

## PTA e-Bylaws

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 username and password:**

- Go online to [www.capta.org](http://www.capta.org) and click on PTA LEADERS>SERVICES>EBYLAWS  
<https://capta.org/pta-leaders/services/ebylaws/>
- On the e-Bylaws home page, click on the Request a Username & Password button.
- Fill in the form with your name and contact information. Select your 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's 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 username, all lower case, and write it down. Click Next, then Submit 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 Access e-Bylaws button and log on with your username and password.
- Your unit data will appear.
- 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 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 for directions to correct the problem.

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

- Review each page prior to printing out the copies

#### *Sending via mail*

For in council units: Print four (4) copies and print four (4) signature pages. One copy is for your records.

For out of council units: Print three (3) copies and print three (3) signature pages. Once copy is for your records.

#### *Sending electronically*

Save a pdf copy for submission.

- Remember to keep a copy of your bylaws for reference. Please be sure to also include a completed Bylaws Submittal Form, found in the California State PTA Toolkit online, to your council, if in council, or your district PTA parliamentarian.