

1. My PTA's bylaws expire this school year (3 years from last approval).

2. The parliamentarian or president sends the bylaws to the PTA members asking for suggested changes.

3. The parliamentarian or president makes suggested changes.

4. Send the bylaws to New Mexico PTA.

5. NMPTA will review the bylaws.

6a. If the bylaws are not approved, NMPTA will contact you with suggested changes.

6b. If the bylaws are approved, you may take the bylaws to your membership for approval.

7. Post bylaws for 10 days for membership review (newsletter, bulletin board, email, etc).

9a. If the bylaws are not approved by membership, return to step 2.

8. At a general membership meeting, vote on the changed bylaws.

9b. If the bylaws are approved, the president signs and dates them.

10. Send the signed bylaws back to NMPTA and wait for your "officially approved" copy (it will be signed and stamped by NMPTA).

Steps to Update New Mexico Local PTA Bylaws

Congratulations!