

Notice to Units and Councils Regarding Automatic Changes to Bylaws Patterns

Please be advised that the following Sections of your Unit & Council Bylaws have been changed. These are automatic changes and should be attached to your current bylaws for the most up to date wording. These changes were made to provide more clarity within the bylaws.

UNIT BYLAWS

ARTICLE VII – OFFICERS AND THEIR ELECTION

Section 1. Each officer shall be a member of this PTA by the date they are to assume office.

Section 2.

c. Officers shall assume their official duties on July 1 and shall serve for a term of {\$Officer_Term} or until a successor is elected. *Notwithstanding the provisions of this section, no member shall remain in office for more than two consecutive one-year terms or one two-year term.*

g. Should a position remain unfilled post-election, notification of the unfilled position shall be posted until such time as a name or names are submitted for consideration. A special election shall be called with prior notice given to membership. Nominations from the floor shall be allowed as described in Section 3e & 3f (if applicable).

h. A person nominated for office shall be a member of this PTA at the time of election.

Section 3. Nominating Committee

e. The nominating committee shall present its report at the regular meeting of the association in {\$Election_Month} at which time additional nominations may be made from the floor. (See letter (f) if applicable). The report of the nominating committee will be published {\$Nom_Cmte_Report}. The committee may reconvene to fill any positions that remain unfilled or become open prior to the election meeting. Notice shall be given to the membership as soon as a nominee is selected by the nominating committee to fill such positions. The committee shall be discharged at the end of the election meeting.

ARTICLE XII – COMMITTEES

Section 8. An audit committee of no fewer than three (3) members or a professional auditor shall be appointed by the executive board at least two (2) weeks prior to the date the audit report is due. This committee shall examine the treasurer's accounts and, satisfied that they are correct, sign a statement of that fact to be presented for adoption by the membership at the first meeting of the succeeding school year. The treasurer or any signatories on the bank accounts shall not be an appointed member of the audit committee.

#ARTICLE XVII – AMENDMENTS/REVISIONS TO AND APPROVAL OF BYLAWS

Section 1. These bylaws are valid for three years from the date of approval by the New York State PTA. At least every three years or more often as changes may be needed, the bylaws must be submitted for approval by the New York State PTA in accordance with the bylaws or regulations of the New York State PTA:

a. Every 3 years, or more often as needed, the existing bylaws should be reviewed by a committee, revised if necessary, and approved by the association.

b. Bylaws must be approved at a regular meeting of the association by a two-thirds (2/3) vote of members present and voting (a quorum having been established), provided that 30 days' notice has been given.

c. Such bylaws, whether revised or not, shall be sent to the region bylaws chair or, in the chair's absence, to the region director. Bylaws will be forwarded by the region to the New York State PTA Bylaws Coordinator for approval.

d. Bylaws are not considered fully executed until approved and signed by the New York State PTA Bylaws Coordinator.

COUNCIL BYLAWS

ARTICLE VII – VOTING BODY

Section 1. The voting body of this council shall consist of the officers of the council, chairs of council standing committees, executive board, the president/alternate of each member unit, and accredited delegates (as specified in Section 2 of this article) except where an instructed vote is required (as specified in Section 5).

#Section 5. Instructed votes are required for the purposes of revision/adoption of council bylaws, requests of units to supply money or manpower for a council project, positions to be taken on a district-wide basis or regarding sensitive issues, and the dissolution of the council.

ARTICLE VIII – OFFICERS AND THEIR ELECTION

Section 1. Each officer shall hold membership in a member unit by the date they are to assume office.

Section 2. Officers and their election:

c. Officers shall assume their official duties on July 1 and shall serve for a term of {\$Officer_Term}, or until a successor is elected. *Notwithstanding the provisions of this section, no member shall remain in office for more than two consecutive one-year terms or one two-year term.*

g. Should a position remain unfilled post-election, notification of the unfilled position shall be posted until such time as a name or names are submitted for consideration. A special election shall be called with prior notice to membership.

Nominations from the floor shall be allowed as described in Section 3e & 3f (if applicable).

Section 3. Nominating Committee

e. The nominating committee shall present its report at the regular meeting of the council in {\$Election_Month}, at which time additional nominations may be made from the floor. (See letter (f) if applicable). The report of the nominating committee will be published {\$Nom_Cmte_Report}. The committee may reconvene to fill any positions that remain unfilled or become open prior to the election meeting. Notice shall be given to the membership as soon as a nominee is selected by the nominating committee to fill such positions. The committee shall be discharged at the end of the election meeting.

ARTICLE XIII – COMMITTEES

Section 9. An audit committee of no fewer than three (3) members or a professional auditor shall be appointed by the executive board at least two (2) weeks prior to the date the audit report is due. This committee shall examine the treasurer's accounts and, satisfied that they are correct, sign a statement of that fact to be presented for adoption by the voting body at the first general meeting of the council at the start of the school year. The treasurer or any signatories on the bank accounts shall not be an appointed member of the audit committee.

#ARTICLE XVII – AMENDMENTS/REVISIONS TO AND APPROVAL OF BYLAWS

Section 1. These bylaws are valid for three years from the date of approval by the New York State PTA. At least every three years or more often as changes may be needed, the bylaws must be submitted for approval by the New York State PTA in accordance with the bylaws or regulations of the New York State PTA:

a. Every 3 years, or more often as needed, the existing bylaws should be reviewed by a committee, revised if necessary, and approved by an instructed vote.

b. Bylaws must be approved by a two-thirds (2/3) vote of member units (one vote per unit) present and voting, provided that 30 days' notice has been given.

c. Such bylaws, whether revised or not, shall be sent to the region bylaws chair or, in the chair's absence, to the region director. Bylaws will be forwarded by the region to the New York State PTA Bylaws Coordinator for approval.

d. Bylaws are not considered fully executed until approved and signed by the New York State PTA Bylaws Coordinator.

Please note: If your bylaws have a NYS PTA approval date of 8/7/2023 or later, these changes have already been incorporated.

If you have any questions, please let me know.

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