

INSTRUCTIONS for UNIT BYLAWS EZ AMENDMENTS



Amendments may be submitted only if your bylaws have been approved by the New York State PTA within the last three (3) years.

- ◆ Use the Unit Bylaws Amendment Notification Form provided to submit your amendment(s).
- ◆ **Only three (3) amendments can be submitted.** Each individual change is considered an amendment. If bylaws require more than three changes, a revised set of bylaws must be submitted.
- ◆ Amendments that are additions or revisions (changes) to the bylaws must be consistent with existing bylaws.
- ◆ The following instructions correspond to the numbers that appear in the left margin of the Amendment Notification Form.
 - (1) Fill in your NYS PTA unit code (5 numbers)
 - (2) Fill in your Region
 - (3) Fill in your unit name
 - (4) Fill in the expiration date of your currently approved bylaws
 - (5) Fill in the date of the meeting at which the amendment was adopted
 - (6) The President must sign
 - (7) The Recording Secretary (the person responsible for recording the minutes of this meeting) must sign
- ◆ Enter the correct information in both columns on the form: the information from the existing bylaws on the left, and the new proposed amendment(s) on the right
- ◆ Enter your bylaws electronically on the Bylaws EZ website. You must answer each question as your existing bylaws read with the exception of these amendment changes
- ◆ After adoption by a 2/3 vote of members present and voting at a general membership meeting, provided that thirty (30) days' notice has been given, submit the signed and dated Unit Bylaws Amendment Notification Form to your Region Bylaws Chair
- ◆ Print out the Bylaws Cover Page, sign and date it and send to your Region Bylaws Chair along with the Unit Bylaws Amendment Notification Form (**both forms must be mailed – not scanned or emailed**)
- ◆ When sending the amendments as adopted by the unit, include name, address, telephone number and email address of the person to be contacted if there are any questions

Send the following to your Region Bylaws Chair at the contact information below:

Signed and dated Unit Bylaws Amendment Notification Form ~ Signed and dated Bylaws Cover Page

Name _____ Phone Number _____

Address _____

Email Address (to assist with questions) _____