

## 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.

30 days →

### 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 Givebacks. Include meeting minutes where said amendments were approved. (**Compliance Manager>Enter Compliance 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.*

\*Amending your budget does not require a 30 day wait after the proposed amendment. It can be voted on directly after the motion is presented. As always, a quorum of members must be present.

Need help? Contact your Council liaison or the Council Bylaws Chair, [Andrea Malenfant](mailto:bylaws@livoniaptsacouncil.org) at [bylaws@livoniaptsacouncil.org](mailto:bylaws@livoniaptsacouncil.org)