

Easy Steps for PTA Bylaws Review

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 PRESIDENT Appoint 3-5 members to bylaws committee **PARLIAMENTARIAN** Set meeting date Read detailed instructions (page i): *Procedures for Bylaws Review* Read and review bylaws (current and new standard) prior to meeting Obtain necessary information from council or district PTA for Articles IV, VI and X Obtain Bylaws Submittal Form from council or district PTA Bring copy of current bylaws for each committee member **BYLAWS COMMITTEE** Read Instructions for Completing the Standard Bylaws (page ii), #1 through #8 To assist in the process, follow #9 (pages ii and iii) while reviewing articles List all proposed amendments on separate paper while reviewing; include article, section and page number. **EXECUTIVE BOARD MEETING** Parliamentarian presents proposed amendments Executive board votes to approve (outcome recorded in minutes) Use California State PTA's **e-Bylaws** system to update bylaws or fill-in preprinted standard bylaws. **SUBMITTING BYLAWS** Unit parliamentarian keeps one copy Attach Bylaws Submittal Form including list of proposed amendments Attach current Standing Rules to each copy. Send one (1) original set of bylaws Send two (2) full copies and four (4) additional signature pages (verify number with council or district PTA) In-council: submit to council parliamentarian Out-of-council: submit to district parliamentarian Make required corrections as detailed by council/district/state parliamentarian **RETURNED BYLAWS AND STANDING RULES****Returned unsigned by State parliamentarian** Make required changes Resubmit through channels**Signed by State parliamentarian** Schedule association meeting to adopt the amendments to bylaws Notify members at least 30 days in advance Proposed amendments must be included with notice A two-thirds (2/3) vote of the association membership is required to adopt Adopted bylaws are now the official bylaws of the unit **AFTER ADOPTION** Secretary and president sign and date original bylaws. The original set is kept with the Secretary's procedure files. Secretary and president sign additional signature pages and insert in the president's and parliamentarian's bylaw copies. **Secretary mails two signed signature pages to council, if in council, or one to district PTA** **COPIES** Make a copy for all board members to be kept in their procedure files Provide copy to principal Have copies available for members, upon request.