GVPTA SPRING CONFERENCE 2014

BYLAWS

- Bylaws must be renewed every three years for units & councils to maintain “Good Standing” status.

- Bylaws committee selected by Exec Board and must use the Bylaws EZ process

- Process requires reviewing / updating and approval by 2/3 of your members and NYS PTA approval. Members must be given 30 days notice of the meeting to adopt new bylaws.

- **After approval, only the signed cover sheet is sent to GVPTA Bylaws chair. Approved bylaws will be returned to President**
PROCEDURES

- Consider Procedures as a complement to Bylaws

- Refer to the NYS PTA Resource Guide, Section 7, where Procedures are described in detail and samples are given

- Procedures for your association must conform to the Bylaws of your association

- Procedures can be developed and maintained within your unit or council making them easier to develop or change

- See sample Procedures posted on www.nyspta.org in the “Members Only” section
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WHAT ARE ITEMS FOR PROCEDURES

- Enhanced Job descriptions (for officers and chairmen)
- Finance / reimbursements / what is included in budget
- Grant procedures / gifts
- Memberships, e.g. corporate, student, etc.
- Event descriptions
- Timelines

*Anything that will provide guidance and avoid conflicts*
REMEmber

- Bylaws must be reviewed every 3 years but can be done more frequently

- Bylaws option to consider – Co presidents, single secretary, VPs vs Chairmen

- Good to review procedures annually or biannually. Have responsible people give updates. Date stamp each page

- Secretary should maintain copies of bylaws and procedures. Any member has right to a copy