

PARLIAMENTARY PROCEDURES & BYLAWS

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<https://ronr.pro/RT2019>

BYLAWS OVERVIEW

2019

PARLIAMENTARY PROCEDURES & BYLAWS

What are the differences?

Parliamentary Procedures	YOUR PTA Bylaws
CAPTA's agreed-upon Rules of Order At Business Meetings	PTA's Governing Rules + Standing Rules

BYLAWS OVERVIEW

BYLAWS OVERVIEW

Official set filed/kept with PTA Secretary

Copies to officers and board members

2019

BYLAWS OVERVIEW

Available to members upon request

One or more copies to Councils and Districts

2019

UPDATING BYLAWS

Reviewed, Updated & Approved

ARTICLE XV - AMENDMENTS

***SECTION 1.1. Bylaws for this Association shall be reviewed annually and updated at least every five (5) years by the Bylaws committee of this Association.

At Least Every 5 Years

2019

BYLAWS OVERVIEW

BYLAWS OF: _____ (Full Legal Name of Association) _____ Council of PTA's _____ State PTA

APPROVED BY: _____ Date _____

APPROVED BY THE ASSOCIATION: _____ Date of Adoption by the Association _____

2019

PARLIAMENTARY PROCEDURES & BYLAWS

Bylaws

Article I	Name	1
*** Article II	Purposes	1
*** Article III	Basic Policies and Principles	2
Article IV	Membership and Dues	3-4
Article V	Officers and Their Election	4-6
Article VI	Duties of Officers and Chairpersons	6-7
Article VII	Association Meetings	7-8
Article VIII	Executive Board	9-10
Article IX	Council Membership	10-11

PARLIAMENTARY PROCEDURES & BYLAWS

Bylaws

Article X	Charter Procedure	11-12
Article XI	Relationship with National PTA and California State PTA	12
***Article XII	Articles of Organization	12
Article XIII	Identification Numbers and Fiscal Year	13
***Article XIV	Parliamentary Authority	13
Article XV	Amendments	13-14
	Signature Page	14
	Standing Rules	15-16

UPDATING PTA BYLAWS

Print from e-Bylaws

2019

UPDATING PTA BYLAWS

INSTRUCTIONS FOR COMPLETING THE STANDARD 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.

Standard bylaws are available for units in three formats: printed form, fillable pdf format and online with the e-Bylaws Program available on the California State PTA website: www.captanet.org

To Complete Bylaws - Using the E-Bylaws Program online:

- Visit our website: www.captanet.org - select e-Bylaws and request a password
- After receiving a password in an email, go back to e-Bylaws to build unit bylaws
- Complete each screen by entering information and selecting options for your unit
- When finished and saved, a pdf file of updated bylaws is generated to download and print
- Submit bylaws for approval through your unit as outlined in Procedures for Bylaws Review

To Complete Bylaws - Using Printed and Fillable PDF Formats:

- Fill in or line out all blanks, as applicable
- Line out words in italics when not applicable as they indicate optional provisions
- Spell out words in full with no abbreviations - e.g. September, second vice president
- Write dates using the long form - e.g. February 7, 2017
- Write numbers as words and place figures in parenthesis - e.g. five dollars (\$5.00)

UPDATING PTA BYLAWS

Use blue or black ink

Black
Blue

or typed text

UPDATING PTA BYLAWS

sult with the competent district PTA prior to beginning this process.)

When an officer fails to attend three consecutive meetings without adequate excuse or not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules conduct which the executive board determines to be injurious to the organization or its executive board in which may include consideration, district PTA. The from office be thirds (2/3) affirmative vote, take such action as it determines to be noncommercial, nonsectarian and nonpartisan.

State Bylaws

es of the National PTA, the California State PTA and this association shall seek to participate in the decision-making process established at the legal responsibility to make decisions has been delegated to state education authorities, and local education authorities.

UPDATING PTA BYLAWS

SECTION 3.

The additional vice president(s) shall act as aide(s) to the president and executive vice president and shall, in their designated order, perform the duties of the president in the absence or disability of that officer to act.

The first vice president shall serve as communications chairman

The second vice president shall serve as volunteer coordinator

The third vice president shall serve as _____

The fourth vice president shall serve as _____

The fifth vice president shall serve as _____

The sixth vice president shall serve as _____

Additional duties of each vice president shall be placed in the Standing Bylaws.

UPDATING PTA BYLAWS

UPDATING PTA BYLAWS

~~Apr.~~ → April

UPDATING PTA BYLAWS

~~20~~ → twenty

OVERVIEW OF BYLAWS

Complete this form, then send through channels.

- 3-5 *double-sided* Bylaws
- extra signature pages
- payment (as needed)

BYLAWS SUBMITTAL FORM FOR UNITS AND COUNCILS

INSTRUCTIONS - To submit updated bylaws for review and approval:

- Complete this form, listing proposed bylaws amendments on page 2.
- Send form and three (3) double-sided copies of updated Bylaws and Sign extra Signature Pages to your council PTA, if in council, or your district PTA.

1. PTA INFORMATION:

Unit: _____
 Council: _____
 District PTA: _____
 Organization Date: _____
 California State PTA ID#: _____
 National PTA ID#: _____
 Employer Identification #: _____
 Statewide PTA ID#: _____

UPDATING PTA BYLAWS

APPROVED BY:

California State PTA Parliamentarian _____ Date: _____

ADOPTED BY THE ASSOCIATION:

Association Secretary _____ Date of Adoption by the Association: _____
 Association President _____

NOT signed yet!

UPDATING PTA BYLAWS

Original Signed Bylaws

President
 Secretary
 Parliamentarian

Copies

All Board Members

Council PTA
 District PTA

Wait for return...

ADOPTING BYLAWS

APPROVED BY:

California State PTA Parliamentarian _____
 Association Secretary _____
 Association President _____

ADOPTED BY THE ASSOCIATION:

May 2016

ADOPTING BYLAWS

Written Notification

At least 30 days' notice

May 2016

April 2016

ADOPTING BYLAWS

Notice of Proposed Bylaws Amendments

To All Sunshine Valley Elementary PTA Members,

The membership will vote on the following four proposed bylaws changes at the Association Meeting on Tuesday, May 10, 2016, at 6:00 p.m., in the Sunshine Valley Elementary School gymnasium.

Written Notification

place, date & time

list of proposed amendments

Page #	Article	Section	Proposed Change
3	IV	6	Dues change from \$100 to \$110.00
5	VI	2b	Nominating committee from 3 to 5
13	VIII	5b	Quorum from 10 to 15 voting members
23	SIR	10	Add 'Advocacy Committee' to Standing Committees

ADOPTING BYLAWS

"I move to adopt the bylaws as amended."

two-thirds majority required

ADOPTING BYLAWS

APPROVED BY:

California State PTA Parliamentarian _____ Date: _____

ADOPTED BY THE ASSOCIATION:

Association Secretary _____ Date of Adoption by the Association: _____
 Association President _____

E-BYLAWS

Questions before moving on?

California State PTA
everychild. onevoice.

