

PROCEDURES FOR BYLAWS REVIEW

PTA Bylaws are a legal document providing the basic framework of a Unit and how it functions as a 501(c)(3) nonprofit organization. They are revised and reissued annually by California State PTA.

PTA units review their Bylaws each year and update them at least every three years. To get started, the president appoints a Bylaws Committee, chaired by the parliamentarian, to:

- Review current Bylaws to see if any changes are necessary
- Go online – www.capta.org – to sign up and use the *e-Bylaws Program* to update Bylaws
- Complete Bylaws, using information in the *Instructions for Completing the Standard Bylaws*
- Consult with council/district PTA parliamentarian on how to fill in sections or make changes
- Prepare detailed list of proposed amendments, if any
- Recommend to executive board the proposed amendments or that no changes be made
 - Board votes on recommendations with outcome recorded in Minutes

TO SUBMIT BYLAWS:

As a next step, send updated Bylaws as hard copies through channels to California State PTA for approval. When submitting Bylaws, a unit sends to the council PTA, if in council, or district PTA:

- Three (3) double-sided copies of updated Bylaws + Four (4) additional Signature Pages
- Completed *Bylaws Submittal Form*, listing proposed amendments, if any (download online from the *California State PTA Toolkit*)

Check with your district PTA to verify how many copies of Bylaws to send and if the district PTA has any additional requirements or fees.

TO ADOPT BYLAWS:

After Bylaws are approved and signed by the California State PTA parliamentarian, they are returned through channels to the unit. To complete the Bylaws review process:

1. **Members** – Vote to adopt Bylaws at an association meeting, with a two-thirds (2/3) vote required
 - Receive notice, at least thirty (30) days in advance, of the meeting
 - Receive a list of the proposed amendments
2. **President and Secretary** – Sign and date master set of Bylaws for secretary to keep on file
 - Sign and date a copy for the president and one for the parliamentarian
3. **Parliamentarian** – Sends two copies of the signed and dated Signature Pages to council, if in council, or one to district PTA
 - Distributes copies of updated Bylaws to the executive board

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