

# HOW TO UPDATE OR AMEND LOCAL PTA BYLAWS AND STANDING RULES

## General Information about Bylaws

- The bylaws of a PTA contain basic rules relating to the association as an organization rather than to the parliamentary procedure that it follows. These bylaws define the primary characteristics of the organization, prescribe how the association functions, and include all rules that the association considers important to the rights and responsibilities of the membership. These rules cannot be changed without previous notice to the membership and a two-thirds (2/3) vote.
- Since Local PTAs are organized and chartered by the Texas PTA and authorized by the National PTA, certain articles are included in all Local PTA bylaws. The Local PTA bylaws template, which can be downloaded from the Texas PTA website, includes uniform (mandatory) articles and sections for all PTAs. Any amendment made by Texas PTA to the template does not require a vote of the Local PTA membership and should be incorporated promptly into the bylaws.
- Authority to amend the bylaws rests with the membership. Notice of proposed amendments should be furnished to all members 30 days prior to the meeting at which voting on the proposed amendments will occur or presented at a regular meeting where official notice was given of the proposed amendments. The minutes should include exact wording of proposed amendments.

## General Information about Standing Rules

- Standing rules are “related to the details of the administration of a society rather than parliamentary procedure” and may be adopted or changed when needed. These rules have no mandatory wording, contain content dictated by your PTA’s needs, and may be modeled after the Sample Standing Rules found on the Texas PTA website.
- To adopt the standing rules requires a majority vote without notice. To amend requires a two-thirds (2/3) vote without notice or a majority vote with notice. Exact wording should be included in any notice and in the minutes.

## Help is Available

You may contact a member of the Texas PTA Bylaws Committee for consultation before presenting proposed amendments to your PTA’s membership.

## Updating Your Bylaws

- If you would like your bylaws updated to the current template, complete the [Bylaws Request Form](#). The bylaws will be sent to you on the updated template with an approval stamp dated when your bylaws were last reviewed and approved by Texas PTA.
- If you would like for Texas PTA to review and approve your bylaws and update to the new template, complete the Bylaws Submission Form for Updating Your Bylaws. Once reviewed and approved, the bylaws will be sent to you on the updated template with an updated approval stamp.

## Amending Your Bylaws

Form a Bylaws Committee of experienced and knowledgeable PTA members following the information about forming a special committee found in the Local PTA’s bylaws. Secure a copy of the Local PTA’s existing bylaws from Texas PTA using the [Bylaws Request Form](#) and make enough copies for everyone on the committee.

- Review existing bylaws and compare them to the [Local PTA bylaws template](#). The Local PTA bylaws template shall be incorporated by the Local PTA and must be *verbatim* (*exactly word-for-word*). Local PTAs do determine specific information as listed on the Bylaws Made Easy form. Note: The current bylaws template and Bylaws Made Easy Form are posted at [www.txpta.org/members/bylaws.html](http://www.txpta.org/members/bylaws.html).
- Consider recommendations submitted by the executive board or membership to see whether
  1. they meet the needs of the Local PTA;
  2. their intent is clear; and,
  3. they are not in conflict with or an addition to the bylaws template.
- The [Bylaws Made Easy Form for Local PTAs](#) shall be used to submit the choices made by the Local PTA. All items must be filled out whether amended or not.

- Present proposed bylaws or amendments to the membership and follow the process as required in Article XV, Section 1:

“These bylaws may be amended at any meeting of the association, provided a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of each proposed amendment shall be provided to the membership through regular publicity channels thirty (30) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting. The amendment shall be subject to approval of the Texas PTA.”

### **Adopting or Amending Standing Rules**

Form a Standing Rules Committee of experienced and knowledgeable PTA members. Secure a copy of the Local PTA’s existing bylaws and standing rules from Texas PTA using the [Bylaws Request Form](#) and make enough copies for everyone on the committee.

- Review existing and current bylaws and standing rules. Both documents should be reviewed since they both contain information as to the structure and governance of the PTA. If no standing rules exist, [Sample Standing Rules](#) may be found on the Texas PTA website. Specific guidelines are provided for [scholarships](#) and [projects/events](#), such as Project Graduation.
- Consider recommendations submitted by the executive board or membership to see whether
  1. they meet the needs of the Local PTA;
  2. their intent is clear;
  3. they are not in conflict with nor repeat any item in the bylaws; and
  4. they follow Texas PTA procedures and guidelines contained in Texas PTA publications.
- Present proposed standing rules or amendments to the membership. For adoption, a majority vote is required. For amending, with notice, a majority vote is required. For amending without notice, a two-thirds (2/3) vote is required.

### **Upon Approval of the Membership**

- Send the following to the Texas PTA:
  1. [Bylaws Submission Form](#),
  2. [Bylaws Make Easy Form](#) with information approved by your membership, all items must be entered, noting amended items by checking the applicable box(es) to the left;
  3. Standing Rules (if your PTA has them).
- These documents can be submitted online at <http://www.formsite.com/txpta/form423806932/index.html> (preferred), via email to [bylaws@txpta.org](mailto:bylaws@txpta.org) or by mail to the following address: Texas PTA, 7600 Chevy Chase Drive, Building Two, Suite 300, Austin TX 78752.
- The bylaws and/or amendments are *not official* and should not be implemented until your PTA receives a stamped, approved copy signed by the Texas PTA President.