

PTO Council: Recommended By-Laws Review Process 2-8-2010

- Convene your officers to read through your documents: By-Laws and/or and Constitution. Documents should be posted on your website for easy access to all.
- Invite other members of your PTO/PTSO with useful expertise to join the review discussion, such as past officers, those with non-profit administration experience or a legal background. Don't make changes to anything you do not fully understand without getting advice, especially in regards to financial provisions or provisions about private inurement or private benefit.
- Note discrepancies and inconsistencies between documents, or between the written documents and the way your group functions
- Note areas to update due to technology (and social?) changes
- Note areas to change in order to improve function: officer role descriptions, terms of office, structure of the executive board, etc.
- Check status with the state and IRS. In conjunction with Bylaws review, Treasurers and Secretaries must ensure that corporate record-keeping is current. Copies of all state and federal filings should be reviewed for currency. Posting of meeting minutes, notices and other important documents should be reviewed for currency. Ensure that a system is in place for routinely gathering and compiling these types of documents.
- Draft language for updated documents
- Follow procedures in your current documents to present and vote on changes
- Share a copy of your documents with PTO Council
- Resources:
 - The PTO Council has purchased a membership in the New Center for our PTOs to use. NEWCenter website: www.new.org
user ID: Board password: PTOC
 - IRS: <http://www.irs.gov>
<http://www.boardsource.org/>
- State of Michigan: http://www.dleg.state.mi.us/bcs_corp/sr_corp.asp
- We will update this checklist over time, so please check our website for the most up-to-date version. Please use it as an aid to your review and not as an all-inclusive document.