

CONNECTICUT PTSA BYLAWS EZ UNIT INSTRUCTIONS

Welcome to **Bylaws EZ**. This process should take no more than 15 minutes to complete.

Enter your Unit Code – Fill in your Unit number. If you do not know your unit number click on the link next to the box, find your number, click on the back arrow and fill in the number.

Enter Unit Information – Please provide your President's and Secretary's information and only enter the adoption date if the bylaws have already been adopted.

President – As you know the CT PTSA only recognizes one person as president of your unit.

The minimum number of officers are a president, a secretary and a treasurer. No person can hold any two of these positions.

Vice President – **Enter** the number of vice presidents that you have. When the final document is ready you can add the titles and/or numbers.

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.

Nominating Committee – You must specify the number of nominating committee members (an odd number) and the month of the annual meeting. **All members of the Nominating Committee must be elected.**

The Chair of the Nominating Committee shall be elected by the Nominating Committee.
Choose the month the Annual Meeting will be held.
Choose the month the Election Meeting will be held.

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.

Board of Directors – 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 available) - if not on Executive Committee
- ♦ The Principal/Director (or his/her designee)
- ♦ Teacher Liaison
- ♦ Parliamentarian (a non-voting member)
- ♦ Student Rep
- ♦ Historian

Standing Committees – These should be committees that you know you must have every year. Other committees can be special committees which are not listed in your bylaws.

Executive Committee – consists of the elected officers of your unit. You may want to include:

- ♦ Immediate Past President (if available)

Meetings/Quorum – A quorum is the number of members who must be present at a meeting before any business can be transacted. The quorum for an association meeting must be a number and not a percentage. The quorum must always be greater than the number of officers. **The wizard will compute a suggestion for a quorum based on the number of officers you inputted, this number may be changed.**

Council – If the PTA unit is a member of a council, input the number of delegates to the council and how they are selected.

Depending on your choice, the delegates may be:

- ◆ Nominated and elected by the month designated
- ◆ 2 May be appointed by the president in cooperation with the executive committee.
- ◆ 4. Elected by the executive board.

In addition to your delegates, you may also select either/both of the following if appropriate:

- ◆ the immediate past president, if available
- ◆ the principal of the school or his/her representative

Finished – You may go back to any screen to make corrections or input your data completely until everything is correct. Print a copy of the template for your files. After your bylaws have been adopted by your membership, send the signed sheet with the Adoption Date filled in to connecticut.pta@snet.net.

IMPORTANT NOTE: If you go back to the Bylaws EZ website to input your bylaws again for any reason, please note that the previous pattern entered will be deleted. You need to send the signed Bylaws Sheet of the last bylaws entered to the state office in order for them to be processed.