



INSTRUCTIONS FOR COMPLETING THE STANDARD BYLAWS

The current standard bylaws **MUST** be used when submitting bylaws for approval. The California State PTA prints the date on the front cover and at the bottom of each page. **USING OUTDATED STANDARD BYLAWS MAY BE CAUSE FOR THE BYLAWS TO BE RETURNED UNSIGNED.**

Bylaws may be modified to meet the needs of the unit, but because they are a legal document, additions and/or changes must be written legibly in blue or black ink or typed. Bylaws completed in pencil, black marker or any other color ink will not be accepted. **RETYPE**D OR COMPUTER PRINTOUTS OF BYLAWS **WILL NOT BE ACCEPTED.** The standard bylaws may be photocopied using a double-sided format. All blanks must be completed.

1. **DO NOT ALTER, CHANGE, OR ADD TO ANY ARTICLES OR SECTIONS WITH STARS.** Authority for the articles and sections marked with stars are from the California State PTA Bylaws (***) or are required by the Corporation Code of the State of California (***) and shall be included in all unit bylaws.
2. Several sections refer to information in the **California State PTA Toolkit** and **MAY NOT BE ALTERED.** They are policies or procedures of the California State PTA.
3. Words in *italics* indicate certain optional provisions and **SHOULD BE LINED OUT** when not applicable. To line out, neatly draw a single straight horizontal line through each word and/or sentence which does not apply. Do not use a slash or an x to strike. Do not use white-out or a wide-tipped marker.
4. Words in brackets [] are for information or directions only. Line out words following or beneath a blank which give directions, e.g., _____ [month].
5. Use the association's full legal PTA or PTSA name (which is on the charter) on the cover and in **ARTICLE I:** *Selena Sloan Butler PTA* not *Butler PTA*; or *Phoebe Apperson Hearst High School PTSA*, not *Hearst High PTSA*.



6. Spell out all words; do not use abbreviations, e.g., Sept - September; 2nd - second; VP - vice president.
7. Write numbers as words and place figures in parenthesis, e.g., one (1); twenty (20).
8. The following articles and sections require special attention:
 - o Article IV, Section 4 – Consult with council/district parliamentarian regarding family memberships.
 - o Article V, Section 3g and Section 7 must state a specific month; Section 8 must state an exact date.
 - o Article V, Section 3g must agree with Article V, Section 7 and Article VII, Section 1 and 2.
 - o Article VI, Section 4 and Section 5 – If there is only one secretary, line out corresponding secretary and combine these sections and renumber subsequent sections.
 - o Article VI, Section 8d must agree with association meeting months in Article VII, Section 1.
 - o Article VII, Section 2 must agree with Article V, Section 3g and Section 7 and Article VII, Section 1.
 - o Article VII, Section 5b – The minimum quorum for an association meeting is eleven (11).
 - o Article VIII, Section 7b – The quorum for an executive board meeting is based on the number of executive board members (majority = $1/2 + 1$ to the next uneven number).
 - o Article X – Consult with council parliamentarian to verify agreement with council bylaws.



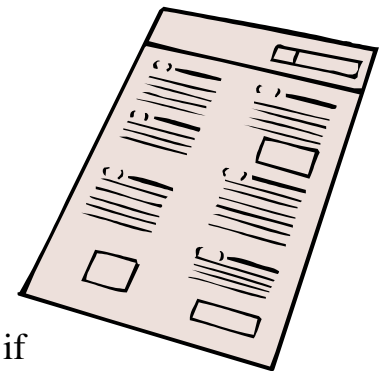


PROCEDURES FOR BYLAWS REVIEW

Standard bylaws are updated and reprinted at least once a year. The cover sheet color changes at least once during every two-year term. Current bylaws are available for purchase from the **List of PTA Materials** found in the **California State PTA Toolkit**. Many PTA districts and councils also maintain a supply of bylaws for purchase.

REVIEW PROCESS

- The president appoints a bylaws review committee (3-5 people) chaired by the parliamentarian.
- Using the “Instructions for Completing the Standard Bylaws” (page ii) the committee reviews the bylaws to see if any changes are necessary and then completes a set of the most current edition of **Bylaws for Local PTA/PTSA Units**.
- The parliamentarian consults with the council or district PTA parliamentarian regarding how to complete a section or make a desired change.
- The committee prepares a detailed list of proposed amendments.
- The committee presents to the executive board the recommendation that no changes be made or the list of proposed amendments.
- The executive board votes and the outcome is recorded in the minutes.
- The parliamentarian keeps one copy of the bylaws for reference.
- The parliamentarian submits the detailed list along with five (5) copies of the bylaws through council and PTA district channels to the California State PTA parliamentarian. Out-of-council units submit directly to the PTA district. [NOTE: Please verify with the district PTA how many copies to send.]





WHEN BYLAWS ARE RETURNED:

- The California State PTA parliamentarian returns signed bylaws to the unit through district and council PTA channels.
- An association meeting is scheduled to adopt the amendments to the bylaws. Members must be notified of the meeting at least thirty (30) days in advance and a list of the proposed amendments must be included with the notice. [NOTE: If the only change is to update to the most current edition of the standard bylaws, a vote by the association is not necessary but the return of the signed bylaws from the California State PTA is noted in the executive board minutes.]
- A two-thirds (2/3) vote of the association membership is required to adopt the amendments.
- After the association adopts the amendments, the secretary signs and dates the three (3) master copies of the bylaws, which are kept by the president, secretary and parliamentarian.
- Additional copies of the bylaws are made for the procedure books of each member of the executive board, including the principal.



UNSIGNED BYLAWS

If the bylaws are returned by the California State PTA parliamentarian unsigned, the PTA must make the required changes and resubmit the bylaws through channels.



Samples of Standing Rules

- The first vice president shall chair the program committee, which shall be responsible for setting goals for the PTA and planning the general PTA program.
- The second vice president shall chair the membership committee, which is responsible for coordinating the annual membership enrollment campaign and shall be responsible for maintaining a current list of PTA members and providing a copy of that list to the secretary.
- The third vice president shall chair the fund raising committee, which is responsible for setting a fund raising goal and organizing and implementing all fund raising activities.
- The president or alternate shall attend all school board meetings.
- All executive board members shall present current membership cards at the executive board meeting in October.
- The first vice president shall be responsible for purchasing and engraving a past president's pin to present to the president at the end of the term.
- This PTA owns a 45 cup coffee pot, two electric staplers, 2 battery-operated calculators, and 3 locking money boxes. All PTA owned property is kept in the PTA cabinet in the volunteer room.
- Anyone who wished to borrow the PTA-owned equipment must request permission from the executive board.
- This PTA shall pay an annual assessment of twenty-five dollars (\$25.00) to Out of the Way Council no later than November 1.
- Any nominee for office of president must have served on the executive board for a minimum of one full year.
- The installation of officers will be held at the May association meeting and the president-elect may select the installing officer.
- A minimum balance of \$1,000.00 shall be carried over in the PTA account for the next school year.
- Past Honorary Service Award recipients shall be invited to attend the annual association Founders Day celebration.
- The treasurer shall chair the budget committee.
- The parliamentarian shall chair the bylaws committee.
- The president will meet regularly with the school principal.
- The standing committees are Budget, Bylaws, Founders Day, Programs, Hospitality, and Carnival.
- The historian will keep a visual and written record of the PTA's yearly activities.
- Past presidents are to be mailed PTA newsletters. This is the responsibility of the corresponding secretary.