

Updating Your PTA Bylaws

The PTA Bylaws are your “owner’s manual” made specific to your PTA/PTSA. They provide the framework to run a successful PTA and, along with the California State PTA Toolkit, the Bylaws provide answers to your questions.

Bylaws are to be reviewed annually and **updated every three (3) years**. Check the last page of your current Bylaws for the date signed by the State PTA Parliamentarian. If that date is 2007 or earlier, it is time to update your Bylaws so that your PTA remains in good standing with California State PTA.

The Bylaws include very thorough procedures and instructions for reviewing and updating Bylaws on pages i-iii. Let’s look at some specific sections and how to “fill in” the blanks of your Bylaws.

Membership Dues

Article IV, Section 4 – Your PTA Membership Dues. Fill out the rest of the Dues Section as follows:

- a) National PTA Dues = \$1.75 ***
- b) California State PTA Dues = \$1.25 ***
- c) Fourth District Dues = \$.60 or sixty cents
- d) Capistrano Unified Council Dues = \$.50 or fifty cents
- e) Per Capita Dues = \$4.10 or four dollars and ten cents
- f) The remainder stays with your PTA unit

Important Dates and Other Information

- When are the Dues due? October 1 (Article IV, Section 6) & November 1 (Section 7)
- List of all officers of the PTA (Article V, Section 2 & Article VI, Section 3)
- Nominating Committee shall be a minimum of five (5) members and two (2) alternates (Article V, Section 3-c)
- Annual Election Meeting – ideally in March (Article V, Section 3-g)
- When do officers assume their duties? July 1 (Article VI, Section 1-e)
- Directory Data Deadline – April 1 (Article VI, Section 1-e)
- Duties of Officers – (Article VI, Sections 1-13)
- Audit Dates – When the audit should be completed (January & July) and when to present the report to the PTA for adoption. (Article VI, Sections 8 b-d)
- Association Meetings – the week and day of the month (Article VII, Section 1)
- PTA Unit Fiscal Year – July 1 to June 30 (Article XIV, Section 1)
- Identification Numbers – (Article XIV, Sections 3-5) – found in previous bylaws or obtained from CUCPTSA Parliamentarian. Line out sections 6 & 7 as they do not apply to your PTA.

Do Not Touch the *Starred* Sections

Requirements set by the California State PTA are included in each set of bylaws marked with a triple star (***). A double star (**) marks items required by the Corporation Code of the State of California. These marked articles and sections cannot be changed or altered in any way and must remain in all bylaws. Do not line through these sections.

Executive Board

PTAs without a corresponding secretary and/or financial secretary may renumber these sections (Article V, Sections 5 & 7) assigning duties to the recording secretary and treasurer, respectively.

All officers and chairs of standing committees are members of the executive board. The principal and a teacher representative are also entitled to be on the executive board. Standing committees are committees that meet all year long. In order to ensure there is participation of the standing committee chairs in both association and executive board meetings, these positions are added to the quorum formulas.

Let's Talk About Quorums

A quorum is the minimum number of voting members who must be present at a meeting in order to conduct PTA business and make decisions. The Bylaws define the executive board and association quorums for your PTA. Here are the formulas to use in determining your quorum numbers. They are also explained on page iii of your Bylaws.

Executive Board Quorum Formula: **(Executive Board ÷ 2) + 1 = Quorum.***

Executive Board = (Number of officers + Number of standing committee chairs + 1 teacher rep + 1 principal). The minimum executive board quorum is 5.

Association Quorum Formula: **Number of officers + 4 = Quorum.***

The minimum association quorum is 11.

*If there are ten (10) or more standing committees, that number is to be divided by two (2) and added to the association quorum and to the formula for the executive board quorum.

For example: Your PTA has 16 standing committee chairs + 10 officers.

$$\begin{aligned} \text{Executive Board Quorum} &= (16 \div 2) + 10 + 1 + 1 = \mathbf{20} \\ & \quad (20 \div 2) + 1 = \mathbf{11} \end{aligned}$$

$$\text{Association Quorum} = (16 \div 2) + 10 + 4 = \mathbf{22}$$

Standing Rules

The standing rules direct the administration of the PTA/PTSA. They are more flexible than bylaws and are adopted by the membership as a need arises. Standing rules are procedural rather than parliamentary. To change a standing rule requires previous notice to the membership and a majority vote, or a two-thirds vote without previous notice. A standing rule cannot be in conflict with the bylaws.

Standing Rule #9 is the place to list the standing committees of your PTA/PTSA.

California Corporations Code and California State PTA require that the PTA executive board meet at least once a month during the school year and at least fourteen (14) days prior to an association meeting, unless otherwise ordered by the executive board. The "Bylaws Standing Rules" at the end of your Bylaws list the week and day of the month established for the executive board meeting. You are required to fill in Standing Rule #10.

Standing Rule #11 does not apply to PTA units in CUCPTSA and, therefore, should be lined out.

Parliamentarian -- Steps to Follow in Updating Your PTA Bylaws

- ✓ Form a bylaws review committee (3-5 members) to be chaired by the parliamentarian.
- ✓ The committee reviews the current bylaws to see if any changes need to be made (meeting dates, dues amounts, officers and their duties, etc.)
- ✓ Present the list of proposed amendments, or a recommendation that no changes be made, to the PTA executive board. You may also present the amendments to the association.
- ✓ Fill out the most recent PTA Standard Bylaws blank (June 2009 – Blue Cover).
- ✓ **Follow the instructions on pages i-iii to review and complete the bylaws.**
- ✓ Use black or blue ink pen. Do not use pencil.
- ✓ Use a ruler to line out unused blanks, text in *italics*, text in brackets [], and words/sentences which do not apply to your PTA/PTSA. Example: *This sentence is not applicable.*
- ✓ Do not use “white out” if you make a mistake. Draw a line through it and rewrite.
- ✓ Complete the *Bylaws Submittal Form* (at www.cucptsa.com) and send along with...
- ✓ The newly completed, original bylaws and two (2) photocopies to the CUCPTSA Parliamentarian. Also include two or more (2+) copies of the signature page (both sides).
- ✓ Remember to keep a photocopy of the Bylaws for the Parliamentarian files before you send off all your other copies and original to the Council Parliamentarian.

After Your Bylaws Are Signed by the State Parliamentarian

- Schedule adoption of the updated bylaws and amendments at an association meeting.
- Members must be notified at least thirty (30) days in advance and a list of the amendments must be included with the notice.
- A two-thirds (2/3) vote of the association membership is required to adopt the amendments.
- After the association adopts the bylaws/amendments, the secretary signs and dates the master copy of the bylaws and two copies.
- The secretary keeps the master/original bylaws (Blue Cover). The president and parliamentarian receive the two signed copies.
- Bylaws copies are also made for each member of the executive board, including the principal.

Note: If the only change being made to your bylaws is to update to the most current edition of the standard bylaws, a vote by the association is not necessary, but the return of the signed bylaws from the State PTA Parliamentarian is noted in the executive board and/or association minutes.

For more information and instructions on updating your Bylaws, refer to pages i-iii; visit www.cucptsa.com (bylaws); or contact Kathy Fischer, CUCPTSA Parliamentarian at kfischerpta@yahoo.com or 848-831-1163.

