

## WHAT YOU NEED TO KNOW!

**This is a quick info document on submitting an amendment.  
Attached is a fillable PDF for entering your amendments. If you do not have enough  
space, please add a page with the wording needed.**

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### **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 a company.
- b.** Procedures are the "step by step" way that things are done within the organization.

### **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.

Proposed amendments to the Bylaws must be submitted to the chairperson  
of the Bylaws Committee 60 days prior to the annual convention

Proposed amendments to the Bylaws or standing rules must be submitted to the chairperson of the Bylaws Committee at least 60 days prior to the annual convention. 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: [ptanabylaws@aol.com](mailto:ptanabylaws@aol.com)  
Address: N/A  
Fax: N/A

**No amendments will be accepted if postmarked, or emailed after 60 days prior to annual convention**



## PTANA BYLAWS AMENDMENT PROPOSALS

Proposed amendments to the Bylaws must be submitted to the chairperson of the Bylaws Committee 60 days prior to the annual convention

Proposed amendments to the Constitution & Bylaws or standing rules must be submitted to the chairperson of the Constitution & Bylaws Committee at least 60 days prior to the annual convention. 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:** Constitution & Bylaws Committee Chairperson - National Parliamentarian  
Email: [ptanabylaws@aol.com](mailto:ptanabylaws@aol.com)  
Address: N/A  
Fax: N/A

**No amendments will be accepted if postmarked, or emailed after 60 days prior to annual convention**



## **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

**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
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### Section 3. PTANA Chapters

There will be two (2) levels of PTANA Chapters.

- a. PTANA Chapters are the official forum for membership of PTANA. Chapters are granted full membership status in

PTANA with a minimum of 20 members meeting the requirements of PTANA. Out-of-region members do not count

toward the 20-member requirement for chapters. Newly formed chapters shall be at least 40 miles apart, but the final decision for newly formed chapters starting up within 40 miles of a current chapter will rest with the National

PTANA BOD. The Chapters will be run by a BOD elected by the chapter membership known as the Chapter Board of Directors (BOD). All Chapter BODs shall be required to read and sign the Code of Conduct Form following the installation of the BODs. Signing The Code of Conduct form will apply to all BOD positions held in PTANA.

- b. PTANA Recruiting Chapters

PTANA chapters not meeting the 20 membership requirement will be called PTANA Recruiting Chapters until such time they meet the 20-member requirement. Out-of-region members do not count toward the 20-member requirement

for chapters. 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. Presidents of Start-up Recruiting chapters will not hold positions on the National PTANA BOD until they meet the membership requirements.

Presidents of PTANA Chapters that default to PTANA Recruiting Chapters during their term will be allowed to complete their terms on the National PTANA BOD.

Proposed Amendments

### Section 3. PTANA Chapters

Add “three (3) levels

Strike “two (2)

PTANA Chapters-**Active** are Remainder is unchanged and intact.

PTANA ~~Recruiting~~ Chapters-**Recruiting**

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. ~~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.~~ Presidents of ~~Start-up Recruiting 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 ~~12~~ 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.

If adopted would read

### Section3. 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.



## **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**





## APPLICATION TO FORM A NEW PTANA CHAPTER

**For help in completing this application refer to “Helpful Information Needed to Complete the New Chapter Application” and**

**Name of Applicant:**

**Name of Contact Person if different from applicant:**

**Contact Information:**

**Address:**

**Email:**

**Phone Number:** (Work) (Cell)

**Time Zone:** Choose an item.

**Date of application:** [Click here to enter a date.](#)

**Chapter Name Proposed:**

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**Please attach a list of interested members with documentation that includes:**

- **First/Last Name**
- **Email Address**
- **Business Phone**
- **Cell Phone**
- **Number of years as a seller or supplier of travel**

## Chapter Board of Directors and Positions

**President:**  
**Vice President:**  
**Parliamentarian:**  
**Secretary:**  
**Treasurer:**  
**Membership Chair:**  
**Programs Chair:**  
**Educations Chair:**  
**Community Outreach:**

### Express Chapter Applications must include:

- Employer Identification Number (EIN):  
<https://irs.tax-filing-forms.com/non-profit-application/>
- PTANA Chapter bank account information:  
Authorized signees for account are: Vice President, Secretary and Treasurer
  - Bank Name:
  - Bank Address:

**Reminder:** Notify the bank that PTANA is a 501[C]6 non-profit education organization and ask for any special state requirements for non-profit business accounts.

- Submit all of the above with “***PTANA- NEW CHAPTER APPLICATION***” to the PTANA National Board.
- Make checks payable to PTANA and mail to:  
1330 Reisterstown Road Pikesville, Maryland 21208

Please contact the National Chair or Co-Chair via their contact information at [www.PTANA.org](http://www.PTANA.org) if there are questions

**Welcome to the Professional Travel Agents of North America “PTANA”!**