



Instructions to Update Local PTA Bylaws

Bylaws are the documents containing the basic rules of your PTA. Bylaws are required for every organization according to the IRS and the State of New Jersey.

Local PTA Bylaws must be reviewed by your PTA and adopted by your PTA General Membership every three years. This is essential to your PTA's good standing.

To update your Local PTA Bylaws, follow the 7 steps below:

1. Form a Bylaws Committee of 3-5 members including the Committee Chairman. Both experienced and newer members should be on the Committee. We recommend forming the Committee at least six months prior to the expiration date of your current Bylaws.
2. The Committee Chairman should:
 - a. Secure a copy of your PTA's most current Bylaws. The PTA President and Secretary should have official copies. If you are unable to locate a copy, please contact the NJPTA office at Bylaws@njpta.org or 609-587-0100.
 - b. Consult your PTA Board of Directors for proposed changes.
 - c. Bring all proposed changes back to the Board of Directors.
3. The Board of Directors decides which proposed Bylaws changes will be presented to the General Membership. There are very few changes that can be made – most of the language in the Bylaws is fixed.
4. Presenting the Bylaws to the General Membership:
 - a. Whether you are proposing Bylaws changes or keeping your Bylaws the same, they must be voted on and adopted by your General Membership.
 - b. The General Membership must receive 25 days' notice of a meeting at which they will vote to adopt the Bylaws.
 - c. If there are proposed changes, those proposed changes must be sent to the General Membership when they are notified of the meeting.
 - d. Quorum (consult your existing Bylaws) must be met to vote and a 2/3 adoption vote is needed to adopt the changes.
5. Once the bylaws are adopted by the General Membership, the Bylaws Committee Chairman or the President fills out the Bylaws template (to obtain the template contact the NJPTA office at Bylaws@njpta.org or call 609-587-0100). Submit the completed 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 the screen, be sure to upload the document into the Google Drive folder and complete the blue "**Adding Bylaws Submission**" tab.
6. Once approved by NJPTA, an official copy of your Bylaws will be emailed to you and two paper copies will be mailed to you.
7. The President and Secretary must have a copy of the adopted Bylaws at all meetings. The entire Board of Directors should have a copy of the Bylaws and the Bylaws should be made available to any of your PTA members upon request.