
Please refer to this list when amending your bylaws and completing the Council Bylaws Amendment Form.

- Items for amendment are the bold, underlined fill-in-the-blank lines in their respective bylaws.
 - All amendments must be approved by the general membership.
 - The general membership must be given at least 30-day notice of the proposed bylaws amendment meeting vote.
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1. Article I: Name: The name of this association is the “name of your PTA” (*e.g. Great Care MS*)

2. Article VI: Membership and Dues: Section 5 (Dues amount and deadline):

This is the dollar amount that each local unit must pay to the council to be in good standing. The due date is the first day of the fiscal year..

3. Article VII: Officers and Their Election: Section 1: (Officers):

State a specific number of vice presidents. Must also state a specific number of secretaries (*e.g. two secretaries*). You must indicate the titles of the vice presidents, and/or secretaries. ***You may not have co-treasurers.*** Any additional designated responsibilities may be included here.

4. Article VII: Officers and Their Election: Section 3 (Election month):

State a specific month of the year when elections will be held (*e.g. March*). You may not state “spring.”

5. Article VII: Officers and Their Election: Section 6 (Term of office for officers):

State a specific number of years that officers may hold office, either one (1) or two (2) (*e.g. 1*).

6. Article VII: Officers and Their Election: Section 8 (Nominating Committee): State a specific uneven number (*e.g. 5*) for the number of members and a specific number for the alternates (*e.g. 1*). You may have one or two alternates.

7. Article XIII: Standing and Special Committees: Section 3 (Term of office for committee chairs):

State a specific number of years that committee chairs may hold office, either one (1) or two (2). Term in office does not have to be the same term as the officers (*e.g. 1*).

8. Article XVIII: Fiscal Year & IRS Form(s): Section 2 (Fiscal year date): For the beginning date, state a specific month and the first day of that month. For the ending date, state a specific month and the last day of that month. The dates must be equal to a 12-month period (*e.g. July 1-June 30*).

BYLAWS AMENDMENT, COUNCIL FORM 2026

Purpose:

Use this form to submit bylaws amendments to the state office for approval.

Instructions:

- Make copies of this form as needed.
- Use a separate form for each amendment.
- Fill in the information requested below and submit the following required documents:

- ☐ Bylaws Amendment, Council Form
- ☐ 30-day written notice provided to the general membership
- ☐ Meeting minutes stating approved changes
- ☐ List of paid PTA members from local units in good standing in attendance

Submission:

Email to: bylaws@georgiapta.org and copy office@georgiapta.org OR

Mail to: Georgia PTA, 114 Baker Street NE, Atlanta, GA 30308-3366.

Date	Council ID #	
District	Council	
Contact Person	PTA Position	
Address		
City	State	Zip
Daytime Phone	Email	

Council general membership voted on _____ and approved the following amendment:

Article _____ Section _____ Line _____ Page _____

The amended wording now reads:

President's Signature:

Secretary's Signature:

Upon Georgia PTA approval, the new amended bylaws will be returned to your local unit and made available to your council and district.