



BYLAWS WIZARD 101 FOR UNITS & COUNCILS

Presented by:

Geri Lehane, NYS PTA Bylaws Coordinator

Pat Assortato, Field Support Coordinator



WHAT ARE BYLAWS & WHY DO WE NEED THEM

- ❖ Bylaws are designed to help the group function in an orderly manner.
- ❖ The bylaws of the association include all the rules that the organization considers so important that they (a) cannot be changed without previous notice and (b) cannot be suspended.
- ❖ Every member of the board should have a copy of the bylaws and be familiar with them.
- ❖ Bylaws must be updated at least once every three years for a unit or council to remain in good standing.
- ❖ Up to date bylaws are required as per the IRS 501(c)3 regulations.



BYLAWS MUST BE RENEWED EVERY 3 YEARS

- Bylaws are valid for approximately 3 years from the date of approval by the New York State PTA Bylaws Coordinator. *Depending on when they are submitted and approved, they will expire 3 years later on Jan, April, July or October 1st.*
- Bylaws can be reviewed at any time and be resubmitted. However, they **must** be reviewed and adopted every 3 years and entered into the Bylaws Wizard, whether revised or not. A Bylaws committee of 3 to 5 members must review the bylaws.
- Units & Councils must use the Bylaws Wizard to renew Bylaws.

BYLAWS MUST BE RENEWED EVERY 3 YEARS

- Bylaws must be adopted by your *general membership* at a *general membership* meeting.
 - 30 day prior notice of the vote must be given
 - *quorum* must be established
 - 2/3 vote of the members present and voting is needed to pass the bylaws
- Once adopted, *the completed, signed cover page must be sent via mail or email to the Region Bylaws Chair* .



BYLAWS MUST BE RENEWED EVERY 3 YEARS

- Council bylaws must be approved by an instructed vote (*must be presented to each member unit at their unit meeting and approved by a 2/3 vote of the unit's members*)
- At the council meeting, these must be approved by 2/3 of the member units present and voting. ONE VOTE PER UNIT.
- Once adopted, ***the completed, signed cover page must be sent via mail or email to the Region Bylaws Chair .***



BYLAWS NEED TO BE UP TO DATE

If Bylaws are expired, it causes the unit or council to become “Not In Good Standing” with NYS PTA and National PTA

Your unit or council will not be eligible:

- For PTA grants, awards or scholarships
- To participate in PTA programs (PARP, Reflections)
- To submit a resolution
- To send members as voting delegates at convention
- Unit delegates & presidents will not be allowed to vote at council meetings

All these things do not just negatively impact your organization as a whole, but can directly impact your students, members and staff.

BYLAWS REVIEW/RENEWAL PROCESS

- ❖ Check your bylaws expiration date. If they are expiring within the next 3 to 6 months (or already expired), it's time to get started on the renewal process.
- ❖ Form a bylaws committee of 3-5 members to review your current bylaws.
- ❖ Provide the committee members with the tools they need
 - a copy of the current bylaws
 - Steps to Updating Your Bylaws*
 - Bylaws Wizard instructions*



** These can be found on the NYS PTA website home page at www.nyspta.org - Click on Leaders then go to bylaws/procedures*

Welcome to Bylaws Wizard

Go to NYS PTA website home page at www.nyspta.org - Click on Leaders then go to bylaws/procedures

The screenshot shows a web browser window displaying the NYS PTA website. The browser's address bar shows the URL <https://www.nyspta.org/2022/03/23/84018/>. The website's header includes the NYS PTA logo and a search bar. A navigation menu is visible with the following items: COVID-19, ABOUT US, ADVOCACY, EVENTS, LEADERS, MEMBERSHIP, PROGRAMS, DONATE, and JOIN. A dropdown menu is open under 'LEADERS', listing the following options: OFFICER TRANSITIONS, BYLAWS/PROCEDURES, COMMUNICATIONS, INTERNAL DATA LIBRARY, LEADERSHIP RECRUITMENT, REGION PARTNERS, RESOURCE GUIDE, RUN YOUR PTA, and TRAINING MATERIALS. The main content area features a yellow banner with the text 'READ THE M. 2022 NEW Y PARENT TEA ON ANY DE' and an image of a laptop displaying a document. Below the banner, the text reads 'New York Parent Teacher March 2022 edition Flipsnack version'. On the right side of the page, there are buttons for 'Join a PTA', 'Donate', and 'PTA Store', along with a section for 'Alliance Logos' featuring various partner logos such as Presidential Alliance, AIM, Family Care, LightSail, memberhub, SWANK, Gold Alliance, ARMURED ONE, FINANCIAL AID NOW, girls with impact, and ICAS. The browser's taskbar at the bottom shows the Windows search bar, several open applications, and the system tray with the date and time (2:14 PM, 6/27/2022).



Recent Posts

- Jenkins Memorial Scholarship for Teacher Education Winners! June 13, 2022
- Save the Date! June 10, 2022
- NYS PTA Announces Winners of New Diversity, Equity, and Inclusion Award May 24, 2022
- (no title) May 3, 2022
- National PTA and New York State PTA Statement on Violence in the South Bronx April 11, 2022

Bylaws/Procedures

Bylaws Wizard [Click here for Bylaws Wizard](#)

Please download the [Steps to Updating Bylaws](#) document and read the instructions carefully! You should also download the **Bylaws Wizard Instructions** below to use while completing the wizard.



All units and councils must have PTA bylaws under which they operate. The bylaws must be updated every 3 years to keep your unit or council in good standing with the State and National PTA. Bylaws are the backbone of your association.

[Join a PTA](#)

[Donate](#)

[PTA Store](#)

Alliance Logos

PTA Alliance Partners

Feedback

LET'S GET STARTED

This process should take
no more than 15 minutes to complete

It is advisable to have a copy of your current bylaws for reference during the process. If you need a copy, please contact your Region Bylaws Chair (RBC) or your Region Director (RD)

<https://nyspta.my.site.com/Bylaws>

You must enter your unit code to begin - this number is on the first page of your current bylaws

The screenshot shows a web browser window with two tabs: "Bylaws/Procedures - NYS" and "NYS PTA Portal". The address bar shows a secure connection to <https://nyspta.force.com/Bylaws>. The page header features the "New York State PTA" logo with the tagline "every child. one voice." Below the header is a yellow horizontal line. The main content area contains a "Next" button in the top right corner. Below this is a form titled "Enter your New York State PTA unit or council code (xx-xxx):". The form has two input fields: "First Two Digits" with the value "00" and "Last Three or Four Digits" with the value "000". Each input field has a question mark icon to its right. At the bottom right of the form area is another "Next" button. The footer contains the text: "Copyright © 2000-2018 salesforce.com, inc. All rights reserved. | [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#)".



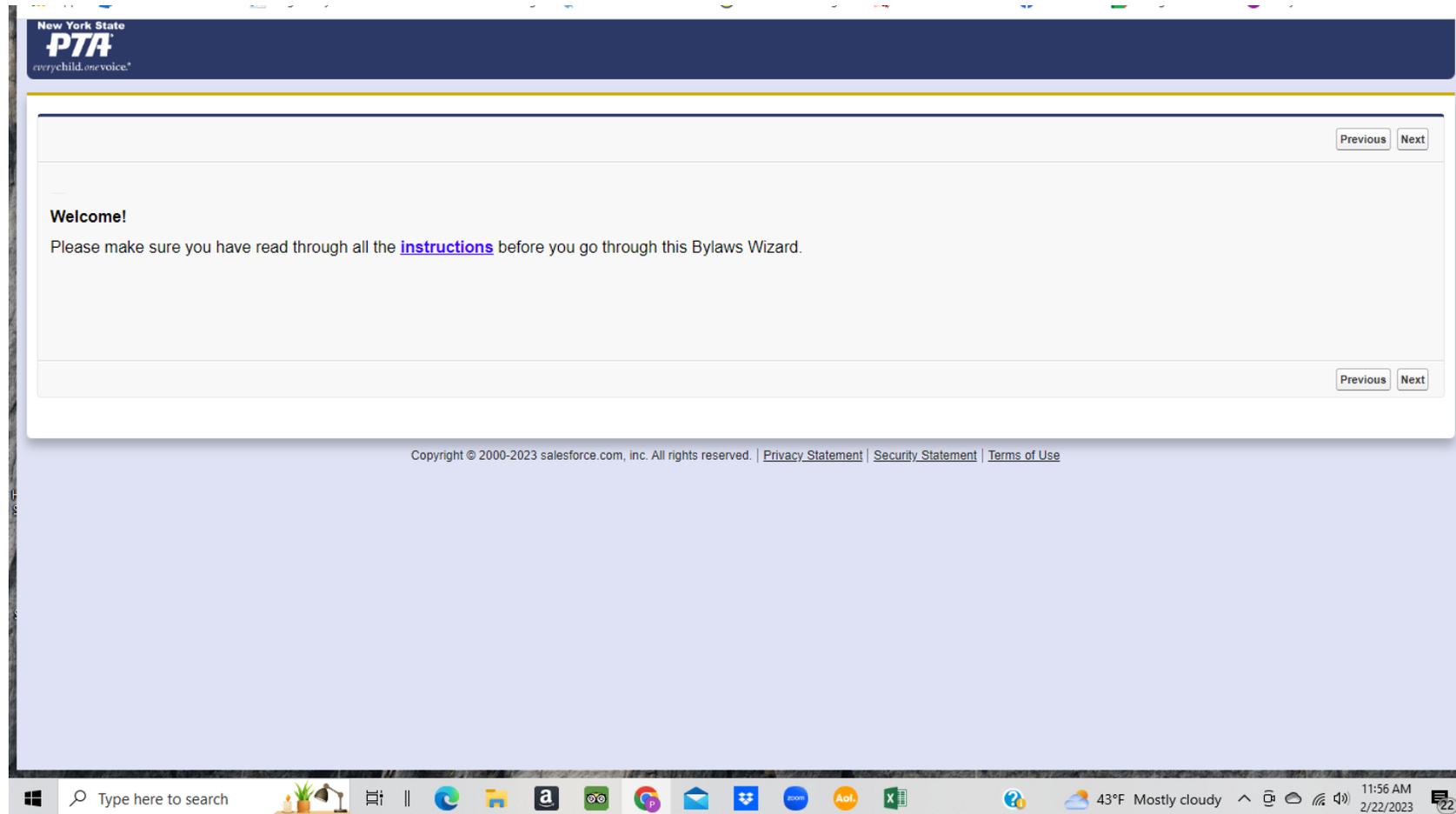
Enter your first and last name and email address – This information is needed to send you a copy of your submitted bylaws.

The screenshot shows a web browser window with the URL `nyspta.force.com/Bylaws`. The browser's address bar and tabs are visible at the top. The main content area of the browser displays a form with the following elements:

- New York State PTA** logo and tagline "everychild.asevoice." at the top left.
- Navigation buttons labeled "Previous" and "Next" at the top right of the form area.
- A heading: "Please enter your name and email address:"
- Three input fields labeled "First Name", "Last Name", and "Email Address".
- A note below the fields: "The bylaws document will be sent to this address."
- Navigation buttons labeled "Previous" and "Next" at the bottom right of the form area.
- Copyright notice at the bottom: "Copyright © 2000-2022 salesforce.com, inc. All rights reserved. | [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#)"

The browser's taskbar at the bottom shows several open applications, including a file explorer with "wizard_pose_1600...png", "Power Point Tem...pptx", and "EZ Pass.pdf". The system tray on the right shows the time as 2:35 PM on 6/27/2022.

- **New Bylaws/ Amendment** – All bylaws will now be entered as New, whether you are at the 3 year mandatory renewal time or making changes within the 3 years. Please be sure to read all instructions before starting the Wizard.



The screenshot shows a web browser window displaying the New York State PTA website. The header features the PTA logo with the tagline "everychild.onevoice." Below the header is a large white box containing a "Welcome!" message and a link to "instructions". The page footer includes copyright information and links to "Privacy Statement", "Security Statement", and "Terms of Use". The Windows taskbar is visible at the bottom, showing the search bar, task view, and various application icons.

New York State
PTA
everychild.onevoice.

[Previous](#) [Next](#)

Welcome!
Please make sure you have read through all the [instructions](#) before you go through this Bylaws Wizard.

[Previous](#) [Next](#)

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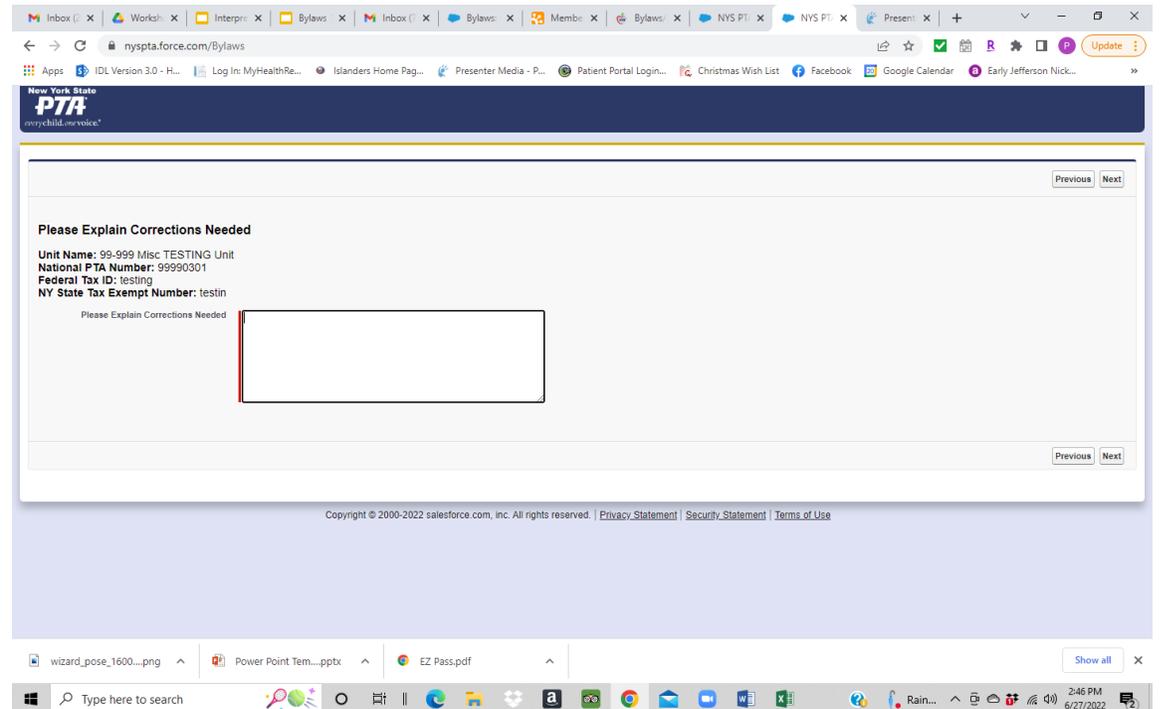
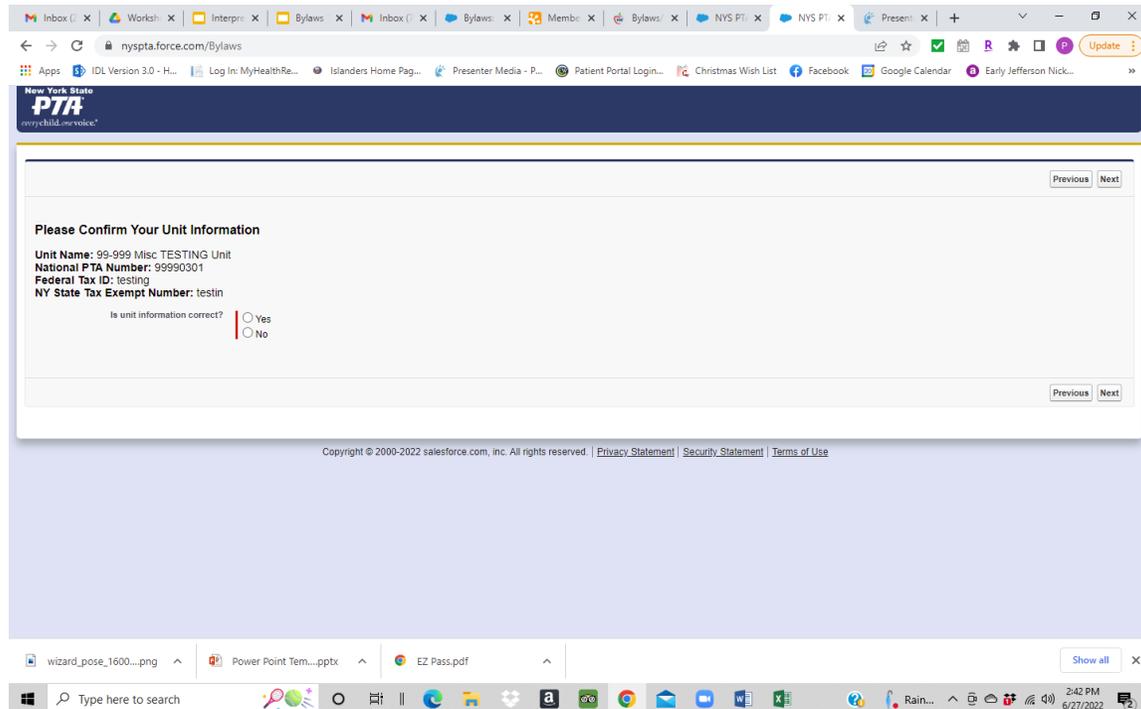
Type here to search

43°F Mostly cloudy 11:56 AM 2/22/2023



Unit Information – Check if the information provided is correct. If not, check No and make corrections in the box on the next page**

****Unit name changes can only be handled through your region bylaws chair and region director**





Membership Adoption Date – if your bylaws have not yet been voted on, leave this blank

President and Secretary — put in the names of your current president and secretary. If you have a Recording and Corresponding Secretary, enter the *Recording Secretary Information*.

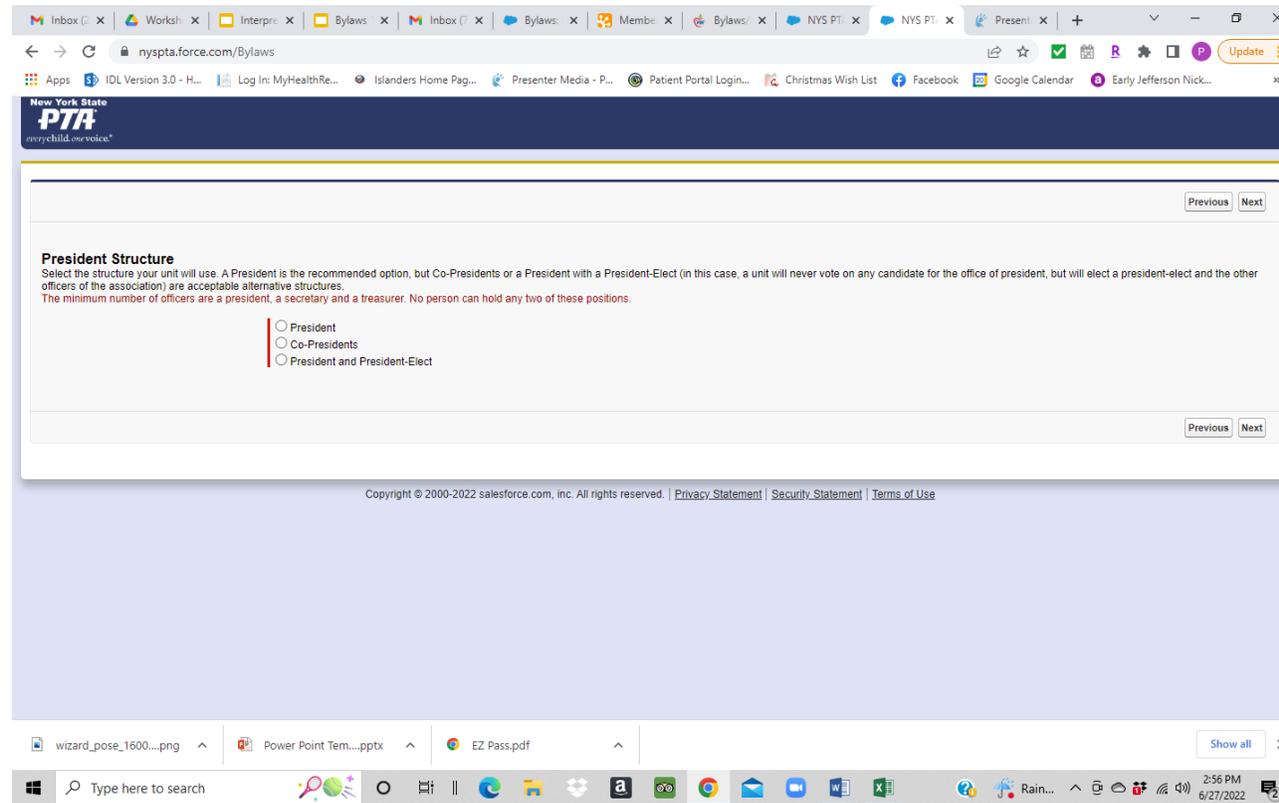
The screenshot shows a web browser window with the URL `nyspta.force.com/Bylaws`. The page header includes the New York State PTA logo and the tagline "every child, one voice". The main content area is titled "Officers and Adoption Date" and contains the following text: "Please provide your President's and Secretary's names. Only enter the adoption date if the bylaws have already been adopted." Below this text are three input fields: "Membership Adoption Date" (with a date picker set to 6/27/2022), "President's Name", and "Secretary's Name". The form is flanked by "Previous" and "Next" buttons. At the bottom of the page, there is a copyright notice: "Copyright © 2000-2022 salesforce.com, inc. All rights reserved. | [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#)". The Windows taskbar at the bottom shows the time as 2:48 PM on 6/27/2022.



Dues Information –Fill in the annual dues of your association.

President Structure -Select the type of president structure for your unit

If you choose President/ President Elect Structure, your 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 screenshot shows a web browser window with the URL `nyspta.force.com/Bylaws`. The page header includes the New York State PTA logo and the tagline "every child, one voice". The main content area is titled "President Structure" and contains the following text:

Select the structure your unit will use. A President is the recommended option, but Co-Presidents or a President with a President-Elect (in this case, a 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) are acceptable alternative structures.
The minimum number of officers are a president, a secretary and a treasurer. No person can hold any two of these positions.

Below the text are three radio button options:

- President
- Co-Presidents
- President and President-Elect

The page includes "Previous" and "Next" navigation buttons at the top right and bottom right of the form area. At the bottom of the page, there is a copyright notice: "Copyright © 2000-2022 salesforce.com, inc. All rights reserved. | [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#)". The Windows taskbar at the bottom shows the search bar, task view, and various application icons, with the system tray displaying the time as 2:56 PM on 6/27/2022.

Vice President Structure – Enter number of vice presidents and then the vice president structure:

Designated Order (1st, 2nd etc.)

Job Title (VP of Legislation, VP of Membership, etc.)

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

If 1 VP select One VP Only

If no VP enter 0

The screenshot shows a web browser window displaying the 'Vice President Structure' form on the nyspta.force.com website. The form includes the following text and options:

Vice President Structure
Select the vice president structure and enter the number of vice presidents.
Designated Order (1st, 2nd etc.)
Job Title (VP of Legislation, etc.)
At Large (order and duties determined in accordance with unit Procedures)

By Designated Order
 By Job Title
 At Large
 One VP Only
 No VP

Number of Vice Presidents:

The browser's address bar shows 'nyspta.force.com/Bylaws'. The Windows taskbar at the bottom indicates the date and time as 3:03 PM on 6/27/2022.

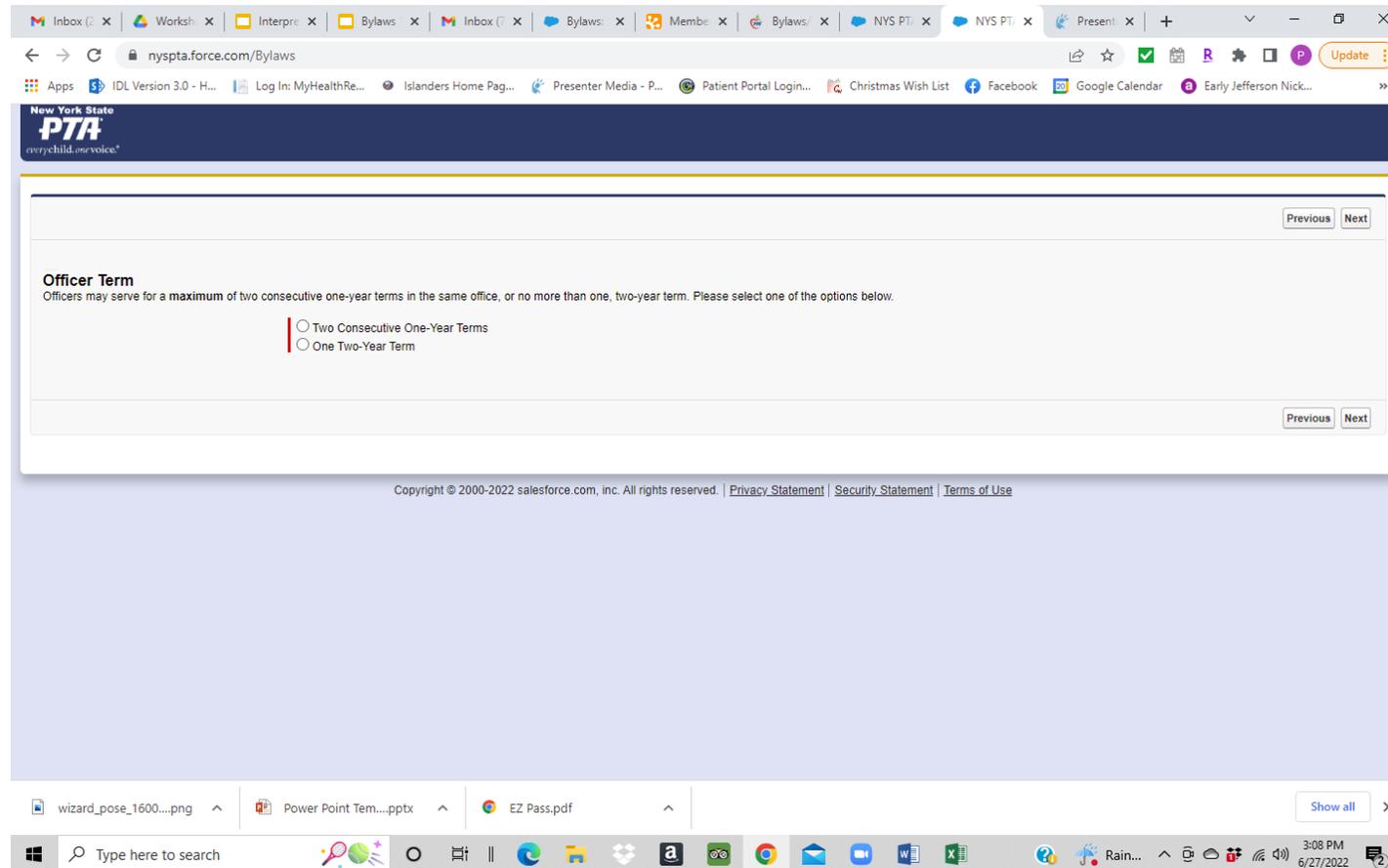


Secretary – PTA units can have either a single secretary or a recording and a corresponding secretary.

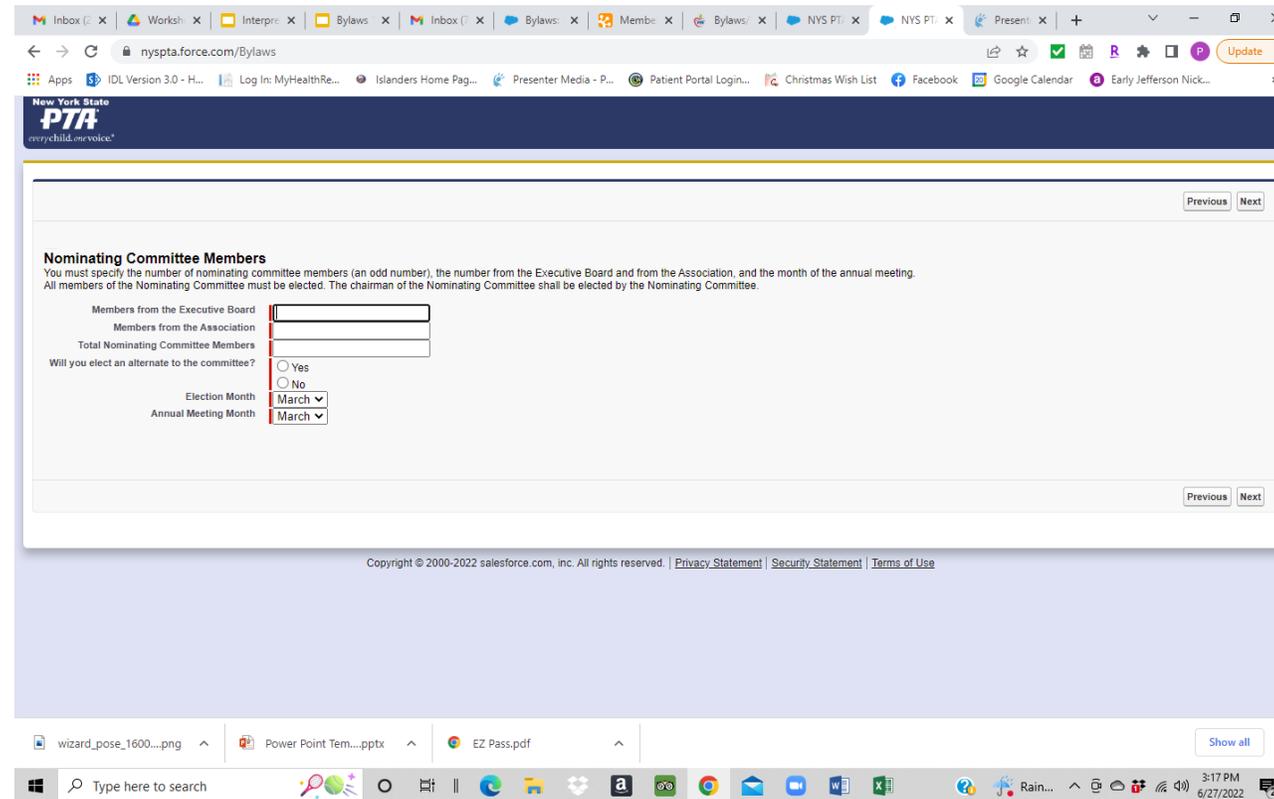
The screenshot shows a web browser window with the URL `nyspta.force.com/Bylaws`. The page header features the New York State PTA logo with the tagline "everychild.ourvoice." Below the header, there are navigation buttons for "Previous" and "Next". The main content area is titled "Secretary Structure" and contains the text: "PTA units can have either a single secretary or a recording and a corresponding secretary." Below this text are two radio button options:
 One Secretary
 Recording and Corresponding Secretaries
 At the bottom of the form, there are again "Previous" and "Next" buttons. The footer of the page contains the copyright notice: "Copyright © 2000-2022 salesforce.com, inc. All rights reserved. | [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#)". The browser's taskbar at the bottom shows several open applications, including a file explorer with "wizard_pose_1600...png", "Power Point Tem...pptx", and "EZ Pass.pdf". The system tray shows the time as 3:07 PM on 6/27/2022.



Officer Term – Please select one of these options.
Officers may serve for a **maximum of two consecutive one-year terms** or **one two-year term** in the same office.



Nominating Committee – You must specify the number of nominating committee members from the Executive Board and the number from the Association (general membership). Choose whether you wish to have an alternate to the committee. Use the dropdowns to select the month of the election meeting and the annual meeting.



The screenshot shows a web browser window displaying the 'Nominating Committee Members' form on the nyspta.force.com website. The browser's address bar shows the URL 'nyspta.force.com/Bylaws'. The page header includes the 'New York State PTR' logo with the tagline 'every child, one voice'. The form itself is titled 'Nominating Committee Members' and contains the following fields and options:

- Members from the Executive Board:** A text input field.
- Members from the Association:** A text input field.
- Total Nominating Committee Members:** A text input field.
- Will you elect an alternate to the committee?:** Radio button options for 'Yes' and 'No'.
- Election Month:** A dropdown menu currently set to 'March'.
- Annual Meeting Month:** A dropdown menu currently set to 'March'.

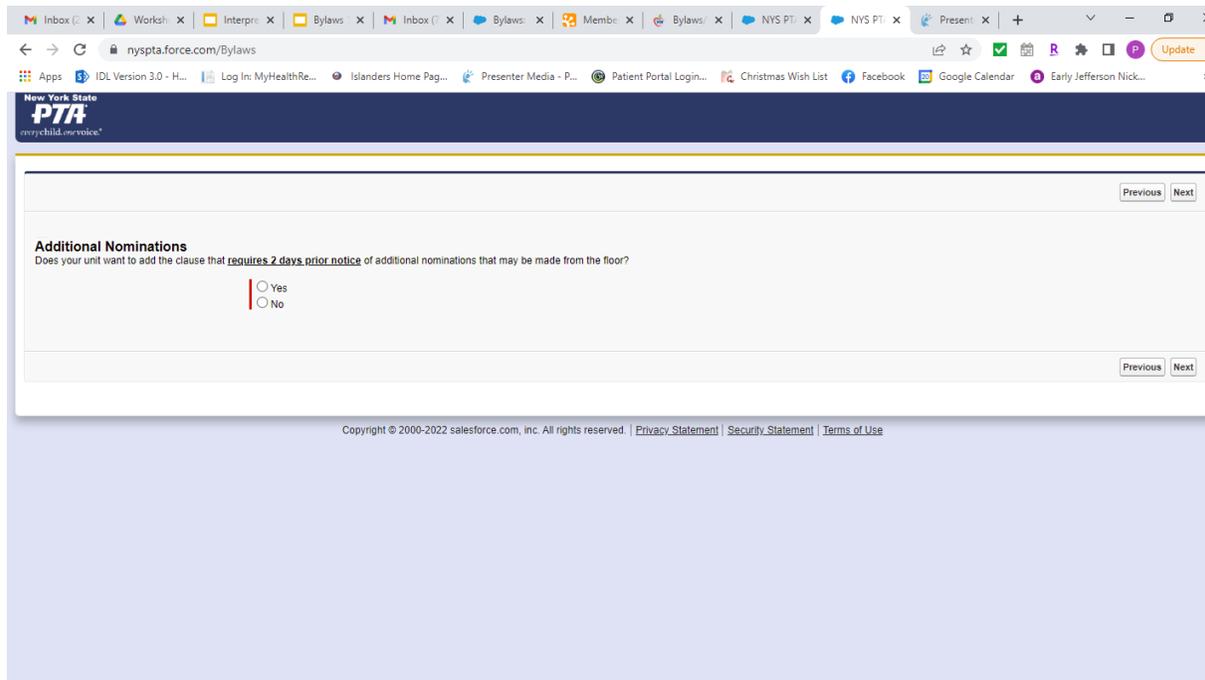
Navigation buttons for 'Previous' and 'Next' are located at the top right and bottom right of the form area. At the bottom of the page, there is a copyright notice: 'Copyright © 2000-2022 salesforce.com, inc. All rights reserved.' with links for 'Privacy Statement', 'Security Statement', and 'Terms of Use'. The Windows taskbar at the bottom shows the system tray with the date '6/27/2022' and time '3:17 PM'.

Additional Nominations –

- Check Yes 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.

- Check No if you do not wish to require prior notice. If you select no, then any member can be nominated from the floor at the election meeting.



The screenshot shows a web browser window with the URL nyspta.force.com/Bylaws. The page header features the New York State PTA logo with the tagline "my child, my voice". The main content area is titled "Additional Nominations" and contains the question: "Does your unit want to add the clause that **requires 2 days prior notice** of additional nominations that may be made from the floor?". Below the question are two radio button options: "Yes" and "No". The "Yes" option is selected, indicated by a red vertical bar to its left. Navigation buttons for "Previous" and "Next" are visible at the top right and bottom right of the form. At the bottom of the page, there is a copyright notice: "Copyright © 2000-2022 salesforce.com, inc. All rights reserved | [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#)".



Choose when the nominating committee will *publish* its report

The screenshot shows a web browser window with the URL `nyspta.force.com/Bylaws`. The page header features the New York State PTA logo with the tagline "everychild.onevoice". The main content area is titled "Nominating Committee Report" and contains the text "The report of the nominating committee will be published:". Below this text are two radio button options: "One Month Prior to Meeting" and "Two Weeks Prior to Meeting". The "One Month Prior to Meeting" option is selected. The page includes "Previous" and "Next" navigation buttons at the top right and bottom right of the content area. At the bottom of the page, there is a copyright notice: "Copyright © 2000-2022 salesforce.com, inc. All rights reserved. | [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#)". The browser's taskbar at the bottom shows several open applications, including a search bar, and the system tray displays the time as 3:34 PM on 6/27/2022 and the temperature as 73°F.



Executive Committee – consists of the elected officers of your unit. You may include the immediate past president as part of the executive committee.

The screenshot shows a web browser window with the URL `nyspta.force.com/Bylaws`. The page header features the New York State PTA logo with the tagline "everychild.onevoice". The main content area is titled "Executive Committee" and contains the text: "The executive committee consists of the elected officers of your unit. You may include possible additional members:". Below this text are two radio button options:
 Immediate Past President
 No Additional Members
The browser's taskbar at the bottom shows several open applications, including a search bar, and the system tray displays the time as 3:36 PM on 6/27/2022.



Executive Board – consists of the executive committee, council delegates and chairs of standing committees of your unit. You may want to include possible additional members:

The screenshot shows a web browser window with the URL `nyspta.force.com/Bylaws`. The page header includes the New York State PTA logo and the tagline "every child, one voice". The main content area is titled "Executive Board" and contains the following text: "The executive board consists of the executive committee and chairs of standing committees of your unit. You may want to include possible additional members:"

- Immediate Past President
- Principal or Other Administrator
- Teacher Liaisons
- Parliamentarian (a non-voting member)
- Student Rep
- Historian
- Directors/Building Representatives (SEPTAS, or Central PTAs, PTSAs only)

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Council – If the PTA unit is a member of a council, key in the number of delegates to the council (as indicated in Council bylaws) and how they are selected. *Though Delegates may be elected at the same time as officers, they are not officers. All delegates are part of the executive board.*

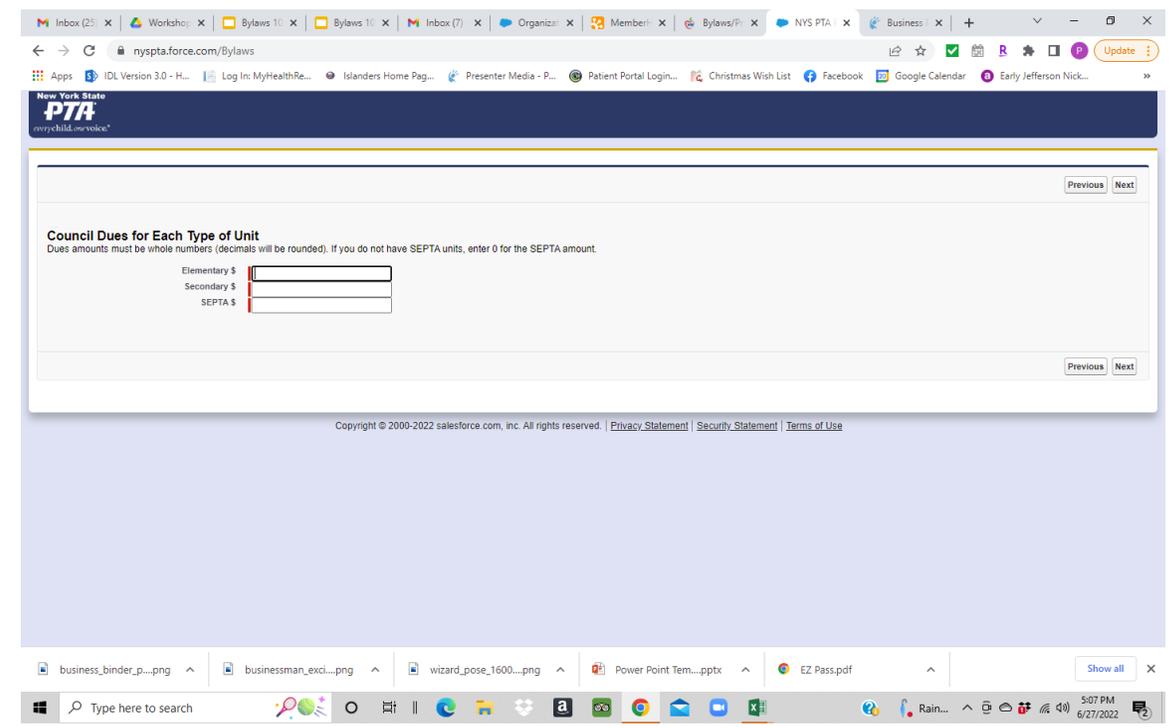
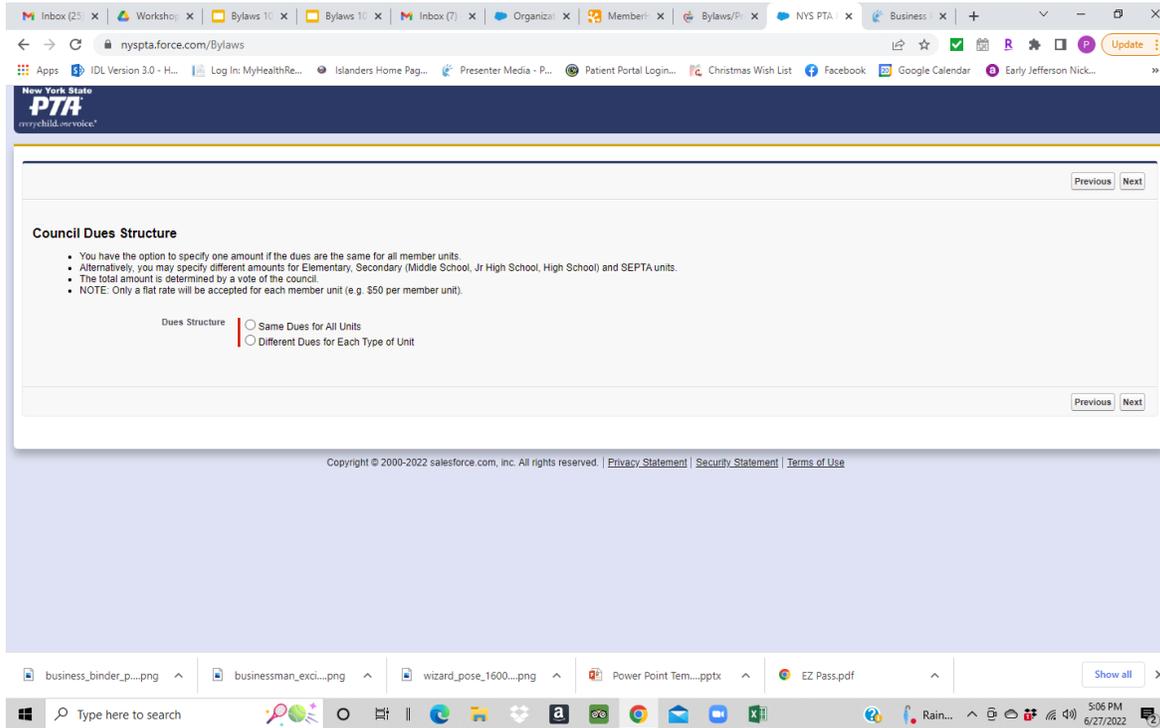
The screenshot shows a web browser window with the URL `nyspta.force.com/Bylaws`. The page header features the New York State PTA logo with the tagline "everychild.onevoice." Below the header, there are navigation buttons for "Previous" and "Next". The main content area is titled "Council Delegates" and contains the following text: "The unit president/alternate is automatically a voting delegate to your council. You may choose to have additional council delegates up to the maximum number allowed by your council. Please check with your council to see how many delegates they allow." Below this text, there is a form with two sections: "Number of additional delegates:" followed by a text input field, and "How are delegates selected?" followed by four radio button options: "Nominated/Elected at Same Time as the Officers", "Appointed by President", "Elected by Executive Board", and "Not Applicable". A note below the options states: "Council Delegates become members of your Executive Board. Your immediate past president and/or principal (or principal's representative) are eligible to be council delegates if desired." At the bottom of the form, there are "Previous" and "Next" buttons. The footer of the page contains copyright information: "Copyright © 2000-2022 salesforce.com, inc. All rights reserved." and links for "Privacy Statement", "Security Statement", and "Terms of Use". The Windows taskbar at the bottom shows the time as 3:48 PM on 6/27/2022 and includes icons for various applications and system utilities.

LET'S REVIEW COUNCIL WIZARD

It is advisable to have a copy of your current bylaws for reference during the process. If you need a copy, please contact your Region Bylaws Chair (RBC) or your Region Director (RD)

<https://nyspta.my.site.com/Bylaws>

Council dues structure – you can choose one amount for all units, or different dues for each type of unit





Delegates - Same

The screenshot shows a web browser window with the URL `nyspta.force.com/Bylaws`. The page header features the New York State PTR logo with the tagline "every child, our voice". The main content area is titled "Delegates from Member Units" and contains the following text:

- Each member PTA/PTSA shall be entitled to representation on the voting body by its president/alternate and by the number of delegates selected by the PTA/PTSA.
- You may specify a fixed number of delegates or variable number of delegates per your bylaws/procedures.

Below the text are two radio button options:

- Fixed Number of Delegates per Unit
- Different Number of Delegates for Each Unit Type

Navigation buttons "Previous" and "Next" are visible at the top right and bottom right of the content area. A copyright notice at the bottom reads: "Copyright © 2000-2022 salesforce.com, inc. All rights reserved. | [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#)". The Windows taskbar at the bottom shows the time as 5:10 PM on 6/27/2022.

The screenshot shows the same web browser window with the URL `nyspta.force.com/Bylaws`. The main content area is titled "Delegates Allowed from Each Unit" and contains the following text:

This number is in addition to the unit president or his/her alternate.

Enter the number of additional delegates per unit:

Navigation buttons "Previous" and "Next" are visible at the top right and bottom right of the content area. A copyright notice at the bottom reads: "Copyright © 2000-2022 salesforce.com, inc. All rights reserved. | [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#)". The Windows taskbar at the bottom shows the time as 5:13 PM on 6/27/2022.

Delegates - different

The screenshot shows a web browser window with the URL `nyspta.force.com/Bylaws`. The page header includes the New York State PTR logo and navigation links. The main content area is titled "Delegates from Member Units" and contains the following text:

- Each member PTA/PTSA shall be entitled to representation on the voting body by its president/alternate and by the number of delegates selected by the PTA/PTSA.
- You may specify a fixed number of delegates or variable number of delegates per your bylaws/procedures.

Below the text are two radio button options:

- Fixed Number of Delegates per Unit
- Different Number of Delegates for Each Unit Type

At the bottom of the page, there is a copyright notice: "Copyright © 2000-2022 salesforce.com, inc. All rights reserved. | [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#)".

The screenshot shows the same web browser window with the URL `nyspta.force.com/Bylaws`. The main content area is titled "Variable Number of Delegates Allowed per Unit" and contains the following text:

Enter the number of additional delegates for each type of unit. If you do not have SEPTA units, enter 0 for the SEPTA delegates field.

There are three input fields for the following categories:

- Elementary
- Secondary
- SEPTA

Below the input fields, it states: "Each number is in addition to the unit president or his/her alternate."

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Nominating Committee –1 member from each unit. You do not need to enter the number of unit representatives as that will be automatically calculated by the system when you make this selection, but you will need to enter the # if you wish to have additional members

The screenshot shows a web browser window with the URL nyspta.force.com/Bylaws. The page header includes the New York State PTR logo and navigation links. The main content area is titled "Nominating Committee Selection" and contains the following instructions:

- All members of the nominating committee must be elected.
- The total number of members on the committee will be automatically calculated for you.
- 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.

Below the instructions, there is a section "The committee will consist of:" with two radio button options:

- One member elected from each unit
- Number of members elected from voting body of Council

At the bottom of the form, there are "Previous" and "Next" buttons. The footer of the page contains the copyright notice: "Copyright © 2000-2022 salesforce.com, inc. All rights reserved. | [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#)".

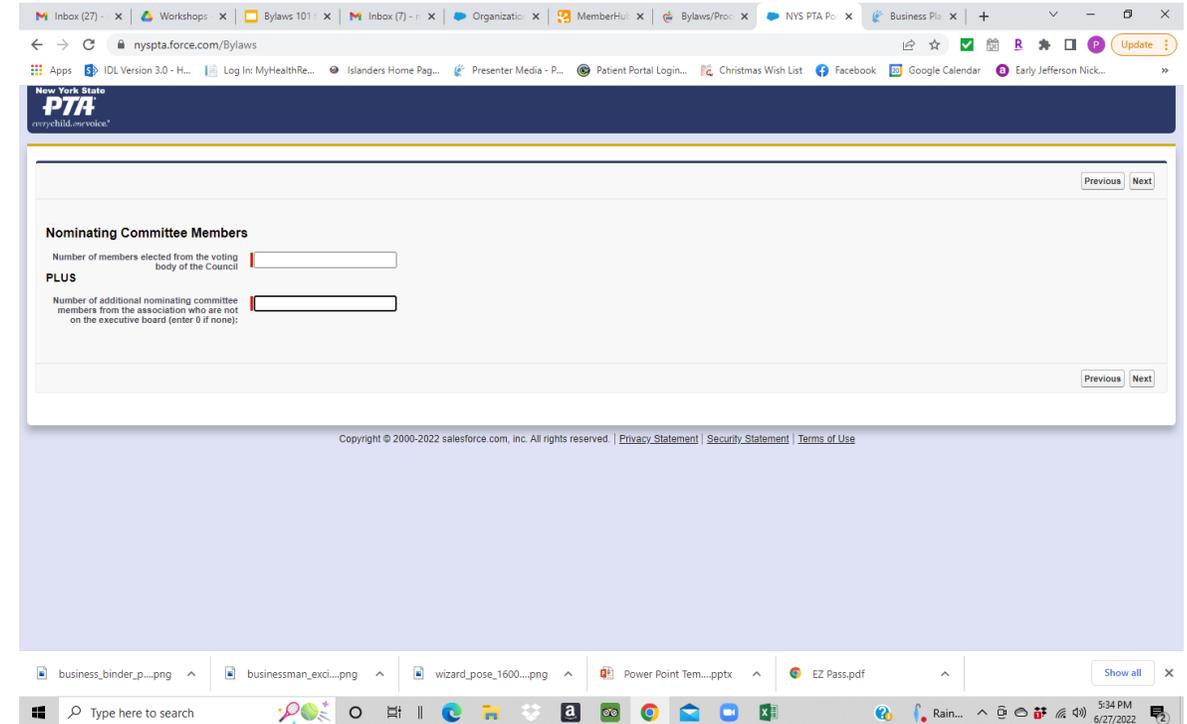
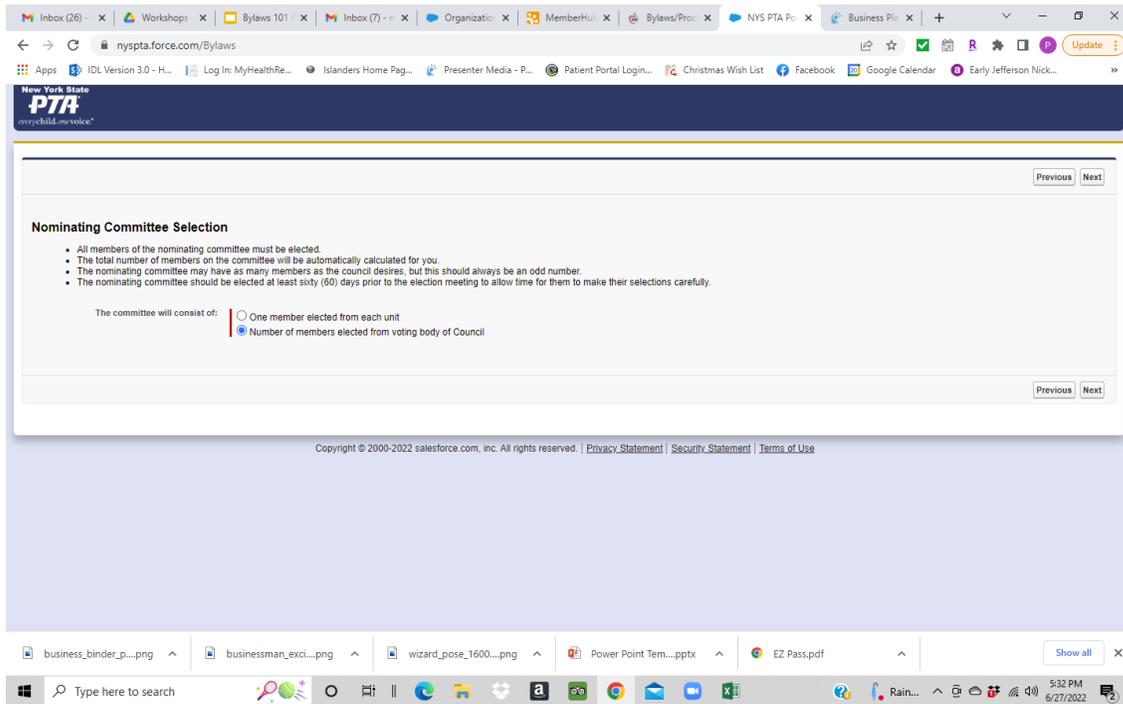
The screenshot shows the next step in the process, titled "Nominating Committee Members". The instructions are:

- One member elected from each unit 1
- PLUS**
- Number of additional nominating committee members from the association who are not on the executive board (enter 0 if none)

There is a text input field for the number of additional members, which is currently empty. At the bottom of the form, there are "Previous" and "Next" buttons. The footer of the page contains the copyright notice: "Copyright © 2000-2022 salesforce.com, inc. All rights reserved. | [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#)".



Nominating Committee –from voting body of council. You must specify the number of nominating committee members from the Executive Board and the number of non-board members.





Executive Board – consists of the executive committee and chairs of standing committees of your council. You may want to include possible additional members:

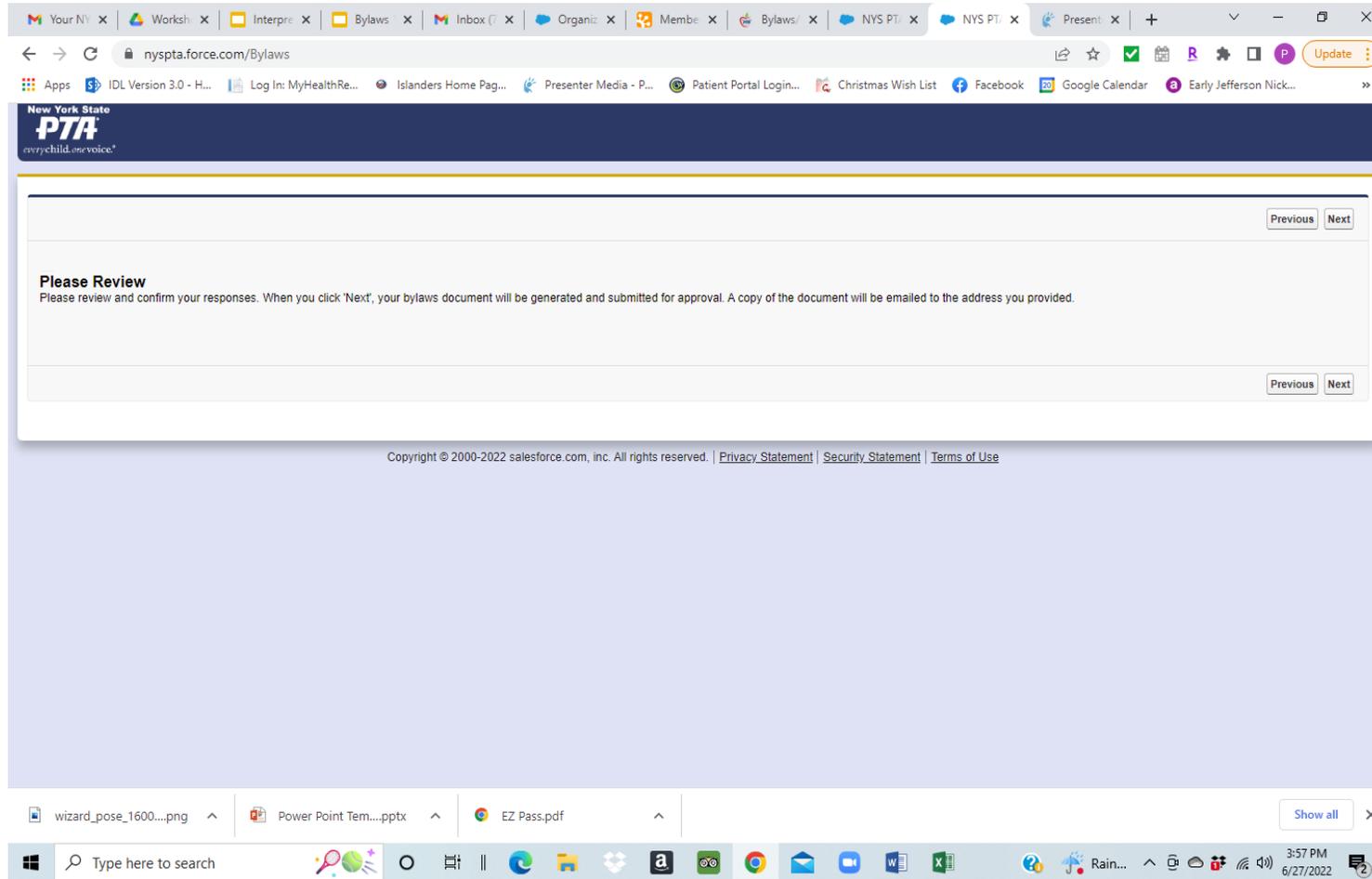
The screenshot shows a web browser window with the URL `nyspta.force.com/Bylaws`. The page title is "Executive Board". The content includes the following text and list:

The executive board consists of the executive committee and chairs of standing committees of your council. You may want to include possible additional members:

- President of Each Member Unit
- Immediate Past President
- Council Delegates
- Superintendent (or designee)
- Teacher Liaisons
- Parliamentarian (a non-voting member)
- School Board Liaison
- Historian

At the bottom of the page, there is a copyright notice: "Copyright © 2000-2022 salesforce.com, inc. All rights reserved. | [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#)".

Please review and confirm your responses. When you click 'Next', your bylaws document will be generated and submitted for approval.



The screenshot displays a web browser window with the URL `nyspta.force.com/Bylaws`. The page header features the New York State PTA logo with the tagline "every child, one voice." Below the header, there is a large white box containing the following text:

Please Review
Please review and confirm your responses. When you click 'Next', your bylaws document will be generated and submitted for approval. A copy of the document will be emailed to the address you provided.

Navigation buttons labeled "Previous" and "Next" are visible in the top right and bottom right corners of the white box. At the bottom of the page, a copyright notice reads: "Copyright © 2000-2022 salesforce.com, inc. All rights reserved. | [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#)". The browser's taskbar at the bottom shows the system time as 3:57 PM on 6/27/2022.

Once you click Finish, a copy of the document will be emailed to the address you provided.

New York State PTA
every child, one voice.

Finish

Your bylaws document is being generated and a draft copy will be emailed to you.
HOWEVER, YOU ARE NOT FINISHED, PLEASE READ BELOW!
After the bylaws are voted on, you **MUST** send the signed cover page to your Region Bylaws Chair to start the approval process.

PLEASE PRINT THESE INSTRUCTIONS!

- Review your new bylaws document that was just emailed to you
- If you find anything that needs to be changed, please email your Region Bylaws Chair ([email addresses available HERE](#)), and they will make the necessary changes for you and resend you a new draft copy.
- **DO NOT GO THROUGH THE WIZARD A SECOND TIME TO AVOID DUPLICATE RECORDS**
- If everything looks as expected, print your bylaws document
- With 30 days' advance notice, present the bylaws document to your Membership for a vote
- If approved, fill in the Adoption Date on the cover page
- Gather the appropriate signatures and send the signed cover page to your Region Bylaws Chair via email or in the mail
- If processing an Amendment, be sure to include your completed [Amendment Form](#) as well

Once approved by the region and the state, you will receive the APPROVED bylaws document via email to save electronically and to print and have available for your members.

VERY IMPORTANT
Your Bylaws cannot be approved until your signed cover sheet is received by your Region Bylaws Chair! If not completed within 6 months, this bylaws record will be deleted and you will need to start the process over!

Finish

wizard_pose_1600...png | Power Point Tem...pptx | EZ Pass.pdf | Show all

Type here to search | Rain... | 4:02 PM 6/27/2022



Review your new bylaws document that was emailed to you immediately.

If you find anything that needs to be changed, please email or call your Region Bylaws Chair and they will make the necessary changes for you and resend you a new draft copy.

DO NOT GO THROUGH THE WIZARD A SECOND TIME TO AVOID DUPLICATE RECORDS!

Once approved by the region and the state, you will receive the APPROVED bylaws document via email (*to the person who completed the bylaws through the wizard*) to save electronically and to print and have available for your members.

VERY IMPORTANT

Your Bylaws cannot be approved until your signed cover sheet is received by your Region Bylaws Chair! If not completed within 6 months, this bylaws record will be deleted, and you will need to start the process over!

Bylaws Links **on NYS PTA website**

[Steps to Revising Bylaws](#)

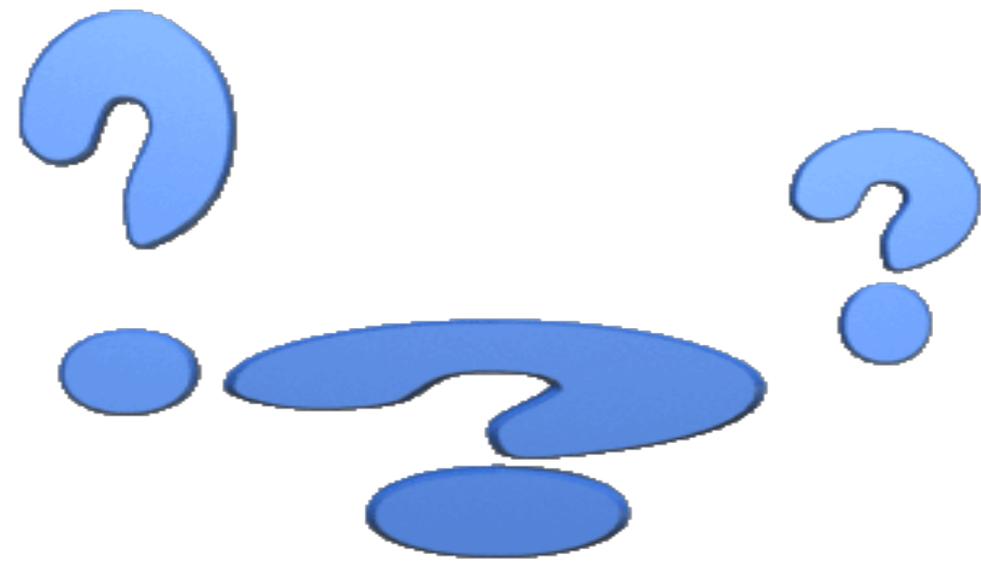
[Unit Bylaws Wizard Instructions](#)

[Council Bylaws Wizard Instructions](#)

[Unit & Council Name Change Process](#)

Region Bylaws Chairs

- 04 —Central Hudson: Jennifer McPhee (chrptabylaws@gmail.com)
- 05 —Suffolk: Megan Zarchy (bylaws@suffolkpta.org)
- 06 —Leatherstocking: TBD (bylaws@lsrpta.org)
- 07 —Genesee Valley: Shevah Faber (acting) (bylaws@gvpta.org)
- 10 —Nassau: Lynn Petrofsky (bylaws@nassaupta.org)
- 11 —Niagara: TBD (nrptabylaws@gmail.com)
- 12 —Northeastern: Holly Gregg (northeasternbylaws@gmail.com)
- 14 —South Central: Janet Huie (southcentralbylaws@gmail.com)
- 15 —Southeastern: Brooke McCall (serny.bylaws@gmail.com)
- 17 —Taconic: Nancy Hulton (bylaws@taconicpta.org)
- 18 —Westchester-East Putnam: Joane Lasky (weprbylaws@gmail.com)
- 19 —Western: Jill Patterson (acting) (westernregionbylaws@gmail.com)



Thank You!
Any Questions
Please Contact your RBC or
Geri Lehane
bylaws@nyspta.org