

How to update your bylaws

1. During a General Meeting vote about the following:
2. Term length for officer
 - a. Vote on
 - i. 1 year term
 - ii. 2 year term
3. Election Month
 - a. Vote on
 - i. April
 - ii. May
4. Dues Amount (state and national dues total \$4.75)
 - a. Vote on the amount you choose but at least \$4.75
 - b. Dues Amount approved _____
5. Quorum Size (Minimum is 3 and must be an odd number)
 - a. Vote on your number you want to be your minimum number to conduct business
 - b. Quorum Size _____
6. Number of VPs
 - a. Vote on the number of VPs permitted
 - i. 1 VP
 - ii. 2 VP
 - iii. 3 VP
7. Make note of the date your membership approved these items.

8. Find your Federal FEIN number to use when submitting the form

9. Decide as a board what secondary email address should be listed

10. Fill in WV PTA Bylaws Update Google Form found on our website
 - a. westvirginiapta.org/bylaws.shtml
11. Documents will be created after the form submission. Document will be emailed to the submitter and the alternative email for review. This is an automated process if you do not receive the documents within 90 minutes. Please reach out to bylaws@westvirginiapta.org that you have submitted your form but not received the draft document. The email will come from bylaws@westvirginiapta.org so be sure that you have that address contact list as some spam filters might block it otherwise.
12. Email bylaws@westvirginiapta.org with any concerns with the documents or questions
13. Wait for the approval email
14. Upload the approved bylaws to givebacks compliance area
15. Repeat the process as your bylaws need to be updated.