

NYS PTA[®] BYLAWS EZ COUNCIL INSTRUCTIONS

Welcome to **Bylaws EZ**. This process should take no more than 15 minutes to complete.

Enter your Council Code – Fill in your Council Code- the first 2 numbers are your region code and the next 3 numbers are your council number. (e.g. Nassau Region is 10 and 100 is the numeric unit number). This number is on the cover sheet of your existing bylaws. All the units associated with your council will automatically print on the pattern.

Review – If this is not the correct council please hit the “previous” button and fill in the correct council code. If this is the correct council please hit the “next” button.

* *If the council information is not correct according to your records, please note this on the cover sheet when you mail it to the Region Bylaws Chair.

Enter Council Information – Please provide your President’s and Secretary’s information and only enter the adoption date if the bylaws have already been adopted.

Dues Information – Fill in the annual dues of your council. The total amount is determined by a vote of the council. **NOTE: Only a flat rate will be accepted for each member unit. (e.g. \$50 per member unit)** You have the option of selecting “All” if the dues is the same for all your member units or you have the option to select a specific amount for Elementary, Secondary (Middle School, Jr. High School, High School) and SEPTA units if the dues are different. **Remember to input a dollar amount in each box if you do not select the option “All”.**

Delegates – Enter the number of delegates for each member unit according to its own bylaws/procedures. In addition to your delegates, you may also select either/both of the following if appropriate:

- ◆ the immediate past president, if available
- ◆ the principal of the school or his/her representative

Historian – Check the appropriate box as to whether or not your council has a Historian. If you checked yes, then check the box that indicates how your Historian is selected. **NOTE: If you select option 1 or 2, the Historian will be placed on the Executive Committee. If you select option 3 or 4 the Historian will be placed on the Executive Board:**

1. Nominated and elected by the same method and at the same time as the officers of the association
2. Nominated and elected as officers of the association
3. Appointed by the president in cooperation with the executive committee
4. Elected by the executive board

President – Please select the type of president structure that your council will use. A President is the recommended option, but Co-presidents or a President with a President Elect (in this case, a council will never vote on any candidate for the office of president, but will elect a president-elect and the other officers of the council) are acceptable alternative structures. **The minimum number of officers are a president, a secretary and a treasurer. No person can hold any two of these positions.**

Vice President – Enter number of vice presidents and then the vice president structure.

Designated Order (1st, 2nd etc.) ~ Job Title (VP of Legislation, etc.) At Large (order and duties determined in accordance with council Procedures) ~ One VP or No VP.

Secretary – PTA councils can have either a single Secretary or a Recording and a Corresponding Secretary.

Officer Term – Officers may serve for a **maximum** of two consecutive **one year terms** in the same office, or no more than **one, two year** term. Please select one of these options.

Nominating Committee – *All members of the nominating committee must be elected.* The nominating committee may have as many members as the council desires, but this should always be an odd number. The nominating committee should be elected at least sixty (60) days prior to the election meeting to allow time for them to make their selections carefully. You may select from two options.

The committee will consist of:

- ◆ One member from each member unit elected by the council at a regular council meeting (this number is already there in gray so there is no need to check a box.
- OR**
- ◆ Put in the number elected from the voting body of the council.
- THEN**
- ◆ Put in the number of additional nominating committee members from the association who are not on the executive board.

NOTE: The total number of members for your Nominating Committee will be automatically calculated and listed.

Choose the month the Annual Meeting will be held from the drop down box

Choose the month the Election Meeting will be held from the drop down box

Additional Nominations – Check the appropriate box for the following selection to be added to your bylaws:

- ◆ Additional nominations may be made from the floor provided the written consent of the nominee has been secured and the chair of the nominating committee has received notice at least two business days prior to the election meeting of the candidate's intention to run.

Executive Committee – consists of the elected officers of the council. You may want to include:

- ◆ Immediate Past President (if available)

Executive Board – consists of the officers of the council, chairmen of council standing committees, the president/alternate of each member unit and accredited delegates. You may want to include possible additional members:

- ◆ The Immediate Past President (if available and not on Executive Committee)
- ◆ The Superintendent (or his/her designee)
- ◆ Teacher Liaison
- ◆ Parliamentarian (as a non-voting member)
- ◆ School Board Liaison

Finished – You may go back to any screen to make corrections or input your data completely until everything is correct. Click the Bylaws button to have the bylaws template filled out for you. Print a copy of the pattern for your files. After your bylaws have been adopted by your council, send the signed cover sheet with the Adoption Date filled in to your Region Bylaws Chair.

IMPORTANT NOTE: If you go back to the Bylaws EZ website to input your bylaws again for any reason, please note that the previous pattern entered will be deleted. You need to send the signed and dated Bylaws Cover Sheet of the last bylaws entered to your Region Bylaws Chair in order for them to be

processed. Region Bylaws Chair contact links are available at www.nyspta.org – Click on Bylaws EZ under Quick Links.