

Procedures for bylaws review

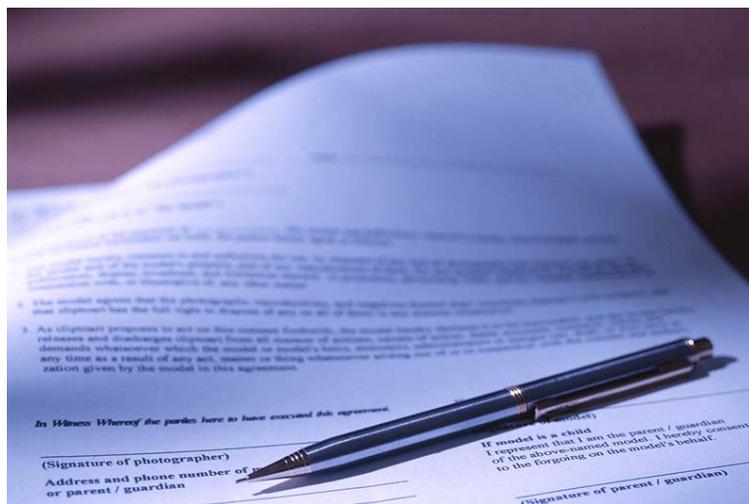
Standard bylaws are updated and reprinted at least once a year. The cover sheet color changes at least once during every two-year term. Current bylaws are available for purchase from the **List of PTA materials** found in the **California State PTA Toolkit or online:**

<http://www.capta.org/sections/communication/sub-order-forms.cfm>.

Many PTA districts and councils also maintain a supply of bylaws for purchase.

Review process

- The president appoints a bylaws review committee (three to five people), chaired by the parliamentarian.
- 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**.
- The parliamentarian consults with the council or district PTA parliamentarian regarding how to complete a section or make a desired change.
- The committee prepares a detailed list of proposed amendments.
- The committee presents, to the executive board, the recommendation that no changes be made to the list of proposed amendments.
- The executive board votes and the outcome is recorded in the minutes.
- The parliamentarian keeps one copy of the bylaws for reference.
- The parliamentarian submits the detailed list along with five (5) copies of the bylaws through council and PTA district channels to the California State PTA parliamentarian. Out-of-council units submit directly to the PTA district. [NOTE: Please verify with the district PTA how many copies to send.]



Please note: **E-Bylaws** may be done at the unit level (English only) by clicking on the link at www.capta.org and obtaining a password.

When bylaws are returned

- The California State PTA parliamentarian returns signed bylaws to the unit through district and council PTA channels.
- 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. (NOTE: If the only change 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 California State PTA is noted in the executive board minutes.)
- A two-thirds (2/3) vote of the association membership is required to adopt the amendments.
- After the association adopts the amendments, the secretary signs and dates the three (3) master copies of the bylaws, which are kept by the president, secretary and parliamentarian.
- Make additional copies of the bylaws for each member of the executive board, including the principal and teacher representative.

Unsigned bylaws

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

Bylaws do's and don'ts

Newly appointed parliamentarians or well-seasoned parliamentarian may find this refresher course in the preparation of bylaws helpful. These instructions can be found on pages ii-iii of the English bylaws template and pages iii-vi of the English/Spanish bylaws template.

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 the California State PTA. See Article XII, Section 3.
3. Words in *italics* indicate certain optional provisions and SHOULD BE LINED OUT when not applicable.
4. To line out, neatly draw a single straight horizontal line through each word and/or sentence that does not apply. Do not use a slash or an X to strike. Do not use **whiteout** or a wide-tipped marker.
5. Words in brackets [] are for information or directions only. Line out words following or beneath a blank that give directions: e.g., _____ [~~month~~].
6. Use the association's full legal PTA or PTSA name (which is on the charter) on the cover: *Selena Sloan Butler PTA* not *Butler PTA*; or *Phoebe Apperson Hearst High School PTSA*, not *Hearst High PTSA*.

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, 2006.
8. Write numbers as words and place figures in parenthesis: 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. The following articles and sections require special attention:
 - a. Article I (p. 1) – If out-of-council, line out “*of the*” and insert “out of” in blank.
 - b. Article IV, Section 4 (p. 3) – Line out unused blanks. Consult with council/district parliamentarian regarding student and/or family memberships.
 - c. Article V, Section 3c – With a nominating committee of three elected members, a majority would be 2 members. Two members would be charting the course for the PTA for the coming PTA term. Consider a larger group (five to seven members) for a more representative committee.
 - d. Article V, Section 3g (p. 5) must agree with Article V, Section 7 (p. 6) and Article VII, Section 1 and 2 (p. 13). Set the election month early enough to allow the president-elect to attend the California State PTA Convention held in late April/early May (Article V, Section 9) and meet the council/district deadline for directory data (Article VI, Section 1e).
 - e. Article VI, Section 2 (p. 8) – Use this section for an executive vice president or a vice president if there is no executive vice president and only one vice president.
 - f. Article VI, Section 4 (p. 8) and Section 5 (p. 9) – If there is only one secretary, line out corresponding secretary and combine these sections and renumber subsequent sections.
 - g. Along with the president, the Article VI, Sections 6b (p. 9), 6l (p. 10), and 6m (p. 10) – If out of council, line out ONLY the last sentence, substituting the italicized sentence that follows.
 - h. Article VI, Section 8b (p. 11) – The midyear audit should be completed approximately halfway through the term of office. The year-end audit must be completed immediately following the end of the term of office (For example, if the term ends June 30, the year-end audit must be completed in July. The midyear audit would be completed in December or January.) A third audit is required at the end of the fiscal year if the term of office is different from the fiscal year.
 - i. Article VI, Section 8d (p. 11) must agree with association meeting months in Article VII, Section 1 (p. 13).
 - j. Article VII, Section 1 (p. 13) – Set the first meeting of the school year early enough to assure that the PTA program and budget are approved by the association *prior to* beginning PTA programs or expending PTA funds (Article VII, Section 3).
 - k. Article VII, Section 2 (p. 13) must agree with Article V, Section 3g (p. 5) and Section 7 (p. 6) and Article VII, Section 1 (p. 13). Set the election month early enough to allow the president-elect to attend the California State PTA Convention held in late April/early May (Article V, Section 9, p. 6) and meet the council/district deadline for directory data (Article VI, Section 1e, p. 7).
 - l. Article VII, Section 5b (p. 14) – The voting power of the association is equal to all members as stated in Article VII, Section 6. The quorum must assure general member participation beyond that of the executive board. The minimum quorum for an association meeting is the number of officers plus four (4) or eleven (11), whichever is greater. Officers are listed in Article V, Section 2. In order to ensure that there is participation by standing committee chairmen in association meetings, the following calculation will determine the number to add to the quorum. If there are ten (10) or more standing committees that number will be divided by two (2) and added to the association quorum.

- m. Article VIII, Section 1 (p. 14) – Standing committees are those committees that function all year: e.g. hospitality, membership, programs, ways and means, fundraising, etc. Standing committees are listed in Standing Rule #9.
- n. Article VIII, Section 2c (p. 15) – Guidelines for the expenditure of unbudgeted funds is as follows (**California State PTA Toolkit 5.2.5**):
 - i. Eight or more association meetings per year – up to \$500.00
 - ii. Five to seven association meetings per year – up to \$750.00
 - iii. Four or less association meetings per year – up to \$1000.00
- o. Article VIII, Section 7b (p. 16) – The quorum for an executive board meeting is based on the number of executive board members, including the principal and teacher representative (majority = 1/2 rounding up to the next whole number) or five (5) whichever is greater.
- p. Article X (p. 18) – Consult with council parliamentarian to verify agreement with council bylaws.
- q. Article XIII (p. 21) – Attach copy of articles of incorporation, if an incorporated association.
- r. Standing Rules (p. 24 and following) must be attached and may not conflict with or supersede bylaws. Do not restate bylaws or Toolkit sections in the standing rules.
- s. Standing Rules 9. Standing committees are those committees that meet all year long i.e. membership, health and safety, and hospitality. The chairman of a standing committee is a member of the executive board. In order to ensure that there is participation by standing committee chairmen in executive board meetings, the following calculation will determine the number to add to the quorum. If there are ten (10) or more standing committees that number will be divided by two (2) and added into the calculations for the executive board quorum.

Samples of standing rules

- The first vice president shall chair the program committee, which shall be responsible for setting goals for the PTA and planning the general PTA program.
- The second vice president shall chair the membership committee, which is responsible for coordinating the annual membership enrollment campaign and shall be responsible for maintaining a current list of PTA members and providing a copy of that list to the secretary.
- The third vice president shall chair the fundraising committee, which is responsible for setting a fundraising goal and organizing and implementing all fundraising activities.
- The president or alternate shall attend all school board meetings.
- All executive board members shall present current membership cards at the executive board meeting in October.
- The first vice president shall be responsible for purchasing and engraving a past president's pin to present to the president at the end of the term.
- This PTA owns a 45-cup coffee pot, two electric staplers, two battery-operated calculators, and three locking moneyboxes. All PTA-owned property is kept in the PTA cabinet in the volunteer room.
- Anyone who wishes to borrow the PTA-owned equipment must request permission from the executive board.

Bylaws Committee

- This PTA shall pay an annual assessment of twenty-five dollars (\$25) to Out of the Way Council no later than November 1.
- Any nominee for office of president must have served on the executive board for a minimum of one full year.
- The installation of officers will be held at the May association meeting and the president-elect may select the installing officer.
- A minimum balance of \$1,000 shall be carried over in the PTA account for the next school year.
- Past Honorary Service Award recipients shall be invited to attend the annual association Founders Day celebration.
- The president will meet regularly with the school principal.
- The standing committees are Budget, Bylaws, Founders Day, Programs, Hospitality, and Carnival.
- The historian will keep a visual and written record of the PTA's yearly activities.
- Past presidents are to be mailed PTA newsletters. This is the responsibility of the corresponding secretary.

