



NYS PTA[®] BYLAWS EZ UNIT INSTRUCTIONS

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

Enter your Unit Code – Fill in your Unit Code- the first 2 numbers are your region code and the next 3 numbers are your unit 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.

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

* *If the unit 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 Unit 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 association. The total amount is determined by a vote of the association. Each member’s dues must be at least \$4.00. The amount of such annual dues shall include the portion payable to the state PTA (\$1.75) and the portion payable to the National PTA (\$2.25) A unit who wishes to include a provision for a reduced rate for additional family members or students please enter the appropriate dues amount.

President – Please select the type of president structure that your unit will use.

A President is the recommended option, but Co-presidents or a President with a President Elect (in this case, a unit will never vote on any candidate for the office of president, but will elect a president-elect and the other officers of the association) are acceptable alternative structures. You may select Co-presidents even if you have a President just to keep the opportunity open in the future. **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** the structure you have for Vice Presidents and the number of Vice Presidents you have.

Designated Order (1st, 2nd etc.) ~ Job Title (VP of Legislation, etc.) ~ At Large (order and duties determined in accordance with unit Procedures).

Secretary – PTA units 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 – You must specify the number of nominating committee members (an odd number), the number from the Executive Board and from the Association, and the month of the annual meeting. The bylaws **must** ensure that the committee includes members who are not members of the Executive Board and **must** include at least one member from the Executive Board. **All members of the Nominating Committee must be elected. The Chair of the Nominating Committee shall be elected by the Nominating Committee.**

Choose the month the Annual Meeting will be held.

Choose the month the Election Meeting will be held.

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

- ◆ 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 your unit. You may want to include:

- ◆ Immediate Past President (if available)

Executive Board – consists of the executive committee and chairmen of standing committees of your unit. You may want to include possible additional members:

- ◆ The Immediate Past President (if available) - if not on Executive Committee
- ◆ The Principal/Director (or his/her designee)
- ◆ Teacher Liaison
- ◆ Parliamentarian (a non-voting member)
- ◆ Student Rep
- ◆ Historian

Council – If the PTA unit is a member of a council, input the number of delegates to the council and how they are selected (choose one): **NOTE: If you select option 1 or 2, the Council Delegates(s) will be placed on the Executive Committee. If you select option 3 or 4 the Council Delegate(s) 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.

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

Meetings/Quorum – A quorum is the number of members who must be present at a meeting before any business can be transacted. The quorum for an association meeting must be a number and not a percentage. For a unit of 100 members or more, 20 is a reasonable number. For a unit with less than 100 members, 15 is sufficient. The quorum must always be at least two times greater than the number of officers. **The quorum must be at least 10.**

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 template for your files. After your bylaws have been adopted by your membership, 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 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 button under Quick Links.