

## WHAT YOU NEED TO KNOW!

**This is a quick info document on submitting an amendment.**

**This is a word document. If you do not have enough space, please add a page with the wording needed.** (PDF Also attached for consistency in reading forms)

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### **What are Bylaws**

A by-law is a rule or law established by an organization to regulate itself.

### **What are Policies and Procedures (Shall hereby be referred to as P&P)**

- a. Policy is the written set of rules and procedures used to run the organization.
- b. Procedures are the "step by step" way that things are done within the organization.

### **Amendments to Bylaws:**

Proposed amendments must be submitted on an amendment form provided by the Bylaws Committee, via the email provided by the Bylaws Committee chair. Amendments can be submitted at any time, but at least 60 days prior to the annual convention designated for bylaws amendments.

Please use Form #011a to propose changes to the Bylaws. Duplicate the form so that every proposed change is on a separate form. Identify the specific article/rule and section of the proposed change). See example form #11b.

**Send proposals to:** Bylaws Committee Chairperson: National Parliamentarian  
Email: [ptananationalbylaws@gmail.com](mailto:ptananationalbylaws@gmail.com)

**No amendments will be accepted if emailed or received after 60 days prior to annual convention August 22, 2020**

### **Amendments to P&P:**

1. The request(s) for changes will be received via an email set up by the P&P chair to be maintained by the designated committee person(s), who is appointed by the P&P chair
2. Amendments to P&P can be submitted at any time.
3. Each request will get a reply within 5 days of receipt
4. The P&P chair will present each request to the PTANA chairperson as they are received
5. The National BOD will vote on each request. A majority vote of those present and voting is required to-pass the amendment.

\*\*\*NOTE\*\*\* P&P must not conflict with the organization's Bylaws and may need to be amended when an amendment is submitted for a Bylaw.



## BYLAWS AMENDMENT PROPOSAL FORM

**Submission date: m/d/year**

**Submitter:**

**Submitter Chapter:**

**Submitter contact number:**

**These are all text boxes and can be expanded as needed.**

Article ?? Section ??

Current language

Proposed Amendments

If adopted would read

**Rationale:**



## EXAMPLE FOR SUBMITTING PTANA BYLAWS AMENDMENTS

REMINDER- All forms must be submitted using the example and email below by  
?????

Download the blank form that's available on the website. These are all text boxes and can be expanded as needed. [ptananationalbylaws@gmail.com](mailto:ptananationalbylaws@gmail.com)

**Submission date:** m/d/year  
**Submitter Chapter:** N/A if personal amendment

**Submitter:** John Doe  
**Submitter contact number:**

Article III. Section 3

Current Language
Proposed Amendments
<p>Section 3. PTANA Chapters Add “three (3) levels Strike “two (2) PTANA Chapters-<b>Active</b> are Remainder is unchanged and intact. PTANA <del>Recruiting</del> Chapters-<b>Recruiting</b></p> <p>PTANA chapters not meeting the 20 membership requirement will be called PTANA Recruiting Chapters until such time they meet the 20-member requirement. These chapters will have 24 months to meet the 20-member requirement. Out-of-region members do not count toward the 20-member requirement for PTANA Chapters-Active. <del>Start-up chapters or active PTANA Chapters that fall below the membership requirement for 12 months will be disbanded and members will be instructed to join another PTANA Chapter.</del> Presidents of <del>Start-up Recruiting</del> chapters of PTANA Chapters-Recruiting will not hold positions on the National PTANA BOD until they meet the membership requirements. These chapters will be allowed to attend all meetings of the National BOD, but without voting privileges. PTANA Chapters-Non Compliant do not meet the required 20 members within the 24 months will be disbanded and members may join another PTANA Chapter. c. PTANA Chapters - Non Compliant Active PTANA Chapters that fall below the membership requirement for <del>12</del> 24months will be disbanded and members will be instructed to join another PTANA Chapter. Out-of-region members do not count toward the 20-member requirement for chapters. PTANA Chapters- Non Compliant will have the same rights as PTANA Chapters-Active during the 24 months used to become compliant. PTANA Chapters-Non Compliant that do not meet the required 20 members within the 24 months will be disbanded and members may join another PTANA Chapter.</p>

If adopted would read

### Section 3. PTANA Chapters

There will be three (3) levels of PTANA Chapters. a. PTANA Chapters-Active are... remainder is unchanged and intact.

#### b. PTANA Chapters-Recruiting

PTANA Chapters not meeting the 20 membership requirement will be call PTANA Recruiting Chapters until such time they meet the 20-member requirement. These chapters will have 24 months to meet the 20-member requirement. Out-of-region

members do not count toward the 20-member requirement for PTANA Chapters-Active. Presidents of PTANA Chapters Recruiting will not hold positions on the National PTANA BOD until they meet the membership requirements. These chapters will be allowed to attend all meetings of the National BOD, but without voting privileges. PTANA Chapters-Non Compliant do not meet the required 20 members within the 24 months will be disbanded and members may join another PTANA Chapter. c. PTANA Chapters-Non Compliant Active PTANA Chapters that fall below the membership requirement for 24 months will be disbanded and members will be instructed to join another PTANA Chapter. Out-of-region members do not count toward the 20-member requirement for chapters. PTANA Chapters-Non Compliant will have the same rights as PTANA Chapters-Active during the 24 months used to become compliant. PTANA Chapters-Non Compliant that do not meet the required 20 members within the 24 months will be disbanded and members may join another PTANA Chapter.

**Rationale:** There is reference to only 2 types of chapters, but reference Start –up and Active PTANA chapters as well as Active chapters not meeting requirements. There needs to be a name for each type of chapter along with the rights of each.

I added a year because it is my opinion that it may take a chapter 2 years to get 20 members whether recruiting or trying to replace lost members. Policy and procedures should give how to monitor these chapters.

Rationale, please consider changing the last sentence to read, Since meeting the membership requirements can be difficult for PTANA Chapter-Recruiting and PTANA Chapters-Non Compliant, the 24 months provides them a better timeframe to become PTANA Chapters-Active.

Form 011b



## Policies & Procedures Amendment/Change Form

**Submission date:** m/d/year

**Submitter:**

**Submitter Chapter:**

**Submitter contact number:**

**All adds or changes to the P&P must be submitted via this form and email to:**

**PTANAPNP@GMAIL.COM**

Each request other than grammar or punctuation will be presented to the National BOD for approval. You will be notified within a week of the result of the vote.

- For all changes you must include current heading and page number for the change
- For all changes other than grammar or punctuation highlight in RED and underline the change
- For new changes to P&P include the new heading.
- Add pages as needed

Change to P&P

Filename: Quick access for Submitting Bylaws & P&P amendments (1)  
Directory: D:\SanDiskSecureAccess\KINGSTON\PTANA  
Template: C:\Users\USER\AppData\Roaming\Microsoft\Templates\Normal.d  
otm  
Title:  
Subject:  
Author: DJR  
Keywords:  
Comments:  
Creation Date: 1/13/2020 3:43:00 PM  
Change Number: 4  
Last Saved On: 1/13/2020 3:46:00 PM  
Last Saved By: USER  
Total Editing Time: 3 Minutes  
Last Printed On: 1/13/2020 3:47:00 PM  
As of Last Complete Printing  
Number of Pages: 5  
Number of Words: 1,025 (approx.)  
Number of Characters: 5,846 (approx.)