

## PTA BYLAWS REVIEW – 4 KEY STEPS

### 1. TO GET STARTED

**President** – Appoints bylaws committee, chaired by parliamentarian

**Parliamentarian** – Sets meeting date for bylaws committee

- Goes online – [www.capta.org](http://www.capta.org) - to sign up for California State PTA's **e-Bylaws Program** to update Bylaws
- Reviews current Bylaws prior to meeting
- Provides copy of current Bylaws for each bylaws committee member



**Bylaws Committee** – Reviews current Bylaws to see if any changes are necessary

- Lists proposed amendments, including article, section and page number

**Parliamentarian** – Uses **e-Bylaws Program** to complete and then download a pdf of updated Bylaws with amendments, if any

- Prints double-sided, hard copy of Bylaws to keep for unit reference

**Executive Board** – Parliamentarian presents updated Bylaws with proposed amendments at board meeting or recommends no changes

- Board votes to approve
- Secretary records outcome in Minutes

### 2. TO SUBMIT BYLAWS FOR APPROVAL

**Parliamentarian** – Makes double-sided copies of updated Bylaws (3) and Signature Pages (4)

- Sends to council, if in council, or district:
  1. Three (3), double-sided, copies of Bylaws

2. Four (4) additional Signature Pages
3. Completed *Bylaws Submittal Form*, listing proposed amendments, if any (download from *California State PTA Toolkit* online)

**Council/District Parliamentarian** – Reviews Bylaws and recommends corrections, if any

- Forwards Bylaws through channels to California State PTA for approval

### 3. TO ADOPT BYLAWS

After approved Bylaws are signed by the State PTA Parliamentarian and returned through channels to your unit/council:

**President** – Puts adoption of Bylaws amendments on agenda for next association meeting

- Notifies members of proposed amendments (30 days before meeting)

**Members** – Vote to adopt Bylaws at association meeting, with two-thirds (2/3) vote required

**President and Secretary** – Sign and date master set of Bylaws for secretary to keep in his/her files

- Sign and date copy of Bylaws for president and one for parliamentarian

### 4. TO COMPLETE BYLAWS REVIEW

**Parliamentarian** – Sends two (2) copies of signed and dated Signature Page to council, if in council, or one (1) to district PTA to file

- Makes copies of Bylaws to give to executive board members

**Questions? – Contact your PTA council/ district parliamentarian.**

## California State PTA Electronic Bylaws Program



Did you know that there's a fast and easy way to update Unit Bylaws, using the California State PTA's *e-Bylaws Program* online?

### HOW TO SIGN UP – Before using *e-Bylaws*, get a user name and password:

- Go online to [www.capta.org](http://www.capta.org) and click on **e-Bylaws** under 'PTA Leaders' tab – 'Services'
  - On the *e-Bylaws* home page, click on the **Request a Password** button.
- Fill in the form with your name and contact information.
  - Select user type. If you are not the unit parliamentarian, select **unit assistant**. Click **Next**.
  - Select your PTA district number/name and your PTA council name. Type in your school name, city and your California State PTA unit ID number found in your current Bylaws. If you can't find it, contact your council or district for this number.
  - Enter a user name, all lower case, and write it down. Click **Next**, then **Done** to submit your request. You will be emailed your password in three to five days.

### HOW TO USE E-BYLAWS – Once you have a password, go online to *e-Bylaws*:

- Click the **Build e-Bylaws** button and log on with your user name and password.
  - Your unit data will appear. If this is your first time adding data to *e-Bylaws*, you will get a message, 'Bylaws Incomplete'. Click on **OK** to dismiss this message.
- The first screen is the **Unit Information Record**. This information can only be entered or changed by California State PTA. If the information is complete and correct, click **Next**. If it is incorrect, contact your PTA district for assistance.
- Go through each screen, saving often. Enter data or click on buttons to build your Bylaws.
- When finished, click **Save** one final time, then click on **Bylaws** to generate and download a PDF file of your Bylaws. Check your entries at this time.
  - If there's a **DRAFT** watermark on the pages, an error or missing information, it must be corrected. Go through each screen, looking for a red outline on the information boxes. Move your cursor over any box with a red outline to get directions to correct the problem.

### HOW TO COMPLETE THE PROCESS – Download the PDF file of your Bylaws:

- Review each page and print 4 double-sided copies of Bylaws and 4 additional, double-sided copies of the Signature Page. Keep 1 copy of your Bylaws for reference.
- Send 3 copies and 4 Signature Pages plus completed **Bylaws Submittal Form**, in *California State PTA Toolkit* online, to your council, if in council, or your district PTA parliamentarian.