Easy Steps for PTA Bylaws Review

☐ 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
  ___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 copies and give one (1) each to president and parliamentarian
  ___Secretary mails two 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