

LETTER FROM FIRST DISTRICT PARLIAMENTARIAN

Hello,

Welcome to the wonderful world of PTA Bylaws! My name is Steve Richman and I am the Parliamentarian for First District PTA. I am here to assist you with your Bylaws revisions and questions, as well as any other Parliamentarian-related issues you come across during your term.

The purpose of this email is to get you acquainted with the Bylaws revision process and introduce you to certain resources available to you to hopefully make your job easier. I assure you it's not as complicated as it may seem right now. Bear with me and we'll get through this together!

Following is a summary of the process to be followed when submitting Bylaws for review. Please follow these steps to ensure timely processing of your Bylaws.

Note: Bylaws will not be accepted without the First District Bylaws Change Form completed (both pages) and the required number of sets of Bylaws and extra signature pages, provided. In addition, **Bylaws and all signature pages MUST be printed double-sided – no exceptions!** State PTA will not approve Bylaws that are not printed double-sided. Thank you for your understanding.

Various forms and updates will be posted to the First District website to assist you throughout the year. **The website address is: www.pta1.org.**

eBylaws

In council and out-of-council units should utilize PTA's eBylaws system when revising their Bylaws. I have attached instructions on how to access eBylaws and establish a user account. Once your account is established the process is very simple and much faster than using the fillable pdf template and certainly faster than manually re-writing the Bylaws.

Unfortunately eBylaws does not support council or district Bylaws, or the bilingual (Spanish) version of unit Bylaws. When revising these Bylaws, I highly recommend you use the fillable pdf template available on the First District website. These templates will also be sent to you in future emails.

Note: eBylaws is a resource available to expedite making changes to the unit Bylaws and printing Bylaws. It is not used to forward Bylaws through channels for review and approval. Even when using eBylaws (strongly preferred) – ALL BYLAWS must still be printed on paper and submitted according to the following instructions.

Bylaws Revision Process

Note: Bylaws submitted on 2015 forms will be accepted by the State Parliamentarian through October 1st. Please submit through channels to the First District Parliamentarian by September 21st. Bylaws submitted after September 21st must use 2016 Bylaws.

The following information assumes the Bylaws Committee has already met and any proposed changes have already been approved by your PTA Board.

1. Access eBylaws and make any changes necessary to update the Bylaws in the eBylaws system. Don't forget to save any changes!
2. Complete the First District Bylaws Change Form (BCF). BOTH pages must be completed. Page 1 lists the legal and general information for the unit/council. Page 2 lists each individual change being made to the Bylaws since the previous approved version.
3. Printing your Bylaws:

Bylaws, including standing rules and all extra signature pages, must be printed double-sided (front and back). No exceptions.

Units must print the following:

- a. **4 COMPLETE SETS, PRINTED DOUBLE-SIDED. DO NOT OMIT ANY PAGES – EVEN IF BLANK – THIS AFFECTS THE CORRECT PAGINATION OF THE BYLAWS.**
 - b. **Bylaws Change Form** – BOTH pages.
 - c. **4 extra signature pages** (double-sided printing).
4. Submitting your Bylaws:

Follow the instructions on page 1 of the BCF for submitting Bylaws for review.

Ever wonder why you need to print so many copies? Here's why so many sets are required. One set serves as the original; 3 are copies that will eventually become originals.

- a. The PTA unit keeps one copy and forwards the original and 2 copies, along with all 4 extra signature pages and the BCF to Council.
- b. Council reviews, keeps one copy and forwards the original and one copy with all 4 extra signature pages and BCF to District.

Submitting your Bylaws, continued

- c. District reviews, keeps one copy and forwards the original and all 4 extra signature pages and BCF to State.
- d. State reviews, approves, signs the original Bylaws and all 4 extra additional signature pages and sends the entire package back to District.
- e. District notifies Council that Bylaws are approved and available for pick-up. Bylaws are available for pick-up at monthly First District Board meetings, or at the First District office in Alhambra.
- f. Council delivers the entire package to the unit who follows the adoption process.
- g. Bylaws must be adopted by the PTA's association at an association meeting after they have been approved by State PTA.
- h. Once adopted by the Association, the unit officers sign the original Bylaws and all 4 extra signature pages.
- i. The unit keeps the original Bylaws and two signed signature pages, and sends the other two signed signature pages back to Council.
- j. Council attaches one signature page to its copy of the Bylaws (thereby making it an official "original" set of Bylaws for its files) and forwards the other signed signature page back to First District to be filed at the first District office.

It's that simple!

I ask that units and councils go through the proper chain of command when submitting questions or Bylaws. Units should seek assistance from their council parliamentarian first. If you do not have a council parliamentarian please channel requests through your council president. Councils should channel requests directly to First District. Please refrain from submitting requests directly to State PTA. If there is an issue we cannot assist with we will contact the appropriate State PTA people on your behalf.

Thank you for volunteering! I look forward to meeting as many of you as possible throughout the year at First District events.

Regards,
Steve Richman, First District PTA Parliamentarian
(909) 702-9165
parliamentarian@pta1.org
steve@richmancas.com