

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 on the California State PTA website www.capta.org. Many council and district PTAs also maintain a supply of bylaws for purchase. *See Article XVI – Amendments on pp. 21-22 for bylaws amendment requirements.*

REVIEW PROCESS

1. The president appoints a bylaws review committee (3-5 people) chaired by the parliamentarian.
2. 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**.
3. The parliamentarian consults with the council or district PTA parliamentarian regarding how to complete a section or make a desired change.
4. The committee prepares a detailed list of proposed amendments.
5. The committee presents to the executive board the recommendation that no changes be made or the list of proposed amendments to be forwarded through channels to the California State PTA parliamentarian for approval. An update to the most current version of the bylaws with no changes still requires that the bylaws be forwarded to the California State PTA parliamentarian for review and signature.
6. The executive board votes and the outcome is recorded in the minutes.
7. The parliamentarian keeps one copy of the bylaws for reference.
8. The parliamentarian submits the detailed list of proposed amendments (if any) along with one **original set** and four (4) copies of the bylaws and standing rules through council and district PTA channels to the California State PTA parliamentarian. Out-of-council associations submit directly to the district PTA. [NOTE: Please verify with the district PTA how many copies to send.]
9. District PTA may have additional requirements or fees.

WHEN BYLAWS ARE RETURNED:

1. The California State PTA parliamentarian returns signed bylaws and standing rules to the association through district and council PTA channels.
2. Upon receipt of the state-approved bylaws and standing rules, 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.
3. A two-thirds (2/3) vote at an association meeting is required to adopt the amendments.
4. **After** the association adopts the amendments, the secretary and president sign and date the master set of the bylaws, which is kept by the secretary. Other copies are signed by the secretary and president and kept by the president and parliamentarian. Two signature pages are returned to council, or one copy to district PTA if the association is out-of-council.
5. Additional copies of the bylaws and standing rules are made for the procedure books of each member of the executive board, including the principal. A copy of these bylaws shall be made available to any member of the association upon request.

UNSIGNED BYLAWS

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