

INSTRUCTIONS for UNIT or COUNCIL BYLAWS AMENDMENT

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

Only three (3) changes total over the 3 year period can be made as an amendment. Amendments do NOT change the existing Bylaws expiration date.

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.

Steps to Complete an Amendment:

- Print an Amendment Form from the NYS PTA Website [here](#).
- On the left hand side write in what currently exists in your bylaws and then on the right hand side, write in your proposed amendments.
- Using the “Bylaws Wizard” button, go through the wizard and enter everything the same as before except for the amendments you are proposing.
- Once you completed the Bylaws Wizard, your bylaws are submitted electronically to the region for approval and a document draft is emailed to you.
- If you find any mistakes in your document, PLEASE DO NOT GO THROUGH THE WIZARD A SECOND TIME TO AVOID DUPLICATE RECORDS. Contact your [Region Bylaws Chair](#) who can make changes on your behalf and resend your document draft.
- After your Amendment is voted on by membership and adopted, you will need to mail or email the signed Amendment Form AND the signed Bylaws Cover Page to your Region Bylaws Chair to start the approval process.
- Once approved by the Region, the document is sent to the State Bylaws Coordinator for review and approval.
- Once approved by the State, you will receive a Signed Approved Bylaws document.