

## **IT'S EASY TO UPDATE BYLAWS!!**

Bylaws are an IRS requirement and must be reviewed, at a minimum every three years. It is always a good idea to review your local unit bylaws at the beginning of each new year. If you need a copy of your bylaws, send an email to [info@floridapta.org](mailto:info@floridapta.org).

Your Bylaws must be current (approved within three years) to be eligible for Florida PTA awards, participate in Reflections (at County/State/National levels); apply for scholarships, etc.

The procedure to update bylaws is as follows:

A committee is formed to review your current bylaws.

### **If there are no changes:**

A new (2016-2017) bylaws form is completed, signed by the President and Principal (or designee), dated and then sent to the state office. Easiest method is to scan and upload the bylaws using the online submission form. The link is: <http://www.floridapta.org/running-your-pta/bylaws>

At the next general meeting, a report needs to be made that the committee reviewed the bylaws, no changes were made, and the bylaws were sent to state for approval.

### **If there are changes to the bylaws:**

Complete a new (2016-2017) bylaws form, and present to your board for review and then it goes to the general membership to approve.

**Please note:** 30 days prior notice must be given to your membership of any proposed bylaws changes. Notification of the changes and the meeting date and time, can be done via email, posting at school, in newsletter or other methods used by PTA to get information to members.

At the general meeting, the bylaws are voted on, and if approved, signed by the President and Principal (or designee), dated and sent to the state office for approval.

After approval by Florida PTA, a copy of your approved bylaws will be emailed to you.

If you have any questions, let us know. Email: [info@floridapta.org](mailto:info@floridapta.org) or [compliance@floridapta.org](mailto:compliance@floridapta.org).