



## UNIT BYLAWS AMENDMENT NOTIFICATION FORM

(Must be completed and mailed or emailed with the new Bylaws document cover page to Region Bylaws Chair)

NYS PTA Code # \_\_\_\_\_ - \_\_\_\_\_

Unit Name: \_\_\_\_\_

State Approved Bylaws Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Amendment Membership Adoption Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

President's Signature \_\_\_\_\_

Secretary's Signature \_\_\_\_\_

<b>Current Bylaws:</b>		<b>Proposed Amendments:</b>	
<b><i>Dues Information (all amounts required)</i></b>		<b><i>Dues Information (all amounts required)</i></b>	
Member Dues		Member Dues	
Additional Family Member Dues		Additional Family Member Dues	
Student Dues		Student Dues	
Teacher/Staff Dues		Teacher/Staff Dues	
<b><i>President Structure</i></b>		<b><i>President Structure</i></b>	
President		President	
Co-Presidents		Co-Presidents	
President and President-Elect		President and President-Elect	
<b><i>Vice President Structure</i></b>		<b><i>Vice President Structure</i></b>	
Designated Order (1 <sup>st</sup> , 2 <sup>nd</sup> etc.)		Designated Order (1 <sup>st</sup> , 2 <sup>nd</sup> etc.)	
Job Title (VP of Legislation, etc.)		Job Title (VP of Legislation, etc.)	
At Large (order/duties determined by Procedures)		At Large (order/duties determined by Procedures)	
One VP		One VP	
No VP		No VP	
Number of Vice Presidents		Number of Vice Presidents	
<b><i>Secretary Structure</i></b>		<b><i>Secretary Structure</i></b>	
One Secretary		One Secretary	
Recording and Corresponding Secretaries		Recording and Corresponding Secretaries	
<b><i>Officer Term</i></b>		<b><i>Officer Term</i></b>	
Two Consecutive One-year Terms		Two Consecutive One-year Terms	
One Two-year Term		One Two-year Term	
<b><i>Nominating Committee Members</i></b>		<b><i>Nominating Committee Members</i></b>	
Members from the Executive Board		Members from the Executive Board	
Members from the Association		Members from the Association	
Total Nominating Committee Members		Total Nominating Committee Members	
Will you Elect an Alternate?		Will you Elect an Alternate?	
Election Meeting Month: (March, April, May, June)		Election Meeting Month: (March, April, May, June)	
Annual Meeting Month: (March, April, May, June)		Annual Meeting Month: (March, April, May, June)	
2 Days Notice Required of Additional Nominations from the Floor?		2 Days Notice Required of Additional Nominations from the Floor?	

<b><i>Nominating Committee Report posted</i></b>		<b><i>Nominating Committee Report posted</i></b>	
One Month Prior to Meeting		One Month Prior to Meeting	
Two Weeks Prior to Meeting		Two Weeks Prior to Meeting	
<b><i>Part of Executive Committee</i></b>		<b><i>Part of Executive Committee</i></b>	
Immediate Past President		Immediate Past President	
No Additional Members		No Additional Members	
<b><i>Part of Executive Board</i></b>		<b><i>Part of Executive Board</i></b>	
Immediate Past President		Immediate Past President	
Principal or Other Administrator		Principal or Other Administrator	
Teacher Liaisons		Teacher Liaisons	
Parliamentarian (a non-voting member)		Parliamentarian (a non-voting member)	
Student Rep		Student Rep	
Historian		Historian	
<b><i>Additional Council Delegates</i></b>		<b><i>Additional Council Delegates</i></b>	
Number of Additional Delegates besides Unit President or Alternate		Number of Additional Delegates besides Unit President or Alternate	
<b><i>How delegates are selected</i></b>		<b><i>How delegates are selected</i></b>	
Nominated/Elected Same Time as Officers		Nominated/Elected Same Time as Officers	
Appointed by President		Appointed by President	
Elected by Executive Board		Elected by Executive Board	
Not Applicable		Not Applicable	
<b><i>Quorum (must be at least 10)</i></b>		<b><i>Quorum (must be at least 10)</i></b>	
Quorum Number		Quorum Number	

<p><b>For Region Bylaws Chair Use Only</b></p> <p>Date Received by Region: ____ / ____ / ____</p>
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