



Bylaws of the City High Middle School PTSA

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City:	Grand Rapids	County:	Kent
Council:	Greater Grand Rapids Area PTA	Region:	C
National PTA ID#:	00026202	EIN:	38-2789744

Article I - Name

The name of this organization is **the City High-Middle School Parent-Teacher-Student Association** (PTSA), Grand Rapids, Michigan. It is a local PTA unit organized under the authority of the Michigan Congress of Parents and Teachers, (Michigan PTA), a branch of the National Congress of Parents and Teachers (National PTA).

Article II - Articles of Organization

The articles of organization of a constituent organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

Article III - Purposes

Section 1. The purposes of the City High-Middle School PTSA, in common with those of the National PTA and the Michigan PTA are:

- A. To promote the welfare of children and youth in home, school, community and places of worship.
- B. To raise the standards of home life.
- C. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- D. To promote the collaboration and engagement of families and educators in the education of children and youth;
- E. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social wellbeing of all children and youth; and

F. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Section 2. Awareness: The purpose of the National PTA, the Michigan PTA and the City High-Middle School PTSA is promoted through an advocacy and educational program directed towards parents, teachers and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the policies and principles set forth in Article IV and V.

Section 3. Federal Status: The National PTA, Michigan PTA, and City High-Middle School PTSA are organized exclusively for the charitable, scientific, literary or education purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal tax code (hereinafter "Internal Revenue Code").

Article IV - Principles

The following are basic principles of the City High-Middle School PTSA in common with those of the National PTA and the Michigan PTA:

- A. The organization shall be noncommercial, nonsectarian and nonpartisan.
- B. The organization shall work to engage and empower children, families, and educators within schools and community to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- C. The organization shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among parents, schools, and the community at large.
- D. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in National PTA and Michigan PTA.

Article V – Policies

- A. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors.
- B. No part of the net earnings of the organization shall inure to the benefit, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- C. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities which are not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- D. Upon dissolution of this organization, after paying or adequately providing for the debts and obligation of the organization, the remaining assets shall be distributed to one or

more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

- E. The bylaws of all constituent organizations shall prohibit voting by proxy, (unless proxy voting is specified by applicable state law.)
- F. The organization or members in their official capacities shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempt to influence legislation by propaganda or otherwise.
- G. A PTA/PTSA representative shall make no commitments that bind the group he represents.

#Article VI: Relationship with National PTA and Michigan PTA

Section 1. The City High-Middle School PTSA is a branch of the Michigan PTA which is a branch of the National PTA and exists for the purpose of accomplishing, at the local level, the purpose of the National PTA in accordance with its policies. Within the framework of the responsibility that it shares with the National PTA for the implementation of the Objects of the National PTA and its obligations to comply with the Bylaws of the National PTA and the Michigan PTA, the City High-Middle School PTSA is a self-governing organization with independent legal existence.

Section 2. The relationship of the City High-Middle School PTSA with the National PTA and the Michigan PTA and its duties, obligations and responsibilities are set forth in the Bylaws of the Michigan PTA and the National PTA and in the charter that is issued by the Michigan PTA to the City High-Middle School PTSA.

Section 3. The Bylaws of City High-Middle School PTSA and all amendments thereto shall be subject to approval by the Committee on Bylaws of the Board of Directors of the Michigan PTA.

Section 4. The Michigan PTA shall provide appropriate procedures for the organization of local PTAs within its area. The Michigan PTA may determine the membership year for the local PTAs in its area and prescribe the form and content of the bylaws or other articles of organization of such local PTAs.

Section 5. The Michigan PTA may create or establish subsidiary organizations (districts or regions) within its area to facilitate the administration of the affairs of the Michigan PTA and for carrying out its programs and may prescribe the form and content of the bylaws or other articles of organization of such districts (or regions).

Section 6. The Michigan PTA may create or establish councils in counties, cities or other areas designated by its Board of Directors for the purpose of conference, leadership training and coordination of the efforts of local PTA units and may prescribe the form and content of the bylaws or other articles of organization of such council. The local PTA units that shall be eligible for membership and participation in the work of any council shall be determined by the Michigan PTA. Councils shall not legislate for local units.

Section 7. In the event of surrender or withdrawal of its charter by the Michigan PTA, in the manner provided in Article XIX of the National PTA Bylaws, the City High-Middle School PTSA is obligated to:

- A. To yield up and surrender all of its books and records of all of its assets and property to the Michigan PTA or to such agency as may be designed by the Michigan PTA to be held for the benefit of another branch organization established by the Michigan PTA for the area of the City High-Middle School PTSA.
- B. To yield up all of the books and records and all of the assets and property of any Controlled Organization and surrender them to be the Michigan PTA or to such agency as may be designated by the Michigan PTA to be held for the benefit of another branch organization established by the Michigan PTA for the area of such state PTA. A Controlled Organization shall mean any corporation or other entity, whether nonprofit or for-profit, incorporation or unincorporated, that is controlled by such state PTA.
- C. For the purposes of this section, control means ownership by vote or value of more than fifty (50) percent of the organization, power to appoint individuals to the governing body of the organization representing more than fifty (50) percent of the voting power, or ownership of more than fifty (50) percent of the beneficial interests in the organization. The state PTA shall cause the governing documents of the Controlled Organization to reflect this obligation.
- D. To cease and desist from the further use of any name that implies or connotes association or affiliation with the Michigan PTA or status as a branch or constituent organization of the Michigan PTA; and
- E. To carry out promptly, under the supervision and direction of the Michigan PTA, all proceedings necessary or desirable for the purpose of dissolving the City High-Middle School PTSA.

Section 8. The City High-Middle School PTSA is responsible for compliance by the local, council, district or region PTAs within its area of the Bylaws of the Michigan PTA and the Bylaws of the City High-Middle School PTSA. The provisions of the City High-Middle School PTSA relating to the withdrawal of the charter of a local PTA (and the termination of its status as a PTA unit) shall parallel the provisions of the Bylaws of the Michigan PTA relating to the withdrawal by the Michigan PTA of the charter of the City High-Middle School PTSA and the termination of the status of the City High Middle School PTSA as a branch of the Michigan PTA.

Section 9. The City High-Middle School shall submit to the Michigan PTA a report of its work and activities for inclusion in the annual report of the Michigan PTA

#ARTICLE VIII – CONSTITUENT ORGANIZATIONS

#Section 2. City High-Middle School PTSA shall:

- A. Promote the purpose, principles, and interests of the Michigan PTA and National PTA
- B. Be self-serving in accordance with the Bylaws of the Michigan PTA and National PTA
- C. Be organized and chartered under the authority of the Michigan PTA in which the City High-Middle School functions, in conformity with such rules and regulations, not in conflict with the Bylaws of the Michigan PTA and National PTA.

- D. Operate in a manner that is consistent with Michigan PTA's Diversity and Inclusion Policy.
- E. Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization, including specifically, the number of its members (local units of councils and individuals for local units) and the dues collected from them. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Michigan PTA
- F. Coordinate legislative action when called upon by Michigan PTA to implement the legislative program of the Michigan PTA and National PTA.
- G. Send the name and address of the newly elected officers and committee chairs to the Michigan PTA State Office immediately following election.
- H. Review/revise their bylaws ever three (3) years and submit a copy electronically (or by mail if electronic means are not available) along with the minutes from the meeting in which members have adopted them and submit them to the Michigan PTA office for approval. Bylaws shall include a provision for establishing a quorum and amendments. Bylaws shall not conflict with the Bylaws of the Michigan PTA or National PTA.
- I. Pay annual dues in the amount of \$40.00 to the Michigan PTA in accordance with these Bylaws.
- J. Have no more than one person serving in any elected office.
- K. Have a nominating committee for officers elected by the general membership, Board of Directors/Managers, Executive Board or Executive Committee.
- L. Elect only members to be an officer or board member.
- M. Not have a voting member of their board who is a paid employee of, or under contract to, that constituent organization.

#Section 4. Local Units shall:

- A. Be chartered in any geographical area within the State where no local unit for college, high school, junior high/middle school, elementary school, preschool or special education group exists. The Unit shall be known as the City High-Middle School Parent-Teacher-Student Association, in membership with the Michigan PTA and National PTA and shall conform to such rules and regulations, not in conflict with the Bylaws of the Michigan PTA and National PTA, they may in their bylaws prescribe.
- B. Have ten (10) or more members to qualify for a charter and twenty-five (25) or more annually to sustain the charter. Any unit found in violation of this section shall be able to appeal the withdrawing of their charter through procedures as outlined in the Standing Rules.
- C. The Standards of Affiliation with Michigan PTA shall be as follows:
 - i. Remit annual dues
 - ii. Register officer names and contact information with the state office
 - iii. Remit membership dues to the state office by the 28th of each month, as provided in Article X.

- iv. Submit a copy of their annual budget, audit and Form 990 to the state office.
- v. Review and/or revise bylaws every three (3) years and submit them to the state office for approval. A copy of the minutes from the meeting in which the bylaws were approved must be included with the submission.
- vi. Unit must meet the Standards of Affiliation requirements by December 1st annually.

#Section 5. City High-Middle School PTSA shall be chartered by the Michigan PTA upon adoption of its approved bylaws and payment of all applicable dues as determined by these bylaws and the Michigan PTA.

#Section 6. Should City High-Middle School PTSA fail to elect officers, hold at least one (1) meeting prior to December 1st, and pay the applicable constituent organization dues by December 1st, it shall:

- A. Be notified by the Michigan PTA State Office that they are an inactive unit.
- B. Reactivate by the following May 30th or turn over its assets, funds, and records to
- C. the Michigan PTA to be held in escrow for two (2) years.
- D. Be allowed to reactivate itself during this two (2) year period. If it fails to reactivate itself within this period, its funds and assets shall become property of the Michigan PTA.
- E. Have its charter revoked if it is not reactivated within the two year period.

#Section 7. The charter of City High-Middle School PTSA shall be subject to withdrawal and its status shall be subject to termination due to violation of these Bylaws or other practices or activities that may tend to defeat the Purposes, Principles, and Policies of the Michigan PTA and National PTA in accordance with the procedures as outlined in the Standing Rules.

#Section 8. City High-Middle School PTSA is obligated, upon withdrawal of its charter by the Michigan PTA or voluntary disbandment to:

- A. Surrender all of its books and records and all of its assets and property to the Michigan PTA or to such agency as may be designated by the Michigan PTA or to another Local Unit organized under the authority of the Michigan PTA.
- B. Cease and desist from the further use of any name that implies or connotes association with the Michigan PTA or National PTA or status as a constituent organization of the National PTA.
- C. Carry out promptly, under the supervision and direction of the Michigan PTA, all proceedings necessary for the purpose of dissolving City High-Middle School PTSA.

#Section 9. Procedure for voluntary disbandment:

- A. If City High-Middle School PTSA is considering disbandment, the executive board shall meet with the Region Director, Vice President for Outreach and Support or the Michigan PTA President's designee, prior to formal action.
- B. Written notice stating the recommendation of the executive board shall be given to each member entitled to vote at such meeting, to the Region Director, Vice President for Outreach and Support and the Michigan PTA State Office at least thirty (30) days prior to the date of such a meeting.

- C. For Council disbandment, only members of the voting body whose unit has met the Standards of Affiliation requirements thirty (30) days prior to the date of the vote of disbandment shall be entitled to vote. For Local Unit disbandment, only members of said Local Unit having paid dues, thirty (30) days prior to the vote of disbandment shall be entitled to vote.
- D. Approval of disbandment shall require the affirmative vote of at least two-thirds (2/3) of the voting body, a quorum being present. The Local Unit secretary shall notify the Region Director, Vice President for Outreach and Support and Michigan PTA State Office of the decision.

#ARTICLE IX – MEMBERSHIP

Section 1. Every individual who is a member of the City High-Middle School PTSA is by virtue of that fact, a member of the National PTA and of the Michigan PTA by which City High-Middle School PTSA is chartered, and is entitled to all benefits of such membership which include but are not limited to privileges of making motions, debating, voting, holding office, serving as chairpersons of standing or special committees or serving on committees.

Section 2. Membership in City High-Middle School PTSA shall be open without discrimination to anyone who believes in and supports the mission of the Michigan PTA and National PTA.

Section 3. The membership year of the City High-Middle School PTSA shall be from the 1st day of October through the 30th day of September of the following year.

Section 4. Honorary life memberships or recognitions, as determined by the Board of Directors, shall not include voting rights of membership in the Michigan PTA or National PTA

Article X - Dues

#Section 1. The National PTA portion of each members dues shall be two dollars and twenty-five cents (\$2.25) per annum.

#Section 2. Michigan PTA shall determine the dollar amount of the state portion of each member's dues. The Michigan PTA portion of each member's dues shall be three dollars and twenty-five cents (\$3.25) per annum.

Section 3. Each member of this PTSA shall pay annual dues of six dollars (\$6.00). The amount of the annual dues shall include the portion payable to the Michigan PTA and the portion payable to the National PTA. The Michigan PTA shall pay to the National PTA the amount of the national portion of dues paid by all members.

#Section 4. The Michigan PTA and the National PTA dues shall be remitted by the treasurer to the Michigan PTA State Office on a monthly basis by the 28th of each month. The remittance to the Michigan PTSA shall be accompanied by a Treasurer's Remittance Report, showing the name and address of the president and treasurer of the association, the amount of dues collected during the period covered by the report, and the number of the members of the association.

ARTICLE XI - FINANCIALS

Section 1. The City High-Middle School PTSA shall be from July 1st through June 30th.

Section 2. The City High-Middle School PTSA shall submit a copy of their annual audit and budget to the Michigan PTA no later than December 1 of each year.

Article XII - Officers

Section 1. Each officer shall be a member of this PTSA.

Section 2. There shall be but one person serving in any elected office.

Section 3.

- A. The officers of this organization shall consist of a president, one-to-three vice presidents, a secretary and a treasurer.
- B. Officers shall be elected by ballot in the month of April. However, if there is but one nominee for any office, election for that office may be by voice vote.
- C. Officers shall assume their official duties at the close of the meeting in May and shall serve for a term of 2-3 years (if available) and shall remain in office until their successors assume office. To maintain the institutional knowledge of the organization, an entire executive board shall not turn over at the same time.
- D. A person shall not be eligible to serve more than one term in the same office.

Section 4. Nominating committee:

- A. There shall be a nominating committee consisting of three-to-five members, one of whom shall be selected by the executive board from its body, and the balance elected by the association at a regular meeting prior to February 1. This nominating committee shall select its own chairman immediately following the election.
- B. The nominating committee shall nominate one or more eligible persons for each office to be filled and report its nominees at the regular meeting in March, at which time additional nominations may be made from the floor.
- C. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 5. Vacancies:

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given. In case a vacancy occurs in the office of president, the first vice-president shall serve notice of the election.

Article XIII - Duties of Officers

Section 1. The president shall:

- A. Preside at all meetings of the association;
- B. Perform such other duties as may be prescribed in these bylaws or assigned by the association;
- C. Be a member ex-officio of all committees except the nominating committee;
- D. Coordinate the work of the officers and committees of the association in order that the Objects may be promoted.
- E. Attend meetings called by the Council, when in membership with Council, or arrange for his/her duly elected alternate to attend.
- F. In the event of consolidation, change of name, or disbandment of this unit, notify the Michigan PTA.

Section 2. The vice president(s) shall:

- A. Act as aide(s) to the president;
- B. Vice President 1 will perform the duties of the president in the absence or inability of that officer to serve.

Section 3. The secretary shall:

- A. Keep an accurate record of the minutes of all meetings of the association and of the executive board,
- B. Have a current copy of the bylaws;
- C. Maintain a membership list;
- D. Perform other delegated duties as assigned;
- E. Conduct the correspondence delegated to him/her.
- F. Immediately following the election, send the name and address of the newly elected president to the Michigan PTA Office.

Section 4. The treasurer shall:

- G. Have custody of all the funds of the association.
- H. Keep a full and accurate account of receipts and expenditures.
- I. Make the disbursements as authorized by the president, executive board or association in accordance with the budget adopted by the association.
- J. Have checks or vouchers signed by two persons, the treasurer or other appointed executive board member and one other member
- K. Present a financial statement at every meeting of the association and at other times when requested by the executive board.
- L. Make a full report at the meeting at which new officers officially assume their duties.
- M. Keep the record of the National and State portions of the membership dues separate from the record of the general funds of the local unit, as provided in these Bylaws Article V, Section 6;
- N. Submit the books annually for an audit by an auditing committee selected by the executive board no more than 4 weeks after the fiscal year end date of June 30.

- O. Forward the \$40.00 unit dues to the Michigan PTA office on or before June 1 of each fiscal year.
- P. Forward National and State monies to the Michigan PTA office on a monthly basis by the 28th of each month.
- Q. Submit copies of the annual audit and budget to the Michigan PTA state office by December 1 each year.

Section 5. The Treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three members, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the executive board at least 4 weeks before the end of the fiscal year (June 30).

Section 6. All officers shall:

- A. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time.
- B. Deliver to their successor all official material not later than ten days following the expiration of their term of office, except for the treasurer, who shall deliver all finalized financials to their successor not later than ten (10) days after the end of the fiscal year (June 30).

Article XIV - Executive Board

Section 1.

- A. The executive board shall consist of the elected officers of City PTSA and the principal.
- B. The president may appoint a parliamentarian, subject to the approval of the officers of the association.
- C. The members of this board shall serve for a term of 2-3 years (if available) and shall remain in office until their successors assume office.

Section 2. All of the Executive Board members shall be members of this PTSA.

Section 3. A PTSA member shall not serve as a voting member of a constituent organization's board on the local, council, district, region, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

Section 4. The duties of the executive board shall be:

- A. To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- B. To create standing and special committees;
- C. To approve the plans of work of the standing committees;
- D. To present a report at the regular meetings of the association;
- E. To appoint an auditing committee at least 4 weeks before the fiscal year end (June 30) to audit the treasurer's accounts;
- F. To prepare and submit to the association for adoption a budget for the fiscal year;
- G. To approve routine bills within the limits of the budget;
- H. To determine the method of selecting delegates and alternates to represent the unit at council meetings, if unit is in membership with a council;

- I. To obtain a fidelity bond for the treasurer and all persons authorized to handle funds and securities;
- J. Register the signature of the treasurer, the president, or one of the vice presidents for all accounts at the bank. All checks shall bear two (2) signatures registered with the bank for all City High Middle School PTSA accounts, one of which is the treasurer and one other executive board member.
 - a. Expenditures of \$200 or more shall require written consent from the Treasurer.
 - b. Expenditures of \$1,000 or more require two authorized signatures.
- K. To determine the method of selecting delegates and alternates to represent the unit at the convention of Michigan and National PTA.

Section 5. Regular meetings of the executive board shall be held during the school year, the times to be determined by the board. A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by the president or by a majority of members of the board.

Article XV - Meetings

Section 1. Regular meetings of the association shall be generally held on the third Wednesday of each month during the school year, unless otherwise provided by the association or by the executive board, with a minimum ten (10) days notice having been given of change of date.

Section 2. Special meetings of the association may be called by the president or by a majority of the executive board, with a minimum ten (10) days notice having been given.

Section 3. The annual meeting shall be held in September.

Section 4. Ten (10) members shall constitute a quorum for the transaction of business in any business, annual or special meeting of this association.

Article XVI - Standing and Special Committees

Section 1. Only members of the association shall be eligible to serve in any elective or appointed positions.

Section 2. The executive board may create such standing committees, as it may deem necessary to promote the Objects and carry on the work of the association. The term of each chair shall be a minimum of one year. No member shall serve as chairperson of the same committee for more than four (4) consecutive terms.

Section 2a.

Standing committees and responsibilities will be as follows:

- 1. Finance
 - a. Audit
 - b. Educational Foundation
- 2. Community Care and Outreach
 - a. Alumni
 - b. Hospitality
 - c. Sustainability and Grounds
- 3. Educational Advocacy

- a. School Competitions
4. Fundraising
 - a. RAM
 - b. Pie Sale
 - c. Chili Cookoff
 - d. Auction
5. Membership
 - a. Communications
 - b. Nominating
6. Middle Years Programming
 - a. City at Blandford
 - b. City at Zoo
 - c. City Center for Economicology
7. Enrichment200
 - a. Music Boosters
 - b. Drama, Debate, and Forensics
 - c. Senior Grad Night Event

A standing committee shall ...

- Meet at least once per academic year
- Report membership as necessary
- Operated within a budget determined by the PTSA treasurer and board
- have at least one of whom is a City PTSA member in good standing.

Section 3. The chair of each standing committee shall present a plan of work to the executive board for approval. No financial commitments shall be undertaken without the consent of the executive board. Any standing committee with separate bank accounts is required to submit an annual budget to City PTSA.

Section 4. The power to form special committees and appoint or elect their members rests with the association (unless the bylaws delegate this power to the president or the executive board).

Section 5. The president shall be a member ex-officio of all committees except the nominating committee.

Section 6. The City Educational Foundation (CEF) standing committee's primary function is to fund the International Baccalaureate (IB) World School program. Any accounts established under the CEF shall be restricted in their purpose of use. At no time shall monies from the City Educational Foundation (CEF) be placed in the City PTSA General Fund or sub-accounts and accessible for general funding purposes.

Article XVII - Council Membership

Section 1.

- A. If the local is council is active, the association shall be represented in meetings of the Greater Grand Rapids Area PTA Council by its president or alternate, the principal or alternate, and by one delegate or their alternate. All representatives to a council must be members of a local unit.
- B. Delegates and their alternates shall be chosen by selection in September's meeting.
- C. Delegates to the Greater Grand Rapids Area PTA Council shall serve for a term of one year.

Section 2. If the local council is active, this association shall pay annual dues of \$15 to the Greater Grand Rapids Area PTA Council as provided in the council bylaws.

Article XVIII - Fiscal Year

The fiscal year of this PTSA shall begin on July 1 and end on the following June 30.

Article XIX - Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the National PTA and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws, the bylaws of the Michigan

PTA, and the Bylaws of the National PTA, or the articles of incorporation.

Article XX - Amendments

Section 1.

- A. These bylaws may be amended at any regular meeting of the association by two-thirds (2/3) vote of the members present and voting, provided that notice of the amendment has been given 14 days prior to the meeting in either electronic or paper form and that the proposed amendment shall be subject to approval of the Michigan PTA.
- B. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the association, or by a two-thirds (2/3) vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- C. Submission of amendments or revised bylaws for approval by the state PTA shall be in accordance with the bylaws or regulations of the Michigan PTA.
- D. After adoption of these bylaws, three (3) copies of the bylaws shall be sent for approval to the Michigan PTSA office.
- E. After approval of any amendments, three (3) copies of all approved amendments together with one (1) copy of current bylaws, shall be sent for approval to the Michigan PTSA office.

Section 2. The adoption of an amendment to any provision of the Bylaws of the National PTA identified by a number sign (#) shall serve automatically and without the requirement of further action by the local PTSA to amend correspondingly the bylaws of each local PTSA.

Notwithstanding the automatic character of the amending process, the local PTSAs shall promptly incorporate such amendments in their respective bylaws.

Section 3. The adoption of an amendment to any provision of the bylaws of the Michigan PTSA identified by a number (#) symbol shall serve automatically and without the requirement of further action by the local PTSA to amend correspondingly the bylaws of each local PTSA.