

## Updating a Unit's Bylaws

(If the unit's name changes, the bylaws must be updated.)

Please follow these steps to update your bylaws.

1. Download a copy of the Local Unit Bylaws template from our website: [www.MissPTA.org](http://www.MissPTA.org). If you need assistance or if you would like the MS PTA to send you a copy of blank PTA bylaws, call the state office at: 601.352.7383 (Jackson area) or 1.800.795.6123 (toll free).
2. Fill in the blanks as they apply to your local unit. Please complete the bylaws to reflect how your unit is operating currently. For tips see the other side of this paper. Completing the bylaws in your own handwriting makes it easier for us to review and to approve them.
3. **Remember PTA bylaws protect the officers, the board and the PTA by laying out clear rules for operation and accountability.**
4. **Two votes must occur.** First, the PTA board votes to recommend the proposed PTA bylaws to the membership. Second, the membership votes to approve the bylaws.
5. Let your membership know the date, time and location of the membership meeting to approve the bylaws. Let them know they may pick up a copy of the proposed bylaws in the school office. (Make a few copies of the recommended bylaws and leave them in the office.)
6. At the membership meeting:
  - a. be sure someone (usually the secretary) takes minutes of the membership meeting;
  - b. answer any questions about the bylaws and explain any changes since your bylaws were last approved;
  - c. let everyone know the amount proposed for dues;
  - d. allow for a short discussion of the proposed bylaws, especially if there are changes;
  - e. allow members to suggest any amendments to the proposed bylaws (Amendments must be moved, seconded, discussed and then voted on.); and finally,
  - f. have someone move for the adoption of the bylaws (as amended if need be), someone else second the adoption, and then call for the vote. All members may vote. **If necessary, take an intermission to allow people to join as members, then hold the vote.**
7. The PTA president signs and dates the bylaws.
8. Mail **three copies (original and 2 copies)** of the completed bylaws to:

MS PTA  
PO Box 1937  
Jackson, MS 39215-1937

The MS PTA Bylaws Committee will review and approve or reject local unit bylaws. One copy will be returned to the local unit. Other copies will stay on file at the MS PTA office and forwarded to the council office, when available.

P. O. Box 1937, Jackson MS 39215-1937  
120 North Congress Street, Suite 725, Jackson MS

Purple