

PTA Bylaws Review - 4 Key Steps

Step 1: Getting Started

President:

- Appoints bylaws committee, chaired by parliamentarian

Parliamentarian:

- Sets meeting date for bylaws committee
- Goes online – www.capta.org - to sign up for California State PTA's e-Bylaws Program to update bylaws. Please be advised that currently the only bylaws version available in our e-Bylaws Program is the English version.
- Reviews current bylaws prior to meeting
- Provides copies of current bylaws for bylaws committee members

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 and files if filing by mail. If sending bylaws electronically, save it in pdf format for submission

Executive Board:

- Reviews updated bylaws with proposed amendments, if any, at board meeting
- Votes to approve
- Secretary records outcome in Minutes

Step 2: Submit Bylaws

Parliamentarian:

- Makes double-sided copies of bylaws if sent via mail. If sending electronically, save it in pdf format.
- Sends to council, and/or district:
 - a. For in council units: Three (3) double-sided, copies of bylaws and additional signature pages
 - b. For out of council units: Two (2) double-sided copies of bylaws and three (3) additional signature pages
 - c. Completed Bylaws Submittal Form, listing proposed amendments, if any (download from California State PTA Toolkit online at <http://toolkit.capta.org>)
 - d. Work with your council or district parliamentarian to see if you can submit your bylaws electronically

Step 3: Adopt Bylaws

After approved bylaws are signed by the State Parliamentarian and returned to your unit through channels:

President:

- Puts adoption of bylaws amendments on agenda for next association meeting
- Notifies members of proposed amendments at least 30 days in advance of the meeting

Members:

- Vote to adopt bylaws at an association meeting, with a two-thirds (2/3) vote required

President and Secretary:

- Sign and date master set of bylaws for secretary to keep in their files
- Sign and date copies of bylaws for the president and parliamentarian

Step 4: Complete Process

Parliamentarian:

- Upon adoption of the bylaws, the unit parliamentarian will send:
 - In council units: two (2) copies of signed and dated signature page to council PTA
 - Out of council unit: one (1) copy of signed and dated signature page to district PTA
 - Makes copies of bylaws for executive board members to keep in files

additional bylaws resources & information

capta.org/pta-leaders/run-your-pta/bylaws-and-standing-rules

capta.org/pta-leaders/services/ebylaws