



Instructions to Update Local PTA Bylaws

Bylaws must be adopted by the Local PTA and approved by New Jersey PTA every three years for the Local PTA 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 ask questions. We recommend at least six months prior to the expiration date of the current bylaws.
- The chair should:
 - a. Secure a copy of the most recent state approved bylaws. The president and secretary should have official copies signed by the State Bylaws Chairman. If you are unable to locate a copy, please contact the NJPTA Office at bylaws@njpta.org or 609-587-0100.
 - b. Consult Board of Directors members for possible changes. Bylaws should reflect the way your Local PTA 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 Local PTA. The intent must be clear.
 - b. Not give detailed instructions for carrying out each provision. Detailed instructions are better handled in **Local PTA Standing Rules** that can be modified at the local level. These Standing Rules, after adoption, complement the bylaws by defining how the Local PTA operates.
- Approximately six (6) months prior to the expiration of the bylaws, the chairman and/or president should download the most up to date template from the NJPTA Website at njpta.org.
- The committee should go through the attached Bylaws Worksheet to determine what will be placed in each blank. Then they should fill in the actual Bylaws template and print and save as a draft. The committee should review this draft and repeat the process until the final draft meets all committee concerns.
- The membership must receive 25 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. Local PTA 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. Any changes should be sent to the member's at least 25 days' prior to the meeting.
- Once the bylaws are adopted, the President and/or Bylaws Chairman must ensure that all blanks are filled in and submit the bylaws template via **MemberHub**.
 - a. Sign into your MemberHub Account and Go into the Admin Console
 - b. Click on the right hand side- "**BYLAWS SUBMISSION**"
 - c. Follow the directions on this screen including uploading the document into the google drive folder and completing the blue "**ADDING BYLAWS SUBMISSION**" tab.
- Do not make additional copies for distribution until the state approved copies have been received. Bylaws become effective on the date of approval by the State Bylaws Chairman.
- A copy of the approved bylaws, with the State Bylaws Chairman's signature, and a copy of the approved bylaws in pdf format will be sent to the Local PTA by the NJPTA Office.
- Local PTAs can make additional paper or electronic copies for members as appropriate and may place a copy on file in the school office and/or library.
- Bylaws are valid for three years from the date of approval by the New Jersey PTA Bylaws Chairman. They can be reviewed at any time and resubmitted. However, every three years they must be sent, whether revised or not, at least 60 days prior to date of expiration to the NJPTA Office.