



Process & Script for Amending Bylaws (Example Used: Membership Dues Increase)

Giving Notice

Bylaws changes must be voted on by your *General Membership*. The *Membership* needs to be given a 30 day notice of the vote for any amendment to the Bylaws. This notice can be accomplished via your news blast as well as by posting something at the front office. Decide the date of the meeting where the change will be proposed, and count back 30 days from there. Note that only those items in your bylaws that are underlined can be amended by a local unit.

The wording will be something like this:

Proposed Bylaws Amendment: Amend Article V: Membership and Dues, Section 7 to read "Each member of this local PTA/PTSA shall pay annual dues of \$5.00 to said organization"

Rationale: With the increase in dues to National PTA effective June, 2011, and the Georgia PTA dues increase that took effect in July, 2012, we are asking for this increase so we can continue to keep our share of membership funds to provide the programming necessary for the needs of our students. Our current rate of \$4 is below what many of our peer PTAs are charging.

At your meeting, the proposed Bylaws Amendment will be an item under "New Business". The presiding officer will basically read what you have posted, starting with "The next item of business is our proposed

bylaws amendment. As communicated to our membership, we would like to amend Article V....."

Ask for a vote - a voice vote should be adequate. However, the local unit secretary should come to every meeting with ballots and a list of members, so if a ballot vote is required, people will show their membership card, receive a ballot and vote. Have tellers ready to count ballots.

Once voted on and passed, the Bylaws Amendment Form (http://www.georgiapta.org/wp-content/uploads/2013/08/Bylaws_Amendment_Form.pdf)

should be completed, signed and sent to GA PTA for approval. The proposed increase is not effective until the local unit receives notification from the state office.

Once the notification is received, all Board members should receive a copy of the updated bylaws.