



California State PTA Presenter:

Bruce Bergman

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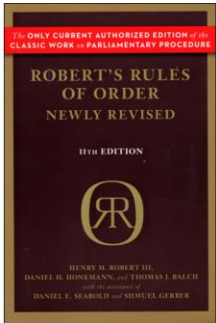
<https://ronr.pro/RT2019>

BYLAWS OVERVIEW

BYLAWS FOR LOCAL PTAPTSA UNITS

_____ National PTA Identification Number	_____ California State PTA Identification Number
_____ Name of Association	
_____ Council PTA	
_____ District PTA	
_____ Address of School - Street	
_____ City - Zip Code	
_____ Grades in School	
_____ Organization Date of This Association	

What are the differences?



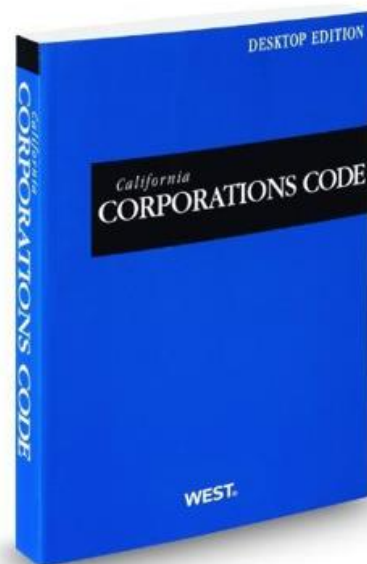
Parliamentary Procedures

CAPTA's agreed-upon
Rules of Order
At Business Meetings

YOUR PTA Bylaws

PTA's Governing Rules
+ Standing Rules

BYLAWS OVERVIEW



BYLAWS OVERVIEW

BYLAWS
FOR LOCAL PTA/PTSA UNITS

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REVISED JUNE 2019
California State
PTA
everychild. onevoice.

Official set filed/kept
with PTA Secretary

Copies to officers
and board members

BYLAWS OVERVIEW

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Available to members
upon request

One or more copies to
Councils and Districts

UPDATING BYLAWS

Reviewed, Updated & Approved

ARTICLE XV – AMENDMENTS

***SECTION 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

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BYLAWS FOR PTA/PTSA UNITS

California State PTA Identification Number
Name of Association
Council PTA
District PTA
Address of School - Street
City - Zip Code
Grades in School
Organization Date of This Association

BYLAWS FOR PTA/PTSA UNITS

California State PTA Identification Number
Name of Association
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District PTA
Address of School - Street
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Grades in School
Organization Date of This Association

BYLAWS OVERVIEW

BYLAWS OF: _____

(Full Legal Name of Association)

_____ Council of PTAs

_____ District PTA

APPROVED BY:

California State PTA Parliamentarian

Date

ADOPTED BY THE ASSOCIATION:

Association Secretary

Date of Adoption by the Association

Association President

PARLIAMENTARY PROCEDURES & BYLAWS

Bylaws

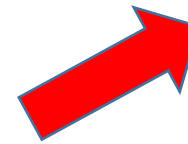
Article I	Name	1
***Article II	Purposes	1
***Article III	Basic Policies and Principles.....	2
Article IV	Membership and Dues	3-4
Article V	Officers and Their Election.....	4-6
Article VI	Duties of Officers and Chairpersons	6-7
Article VII	Association Meetings	7-8
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Article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

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
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Article XV	Amendments.....	13-14
	Signature Page.....	14
	Standing Rules	15-16

UPDATING PTA BYLAWS

Print from e-Bylaws



BYLAWS FOR LOCAL PTA/PTSA UNITS

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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.capta.org

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

- Visit our website - www.capta.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 channels 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)
- Submit bylaws for approval through channels as outlined in *Procedures for Bylaws Review*

UPDATING PTA BYLAWS

Use blue or black ink

Black



Blue



or typed text

sult with the ~~council~~ and district PTA prior to beginning this process.)

When an officer fails to attend three consecutive meetings without adequate excuse or without fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, or conduct which the executive board determines to be injurious to the organization or its interests, the executive board may, by a 2/3 affirmative vote, take such action as it determines to be in the best interests of the organization.

which may include removal from office by a two-thirds (2/3) affirmative vote of the executive board.

Notice Procedure
~~council~~/district

The **State Bylaws**

****ARTICLE III – BASIC POLICIES**

Policies of the National PTA, the California State PTA and this association shall be:

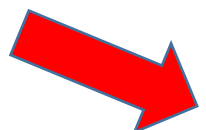
1. be noncommercial, nonsectarian and nonpartisan;

2. work with the schools and community to provide quality education and shall seek to participate in the decision-making process established by the local board of education; and
3. recognize that the legal responsibility to make decisions has been delegated to the local board of education.

boards of education, 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 Rules.]~~

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 Standard 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 #: _____

Franchise Tax Board #: _____

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

Council PTA
District PTA

Copies

All Board Members

Wait for return...

ADOPTING BYLAWS

May 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8 Mother's Day	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Memorial Day	31	1	2	3	4

APPROVED BY:

California State PTA Parliamentarian

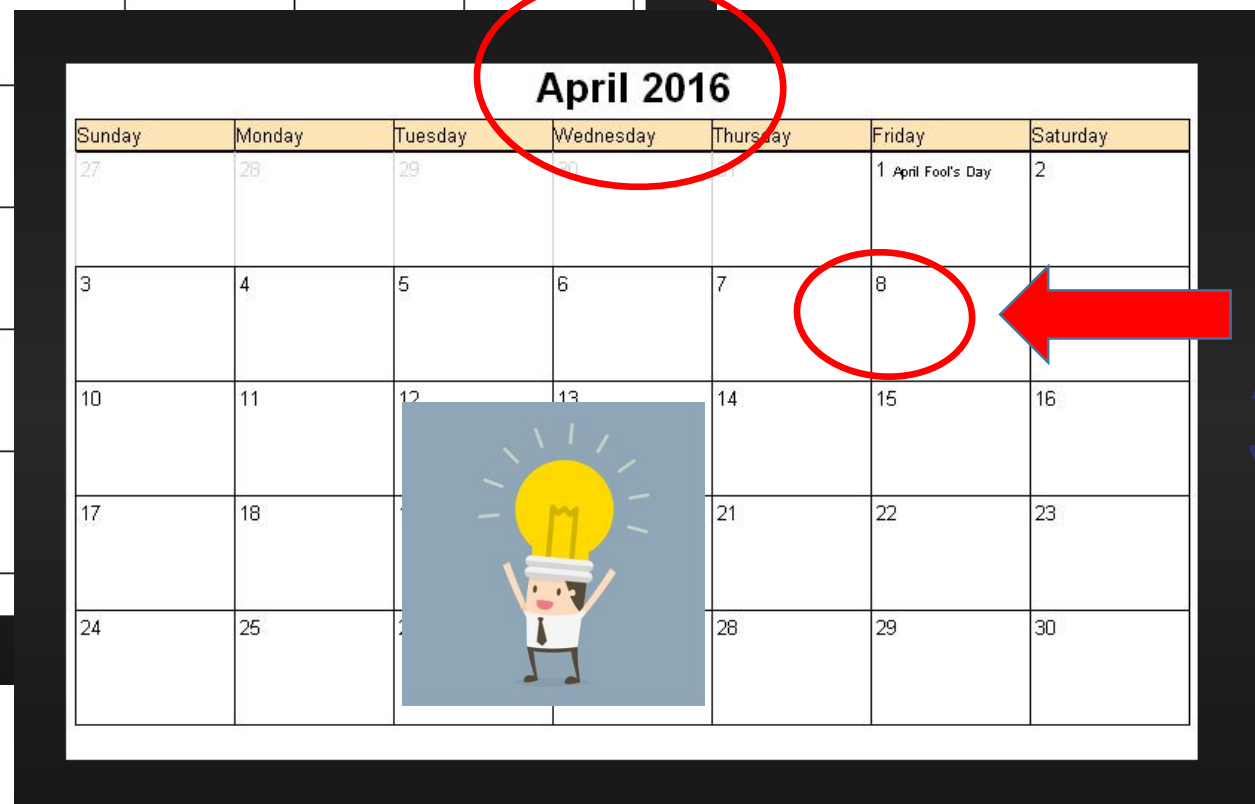
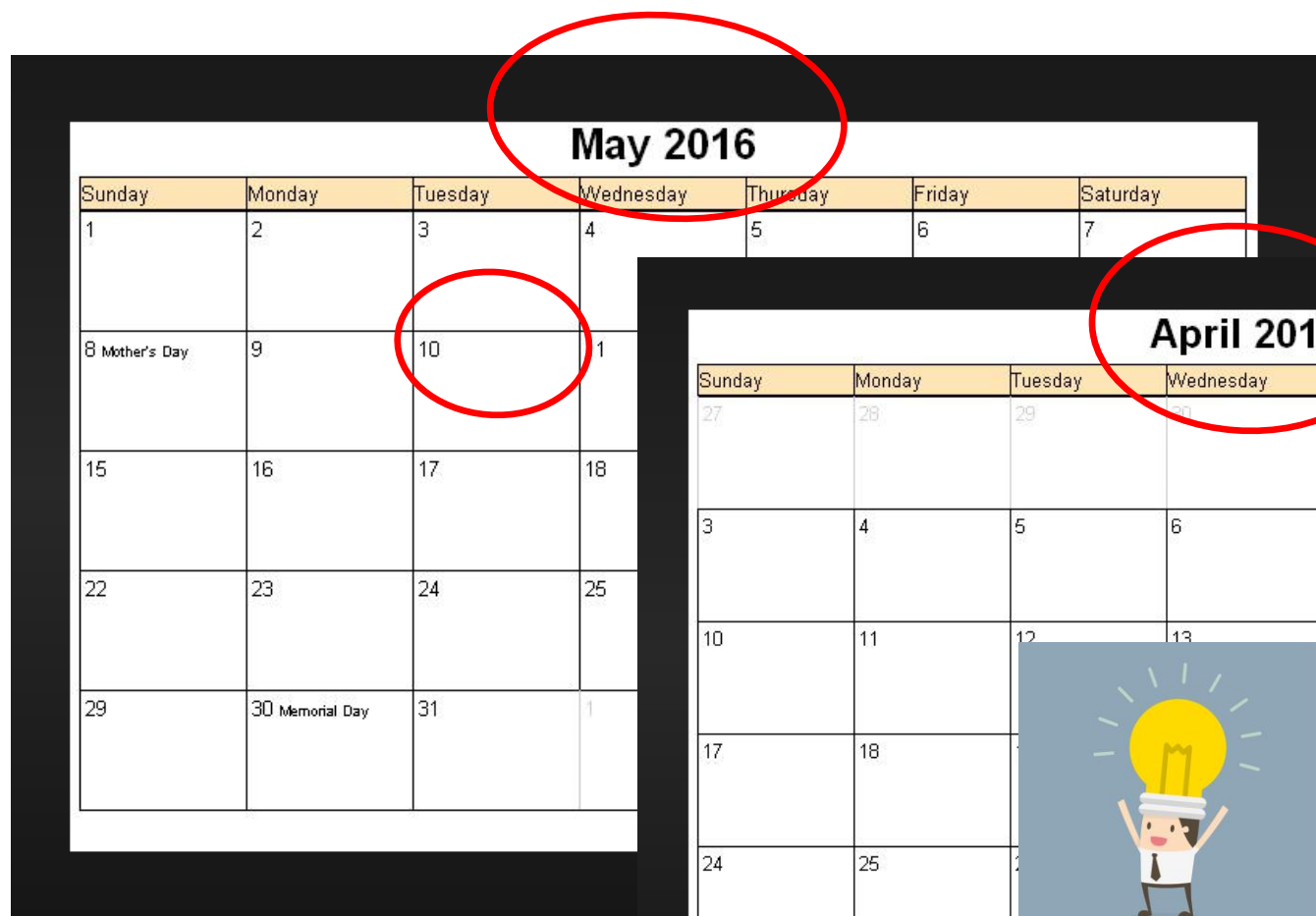
ADOPTED BY THE ASSOCIATION:

Association Secretary

Association President

ADOPTING BYLAWS

Written Notification



At least
30 days'
notice

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

Page #	Article #	Section #	Proposed changes (Please attach additional pages if necessary.)
3	IV	6	Dues change from \$10.00 to \$11.00
5	VI	3b	Nominating committee from 3 to 5
13	VIII	5b	Quorum from 13 to 15 voting members
23	SR	10	Add 'Advocacy Committee' to Standing Committees

list of proposed
amendments

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

Questions before moving on?

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ABOUT

PTA LEADERS

PROGRAMS + EVENTS

FOCUS AREAS

RESOURCES

JOIN

RUN YOUR PTA

PROGRAMS

SERVICES

PTA STORE

TAX FILING SUPPORT CENTER

PTAEZ

OFFICER CONTACT SYSTEM

E-BYLAWS

INSURANCE

PTA in California Education Edition

WHAT PARENTS NEED TO ASSESSMENTS, EDUCATION AND MORE

READ MORE

www.capta.org

[← PTA Leaders](#)

E-BYLAWS SIMPLIFY UPDATES

Welcome to California State PTA's e-Bylaws — a new, quicker way for you to revise and update your unit PTA/PTSA bylaws!

MAKING BYLAWS EASIER FOR YOUR PTA



To use the e-Bylaws system, you must request a username and password.

REQUEST USERNAME & PASSWORD



Once you have your username and password, you can proceed directly to "Build e-Bylaws."

ACCESS E-BYLAWS



E-BYLAWS






Login

Username


Password

Login





SEARCH:

Select Unit 

Unit Name	State ID	City	District PTA	Council PTA
Sunshine Valley Elementary PTA	0000	Sunshine Valley	Sixteenth	Out of Council

Bylaws - Sunshine Valley Elementary PTA

Unit Information

Unit Name *	Sunshine Valley Elementary PTA			Fiscal Year Start *	July 1	(Article XIV)
FileMaker ID	OR18			Fiscal Year End *	June 30	(Article XIV)
	<input checked="" type="radio"/> PTA	<input type="radio"/> PTSA		Grades In School *	Kindergarten-Eighth Grades	
	<input type="radio"/> In Council	<input checked="" type="radio"/> Out Of Council		National PTA ID *	0000####	
District PTA *	Sixteenth	Select		California State PTA ID *	####	
Council PTA *	Out of Council	Select		IRS Federal EIN *	## #####	(Article XIV)
School Address *	12345 Sunshine Valley Road			FTB Entity Number *	#####	(Article XIV)
City, Zip Code *	Sunshine Valley	94949		Charitable Trust Number	CT#####	(Article XIV)
Organization Date *	July 1, 1977			Corporation Number		(Article XIV)

Bylaws Information is Complete

Save

Restore

Bylaws

Previous

Next

E-BYLAWS

BYLAWS

BYLAWS FOR LOCAL PTA/PTSA UNITS

BYLAWS FOR LOCAL PTA/PTSA UNITS

National PTA
Identification Number

California State PTA
Identification Number

Name of Association

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District PTA

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REVISED JUNE 2019
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INSTRUCTIONS FOR COMPLETING THE STANDARD BYLAWS

SUBMITTING YOUR BYLAWS

1. Double-side print the bylaws with at least four additional double-sided signature pages to be signed by the state parliamentarian.
2. Check with the Council and/or District regarding any additional requirements.
3. Send the bylaws document through channels to the state parliamentarian for signature.
 - council parliamentarian, if in council - three (3) sets of bylaws with four (4) additional signature pages.
 - district parliamentarian if out of council - two (2) sets of bylaws with four (4) additional signature pages.
4. Signed bylaws will be returned through channels.

ALTERED. They are policies or procedures of the California State PTA. See Article XIV, Section

3. Words in *italics* indicate 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 which does not apply. Do not use a slash or an X to strike. Do not use white-out or a wide-tipped marker.
5. Words in brackets [] are for information or directions only. They have been pre-lined out, e.g.,
_____, [month], but you must follow the directions given in them.
6. Use the council's full legal PTA or PTSA name on the cover: *Sunshine Council of PTAs*, not *Sunshine Council*.



CAPTA Parliamentarian:

Tim Davidson
parliamentarian@capta.org

My Contact info:
Bruce Bergman

bbergman@capta.org
hello@ParliamentaryPro.com

<https://ronr.pro/RT2019>