

STEPS TO UPDATING BYLAWS

Bylaws must be adopted by the unit or council and approved by Connecticut PTSA every three years for the unit or council to remain in good standing.

Don't be intimidated by bylaws. Follow these steps and you'll be done before you know it.

- ◆ Form a bylaws committee of **3-5** 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.

- ◆ The chair should:
 - a. Secure a copy of the most recent state approved bylaws. The president and secretary should have official copies.
 - b. Consult executive board members for possible changes. Bylaws should reflect the way your unit or council operates.
 - c. Make a copy of the existing bylaws and any recommended changes for every member of the committee so they can be reviewed prior to the meeting.

- ◆ The committee members should review the existing bylaws and consider any recommendations submitted by the executive board or membership.

- ◆ Bylaws should:
 - a. Meet the needs of the unit or council. The intent must be clear.
 - b. Not give detailed instructions for carrying out each provision. Detailed instructions are better handled in unit or council procedures that can be modified at the local level.
 - c. These procedures, after adoption, complement the bylaws by defining how the unit or council operates.

- ◆ Go to the CT PTSA PTA website at: www.ctpta.org. Click on the Bylaws EZ button on the homepage. The Bylaws Wizard will walk you through a series of easy questions. Normally, all information can be completed within 10 to 15 minutes.

- ◆ As information is entered to Bylaws EZ, appropriate data or sections of text are added to the template. As the final step in this process, a completed draft template of your bylaws is available for printing or review. The committee should review this draft and repeat the process until the final draft meets all committee concerns.

- ◆ 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 reapprove of the existing bylaws.
 - a. Unit proposed bylaws are submitted to all members and must be approved by a 2/3 vote of members present and voting at a general membership meeting.
 - b. Council proposed bylaws are submitted to all member units and must be approved by a 2/3 vote of members present and voting at the member units' general membership meetings.