaw and the proposed bylaw for each change; or
  - b. send a letter or newsletter to your members with the proposed bylaws changes, printing both the current bylaw and proposed bylaw for each change.

*Example: (From Bylaws change to Kentucky PTA Bylaws 2006)*

*Proposed Amendment No. 1*

*Article IX: Board of Directors, Section 3*

*Proposed Bylaws Amendment: Add 3d. Member must complete and sign a Conflict of Interest Policy Statement, which will be kept on file in the Kentucky PTA office.*

*Rationale: To be in compliance with expected procedures for non-profit board members.*

2. Present the amendments for approval at an open general meeting of your PTA/PTSA, to which all your members (your PTA's/PTSA's governing body) have been invited, and at which a quorum is present.
3. Present each proposed bylaw change separately and vote on each separately.
4. The vote must be taken by asking those for the change to rise and say aye, and then those opposed to rise and say no. A two-thirds (2/3) vote is required for the change to pass.

## **Getting Approval for Renewed Bylaws**

Now that your bylaws have been voted on and accepted by the membership, they need to be sent to the Kentucky PTA for approval. They can be sent using the printed form or electronically.

- **Electronic Process (Recommended Process)**  
If using the electronic version of the bylaws template, type in all the blanks as per the membership vote. Type the names of the president and the secretary onto the last page of the form. Email the completed bylaws template and the minutes from the general membership meeting to [arkesler24@gmail.com](mailto:arkesler24@gmail.com) and cc the district bylaws chair.
- **Printed Form Process**  
Send three (3) copies of the bylaws approval form; three (3) signed copies of the approved bylaws; and three (3) copies of the minutes of the general membership meeting to the Kentucky PTA. Be sure the president and secretary sign the last page and keep a fourth copy for your PTA/PTSA.

Note: The minutes of the general membership meeting where the bylaws vote was held must specify that a quorum was present; that 30 days' prior notice was given to the membership of the meeting to approve the bylaws; and that a motion was made and approved that the bylaws were accepted.

Your bylaws or amendments will go into effect as soon as they are approved by the Kentucky PTA. Your PTA will be sent an official copy with a date of approval. Kentucky PTA is moving to a method where all approvals of bylaws renewals and amendments will be returned via email.