

Amending Your PTA Bylaws

Step #1

Regular Membership Meeting of the PTA

Notice of the proposed revised set of bylaws are given at this meeting.

Step #2

Next Regular Membership Meeting of the PTA

Approval of the amendment(s) of bylaws requires a two thirds vote of the members present and voting. A quorum must be present.

Step #3

After approval of the revised set of bylaws by the membership, upload into MemberHub. Include minutes where said amendments were approved.

(Compliance Manager>Submissions)

Step #4

The PTA's revised bylaws are subject to the approval of the Michigan PTA Bylaws Committee. The committee will return the PTA's revised bylaws as either: **approved**, **approved as corrected**, or **disapproved**. Bylaws returned as **approved as corrected** or **disapproved** will include an explanation or instructions to the local PTA.

*To amend your PTA's bylaws, follow the procedure described in the **AMENDMENTS** article of your bylaws.*

Steps #1 and #2 are found in most bylaws.

Check your PTA's bylaws before you start the procedure.

Steps #3 and #4 are the same for ALL PTA's.

Need help? Contact your Council liaison or the Council Bylaws Chair, Nikki Watson at

bylaws@livoniaptscouncil.org