BYLAWS AND PROCEDURES

Presented by:
Gene Kinney

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 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 me. Approved bylaws will be returned to President
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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

- Good to review bylaws, procedures annually or biannually. Date stamp each page of procedures.
- Secretary should maintain copies of bylaws and procedures. Any member has right to a copy.
- Bylaws option to consider – Co presidents, single secretary, VPs vs Chairmen.
- Go to www.nyspta.org and select Bylaws EZ wizard.

QUESTIONS AND ANSWERS

NYS PTA Website www.nyspta.org
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