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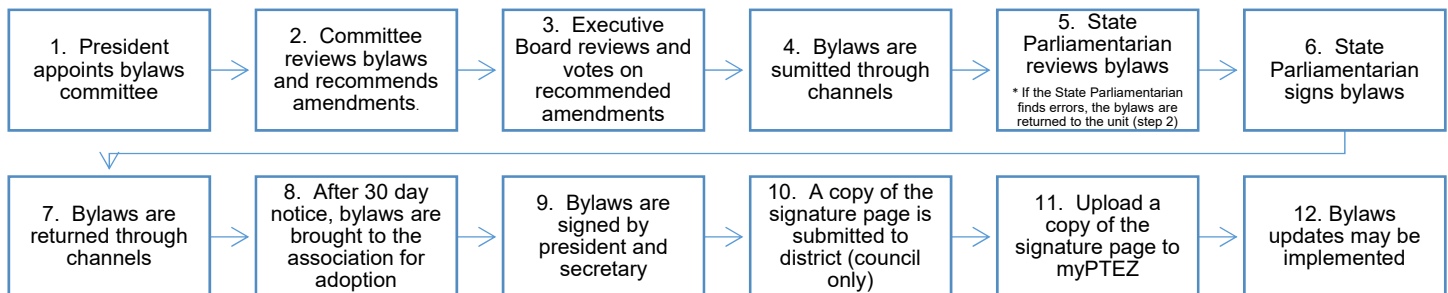
California State PTA provides up-to-date, standardized bylaws, which are compliant with law and corporate code, to be customized by each unit, council and district PTA. Every PTA is responsible for keeping its bylaws current and complying with its bylaws.

California State PTA issues a new edition of the standard bylaws annually. When submitting bylaws for approval, use only the current edition, as indicated by the date on the front cover. California State PTA issues a new edition of the standard bylaws near the start of its fiscal year (generally October).

- PTA councils and districts need to review and submit bylaws through channels at least **every two years**, though they should be examined and may be amended more frequently.

Bylaws and standing rules may be modified to meet the needs of the association. Council and district standard bylaws are available in printed form or fillable PDF. **Any version other than the standard version will not be accepted.** The bylaws are a legal document and additions and/or bylaws changes must be written legibly in blue or black ink or typed. Additional copies of the standard bylaws may be photocopied using the legally required double-sided format.

BYLAWS UPDATE AND SUBMITTAL PROCESS



1. A bylaws review committee (generally 3-5 people) is appointed by the president and chaired by the parliamentarian.
2. The committee reviews the existing bylaws and standing rules and suggests amendments or recommends no changes. Amendments may include meeting date changes, the addition or reduction of officers, or ensuring the use of inclusive language. Even if no changes are recommended, the content should be transferred to the most recent version of the bylaws (see **Methods for Updating Bylaws** below).
3. The executive committee or executive board considers any changes recommended by the committee. If the board votes to approve, the bylaws are prepared for submission through channels.
4. The updated bylaws and standing rules are sent through channels (council to district, district to state).
 - a. Complete a **Bylaws Submittal Form**. A fillable Bylaws Submittal Form is available on the California State PTA [Leaders website](#) under Quick Links/Forms/Running Your PTA/Bylaws Submittal Form for Units/Councils/Districts (Fillable).
 - b. Detail all proposed changes on page 2 of the submittal form. Create a PDF of the Bylaws Submittal Form.
 - c. Once changes have been verified and bylaws are complete, attach the saved bylaws PDF document and Bylaws Submittal Form to an email to submit through channels for approval.
 - Council bylaws are submitted to the district parliamentarian or other representative as designated by the district.
 - The district parliamentarian or other representative as designated by district will review and forward the bylaws document and submittal form to California State PTA.
 - District bylaws and the submittal form are submitted directly to California State PTA.
5. The California State PTA parliamentarian will review the proposed bylaws. If bylaws are not approved by the California State PTA parliamentarian, the bylaws will be returned through channels unsigned, and corrections must be made before the bylaws are resubmitted.
6. If the California State PTA parliamentarian approves the updated bylaws, the new bylaws are signed by the California State PTA parliamentarian and returned through channels to the PTA for adoption.

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7. At a duly noticed meeting, the association votes to adopt the new bylaws, requiring a 2/3 vote. The notice must be provided at least 30 days in advance, and a list of proposed amendments must be included.
8. Following adoption by the association the president *and* secretary sign and date the master set of bylaws, which is kept by the secretary. Copies should also be kept by the president and parliamentarian.
9. **COUNCIL ONLY:** A copy of the signature page (usually an electronic scan) shall be sent to district.
10. A copy of the signed signature page is uploaded into the document management system of myPTEZ.
11. Once the adoption process is completed, the newly adopted bylaws become the current legal governing document of the association.
12. Once the bylaws have been adopted, a ***Change of Information Form for eBylaws*** must be completed and submitted to California State PTA if changes are adopted that impact subordinate PTA/PTSA units and/or councils.
***** NOTE: Changes to the bylaws may not be implemented until the association adopts the changes.**

Additional copies of the bylaws and standing rules are made for each member of the executive board/committee, including the superintendent (if applicable), and a copy of these bylaws shall be made available to any member of the association upon request.

Throughout the update process, the council should contact the district for assistance if needed.

Standing Rules Update Process

Standing Rules should be procedural rather than parliamentary and may not conflict with or supersede the bylaws.

1. Standing Rules may be adopted by a majority vote of the members present at any Association meeting. Amendments to Standing Rules require a two-thirds (2/3) vote of the members present without prior written notice, and a majority vote of the members present with such notice.
2. **COUNCIL ONLY:** After Standing Rules have been adopted by the Association, a copy (usually an electronic scan) shall be sent to the district. Standing Rules updates do not require approval by the California State PTA parliamentarian.
3. Once the Standing Rules changes have been adopted, a ***Change of Information Form for eBylaws*** must be completed and submitted to California State PTA if changes are adopted that impact subordinate PTA/PTSA units and/or councils.

Standing rules must be attached to the bylaws document. **Do not restate bylaws or Toolkit sections in the standing rules.**

METHODS FOR UPDATING COUNCIL OR DISTRICT BYLAWS

There are two methods for updating council or district bylaws:

1. Fillable PDF document
2. Paper Manual Fill-In Copy

Fillable PDF document issued by California State PTA

1. The council or district president, parliamentarian, or other officer designated by the president will request the district president to download the current standard bylaws template from the California State PTA intranet under Documents & Links. The current standard bylaws template must be used for all bylaws submissions.
2. Upon receipt, the designated officer will enter proposed changes in the spaces provided.
3. When all desired changes have been entered as approved by the executive board or executive committee, the user should review the document to ensure all fields are complete and appear as intended. Verify that all areas, words, or phrases requiring strike-through reflect appropriately and are consistent throughout the entire document.
4. Using the “print” function, the user will select “print to PDF” to create a static and complete PDF document. If additional changes are needed in the document, make changes in the PDF using a PDF editor or similar software.

REVIEWING AND AMENDING COUNCIL or DISTRICT PTA BYLAWS

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Paper Manual Fill-In Copy

1. The council or district president, parliamentarian, or other officer designated by the president will request the district president to download the current standard template from the California State PTA intranet under Documents & Links.
2. Upon receipt, the designated officer will manually make the proposed changes in the spaces provided.
3. Scan the paper copy of the bylaws to an electronic document (PDF).

INSTRUCTIONS FOR COMPLETING THE STANDARD COUNCIL or DISTRICT BYLAWS

1. **Do not alter, change, or add to any articles or sections with stars except for completing blank lines.** 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. These are policies or procedures of California State PTA.
3. Words in *italics* indicate optional provisions and should be lined out when not applicable.
 - a. For items in italics, use a ruler and blue or black ink to line out the undesired optional provisions in bylaws. Do not use white out or a wide-tipped marker - a narrow line in ink is sufficient. Do not use pencil, black marker, or any other ink color. Do not use a slash or an X to strike.
4. All blanks should be filled in legibly using blue or black ink or typed, or lined out, as applicable.
 - a. 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, an X, or a strike. Do not use correction tape or fluid, and do not use marker.
5. Words in brackets [] are for information or directions only. They have been pre-lined out, e.g.: ~~[month]~~, but the directions provided must be followed.
6. Use the council or districts full legal PTA or PTSA name as it appears on the bylaws cover page: *Selena Sloan Butler Council of PTAs* not *Butler Council*; or *Thirtieth District PTA*, not *30th*. Contact district or State PTA for assistance, if needed.
7. Spell out all words; do not use abbreviations, e.g.: Sept – September; 2nd - second; VP - vice president. Use the long form for dates – February 7, 2024.
8. Write numbers as words with place figures in parentheses, e.g.: one (1); twenty (20), five dollars (\$5.00); twenty-five cents (\$0.25). Do not duplicate words already included in the printed text.
9. Consider using inclusive language such as “chair” instead of gender specific “chairman.”
10. The following articles and sections require special attention:

Council/District	Article / Section	Explanation
Council and District	Article I Name	Use the council or district’s full legal name as it appears on the bylaws cover page, e.g. <i>Selena Sloan Butler Council of PTAs</i> not <i>Butler Council</i> . <ul style="list-style-type: none"> To update the council of district name, a Change of Status form must be submitted; contact your district for more information. See <i>Changes in Association Status</i> in the <i>Toolkit</i>.
Council and District	Article IV, Section 6 Membership and Dues	Line out unused blanks. Line out “dollars and” when only cents are used.
District	Article VI District Voting Body	This is the association at the district level . It is not the same as the District Board or the Executive Committee/Board of Directors. <u>The groups may not be identical.</u>
Council	Article V, Section 1 Council Voting Body	This is the association at the council level . It is not the same as the Executive Board or Executive Committee. The groups may not be identical. The number of delegates must match unit bylaws Article IX, Section a.

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		If any changes are made to the composition of the Council Voting Body or the number of delegates, a Change of Information Form for eBylaws found in the <i>Council & District PTA Leader Guide</i> must be submitted.
District	Article VII, Section 2 Officers	Minimum required officers are president, secretary, and treasurer.
Council	Article VI, Section 2 Officers	Officers listed in <i>italics</i> are optional. If your council or district PTA does not have a historian, parliamentarian, and/or financial reviewer, these officer duties must be assigned to another officer; add a standing rule to note which officer will fulfill the duties of these positions.
District	Article VII, Section 4c	Month must agree with a month listed in Standing Rule 6 (list of Association Meeting Dates) and be held at least two (2) months prior to the biennial election meeting.
District	Article VII, Section 4c Nominating Committee	At least 2 or 3 elected officers along with members of council or association boards will make a representative nominating committee.
Council	Article VI, Section 4c Nominating Committee	
District	Article VII, Section 8 Election Month	Must agree with Article IX, Section 2, Article XII, Section 1, and a month listed in Standing Rule 6 (list of Association Meeting Dates). The election must be held by the second week of April in order to allow the president-elect to attend the California State PTA Convention held in late April/early May (Article VII, Section 12) and meet the state deadline for directory data (Standing Rule 3).
Council	Article VI, Section 7 Election Month	Must agree with Article VIII, Section 2, and a month listed in Standing Rule 6 (list of Association Meeting Dates). The election must be held by the second week of April in order to allow the president-elect to attend the California State PTA Convention held in late April/early May (Article VI, Section 11) and meet the state deadline for directory data (Standing Rule 3).
District	Article VIII, Section 4 Authorized Signers	President, treasurer, and at least one other elected officer should be named as an authorized signer on bank account(s). The additional authorized signer(s) may not be related by blood or marriage, nor reside in same household, as president, treasurer, financial secretary, or financial reviewer; the secretary or financial reviewer may not serve as authorized signers.
Council	Article VII, Section 4 Authorized Signers	
District	Article IX, Section 2 Annual association meeting	This is the association meeting when the biennial election is held. Must agree with Article VII, Section 8, Article XII, Section 1, and a month listed in Standing Rule 6 (list of Association Meeting Dates).
Council	Article IX, Section 2 Annual association meeting	This is the association meeting when the election is held. Must agree with Article VI, Section 7 and a month listed in Standing Rule 6 (list of Association Meeting Dates).
Council	Article VIII, Section 4a Special Association Meetings	It is recommended that the number of people required to call a special meeting is greater than 2 or 3.
District	Article IX, Section 7b Association Meeting Quorum	The minimum quorum for a district association meeting is based on the total voting body as defined in Article VI, Section 1 and the total number of associations in the district. The quorum must assure voting body participation beyond that of the district board. <ul style="list-style-type: none"> Representing number of associations – not less than 10% of

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Council	Article VIII, Section 5b Association Meeting Quorum	<p>the number of associations in the district voting body or the number of district officers plus ten (10).</p> <p>The minimum quorum for a council association meeting is based on the total voting body as defined in Article V, Section 1 and the total number of associations in the council. The quorum must assure voting body participation beyond that of the executive board.</p> <ul style="list-style-type: none"> Representing number of associations – not less than 10% of the number of associations in the council voting body or the number of council officers plus ten (10).
District	Article X, Section 1 District Board	The composition of the District Board is different from the District Voting Body (Article VI, Section 1) and the Executive Committee / Board of Directors (Article XI, Section 1). The groups may not be identical.
Council	Article IX, Section 1 Executive Board	The composition of the Executive Board is different from the Council Voting Body (Article V, Section 1) and the Executive Committee (Article X, Section 1). The groups may not be identical.
District	Article X, Section 5 Special District Board Meetings	It is recommended that the minimum number of people required to call a special meeting is greater than 2 or 3.
Council	Article IX, Section 5 Special Executive Board Meetings	
District	Article VIII, Section 6b District Board Quorum	<p>The minimum quorum for district/executive board meeting may not be less than one fifth (1/5) or 20% of the members of the district/executive board.</p> <p>When there are ten (10) or more standing committee chairs and/or appointed, voting directors or specialists that number is divided by two (2) and added to the district board quorum.</p>
Council	Article IX, Section 6b Executive Board Quorum	
District	Article XI, Section 1 Executive Committee / Board of Directors	The composition of the Executive Committee or Board of Directors for the district or council is different from the Voting Body or the District/Executive Board. This tends to just be the elected and appointed officers, and the standing committee chairs. The groups may not be identical.
Council	Article X, Section 1 Executive Committee	
Council	Article X, Section 4 Special Executive Committee Meetings	It is recommended that the minimum number of people required to call a special meeting is greater than 2 or 3.
District	Article XI, Section 4b District Executive Committee / Board of Directors Quorum	<p>The minimum quorum for an executive committee/board of directors meeting is a majority of the number of executive committee/board of directors members (majority = more than half) or five (5) whichever is greater.</p> <p>When there are ten (10) or more standing committee chairs and/or appointed, voting directors or specialists that number is divided by two (2) and added to the executive committee/board of directors quorum.</p>
Council	Article X, Section 5b Executive Committee Quorum	
District	Article XII Section 1 – Month	<p>Annual Meeting</p> <p>Must be in agreement with Article VII, Section 8, Article IX, Section 2, and a month listed in Standing Rule 6 (list of Association Meeting Dates).</p>

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	Section 3 - Quorum	Must be in agreement with Article VIII, Section 6b.
District	Article XV Incorporated Associations	Attach copy of articles of incorporation, if an incorporated council or district.
Council	Article XIII Incorporated Associations	
District	Article XVI Identification Numbers and Fiscal Year	Councils and districts are required by law to have a federal Employer Identification Number (EIN), a state Franchise Tax Board (FTB) number, a Registry of Charities and Fundraisers number, and are required to file annual forms with the appropriate agency. Insert the corporation number if the council or district is incorporated. Follow channels for assistance; contact your district or state PTA for assistance.
Council	Article XVI Identification Numbers and Fiscal Year	
District	Article XVII Parliamentary Authority	Incorporated Councils or Districts – Add the council or district’s legal name in the blank line.
Council	Article XV Parliamentary Authority	
Standing Rules		
Additional Standing Rules may not conflict with, supersede or restate bylaws and they should not restate Toolkit sections. Attach additional Standing Rules.		
Council	Standing Rule #3	Contact District for directory data deadline.
District and Council	Standing Rule #5 Vice Presidents	Use this section for an executive vice president, or a vice president if there is no executive vice president and only one vice president. If there are no vice presidents, line this section out.
District	Standing Rule #6 Association Meeting Dates	Set the first meeting of the fiscal year early enough in the year to ensure that the PTA program and budget are approved by the association <i>prior to beginning PTA programs or spending PTA funds.</i> (Article IX, Section 4)
Council		One of the association meeting months must match the election month stated in Article VII, Section 8, Article IX, Section 2, and Article XII, Section 1. Set the first meeting of the fiscal year early enough in the year to ensure that the PTA program and budget are approved by the association <i>prior to beginning PTA programs or spending PTA funds.</i> (Article VIII, Section 3) One of the association meeting months must match the election month stated in Article VI, Section 7 and Article IX, Section 2.
District and Council	Standing Rule #10 Executive Board Meeting Date	There must be 14 days between the district executive board meeting and the association meeting that addresses the business conducted by the district/executive board.
District and Council	Standing Rule #16/17 Standing Committees	Standing committees are those committees that meet all year long, e.g. Membership, Health and Safety, Hospitality.