

## UNIT BYLAWS WIZARD INSTRUCTIONS

Step by Step explanation of each screen in the Bylaws Wizard process

**Enter your NYS PTA Unit Code**

**Enter your name and email address (used to email document once complete)**

**Choose: New Bylaws (extends expiration) or Amendment (keeps same expiration)**

**Confirm the Unit Information:** If the unit 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 send it to the Region Bylaws Chair.

**Officers and Adoption Date:** Please provide your President’s and Secretary’s information and enter the adoption date if the bylaws have already been presented to your membership for a vote and adopted, otherwise leave it blank. *(the region chair will fill the date in for you after approval)*

**Dues Amount:** Fill in the membership dues of your unit. 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 NYS 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 *(there is no “family” membership)* or students, please enter the appropriate dues amounts. All fields require an amount to be entered even if the amount is the same for all.

**President Structure:** Please select the type of president structure that your unit will use. A President is the recommended option, but Co-presidents or a President and President Elect (in this case, the 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). **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:** 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**.

**Nominating Committee Members:** You must specify the number of nominating committee members from the Executive Board, from the association and the total combined number (must be an odd number). The bylaws must ensure that the committee includes members who are not members of the Executive Board but must include at least one member from the Executive Board. **All members must be elected. The Chair shall be elected by the Nominating Committee.**

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 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.”

**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 unit. You may choose to include the Immediate Past President (if available)

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

The Immediate Past President (if available) - if not on Executive Committee

The Principal or other Administrator

Teacher Liaison

Parliamentarian (a non-voting member)

Student Rep

Historian

Directors/Building Representatives – (For SEPTAs, Central PTAs and Central PTSAs Only)

**Council Delegates:** If the PTA unit is a member of a council, input the number of additional delegates (besides Unit President) to the council and how they will be selected (choose one):

Nominated/elected at the same time as officers

Appointed by the President

Elected by Executive Board

Not Applicable (if your unit does not belong to a council)

Immediate past president and/or principal (or principal's representative) are eligible to be delegates.

**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 or 25 is a reasonable number. For a unit with less than 100 members, 15 is sufficient. The quorum should be at least two times greater than the number of officers. **The quorum must be at least 10.**

**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 “Finish”

**Your bylaws document is being generated and submitted electronically for approval:** Please print this screen of instructions to walk you through completing the approval process

**IMPORTANT: Your signed bylaws cover page must be sent to the Region Bylaws Chair as soon as possible after adoption, before the approval process can be completed.**