

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.