

UNIT/COUNCIL NAME CHANGE PROCESS

A unit or council who wish to change the name of their unit or council, please follow this process:

1. A vote must be taken at a general membership meeting to approve the change of name. (This must be done even if the name change is due to a change in the name of the school with which the unit is affiliated.)
2. Send a copy of the minutes of the general membership meeting that show the unit/council voted to approve the name change to your Region Director and Region Bylaws Chair, who will forward to the the appropriate parties at NYS PTA.
3. The state office will have the name changed in all system databases.
4. After the name is changed in the systems:
 - a. **If Bylaws are not expired and not expiring in the next 3 months**, bylaws will be amended with the new name and issued to the unit. If the officers have changed since the original adoption date, the NYS Bylaws Coordinator will process with the current officers' names. The revised cover sheet will have to be signed and returned to the NYS Bylaws Coordinator in both cases.
 - b. **If Bylaws are expired or expiring in the next 3 months**, the unit or council **MUST** go through the Bylaws Wizard to renew their bylaws with the new name. They must follow the usual process for notification of and approval by membership and return the signed cover sheet to the Region Bylaws Chair and the NYS Bylaws Coordinator.
5. Send to the NYS PTA Office (att.: Dania Welch):

The original NYS Sales Tax Exemption certificate ST-119 (not a photocopy)

OR

if unable to locate the original

A letter on unit letterhead from the President of the unit, providing their name, title, phone number and email address, stating that the NYS Sales Tax Exemption certificate ST-119 has been lost and that the unit name has been changed (include the old name & the new name). The letter can be sent via email to Dania Welch & the NYS Bylaws Coordinator.
6. Once all of the above is complete, the NYS PTA office will process the name change with the IRS and NY Sales Tax Exemption Departments.