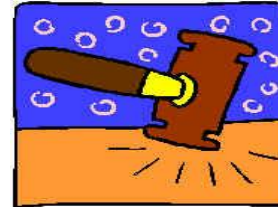




PTA BYLAWS

The bylaws are the fundamental rules of your PTA.



Bylaws are updated every 3 years.

- To retain your charter and standards of affiliation with Maryland and National PTA
- To retain your PTA's 501(c)3 status
- To retain your PTA's incorporation status
- To vote at state and national convention
- To allow your students to participate in the PTA Reflections competition, awards and scholarships

BYLAWS REVISION PROCESS

1. Establish a bylaws committee
2. Have the current PTA bylaws (*need a copy? Email office@mdpta.org*)
3. Get the new bylaws template by calling or emailing MD PTA at 410-760-6221 / email: office@mdpta.org
The template is a fill in the blanks template. Cannot be done on the computer program.
4. Committee will review current bylaws and determine if changes are needed or not needed
5. **Read the instruction page (page 2) carefully.** Pay heed to #2 and #3
Note: any article has a # sign next to it, it may not be changed or moved
6. Committee will present proposed new bylaws to the Board of Directors
Board will approve or send back to committee for revisions.
7. Set the general membership meeting date (30 days notice given) for the vote on the new bylaws by the general membership
8. Inform the general membership where a copy of the proposed bylaws draft can be found during this 30 day period
9. At the general membership meeting, establish quorum as written in your current bylaws in Article XI, Section 4. Vote on updated bylaws. Approval of bylaws and amendments requires a two-thirds vote of members present to be adopted
10. Sign and date bylaws
11. Make 3 copies of signed bylaws
12. -Send original + 2 copies with original signatures on each **plus the minutes from approval meeting** to MDPTA for their approval:

MD PTA Bylaws Committee
5 Central Ave
Glen Burnie, MD 21061

(It is suggested that originals to MDPTA be sent via certified return receipt mail)

-Keep a copy in secretary's files until approved bylaws are returned from MD PTA

FYI:

- ✚ The timeframe for MD PTA bylaws committee approval could be a month or two.
- ✚ Questions: email the MD PTA bylaws chair: bylaws@mdpta.org
- ✚ When approved bylaws are received, each member of the Board of Directors should receive a copy of the approved PTA bylaws for their notebook.