

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.