


**Western Region PTA SLA
August 22, 2018
BYLAWS WIZARD
FOR UNITS AND COUNCILS
AND ALL ABOUT PROCEDURES**


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**A Unit in Good Standing Will
Have**

- Bylaws that are up to date
- Paid membership (minimum of 25)
- Paid Insurance
- Updated Form A (Officer contact information)
- Completed their taxes by Nov 15th
- An annual audit done each year
- Workable Procedures




BYLAWS WIZARD


- Bylaws must be renewed every three years for units & councils to maintain "Good Standing" status.
- Process requires reviewing / updating and approval by 2/3 of your members and NYS PTA approval. Members must be given 30 days notice of the meeting to adopt new bylaws.
- *Units and Councils can only use the Bylaws Wizard for completion of bylaws*



BYLAWS PATTERN CHANGES


- We have simplified and standardized the bylaws patterns with the following:
 - Officers shall assume their official duties on July 1
 - The Nominating Chair is elected by the Nominating Committee
 - Officers shall serve for no more than two (2) consecutive one year terms (or one two year term).
 - Fiscal Year is July 1 – June 30
 - Special Meetings of the executive committee and executive board may be called and at least 2 days' notice shall be given
 - Special Meetings of the Association may be called by the President, a majority of the executive board, or upon written request of 30% of the membership. At least 5 days' notice shall be given.
 - All units must now publish the proposed slate of officers for the membership either two weeks or one month prior to the election meeting**
- BYLAWS Wizard optimized for speed through the entire process
- Bylaws Wizard checks for required limits and provides required wording it will send you back to a screen if you make an error






BYLAWS NOTES TO REMEMBER


- No more than three amendments may be made to existing bylaws within the three year period. The bylaws amendment instructions are available on the NYS PTA website. No amendments may be made on bylaws that are within 90 days of the expiration date.
- Changes in mandated articles and sections are voted upon by delegates at the National PTA and New York State PTA conventions and automatically become part of bylaws. Unit or council members should be aware of changes in mandated sections.






BYLAWS NOTES TO REMEMBER

- Bylaws are valid for three years from the date of approval by the New York State PTA Bylaws Coordinator.
- They can be reviewed at any time and be resubmitted. However, every three years they must be sent, whether revised or not, 60 days prior to the date of expiration to the Region Bylaws Chair or, in the Chair's absence, to the Region Director.






BYLAWS WIZARD

When your bylaws are due for revision, you will receive an email from the Western Region Bylaws Chair.


- It should include your RBC's contact information and instructions on how to renew your bylaws.
- Form a bylaws committee of 3-5 members
- Review your current bylaws to see what changes if any need to be made
- The Bylaws Wizard tab is located in MemberHub in your Admin Console PTA tab under bylaws



****It is highly recommended that you view the bylaws video before beginning the process***

*You can then access the NYS Portal and Click on the **Bylaws Wizard tab** to begin the process

*At the bottom of the Bylaws page are documents that can be printed out for help in the process.




Welcome to Bylaws Wizard

This process should take no more than 15 minutes to complete


It is important to have a copy of your current bylaws available when you begin the process

- Please choose either **New Bylaws** or **Amendment** (**note - a renewal of bylaws when they are due to expire is considered NEW not amended**)
- You will be asked to confirm your unit's information - if you check no, you will be directed to the next page to put in any changes (This does not include any name changes of the school - that must be done separately - you can contact the Bylaws chairman for help)



- You will be asked to put in your membership adoption date (if the bylaws have not yet been adopted, this can be added later by the Region bylaws chairman)
- Put in the names of your president and secretary
- You have choices for dues amounts; standard, additional members(*not a family membership*), student, and staff


(\$4 is the minimum amount that can be charged and you MUST place a number of at least \$4 on each line)



BYLAWS WIZARD


- **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 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 (3) three: a president, a secretary and a treasurer. No person can hold any two of these positions.**

Vice Presidents – place a number in the blank for VP, then choose how they will be structured – you MUST put a number in the blank, even if you have already checked 1 or 0





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- For **CENTRALIZED PTA's or PTSA's only.**
Enter the number of Directors/ Building Representatives if required. (This will not affect most units – so you can just click 'next')



BYLAWS WIZARD


- **Secretary** – PTA 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**. Please select one of these options.







BYLAWS WIZARD


- **Nominating Committee** – You must specify the number of nominating committee members (an odd number), the number from the Executive Board and the number from the Association.
- **All members of the Nominating Committee must be elected. The chairman of the Nominating Committee shall be elected by the Nominating Committee.**
- Choose to have an alternate elected.
- Choose the month the Election Meeting will be held.
- Choose the month the Annual Meeting will be held. (this is considered your end of year meeting at which final reports are made and you may have an officers' installation)






BYLAWS WIZARD

- **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.
- Date of Report – the nominating committee **MUST** publish its report prior to the election meeting- choose 2 weeks or 1 month (*publish means in writing for ALL members to see*)




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- **Executive Committee** - consists of the elected officers of your unit. You may include possible additional members:
 - Immediate past president - if available or
 - No additional members
- **Executive Board** - consists of the executive committee and chairmen of standing committees of your unit. You may want to include possible additional members:
 - The immediate past president - if not on Executive Committee
 - The Principal/Director (or other administrator)
 - Teacher Liaison(s)
 - Parliamentarian (a non-voting member)
 - Student Rep
 - Historian



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- **Council** - If the PTA unit is a member of a council, key in the number of delegates to the council and how they are selected (choose one):
 - 1.nominated and elected by the same method and at the same time as the officers of the association
 - 2.appointed by the president in cooperation with the executive committee
 - 3.elected by the executive board
 - 4. not applicable (if your unit is not part of a council) - be sure to put in the number 0 at the top
(council delegates are listed as members of your Executive Board)
- **Meetings/Quorum** -A quorum is the number of members who must be present at a meeting before any business can be transacted. **The quorum must always be at least (10) ten.** It is the responsibility of the members of the association to attend meetings and vote on actions.





BYLAWS WIZARD

- **Finished** -

Please Review and confirm your responses

 - You may go back to any screen to make corrections or input your data completely until everything is correct
 - Please print out the instructions on the next page for information on how to proceed, then click on "finish"
 - Once you click on finish you will be directed back to your unit's page
 - Scroll down to see the bylaws you have just completed and review your responses. If you are satisfied that everything is correct, hit submit for approval

BYLAWS WIZARD



You have the opportunity to go back and review what you have input if you hit the "previous" button.
 otherwise click the next button to continue

When you reach the next screen it is a good idea to print it out for instructions on how to proceed.


1. When you click on the link, you will be taken to the bylaws record that was just created
2. In the notes and attachments section, click "view" to see your bylaws document
3. If everything looks good, save and print your bylaws document

Do not forget to hit submit for approval

4. With a 30 days notice, present these to your membership for a vote
5. Sign and date the cover sheet and send it to the region bylaws chairman (you may scan and email the sheet or send a hard copy)





BYLAWS WIZARD AMENDMENT PROCESS




Amendments may be submitted only if your bylaws have been approved by the New York State PTA within the last three (3) years.

- o **Only three (3) amendments can be submitted.** Each individual change is considered an amendment. Amendments DO NOT change the existing Bylaws expiration date
- o If bylaws require more than three changes, a revised set of bylaws must be submitted.
- o Amendments that are additions or revisions (changes) to the bylaws must be consistent with existing bylaws



Amendment Process

- Login to the NYS Portal and click on Bylaws, then click on the most recent approved bylaws record
- Click the "amendment form" button and then click Finish
- Click on the "notes and attachments" section, then click on "view" next to the amendment form. The selections made to create this set of bylaws will pre-fill on the left hand side of the form. Print and then close out the viewer



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- You will write in the proposed amendments on the right hand side of the form
- Click on your unit or council name to go back to your main page
- Using the bylaws wizard button, go through the wizard and enter everything the same as before using your amendment form, only change the selections for the amendments you are making

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- Once completed follow the steps on the last page for submitting your bylaws for approval in the system
- Send the signed Amendment form AND the signed Bylaws Cover Page to your Region Bylaws Chair to start the approval process.**

****You may scan and email the amendment form and the signed cover page to the Region Bylaws Chairman*

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PROCEDURES

What are procedures?

Procedures are details of monthly PTA work that may be changed from year to year or meeting to meeting

Why do we need procedures?


Procedures serve as a cumulative record of the association's experience and guidance for current and future officers and chairmen




Why do we use them?

??????????


- A procedure book is a resource file containing basic information and can be accessed by any member as a "how to"





Who or What are they for?

- Procedures compliment bylaws by providing details not outlined there.
- With the new bylaws EZ streamlining the bylaws, it is imperative that you have a good set of procedures
- They help to provide authority and administration of the work of the PTA



Where can we go for help in putting them together?

- The *NYS Resource Guide, Section 7, (pgs 9-17)* where Procedures are described in detail and samples are given

NYS PTA Resource Guide



- It is easily accessed from the NYS website at www.nyspta.org and click on the Communications link



How to?



- An effective procedure book is a loose-leaf binder that can easily accommodate additions and deletions
- Procedures for your association must conform to the Bylaws of your association
- Once written, procedures must be adopted by the executive board – a 2/3 vote is necessary or a majority vote if prior notice has been given



Let's do it....

If you have a problem or question you can contact Western Region PTA's Bylaws Chair



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