

## COUNCIL BYLAWS WIZARD INSTRUCTIONS

This process should take no more than 15 minutes to complete.

### **Choose New Bylaws or Amending Existing Bylaws**

**Confirm the Council Information:** If the council information is not correct according to your records, please select “no” and make a note of changes needed on the next screen and on the cover page when you mail it to the Region Bylaws Chair.

**Officers and Adoption Date:** Please provide your President’s and Secretary’s information and only enter the adoption date if the bylaws have already been adopted.

**Council Dues Structure:** You have the option to select the same dues for all units or different dues for each type of unit (Elementary, Secondary & SEPTA).

**Council Dues Amounts:** 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).**

**Delegates from Member Units:** You have the option to select fixed number of delegates for all units or a different number of delegates for each type of unit (Elementary, Secondary or SEPTA)

**Number of Delegates per Unit:** Enter the maximum number of additional delegates (in addition to unit president/alternate) that will be allowed from each member unit or type of unit. The actual number the unit sends up to the maximum allowed is dependent on the member unit’s bylaws

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

**Vice President Structure:** Enter the number of Vice Presidents and their structure.

By Designated Order (1<sup>st</sup>, 2<sup>nd</sup>, etc.)

By Job Title (VP of Legislation, etc.)

At Large (order and duties determined in accordance with unit Procedures)

One VP Only

No VP

**Secretary Structure:** 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.

### **Nominating Committee Selection:**

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.

- 1) One member elected from each member unit
- 2) Number of members elected from the voting body of the council.

**Number of Nominating Committee Members:**

**If option 1** - Select number of additional nominating committee members from the association who are not on the executive board if any.

**If option 2** – Select number of members elected from the voting body PLUS select number of additional nominating committee members from the association who are not on the executive board if any.

**NOTE: The total number of Nominating Committee members will be calculated for you and must be an odd number.**

Choose whether to elect a Nominating Committee alternate.  
Choose the month the Election Meeting will be held.  
Choose the month the Annual Meeting will be held.

**Additional Nominations:** Check the appropriate box for the following section 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.”

**Nominating Committee Report:** Choose whether the nominating committee report will be published either 2 weeks or 1 month prior to the Election meeting.

**Executive Committee:** Consists of the elected officers of your council. You may choose to include the Immediate Past President (if available)

**Executive Board:** Consists of the executive committee and chairmen of standing committees of your council. You may choose to include possible additional members:

The Immediate Past President (if available) - if not on Executive Committee  
Superintendent or Designee)  
Teacher Liaisons  
Parliamentarian (a non-voting member)  
School Board Liaison  
Council Delegates  
Historian

**Please Review:** You may use the previous button to go back to any screen to make corrections until everything is correct. When finished reviewing, click “Next”

**Your bylaws document is being generated:** Please print this screen of instructions to walk you through locating your bylaws document and the process to submit your bylaws for approval.

**IMPORTANT:** Your signed bylaws cover page must be sent to the Region Bylaws Chair before the approval process can be completed.