

BYLAWS

Chair-Joan Wabnik bylaws@suffolkpta.org 631-793-5677

All units and councils must have PTA bylaws under which they operate. The bylaws must be updated every 3 years to keep your unit or council in good standing with the State and National PTA. Bylaws are the backbone of your association. Bylaws form the legally binding document that governs an association and cannot be suspended for any reason. Bylaws are designed to help a PTA group function in an orderly manner. Every member of an association board should have a copy of the bylaws and be familiar with them

Follow these steps and you will be done before you know it.

The link below is to the NYS PTA website and will direct you to the BYLAWS WIZARD for step-by-step instructions. All officers receive a reminder email when bylaws are coming due.

<https://nyspta.org/home/pta-leaders/awards-and-recognitions/2020-celebration-of-the-arts/bylawsprocedures/>

1. Form a bylaws committee of three to five 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.
2. 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.
3. Unit proposed bylaws are submitted to all members and must be approved by two-thirds vote of members present and voting at a general membership meeting.
Council proposed bylaws are submitted to all member units and must be approved by two-thirds vote of members present and voting at the member units' general membership meetings.
4. 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!**
5. Once approved by your Region Chair it is sent to the NYS PTA Bylaws Chair for approval. Once approved by NYS PTA you will receive a copy with the signature of the NYS PTA Bylaws Coordinator and a new expiration date.
6. Amendment instruction can also be found on the nyspta.org website and does require additional paperwork,

Please contact me with any questions, concerns or need a copy of your unit or council bylaws. Any unit/council with the latest expiration date 7/1/22 must be completed before the end of school.

