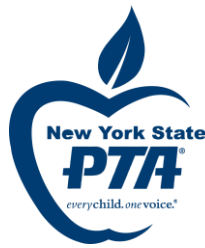




## COUNCIL BYLAWS WIZARD INSTRUCTIONS

### Step by Step explanation of each screen of the Bylaws Wizard

- **Enter NYS PTA Council Code (State Unit ID in MemberHub)**
- **Enter your name and email address (used to email document once complete)**
- **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 or email it to the Region Bylaws Chair later.
- **Officers and Adoption Date:** 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 the adoption date blank. (the Region Chair will fill the date in for you after approval)
- **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 number of additional delegates (in addition to unit president/alternate) that will be allowed from each member unit or type of unit. The unit bylaws must match the council bylaws in the number of delegates allowed.
- **President Structure:** 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 president and president elect will each only serve one term in each office.) **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 (examples: VP of Legislation, VP of Membership, or any other title designated by your council)
  - 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. If you have chosen a president structure of President and President Elect, they will each only serve one term in each office.



- **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.
  - One member elected from each member unit
  - 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 yes 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.”*
  - Check no if you do not wish to require prior notice to run from the floor. However, checking no does not mean that additional nominations cannot be made. It just means that no prior notice is required and anyone can run from the floor at your election meeting.
- **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 chairs of standing committees of your council. You may choose to include other additional members:
  - The President of Each Unit Member
  - 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 “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: If you are planning to publish the proposed bylaws document prior to your vote, please review your entries carefully before hitting the “Finish” button. Review the generated bylaws document as soon as you receive it and BEFORE publishing to make sure that all is correct. If you find any errors after hitting “Finish”, [contact your Region Bylaws Chair](#). They can correct any errors and issue a new document for you. *DO NOT GO BACK INTO THE WIZARD AND CREATE A NEW SUBMISSION***

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